



Government of India
(Ministry of Home Affairs)
Office of the Registrar General, India
2/A, Man Singh Road
New Delhi –110 011

TENDER CALL NOTICE NO. No. D-30011/02/2012-GS DATED 12.11.2012

Sealed tenders are invited in single bid system from reputed firms, fulfilling the following minimum eligibility criteria and as per the terms & conditions given below, only on prescribed form at Annexure-A for renovation of Library Hall of ORGI at Sewa Bhawan, R.K. Puram, New Delhi.

1. Eligibility Criteria for Bidders: -

- i) Annual Turnover of the Bidder(s) should be more than ₹25.00 lakh for last two years. Copies of balance sheets be enclosed.
- ii) The Bidder must have undertaken and successfully completed atleast two important projects relating to renovation/repair each valuing more than Rupees five lakh during the period April, 2010 to March, 2012 in the offices of Government of India/ State Governments/ Public Sector undertakings/ any other reputed companies & private concerns. (Copies of such Work Orders during the above years and work completion certificates should be submitted).

2. Earnest Money Deposit (EMD): -

Bidders are required to deposit ₹15,000/- (Rupees fifteen thousand only) towards EMD in the form of Account Payee Demand Draft/ Pay Order of any Nationalised /Scheduled Bank drawn in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi" along with their Bid in sealed envelope.

3. Other Terms and Conditions: -

- i) Bidders should submit their sealed envelopes with O/o the Registrar General, India at 2/A Man Singh Road, New Delhi latest by 3 P.M. on 26.11.2012.
- ii) The tenders shall be opened on the same date at 3.30 P.M. in the presence of quotationers or their authorised representatives, if any.
- iii) The quotations received without supporting papers i.e. (a) balance sheets for 2009-10 and 2010-11 and (b) work experience valuing more than Rupees ten lakh etc. towards fulfilling eligibility criteria and without earnest money in the form of Demand Draft/ Pay Order shall be summarily rejected.
- iv) The quotations received after stipulated date and time shall not be entertained.
- v) Rates should be indicated in both Figures & Words and these should include charges like all taxes, loading/unloading, installation, freight etc. The rates quoted would be firm till delivery and no change whatsoever for any reason would be allowed.

- vi) The material should be properly delivered in conformity with the specifications and properly fixed to the satisfaction of the concerned authority at ORGI's Library, Sewa Bhawan, R.K. Puram, New Delhi.
- vii) Items are expected to be provided and fixed within one month from the date of work order.
- viii) The materials should carry minimum guarantee/warranty for 12 months from the date of completion of work.
- ix) The payment would be released after providing & fixing of all items as per specifications mentioned at Annexure-A to the satisfaction of Competent Authority.
- x) The successful bidder awarded with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the order in the form of Account Payee Demand Draft/Bank Guarantee from a Nationalized/Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". The Security Deposit should be for a minimum period of one year and to be deposited within 7 days of the Work Order. If the Security Deposit is not paid within time specified, the Earnest Money Deposit of the bidder shall be forfeited. No interest will be payable for "Performance Security". In the event of non-providing the services, the Performance Security shall be forfeited.
- xi) The Bidder should not have been black listed by any Central Govt. / State Govt Office etc. If found to have declared black listed by any Govt. office, the EMD deposited shall be forfeited and the quotation shall be rejected.
- xii) EMD of unsuccessful Bidders shall be returned as promptly as possible as but not later than 30 days after the award of the work order.
- xiii) If Successful Bidder(s) awarded the work contract refuses to take up the specified job or violate the other terms & conditions his/their deposited EMD shall be forfeited.
- xiv) The tender document can also be obtained from the official website of office of RGI at www.censusindia.gov.in/tender.

4. This office reserves the right to reject any or all quotations without assigning any reason.

(Dr. Ravi Shanker)
Deputy Director

To

(As per list)

ANNEXURE-A**PRESCRIBED PROFORMA FOR FINANCIAL BID
(SINGLE BID SYSTEM)**

S. No.	Description of items, size & specification	Est. qty.	Unit	Rate	Amount
(i)	Electrical work for ORGI's Library at Sewa Bhawan Sealing reflective 2'x2' Three Tube 36 watt double side fitting & good quality wiring, Wire and Switch Board including all necessary items of ISO mark	18	Nos.		
(ii)	Books showcase 11'x9'x1.5' = 148.5 sq. ft. All work are to be done by MDF board and 8mm glass 3 sliding palla & shelf also 8 mm glass plate including all necessary fittings of ISO mark	148.5	sq. ft.		
(iii)	Glass door 11'x9'=99 sq. ft. with aluminium structure fitting door size 7'x6' double door 12mm tuffen glass both side handle & lock including door plying machine all total door remove & fixing at Library. Concrete wall remove & fixing.	99	Sq. ft.		
(iv)	Fixing of Vertical Blind for Window size 17'x6'=102 sq. ft. x 3 nos. = 306 sq. ft.	306	Sq. ft.		
(v)	Wall Paneling gypsum/MDF board with wooden jaali 3'x3' by 1.5" wooden rod and 2" wooden rod including all necessary items of ISO mark size 88'x10'x2 nos. = 1760 sq. ft. & 45'x10'x1 no. = 450 sq. ft. Total 1760+450 = 2210 sq. ft. wastage 10% i.e. 221 sq. ft. Grand Total=2431 sq. ft.	2431	Sq. ft.		
(vi)	Aluminium partition 16 mm gauze channels 4"x2" framing & 6mm good quality glass including 7'x3' door. Upper side glass fitting side MDF board fitting. Total area 45'x8'=360 sq. ft. old partition fixing 20'x8'=160 sq. ft. New partition 360 sq. ft. – 160 sq. ft. = 200 sq. ft.	360	Sq. ft.		

I agree to the terms and conditions as mentioned in the Tender Notice No. D-30011/02/2012-GS Dated 12.11.2012 issued by the Government of India, Office of the Registrar General, India, 2-A Man Singh Road, New Delhi- 110011.

1. Name of the Manufacturer/ Dealer

2. Confirmation regarding supply & fixing of materials as per prescribed specification of materials _____ Yes/ No.
3. PERIOD OF VALIDITY OF OFFER PRICE (in days):

4. Period of Guarantee/ warranty offered for the material:_____
5. DELIVERY SCHEDULE: _____
6. EARNEST MONEY DEPOST: Draft number:_____ Date of issue:_____ Name of the Bank:_____
7. Sales Tax/VAT Clearance Certificate: A copy of latest sales tax/VAT clearance certificate duly self-attested should be submitted alongwith offer.
8. I have enclosed the copies of following documents as support papers:-
 - (i) Copies of Balance Sheet of the firm for last two years (2009-10 and 2010-11)
 - (ii) Work orders valuing more than Rupees five lakh/completion certificates during last two years.

Signature.....
Name.....
Name of the Firm.....
Stamp.....