



**OFFICE OF THE REGISTRAR GENERAL, INDIA**  
(Government of India, Ministry of Home Affairs)  
2/A, Mansingh Road, New Delhi-110011.

**TENDER CALL NOTICE NO: D-31013/03/2009-GS DATED 22.09.2009**

Sealed Tenders are invited in single bid system from reputed manufacturers or their authorised dealers, fulfilling the following minimum eligibility criteria and as per the terms & conditions given below, only on prescribed form at Annexure for supply and fixing of Conference Table, Conference Chair, Officers Tables, Officers Chair, Visitors Chair, Workstations and other furniture etc. in our office on Ground Floor (Wing –I) at West Block-I, R.K. Puram, New Delhi.

**1. Eligibility Criteria for Bidders: -**

- i) Annual Turnover of the Bidder(s) should be more than Rs. 1.0 Crore for last two years. Copies of balance sheets be enclosed.
- ii) The Bidder must have undertaken and successfully completed some of the important projects (providing & fixing of modular furniture & fixtures), each valuing more than Rupees fifty lakhs, in the offices of Government of India/ State Governments/ Public Sector undertakings/ any other reputed companies & private concerns. (Copies of such Work Orders during last two years and work completion certificates should be submitted)

**2. Earnest Money Deposit (EMD): -**

Bidders are required to deposit Rs. 30,000/- (Rupees thirty thousand only) towards EMD in the form of Account Payee Demand Draft/ Pay Order of any Nationalised /Scheduled Bank drawn in favour of “Registrar General, India” payable at “New Delhi” along with their Bid in sealed envelope.

**3. Other Terms and Conditions: -**

- i) Bidders should submit their sealed envelopes with Joint Director (HQ) at 2/A Man Singh Road, New Delhi latest by 3 P.M. on 12.10.2009.
- ii) The tenders shall be opened on the same date at 4 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 2007-08 and 2008-09 and (b) work experience valuing more than Rupees 50 lakhs 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 including 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 installed to the satisfaction of the concerned authority at West Block-I, R.K. Puram, New Delhi.

- vii) Items are expected to be supplied and installed within 2 months from the date of work contract/ award. However, since civil & electrical works at the site are being carried out by CPWD, slight change in the schedule may be possible.
  - viii) The materials should carry minimum Guarantee / Warranty for 12 months from the date of completion of work.
  - ix) 90% Payment would be released after supply & fixing of all items as mentioned in annexure to the satisfaction of Competent Authority. The remaining 10% of the total cost shall be paid after 12 months from the date of completion of work.
  - x) No interest will be payable for the 10% amount retained towards “performance Security”. In the event of non-providing of after sale service, 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 successful Bidder(s) shall be returned after retention of 10% of total cost / bill amount towards “performance security”.
  - xiii) EMD of unsuccessful Bidders shall be returned as promptly as possible as but not later than 11.11.2009.
  - xiv) 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.
  - xv) The tender document can also be obtained from the official website of office of RGI at [www.censusindia.gov.in](http://www.censusindia.gov.in).
4. This office reserves the right to reject any or all quotations without assigning any reason.

**(A.K. SAMAL)**  
**JOINT DIRECTOR (HQ)**

**Encl: As per the list**

**PRESCRIBED PROFORMA FOR FINANCIAL BID  
(SINGLE BID SYSTEM)**

Sl. No.	Description of Items, Size, & Specification	Est. Qty	Unit	Rate	Amount
<b>1</b>	<b>Conference Hall</b>				
	<p>(i) <b>Conference Table:-</b> Conference table size 48'(L)×2'3" (W) - 2 nos. and size 2'(L)×2'3" (W) – 2 nos. with Oval shape and each table arm 2'-3" wide made in different parts join together. Height of table 2'-6". Table top made of 25 mm top and 19mm thick sides made up of Board (Duro/Green/ Ecotec/Avtar or equalent)75mm wide BWP Board fix on out side of table top. Bottom side of the table closed by the 6mm ply. Top &amp; Bottom finish with 1.0 mm thick approved laminate (Merino/Greenlam/ Virgolam / Amulya or equalent) with teak wood edging of approve shape on all edges of the table top. <b>Finish:</b> All wood protected with 2coats sealer, 2 coats melamine matt finish polish of approved shead. All complete as per layout plan.</p>	1	Nos.		
	<p>(ii) <b>Conference chair:-</b> Conference chair medium back with cushioned seat and back as per design in leatherite upholstery or plain fabric upholstery up to Rs.180/- per meter with synchro tilt mechanism, hydraulic lift and tilt lock facility in chrome/ PP base and PU arms with min. seat 450mm apprx.</p>	50	Nos.		
	<p>(iii) <b>Fixed Chairs:-</b> Supply of Fixed chairs with same above design in black leatherette Sl.No. 1 (ii).</p>	50	Nos.		
	<p>(iv) <b>Wooden side boards and side cabinets:-</b> Size 8'×18"×2'6" (ht.) Providing /fixing in position 16"/18" deep storage units made of 19 mm ply board (Duro/Green/ Ecotech/ Avtar or Equivalent) vertical shutters, 19mm shelves, 6mm ply backing. All expose Ply edges to be finished with edge Binding Pattie, SS brush steel handles with locks and key arrangements (Godrej/ Doorset/ or equivalent), heavy duty box hinges with etc. to be used. All external ply surface to be finished with 1 mm thick laminate (Merino/ Greenlam/ Virgolam/ Amulya or equivalent) and internal surfaces to be finished in white enamel paint.</p>	1	Nos.		
	<p>(v) <b>Planter container (without plants):-</b> Planter container (without plants) of 19mm</p>	6	Nos.		

	thick board (Duro/Green/ Ecotech/ Avtar or Equivalent) inside polish with required colour astar finish and outside finish with 1.0 mm thick laminate with teak wood beading at top respectively.				
	<p>(vi) <b>Supply of wooden table for computer /assistant in conference room: -</b>  Size of 4'×2'</p> <p>Table top of 19mm thick board (Duro/Green/ Ecotech/ Avtar or Equivalent) &amp; 19 mm thick 75 wide BWP Board fixed on out side of table top. Bottom side of the table close by the 6mm ply. Top &amp; Bottom with 1.0 mm thick approve laminate finish. 50mm×70mm teak wood edging as per approve shape on all edges of the table top.</p> <p><b>Finish:</b> All wood protected with 2 coater sealer, 2 coats of melamine matt finish polish of approved sides. All stainless steel Brushed finished handles/ Locks (doorset/Godrej/ or equivalent)</p>	1	Nos.		
<b>2</b>	<b>RGI's Chamber</b>				
	<p><b>i) Supply of office desk:-</b>  Size of 7'×3'6" with side credenza of 3'6"×18"×30" (ht.) laminate finish. As same specification mentioned in 1 (vi).</p>	1	Nos.		
	<p><b>(ii) Chair Medium: -</b> Supply of chair medium back revolving design/hydraulic stand revolving /fitting design in leatherette. As same specification mentioned in 1 (ii).</p>	1	Nos.		
	<p><b>(iii) Visitor Chair: -</b> Supply of visitor chairs lock back. As same specification mentioned in 1 (ii).</p>	3	Nos.		
	<p><b>(iv) Back Storage: -</b> Providing /fixing wooden back storage size of 7'×18"×2'6" (ht.). As same specification mentioned in 1 (iv).</p>	1	Nos.		
	<p><b>(v) Side Storage/Filing Cabinet: -</b> Providing /supply side storage/filing cabinet of 8'×18"×2'6" (ht.). As same specification mentioned in 1 (iv).</p>	1	Nos.		
	<p><b>(vi) Sofa Set: -</b> Providing /supply sofa set (3+1+1 seater):- Sofa seat fully upholstered seat and back with crome / steel legs and finished in black leatherette upholstery till Rs. 180/- per meter couple in all respect as per our design.</p>	5	Nos.		
	<p><b>(vii) Corner Table: -</b> Providing /supply corner tables glass top and steel base/crome base.  Size :- 2' × 2'</p> <p>Corner table with plain glass with Bebelled edges and steel /crome base</p>	2	Nos.		

	(viii) <b>Centre Table:</b> - Providing /supply centre table glass top. Square centre table size : - 30" ×30" Centre table with plain glass with Bebelled edges and steel /crome base.	1	Nos.		
	(ix) <b>Table with Laminate Top:</b> - Providing /supply of table size 8'×4' with laminate top. As same specification mentioned in 1 (i).	1	Nos.		
	(x) <b>Conference Chairs:</b> - Providing /supply conference chairs medium back revolving /fitting in black leatherette. As same specification mentioned in 1 (ii).	8	Nos.		
	(xi) <b>Planter Container:</b> - Providing /fixing of wooden planter container of size: - 3'6"×12"×2' (ht.) near column. As same specification mentioned in 1 (v).	1	Nos.		
<b>3</b>	<b>Officers Room</b>				
	i) <b>Supply of office table:-</b> Size of 5'×2'6" with attached side credenza in lamination finish. As same specification mentioned in 1 (vi).	2	Nos.		
	ii) <b>Office Chair Medium:</b> - Supply of office chair medium back revolving design /hydraulic stand revolving /tilting in plain fabric. As same specification mentioned in 1 (ii).	2	Nos.		
	iii) <b>Office Chair:</b> - Supply of office chairs with plain fabric. As same specification mentioned in 1 (ii).	4	Nos.		
	iv) <b>Back Storage:-</b> Providing /fixing back storage size of 9' ×18"×2'6" (ht.). As same specification mentioned in 1 (iv).	2	Nos.		
	v) <b>Planter Container (without plants):-</b> Providing /fixing wooden planter container (without plants). As same specification mentioned in 1 (v).	2	Nos.		
<b>4</b>	<b>Rest of Office Area</b>				
	i) <b>Office Table for PA's:-</b> Providing /supply of PA's office tables of 5'×2' with attached side credenza in lamination finish. As same specification mentioned in 1 (vi).	2	Nos.		

	ii) <b>Filing Storage:-</b> Providing /fixing wooden filing storage size of 6'3"×18'×7' (ht.) in laminated top/sides. As same specification mentioned in 1 (iv).	1	Nos.		
	iii) <b>Work Stations:</b> - Providing /fixing of work stations in I- shape for staff, laminate top/sides with size of 5'×5' with drawer unit below, top 25 mm thick and 750 mm deep made of pre laminate post form edgewith 1mm thick laminate (Merino/ Greenlam/ Virgolam/ Amulya or equivalent), interior gade, particle board of approve shade fixed including 16" wide one drawer unit, one shutter under counter storage unit with cable manager on worktop, one key board tray. Hardwoods finish with polish finish. All stainless steel Brush finish handles/doorset/ Godrej or equivalent).	28	Nos.		
	iv) <b>Low Height Partitions:</b> - Low height partitions (4' ht.) in between work stations and providing / fixing in position 64mm thick partitions with modular cladding with open able raceways complete including necessary additional supports lintel etc. complete as per our plan.	486	Sq. ft.		
	v) <b>Office Chair:</b> - Supply of office chairs with plain fabric. As same specification mentioned in 1 (ii).	30	Nos.		
	vi) <b>Chair Medium for PA's:-</b> Supply of PA's chair medium back revolving design /hydraulic stand revolving /fitting design in plain fabric. As same specification mentioned in 1 (ii).	2	Nos.		
	(vii) <b>Sofa Set:</b> - Supply of sofa set (2+2+1+1 seater):- Sofa seat fully upholstered seat and back with crome / steel legs and finished in black leatherette upholstery till Rs. 180/- per meter couple in all respect as per our design.	6	Nos.		
	(viii) <b>Corner Table:</b> - Providing /supply corner tables glass top and steel base/crome base. Size :- 2' × 2' Corner table with plain glass with Bebelled edges and steel /crome base	3	Nos.		
	(ix) <b>Centre Table:</b> - Providing/supply centre table glass top. Square centre table size : - 30" ×30" Centre table with plain glass with Bebelled edges and steel /crome base.	1	Nos.		

	<b>vii) Filing Storage:-</b> Providing /fixing wooden filing storage in laminate finish of sizes: a) 54'×16'' ×8'(ht.) (7 parts) b) 3'×16'' ×8'(ht.) c) 10'×16'' ×4'6''(ht.) As same specification mentioned in 1 (iv).	7 1 3	Nos. Nos. Nos.		
<b>Total Amount (In figures &amp; In words)</b>					

I agree to the terms and conditions as mentioned in the Tender Notice no. D-31013/03/2009-GS dated 18.09.2009 issued by 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 offer Price (in days):**
4. **Delivery Schedule:**
5. **Earnest Money Deposit:**
  - i. Draft Number
  - ii. Date of Issue
  - iii. Name of the Bank
6. **Sales Tax /Vat Clearance Certificate:** A copy of latest sales tax/ VAT clearance certificate duly self- attested should be submitted along with offer.
7. **I have enclosed the copies of following documents as support papers:-**
  - i. Copies of Balance Sheet of the firm for last two years (2007-08 and 2008-09).
  - ii. Work orders valuing more than 50 lakhs/completion certificates during last 2 years.
  - iii. Workshop details and manpower profiles.

**Signature:**.....

**Name:**.....

**Name of the Manufacture:**.....

**Seal/Stamp:**.....