G-17015/6/2014-GIS –DCO (Delhi)

Government of India
Ministry of Home Affairs
Directorate of Census Operations, Delhi
C-Wing, Ground Floor, Pushpa Bhawan,
Madangir Road, New Delhi – 110062.

TENDER NOTICE NO. G-17015/6/2014-GIS –DCO (Delhi) Dated 28.02.2014

Sealed Limited Tenders are invited from reputed manufacturers firms or their authorized dealers, fulfilling the following minimum eligibility criteria and as per the terms & conditions given below, only on prescribed form at Annexure-I for civil work, electrical work, data cable work and supply & fixing of Partitions and Furniture etc. in the Directorate of Census Operations, Delhi, C-Wing, Ground Floor, Pushpa Bhawan, Madangir Road, New Delhi-110062.

1. ELIGIBILITY CRITERIA FOR BIDDERS: The Bidders intending to participate in the tender process should fulfill the following minimum eligibility criteria.

(a) Annual Turnover of the Bidder should be more than Rs. 75 Lakhs for the last three years (Balance sheets as support paper should be submitted).

(b) The Bidder must have undertaken and successfully completed some of the important projects (providing civil work, electrical work, data cable work & furniture), for value more than Rs. 15 Lakhs for the offices of Government of India / State Governments / Public Sector Undertakings and any other reputed limited companies (copies of such work Orders and work completion certificates should be submitted).

(c) The bidders can visit to the site during office working days (for calculation of area etc.).

Note: The Bidder should not have been blacklisted by any Central Government /State Government Offices/ PSUs.

2. SCHEDULE OF OFFER: Sealed Tenders are invited for the civil, electrical work, data cable workand supply & fixing of partition and furniture materials as per the prescribed specification of materials and approximate quantity indicated in at Annexure-I and II.

3. AVAILABILITY OF TENDER DOCUMENT: Tender Document can be obtained from the Directorate of Census Operations, Delhi address on payment of Rs. 100/- (non-refundable) in cash or in A/c Payee Demand Draft drawn in any Nationalised Bank in favour of "The Director, Directorate of Census Operations, Delhi, Payable at New Delhi". The same can also be **downloaded from www.censusindia.gov.in (Tender)**. However, in this case the Bidder is required to enclose an A/c payee Demand Draft of Rs.100/- (non refundable) drawn in any Nationalised Bank in favour of "The Director, Directorate of Census Operations, Delhi, Payable at New Delhi" failing which the bid shall not be entertained.

4. DUE DATE: Due date for submission of offer is on or before 3.00 P.M. on date 10.03.2014 at Directorate of Census Operations, Delhi, Offers received after due date and time of submission shall not be considered. The Tender will be opened on date 10.03.2014 at 03:30 PM.

5. OFFERS: Intending firms should submit their information in prescribed proforma at Annexure -I. It should be addressed to the purchaser i.e. "The Director, Directorate of Census Operations, Delhi. If tenders are submitted by hand then sealed envelope must indicate TENDER NO. & DUE DATE OF OPENING and shall be deposited in the TENDER BOX provided for this purpose. If the tenders are sent by post, then tender must be sent in double covers. INSIDE COVER should have TENDER NO. & DUE DATE OFOPENING AND SEALED while OUTSIDE COVER should only bear address ofthe purchaser without mentioning tender number & due date of opening and need not be sealed. TELEGRAPHIC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.

6. RATES: Rates should be indicated in Indian currency including all charges like all taxes, loading- unloading, installation, freights etc. The rates quoted must be firm till delivery, Statutory deductions will be made from the bill.

7. VALIDITY: Prices quoted must remain firm and offer should remain open for acceptance for six months from the date of opening of tender.

8. ERASING, OVER-WRITING AND CORRECTIONS: Erasing, over-writing and corrections should be authenticated by the tenderer's signature. In case this has not been done such offer is likely to be rejected. All tender document & enclosures are to be signed & stamped.

9. DELIVERY/COMPLETION SCHEDULE: The Successful bidder is to start the work immediately from the date of issue of Work Order/Job Assignment and complete the work by the end of March 2014.

10. LATE DELIVERY: In case work is not completed within time schedule then this office reserves the right to recover liquidated damage charges @ 0.5% of residual job value. However, if the supplies are not effected within a period of 30 days from the scheduled date, the purchase will be made as per the condition laid in para 11.

11. RISK PURCHASE: In case of failure to completion of work within the stipulated schedule, as per para 10, this office reserves the right to undertake risk purchase at the cost of DEFAULTER. Any additional expenditure so incurred in undertaking risk purchase shall be recovered from the Defaulter. In this context, we also reserve our right to cancel part of the order and undertake risk purchase for this cancelled quantity depending on our need.

12. EARNEST MONEY DEPOSIT (EMD):

EMD is to be enclosed with tender document Conditions regarding deposit of EMD are as given below:

(a) Bidders are required to deposit Rs.1,00,000/- (Rupees One Lakh Only) towards EMD in the form of Account payee Demand Draft/Pay Order/Bank Guarantee of any Nationalised/Scheduled Bank drawn in favour of "THE DIRECTOR, DIRECTORATE OF CENSUS OPERATIONS, DELHI" payable at New Delhi along with Bid. No. Public Sector Unit or Joint Sector Unit is exempted from paying Earnest Money.

(b) Any bid without Earnest Money will be rejected by the Purchaser as non responsive.

(c) Unsuccessful Bidders Earnest Money will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser.

(d) The successful Bidders Earnest Money will be discharged/returned after the retention amount of 10% of bill amount towards "Performance Security" by the Directorate of Census Operations, Delhi would exceed the EMD value.

(e) No interest will be payable by the Purchaser on the amount of the Earnest Money.

(f) Failure of the successful Bidder to comply with the requirement /job order shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the purchaser may make the award to the next lowest evaluated Bidder at the risk and cost of the successful Bidder.

13. **PAYMENT & "PERFORMANCE SECURITY**" Payment can be released after completion of work of the Supplier and to the satisfaction of the Purchaser 90% of claim shall be paid to the Supplier and the remaining 10% of the bill amount shall be retained by the Directorate of Census Operations, Delhi towards "Performance Security". The total retention amount against bills of the Supplier, retained, towards "Performance

security shall be released by the Directorate of Census Operations, Delhi after the warranty period of one year from the date of completion of work. No interest will be payable for the retention amount towards "Performance Security". In the event of non-providingthe services, the retention amount shall be forfeited to the extent theservices are not provided. Further, if the Purchaser has to get the services from any other Bidder because of failure to provide in full or part by the successful Bidder, the difference in payment may be made from such amount. Also, the amount retained towards "Performance Security" is subject to forfeiture if it isfound at any point of time during warranty period that the materials used by the Supplier are not in conformity to the accepted specification by the Purchaser or substandard.

Note: Earnest Money will be discharged/returned to the Supplier when the retention amount @ 10% of bill amount towards "Performance Security" by the Directorate of Census Operations, Delhi would exceed the EMD Value.

14.SALES TAX /VAT CLEARANCE CERTIFICATE: A copy of latest sales tax/Vat clearance certificate duly self attested should be submitted along with offer.

15.BANK CHARGES: Bank charges, if any, shall be borne by the successful tenderer.

16. DELIVERY & INSTALLATION: The material should be properly delivered in conformity with the specification and properly installed to the satisfaction of the concerned authority.

17.LATE OFFER: Any offer received after due date of opening and time are not acceptable.

18. ATTENDING TENDER OPENING: The representative of the tenderer who wishes to attend to the tender opening is allowed to do so subject to presenting authorization letter from the tenderer.

19. PROVEN SUPPLIER: Please enclose copies of work orders and completion certificates received by you from offices of Government of India/State Governments/public sector undertaking and any other reputed limited companies for civil work, electrical work, data cable work, supply & fixing of Modular Furniture and Partitions etc. valuing more than Rs. 15 Lakh as proof of proven vendor.

20. GUARANTEE/WARRANTY: The materials should carry minimum Guarantee/Warranty for one year from the date of completion of work.

21. The material used in the work should be of standard quality and must be a branded one.

22. AWARD CRITERIA: The purchaser shall award the Job Contract to the successful Bidder whose bid has been determined to be responsive and has been determined as the

lowest evaluated bid on the basis of quoted rates for the estimated quantity of materials (ANNEXURE 1) Provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Purchaser shall however not bind to accept the lowest or any bid and reserves the right to accept any bid, wholly or in part. The Purchaser at its absolute and sole discretion reserves the right to award contract to more than one Bidder for the purposes as may be necessary or expedient.

23. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY BID AND ORALL BIDS: The Purchaser reserves the right to accept any bid and to annul the Tender Process and reject all bids at any time prior to award of Contract, Without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on the grounds for the Purchasers action.

SPECIAL NOTE:

1. Any ambiguity in the offer may lead to disqualification.
2. Conditional offer shall be summarily rejected.

DIRECTOR
DIRECTORATE OF CENSUS OPERATIONS, DELHI
C-WING, GROUND FLOOR, PUSHPABHAWAN,
MADANGIR ROAD, NEW DELHI-110062.

ANNEXURE-I

PRESCRIBED PROFORMA FOR BID

I agree to the Terms and Conditions as mentioned in the Tender NoticeNo.G-17015/6/2014-GIS–DCO(Delhi) dated _____ issued by the Government of India, Directorate of Census Operations, Delhi, C-Wing, Ground Floor, Pushpa Bhawan, Madangir Road, New Delhi - 110062.

1. Name of the Manufacturer/Dealer/Firm …….…….....

2. Confirmation Regarding Civil Work, Electrical Work, Data Cable Work and Supply & Fixing of Materials as per Prescribed Specification of Materials .....**Yes / No**

3. Period of Validity of Offer Price **(in days)**:

4. Delivery Schedule:

5. Earnest Money Deposit:
   Bank Guarantee Number:
   Date of Issue:
   Name of the Bank:

6. Documents to be enclosed:
   (a) Sales Tax/VAT clearance certificate :-
   A copy of latest sales tax/VAT clearance certificate duly self attested should be submitted alongwith offer.
   (b) Copies of Balance Sheet of the firm for last three years.
   (c) Work orders valuing more than Rs. 15 Lakh /completion certificates.
   (d) Copy of PAN Card
   (e) Copy of Profile of the firm
   (f) Copy of similar work order through which the work of Central/State/PSU office is completed.
   (g) Registration No. of the firm
   (h) Phone/Fax/Mobile No. for contact the persons responsible to execute the work for contract.

Signature .....
Name ….....
Name of the Manufacturer .....
Stamp .....

Annexure-II

Sl.	Description	**Qty (Appx)**	**Rate** **Inclusive of all VAT /Service Tax etc.**	**Amount**
1.	Repairing, laying & fixing floor tiles of Jhonson&Jhonson, Nitco, Kajaria, water absorptions less than 1% and flexural strength not less than 30N/mm2, with approved color and shade on existing floor including grouting the joints with while cement and matching pigments etc. labour and fixing material complete in all respect.	1500 sq.ft.		
2	Wooden storage 500 mm deep storage unit with shutter made of 4 mm thick veneer/1 mm sun mica in all internal side, 6 mm, 12 mm, 19 mm, commercial plywood block board/teak board with all external surface pasted with 1.00 mm thick plastic laminates and all internal surface base hardware and powder coated fitting .	225 sq.ft.		
3.	Providing & fixing of Aluminum Glazed low Height/Full height partition, Outer and veridical frame work middle section and bottomsection made of 2 ½ " x 1 ¾ respectively. All Sectionare made in 14 gauge thickness with 3 mm joining angles. Partition made of 12 mm thick Prelaminated board (PLB) both sides laminated (I.S.I)UPTO A CERTAIN HEIGHT (900 MM OR 1500 MM) AND 5 MM THICK (i.s.i) Glass above upto a total height of 2.10 Mtr./3.10 Mtrs. Glass fixed with rubber gasket and Aluminum beeding.	600 sq.ft.		
4.	Work Station/Wooden side Tables/Sides Board/Book Rack/Side Table made of 25 mm thick commercial Board /Teak board/25 mm thick Pre-laminated board finished with decorativeTeak ply summica of appropriate colour andBrand, having shelves, Key Board Trays/Open able door Drawers etc. as per requirement with all necessary exclusive hardware fitting of standard make finished with fine quality polyurethane Lacquer fresh in desired shade.Exposed edges of the boards will be finished with t. w. lipping Along with LAN networking patch point and	20		

	Electrical power supply switch socket point on the Table for Computer connection CPU Stand adjustable (CPU Trolley) The entire workstation should be self-supported and not fixed to the floor. It should be easily dismountable with the help of tools.			
5.	Work Station Chair (Revolving)	20		
6.	Biometric door lock	1		
7.	Providing and fixing of a set of 5/15 amp. Modular Switch/Socket including modular plate in PVC conduit with G.I Box (Havells)	28 Nos.		
8.	Providing and fixing with distribution box main isolator MCB & UPS with PVC insulated copper wire through conduit			
9.	Providing & Fixing of Exhaust fan with wire through PVC conduit pipe (Make CG)	1		
10.	Providing and Fixing 24 Port Switch (Link Sys Make)	1		
11.	Providing and fixing Jack Panel for 24 port switch (D Link)	1		
12.	Providing and fixing of CAT 6 Patch cord with crimping at both end (7 feet long D-Link)	24		
13.	Providing and fixing of CAT 6 I/O outlets with concealed box and dual face plactes(D Link)	6		
14.	Commissioning of above switches with ferroling etc. complete			
15.	Painting: Providing and applying 2 coats of acrylic emulsion paint over one coat of primer of approved shade and colour on wall, colums and ceiling. The job is inclusive of scraping, leveling and preparing the surface applying primer etc.			
16.	Providing and fixing of vertical blinds having 25 mm high grade aluminum alloy slats with 0.19mm thicknees and 100 mm wide of approved colour shade of Make: Classic, Veesta or equ.	50 sq. ft.		

APPENDIX

Defect Liability Period	One year from date of completion.
Date of Commencement	Immediately after the Directorate issues written orders to commence the work.
Period of Completion	By the end of March 2014.
Value of work for interim	Rs. 10.00 Lakhs approx.
Penalty for delay	Rs. 10,000/- per day
Retention Money	10% of the bill amount including EMD.

CONTRACTOR

Director
Directorate of Census Operations, Delhi
Ministry of Home Affairs, Govt. of India