



OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
2/A, Man Singh Road, New Delhi – 110 011

No. 9/5/2015- Language

Dated: 11.05.2016

Tender Notice

Subject:- Supply of 100 nos. of 1 T.B. External Hard Disks at Language Division, Kolkata-reg

On line sealed Tenders are invited from reputed firms/contractors for supply of 100 nos. External Hard Disks of reputed brands like Seagate, WD etc. to be supplied in working condition at Language Division 234/4, A.J.C. Bose Road, Nizam Place, 17th Floor, Kolkata-700020. Those firms who are having experience in similar work at the offices of Government of India/ State Governments/ Public Sector Undertakings/any other reputed companies can submit their bids for the said work. The specification of the Hard disk will be as follows:

Capacity	1 T.B.
Quantity	100 (one Hundred only)
Connectivity :	Hi-speed USB 3.0
Operating System Supported	Should work smoothly on Windows Vista, Win 7, Win 8.1, Windows Server 2008 as well as in Linux environment.
Accessories:	Drive should be supplied with USB cables, necessary driver and software.
Comprehensive Warranty	Minimum 2 years (two years)

2. Instructions to the tenderers.

- (i) Tender documents are to be submitted in two bid systems (i) Technical Bid (ii) Financial Bid. The 'Technical Bid' should contain full information as required in **Annexure-I** and put in a folder titled "**Technical Bid**". The 'Financial Bid' in another folder that should contain full information as required in **BOQ** and titled "**Financial Bid**". Both Bids should be put in a third folder which should be prominently super scribed as "**Bid for supply of 1 T.B. External hard Disks. The EMD should** reached at ORGI, 2A-Man Singh Road, New Delhi on and before 25.05.2016 (3:00 P.M.) in the form of Account Payee Demand Draft/Pay order of any Nationalized/ Scheduled Bank drawn in favour of "**Pay & Accounts Officer (Census)**" payable at "**New Delhi**". All the interested firms may send their on line application on or before **25.05.2016 till 3:00 PM**. The Technical Bid will be opened on the same date at 3.30 PM in presence of bidders and Financial Bid of technically qualified Firms will be opened on **27.05.2016 at 3:30 P.M.** If any, offers received after due date and time of submission and without EMD shall not be considered. The EMD shall also be forfeited if any successful firm withdraw from the offer or do not accept the work for any reason, whatsoever. Unsuccessful bidders Earnest Money will be discharged/ returned as promptly as possible. In case any firm claimed **EMD relaxation the firm should submit the certificate as a proof of claim at this office on or before 25.05.2016 till 3:00 PM.**
- (ii) The rate quoted by the bidder should be inclusive of all the charge like transport charges, delivery etc.

3. Eligibility Criteria, Terms and conditions

- (i) The firm participating should have turnover of Rs. 20 lakh (each year) in the last three year.
- (ii) The firm will submit three works order worth Rs. 50,000/- (Rupees Fifty Thousand only) during the last three years of Government of India/ State Governments/Public Sector /Undertakings/any other reputed companies of similar nature.
- (iii) Interested firms should quote their rates and other details on prescribed Performa only as at BOQ "Financial Bid". The rates quoted should be as per approved Taxes as applicable.
- (iv) The successful bidder shall require to deposit Performance Security deposit equivalent to 5% of the total value of the work order rounded up to next hundred in the form of Demand Draft/Bank Guarantee from a Nationalized/ Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". If the Security Deposit is not deposited within the time scheduled, the Earnest Money Deposit shall be forfeited. The "Performance Security" shall be released by Office of Registrar General, India after 12 months. No interest will be payable for "Performance Security".
- (vii) Bidder must indicate the rate and tax separately. The rates quoted should includes all other charges like installation, service, labor etc.
- (viii) Proper indexing and page numbering of documents is essential for processing of any bid failure which will not be considered. No insurance charge allowed unless otherwise specified and agreed to by us.
- (ix) This office reserves right to accept or reject tender without assigning any reason.
- (x) The tender is not transferable. Incomplete tenders or tenders received late or tender not confirming to terms and conditions prescribed in the tender document are liable to be rejected.
- (xi) Tenderer must note that any false information/data or any suppression of facts will disqualify them even at a later stage also.
- (xii) In case of any dispute, the decision taken by ORGI management will be final and binding on the agency.

4. Evaluation of the Bid

- (i) An evaluation Committee formed by ORGI would examine both the Technical and Financial bids based on the details provided by the applicant Agencies on the specified time and date fixed by the ORGI.
- (ii) The Evaluation Committee will determine whether the proposal is complete in all respects and the decision of the Evaluation Committee shall be final in this regard.
- (iii) Technical Evaluation: The Evaluation Committee will first evaluate the Technical Bid submitted by the applicant agencies. The experience, credibility, quality and competence of the agency would constitute the core parameter for technical evaluation.
- (iv) Financial bid of only those agencies that are found to be technically qualified will be opened on the specified date and time which shall be communicated to such agencies. Before opening of the financial bid
- (v) ORGI shall not bound to accept or any tender and reserve the right accept one or more tenders in part. The decision of ORGI in this regard shall be final.

5. Tender Evaluation Criteria:

(i) Tender will be evaluated based on the lowest quoted rates which means, the lowest acceptable rate quoted by the L1 party (with or without negotiations as the case may be), after following on the procedure of bid comparison. In case two or more parties quote same rates, the party with higher average turnover shall be preferred. The highest average turnover of the last three financial years ending 31.03.2016 will be considered while comparing the turnover of the parties.

6. **Verification of documents:** For verification of documents, the tenderer shall be required to produce/show the original documents if required on receiving request from ORGI. The tenderer shall report with all originals to our office on specified date and time. Failure on part of the tenderer to report on specified date and time may result in rejection of the tender submitted without further communication.

7. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of ORGI in this respect will be final.

8. ORGI reserves the right to reject the Tender of any or all the tenderers without assigning any reason whatsoever at its absolute discretion.



(M.S. Bhati)
Deputy Director (Hqrs)

Copy to:

1. **Notice Board**

PRESCRIBED PERFORMA FOR TIECHNICAL BID

With reference to Tender Notice No: **No. 9/5/2015-** Language **Dated: 11.05.2016** the undersigned furnishes below/encloses herewith following details/documents as part of Technical Bid for consideration:-

SI. No	Description	Name / Documents attached	Page No.
1	Name of the Agency		
2	The firm should have Annual turnover of Rs.20 lakh (each year) in the last three year		
3	The firm will submit three works order worth Rs.50,000/- executed during the last three years of Government of India/ State Governments/Public Sector /Undertakings/any other reputed companies of similar nature		
4	Copy of service tax and income tax clearance certificate etc		
5	The agency shall have valid license/registration certificate.		
6	Copies of the audited balance sheets for the last three years(2013-14, 2014-15 & 2015-16)		
8	The earnest Money of Rs. 5,000/-(Rupees Five Thousand only) through a Demand draft/pay order (Draft no.& Name of the bank)		
9	PAN No.(please enclose copy)		
10	A copy of latest service tax(ST-3) duly attested /stamped		
11	Self-certificate duly signed by the agency that agency is not currently black listed either by ORGI or any other Central Govt. / State Govt. / Public Sector Undertaking.		
12	15 digit service Tax Code Number with last year ST-3 returns		
13	Undertaking that none of the relative of agency is working in ORGI. Yes/No.		

2. I agree to the terms and condition as mentioned in the Tender Notice No: **No. 9/5/2015-** **Language dated: 11.05.2016** issued by the ORGI.

Name :
Name of the Agency :

Signature of the bidder :

Office Seal :