



2011

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

**TENDER NOTICE NO. D.14011/1/09-GS (Pt.II) Dated 03.01. 2011**

Sealed Tenders are invited in two bid system (Technical Bid in performa at Annex. II & Financial Bid in Annex. III) from national level reputed manufacturers or their authorized dealers, **fulfilling the following minimum eligibility criteria and as per the terms & conditions** for supply and fixing of furniture etc. at the Directorate of Census Operations – Bihar, Rajasthan, Maharashtra Assam and at the ORGI (Hqrs.), New Delhi.

**ELIGIBILITY CRITERIA FOR BIDDERS:** The bidders intending to participate in the tender process should fulfill the following minimum eligibility criteria:-

- (a) Average annual turnover of the bidder should be more than ₹ 5.0 Crore during the years (2007-08, 2008-09 & 2009-10) from sales of furniture. Audited Balance Sheets for 2007-08, 2008-09 & 2009-10 should be submitted along with the Technical Bid;
- (b) The bidder must have undertaken and successfully completed at least three important projects relating to providing & fixing of furniture & fixtures each valuing rupees one crore or more, during the period 2007-10 in the offices of Government of India/State Governments/Public Sector Undertakings/any other reputed companies. Copies of such Work Orders during the above years and work completion certificates should be submitted along with the Technical Bid;
- (c) The bidder should have authorized Dealers/Branches at State capitals/locations (at which furniture as required) with well equipped workshop, to undertake supplies as per requirement and provide maintenance services during warranty period in case of any complaint. Addresses of authorized Dealers/Branches at State Capitals are to be enclosed with the Technical Bid;
- (d) The company should be ISO 9001:2000, ISO 14001:2000 & OHSAS 18001:2007 certified. Copies of the said Certificates are to be enclosed with the Technical Bid;
- (e) The bidder should be in a position to supply and fix the required materials at the specified office within 30 days of the supply order;
- (f) The bidder should not have been blacklisted by any Central Government/State Government Offices/ PSUs and a self certificate is to be enclosed with the Technical Bid.

## **DESCRIPTION: SUPPLY AND FIXING OF OFFICE FURNITURE & FIXTURE.**

2. **SCHEDULE OF OFFER:** Sealed Tenders are invited for the supply and fixing of furniture etc. as indicated in the attached schedule at **Annex – II & III** and as per the prescribed specifications of materials at **Annex - I**.

**Note:** Valuation of bids will be done on the basis of estimated quantity of materials contained and rates of the materials quoted by successful bidder in Annex-III. Also, if there is a discrepancy between the unit price (rate) and total amount that is obtained by multiplying the unit price and estimated quantity, the unit price or the total amount whichever is beneficial to the purchaser, shall be taken into consideration.

3. **AVAILABILITY OF TENDER DOCUMENT:** Tender Document can be obtained from the Office of the Registrar General India, 2-A Mansingh Road, New Delhi on payment of ₹ 500/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalized Bank in favour of “**Pay & Accounts Officer (Census)**” payable at “**New Delhi**”. The same can also be downloaded from [www.censusindia.gov.in](http://www.censusindia.gov.in) (Tender). However, in this case the bidder is required to enclose an A/c payee Demand Draft of ₹ 500/- (non-refundable) drawn in any Nationalized Bank in favour of “**Pay & Accounts Officer (Census)**” 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 24.01.2011** at Office of the Registrar General, India, 2-A Mansingh Road, New Delhi- 110011. Offers received after due date and time of submission shall not be considered.

**The Technical Bids will be opened first on 24.01.2011 at 3.30 P.M. The Financial Bids will be opened on 27.01.2011 at 3.00 P.M. only in respect of those tenderers who qualify in the Technical bid.** The list of technically qualified firms shall be declared before opening of Financial Bid at 3.00 P.M. on 27.01.2011.

5. **OFFERS:** Intending firms should submit their Technical Bid and Financial Bid in prescribed Performa at Annexure-II & III respectively in separate sealed covers duly superscripted as “Technical Bid for Furniture etc. at DCOs – Bihar, Rajasthan, Maharashtra Assam and ORGI as the case may be and should be put together in a bigger sealed cover. It should be addressed to the purchaser i.e. “**The Under Secretary (HQ) O/o The Registrar General, India, 2-A, Man Singh Road, New Delhi- 110011**”. 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 the purpose. If the tenders are sent by post, then tender must be sent in double covers. INSIDE COVER should have TENDER NO. & DUE DATE OF OPENING AND SEALED while OUTSIDE COVER should only bear address of the 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 both FIGURES & WORDS including all charges like all taxes, loading-unloading, installation, freights etc. The rates quoted must be firm for a minimum period of one year from the opening of Financial Bid.
7. **VALIDITY:** Prices quoted must remain firm and offer should remain open for acceptance for atleast one year from the date of opening of Financial Bid.

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 pages in Technical/ Financial Bid document & its enclosures are to be signed & stamped and then be serially page numbered by the 'Tenderer'.
9. **DELIVERY/COMPLETION SCHEDULE:** Within 30 days from the date of issue of Purchase Order/Job Assignment. Priority of work is to be decided by the purchaser and the successful bidder is to execute the same accordingly.
10. **LATE DELIVERY:** In case supplies are made after expiry of the delivery schedule then this office reserves the right to recover liquidated damage charges @ 0.5% of residual job value per week. 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 complete work within the stipulated schedule, as per para 9, 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, the purchaser will reserve the 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 Technical Bid. Conditions regarding deposit of EMD are as given below:**

- (a) **Bidders are required to deposit ₹ 3,00,000.00 (RUPEES THREE LAKHS) towards EMD 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" along with Technical Bid.**
  - (b) Any bid without Earnest Money will be rejected by the purchaser as non responsive.
  - (c) Unsuccessful bidder's 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 Bidder's Earnest Money will be returned after receipt of "Performance Security" from the bidder or be adjusted towards Performance Security" as per the condition laid in para 13.
  - (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. **PERFORMANCE SECURITY**": The successful bidder with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the work order rounded up to next hundred, 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". If the Security Deposit is not deposited within time specified, the Earnest Money Deposit of the bidder shall be

forfeited. In such case, the ORGI shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering. The "Performance Security" shall be released by the Registrar General, India after 12 months. No interest will be payable for "Performance Security". In the event of non-providing the services, the Performance Security shall be forfeited to the extent the services 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 is found at any point of time during the period of 12 months that the materials used by the supplier are not in conformity to the accepted specification by the purchaser.

14. Payment would be released against actual deliveries on completion of work by the supplier to the satisfaction of the purchaser.
15. **SALES TAX/VAT CLEARANCE CERTIFICATE:** A copy of latest Sales Tax/VAT clearance certificate duly self-attested should be submitted alongwith offer.
16. **BANK CHARGES:** Bank charges, if any, shall be borne by the successful tenderer.
17. **DELIVERY & INSTALLATION:** The materials should be properly delivered in conformity with the specifications and properly installed to the satisfaction of the concerned authority.
18. **LATE OFFER:** Any offer received after due date of opening and time will not be acceptable.
19. **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.
20. **PROVEN SUPPLIER:** Copies of Work Orders and Completion Certificates received from offices of Government of India / State Governments for supply & fixing of furniture etc. valuing more than one crore in each case during the years (2007-08, 2008-09 & 2009-10), as proof of proven vendor, may be enclosed with the Technical Bid without fail.
21. **GUARANTEE/WARRANTY:** The materials should carry minimum Guarantee/Warranty for 12 months from the date of completion of work. The service warranty will be for an additional period of minimum 2 years.
22. If any complaint from any office/Ministry in Government of India or State Governments regarding non-supply or supply of poor quality materials and non-replacement of the poor quality materials to the satisfaction of purchaser comes to our knowledge, the offer will be rejected.
23. **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-III), 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 one or more than one

bidders for the purposes as may be necessary or expedient. Also, the purchaser reserves the right to procure furniture items in parts or to enhance/reduce the supply quantity, at any location, as per requirement during the period of one year when the rates quoted would be valid as laid down in paragraph 6 of the tender document.

- 24. PURCHASER'S RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL 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 Purchaser's action.
- 25. ARBITRATION:** Any dispute or difference arising between the ORGI and the bidder to any matter pertaining this Tender, related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by the Registrar General, India & Census Commissioner or any person nominated by him. The decision of the Arbitrator shall be final and binding on the parties subject to the proviso that the Arbitrator shall give reasoned award.

**SPECIAL NOTE:**

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

**(Purnendu Kant)**  
**Under Secretary (Hqrs.)**  
Office of the Registrar General, India  
2-A, Man Singh Road, New Delhi-110011

**SCHEDULE OF SPECIFICATION OF MATERIALS**

<b>SL. No.</b>	<b>Name of Items</b>	<b>Detailed Specification</b>
1.	<b>Desk</b>	Top and understructure is made of 18 mm prelaminated particle board.
2.	<b>JD Table</b>	Top is made of 25mm prelaminated particle board and understructure is in 18mm prelaminated particle board. Table consist of both side drawer unit in 18 mm prelaminated particle board.
3.	<b>DD/AD Table</b>	Top and understructure is made of 18mm prelaminated particle board. Table consist of three hanging drawer and another side shutter/cupboard.
4.	<b>PA to Dir. Table</b>	Top and understructure is made of 18mm prelaminated particle board. Table consist of two hanging drawer and another side shutter/cupboard.
5.	<b>Staff Table</b>	Top and understructure is made of 18mm prelaminated particle board. Table consist of three drawer units.
6.	<b>Tea Table</b>	Top in Glass and understructure in 18mm prelaminated particle board.
7.	<b>Computer Table</b>	Top and understructure is made of 18mm prelaminated particle board with Key board, CPU & three drawer unit.
8.	<b>Modular Workstation</b>	Workstation should be of different sized placed at 750 mm height from floor level made from 25mm thick prelaminated particle board. It should be supported one side by 18mm thick verticals and other side is supported by two door pedestal. The entire system should be self-supporting and not fixed to the floor. It should be easily dismanatable with the help of simple tools such as allan keys. Worktop should be fitted with sliding keyboard tray.
9.	<b>JD/ DD Chairs</b>	High back movable chairs. 5 prong polypropylene base. Twin wheel castors. Push back mechanism. Polypropylene arms. Polyurethane mould on seat and back. Polypropylene shell at back with Gas lift.
10.	<b>Visitor chairs</b>	Mid Back Polyurethane foam is moulded with density 45 +/- 2 Kg/m3.
11.	<b>Staff chairs</b>	Low back movable chair 5 prong polypropylene base Twin wheel castors. Push back mechanism with Gas lift.
12.	<b>AD/ SI Gr. I / other chairs</b>	Medium back movable chairs. 5 prong polypropylene base. Twin wheel castors. Push back mechanism. Polypropylene arms. Polyurethane mould on seat and back with Gas lift.
13.	<b>Sofa Set</b>	The entire framework shall be of wooden (Hollak or Champ). It shall have 100 mm rubber cushion + 25 mm foam. 40 density Rubber Cushion in seat & 55 mm Foam in back with U Foam padding. It shall be covered with fabric covering as per requirement. Cushion should be of ISI mark and Better quality and entire U Foam should be of 40 density. All exposed frame shall be of teak wood and polished with lacquer/ melamine finish.
14.	<b>Conference Chairs</b>	Medium back Conference Revolving Chair with right density foam seat & back with leatherite. Soft touch PU arms and fitted with five prong P.P. Base with premium quality & casters alongwith Gas lift system.

**PRESCRIBED PERFORMA FOR TECHNICAL BID**

With reference to Tender Notice No. D.14011/1/09-GS (Pt.II) Dated 03.01.2011, the undersigned furnishes below/encloses herewith following details/documents as part of Technical Bid for consideration.

1. **Name of the Manufacturer/ Dealer** \_\_\_\_\_
2. **Confirmation regarding supply & fixing of materials as per prescribed specification of materials (Annexure- I)** \_\_\_\_\_ **Yes/ No.**
3. **Documents evidence of execution of work and turnover as mentioned in the tender.**
4. **PERIOD OF VALIDITY OF OFFER PRICE (in days):** \_\_\_\_\_
- 5(a) **Period of Guarantee** \_\_\_\_\_
- (b) **Period of Service Warranty offered** \_\_\_\_\_
6. **DELIVERY SCHEDULE** \_\_\_\_\_
7. **EARNEST MONEY DEPOST:** **Draft number:** \_\_\_\_\_  
    **Date of issue:** \_\_\_\_\_  
    **Name of the Bank:** \_\_\_\_\_
8. **DOCUMENTS ENCLOSED: (Copies are to be self attested/ stamped)**
  - (a) Cash Receipt of ₹ 500/- from ORGI towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of ₹ 500/- (if Tender Form downloaded from Web-Site), drawn in any Nationalized Bank in favour of "Pay & Accounts Officer (Census)" payable at 'New Delhi';
  - (b) EMD of ₹ 3,00,000/- (Rupees Three Lakh) in the form of A/c payee Demand Draft/ Pay Order of any Nationalized/Scheduled Bank drawn in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi";
  - (c) Copies of Audited Balance Sheets of the firm during the years (2007-08, 2008-09 & 2009-10);
  - (d) A copy of latest sales tax/ VAT clearance certificate dully self attested/ stamped;
  - (e) Copies of at least three work orders (providing & fixing of furniture & fixtures), each valuing rupees one crore or more during 2007-10;
  - (f) List of addresses of authorized Dealers/ Branches at State capitals, from where the items will be supplied/ assembled;
  - (g) Copy of the Certificate showing that the tenderer is ISO 9001:2000, ISO 14001:2000 & OHSAS 18001:2007 certified;
  - (h) Self Certificate duly signed by the tenderer that the tenderer is not currently black listed either by ORGI or any other Central Government/ State Government Department/ Public Sector Undertaking.
9. I agree to the terms and conditions as mentioned in the Tender Notice No. D.14011/1/09-GS(Pt.II) Dated 03.01. 2011 issued by the Government of India, Office of the Registrar General, India, 2-A Man Singh Road, New Delhi- 110011.

**Signature**.....  
**Name**.....  
**Name of the Manufacturer**.....  
**Stamp**.....

**PRESCRIBED PROFORMA FOR FINANCIAL BIDS**

Note: Rate for 0 qty. furniture items may also be quoted

S. No.	Item	Estimated Qty.	Rate per unit (inclusive of all taxes etc.) (in rupees)	Total Amount (inclusive of all taxes etc.) (in rupees)
A	<b>DCO, Bihar - (Directorate of Census Operations, Bihar, Bihar State Co-operative Bank Bhawan, Ashok Raj Path, Patna - 800 004</b>			
1	Desk Size: 3'x2'	2 nos.		
2	Table			
(a)	Director Size: 7'6"x4'	0		
(b)	Joint Director Size: 1800(W)x900(D)x726(H)	1 no.		
(c)	Deputy Director & Asstt. Director Size: 5'6"x3'	5 nos.		
(d)	PA to Director & SI Gr. I Size: 4'6"x2'3"	9 nos.		
(e)	Staff Size: 4'x2'	2 nos.		
(f)	Table for staff Size: 3'x2'	7 nos.		
(g)	Tea Table Size: 4'x2'	1 no.		
3	Chair			
(a)	Receptionists Size: Mid back 43.0 cm (W) x 46.00 (H)	2 nos.		
(b)	Visitors Size: 50.0cm (W) x 49.0 cm (H)	48 nos.		
(c)	Chair for Chowkidars & Peon (MTS)	20 nos.		
(d)	Director Chair Size: 49.0 cm (W) x 71.0 cm (H) Seat 49.0 cm (W) x 44.0 cm (D)	0		
(e)	Joint Director/Deputy Director Size: 1800(W)x900(D)x726(H)	2 nos.		
(f)	Assistant Director/SI Gr. I/PA Size: (HIGH BACK) Ply Size: 42.0 cm (W) x 60.0 cm (H)	14 nos.		
(g)	Staff /Work station chairs Size: Mid back 43.0 cm (W) x 46.00 (H)	139 nos.		
(h)	Visitors Chair Director Size: 490mm (W) x 420 mm (D) Back dia, 10mm M.S. Tubular Frame	0		



4	Back Unit Storage Size: 1830x900x450	0		
5	Computer Table			
(a)	Size: 4'x2' with Key board and CPU Shelf	2 nos.		
(b)	Table with Keyboard and CPU Shelf Size: 2.66'x1.4'	0		
6	Sofa Set			
(a)	Full covered 3+1+1 seater	0		
(b)	Full covered 3 seater	1 no.		
7	Book Case			
(a)	Sliding door unit 8	0		
(b)	4 Door Size: 1742 (H) x 320 (D) x 914(W)	4 nos.		
8	Storage Steel Almirah Size: 1980 (H) x 915 (W) x 457 (D) Gauge 20x22	55 nos.		
9	Full height file cabinet Size: 1320 (H) x 470 (W) x 620 (D)	5 nos.		
10	Open Rack			
(a)	Size: 6'x3'	15 nos.		
(b)	Size: 4'x3'	0		
(c)	Size: 6'x3'x1'6" Slotted angle	0		
11	Personal Locker			
(a)	Six door Size: 380 (W) x 1830 (H) x 450 (D)	0		
(b)	Size: 900 mm (W) x 450 mm (D) x 1830 mm (H)	0		
12	Free Standing Table			
(a)	12 Seater Size: 12x4	0		
(b)	8 Seater Size: 8x4	0		
13	Modular work station 2 door pedestal (Drawer storage unit) Size: 3'6"x2'	124 nos.		
14	Modular work station 2 door pedestal (Drawer storage unit) Size: 4'6"x2'6"	6 nos.		
<b>B</b>	<b>DCO, Rajasthan - (Directorate of Census Operations, Rajasthan, 6-B, Jhalana, Dungri, Jaipur - 302 004</b>			
1	Table			
(a)	Staff Size: 4'x2'	53 nos.		
(b)	Table for staff Size: 3'x2'	15 nos.		
(c)	Canteen Table with 4 Chairs set	5 nos.		
2	Chair			
(a)	Visitors Size: 50.0cm (W) x 49.0 cm (H)	38 nos.		
(b)	Chair for Chowkidars & Peon (MTS)	29 nos.		
(c)	Joint Director/Deputy Director Size: 1800(W)x900(D)x726(H)	4 nos.		

(d)	Staff Size: Mid back 43.0 cm (W) x 46.00 (H)	82 nos.		
3	Back Unit Storage Size: 1830x900x450	10 nos.		
4	Storage Steel Almirah Size: 1980 (H) x 915 (W) x 457 (D) Gauge 20x22	5 nos.		
<b>C</b>	<b>DCO, Maharashtra - (Directorate of Census Operations, Exchange Bldg., 2nd Floor, Sir Shivsagar Ramgulam Marg, Ballard Estate, Mumbai - 400 001</b>			
1	Table			
(a)	Deputy Director & Asstt. Director Size: 5'6"X3'	5 nos.		
(b)	Staff Size: 4'x2'	20 nos.		
2	Chair			
(a)	Visitors Size: 50.0cm (W) x 49.0 cm (H)	25 nos.		
(b)	Staff Size: Mid back 43.0 cm (W) x 46.00 (H)	50 nos.		
<b>D</b>	<b>DCO, Assam - (Directorate of Census Operations, Assam, G.S. Road, Ulubari, Guwahati - 781 007</b>			
1	Table			
(a)	Deputy Director & Asstt. Director Size: 5'6"X3'	5 nos.		
(b)	Staff Size: 4'x2'	42 nos.		
2	Chair			
(a)	Visitors (Without Arm) Size: 50.0cm (W) x 49.0 cm (H)	83 nos.		
(b)	Visitors (With Arm) Size: 50.0cm (W) x 49.0 cm (H)	5 nos.		
3	Storage Steel Almirah Size: 1980 (H) x 915 (W) x 457 (D) Gauge 20x22	6 nos.		
<b>E</b>	<b>Office of the Registrar General, India New Delhi</b>			
1	Chair			
(a)	Medium Back Leathrite Revolving Chair for Conference Hall	100 nos.		
(b)	Staff Size: Mid back 43.0 cm (W) x 46.00 (H)	83 nos.		
(c)	Visitors Size: 50.0cm (W) x 49.0 cm (H)	92 nos.		

Total cost (including all) \_\_\_\_\_ (in words: rupees \_\_\_\_\_)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name of the manufacturer \_\_\_\_\_

Stamp \_\_\_\_\_

