

No. D 21014/01/2010-2011 (449) II

Dated: 23rd January 2014

To

Sub : Limited Tenders for Civil work to be carried out at
Data Centre Mulund (W) Mumbai – reg.

Limited tenders are invited for **Civil work for setting up of work station for Digital Archive at our Data Centre, Mulund (West) Mumbai 400080**. The Tenderer can visit the site at the following address during office hours (09.30 am to 06.00 pm) on any working days from Monday to Friday.


**The Deputy Director of Census Operations
02nd Floor, 'T' Ward Municipal Office Building
Devidayal Road, Near Panch Rasta, Mulund (West)
Mumbai 400080 (Tel 022 – 25617063)**

Tenders along with Earnest Money Deposit / Security Deposit in sealed cover addressed to the Director of Census Operations, Maharashtra, 2nd Floor Exchange Building, Sir Shiv Sagar Ram Gulam Marg, Ballard Estate, Mumbai 400001 should reach to the above address by Speed Post / Courier / Registered Post or may be dropped in the Tender Box on or before 14.00 Hrs of 10th February 2014. Tenders received after stipulated time and date will be rejected. Tenders will be opened at Directorate of Census Operations, Maharashtra Mumbai on 10th February 2014 at 17.00 Hrs.

The envelope should be superscripted with, "**Tender for Civil work of Work Station**" with Tenderer's name, address with phone and fax number. A copy of enclosed Terms and Conditions duly signed should be returned along with the tender. The Department at the time of award of work under the contract, reserves the right to decrease or increase the work by up to 25 % of the total quantum of quantity specified in the schedule of requirements without any change in the rates or other terms and conditions. The interested bidders may visit the site at Mulund 'T' Ward building for detail specifications of structure, furniture and all fixtures for quoting their rates.

The successful Tenderer is responsible to complete the work as per requirement of DCO Maharashtra. The tender will be summarily rejected without E.M.D.

The Director, Directorate of Census Operations, Maharashtra, Mumbai reserves all the rights to reject any or all the Tenders without any reason.


(M K Yesodhāran)
23/11/14
Dy Director of Census Operations
Maharashtra Mumbai

**Directorate of Census Operations, Maharashtra,
Exchange Building, Sir Shiv Sagar Ram Gulam Marg,
Ballard Estate, Mumbai 400 001**

No. D 21014/01/2010-2011 (449) II

Dated : 23/01/2014

Limited Tender Notice

Director of Census Operations, Maharashtra, Mumbai invites properly sealed Tender for
Civil work for setting up of work station for Digital Archive

Tender No	Name of Items Estimated	EMD
D 21014/01/2010- 2011 (449) II	Civil work for setting up of work station for Digital Archive	Rs 10000/- by DD of Nationalized bank

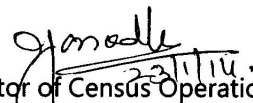
Last date of submission of Tender 10/02/2014 up to 14:00 hours

Opening date of Tender: 10/02/2014 at 17:00 hours

The following papers/documents should be enclosed with the tender

- 1) Copy of PAN Card
- 2) Copy of Sales Tax / VAT registration
- 3) Copy of profile of the firm
- 4) Copy of the similar work order through which the work of Central / State /
Semi Government office is completed
- 5) Registration No of the firm
- 6) Phone / Fax /Mobile No for contact

The Director, Directorate of Census Operations, Maharashtra Mumbai, reserves
the right to accept the lowest tender or any tender without assigning any reason for
rejecting any or all the tenders.


Dy Director of Census Operations
Maharashtra Mumbai

**Directorate of Census Operations, Maharashtra,
Exchange Building, Sir Shiv Sagar Ram Gulam Marg,
Ballard Estate, Mumbai 400 001**

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Dy Director of Census Operations
Maharashtra Mumbai

FORMAT FOR QUOTING

To
The Directorate of Census Operations Maharashtra
Exchange Building, 2nd Floor
Sir Shiv Sagar Ramgulam Marg
Ballard Estate
Mumbai 400 001

Sir,

I Shri / Smt / M/s _____ am quoting the rates for Civil Work of Work Station at Data Centre, Mulund (West) Mumbai.

Sr No	Item wise description of the work to be carried out	* Rates in rupees [inclusive of material (of standard quality) required, transportation, labour & all other charges, taxes if any]
1		

*** The rates are inclusive of all taxes & duties**

Full signature of the Bidder

Address with Telephone and Mobile No.

Section – I
INFORMATION ABOUT TENDERER
(To be furnished with the tender)

1. Name of the Firm :
2. Registered Address :
3. Local address in Mumbai to attend the
Complaint if any on priority
4. Name and address of Registered Office
with Phone and Mobile No
5. Sole proprietary or partnership firm :
6. Telephone/Telex/Fax No/Email :
7. Name of sole Proprietor / Partners/Directors :
8. Permanent Income Tax No. :
9. Sales Tax registration No. Central and State
10. Brief profile of the company
11. Annual turn over :
(Provide copies of last 3 years Income Tax return filed)

Signature of Tenderer

DECLARATION - I

I / we hereby declare that I / we have carefully gone through the terms and conditions of the Tender Notice No **D 21014/01/2010-2011 (449) II Dated: 23rd January 2014** in details and agree in full to abide by these terms and conditions.

(1) Signature of the party :

Full Name (In block letters)

Capacity in which the
Tender is signed
(Rubber stamp is required)

(2) Full Address :

Telephone No. :

Tender No. : D 21014/01/2010-2011 (449) II

Dated : 23/01/2014

Issued to :

DECLARATION-I I

(To be signed by the Tenderer)

I / We hereby declare that my / our firm has / have not been declared debar for taking part in tender anywhere. I / We am / are aware that any breach of this condition would result in immediate termination of contract / cancellation of the existing contract / contracts and also forfeiting of my / our security deposit held by Directorate of Census Operations, Maharashtra.

Signature of Tenderer

Name of the Tenderer
(Capacity in which signing)

Station:

Date:

DECLARATION – III

(To be signed by the Tenderer)

I / We hereby declare that none of my / our relatives are employed in any capacity in Directorate of Census Operations, Maharashtra. I / We shall also intimate the name of the person(s) who is / are working with us in any capacity or is / are subsequently employed by us and who are near relatives to any officer in Directorate of Census Operations, Maharashtra. I / We am / are aware that any breach of this condition would result in immediate termination of contract / cancellation of the existing contract / contracts and also forfeiting of my / our security deposit held by Directorate of Census Operations, Maharashtra.

NOTE: The term "near relatives" means wife / husband / parents & grandparents / children & grand children / brothers / sisters/ uncle/ aunts / cousins and their corresponding in-laws.

Signature of Tenderer

Name of the Tenderer
(Capacity in which signing)

Station :

Date :

Terms & Conditions

1. The quoted rate inclusive of all taxes and charges are applicable for a period of 12 months or more than 12 months
2. 100 % of the payment shall be made by cheque on completion of the work satisfactorily. For claiming 100% of the payment, the following documents are to be produced to the paying authority.
 - i) Invoice
 - ii) Delivery Challan
 - iii) Signature of the Officer In-charge stating that the work is completed satisfactorily
 - iv) Copy of the work order
3. **The material is to be used should be of reputed brands.**
4. **The map of proposed Work Station is enclosed herewith – Annexure I.**
5. **The Tenderer should lift the debris and other unused material at his own cost immediately from the site.**
6. **Repairing of any type of damage to the adjoining office structure on the site will be borne by the Tenderer**
7. **All the security measures of the labors working on the site will be a sole responsibility of the Tenderer.**
8. **Payment** : No payment shall be made for goods of non standard and inferior quality and incomplete work.
9. **Rates** : All the taxes and surcharges at source at the prevailing rates at the time will be recovered from the bill amount. The firm should quote the rates inclusive of all taxes and expenses. The contractor should furnish the APGST Registration number and PAN numbers on the bills.
10. **Time Response** : The work should be start immediately after receipt of work order and should be completed in stipulated time.
11. **Penalty** : A penalty of 1.5% on the total amount of total expenditure shall be imposed for each week delay after stipulated period subject to a maximum of 9% in case the delay exceeds four weeks, the contract will be terminated and security deposit will be forfeited.
12. **Performance Security** : The successful Tenderer awarded the job is required to deposit Performance Security equivalent to 10% of the total value of the work order rounded up to next thousand within seven days from the date of receipt of work order, in the form of Account Payee Demand Draft / Pay Order / Banker's Cheque / Bank Guarantee from a Nationalized / Scheduled Commercial Bank in favour of **"Director of Census Operations, Maharashtra Mumbai"** payable at Mumbai. On request of the Tenderer, the Earnest Money Deposit (EMD) will be adjusted against the Security Deposit payable by the Tenderer and the Tenderer

shall deposit the balance amount in the prescribed mode and specified time limit. If the Security Deposit is not paid within the time specified, the Earnest Money Deposit of the Tenderer shall be forfeited. In such case, DCO Maharashtra is entitled to get the work executed from elsewhere and recover the consequential loss sustained from the Tenderer due to getting the work executed either through some other Tenderer or through the Tenderer selected through the process of re-tendering. The **“Performance Security” shall be released by DCO Maharashtra after the successful completion of work and to the satisfaction of DCO Maharashtra.** No interest will be payable for “Performance Security”. In the event of non providing of the services, the Performance Security shall be forfeited to the extent that the required work has not been completed in conformity to the specified specification and to the satisfaction of the DCO Maharashtra. Further, if the DCO Maharashtra has to get the work completed from any other Tenderer because of failure to complete the work in full or part by the successful Tenderer, the difference in payment may be made from such amount.

13. The Tender without required documents, EMD and signature will be summarily rejected.

I have gone through all the Terms and Conditions thoroughly and all are accepted and binding to my firm / me.

Stamp & Signature of the Supplier

Annexure

I

