



भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
Office of the Registrar General, India
२-अ, मान सिंह रोड, नई दिल्ली – 110011
2-A, Man Singh Road, New Delhi-110011

पत्र संख्या/ No. D-15014/4/2016/GS
26.08.2016

दिनांक/ Dated:

TENDER DOCUMENT

Sub: E-tender for Supply/Installation/Testing/Commissioning of Reverse Osmosis (RO) Systems/Water Coolers (Stainless Steel) – reg.

Online bids are hereby invited under **Two Bid System** i.e. Technical Bid and Financial Bid from Manufacturer/Authorized Dealer for supply/installation/testing/commissioning of 50 lph capacity of Reverse Osmosis (RO) Systems of Eureka Forbes/Kent/ION Exchange Ltd. and Water Coolers (Stainless Steel) of Voltas/Blue Star of 120 ltr. capacity for our offices as per details given below:-

| S.No. | Item | Location | Qty. Reqd. |
|-------|--------------------------|---------------------------|--------------|
| (i) | RO Systems/Water Coolers | Man Singh Road | 02 nos. each |
| (ii) | RO Systems/Water Coolers | West Block-I (R.K. Puram) | 02 nos. each |
| (iii) | RO Systems/Water Coolers | Sewa Bhawan (R.K. Puram) | 01 no. each |

2. The bid will be accepted as e-tender only and intending bidders must be registered with the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app>.

| Scope of work | Supply/installation/testing/commissioning of RO Systems/Water Coolers |
|---------------------------------------|---|
| Earnest Money Deposit to be submitted | Rs. 20,000/-(Rupees twenty thousand only) |
| Date of Issue/Publishing | 26.08.2016 |
| Document download start date | 26.08.2016 |
| Seek clarification start date | 26.08.2016 |

| | |
|--|-------------------------|
| Seek clarification end date | 05.09.2016 |
| Bid submission started | 26.08.2016 |
| Bid submission closing date | 05.09.2016 at 3.00 P.M. |
| Date and time of opening of technical Bids | 05.09.2016 at 3.30 P.M. |
| Date and time of opening of Financial Bids | 08.09.2016 |

3. In case any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. This office reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

(Pankaj Kumar Devrani)
Under Secretary



सत्यमेव जयते



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पत्र संख्या/ No. D-15014/4/2016/GS

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E-TENDER DOCUMENT

Sub: E-tender for Supply/Installation/Testing/Commissioning of Reverse Osmosis (RO) Systems/Water Coolers – reg.

The office of Registrar General & Census Commissioner, India (ORG&CCI) invites e-tenders portal in two bid system (Part-I: Technical Bid (Annexure-I) alongwith Tender Acceptance Letter (Annexure-II) from Manufacturer/Authorized Dealer for supply/installation/testing/commissioning of Reverse Osmosis (RO) Systems/Water Coolers. The last date of receipt of quotation is 05.09.2016 upto 3.00 P.M. The Technical and Financial Bids, in prescribed format and other required documents, as per tender notice, should be submitted on CPP portal website i.e. <http://eprocure.gov.in/app>. Bidders are requested to furnish/upload scanned copies of all documents in pdf. format. The technical bid will be opened first on 05.09.2016 at 3.30 P.M. The tender document can also be downloaded from the website <http://censusindia.gov.in/Tender>.

I TECHNICAL SPECIFICATIONS FOR 50 LPH REVERSE OSMOSIS FOR 1 UNIT

| Technical Specification | Defined Range | Specification of proposed Brand/Make_____ & Model No. _____ |
|---|---------------|---|
| Reverse Osmosis Systems having capacity of 50 LPH and having Technical Specifications as under:- (1) Applications (in terms of water source) (2) Actual Purification Capacity (3) Output Flow Rate (Ltr./hrs) (4) Intel Water Pressure (Kg/Cm2) (5) Inlet Flow Required (IFR) (6) Salt Rejection of TDS in percentage terms (%) (7) Recovery in percentage (%) | | |

| | | |
|--|--|--|
| (8) Power Supply Needs (V & In hz) (9) Dimension (WDXH) in MM (10) Sediment Filter (11) Carbon Block (12) Activated Carbon (13) RO Membrane Type (14) Others features if any pls. specify | | |
|--|--|--|

NB: Bidders may use another sheet to mention other RO model specifications in the range of 50 LPH for technical evaluation purposes

II TECHNICAL SPECIFICATIONS FOR 120 LTR. CAPACITY WATER COOLERS FOR 1 UNIT

| Item | Storage Capacity (Ltrs.) | Nominal (Cooling Capacity) (Ltrs./hour) |
|-----------------------------------|---------------------------------|--|
| Water Cooler (Stainless Steel) | 120 | 80 |

III TERMS AND CONDITIONS

- (a) Copies of Registration of Service Tax/Sales Tax/PAN No./TIN No. of the agency and Income Tax Returns need to be submitted.
- (b) Tenderer should have experience of similar work.
- (c) List of references where the similar works are done or being executed by the firm/company shall be forwarded alongwith the photocopies of the work orders of the client Deptts.
- (d) The tenders should be accompanied with the Earnest Money Deposit of ₹20,000/- (Rupees twenty thousand only) in the form of Account Payee Demand Draft/Pay Order of any Nationalized/Scheduled Commercial Bank drawn in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". Unsuccessful tenderers Earnest Money will be discharged/returned as promptly as possible but not later than 30 days after the award of work order. The EMD should reach at this office on or before 05.09.2016 till 3.00 P.M. The scanned copy of EMD should also be uploaded with other documents.

IV GENERAL CONDITIONS

- (a) The rates should be quoted inclusive of all taxes, labour and material etc. necessary for the complete execution of work.
- (b) The Tenderer is advised in his own interest to visit the site and examine/assess the methodology to be adopted for execution and availability of all materials and labour including electricity, road communication etc. before submission of the tender. They may obtain all the relevant information that would be necessary for preparation of the tender bid by visiting the site at their own expenses.
- (c) **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. The "Performance Security" shall be released by the office only after 12 months. No interest will be payable for "Performance Security".
- (d) The office will recover TDS and other applicable taxes etc. as per Govt. rules from the payment made to the firm/company.
- (e) The guarantee/warranty of the products (RO System/Water Cooler) should clearly be mentioned by the firm.
- (f) Conditional bids would not be accepted.
- (g) No sub-contracting shall be allowed.

- (h) The Agency shall make its own arrangements of accommodation for their staff deployed in the offices. No residential accommodation will be provided by the office.
- (i) At any time, prior to the deadline for submission of the bids, the office for any reason, may modify the tender documents by suitable amendments and the same will be intimated on the portal/web-site before due time.
- (j) The office reserves the right to accept any bid, and to annul the Tender Process at any time prior to award of contract or reject any or all bids at any time without assigning any reason thereof and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders.

V The Earnest money of the Tenderer may be forfeited:-

- (a) If the Tenderer withdraws his tender during the period of tender validity specified in the tender document or does not response/comply with the instructions to clarify/supplement the information or provide samples of materials, analysis of rates as asked for.
- (b) In case of successful Tenderer, if the Tenderer fails to sign the Contract/Agreement and to commence the work as stipulated in accordance with the terms of the contract.
- (1) If the work done is not of required standard or to the satisfaction of this office or if the contractor commits a breach of any of the terms and conditions, this office shall have the right to terminate the contract at any time by giving immediate written notice for termination of the contract and the Security Deposit with EMD available with this office shall be forfeited and the Agency will be blacklisted.
- (2) The Contractor will not be entitled for any compensation due to enactment of any law etc. by state/central Govt. during the tenure of the contract. Any tax like Sales Tax, Tax on works contract, Tax of levy, octroi, excise duty etc. on materials or any elements in respect of this contract shall be paid by the contractor and this office will not entertain any claims whatsoever in this regard.
- (3) Various work permits as applicable for the job with reference to safety precautions will have to be obtained from regulatory sections of this office before starting various works.
- (4) This office shall not be responsible for any compensation which may be required to be paid to the worker(s) of the Tenderer/contractor consequent upon any injury/mishap attributable to the job assigned by the contractor. The agency has to provide medical treatment to workers in case of any injury which is attributable to the job assigned by the contractor.
- (5) This office reserves the right to ask the justification of quoted rates before finalization of tender.

- (6) Contractor will be responsible to bring immediate notice of the Engineer-in-charge any abnormal functioning or faulty operation of any equipment and take timely steps to avoid breakdown/disruption.
- (7) Contractor shall be responsible for any damage to the equipment, machinery or system on account of negligence/fault of the contractor's staff and the same will have to be made good at his risk and cost.
- (8) The payment will be released on satisfactory completion of the entire work duly certified by the respective building-in-charge.
- (9) No escalation in rate and no claim on account of fluctuation of rates of material and labour will be entertained during the course of work.
- (10) Any dispute or difference arising between the ORG&CCI and the bidder to any matter pertaining to this Tender, related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by the Registrar General & Census Commissioner, India 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.

VI ELIGIBILITY CRITERIA

The Contractor/Firms shall furnish the following documents attached with the quotation for Technical Bid failing which the bid will be summarily rejected:-

1. Proof of Registration of Service Tax/Sales Tax/PAN No./TIN No. of the agency and Income Tax Returns should also be enclosed).
2. Proof of audited balance sheets (2012-13, 2013-14 & 2014-15).
3. The firm should be Manufacturer/Authorized Dealer which it proposes to supply and copy of authorized distributorship may be uploaded with the technical bid.
4. Proof of three contracts with Govt. Ministries/Departments/PSUs/Govt. organizations.
5. The firm should submit a MOU with the manufacturing company and a certificate by the manufacturer to provide proper services and availability of spare parts throughout the year.

VII Instructions for Online Bid Submission

1. All interested bidders are requested to register themselves with the portal <http://eprocure.gov.in> and enroll their digital certificate with the user id for participation in the tender.
2. Bidders are requested to read following conditions in conjunction with various conditions, wherever applicable appearing with this bid invitation for e-Tendering. The conditions

mentioned here in under shall supersede and shall prevail over the conditions enumerated elsewhere in the tender document.

3. How to submit On-line Bids / Offers electronically against e-Tendering?

Vendors / Bidders are advised to read the following instructions for participating in the electronic tenders directly through internet:

- i) Late and delayed Bids / Offers after due date / time shall not be permitted in e-Tendering system. No bid can be submitted after the last date and time of submission is over. (However if bidder intends to revise the bid already submitted, they may change / revise the same on or before the last date and time of submission of bid). The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- ii) Bidders are advised in their own interest to ensure that bids are uploaded in e-tendering system well before the closing date and time of bid.
- iii) No bid can be modified after the dead line for submission of bids.
- iv) No manual bids / offers along with electronic bids / offers shall be permitted.

4. What is a Digital Signature?

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain trusted Certifying Authorities (CA) who in turn allots on a regular basis Digital Signature Certificates.

5. Documents which are signed digitally are legally valid documents as per Indian IT Act (2000).

6. Why is a Digital Signature required?

In order to bid for ORGI e-tenders all the vendors are required to obtain a legally valid Digital Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The Digital Certificates is issued by CA in the name of a person authorized for filing Bids / Offers on behalf of his Company. A Vendor / Bidder can submit their Bids / Offers on-line only after digitally signing the bid / documents with the above allotted Digital Signatures.

7. Bidders have to procure Digital Signature Certificate (Class 3 or 2 with signing key uses) from any of the certifying Authorities in India.

8. Submission of Documents

- i) Bidders must submit on line offers by the date and time mentioned in the Notice Inviting Tender (NIT) at the website address stated therein.
- ii) Each E-Tender will provide access to Commercial as well as Price part of tender. Along with the Commercial part, Bidders can attach the required documents with the bid in line with the Tender.
- iii) The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the process and steps.
- iv) The bid have to be submitted online only. However, documents which necessarily have to be submitted in originals like EMD if applicable and any other documents mentioned in the tender documents have to be submitted offline. Prices should not be submitted in a sealed envelope. ORGI shall not be responsible in any way for failure on the part of the bidder to follow the instructions. Physical Bids will not be accepted. All such physical Bids shall be considered as invalid offers and shall be rejected summarily without any consideration.
- v) Price Bid shall contain only price as per Schedule of Rates (in form of an excel sheet) without any condition. The lump sum rate along with tax and other components shall be filled up in figures and the total amount shall be automatically calculated and rounded off to the nearest rupee. It is to be noted that the Price Bid shall contain only PRICES and no conditions whatsoever.
- vi) The bid shall be uploaded through Digital signatures by someone legally authorized to enter into commitment on behalf of the Bidder. Bidder shall upload among other documents, power of Attorney in favour of the person who is authorized to enter into commitments on behalf of the Bidder.
- vii) It is advised that the bidder upload small sized documents (preferably upto 5 MB) at a time to facilitate in easy uploading into e-tendering site. ORGI does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission.

9. Submission and Opening of Bids

- i) Bid along with all the copies of documents should be submitted in the electronic form only through ORGI e-tendering system. Before the bid is uploaded, the bid comprising of all attached documents should be digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) in accordance with the Indian IT Act 2000.
- ii) The bid shall be opened on-line on the date & time mentioned in the NIT.
- iii) The Price Bids only those bidders shall be considered for electronic opening & evaluation whose bid is determined to be technically and commercially acceptable to ORGI.

10. Last Date for Submission of Bids

Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid. Vendors / Bidders must use any computer having Windows 2000 or Windows XP versions or higher of Window operating system and an internet web browser version internet explorer v8.0 or higher recommended.

11. The tender shall be submitted in major parts, namely 'Technical / Commercial Bid and Price Bid (BOQ).

12. As a part of software requirement for the e-tender, the main features are:

- i) The price bid formats are same for global and Indian vendors. Bidders are requested to follow the instructions mentioned in the bid format.
- ii) Vendors interested in the tender may submit scanned copy of EMD as stated in document in this e-tender and submit the original EMD physically within the closing time & date as mentioned.

13. Earnest Money Deposit:

The EMD instrument in original has to be submitted by dropping it in the Tender-box (as per instruction) and copy of the same needs to be **uploaded before the due date** and time of tender submission failing which the bid shall be summarily rejected. A scanned copy of the instrument DD/BC/PO or exemption certificate in case of NSIC or exempted category has to be uploaded along with clear scanned copies of required documents to substantiate the claim towards their credentials along with the tender documents in the appropriate space.

It is mandatory for every tenderer to fill all the documents as set out in the tender document irrespective of their earlier association with ORGI.

Any conditional / incomplete offer or failure to follow above instructions shall lead disqualification even at the time of opening of bids.

VII SPECIAL NOTE:

- (i) Any ambiguity in the offer may lead to disqualification.
- (ii) Conditional offer shall be summarily rejected.

**(Pankaj Kumar Devrani)
Under Secretary**

TECHNICAL BID

**PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR SUPPLY/INSTALLATION/
TESTING/COMMISSIONING OF REVERSE OSMOSIS (RO) SYSTEMS/WATER COOLERS**

| S. No. | Description | Document to be uploaded |
|---------------|--|--|
| 1 | Name & Address of the firm/agency | |
| 2 | Contact No. – Landline & Mobile | |
| 3 | Name of the Proprietor/Partners of the Agency/Firm | |
| 4 | Service Tax Number/Sales Tax Number/Vat Number | Copies of Service Tax/Sales Tax/VAT No. |
| 5 | Income Tax/PAN Number | Copies of Income Tax/PAN Number |
| 6 | Income Tax Returns for the last three years (2012-13, 2013-14 & 2014-15) | Copies of Income Tax Returns |
| 7 | Proof of Annual Turnover not less than ₹ 10 lakh for the last three years 2012-13 2013-14 2014-15 | (i) C.A. Certificate Or (ii) Audited Balance Sheet (iii) Annual Turnover to be clearly mentioned for 2012-13, 2013-14 & 2014-15 |
| 8 | List of Clients – Govt. Ministries/Departments/PSUs etc. | |
| 9 | Proof of three contract with Govt. Ministries/Departments/PSUs/Govt. organizations etc. | (i) Award Letters/Work Orders of three years |
| 10 | Experience of similar type of work and working in this field since last three years documentary proof. | |
| 11 | Details of EMD of ₹20,000/- | |
| 12 | Brand name of RO System/Water Cooler | Copy of MOU |

Note: All documentary proofs to be enclosed for above items.

I hereby agree to abide by all the terms & conditions of the tender documents

Signature with Name

Date_____

Name of the Vendor/Agency_____

Place_____

Address_____

**TENDER ACCEPTANCE LETTER
(To be given on Company's Letter Head)**

Date:

To

The Under Secretary
Office of the Registrar General, India
2-A, Man Singh Road,
New Delhi – 110 011.

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No. D-15014/4/2016 dated 26.08.2016

Name of Tender/Work:- **Supply/installation/testing/commissioning of RO Systems/Water Coolers.**

Dear Sir,

1. I/we have downloaded/obtained the tender document(s) for the above mentioned "Tender/Work" for the web site (s) namely:

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like annexure(s), schedule(s) etc.) which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totally/entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any right or remedy be at liberty to reject this tender/bid including the forfeiture of the full and said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with official sea)