NO-D-15014/1/2013-DDU-DCO(Guj)
Government of India
Ministry of Home Affairs
Directorate of Census Operations, Gujarat
Census Bhavan, Sector-10/A, Gandhinagar-382 010

TENDER NOTICE NO -D-15014/1/2013-DDU-TENDER-1 -DCO(Guj) **Dated 25.11.2013.**

Sealed Limited Tenders are invited from reputed manufacturers 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 and supply & fixing of Partitions and Furniture etc. in the 6th Floor of Census Bhavan Building located at Gandhi Nagar, Gujarat.

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 25 Lakh 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 & furniture), for value more than 2 Lakh 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.

DESCRIPTION SUPPLY AND FIXING OF OFFICE FURNITURE & FIXTURE.

2 **SCHEDULE OF OFFER** Sealed Tenders are invited for the civil, electrical work and supply & fixing of Materials as per the prescribed specification of materials and approximate quantity indicated in at Annexure-I.

3. **AVAILABILITY OF TENDER DOCUMENT:** Tender Document can be obtained from the Directorate of Census Operations Gujarat, Gandhinagar 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 Assistant Director , Directorate of Census Operations, Gujarat, Payable at Gandhinagar"**. The same can also be downloaded from **www.censusindia.gov.in** (Tender) and www.censusgujarat.gov.in . 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 Assistant Director, Directorate of Census Operations, Gujarat, Payable at Gandhinagar"** 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 dt.16.12.2013 at Directorate of Census Operations, Gujarat, Sector-10/A, Gandhinagar Offers received after due date and time of submission shall not be considered. The Tender will be opened on dt 16.12.2013 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 Deputy Director, Directorate of Census Operations, Gujarat, Sector-10/A, Gandhinagar. 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 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 120 days 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 within 10 days from the date of issue of Purchase Order/Job Assignment and complete the work/delivery of goods within 60 days.

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.25,000/-(Twenty Five Thousand Rupees) towards EMD in the form of Account payee Demand Draft/Pay Order / Bank Guarantee of any Nationalised/Scheduled Bank drawn in favour of "ASSISTANT DIRECTOR, DIRECTORATE OF CENSUS OPERATIONS, GUJARAT" payable at GANDHINAGAR 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 when the retention amount of 10% of bill amount towards " Performance Security" by the Directorate of Census Operations, Gujarat 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, Gujarat 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 Gujarat after the warranty period of 12 months from the date of completion of work. No interest will be payable for the retention amount towards " Performance Security". In the event of non-providing the services, the retention amount 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 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, Gujarat 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 supply & fixing of Modular Furniture and Partitions etc. valuing more than **Rs.2 Lakh** as proof of proven vendor.

20. GUARANTEE/WARRANTY: The materials should carry minimum Guarantee/Warranty for 12 months from the date of completion of work.

21. If there is any complaint in any office/Ministry in Government of India or State Governments regarding non-supply or poor supply and not replaced to the satisfaction of purchaser comes to out knowledge, your offer will be rejected.

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 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 Purchasers action.

SPECIAL NOTE:

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

Deputy Director
Directorate of Census Operations
Census Bhavan, Sector-10/A,
Gandhinagar -382 010

ANNEXURE-I

Prescribed proforma for Bid.

I agree to the terms and conditions as mentioned in the Tender Notice no. D-15014/1/2013-DDU-TENDER-1 -DCO(Guj) Dated _____ issued by the Government of India, Directorate of Census Operations, Gujarat, Census Bhavan, Sector-10/A, Gandhinagar -382 010.

1. Name of the Manufacturer / Dealer .....
2. Confirmation regarding civil work, electrical 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 : Draft 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 2 Lakh /completion certificates.

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

Section-I

With reference to Tender Notice No. D-15014/1/2013-DDU-TENDER-1 -DCO(Guj) Dated 31.10.2013 the rate (inclusive of all taxes) and total cost for our Bid are as given below :

Item No	Description of Item	Approximate Quantity	Unit	Rate	Amount
1	**Vitrified tile flooring on existing flooring:**				
	Providing and fixing vitrified tiles of 600 X 600 mm size of approved make and design in flooring. The vitrified tile flooring shall be laid over the existing marble mosaic / polished Kota stone flooring by providing average 4 mm thick bedding of polymer modified cementitious adhesive.	62	Sqm		
2	**Vitrified tile skirting:**				
	Providing and fixing vitrified tile skirting of about 95 **mm** height by using vitrified tiles of 600 X 600 mm 10 mm thick backing coat in cement mortar of 1:4 proportion	35	Rmt		
3	**Partition Work**				
	a) Full height partition providing, fabricating and fixing in. Double skin full height partitions, Overall partition width approximately 54mm thick, framing of powder coated aluminium section of weight at least 1.0 kg/m, at a distance of not more than approximately 900mm c/c. Panel infill of 12mm thick plywood. The side rail of the framing should be adequately covered to prevent stains, etc from long use. The panels must have adjustable screws at the bottom to ensure level with the floor. They should have provision to ensure level with the floor. They should have provision to support walls. The assembly of panels should be easily dismantable and may be re-assembled as required with the help of simple tools.	16	Sqm		
	b) Low height partition : Double skin low height partitions of height 1200 mm overall partition width approximately 54mm thick, framing of power coated aluminium section of weight at least 1.0 kg/m, at a distance of not more than approximately 1200 mm c/c. Panel infill of 12mm thick plywood . The panels must have raceway above worktop level, of approximately 100 mm heights Raceways should be adequately covered with raceway cover. The top rail of the framing should be adequately covered to prevent stains etc from long use. The panels must have adjustable screws at the bottom to ensure level with the floor. They should have provision to ensure	9	Sqm		

	level with the floor. They should have provision to support worktops. The assembly of panels and worktops should be easily dismantable and may be re-assembled as required, with the help of simple tools.				
4	**Fully half glazed Wooden Door :**				
	Providing and fixing fully glazed door shutter for the cabins of 1.00 x 2.10 Mt (Approx) size as per the following specifications and as per the existing design. a. The door shutter shall be made of approved quality Ghana Wood with top rail and styles of 115 x 30 mm size & bottom rail of 145 x 30mm size . b. The shutter panel shall be of 8 mm thick clear glass of "Modiguard"or equivalent approved make fixed with 20 x 20 mm (approx) Ghana wood decorative moulding all around on both sides .c. Two or more coats of Lacquer polish shall be applied over all exposed surfaces of wooden members and moulding .d. Providing and fixing 4 nos . 100 mm long stainless steel butt hinges with SS pin and of heavy quality of approved make .e. Providing and fixing concealed type locking arrangement of approved make with a set of triplicate keys . f. 2 nos. 300mm long Stainless steel handles of approved design and make shall be provided for each shutter . g. 1 no door closer of E.G. Make with long arm shall be provided to the shutter . The rate quoted shall be inclusive of all necessary tools, labour , materials hardware, synthetic adhesive, scaffolding, making good all damages etc. complete	11	Sqm		
5	**False Ceiling work**				
	False Ceiling Work: e) Modular false ceiling: Providing and fixing modular grid form false ceiling as per the design by using factory made mineral fiber acoustical tiles and suspension system: Ceiling tiles shall be of ArmStrong Dune Supreme of 600 x 600 x 15 mm thick size with micro look edge . The main runner shall be of T shaped 15 x 42mm and cross runners shall be T shaped sections 15 x 42 mm size. Wall angle shall be of 19 x 19 mm size. All sections shall be of hot dipped galvanized steel and / or powder coated. The rate shall include making any cutouts / opening for fixing light fittings, speakers, A.C. grills etc. the opening so provided shall be supported by providing suitable frame work as recommended by manufacturer.	25	Sqm		
6	**Gyp Board false ceiling work**	51	Sqm		
7	**Books showcase**	25	Sqm		
	All work are to be done by MDF board and 8mm glass 3 sliding palla &shelf also 8 mm glass plate including all				

	necessary fittings of ISO mark.				
8	**Wall panelling**	50	Sqm		
	Wall Paneling gypsum/MDF with wooden jaali 3'x3' by 1.5" wooden rod and 2" wooden rod including all necessary items of ISO mark.				
9	**Work Station**	6	Nos		
	Work station should be of size 1350mm x 600mm place at 750mm height from floor level made from 25mm thick post formed pre-laminated Plywood with 12mm thickness. It should be supported on the aluminium framing in the panels. Lipping be used for worktops. The maximum distance between two supports should be approximately 1200mm. 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.				
10	**Side cabinet/side Table**	6	Nos		
	Side table of size 900x450x750 mm. The storage unit should be of knock-down type. The side table should have provision for storage with two drawers on upper part & two swing doors on lower part. The side drops should be from 16 mm plywood with 0.5 -0.6 mm lipping. The top should be from 25mm thick plywood. The side table should be on lockable PVC castors of approximately 70 mm. Doors and drawers should be lockable with 2 keys for each lock.				
11	**Acrylic Emulsion Paint:**				
	Providing and supplying base coat of Alkali Resistant cement primer of approved manufacture and two or more coats of Acrylic Emulsion Paint of approved manufacture and shade as per specifications to the interior surfaces of walls, ceilings, beams, etc. including surface preparation such as scrapping the existing paint and applying putty to make the surface even, scaffolding, cleaning the area after completion of the work etc.	120	Sqm		
12	**Providing and fixing Vertical Blinds for Window**	50	Sqm		
13	**Providing and fixing sun control film for Window**	50	Sqm		
14	**Sofa (2 seater/ 5ft)**	2	Nos		
	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 & 50 mmth. Foam in back with U Foam padding. It shall be covered with fabric covering as per requirement. Cushion should be of ISI mark& 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.				
15	**Center table (3ft x 2ft)**	1	Nos		
	Size of Centre Table=1200 mm x 600 mm. It should be of Indian Teak wood members Finished size and quality of Teak				

	wood shall be conforming to IS Specification. All members shall be joining in line level and perpendicular each other. At every joint each members shall be join each other by means of good quality adhesive and Screws of required size and numbers. Each member shall be flush with other member and after finishing, it shall be of same size. All exposed Indian teak wood members shall be polished with three coat of Melamine polish after staining in approved shade of specific tint complete as per instruction. Approved quality 10 mm thick Glass shall be fixed on top of frame. The edge of glass should be bevelled by CNC machine with required tools and tackle.				
16	**CPU stand**	6	Nos		
	Adjustable CPU Trolley (M.S.)				

.

Section-II

Electrical work require to install online UPS with isolation transformer suitable for single phase AC input & Single phase A.C. out put, floor mounted type with 5.0 KVA and providing power supply to 6 PC nodes , one server and one Digital multifunctional copier machine. Fixing of tube light, wall mounted fan, provision for installation of two split AC with 1.5 ton capacity are required to be made. The detail specification and quantity required are given below.

Sr. No.	Description	Qty	Unit	Rate	Amount
1	Supply, Installation, testing and commissioing of approved make 12 way single door MCBDB with respective make C series MCBDB in concealed / surface manner as per site condition and as directed by authority with MCBs as given below for RAW power electric distribution	1	Set		
	Incomer : 63 Amp DPMCB Qty 01 Nos				
	Outgoing : 16 Amp DPMCB Qty 06 Nos				
	6 Amp SPMCB Qty 04 Nos				
2	Supply, Installation, testing and commissioing of approved make 8 way double door MCBDB with respective make C series MCBDB in concealed / surface manner as per site condition and as directed by authority with MCBs as given below for outgoing UPS power supply distribution	1	Set		
	Incomer : 32 Amp DPMCB Qty 01 Nos				
	Outgoing : 16 Amp DPMCB Qty 06 Nos				
3	Supply, Installation, testing and commissioing of approved make, C series 2 way MS Enclosure with 32 Amp capacity DP MCB for incoming supply to UPS	1	Set		
4	Wiring for light point using approved make 3 nos 1.5 sq mm size copper conductor PVC FRLS insulation wires in a MMS grade PVC conduit of suitable size and required respective make PVC accessories and hardwares. The required support for PVC conduits shall be taken from ceiling. No conduit shall be directly laid on the false ceiling.Rate shall include for provision of approved make modular plate type switch with respective make switch mounting plates and PVC/ MS boxes in surface/ concealed manner as per site condition and as directed by the authority.				
a	One light point controlled by one switch	1	No		
b	two light points controlled by one switch	6	Nos		
c	three light points controlled by one switch	5	Nos		

d	6 Amp one switch and one socket in the above switch plate (Half point)	6	Nos		
5	Wiring for light plug points using approved make 3 nos 2.5 sq mm copper conductor PVC FRLS insulated wires in approved make MMS grade PVC conduits and approved make modular plate type 2 nos swtches of 6 Amp capacity and 2 nos 5 pin 6 Amp capacity socket and respective make switch mounting plates and PVC/ MS boxes in surface/ concealed manner as per site condition and as directed by the authority. There shall be maximum 3 nos of plug points on one circuit taken directly for MCBDB using 3 nos 2.5 sq mm copper conductor PVC FRLS insulated wires in approved make MMS grade PVC conduits	6	Nos		
6	Wiring for power plug points directly from RAW power MCBDB to power plug point using approved make 3 nos 2.5 sq mm copper conductor PVC FRLS insulated wires in approved make MMS grade PVC conduits and approved make modular plate type 1 no swtch of 16 Amp capacity and 1 nos 16 Amp capacity socket and respective make switch mounting plates and PVC/ MS boxes in surface/ concealed manner as per site condition and as directed by the authority.	3	Nos		
7	Wiring for light plug points from UPS power MCBDB using approved make 3 nos 2.5 sq mm copper conductor PVC FRLS insulated wires in approved make MMS grade PVC conduits and approved make modular plate type 2 nos swtches of 6 Amp capacity and 2 nos 5 pin 6 Amp capacity socket and respective make switch mounting plates and PVC/ MS boxes in surface/ concealed manner as per site condition and as directed by the authority. There shall be maximum 3 nos of plug points on one circuit taken directly from UPS power MCBDB using 3 nos 2.5 sq mm copper conductor PVC FRLS insulated wires in approved make MMS grade PVC conduits	8	Nos		
8	Supply, installation, testing and commissioing of approved make double tube light with reflection frame downlight in the false ceiling by making required marking and opening for installation of light fitting. Rate shall include for making required electric connection to the light fitting.	14	Nos		

9	Supply, Installation, testing and commissioing of approved make 3 Core X 2.5 sq mm copper conductor PVC insulated armoured cable fro RAW power MCBDB to UPS incoming DPMCB in UPS room with required support from ceiling. Rate shall include for termination of cable at both ends using required size gland and lugs.	25	RM		
10	Supply, Installation, testing and commissioing of approved make 3 Core X 16.0 Sq mm aluminium conductor PVC insulated armoured cable from power RAW power distribution board of the floor to the RAW power proposed MCBDB with required support from ceiling/ wall. Rate shall include for termination of cable at both ends using required size gland and lugs.	50	RM		
11	Branded wall mounted Fan	7	Nos		
	Section-III				
	Section-I Civil work & Furnitures.	Rs.			
	Section-II Electrical work.	Rs.			
	Grand Total	Rs.			
Note:	**(1) The rate quoted shall be inclusive of all necessary tools, labour, watering, curing, wastage, cleaning etc and all applicable taxes.**				
	(2) Contractor shall inspect and understand the requirement at the site before quoting the rates for making the work good for use.				
	(3) If contractor feels, she or he may include extra items apart from the items mentioned above. In that case, she or he has to furnish full specification of the item, quantity required and its rate separately.				