

Last date of Submission of Tender
Date of opening of Tender

25.03.2011 at 11.00 AM
25.03.2011 at 3.30 PM

FORM No.



Government of India
Ministry of Home Affairs
Directorate of Census Operations, Punjab
Janganana Bhawan, Plot No. 2B, Madhya Marg, Sector-19A, Chandigarh – 160 019

Tender Document No. D-14128/1/2010/Pb./1457

dated:11.03.2011

TENDER DOCUMENT

(Terms and conditions for submission of tenders/rates for Steel Racks)

1. The sealed tender for Steel Racks as per dimension/specifications as follows:-

Material:	Metal Shelving Racks (Adjustable type)made up Of mild Steel Sheets (C.R.Sheet).
Dimension:	98”(2489mm) X 45”(1143mm) width X 20” (508mm) depth.
Thickness:	Angle(35mmX35mm) of 2mm(14 gauge) & Shelf of 1 mm(20 gauge).
Compartment:	Six compartments (7 shelves) with clear space Height of 15” (381mm) in each compartment.
Load Bearing Capacity:	For shelf – 100 kg per shelf. For Racks-850 kg per rack.

The Sealed Tender should be clearly super scribed as tender for steel racks. It should be (i) price bid(ii) Technical bid.

- 2. The tender shall be valid till the final letter is received from Department or communication.**
- 3. The sealed envelope should contain the rates quoted by the firm and shall be super scribed “ Tender for procurement of steel Racks”.**

- 4. Tenderers will have to deposit earnest money with the tender in the form of demand draft of Rs. 50,000/- (Rs. Fifty thousand only) of a nationalized Bank in favour of Joint Director, Census Operations, Punjab, Plot No. 2 B, Sector 19-A, Chandigarh. should be valid for a period of minimum of six months/fixed deposit receipt from commercial bank/Bank guarantee from a commercial Bank which will be returned to the unsuccessful tenderers soon after the order is placed. The amount will be adjusted against the final bid of successful tenderers. In case, the tenderers fails to complete the supply accordingly as per terms of the tender, the amount of EMD shall be forfeited.**
- 5. No tender without earnest money deposit will be entertained. Price quoted should include all charges like sales tax, duty, octroi, insurance, technical service etc. with at least one year on site comprehensive warranty from the date of supply and acceptance of the items at site etc. No other charges/taxes/levied will be paid by the department during pendency of the contract/supply.**
- 6. The tenderer should have experience of five years ending 31.03.2010 having successfully completed works of similar nature during the last five years.**
- 7. The successful tenderer will have to deposit Performance Security amount of 10% of the total amount of the tender by demand draft in favour of Joint Director, Census Operations, Punjab, Plot No. 2 B, Sector 19-A, Chandigarh which will be refunded after the expiry of warranty period of the item on the written request.**
- 8. The material so supplied will be inspected by an inspection committee comprising of senior officers of this Organisation. In case, the supply is not found in conformity with the approved specifications, the same will liable to be rejected & will be required to be replaced with supply exactly commensurate with approved specification & may also impose reasonable penalty for deficiency in service. The decision of the Director, Census Operations, Punjab, Chandigarh will be final, unassailable & binding on the Supplier.**
- 9. Delivery and installation period should be mentioned in the tender which should not exceed 10 days, penalty for the late delivery would be levied at the rate of 2% per week subject to maximum of 10% of the value of the material not supplied within the stipulated period. Incase delivery is not completed within the specific delivery period, the department is authorized to cancel the order and arrange to procure the said item from any other source at the risk & cost of tenderer.**
- 10. The department reserves the right to accept or reject any or all the tenders without assigning any reason.**
- 11. Sealed tender completed in all respects should reach on or before 25.03.2011 at 11.00 AM and should be addressed in the name of Director, Census Operations, Punjab, Plot No. 2B, Sector 19-A, Chandigarh. Tender shall be opened on the same day at 3.30 PM in the presence of representative of tenderers, if any. Incomplete tenders or those**

without earnest money will be rejected. Tender after due date and time will not be accepted.

- 12. The payment will be made only after the complete supply and installation is made as per approved specifications without payment of any advance amount.**
- 13. The department reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any tender or at any time and call for revised tenders.**
- 14. Overwriting/overtyping or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.**
- 15. Ambiguous rate or rates not in conformity & specifications as mentioned above or conditional and/or without inclusion of all taxes/charges as on date shall be rejected.**
- 16. The Director, Census Operations, Punjab, Chandigarh shall be at liberty to test the material of each items of schedule of quantity/quality in any approved laboratory. The sample or testing shall be provided by the contractor. In case any sample of particular lot fails in testing, the supplier shall be bound to replace the entire lot with fresh material of prescribed specification. The rejected lot shall be returned to the supplier only after fresh lot is supplied. Testing charge in respect of failed sample will be borne by the contractor/supplier.**
- 17. In case of any dispute regarding rejection of quantity and quality of material, the decision of the Director shall be final and binding on the contractor/supplier.**
- 18. The supplier shall himself arrange for raw material required by him, no recommendation letter shall be issued by the department/office.**
- 19. The Director does not pledge himself to accept the lowest or any tender and reserves to himself the right of acceptance of whole or any part of tender or portion of quantity offered and the supplier shall supply the same at the rates quoted.**
- 20. The supply shall be made at the camp office at Census Record Officer, Baghikhana, Patiala and nothing extra shall be paid by way of carriage or any other charges.**
- 21. Before making the supply, the contractor shall be required to get the sample approved by the Director, Census Operations, Punjab, Chandigarh or the authorized officers.**
- 22. Any damage due to handling in transit shall be borne by the contractor and nothing shall be paid extra for handling.**
- 23. No sketch or design shall be supplied by the department.**

24. The quantity is tentative and can be increased or decreased at the will of the department.

25. TDS & other taxes will be as per rules.

26. Income Tax Returns for the assessment years of 2008-09, 2009-10 and 2010-11 must be enclosed with the tender.I accept the above terms and conditions.

(Signature of the tenderer alongwith the seal)

Name_____

Mobile No._____

Phone No._____

ANNEXTURE I

PRESCRIBED PROFORMA FOR THE BID.

With Reference to Tender Notice **No.D-14128/I/2010/Pb./1457** Dated 11.03.2011 the undersigned furnishes below / encloses herewith following details / documents for consideration.

Name of the Manufacturer/Dealer -----

Confirmation regarding supply of materials as per prescribed Specification of materials: Yes/No

Period of Validity of Offer Price (in days): Till the completion of work.

Delivery Schedule: Will be given at the time of placing Work Order.

Earnest Money Deposit: EMD Details:
Date of Issue:
Name of the Bank:

Documents Enclosed: (Copies are to be self attested / stamped):

i. Cash Receipt of Rs. 100/- from DCO Punjab towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.100/- (if Tender Form downloaded from Web Site) drawn in any Nationalized Bank in favour of 'DCO Punjab' payable at 'Chandigarh';

ii. EMD (as specified in the table at Paragraph-11) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from any Nationalized/Scheduled Bank drawn in favour of "**JDCO Punjab**" payable at "**Chandigarh**";

iii. A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;

iv. Copy of the Registration Certificate of the Bidder/Firm;

v. Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO Punjab or any other Central Government/State Government Department/Public Sector Undertakings;

vi. Sample of the item, in conformity to the prescribed specification in the Tender Documents for which the bid is being submitted.

Signature.....

Name.....

Name of the Manufacturer/Supplier.....

Stamp.....

ANNEXTURE- I I

PRESCRIBED PROFORMA FOR THE BID.

With Reference to Tender Notice **No.D-14128/I/2010/Pb./1457** Dated 11.03.2011 the per unit rate (inclusive of taxes, transportation etc.) and total cost for our Bid quantity are as given below:

Sl. No.	Item for which the Bid being submitted (Steel Racks with following dimension/specifications).	Per Unit Rate (all inclusive) (In both figures & Words)
	Material: Metal Shelving Racks (Adjustable type) made up Of mild Steel Sheets (C.R.Sheet). Dimension: 98”(2489mm) X 45”(1143mm) width X 20” (508mm) depth. Thickness: Angle(35mmX35mm) of 2mm(14 gauge) & Shelf of 1 mm(20 gauge). Compartment: Six compartments (7 shelves) with clear space Height of 15” (381mm) in each compartment. Load Bearing Capacity: For shelf – 100 kg per shelf. For Racks-850 kg per rack.	

I agree to the terms and conditions as mentioned in the Tender Notice. **No.D-14128/I/2010/Pb./1457** Dated 11.03.2011 issued by the Government of India, Office of the Director, Census Operations, Punjab, Jangana Bhawan, Plot No. 2-B, Sector-19A, Madhya Marg, Chandigarh-160019. The Item, for which the Bid is being submitted, is as per the specification specified in the Document of the Tender Notice.

Signature.....
Name.....
Name of the Manufacturer/Supplier.....