

**GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE OF CENSUS OPERATIONS, ORISSA, BHUBANESWAR**

TENDER NOTICE No. 149/1/2010-Ptg dated 27/07/2010

Sealed Tenders are invited in two bids system (Technical Bid and Financial Bid) by the O/o. the Director of Census Operations, Orissa, Unit-IX, Janapath, P.O: Bhoi Nagar, Bhubaneswar- 751022 from reputed offset printing establishments for undertaking time bound and emergent nature printing jobs of Population Enumeration phase of 2011 Census.

I. ELIGIBILITY CRITERIA:

The printers intending to participate in the tender process should fulfil the following criteria.

- (a.) Must have web offset machines to print in reels of 61cm and 86 cm width and sheet-fed offset machines to print in 61cm X 86cm sheet paper. The normal printing out-turn should not be less than 50,000 impression in A2 size paper per day.
- (b.) Must have well equipped binding section & expertise skill to undertake binding, packing and dispatch of printed material.
- (c.) Must have sufficient floor space for stacking of printed materials godown to accommodate printing paper and empty packing boxes.
- (d.) Must have previous experience in undertaking time-bound emergent nature printing jobs of Central Govt./State Govt./Public Sector Undertaking.
- (e.) Should not have been black listed by any Central Govt./State Govt./Public Sector Under taking.
- (f.) Financially sound to deposit security money at short notices to cover the cost of paper before supply of printing paper.
- (g.) The annual out-turn of the printer should not be less than fifty lakhs per year for last three years.
- (h.) Prepared to invest on printing paper in absence of Govt. supply.
- (i.) Must undertake to get the Govt. paper ensured to cover any loss or damage.

II. AVAILABILITY OF TENDER DOCUMENT:

Tender documents can be obtained from the O/o. the Director of Census Operations, Orissa, Bhubaneswar- 751022 on payment of Rs.500/-(non-refundable) in cash or in A/c. payee DD drawn in any Nationalized Bank in favour of the Director of Census Operations, Orissa payable at Bhubaneswar. The same can also be downloaded from RGI official website www.censusindia.gov.in (Tender). However, in this case the printer is required to enclose an A/c.payee DD of Rs. 500/- (non-refundable) drawn in any Nationalized Bank in favour of the Director of Census Operations, Orissa payable at Bhubaneswar failing which the bid shall not be entertained.

III. DUE DATE:

Due date of submission of offer is on or before 3P.M. of 10.08.2010. The Technical Bids will be opened first on 10.08.2010 at 4P.M. . The Financial Bids will be opened on 12.08.2010 at 2P.M. only in respect of those tenders who qualify in the Technical Bid. The selection of lowest evaluated printer(s) for execution of printing and packing work of 2011 Census job as would be finalized on the basis of lowest offered rates would be put on the website www.censusindia.gov.in (Tender) latest by 18.08.2010.

IV. SYSTEM OF SUBMISSION OF TENDER:

Intending firms may submit their tender in two covers system for Technical Bid and Financial Bid in the proforma given at ANNEXURE-I and ANNEXURE-II respectively in separate sealed covers duly superscribed as "Technical Bid for Printing of 2011 Census jobs" and "Financial Bid for Printing of 2011 Census jobs" addressed to the Director of Census Operations, Orissa, Janaganana Bhawan, Unit-IX, Janapath, P.O: Bhoi Nagar, Bhubaneswar- 751022. If the tenders are submitted by hand, then the sealed envelope must indicate TENDER NO. & DUE DATE OF OPENING and shall be dropped 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 outer cover should only bear the address of the Directorate without mentioning tender no. & due date of opening and need to be sealed and sent through registered post/speed post. Telegraphic/Fax quotations shall not be entertained.

V. EARNEST MONEY DEPOSIT(EMD):

EMD of Rs. 20,000/- is to be enclosed with the Technical Bid in shape of DD/Payee Order/Banker's Cheque/Bank guarantee from any Nationalized Bank drawn in favour of Director of Census Operations, Orissa payable at Bhubaneswar. Tenders without EMD will be rejected as non-responsive. Unsuccessful bidder's EMD will be discharged/returned as promptly as possible but not later than 30 days after the expiration of bid processing period. The successful bidder's EMD will be returned only after the completion of the printing work in all respect. Failure of the successful printer 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.

VI. SECURITY AGAINST SUPPLY OF PRINTING PAPER AND PACKING BOXES:

The printer awarded with the job shall be required to deposit adequate security money at short notices as would be determined by the Directorate of Census Operations, Orissa to cover the cost of paper prior to the supplies are made. The security deposit shall be in the form of A/c.payee DD/Pay Order/Banker's Chdque/Bank Guarantee from a Nationalised Bank drawn in favour of Director of Census Operations, Orissa payable at Bhubaneswar. If the security deposit is not

paid within the time specified, the EMD of the printer shall be forfeited. The deposit shall be released by the Director of Census Operations, Orissa after the successful completion of the allotted job and to the satisfaction of the authority.

The EMD and security deposit amount shall not carry any interest.

VII. INSURANCE OF GOVT. PAPER:

The successful printer shall be liable to get the insurance coverage of entire cost of Govt. paper from the date of supply for a minimum period of 3 months. The insurance charges shall be borne by the printer.

VIII. DELIVERY:

The printed materials should be properly delivered as per the instructions of Director of Census Operations, Orissa and to the satisfaction of the authority.

IX. PAYMENT:

Payment can be released against completion of supplies to the satisfaction of Director of Census Operations, Orissa. The printer should submit the bill in triplicate alongwith the delivery challans i.e. the materials have been received in full and in good condition as per specification. Income Tax deduction @Rs.2.06 percent will be deducted from the bid amount at source as per IT rules.

X. ATTENDING TENDER OPENING:

Only one representative of each tenderer who wishes to attend the tender opening, shall be allowed to attend tender opening subject to presentation of authorization letter from the tenderer.

XI. ARBITRATION:

The disputes or differences arising between the Director of Census Operations, Orissa and the bidder on any matter pertaining to this tender, related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by the Director of Census Operations, Orissa Bhubaneswar 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.

XII. PROFORMA FOR THE BID AND ENCLOSURES OF THE BID:

The bid should be submitted in the prescribed proforma (Annexure-I and Annexure-II) only as per the following manner:

A. ENCLOSURES OF THE TECHNICAL BID:

1. Cash receipt of Rs. 500/- from Director of Census Operations, Orissa towards cost of tender (if tender form purchased) or A/c. payee DD of Rs. 500/- (if tender form downloaded from website) drawn in any Nationalised Bank, in favour of the Director of Census Operations, Orissa payable at Bhubaneswar.
2. EMD of Rs.20,000/- in the form of A/c. payee DD/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalised Bank, in favour of the Director of Census Operations, Orissa payable at Bhubaneswar.

3. Copies of Audited Balance Sheet of the printer for last 3 years (2006-07, 2007-08 & 2008-09).
4. Copies of IT return for last 3 years (2006-07, 2007-08 & 2008-09).
5. A copy of last Sales Tax/VAT clearance certificate duly self-attested/stamped.
6. Copies of work orders for printing of materials valuing 50 lakhs and above per year/ completion certificates for last 3 years (2006-07, 2007-08 & 2008-09).
7. A list showing complete address of printing press, binding division, man power and machinery profile.
8. Copy of the Registration Certificate of the Printing establishment.
9. Self certificate duly signed by the tenderer that the firm is not black listed by any Central Govt./State Govt./ Public Sector Undertaking.
10. Specimen copies of following paper samples:
 - White Printing paper- 60GSM,70GSM and 80GSM,
 - Cover Paper- 150GSM, ordinary cover paper, 150GSM Art Card/Art paper and 130GSM Art paper.

B. FINANCIAL BID:

The bid should contain only the rate in the prescribed proforma for which the bid is being submitted. Rates including all charges like, all taxes, loading- unloading, freight etc. should be indicated in both figure and words. The rates quoted must remain firm for a period of one year. Erasing, over-writing & corrections should be authenticated by the tenderer's signature. In case this has not been done such offer likely to be rejected. No conditional bid shall be entertained.

The Director of Census Operations, Orissa, Bhubaneswar, however, reserves the right to accept or reject any or all the bids without assigning any reason thereof.

(BISHNUPADA SETHI)
Director of Census Operations, Orissa
Bhubaneswar.

ANNEXURE-I

PRESCRIBED PROFORMA FOR TECHNICAL BID

With reference to Tender Notice No. 149/1/2010-Ptg. Dtd. 27/07/2010, the undersigned furnishes below/encloses herewith following details/documents as part of "Technical Bid" for consideration.

1. Name of the Printing establishment with complete address /Phone No. :

2. Whether willing to execute time-bound emergent Census jobs of 2011 Census- :

3. EMD details- Date of issue- :
Name of Bank- :

4. Financial suitability to give security deposit to the maximum extent towards coverage of paper cost :

5. Whether willing to get insurance of Govt. paper :

6. Space available in the printing press and binding division to undertake voluminous census work :

7. Godown space available for storage of paper and packing boxes. :

8. Road passage available for entry of heavy trucks for delivery of paper /lifting of material :

9. Documents enclosed:

- (a) Cash receipt of Rs. 500/- or A/c. payee DD of Rs. 500/-
- (b) EMD of Rs.20,000/- in the form of A/c. payee DD/
Pay order/Banker's Cheque/Bank Guarantee
- (c) Copies of IT returns for 2006-07, 2007-08 and 2008-09
- (d) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped.
- (e) A list showing machineries, man power available and capacity of production per day.
- (f) Copies of work orders for printing jobs valuing Rs. 50 lakhs and above per year/ completion certificates for last 3 years (2006-07, 2007-08 and 2008-09).
- (g) Copy of registration certificate of the firm.
- (h) Self certificate duly signed that the Printing establishment is not currently blacklisted by any Central Govt./State Govt./ Public Sector Undertaking.
- (i) Samples of Printing paper duly signed and stamped.

Signature.....
Name.....
Name of the printing establishment....
Stamp.....