



सत्यमेव जयते



भारत सरकार, गृह मंत्रालय
Government of India, Ministry of Home Affairs
जनगणना कार्य निदेशालय, केरल

Directorate of Census Operations, Kerala
सी जी ओ कॉम्प्लेक्स, पूंकुलम, तिरुवनंतपुरम - 695 522

C.G.O. Complex, Poonkulam, Vellayani (P.O.) Thiruvananthapuram – 695 522

Telegram : KERALACENSUS E-Mail : dco-ker.rgi@censusindia.gov.in Telephone : 2481859, 2481861

सं/No. Admn.6/8360/2011-2012

तारीख/Dated : 25.07.2011

TENDER NOTICE FOR PHOTOCOPYING OF RECORDS

Sealed competitive tenders are invited from reputed firms/parties quoting the rates for photocopying of Abridged House Lists, Layout Maps and Charge Registers of Census 2011 for Socio Economic Caste Census (SECC) and Sixth Economic Census as detailed below:

Sl. No.	Paper Size	Approximate Sheets to be photocopied
1	A4 size Paper (one side)	1,36,500 (68,250 sheets x 2 copies)
2	A4 size Paper (both side)	15,20,000(7,60,000 x 2 copies)
3	A3 size paper (one side)	2,08,350 (68,250 x 3 copies & 1800 x 2 copies)
4	A3 size paper (both side)	23,650 (11,825 x 2 copies)

Sealed quotations in the prescribed format duly quoting the rates and other details should reach this office on or before **26.08.2011 at 2.00 pm** along with the bid security for an amount of Rs.1 lakh in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee drawn in favour of '*Deputy Director of Census Operations, Kerala*' payable at SBI Treasury Branch, Pattom, Thiruvananthapuram.

The envelop containing the bid application should be superscribed 'Tender for photocopying of AHL, Layout Maps and Charge Register' and addressed to the Director, Directorate of Census Operations, CGO Complex, Poonkulam, Vellayani P.O, Thiruvananthapuram, Kerala - 695 522. The quotations will be opened at 2.30 pm in the same day in the presence of attending bidders.

The terms and conditions, tender forms and specimen copy of the Abridged Houselist, Layout Map, Charge Register can be had from the above office during working days upto 4.30 pm or the same can be downloaded from the official website www.tenders.gov.in.

The undersigned reserves the right to accept or reject any or all the quotations without assigning any reasons thereof. Amendments if any which the undersigned feels necessary will be made in the tender document before last date for receipt of tender. Such amendments will be put in website www.tenders.gov.in. Quotations received after the last date will not be accepted.

Sd/-

(Dr. V.M. GOPALA MENON)
Director

Terms and Conditions

1. Work orders will be awarded to the responsive lowest bidder depending upon his level of experience, reputation etc.
2. Good quality Photocopying Machines (minimum 10 number of photocopier) will be brought to the office of DCO, Kerala and copying work will be done at this office premises. Records will not be allowed to be taken outside the office. Space and power supply will be provided by the Office free of cost.
3. Transportation, Loading and unloading charges of photocopying machines, papers, other items will be paid by the firm to whom the work is entrusted. They will also arrange for shifting of records from the record room to the photocopy room and back to the record room.
4. This Directorate reserves the right to place orders either reducing or enhancing the quantity of photocopying up to 25 % of total requirement.
5. Persons deployed for the work should be issued with proper identity card. They should also maintain proper dress code.
6. Only good quality 75 gsm papers like JK Copier, TNPL, Andhra Paper or other equivalent quality paper of same size must be used for photocopying work.
7. While making the photocopy of the Abridged Houselists, the remarks column (Column 10 of Section 2, Column 10 of Section 3 and Column 7 of Section 4) should be blanked by keeping a white sheet over the column.
8. While making the photocopy of the Charge Registers, the details of the Supervisor on page 1 and the details of the enumerator in Column 3 of page 2 will have to be blanked out so that the same space can be used for writing the details of the supervisor and enumerator during the SECC.
9. The bidder has to arrange for packing, set making, stitching or stapling of copies of AHL for approximately 68,250 copies (each sets containing approximately 12 papers) and Charge Register for approximately 650 charges . Packing boxes will be supplied by the Directorate.
10. If the photocopies supplied do not conform to the quality standards or if damaged/vague copies are received the same will be rejected and the cost/loss of which will be born by the supplier himself.
11. The work should be completed within 45 days from the issuance of the work orders.
12. Any lapses in completing the work or not responded positively to the work orders the EMD of Rs. 1 lakh will be forfeited and legal action may be initiated against the firm as per rules.
13. The persons deputed for the work must be well experienced with photocopying work as well as well versed with the functioning of the machine.
14. Bills for payment will be raised by the firm separately for the Socio Economic Caste Census (SECC) and Economic Census. The payment will be made only after ensuring that the photocopy supplied are correct quantity and satisfy quality standards and also subject to the return of original records in good condition. Taxes as applicable will be charged on the payments.
15. Bid security will be returned to the unsuccessful bidders within one month from the opening of the quotations and to the successful bidder within one month from the completion of the photocopying work.
16. The dispute or difference arising between the DCO, Kerala and the bidder to any matter pertaining this Tender, related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by the Director, Census Operations, Kerala, Thiruvananthapuram 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.

TENDER FORM FOR PHOTOCOPYING OF RECORDS

From

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To

The Director of Census Operations, Kerala,
CGO Complex, Poonkulam, Vellayani P.O
Thiruvananthapuram-695 522.

Sub:- Tender notice No..... dated for Photocopying charges.

Sir,

With reference to tender notice no..... dated.....

I/We hereby submit our bid for photocopying charges of Abridged House Lists, Layout Maps and Charge Registers for Socio Economic Caste Census (SECC) and Economic Census at the following rate for items mentioned below

Sl. No.	Paper Size	Approximate Sheets to be photocopied	Rate quoted per sheet (including paper)
1	A4 size Paper (one side)	1,36,500	
2	A4 size Paper (both side)	15,20,000	
3	A3 size paper (one side)	2,08,350	
4	A3 size paper (both side)	23,650	

Earnest money of Rs.1,00,000/-(Rupees One lakh only) by means of Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee bearing No..... dated drawn in favour of the Deputy Director of Census Operations, Kerala encashable at State Bank of India, Treasury Branch, Pattom, Thiruvananthapuram is enclosed herewith as desired.

I/we possess the experience of photocopying of bulk quantity to the following organization (please give the Name, Address and Phone Number of organisation)

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I/we possess number of Photocopying machine.

I/we am/are hereby agreed to follow-up the terms and conditions stipulated in the tender notice in case of fixing of our tender at the rates quoted above.

I/We hereby undertake that we are bound to obey the instructions/guidelines issued by the Census Department to this effect till completion of the work entrusted satisfactorily.

In case any loss sustained to Government in this regard from our part, I/We am/are liable to bear the entire cost.

Signature of Tenderer

Name and Address
(with phone no.)

Place:

Date :