



Government of India
Ministry of Home Affairs
Directorate of Census Operations Rajasthan
6-B, Jhalana Dungari, Jaipur – 302004

Tender Notice No. 811/F-6/Cen/Store 90-11-12-13 dated: 19.02.2010

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Directorate of Census Operations Rajasthan, 6-B, Jhalana Dungari, Jaipur – 302004 from reputed manufacturers or authorized distributors/suppliers for supply of the following items for use by Census Field functionaries (Enumerators and Supervisors) in the field during Census Operations of 2011 Census and preparation of National Population Register (NPR):-

- (i) Ball Pen (not gel pen)
- (ii) Pencil
- (iii) Eraser
- (iv) Sharpener
- (v) Ink - pad
- (vi) Small Marker Pen
- (vii) Plastic coated gems clip (in Box)

The above stationery is to be used by each Enumerator and Supervisor during their field work.

2. **Background:** The Office of the Registrar General, India & Census Commissioner is responsible for the conduct of decennial Population Census in the country and Office of the Director of Census Operations Rajasthan, Jaipur for conducting the same in the Rajasthan State. The Census of India 2011 (15th in the unbroken series since 1872 and 7th after independence) will take count of all individuals as on 00.00 hrs of 1st March, 2011, cross-classified by several key demographic and socio-economic variables. It will be conducted in two phases, i.e. (i) Houselisting & Housing Census along with preparation of National Population Register (NPR) in the 1st phase during April-September, 2010, and (ii) Population Enumeration during February, 2011. A large number of Enumerators and Supervisors (about 135000) would collect data throughout the State in each phase of Census Operations. All Enumerators and Supervisors to be engaged for data collection in the field for both the phases of Census Operations would be supplied with Ball Pen (not gel pen), Pencil, Eraser, Sharpener, Ink Pad, Small Marker Pen and Plastic coated gems clip (in Box) for in the field.

3. The present tender intends to obtain best possible rates from reputed suppliers for supply of Ball Pen, Pencil, Eraser, Sharpener, Ink Pad, Small Marker Pen and Plastic coated gems clip (in Box) required for both the Phases of Census Operations in two broad time schedules, i.e. (i) supply of total requirement for 1st phase (Houselisting & Housing Census along with preparation of NPR) during March-April, 2010, and (ii) supply of total requirement for 2nd phase (Population Enumeration) during November 2010 - January, 2011.

4. **Volume and Specification of Requirement:** Items required for 1st Phase (Houselisting & Housing Census and NPR) & 2nd Phase (Population Enumeration) of Census Operations, estimated quantity of each item, and its destination of supply are indicated in the table given below:

Serial No.	Items to be supplied	Estimated Quantity for 1 st phase to be supplied during Mar-April, 2010	Estimated Quantity for 2 nd phase to be supplied during November 2010-January, 2011	Destination of Supply for each phase
1	Ball Pen (not gel pen)	250590	250590	Supplies to be made to District Headquarters or Directorates of Census Operations Rajasthan as per Annex. I
2	Pencil	250590	250590	
3	Eraser	250590	250590	
4	Sharpener	134933	134933	
5	Ink Pad	115657	115657	
6	Small Marker pen	250590	250590	
7	Plastic coated gems clip (in Box)	19276	19276	

The quantity given in the 'Annex.- I' is indicative and may vary by 20% in any direction. Size and Technical specification of each of these items are given at Annex. II.

5. **Delivery/Completion Schedule of Supply and Minimum/Maximum Bid Quantity:** Census taking is a National Programme and shall be conducted within rigid time schedule throughout the Country. The total volume of each item for each of the phases is required to be supplied/delivered **within 15 days** (during March-April, 2010 for 1st Phase and November 2010-January, 2011 for 2nd Phase) from the date of issue of Supply Order/Job Assignment.

Directorate of Census Operations Rajasthan, however, reserves the right to place the supply order in favour of successful bidder(s) by either reducing or enhancing their bid quantity up to 20% keeping in view total requirement of allotted Districts. Moreover, since the materials may be supplied to various offices of the District Collectors in Rajasthan, priority of supply shall be decided by the Purchaser (DCO) and the successful Bidder is to execute the same accordingly.

6. **Eligibility Criteria for Bidders:** The Bidders intending to participate in the tender process should fulfill the following minimum eligibility criteria:

- (a) Average Annual Turnover of the Bidder should be more than Rs. 25 lakhs for the last three years (2006-07, 2007-08, 2008-09) from sales of similar/said material for which the Bidder has participated. Audited Balance Sheets and Income Tax Returns for 2006-07, 2007-08, 2008-09 as support paper should be submitted along with the Technical Bid;
- (b) The Bidder must have successfully supplied some important orders of similar materials during last three years (2006-07, 2007-08, and 2008-09), each valuing more than Rupees 2.0 lakh, for the offices of Government of India/State Governments/Public Sector Undertakings/any other reputed companies & private concerns. Copies of such Work Orders during last three years and work completion certificates should be submitted along with the Technical Bid;
- (c) The Bidder should have well equipped manufacturing capacity/workshop with sufficient manpower and machinery to undertake and complete supplies as per requirement or **in case he is a distributor/supplier then he should have necessary back-up of a manufacturer**. Addresses of workshop(s) and manpower profile are to be enclosed with Technical Bid.
- (d) The Bidder should be registered with the Government/Municipal Authorities etc., as required under the Law for carrying out manufacture/business. A copy of the said Certificate (s) is to be enclosed with the Technical Bid.
- (e) The bidder should be in a position to complete the supply of materials at Directorate of Census Operations Rajasthan, 6-B, Jhalana Dungari, Jaipur – 302004 and also all 33 district headquarters of Rajasthan State as per specified time limit fixed by the purchaser (DCO, Rajasthan). Separate rates may be quoted for supply at DCO level and at 33 District Headquarters.

Note: The Bidder should not have been blacklisted by any Central Government/State Government Offices/ Public Sector undertakings

7. **Availability of Tender Documents:** Tender Document can be obtained from the Directorate of Census Operations Rajasthan, 6-B, Jhalana Dungari, Jaipur – 302004 on payment of Rs.500/- (non-refundable) in A/c payee Demand Draft drawn in any Nationalised Bank in favour of '**Assistant Director, Directorate of Census Operations Rajasthan**' payable at '**Jaipur**'. The same can also be downloaded from www.censusindia.gov.in (Tender). However, in this case the Bidder is required to enclose an A/c payee Demand Draft of Rs.500/- (non-refundable) drawn in any Nationalised Bank in favour of '**Assistant Director, Directorate of Census Operations Rajasthan**' payable at '**Jaipur**' failing which the bid shall not be entertained.

8. **Due Date:** Due date for submission of offer is on or before **5.00 P.M. on 15.03.2010** at **Directorate of Census Operations Rajasthan, 6-B, Jhalana Dungari, Jaipur – 302004**. Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened first on 16.03.2010 at 11.00 A.M. The Financial Bids will be opened on 18.03.2010 at 11.00 A.M. only in respect of those bidders who qualify in the Technical bid. The list of successful bidders who have qualified in Technical Bid would be put on the notice board in Directorate of Census Operations Rajasthan, 6-B, Jhalana Dungari, Jaipur – 302004 latest by 17.03.2010.**

9. **Submission of tender under two covers system:** Intending firms should submit their Technical Bid and Financial Bid in prescribed proforma at **Annex-III-A** and **Annex-III-B** respectively in separate sealed covers duly superscribed as **“Technical Bid for Stationery Items”** and **“Financial Bid for Stationery Items”** as the case may be. These two sealed covers then be put together in a bigger sealed cover and superscribed as **“Technical & Financial Bids for Stationery Items”**. It should be addressed to **“Director, Directorate of Census Operations Rajasthan, 6-B, Jhalana Dungari, Jaipur – 302004,”**. If tenders are submitted by hand, then sealed envelope must indicate TENDER NO. & DUE DATE OF OPENING as well 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 besides super-scribing as **“Technical & Financial Bids for Stationery Items”** 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.**

10. **Late Delivery & Risk Purchase:** It must be appreciated that Census is time bound activity with no scope for delay in supplies. In case supplies are made after expiry of the delivery schedule then this office reserves the right to recover liquidated damages @ 1.0% of residual job value per week. However, if the supplies are not affected within a grace period of one week from the scheduled date, DCO, Rajasthan 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, DCO, Rajasthan also reserves the right to cancel part of the order and undertake risk purchase for this cancelled quantity depending on the need.

11. **EARNEST MONEY DEPOSIT (EMD):** EMD is to be enclosed with Technical Bid. EMD value for Bid is given in the table mentioned below: -

Item	Value of EMD to be deposited
Ball Pen(not to gel), Pencil, Eraser, Sharpener, Ink Pad, Small Marker Pen, Plastic coated gems clip (in Box)	Rs. 3.50 lakh

Other conditions for EMD are as given below:

- (a) Bidders are required to deposit EMD (as specified in the table above) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalised/Scheduled Bank drawn in favour of '**Assistant Director, Directorate of Census Operations Rajasthan**' payable at '**Jaipur**' along with Technical Bid;
- (b) Any bid without EMD will be rejected by the Purchaser as non responsive;
- (c) Unsuccessful Bidder's 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 Purchase;
- (d) The successful Bidder's Earnest Money will be returned after receipt of "Performance Security" from the Bidder or be adjusted towards "Performance Security" as per the condition laid in para 12;
- (e) Bank charges towards preparation of EMD are to be borne by the Bidder. No interest will be payable by the Purchaser on the amount of the EMD;
- (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. In the eventuality of risk purchase by the Directorate, will result in Black listing of the company.**

12. Performance Security: The successful Bidder awarded with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the supply order rounded up to next thousand within seven days from the date of receipt of supply order, in the form of Account Payee Demand Draft/ Pay order/ Bankers Cheque/ Bank Guarantee from a Nationalised/Scheduled Commercial Bank in favour of '**Assistant Director, Directorate of Census Operations Rajasthan**' payable at '**Jaipur**'. On request of the Bidder, the Earnest Money Deposit (EMD) will be adjusted against the Security Deposit payable by the bidder and bidder shall deposit the balance amount in the prescribed mode and specified time limit. If the Security Deposit is not paid within time specified, the Earnest Money Deposit of the bidder shall be forfeited. In such case, the DCO, Rajasthan shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering. **The "Performance Security", shall be released by the DCO, Rajasthan after the successful completion of delivery in respect of the 2nd phase requirement and to the satisfaction of the purchaser (DCO, Rajasthan).** No interest will be payable for "Performance Security". In the event of non-providing the services, the Performance Security shall be forfeited to the extent that the materials have not been supplied in conformity to the specified specification and to the satisfaction of the Purchaser (DCO, Rajasthan). Further, if the Purchaser has to get the materials 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.

13. Payment: Payment can be released against actual deliveries (completion of supply) of the Supplier at different destinations or Directorate of Census Operations Rajasthan, as per the supply order, and to the satisfaction of the Purchaser. The Supplier should submit their pre-receipted Bills in triplicate. The Supplier should also submit the certificate(s) from the consignee that materials have been received

in full and in good condition as per the approved specification of the Directorate of Census Operations Rajasthan, if items will be delivered at district headquarters.

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 bidder.

16. Delivery: The material should be properly delivered at the Directorate of Census Operations Rajasthan, Jaipur or all 33 district headquarters of Rajasthan State as mention in **Annex.-I**. in conformity with the specification and supplied to the satisfaction of the concerned authority.

17. Attending Tender Opening: Only one representative of each bidder, who wishes to attend to the tender opening, shall be allowed to attend Tender Opening subject to presentation of authorization letter from the bidder.

18. Award Criteria: The purchaser (DCO, Rajasthan) shall rank the rates (total of all items) quoted of all eligible bidders in ascending order. The lowest rate quoted (inclusive of all) for the item will be taken as L_1 rate. If the Purchaser feels that the L_1 rate is at higher side, further negotiation will be held with the L_1 bidder to reduce its rate. The rates of all the items will be compared separately and accordingly LI_1 (Lowest rate Item wise) rates of all the items will be taken as final rates. L_1 will be asked to match LI_1 rates. If L_1 bidder matches LI_1 rates then L_1 will be awarded the contract to supply the material. If L_1 bidder refuses to match the LI_1 rates of any of the items then he will only be awarded the items which match with LI_1 rates. The L_2 bidder would then be asked to match LI_1 rates for the remaining items. If L_2 matches LI_1 rates of all the remaining items then he will be awarded the remaining items and if only some of them are matched by him he will be given the award of those items which he matched and then L_3 bidder would be asked to match LI_1 rates for the remaining items. If L_3 matches LI_1 rates of all the remaining items he will be given the award of those items. The process of awarding of supply order will continue in this manner till the total items in the list are exhausted.

Partial Bid will be accepted only if the Bidder bids for more than 50% of the articles.

The supply order and the quantity to be supplied of all items by each approved Suppliers for the 2nd phase (Population Enumeration) shall be decided by the DCO in due course keeping in view the quality of items previously supplied and promptness in supplying the ordered items. The decision of the purchaser (DCO, Rajasthan) in this regard shall be final.

19. Purchaser's Right to Accept any Bid and Reject any or all Bids: The Purchaser (DCO, Rajasthan) 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 without assigning any reason there for and 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 Purchaser's action.

20. **Amendments to the Tender:** Before the last date for the receipt of tender, DCO, Rajasthan may amend any of the tender conditions as may be desired or wherever DCO, Rajasthan feels that such an amendment is absolutely necessary. DCO, Rajasthan at its discretion may or may not extend the due date and time for the submission of tender documents on account of amendments. Any such amendments to the tender conditions will be put on the Census Website www.censusindia.gov.in.(Tender).

21. **Additional information:** If the bidder needs additional information and clarification apart from information in tender notice, he may seek the same from this Directorate in writing. The dispute or difference arising between the Directorate of Census Operations Rajasthan 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 Registrar General, India & Census Commissioner 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.

22. **Proforma for Technical Bid and Enclosures of Technical Bid:** Technical Bid should be submitted in the prescribed proforma (**Annex. III-A**) only along with the following enclosures:

- (a) Cash Receipt of Rs. 500/- from Directorate of Census Operations Rajasthan towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.500/- (if Tender Form is downloaded from Web Site www.censusindia.gov.in) drawn in any Nationalised Bank in favour of '**Assistant Director, Directorate of Census Operations Rajasthan**' payable at 'Jaipur';
- (b) EMD (as specified in the table at Paragraph-11) in the form of Account Payee Demand Draft from any Nationalised/Scheduled Bank drawn in favour of '**Assistant Director, Directorate of Census Operations Rajasthan**' payable at '**Jaipur**';
- (c) Copies of Audited Balance Sheets of the firm for last three years (2006-07, 2007-08, 2008-09);
- (d) Copies of Income Tax Returns for 2006-07, 2007-08, 2008-09;
- (e) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
- (f) Copies of work orders for supply of similar materials valuing more than Rupees 2 lakhs/completion certificates during last 3 years (2006-07, 2007-08, 2008-09);
- (g) Addresses of workshop(s) and manpower profile of the Bidder;
- (h) Copy of the Registration Certificate of the Bidder/Firm;
- (i) Self Certificate, duly signed by the bidder that the bidder is not currently blacklisted by DCO, RAJASTHAN or any other Central Government/State Government Department / Public Sector Undertakings;
- (j) **Sample of the items**, in conformity to the prescribed specification in the Tender Document (**Annex. II**), for which the bid is being submitted.
- (k) Undertaking to supply items within 15 days.

Note: All documents/materials (excluding Demand drafts mentioned above at item number '22-a' and '22-b') enclosed with the Technical Bid should duly be signed by the Bidder with seal of the firm on each and all pages be serially page numbered. **Technical Bid without any of the above mentioned document/material may lead to rejection of the Bid.**

23. Performa for Financial Bid: The cover of Financial Bid should contain only the rate of the material in prescribed preformed (in **Annex. III-B**) for which the bid is being submitted. Partial Bids will be accepted only in respect of items which are not less than 50% of the total items quoted. Rates including all charges like all taxes, loading-unloading, installation, freights etc. should be indicated in both FIGURES & WORDS. The rates quoted must remain firm till completion of delivery for the 2nd Phase of Census (Population Enumeration). Erasing, over-writing and corrections should be authenticated by the bidder's signature. In case this has not been done such offer is likely to be rejected. **No conditional Financial Bid shall be entertained.**

24. SPECIAL NOTE:

- a. Any ambiguity in the offer may lead to disqualification.
- b. Conditional offer shall be summarily rejected.

(Vanali Sharma)
Deputy Director
Directorate of Census Operations Rajasthan,
6-B, Jhalana Dungari,
Jaipur-302004.

Volume and Delivery Destinations of Stationary Items

District	Estimated Quantity of Ball Pen (not gel pen)		Estimated Quantity of Pencil		Estimated Quantity of Eraser		Estimated Quantity of Sharpener		Estimated Quantity of Ink Pad		Estimated Quantity of Small Marker pen		Estimated Quantity of Plastic coated gems clip (Box of 50 clips)	
	I Phase	II Phase	I Phase	II Phase	I Phase	II Phase	I Phase	II Phase	I Phase	II Phase	I Phase	II Phase	I Phase	II Phase
Ganganagar	9613	9613	9613	9613	9613	9613	5178	5178	4435	4435	9613	9613	743	743
Hanumangarh	8067	8067	8067	8067	8067	8067	4346	4346	3721	3721	8067	8067	625	625
Bikaner	8089	8089	8089	8089	8089	8089	4357	4357	3732	3732	8089	8089	625	625
Churu	7184	7184	7184	7184	7184	7184	3871	3871	3313	3313	7184	7184	558	558
Jhunjhunun	8138	8138	8138	8138	8138	8138	4385	4385	3753	3753	8138	8138	632	632
Alwar	13067	13067	13067	13067	13067	13067	7038	7038	6029	6029	13067	13067	1009	1009
Bharatpur	9174	9174	9174	9174	9174	9174	4942	4942	4232	4232	9174	9174	710	710
Dhaulpur	4261	4261	4261	4261	4261	4261	2295	2295	1966	1966	4261	4261	329	329
Karauli	5321	5321	5321	5321	5321	5321	2866	2866	2455	2455	5321	5321	411	411
Sawai Madhopur	4889	4889	4889	4889	4889	4889	2633	2633	2256	2256	4889	4889	377	377
Dausa	5891	5891	5891	5891	5891	5891	3173	3173	2718	2718	5891	5891	455	455
Jaipur	21597	21597	21597	21597	21597	21597	11632	11632	9965	9965	21597	21597	1667	1667
Sikar	9790	9790	9790	9790	9790	9790	5274	5274	4516	4516	9790	9790	758	758
Nagaur	11983	11983	11983	11983	11983	11983	6455	6455	5528	5528	11983	11983	927	927
Jodhpur	12054	12054	12054	12054	12054	12054	6492	6492	5562	5562	12054	12054	930	930
Jaisalmer	2426	2426	2426	2426	2426	2426	1307	1307	1119	1119	2426	2426	188	188
Barmer	8633	8633	8633	8633	8633	8633	4649	4649	3984	3984	8633	8633	665	665
Jalor	6321	6321	6321	6321	6321	6321	3404	3404	2917	2917	6321	6321	487	487
Sirohi	3719	3719	3719	3719	3719	3719	2004	2004	1715	1715	3719	3719	289	289
Pali	7818	7818	7818	7818	7818	7818	4211	4211	3607	3607	7818	7818	604	604

ANNEX. – I (Continue)

District	Estimated Quantity of Ball Pen (not gel pen)		Estimated Quantity of Pencil		Estimated Quantity of Eraser		Estimated Quantity of Sharpener		Estimated Quantity of Ink Pad		Estimated Quantity of Small Marker pen		Estimated Quantity of Plastic coated gems clip (Box of 50 clips)	
	I Phase	II Phase	I Phase	II Phase	I Phase	II Phase	I Phase	II Phase	I Phase	II Phase	I Phase	II Phase	I Phase	II Phase
Ajmer	9153	9153	9153	9153	9153	9153	4930	4930	4223	4223	9153	9153	707	707
Tonk	5447	5447	5447	5447	5447	5447	2934	2934	2513	2513	5447	5447	421	421
Bundi	4232	4232	4232	4232	4232	4232	2281	2281	1951	1951	4232	4232	330	330
Bhilwara	8915	8915	8915	8915	8915	8915	4802	4802	4113	4113	8915	8915	689	689
Rajsamand	4473	4473	4473	4473	4473	4473	2409	2409	2064	2064	4473	4473	345	345
Udaipur	11159	11159	11159	11159	11159	11159	6010	6010	5149	5149	11159	11159	861	861
Dungarpur	4898	4898	4898	4898	4898	4898	2638	2638	2260	2260	4898	4898	378	378
Banswara	6474	6474	6474	6474	6474	6474	3486	3486	2988	2988	6474	6474	498	498
Chittaurgarh	6266	6266	6266	6266	6266	6266	3376	3376	2890	2890	6266	6266	486	486
Kota	6530	6530	6530	6530	6530	6530	3517	3517	3013	3013	6530	6530	504	504
Baran	4698	4698	4698	4698	4698	4698	2531	2531	2167	2167	4698	4698	364	364
Jhalawar	5488	5488	5488	5488	5488	5488	2957	2957	2531	2531	5488	5488	426	426
Pratapgarh	3437	3437	3437	3437	3437	3437	1851	1851	1586	1586	3437	3437	265	265
DCO, Jaipur	1385	1385	1385	1385	1385	1385	699	699	686	686	1385	1385	13	13
Total	250590	250590	250590	250590	250590	250590	134933	134933	115657	115657	250590	250590	19276	19276

NB : 1. Required materials for various District are to be delivered by the Supplier(s) at office of the District Collectors, If supply order will be issued for district level otherwise total quantities are to be delivered at Directorate of Census Operations Rajasthan, Jaipur.

2. **The quantities given in the ‘Annex.- I’ are indicative and may vary by 20% in any direction.**

SCHEDULE OF SPECIFICATION OF MATERIALS

Sl. No.	Name of the Items	Detailed Specification
1.	Ball Pen (not gel pen)	Cello – Technotip XS or Reynolds 045 or any other reputed brand but same quality.
2.	Pencil	Nataraj HB 621 or Kores Samrat or any other reputed brand but of same quality.
3.	Eraser	Nataraj 621 plasto or Kores Trilo or any other reputed brand but of same quality.
4.	Sharpener	Nataraj 621 or Kores Trilo or any other reputed brand but of same quality.
5.	Ink pad	Ashoka Medium size or Kores Long life stamp pad medium or any other reputed brand but of same quality.
6.	Small Marker Pen	Kores Starmark or any other reputed brand but of same quality.
7.	Plastic Coated Gem clips (Box of 50 clips)	Zebra or any other reputed brand but of same quality.

PRESCRIBED PERFORMA FOR TECHNICAL BID.

With Reference to Tender Notice No. **811/F-6/Cen/Store 90-11-12-13** , dt **19.02.2010** the undersigned furnishes below / encloses herewith following details / documents as part of 'Technical Bid' for consideration.

1. **Name of the Manufacturer/Dealer** -----
2. **Confirmation regarding supply of materials as per prescribed Specification of materials (Annex. II)** -----Yes / No
3. **Period of Validity of Offer Price** (in days):
4. **Delivery Schedule:** (i) 1st Phase: _____ (ii) 2nd Phase: _____
5. **Earnest Money Deposit:** EMD Details:
Date of Issue:
Name of the Bank:
6. **Documents Enclosed:** (Copies are to be self attested / stamped)
 - (a) Cash Receipt of Rs. 500/- from Directorate of Census Operations Rajasthan towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.500/- (if Tender Form downloaded from Web Site) drawn in any Nationalised Bank in favour of '**Assistant Director, Directorate of Census Operations Rajasthan**' payable at 'Jaipur'.
 - (b) EMD (as specified in the table at Paragraph-11) in the form of Account Payee Demand Draft from any Nationalised/Scheduled Bank drawn in favour of '**Assistant Director, Directorate of Census Operations Rajasthan**' payable at 'Jaipur'.
 - (c) Copies of Audited Balance Sheets of the firm for last three years (2006-07, 2007-08, 2008-09);
 - (d) Copies of Income Tax Returns for 2006-07, 2007-08, 2008-09;
 - (e) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
 - (f) Copies of work orders for supply of similar materials valuing more than Rupees 5 lakhs/completion certificates during last 3 years (2006-07, 2007-08, 2008-09);
 - (g) Addresses of workshop(s) and man power profile of the Bidder;
 - (h) Copy of the Registration Certificate of the Bidder/Firm;
 - (i) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO, Rajasthan or any other Central Government/State Government Department/Public Sector Undertakings;
 - (j) **Sample of the item**, in conformity to the prescribed specification in the Tender Document (**Annex. II**), for which the bid is being submitted.

Signature.....

Name.....

Name of the Manufacturer/Supplier.....

Stamp.....

PRESCRIBED PERFORMA FOR FINANCIAL BID.

With Reference to Tender Notice No **811/F-6/Cen/Store 90-11-12-13** , dt **19.02.2010**, the per unit rate (inclusive of taxes, transportation, loading-unloading etc.) and total cost for our Bid quantity are as given below:

Item for which Financial Bid being submitted	Per Unit Rate (all inclusive) if items are supplied at DCO, Rajasthan, Jaipur (Rates of all items to be given in both figures & Words)	Per Unit Rate (all inclusive) if items are supplied at District headquarters of Rajasthan State (Rates of all items to be given in both figures & Words)
1. Ball Pen (not gel pen)		
2. Pencil		
3. Eraser		
4. Sharpener		
5. Ink Pad		
6. Small Marker Pen		
7. Plastic Coated gems Clip (Box of 50 clips)		

I agree to the terms and conditions as mentioned in the Tender Notice No. **811/F-6/Cen/Store 90-11-12-13** , dt **19.02.2010** issued by the Government of India, Ministry of Home Affairs, Directorate of Census Operations Rajasthan, 6-B, Jhalana Dungari, Jaipur – 302004. The Items, for which the Financial Bid is being submitted, is as per the specification specified in the Tender Notice (**Annex.- II**).

Signature.....

Name.....

Name of the Manufacturer / Supplier.....

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