



जनगणना कार्य निदेशालय, ओड़िशा
भारत सरकार, गृह मंत्रालय

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ORISSA
Government of India, Ministry of Home Affairs

No. 269/2/2011-CT

Dtd. 23/07/2011

Tender Call Notice - Photocopying of Census Records

Sealed tenders are invited from registered firms /xerox units of Cuttack and Bhubaneswar having annual Turnover of Rs.10 lakhs and more with adequate xerox machines, space and manpower for timely execution of following photocopying work of Census Directorate, Orissa,

A3 one side	1,00,000 X 3 copies =	3,00,000 one side copies
A3 both side	18,500 X 2 copies =	37,000 both side copies (to be stapled for 13,500 circles)
A4 both side	7,00,000 x 2 copies =	14,00,000 both side copies (to be stapled in 2,00,000 booklet form)

The documents to be photocopied and the manner of stapling can be inspected on any working day in the Printing section of the Directorate. The work is required to be completed within 15 days time from the date of issue of work order.

The firms must have adequate number of xerox machines to prepare quality printouts, sufficient space and man power to execute voluminous work of urgent nature.

The interested firms may submit their rates in the enclosed format along with copies of relevant documents and DD for Rs. 20,000/- drawn from a Nationalised Bank in favour of Director of Census Operations, Orissa, payable at Bhubaneswar, so as to reach the undersigned by 2 P.M. of 02/08/2011. The tenders will be opened on the same day at 4 P.M. in presence of the tenderers or their representatives, if any. The successful bidder will be required to deposit a performance security of 5% of total value of the order within 3 days for issue of work order.

The Director of Census Operations, Orissa, however, reserves the right to reject all or any of the tenders without assigning reasons thereof.



(P. SINGH)
DEPUTY DIRECTOR



DIRECTORATE OF CENSUS OPERATIONS, ORISSA, BHUBANESWAR

Tender Call Notice No. 269/2/2011-CT dated 23.7.2011

Proforma for Technical & Financial bid – Photocopying and stapling

1. Name & Full Address of the firm with contact No.:
- 2 Availability of -
No. of Xerox machines :
Maximum impression per day in A/4 size..... A/3 size.....
No. of supporting staff available for photocopying, sorting, stapling & dispatch.....
- 3 Whether willing to install sufficient Xerox machines & deploy staff for photocopying inside the Directorate building. : Yes/ No
- 4 Annual turnover (attach Xerox copies of audited report) for the years :
2007-2008
2008-2009
2009-2010
- 5 PAN No./ TIN No./ VAT clearance certificate (attach Xerox copies) :
- 6 EMD deposit details :
Amount Rs.
DD No. and Date:
Drawn on Bank :

Rate for Photocopying (inclusive of all taxes & transportation)

	Including cost of 75 GSM JK copier paper	Excluding cost of copier paper
A/3 one side	Rs.	Rs.
A/3 both side	Rs.	Rs.
A/4 one side	Rs.	Rs.
A/4 both side	Rs.	Rs.

Rate for stapling

Side stitch at 2 places –	
A/4 Booklets upto 10 sheets	Rs.
A/4 Booklets above 10 sheets	Rs.
A/3 loose forms upto 10 sheets	Rs.
A/3 loose forms above 10 sheets	Rs.

Authorized Signatory

Seal