



Government of India
Ministry of Home Affairs
Office of the Director of Census Operations, Jharkhand
“Manas”, Ranchi Hill, Opp-Pahari Mandir
Ratu Road, Ranchi-834001

TENDER NOTICE NO.: J. 11011/9/2008- 320

Dated: 19/08/10

Sealed Tenders are invited in two bids system (Technical Bid & Financial Bid) from reputed manufacturers/suppliers for supply of Stationery items(Ball pen, pencil, eraser, sharpener, marker pen etc.) in large quantity for Directorates of Census Operations, Jharkhand for use by Enumerators and Supervisors in Census 2011 for Population Enumeration during February-March 2011. Interested vendors should send their bids by 03.00 p.m. on 13 .09.2010 to the Director of Census Operations, Jharkhand “Manas”, Ranchi Hill, Opp.-Pahari Mandir, Ratu Road, Ranchi-834001. Complete details can be obtained from Office of the Director of Census Operations, Jharkhand, “Manas”, Ranchi Hill, Opp-Pahari Mandir, Ratu Road, Ranchi-834001 on payment of tender fee of Rs. 100/- (non-refundable) by cash/Demand Draft drawn in favour of DDO, DCO-Jharkhand, ‘payable at ‘Ranchi’ on any working day between 11.00 a.m. to 01.00 p.m. and 02.00 p.m. to 04.00 p.m. The tender document can also be downloaded free of cost from www.censusindia.gov.in(Tender).

Director
Office of the Director of Census Operations, Jharkhand
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Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Office of the Director of Census Operations, Jharkhand, "Manas", Ranchi Hill, Opp-Pahari Mandir, Ratu Road, Ranchi-834001 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 i.e in Population Enumeration during February-March 2011:-

Sl. No.	Name of the articles
1.	Ball pen(not gel pen) Black
2.	Pencil
3.	Eraser
4.	Sharpner
5.	Coloured Chalk (in Box)
6.	Ink Pad
7.	Small marker pen
8.	Plastic coated gems clip (in box)

2. **Background:** The Office of the Registrar General India & Census Commissioner is responsible for the conduct of decennial Population Censuses in the country. 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. Population Enumeration will be conducted during February-March, 2011. A large number of Enumerators and Supervisors (about 85,000) would collect data on A-3 size (42 cms x 29.7 cms) ICR Scannable Schedules in this phase of Census Operations in Jharkhand. All Enumerators and Supervisors to be engaged for data collection in the field for Census Operations would be supplied with above mentioned items for use in the field.

3. The present tender intends to obtain best possible rates from reputed suppliers for supply of the items mentioned above during October 2010 for the Population Enumeration.

4. Volume and Specification of Requirement: Items required for Population Enumeration of Census Operations, estimated quantity of each item, and its destination of supply is indicated in the statement given below:

Sl. No.	Name of the articles	Estimated quantity to be supplied during October 2010	Destination so Supply*
1.	Ball pen(not gel pen) Black	150000 pieces	Office of the respective Deputy Commissioners of the Districts of Jharkhand.
2.	Pencil	150000 pieces	
3.	Eraser	150000 pieces	
4.	Sharpner	85000 pieces	
5.	Coloured Chalk (in Box)	70000 boxes	
6.	Ink Pad	70000 pieces	
7.	Small marker pen	85000 pieces	
8.	Plastic coated gems clip (in box)	10000 In boxes	

*The details of destination of supply is given in **Annexure II-C**
Size and Technical specification of each of these items are given at **Annex.I**.

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 is required to be supplied/delivered within **30 days (during October 2010 for Population Enumeration)** from the date of issue of Supply Order/Job Assignment. Since the volume of required materials for Population Enumeration is large and time available is limited, a bidder must bid for full quantity of all the items.

DCO, however, reserves the right to place the supply order in favor of successful bidder(s) by either reducing or enhancing their bid quantity up to 20% keeping in view of total requirement. Moreover, since the materials are to be supplied to DCO (Directorates of Census Operations) Jharkhand, 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. 15 Lakh for the last three years (2007-08, 2008-09, 2009-10) from sales of similar/said material for which the Bidder has participated. Audited Balance Sheets and Income Tax Returns for 2007-08, 2008-09, 2009-10 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 (2007-08, 2008-09, and 2009-10), each valuing more than Rupees Five 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 within 30 days of the supply order, given by the Office of the Director of Census Operations, Jharkhand.

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

7. Availability of Tender Documents: Tender Documents can be obtained from the Office of the Director of Census Operations, Jharkhand on payment of Rs.100/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalised Bank in favour of 'DDO' DCO-Jharkhand payable at "Ranchi". It can also be downloaded free of cost from www.censusindia.gov.in. **However, in this case the Bidder is required to enclose an A/c payee demand draft of Rs. 100 (non-refundable) drawn in any nationalized bank in favor of The DDO, DCO Jharkhand payable at Ranchi failing which the Bid shall not be entertained.**

8. Due Date: Due date for submission of offer is on or before **3.00 P.M. on 13.09.2010** at Office of the Director of Census Operations, Jharkhand, "Manas", Ranchi Hill, Opp-Pahari Mandir, Ratu Road, Ranchi-834001. Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened first on 14.09.2010 at 3.30 P.M. The Financial Bids will be opened on 17.09.2010 at 4.00 P.M. only in respect of those tenderers who qualify in the Technical bid.**

9. **Submission of tender under two covers system:** Intending firms should submit their Technical Bid and Financial Bid in prescribed proforma at **Annex-II-A** and **Annex-II-B** respectively in separate sealed covers duly superscribed as “Technical Bid for Stationery items” and “Financial Bid for Stationery items”. 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 “**The Director, Directorate of Census Operations, Jharkhand**”. 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 superscribing as “Technical & Financial Bids for Ball Pen(not gel pen), Pencil, Eraser, Sharpner, Ink pad, Small marker pen, Plastic coated gems clip(in Box)” 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:** In case supplies are made after expiry of the delivery schedule then this office reserves the right to recover liquidated damages @ 0.5% of residual job value per week. However, if the supplies are not affected within a grace period of two weeks from the scheduled date, the DCO 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 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. Item-wise prescribed EMD value for different Bid Quantities are given in the statement mentioned below: -

Sl.No.	Name of the articles	Value of EMD to be deposited (In rupees)
1.	Ball pen (not gel pen)	35000
2.	Pencil	15000
3.	Eraser	15000
4.	Sharpener	8000
5.	Colored Chalk (in box)	15000
6.	Ink pad	25000
7.	Small marker pen	20000
8.	Plastic coated gems clip(in box)	3000

Other conditions for EMD are as given below:

- (a) Bidders are required to deposit EMD (as specified in the statement 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 "DDO", DCO-Jharkhand payable at "**Ranchi**" 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.**

12. Performance Security: The successful Bidder awarded with the job shall be required to deposit Performance Security equivalent to 5% 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/Banker's Cheque/Bank Guarantee from a Nationalised/Scheduled Commercial Bank in favour of "DDO", DCO-Jharkhand payable at "**Ranchi**". 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 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 after the successful completion of delivery in respect of the Population Enumeration requirement at DCO to the satisfaction of the purchaser (DCO).** 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). 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 prescribed destination and to the satisfaction of the Purchaser. The Supplier should submit their pre-receipted Bills, in triplicate, along with the certificate(s) from the consignee (Directorate of Census Operations of the Jharkhand state) that materials have been received in full and in good condition as per the approved specification of the DCO.

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 tenderer.

16. Delivery: The material should be properly delivered at the allotted destination (Office of the respective Deputy Commissioner's of Jharkhand) in conformity with the specification and supplied to the satisfaction of the concerned authority.

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

18. Award Criteria: The purchaser (DCO Jharkhand, Ranchi) shall rank the rates quoted by all eligible bidders for a specific item in ascending order. The lowest rate quoted (inclusive of all) for the item will be taken as L₁ rate. If the Purchaser feels that the L₁ rate is at higher side, further negotiation may be held with the L₁ firm to reduce its rate. Once the negotiated L₁ rate is finalized, the L₁ bidder will be awarded the full quantity for which he has bid. The L₂ bidder would then be asked to match the negotiated L₁ rate. In case L₂ matches the negotiated rate of L₁ he would be awarded the full quantity he has bid for subject to his capacity. If L₂ does not match the L₁ negotiated rate, the L₃ bidder would be asked to match the L₁ negotiated rate. In case L₃ bidder matches the negotiated L₁ rate, he would be awarded the full quantity as per his bid or equal to the balance of the volume of work left (if balance of work left is less than the quoted quantity). The process of awarding of supply order will continue in this manner till the total required quantity. The quantity of the required material(s) to be supplied by each approved Suppliers for the Population Enumeration shall be decided by the DCO in due course keeping in view their proportion of bid quantity to total estimated quantity for Population Enumeration promptness in supplying the allotted quantities in respect of Population Enumeration at D.C.O, Jharkhand quality of materials supplied etc. The decision of the purchaser (DCO Jharkhand, Ranchi) in this regard shall be final.

19. Purchaser's Right to Accept any Bid and Reject any or all Bids: The Purchaser (DCO) 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, the DCO may amend any of the tender conditions as may be desired or wherever DCO feels that such an amendment is absolutely necessary. DCO 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 [\(Tender\)](http://www.censusindia.gov.in).

21. ARBITRATION: The dispute or difference arising between the DCO 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 DCO 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. II-A**) only along with the following enclosures:

- (a) Cash Receipt of Rs. 100/- towards cost of the Tender (if Tender Form purchased) in favour of “**DDO**” DCO-Jharkhand payable at “**Ranchi**”.
- (b) EMD (as specified at Paragraph-11) in the form of Account Payee Demand Draft/Pay Order/Banker’s Cheque/Bank Guarantee from any Nationalised/Scheduled Bank drawn in favour of “**DDO**” DCO-Jharkhand payable at “**Ranchi**”.
- (c) Copies of Audited Balance Sheets of the firm for last three years (2007-08, 2008-09, 2009-10);
- (d) Copies of Income Tax Returns for 2007-08, 2008-09, 2009-10;
- (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 15 lakhs/completion certificates during last 3 years (2007-08, 2008-09, 2009-10);
- (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 tenderer that the tenderer is not currently blacklisted by DCO/ORGI 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. I**), for which the bid is being submitted.

Note: All documents/materials (excluding EMD) 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. Proforma for Financial Bid: The cover of Financial Bid should contain only the rate of the material in prescribed proforma (in **Annex. II-B**) for which the bid is being submitted. 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 Population Enumeration. Erasing, over-writing and corrections should be authenticated by the tenderer’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.

(Sunil Kumar Barnwal)

Director

Directorate of Census Operations, Jharkhand
"Manas", Ranchi Hill, Opp-Pahari Mandir
Ratu Road, Ranchi-834001

SCHEDULE OF SPECIFICATION OF MATERIALS

Sl.No.	Name of the articles	Detailed/Specifications
1.	Ball pen (not gel pen) Black	Good Quality Ball pen of Flair, Cello, Montex, Reynolds or other reputed brands.
2.	Pencil	Good Quality HB Pencil of Natraj, Kohinoor, Apsara or other reputed brands.
3.	Eraser	Good Quality of Soft eraser of Natraj, Kohinoor, Apsara or other reputed brands.
4.	Sharpener	Good Quality Natraj, Kohinoor, Apsara or other reputed brands.
5.	Colored Chalk (in box)	Coloured chalk in packed box
6.	Ink pad	Good Quality Ashoka, Faber-Castell, Superior or other reputed brands.
7.	Small marker pen	Good Quality Luxor or other reputed brands
8.	Plastic coated gems clip(in box)	Good Quality packed in box Appolo or other reputed brands.

PRESCRIBED PERFORMA FOR TECHNICAL BID.

With Reference to Tender Notice No.: **J.11011/9/2008-** Dated:....., 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. I) -----Yes / No**
3. **Period of Validity of Offer Price (in days):**
4. **Delivery Schedule: October –2010**
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. 100/- towards cost of the Tender (if Tender Form purchased) in favour of "DDO" DCO-Jharkhand payable at "**Ranchi**".
 - (b) EMD (as specified at Paragraph-11) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalised/Scheduled Bank drawn in favour of "DDO", DCO-Jharkhand payable at "**Ranchi**".
 - (c) Copies of Audited Balance Sheets of the firm for last three years (2007-08, 2008-09, 2009-10);
 - (d) Copies of Income Tax Returns for (2007-08, 2008-09, 2009-10);
 - (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 15 lakhs/completion certificates during last 3 years (2007-08, 2008-09, 2009-10);
 - (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 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. I**), 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. J.11011/9/2008** Dated: _____, the per unit rate (inclusive of taxes, transportation etc.) and total cost for our Bid quantity are as given below:

Sl.No.	Name of the articles	Total Cost for the Bid Quantity (In both figures & Words)
1.	Ball pen (not gel pen) Black	
2.	Pencil	
3.	Eraser	
4.	Sharpener	
5.	Colored Chalk (in box)	
6.	Ink pad	
7.	Small marker pen	
8.	Plastic coated gems clip(in box)	

I agree to the terms and conditions as mentioned in the Tender Notice **No. J. 11011/9/2008-** Dated _____ issued by the Directorate of Census Operations, Jharkhand, Manas, Ranchi Hill, Opp-Pahari Mandir, Ratu Road, Ranchi-834001. The Item, for which the Financial Bid is being submitted, is as per the specification in the Tender Notice (**Annex. I**).

Signature.....

Name.....

Name of the Manufacturer / Supplier.....

Stamp.....

LIST OF DELIVERY STATIONS FOR JHARKHAND STATE.

List of Deputy Commissioner's Office to deliver Stationery Items (Ball pen, pencil, eraser, sharpener, marker pen etc.):-

Sl no.	Name of District Head Quarter	Delivery Addressp	Estimated No of Quantity of Stationery items (Ball pen, pencil, eraser, sharpener, marker pen etc.) to be delivered.
1	GARHWA	Deputy Commissioner's Office	***
2	CHATRA	Deputy Commissioner's Office	***
3	KODARMA	Deputy Commissioner's Office	***
4	GIRIDIH	Deputy Commissioner's Office	***
5	DEOGHAR	Deputy Commissioner's Office	***
6	GODDA	Deputy Commissioner's Office	***
7	SAHIBGANJ	Deputy Commissioner's Office	***
8	PAKAUR	Deputy Commissioner's Office	***
9	DHANBAD	Deputy Commissioner's Office	***
10	BOKARO	Deputy Commissioner's Office	***
11	LOHARDAGA	Deputy Commissioner's Office	***
12	PURBI SINGHBHUM	Deputy Commissioner's Office	***
13	PALAMU	Deputy Commissioner's Office	***
14	LATEHAR	Deputy Commissioner's Office	***
15	HAZARIBAG	Deputy Commissioner's Office	***
16	RAMGARH	Deputy Commissioner's Office	***
17	DUMKA	Deputy Commissioner's Office	***
18	JAMTARA	Deputy Commissioner's Office	***
19	RANCHI	Deputy Commissioner's Office	***
20	KHUNTI	Deputy Commissioner's Office	***
21	GUMLA	Deputy Commissioner's Office	***
22	SIMDEGA	Deputy Commissioner's Office	***
23	PASCHIMI SINGHBHUM	Deputy Commissioner's Office	***
24	SARAIKELA-KHARSAWAN	Deputy Commissioner's Office	***

*** The No of Quantity of Stationery Items (Ball pen, pencil, eraser, sharpener, marker pen etc.) will be given to the suppliers at the time of placement of Order for the supply of the above mentioned items.

Signature.....

Name.....

Name of the Manufacturer / Supplier.....

Stamp.....