



GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE OF CENSUS OPERATIONS, DELHI
C - WING, GROUND FLOOR, PUSHPA BHAWAN,
MADANGIR ROAD, DELHI-110062
Tel No. 011 29962184, 29966075, 29966177, Fax: 011 29966177
email: dco-del.rgi@censusindia.gov.in

TENDER NOTICE No: 1/93/2011-DCO/1304

Dated: 02.08.2011

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid from reputed printers/ Firms/ Suppliers for Xeroxing of Charge Register (A3 Size), Layout Map (A3 Size) and AHL (A4 Size) for BPL & Caste Census in large quantity for Directorate of Census Operations, Delhi. Interested vendors should send their bids by 3.00 P.M. on 12.08.2011 to the Director of Census Operations, Delhi, C-Wing, Ground Floor, Pushpa Bhawan, Madan Gir Road, Delhi- 110062. Complete details can be obtained from this Office, on payment of tender fee of Rs. 100/- (non-refundable) by cash/Demand Draft drawn in favour of 'Director of Census Operations, Delhi' payable at Delhi on any working day between 11.00 A.M. to 4.00 P.M. The tender documents can also be downloaded from www.censusindia.gov.in

Sd/-

(Varsha Joshi, IAS)

Director Census Operations, Delhi



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TENDER NOTICE No: 1/93/2011-DCO/1304

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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, Delhi, Pushpa Bhawan, C- Wing Ground Floor, Madan Gir Road, New Delhi-62 from reputed Firms for undertaking the job of Photocopies of the following documents

- 1) **Layout Map A3 size**
- 2) **Abridged Houelist A4 size**
- 3) **Charge Register A3 size**

Details of the work-

Sl No.	Photocopy Documents	Estimated Quantity (no. of copies)
1	A3 size EB Maps	99,600
2	A3 size Charge Register	52,500*
3	A4 size Abridge House list	19,92,000*

* No. of copies include both side copying.

Conditions

1. These documents are confidential; hence the photocopy work has to be done under the supervision of authorized official from Directorate of Census Operations, Delhi.
2. At least 4 or 5 Photocopier machine should be Duplex and new. This will be installed at our office till the work is over.
3. The Photocopier machines will have to be provided along with operators.
4. The Photocopier charges will be reimbursed based on actual photocopies (excluding wastage and bad photocopy)

5. The 75 gsm paper to be used for photocopy.
6. The Bidder should be in a position to complete the work within 45 days of the work order as per the demand.
7. The rates to be given separately for A3 size and A4 size. The bidder will also provide the manpower for stapling of AHL in book Forms. No extra cost will be paid/re-imbursed.
8. The Bidder should be registered with the Government/Municipal Authorities etc., as required under the Law for carrying out business. A copy of the said Certificate (s) is to be enclosed with the Technical Bid.
9. The Bidder must have successfully similar worked orders, during the last three years (2008-09, 2009-10 and 2010-11), 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.

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

Due Date: Due date for submission of offers is on or before 3.00 P.M on 12.08.2011 at Directorate of Census Operations, Delhi, Pushpa Bhawan, C-Wing Ground Floor, Madan Gir Road, ND-62. Offers received after due date and time of submission will not be considered. **The technical Bids will be opened first on 12.08.2011 at 4.00 P.M. The Financial Bid will be opened on 17-8-2011 at 11.00 A.M. only in respect of those bidders who qualify in the Technical Bid.**

10. **Submission of tender under two covers system:** Intending firms should submit their Technical Bid and Financial Bid in prescribed proforma at **Annex-I-A** and **Annex-I-B** respectively in separate sealed covers duly superscribed as “Technical Bid for Photo Copier Charges” and “Financial Bid for Photo copier charges” It should be addressed to “**Director, Directorate of Census Operations, Delhi, Pushpa Bhawan C- Wing Ground Floor, Madan Gir Road, New Delhi-62**”. 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 the same 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 _____” while **OUTSIDE COVER** should only bear address of this office without mentioning tender number & due date of opening

and need not be sealed. **TELEGRAPHIC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.**

11. **EARNEST MONEY DEPOSIT (EMD).** RS. 1,00,000/- (Rupees One Lakh Only) EMD is to be enclosed with Technical Bid.

Other conditions for EMD are as given below:

- a) Bidders are required to deposit EMD (as specified above) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalized/Scheduled Bank drawn in favour of "Director, of Census Operations, Delhi" payable at Delhi along with Technical Bid;
- b) Any bid without EMD will be rejected by the Competent Authority as non responsive;
- c) Unsuccessful Bidder's Earnest Money will be discharged/refunded as promptly as possible but not later than 45 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.
- 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.**

The Service provider should submit their pre-receipted bills, in triplicate, along with the certificate(s) from the consignee that work has done in full, as per the approved Specification of the DCO, Delhi.

12. **Sales Tax/VAT Clearance Certificate:** A copy of latest Sales Tax/VAT clearance certificate duly self-attested should be submitted along with the offer.

13. **Bank Charges:** Bank Charges, if any, shall be borne by the successful tenderer.

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.

14. **a) Award Criteria:** The DCO, Delhi, shall rank/arrive at lowest bidder for each item based on lowest rate quoted (inclusive all) for the item. 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 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 decision of the DCO, Delhi in this regard shall be final.

b) The agency shall be responsible for proper stapling and returning of material in the same manner as handed over to him. In case of any discrepancy/negligence, proper & pecuniary action shall be taken against the agency.

15. **Right to Accept any Bid and Reject any or all Bids:** The DCO, Delhi 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 of the action.

16. **Amendments to the Tender:** Before the last date for the receipt of tender, DCO, Delhi, may amend any of the tender conditions as may be desired or wherever DCO, Delhi, feels that such an amendment is absolutely necessary. DCO, Delhi, 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.

17. **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. In case of dispute or differences arising between DCO, Delhi and bidder to any matter pertaining this tender, related work order and payment, the decision of DCO, Delhi shall be final.

18. **Enclosures of Technical Bid:** Technical Bid should be submitted in the prescribed proforma (Annex. I-A) only along with the following enclosures:
 - a) EMD (as specified at Paragraph-11) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalized/Scheduled Bank drawn in favour of " Director of Census Operations, Delhi payable at Delhi.
 - b) Copies of Audited Balance Sheets of the firm for last three years (2008-09, 2009-10, 2010-11);
 - c) Copies of Income Tax Returns for 2008-09, 2009-10, 2010-11;
 - d) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
 - e) Copies of work orders for supply of similar items valuing more than Rupees five lakh/completion certificates during last 3 years (2008-09, 2009-10, 2010-11);
 - f) Addresses of workshop(s) and manpower profile of the Bidder;
 - g) Copy of the Registration Certificate of the Bidder/Firm;
 - h) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by any other Central Government/State Government Department/Public Sector Undertakings;

- i) **Sample of the Paper**, in conformity to the prescribed specification in the Tender Document (**Annex. I-A**), 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 the 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.

19. **Pro-forma for Financial Bid:** The cover of Financial Bid should contain only the rate of the Photo copier charges in prescribed pro-forma (in **Annex. I-B**) for which the bid is being submitted. Rates including all charges like all taxes etc, should be indicated in both FIGURES & WORDS. No conditional Financial Bid shall be entertained.

20. **Special Note:**

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

Sd/-

(Varsha Joshi, IAS)
Director Census Operations, Delhi

ANNEX. I-A

PRESCRIBED PRO-FORMA FOR TECHNICAL BID

With reference to tender Notice No. 1/93/2011-DCO/ , dated,
the undersigned furnishes below/encloses herewith details/documents as part of
'Technical Bid' for consideration.

1. **Name of the Firm**
2. **Period of Validity of Offer Price (in days):**
3. **Earnest Money Deposit:** EMD Details:
Date of Issue:
Name of the Bank:

Signature

Name

Name of the Firm

Stamp

ANNEX. I-B

PRESCRIBED PRO-FORMA FOR FINANCIAL BID.

With Reference to Tender Notice.....Dated....., the per unit rate(all inclusive of taxes, transportation etc.) and total cost for our Bid quantity are as given below:

Item for which Financial Bid being submitted	Per Unit Rate (inclusive of all taxes/charges, packing boxes, Transportation, loading – unloading and delivery) (In both figures & Words)	
	Single side	Both side
1. Layout Map- Size A3 paper 75 GSM	Rs.	
2. Abridged Houselist- Size A4 paper 75 GSM (The material to be printed on each side of the sheet is different)	Rs.	
3. Charge Registers- Size A3 paper 75 GSM (The material to be printed on each side of sheet is different)	Rs.	

I agree to the terms and conditions as mentioned in the Tender Notice No. 1/93/2011-DCO/ dated..... issued by the Government of India, Office of the Director of Census Operations, Delhi. The item, for which the financial Bid is being submitted, is as per the specification specified in the Tender Notice (Annexure II).

Signature

Name

Name of the Firm

Stamp