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Directorate of Census Operations, Uttar Pradesh  
(General Administration Section)

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**Tender Notice No.:**

**Date:**

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) from reputed manufactures/suppliers for supply of Plastic Folder, A-3 Size Clip Writing Board and Water Proof Carry Bag in large quantity for use by Enumerators and Supervisors during Census-2011 2<sup>nd</sup> Phase. Interested vendors should send their bids by 03.00 p.m. on 30.08.2010 to the Director of Census Operations-UP, Lucknow-226 016 by registered post only Complete details can be obtained from Office of the Director of Census Operations, Lekhraj Market-III, Faizabad Road, Indira Nagar, Lucknow-226 016 on Payment of TENDER FEE of Rs 500/- (Non Refundable) by Cash/Demand Draft drawn in favour of **DDO, DCO-UP** Payable at Lucknow 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 from [www.censusindia.gov.in](http://www.censusindia.gov.in) (Tender).

**Director**

**Telephone: 0522-2355211**

**Fax: 0522-2311442**



2011

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Lekhraj Market-3, Indira Nagar, Lucknow-226 01  
Phone : 0522-2355211, 2343673, 2341102 Fax : 0522- 2311442 E-mail:dco-utp.rgi@censusindia.gov.in





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Directorate of Census Operations, Uttar Pradesh  
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**Tender Notice No.:**

**Date:**

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Office of the Director of Census Operation, Lekhraj Market-III Faizabad Road, Indira Nagar, Lucknow-226016 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. Plastic Folder
- ii. A-3 Size Clip Writing Board
- iii. Water Proof Carry Bags

2. **Background:** The Office of the Registrar General & Census Commissioner, India is responsible for the conduct of decennial Population Census in the country. The Census of India 2011 (15<sup>th</sup> in the unbroken series since 1872 and 7<sup>th</sup> after independence) will take count of all individuals as on 00.00 hrs. of 1<sup>st</sup> 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 1<sup>st</sup> phase during April-September, 2010, and (ii) Population Enumeration during February, 2011. A large number of Enumerators and Supervisors (about 24-25 lakh) would collect data on A-3 size (42 cms x 29.7 cms) ICR Scannable Scheduled throughout the Country in each phase of Census Operations. About 4 lakhs Enumerators and Supervisors are to be engaged in UP State for data collection in the field for both the phases of Census Operations would be supplied with Plastic Folder, A-3 Size Clip Writing Board and Water Proof Carry Bags for carrying out the jobs successfully in the field.

3. The present tender intends to obtain best possible rates from reputed suppliers for supply of Plastic Folder, A-3 Size Clip Writing Board and Water Proof Carry Bags required (September to October, 2010) for Second Phase (Population Enumeration during Feb, 2011) by the Directorate of Census Operations, UP.

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

Items	Estimated Quantity for 2 <sup>nd</sup> phase to be supplied during Sep-Oct, 2010	Destination of Supply for each phase
Plastic Folder	76,33,28	<b>Office of the Direcotrate of Census Operations, Lekhraj Dollar Bhawan, Faizabad Road, Indira Nagar, Lucknow-226016</b> <b>or</b> <b>Office of the Direcotrate of Census Operations, Uttar Pradesh NAFED Warehouse, Chattameel Crossing, Near Fire Station Lucknow to Sitapur Road (NH- 24) Bakshi Ka Talab, Lucknow- 227 208</b>
A-3 Size Clip Writing Board	4,11,023	
Water Proof Carry Bags	4,11,023	

Note: Sample must be enclosed mandatorily with Technical Bid.

Size and Technical specification of each of these items are given at Annex.-I

**5. Delivery/Completion Schedule of Supply and Bid Quantity:** Census taking is a National Programme and shall be conducted within specific time schedule throughout the Country. The total volume of each item for 2<sup>nd</sup> phase is required to be supplied/delivered within 15-50 days (during Sept-Oct, 2010 for 2<sup>nd</sup> Phase from the date of issue of Supply Order/Job Assignment, A bidder must bid for full quantity of all the items for 2<sup>nd</sup> phase.

**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. 40 Lakhs Rupees (Forty 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 Technecal Bid;
- b. The Bidder must have successfully supplied some important orders of similar materials during last three years (2006-07, 2007-08, 2008-09), each valuing more than Rupees 10.0 lakhs, 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 material supply manufacturing capacity with Showroom/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 the O/o the DCO-UP, Lucknow within 15-50 days of the supply order, as per delivery schedule fixed by the Purchaser (DCO-UP, Lucknow)

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

7. **Availability of Tender Documents:** Tender Document can be obtained from the Office of the Directorate of Census Operations, Lekhraj Market-III, Faizabad Road, Indira Nagar, Lucknow on payment of Rs. 500/- (Non Refundable) in cash or in A/c payee Demand Draft drawn in any Nationalized Bank in favour of **DDO, DCO-UP** payable at "Lucknow". The same can also be downloaded from [www.censusindia.gov.in](http://www.censusindia.gov.in) (**Tender**). However, in this case the Bidder is required to inclose an A/c payeed Demand Draft of Rs. 500/- (Non Refundable) drawn in any Nationalised Bank in favour of DDO,DCO-UP payable at "Lucknow" failing which the Bid shall not be entertained.

8. **Due Date:** Due date for submission of offer is on or before 03.00 p.m. on 30.08.2010 at Office of the Directorate of Census Operations, Lekhraj Market-III, Faizabad Road, Indira Nagar, Lucknow offers received after due date and time of submission shall not be considered. The Technical Bids will be opened first on 30.08.2010 at 04.00 p.m. The Financial Bids will be opened on 03.09.2010 at 04.00 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 Plastic Folder, A-3 Size Clip Writing Board and Water Proof Carry Bags" and "Financial Bid Plastic Folder, A-3 Size Clip Writing Board and Water Proof Carry Bags". These two sealed covers then be put together in a bigger sealed cover and superscribed as "Technical & Financial Bids for Plastic Folder, A-3 Size Clip Writing Board, and Water Proof Carry Bags. It should be addressed to "**Director, Office of the Directorate of Census Operations, Lekhraj Dollar Bhawan, Faizabad Road, Indira Nagar, Lucknow**". 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 Plastic Folder, A-3 Size Clip Writing Board and Water Proof Carry Bags while OUTSIDE COVER should only bear address of the purchaser without mentioning tender number & due date of opening and need not be sealed.

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 one week from the scheduled date, DCO-UP, Lucknow 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-UP, Lucknow 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 prescribed EMD Calue are given in the table mentioned below:-

Items	Minimum/Maximum Bid Quantity Prescribed	Value of EMD to be deposited
Plastic Folder	7,63,328	Rs. 17,00,000/- for all Items (Rs. Twenty five lakhs only)
A-3 Size Clip Writing Board	4,11,023	
Water Proof Carry Bags	4,11,023	

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 "DDO, DCO-UP" payable at "Lucknow" along with Technical Bid:
- b. Any Bid without EMD will be rejected by the Purchaser as no 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-UP" payable at "Lucknow". On request of the Bidder, the bidder and Money Deposit (EMD) will be adjusted against the Security Deposit payable by the bidder shall be forfeited. In such case, the DCO-UP, Lucknow 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 retendering. The "Performance Security, shall be released by the DCO-UP, Lucknow after the successful completion of delivery in respect of the 2<sup>nd</sup> phase requirement at different allotted destinations and to the satisfaction of the purchaser (DCO-UP, Lucknow). 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-UP, Lucknow). Further, if the Purchaser has to get the materials from any other Bidder because of failure to provide in full of 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 the Directorate of Census Operations, UP 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 (DCO-UP, Lucknow) that materials have been received in full and in good condition as per the approved specification of the DCO Uttar Pradesh.

**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 Directorate 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-UP, Lucknow) shall rank the rated 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 bidder and will be awarded the full quantity of concerned item/items for which he has bid. The said procedure shall be followed for supply of other items as well for 2<sup>nd</sup> Phase Population Enumeration shall be decided by the DCO-UP, Lucknow in due course keeping in view promptness in supplying the allotted quantities in respect of 2<sup>nd</sup> Phase as O/o the DCO-UP, Lucknow, quality of materials supplied etc. The decision of the purchaser (DCO-UP, Lucknow) in this regard shall be final.

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

**21. ARBITRATION:** The Dispute of difference arising between the DCO-UP, Lucknow 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 of Census Operation's UP or any person nominated by her. The decision of the Arbitrator shall be final and binding of the parties subject to the provision 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.500/- from DCO-UP, Lucknow towards cost of the Tender (if Tender Form Purchased) or A/c payee Demand Draft of Rs. 500/- (if Tender Form downloaded from Website) drawn in any Nationalised Bank in favour of "**DDO, DCO-UP**" payable at "Lucknow".
- b. EMD (as specified in the table 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-UP**" payable at "Lucknow".
- 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 10 lakhs/completion certificated during last 3 Years (2006-07, 2007-08, 2008-09);

- g. Addresses of workshop(s) and manpower profile of the Bidder/Firm;
- h. Copy of the Registration Certificate of the Bidder/Firm,
- i. Self Certificated, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO-UP, Lucknow or any other Central Government/State Government Department/Public Sector Undertakings;
- j. Sample of the Item, shall be submitted mandatorily 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 2<sup>nd</sup> Phase of Census (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.

**Director  
Directorate of Census Operation-U.P,  
Lucknow**

**SCHEDULE OF SPECIFICATION OF MATERIALS**

Sl. No.	Name of the Items	Detailed Specification
1	Plastic Folders	<p>Extra soft PVC folder of 150 micron thickness with the following finished measurement/ specification :</p> <p>(a) Upper sheet (Transparent) - 355 mm height x 480 mm width  (b) Lower sheet (Opaque) - 365 mm height x 480 mm width  (c) Flap sheet (Opaque) - 110 mm height x 480 mm width</p> <p>The lower sheet &amp; Flap sheet would be of same approved color and the flap would be in continuation with the lower sheet. The material should be unbreakable in any weather in India. There will be two nos. of high quality Velcro (20mm x 25mm) for sticking utility on the Flap. Both transparent sheet and opaque sheet would be 5 mm width heat stitched on three sides (355 mm side x 2 &amp; 480 mm bottom inner side). The flap will be prepared with a Census 2011 logo (70 mm diameter) in specified single color.</p>
2	A-3 size Clip-writing Board	<p>The following items would be used in Clip board:</p> <p>(a) <b>Hard Board:</b> it would be extra hard with one side glazed and other side rough.</p> <p style="padding-left: 40px;">Size - 310 mm height x 440 mm width  Thickness - 3.0 mm</p> <p>(b) <b>Clip :</b> The clip would be metal wire clip with Nickel plating or Powder coating on inner and outer surface with two plastic gutka on both sides. The clip is to be fixed at midpoint of horizontal side (440mm) in such a manner that the clip does not exceed the boundary of the hard board.</p> <p>(c) <b>Jam Buttons:</b> Nickel plated or Powder coated (Male-Female)</p>
3	Water Proof Carry-bags	<p>Water proof Matty bags (6 x3 matty quality ) of approved colour with following finished specification / dimension:-</p> <p><b>Finished Size</b> - 375 mm height x 500 mm width</p> <p><b>Handle</b> – There will be two handles made of 30 mm wide high density strip (PP quality) and each handle of 800 mm length, with its two ends stitched (60 mm long stitching) properly with 40 mm x 70 mm patch of leather / Rexene (for durability) in the inner side on the bag at 70 mm distance from the top (Zip level).</p> <p><b>Chain / Zip</b> – High quality Zip of size 500 mm (8 no. Zip stitched with the bag with two pcs of 8 no. good quality Kunda (Runner). All the stitching will be done in the inner side. The bag to be supplied will be printed with the given slogan with Census 2011 logo on both side.</p>



**PRESCRIBED PERFORMA FOR TECHNICAL BID**

With Reference to Tender Notice No.: VP/DCO-UP/A- \_\_\_\_\_ 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)** .....
3. **Period of Validity of Offer Price (in days)** .....
4. **Delivery Schedule: (i) 2<sup>nd</sup> Phase** .....
5. **Earnest Money Deposit:** EMD Details:  
Date of Issue:  
Name of the Bank:
6. **Document Enclosed:** (Copies are to be self attested/stamped)
  - a. Cash Receipt of Rs. 500/- from DCO-UP, Lucknow towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs. 500/- (if Tender Form downloaded from Website) drawn in any Nationalised Bank in favour of " DDO, DCO-UP " payable at "Lucknow".
  - b. EMD (as specified in the table 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-UP" payable at "Lucknow".
  - 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 10 lakhs/completion certificated during last 3 Years (2006-07, 2007-08, 2008-09);
  - g. Addresses of workshop(s) and manpower profile of the Bidder/Firm;
  - h. Copy of the Registration Certificate of the Bidder/Firm,
  - i. Self Certificated, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO-UP, Lucknow 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

**PRESCRIBE PERFORMA FOR FINANCIAL BID**

With Reference to Tender Notice No. VP/DCO-UP/A- \_\_\_\_\_ Dated \_\_\_\_\_ the per unit rate (inclusive of taxes, transportation etc.) and total cost for our Bid quantity are as given below:

Items for which Financial Bid Being submitted	Per Unit Rate (All inclusive) (In both figures & Words)	Total Cost for the Bid Quantity (In both figures & Words)
Plastic Folder		
A-3 Size Clip Writing Board		
Water Proof Carry Bags		

I agree to the terms and conditions as mentioned in the Tender Notice No. VP/DCO-UP/A- \_\_\_\_\_ Dated \_\_\_\_\_ issued by the Government of India, Office of the **Directorate of Census Operations, Lekhraj Market-III, Faizabad Road, Indira Nagar, Lucknow.** The Item, for which the Financial Bid is Being submitted, is as per the specification specified in the Tender Notice **(Annex.-I)**

**Signature** .....

**Name** .....

**Name of the manufacturer/Supplier** .....

**Stamp** .....