



भारत सरकार • Government of India
गृह मंत्रालय • Ministry of Home Affairs



जनगणना कार्य निदेशालय, पश्चिम बंगाल
Directorate of Census Operations, West Bengal



ENSURE REGISTRATION OF
EVERY BIRTH AND DEATH

जनगणना भवन

JANGANANA BHAWAN

आई. बि.- 199, सेक्टर- III, सॉल्ट लेक सिटी, कोलकाता-700 106

IB-199, SECTOR-III, SALT LAKE CITY, KOLKATA-700 106

Phone : (033) 2335 9273 • Tele-Fax : (033) 2335 9238 • e-mail : dco-wbl.rgi@censusindia.gov.in

No. NPR-24006/National/2011/Vol-II (Part)/2295

Dated: 29.09.2011

TENDER NOTICE FOR PRINTING OF KYR+ FORMS for NPR

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Office of the Director of Census Operations (DCO), West Bengal, JANGANANA BHAWAN, IB- 199, Sector-III, Salt Lake City, Kolkata- 700106 from reputed firms or Agencies/Suppliers for printing of KYR+ Forms (as per sample) to be used during Biometric Operations for National Population Register (NPR) in West Bengal. Specifications for printing are as under:

1. **Paper to be used:** - 70 GSM good quality printing paper, brand name and type of paper to be used for printing of the forms should clearly be stated in the tender documents. Sample of the paper should also be submitted along with the tender documents.
2. **Volume and Specification of Requirement** : The KYR+ forms should be printed as per specifications and volume mentioned here under:

| Item with specification | Total Quantity to be printed | Colour of printing |
|--|---|--------------------|
| KYR+ forms - Size A4 paper, 70 GSM Both Side | 1,75,00,000 (one crore seventy five lakh) | Black & White |

3. **Delivery/ Completion Schedule of Supply** : - The NPR is the National Programme and shall be conducted within rigid time schedule throughout the State. The total volume of the items for NPR is required to be printed/supplied/delivered to all District Magistrates (excepting Jalpaiguri and Haora) of West Bengal in phased manner within **30 days** from the date of issue of Supply Order/Job Assignment.

DCO, West Bengal, however, reserves the right to place the work order in favour of successful bidder(s) by either reducing or enhancing their bid quantity up to 20% keeping in view of actual requirement. Moreover, since the materials are to be supplied to all District Magistrates (excepting Jalpaiguri and Haora) of West Bengal, priority of supply of KYR+ forms shall be decided by the DCO, West Bengal and the successful Bidder is to execute the same accordingly.

4. **Eligibility Criteria for Bidders** : - The Bidders intending to participate in the Tender process should fulfil the following minimum eligibility criteria:
- (A) The Press/ Suppliers should have an average annual turnover of Rs. 20 lakh or above for the last 3 years (2008-09, 2009-10 & 2010-11). Audited Balance Sheets and Profit and Loss A/c (2008-09, 2009-10 & 2010-11) as support paper should be submitted along with the Technical Bid.
 - (B) The Bidders / Bidding Firm should be registered with the Government / Municipal Authorities etc. as required under the Law for carrying out such business. A copy of the said certificate(s) is to be enclosed along with the Technical Bid.
 - (C) The Bidders / Bidding firm must have successfully completed similar Orders during last three years(2008-09, 2009-10 & 2010-11), each valuing more than Rupees two lakh for the offices of Government of India / State Government / Public Sector Undertakings etc. Copies of such work orders during the last three years along with copies of work completion certificates should be furnished with the Technical Bid.
 - (D) Selected Bidders should also be ready to supply additional KYR+ Forms within six months at the same rate, if required. Order will be placed for at least five lakh additional KYR+ Forms at a time, if so required.
 - (E) KYR+ Forms should be printed in Bengali, English and Hindi languages separately as per number/quantity fixed by the purchaser.
 - (F) The Bidder must be in a position to complete the entire amount of work within 30 days of the issuance of work order.
 - (G) The Bidder/ Bidding firm must not ever been Black Listed by any Govt. or PSUs. A self certified Declaration to this effect must accompany the Technical Bid.
 - (H) The Bidders should be in a position to complete the supply of materials to the specified destination(s) in West Bengal within 30 days of the Supply Order, as per the delivery schedule fixed by the purchaser.

5. **Availability of Tender Documents**: Tender Documents can be obtained from the Junior Account Officer (JAO), of this Directorate on Payment of Rs. 100/- (non refundable) in cash or in A/c payee Demand Draft of any Nationalized/ Scheduled Commercial Bank drawn in favour of “**The Director, Directorate of Census Operations, West Bengal**” payable at “Kolkata” in any working day between 11 A.M. to 4 P.M. up to 18th October, 2011.

The documents 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.100/- (non refundable) from any Nationalized / Scheduled Commercial Bank drawn in favour of “The Director, Directorate of Census Operations, West Bengal” payable at “Kolkata” along with the Technical Bid, failing which the bid shall not be entertained.

6. **Due Date** : Due date for submission of offer is before **3.00 P.M.** on **20.10.2011** at office of the Directorate of Census Operations, West Bengal, JANGANANA BHAWAN, IB- 199, Sector-III, Salt Lake City, Kolkata- 700106. The Technical Bids will be opened on **20.10.2011** at **4.00 P.M.** The Financial Bids will be opened on **21.10.2011** at **4.00 P.M.** in the meeting room of this Directorate only in respect of those Bidders who will qualify in the **Technical Bid.**

Offers received after due date and time of submission shall not be considered.

7. **Submission of Tender under Two-Cover System**: Intending firms should submit their Technical Bid and Financial Bid in prescribed pro-forma at Annexure- I - A and Annexure- I - B respectively (Annexured herewith) in separate sealed covers duly super scribed as “Technical Bid for Printing of KYR+ Forms” and “Financial Bid for Printing of KYR+ Forms.” It should be submitted to the Deputy Director (HO), Directorate of Census Operations, West Bengal, Jaganana Bhawan, IB- 199, Sector-III, Salt Lake, Kolkata-700106.

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 this purpose in the Right Hand Side of Ground Floor entrance of the office. If the tenders are sent by post, then tender must be sent in double sealed covers. INSIDE COVER should have TENDER NO. & DUE DATE OF OPENING AND SEALED besides super scribing as “Technical Bid for Printing of KYR+ forms” and “Financial Bid for KYR+ Form Printing Charges.” While outside cover should only bear address of the purchaser (DCO, West Bengal) without mentioning Tender No. and due date of opening and need to be sealed. **Telegraphic/ faxed quotations shall not be accepted.**

8. **Late Delivery and risk purchase** : If supplies are made after expiry of the delivery schedule then this office reserves the right to recover liquidated damages @ 0.2% of residual job value per day. However, if the completion of work is done within a grace period of one week from the scheduled date, DCO, West Bengal 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 contest, DCO, West Bengal also reserves the right to cancel part of the order and undertake risk purchase for this cancelled quantity depending on the need.
9. **Bid Security (EMD)** : All the willing Bidders are required to deposit an EMD of Rs. 1,00,000/- (Rs. one lakh only) to be enclosed with Technical Bid.
- a) Bidders are required to deposit EMD in the form of A/c payee Demand Draft / Pay Order / Bankers Cheque/ Bank Guarantee from any Nationalized/ Scheduled Commercial Bank drawn in favour of “The Director, Directorate of Census Operations, West Bengal” payable at “Kolkata” along with Technical Bid.
 - b) Any Bid without EMD will be rejected by the purchaser as non responsive.
 - c) Unsuccessful Bidders’ Earnest Money will be refunded as promptly as early as possible and not later than 30 days after the expiry of the period of Bid validity prescribed by the Purchaser.
 - d) The successful Bidders’ Earnest Money will be returned after receipt of “Performance Security” from the Bidders or will be adjusted towards performance security.
 - e) Bank charges towards preparation of EMD are to be borne by the Bidder. No interest will be paid 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 annulment of award and forfeiture of the EMD, in which event the purchaser may make the award to the next lowest evaluated Bidders at the risk and cost of the successful Bidder.
10. **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 / work order rounded up to next thousand rupees within three days from the date of receipt of work order, in the form of A/c payee Demand Draft / Pay Order / Bankers Cheque / Bank Guarantee of any

Nationalized/ Scheduled Commercial Bank drawn in favour of “The Director, Directorate of Census Operations, West Bengal” payable at “Kolkata.” On request of the Bidder, the EMD will be adjusted against the Security Deposit payable by the Bidder and the Bidder shall deposit the balance amount in the prescribed mode and within the specified time limit. If the security deposit not paid within time specified, the EMD of the bidder shall be forfeited. In such case 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-tending. The “Performance Security”, shall be released by the DCO, West Bengal after the successful completion of delivery of the printed KYR+ Forms. No interest will be paid by the purchaser on the amount of the “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 prescribed specification and to the satisfaction of the Purchaser (DCO, West Bengal). Further, if the Purchaser has to get the materials/ work done from any Bidder because of failure to provide material/ work done in full or part by successful Bidder, the difference in payment may be made from such amount.

11. **Payment** : Payment shall only be released against actual deliveries of the printed KYR+ forms by the Supplier to the complete satisfaction of this office. The supplier should submit their pre-receipted bills in triplicate, along with the certificate from consignee (District Magistrate and Municipal Authority) that material have been received in full and in good condition as per the approved specification of the DCO, West Bengal.

Separate Bills for printing and transportation should be submitted to the purchaser as payment will be made separately.

12. **Sales Tax/ VAT Clearance Certificate** : A self attested copy of the latest Sales Tax/ VAT Clearance Certificate should be submitted along with the Technical Bid.
13. **Bank Charges** : Bank charges, if any, shall be borne by the successful Tenderer.
14. **Packing** : The printed KYR+ forms should properly be packed in 1000 pieces in each bundle rapped and tied with ropes and should be properly packed in strong boxes of approximate size L - 18, W - 13 and H – 7 (in inch.) subsequently in language wise and supplied to the satisfaction of the concerned authority, so that these can be carried/ transported without soiling of the forms in either side. The cost of the packing is to be borne by the Bidders.
15. **Attending the Tender Opening**: Only one representative of each tenderer shall be allowed to attend during the tender opening subject to presentation of authorisation letter from the tenderer.
16. **Award Criteria**: The Directorate of Census Operations, West Bengal, shall rank the rates quoted by all eligible Bidders 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 is at higher side, further negotiations may be held with the L₁ firm to reduce its rate. Once the negotiated L₁ rate is finished its Bidder will be awarded the full quantity of printing. The L₂ / L₃ Bidders would then be asked if they are willing to undertake the work at the negotiated L₁ rate. If the response is positive then they will be awarded with the work when the L₁ Bidder fails to comply with the work as per detail specifications mentioned above. The proportionate amount of “performance security” in respect of L₁ bidder will be forfeited in this case. The process of awarding of printing and supply order will continue in this manner till the total required quantity in respect of the item is exhausted.

17. **Purchaser's Right to Accept any Bid and Reject any or all Bids** : The DCO, West Bengal 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 thereof 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.
18. **Amendments to the Tender** : Before the last date for receipt of tender, Purchaser may amend any of the tender conditions as may be desired or wherever the purchaser feels that such an amendment is absolutely necessary. Purchaser at his discretion may or may not extend the due date/ 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.
19. **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. Also, a pre-bidding discussion will be held in this office on **14.10.2011 at 4 P.M.** In case of dispute or differences arising between Directorate of Census Operations, West Bengal and bidder on any matter pertaining to this tender related work order and payment, the decision of Director of Census Operations, West Bengal shall be considered as final.
20. **Enclosures of Technical Bid** : Technical Bid should be submitted in prescribed pro-forma (Annexure-I-A) only along with the following enclosures :
- a) Cash receipt of Rs. 100/- from DCO, West Bengal towards cost of tender (if tender form purchased) or A/c payee Demand Draft of Rs. 100/- (if tender form downloaded from website) drawn in any Nationalized/ Scheduled Commercial Bank drawn in favour of "The Director, Directorate of Census Operations, West Bengal" payable at "Kolkata."
 - b) EMD (as specified in paragraph- 9) in the form of A/c payee Demand Draft / Pay Order/ Bankers Cheque/ Bank Guarantee form any Nationalized/ Scheduled Commercial Bank drawn in favour of "The Director, Directorate of Census Operations, West Bengal" payable at "Kolkata."
 - c) Copies of self certified audited balance sheet and P/L statement of the firm for last three years (2008-09, 2009-10 & 2010-11)
 - d) A copy of latest Sales Tax / VAT clearance certificate duly self attested/s tamped.
 - e) Copy of Income Tax Clearance Certificate for the last three years (2008-09, 2009-10 & 2010-11).
 - f) Copies of self attested work orders received for supply of materials each valuing more than 2(two) lakh/completion certificates during last three years (2008-09, 2009-10 & 2010-11).
 - g) Addresses of workshop(s), infrastructure and manpower profile of Bidder/Back-up agencies.
 - h) Copy of the registration certificate of the Bidder/Firm (self certified).
 - i) Certificate duly signed by the Tenderer that it is not currently black listed by any Central/State Government Departments or Public Sector Undertakings.
 - j) **Sample of the paper with brand name and GSM**, in conformity to the prescribed specification in the tender document for which the bid is being submitted.

Note: All documents/ materials (excluding EMD) enclosed with the Technical Bid should be tagged in sequence duly signed by the Bidder with seal of the firm on each and all pages and the pages be serially numbered. Technical Bid without any of the above mentioned documents/materials may lead to rejection.

21. **Pro-forma for Financial Bid** : The cover of Financial Bid should contain only the rate of the printing and transporting charges in prescribed pro - forma in Annexure- I – B for which the bid is being submitted. Rates including all charges like all taxes, loading – unloading, freights etc. should be indicated in both FIGURES & WORDS. Erasing, over-writing and corrections should be authenticated by the tenderer's signature. No conditional Financial Bid shall be entertained.

22. **Special Note** :

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

(D. Ghosh)
Director

To,

- 1) Press release (Abridged form) to ITJ (DGCIS), and ABP, ToI and Sanmarg, Kolkata
- 2) All Members of Tender/Purchase Committee & Dealing Hand
- 3) Office Notice Board - Salt Lake, Behala & Badu (Abridged form)
- 4) ORGI website: www.censusindia.gov.in /Tender

PRESCRIBED PROFORMA FOR TECHNICAL BID

With reference to Notice No. NPR-24006/National/2011/Vol-II (Part)/2295 dated: 29.09.2011, the undersigned furnishes below / encloses herewith following details documents as part of Technical Bid for consideration .

1. Name of the Bidder :
2. Confirmation regarding supply of materials : (Yes/No)
(as Per specification of the above mentioned Tender Notice)
3. Period of validity of offer price (in days) :
4. Delivery Schedule :
5. Earnest Money Deposit EMD Amount :
Date of Issue :
Name of the Bank :
6. Documents enclosed (copies are to be self attested/stamped)
 - a) Copy of cash receipt of Rs. 100/- form DCO, West Bengal towards cost of tender (if tender form purchased) or A/c payee Demand Draft of Rs. 100/- (if tender form downloaded from website) drawn in any Nationalized/ Scheduled Commercial Bank drawn in favour of “The Director, Directorate of Census Operations, West Bengal” payable at “Kolkata.”
 - b) EMD (as specified in paragraph- 9) in the form of A/c payee Demand Draft / Pay Order/ Bankers Cheque/ Bank Guarantee form any Nationalized/ Scheduled Commercial Bank drawn in favour of “The Director, Directorate of Census Operations, West Bengal” payable at “Kolkata.”
 - c) Copies of self certified audited balance sheet and P/L Statement of the firm for last three years (2008-09, 2009-10 & 2010-11)
 - d) A copy of latest Sales Tax / VAT clearance certificate duly self attested/stamped.
 - e) Copies of self attested work orders for completion of similar work valuing more than Rupees 2 lakh/completion certificates during last three years (2008-09, 2009-10 & 2010-11).
 - f) Copies of self attested work orders received for supply of materials valuing more than 2 lakh in each case/completion certificates during last three years (2008-09, 2009-10 & 2010-11).
 - g) Addresses of workshop(s), infrastructure and manpower profile of Bidder/Back-up agencies.
 - h) Copy of the registration certificate of the Bidder/Firm (self certified).
 - i) Certificate duly signed by the Tenderer that it is not currently black listed by any Central/State Government Departments or Public Sector Undertakings.
 - j) Sample of the paper (with brand name and GSM), in conformity to the prescribed specification in the tender document for which the bid is being submitted.

Place:

Date :

.....
Signature with Name, Address, Stamp and
Phone No. of the Bidder

PRESCRIBED PROFORMA FOR FINANCIAL BID

With reference to Tender Notice no. NPR-24006/National/2011/Vol-II (Part)/2295 dated 29.09.2011 our best rate for printing of KYR+ Forms per page, both side (inclusive of Taxes and Transportation etc.) and total cost for our Bid Quantity is as given below:

| | | |
|--|--|---|
| Item for which Financial Bid being submitted | Per 1000 copies both side {all inclusive taxes/ charges, packing boxes, Transportation, loading- unloading and delivery to District Head Quaters (excepting Jalpaiguri and Haora) (in both figures & words) | Total cost of 1,75,00,000 KYR+ forms. (in both figures & words) |
| KYR+ forms- Size A4 paper, 70 GSM Both Side | Rs (Rupees.....) | Rs. (Rupees.....) |

I agree with the terms and conditions as mentioned in the Tender Notice no. NPR-24006/National/2011/Vol-II (Part)/2295 dated 29.09.2011 issued by Government of India, Office of the Director of Census Operations, West Bengal. The Item for which the Financial Bid is being submitted is as per specification in the Tender Notice.

Place:

Date :

.....
Signature with Name, Address, Stamp and
Phone No. of the Bidder

Delivery Stations for West Bengal

List of Districts Magistrate's and Municipal Commissioner's Offices where materials are to be delivered :

| Sl No. | District Headquarter | Delivery Address | No of KYR+ forms (Approx) |
|---------------|-----------------------------|---|----------------------------------|
| 1 | Darjeeling | Office of the District Magistrate, Darjeeling | 4,43,000 |
| 2 | Cooch Behar | Office of the District Magistrate, Cooch Behar | 6,89,000 |
| 3 | Uttar Dinajpur | Office of the District Magistrate, Uttar Dinajpur, Raiganj | 6,27,000 |
| 4 | Dakshin Dinajpur | Office of the District Magistrate, Dakshin Dinajpur, Balurghat | 4,03,000 |
| 5 | Malda | Office of the District Magistrate, Malda | 8,72,000 |
| 6 | Murshidabad | Office of the District Magistrate, Murshidabad, Behrampore | 16,16,000 |
| 7 | Birbhum | Office of the District Magistrate, Birbhum, Suri | 8,27,000 |
| 8 | Barddhaman | Office of the District Magistrate, Barddhaman | 17,65,000 |
| 9 | Nadia | Office of the District Magistrate, Nadia, Krishnanagar | 12,53,000 |
| 10 | North 24 Paraganas | Office of the District Magistrate, North 24 Paraganas, Barasat | 23,29,000 |
| 11 | Hugly | Office of the District Magistrate, Hugly, Chinsurah | 13,18,000 |
| 12 | Bankura | Office of the District Magistrate, Bankura | 8,13,000 |
| 13 | Puruliya | Office of the District Magistrate, Puruliya | 6,21,000 |
| 15 | South 24 Paraganas | Office of the District Magistrate, South 24 Parganas, Alipore | 14,58,000 |
| 16 | Paschim Medinipur | Office of the District Magistrate, Paschim Medinipur, Medinipur | 13,18,000 |
| 17 | Purba Medinipur | Office of the District Magistrate, Purba Medinipur, Tamluk | 11,48,000 |
| Total | | | 1,75,00,000 |

