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GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Director of Census Operations, J&K
Bishember Nagar, Srinagar, J&K-190001
E-mail: deco-jam.rgi@censusindia.gov.in

SHORT TENDER NOTICE No: Cen/CTU/76/2011/ 2088

Dated: Oct. 19, 11

Sealed Tenders are invited 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, J&K, Srinagar. Interested vendors should send their bids by 1.00 P.M. on 28.10.2011 to the Director of Census Operations, Bishember Nagar, Srinagar. 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, Bishember Nagar, Srinagar payable at Srinagar 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

(Farooq Ahmad) IAS

Director Census Operations, J&K, Srinagar



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SHORT TERM TENDER NOTICE No: Cen/CTU/76/2011/ Dated:

Sealed Tenders are invited by the Office of the Directorate of Census Operations, J&K, Srinagar from reputed Firms for undertaking the job of Photocopies of the following documents:-

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

Details of the work-

SI No.	Photocopy Documents	Estimated Quantity (no. of copies)
1.	A3 size EB Maps	33,000
2.	A3 size Charge Register	6,000*
3.	A4 size Abridge House List	3,50,000

* 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, J&K, at Sub-Office, Jammu.
2. At least 4 or 5 Photocopier machine should be utilized. This will be installed at our offices 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. In case of fail or cut of electricity the office will provide Gen. Set facility. However the cost of fuel will be borne by the firm.
6. The 75 GSM paper to be used for photocopy.
7. The Bidder should be in a position to complete the work within 30 days of the work order as per the demand.
8. The rates to be given separately for A3 size and A4 size. The bidder will also provide the manpower for stapling of AHL and Charge Register in book Forms. No extra cost will be paid/reimbursed.
9. The Bidder should be registered with the Government as required under the Law for carrying out business.

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

10. **Due Date:** Due date for submission of offers is on or before 1.00 P.M on 28.10.2011 at Directorate of Census Operations, J&K, Srinagar. Offers received after due date and time of submission will not be considered. **The tenders will be opened on 31.10.2011 at 3.00 P.M. or any other date convenient to the office.**
11. **Submission of tender:** Intending firms should submit their tenders in sealed covers and should be addressed to Directorate of Census Operations, J&K, Srinagar. 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, the same must be sent in double covers **INSIDE COVER** should have TENDER NO. & DUE DATE OF OPENING AND SEALED 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.**
12. **EARNEST MONEY DEPOSIT (EMD).** Rs. 20,000/- (Rupees Twenty Thousand Only) EMD is to be enclosed with Tender in favour of Directorate of Census Operations, J&K, Srinagar, payable at Srinagar, other conditions for EMD are as given below:
 - A) Any bid without EMD will be rejected by the Competent Authority as non responsive;
 - B) 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;
 - C) The successful Bidder's Earnest Money will be returned after receipt of "Performance Security" from the Bidder.
 - D) 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;
 - E) **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, J&K.

13. **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 **7 days** from the receipt of supply order, in form A/c Payee DD/Pay Order/Banker's Cheque/Bank Guarantee from a Nationalized/Scheduled Commercial Bank in favour of Directorate of Census Operations, J&K, Srinagar payable at Srinagar. On request of the Bidder, the 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 EMD of the bidder shall be fortified. In such case, the DCO, J&K 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, J&K after the successful completion of the work and to the satisfaction of the purchaser. No interest will be payable for “Performance Security”. In the event of non-providing the services, the performance security shall be fortified to the extent that the materials have not been supplied in conformity to the specified specification and to the satisfaction of the **purchaser (DCO J&K)**. Further, if the Purchaser has to get the materials from any other Bidder because of failure in full or part by the successful Bidder, the difference in payment may be made from such amount.

14. **Sales Tax/VAT Clearance Certificate:** A copy of latest Sales Tax/VAT clearance certificate duly self-attested should be submitted along with the offer.
15. **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.
16. **a) Award Criteria:** The DCO, J&K, 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, J&K 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.
17. **Right to Accept any Bid and Reject any or all Bids:** The DCO, J&K 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.
18. **Amendments to the Tender:** Before the last date for the receipt of tender, DCO, J&K, may amend any of the tender conditions as may be desired or wherever DCO, J&K, feels that such an amendment is absolutely necessary. DCO, J&K, 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.
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. In case of dispute or differences arising between DCO, J&K and bidder to any matter pertaining this tender, related work order and payment, the decision of DCO, J&K shall be final.
20. **Enclosures of Tender Bid:**
 - a) EMD (as specified at Paragraph-12) in the form of Account Payee Demand Draft/Pay Order/Banker’s Cheque/Bank Guarantee from any Nationalized/Scheduled Bank drawn in favour of “Directorate of Census Operations, J&K, Srinagar” payable at Srinagar.

- b) A copy of latest Sales Tax/VAT clearance certificate duly self- attested/stamped;
- c) Addresses of workshop(s) and manpower profile of the Bidder;
- d) Copy of the Registration Certificate of the Bidder/Firm;
- e) 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;
- f) **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 Tender should duly be signed by the Bidder with the seal of the firm on each and all pages be serially page numbered. Tender without any of the above mentioned document/material may lead to rejection of the Bid.

21. **Pro-forma for Tender:** The Tender 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.

22. **Special Note:**

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

(Farooq Ahmad) IAS
Director Census Operations, J&K, Srinagar

PRESCRIBED PRO-FORMA FOR 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 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..... dated..... issued by the Government of India, Office of the Director of Census Operations, J&K, Srinagar. 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