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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: dco-jam.rgi@censusindia.gov.in

SHORT TENDER NOTICE No: Cen/CTU/75/2011/ 3354

Dated: 24-02-2012

Sealed Tenders are invited from reputed printers/ Firms/ Suppliers for supply of printed forms in large quantity for Directorate of Census Operations, J&K, Srinagar. Interested vendors should send their bids by 1.00 P.M. on 09-03-2012 to the Joint 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 Joint 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

(C.S.Sapru)

**Joint Director Census Operations,
J&K, Srinagar**



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SHORT TERM TENDER NOTICE No: Cen/CTU/75/2011/3354 Dated:24-02-2012

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

Details of the work-

Sl	Printing/Supply of forms single/ two sided	Language	Estimated Quantity (no. of copies)*
1.	A4 size Paper	English	1,000,000
2.		Urdu	1,000,000
3.		Hindi	600,000

* No. of copies include both side copying.

Conditions

1. The 70 GSM paper to be used for printing.
2. The Bidder should be in a position to complete the work within 10 days of the work order as per the demand.
3. 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.

4. **Due Date:** Due date for submission of offers is on or before 1.00 P.M on 09-03-2012 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 09-03-2012 at 3.00 P.M. or any other date convenient to the office.**
5. **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.

6. **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.
- 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 Directorate of Census Operations, J&K.

7. **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 forfeited. In such case, the office 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 this office 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 forfeited to the extent that the materials have not been supplied in conformity to the specified specification and to the satisfaction of the **purchaser (JDCO 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.

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

9. **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.
10. a) **Award Criteria:** The JDCO, 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 JDCO, 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.
11. **Right to Accept any Bid and Reject any or all Bids:** The JDCO, 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 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 of the action.
12. **Amendments to the Tender:** Before the last date for the receipt of tender, JDCO, J&K, may amend any of the tender conditions as may be desired or wherever JDCO, J&K, feels that such an amendment is absolutely necessary. JDCO, 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.
13. **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 JDCO, J&K and bidder to any matter pertaining this tender, related work order and payment, the decision of JDCO, J&K shall be final.
14. **Enclosures of Tender Bid:**
- 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.
 - A copy of latest Sales Tax/VAT clearance certificate duly self- attested/stamped;
 - Addresses of workshop(s) and manpower profile of the Bidder;
 - Copy of the Registration Certificate of the Bidder/Firm;
 - 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;
 - 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.

15. **Pro-forma for Tender:** The Tender should contain only the rate of the Printing 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.

16. **Special Note:**

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

(C.S.Sapru)

Joint Director Census Operations, J&K, Srinagar

PRESCRIBED PRO-FORMA FOR TENDER

With reference to tender Notice No. dated,
the undersigned furnishes below/encloses herewith details/documents as part of ‘Bid’ for
consideration.

1. Name of the Firm

2. 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 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:

Sl	Printing/Supply of forms single/ two sided	Language	Rate single side	Rate double side
1.	A4 size Paper	English		
2.		Urdu		
3.		Hindi		

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