

Government of India
Ministry of Home Affairs
Directorate of Census Operations, Gujarat
Census Bhavan, Sector10/A, Gandhinagar

Tender Notice No.CEN-2011/11013/3/2010 DCO(Guj) dt.06-09-10

Sealed Tenders are invited by the Directorate of Census Operations, Gujarat, Census Bhavan, Sector 10-A, Gandhinagar-382010 from reputed Transporters/Firms for lifting, Loading-unloading and transportation of blank printing paper reels with insurance from Mill premises of Nagaon Paper Mills (NPM) P.O. Kagaj Nagar, Distt: Morigaon, Assam-782413 to Government Press at Gandhinagar in Gujarat State.

1. **Work Requirement**: The total quantity of the printing papers shall be approximately 165 MTs. The insurance of the printing paper should be from Nagaon Paper Mills (NPM) P.O. Kagaj Nagar, Distt: Morigaon, Assam-782413 to Government Press at Gandhinagar in Gujarat State. Census taking is a National Programme and shall be conducted within rigid time scheduled throughout country. The total quantity of printing paper is required to be reached at Government Press at Gandhinagr in Gujarat State within 15 days from the date of issue of order (in September 2010).

2. **Eligibility criteria for Bidders**: The Bidders should be registered with the Government/Municipalities Authority etc. as required under the law for carrying out lifting, loading-unloading and transportation. A copy of the said certificate(s) is to be enclosed with the Bid. The bidder should have experience in the transportation field. The Bidder should not have been blacklisted by any Central Government/State Government Offices and any other Public Sector undertakings.

3. **Availability of Tender Documents**: Tender Document can be obtained from the Office of Director of Census Operations, Gujarat, Census Bhavan, Sector-10 A, Gandhinagar-382010 on payment of Rs.100/- (non-refundable) in cash or by A/c payee Demand Draft drawn on any Nationalised Bank in favour of "Statistical Investigator Gr. I" payable at "Ahmedabad". The same can also be downloaded from www.censusindia.gov.in. (Tender). However, in this case the

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Bidder is required to enclose an A/c. payee Demand Draft of Rs.100/- (non-refundable) drawn on any Nationalised Bank in favour of "Statistical Investigator Gr. I" payable at "**Ahmedabad**", failing which the bid shall not be entertained.

4. Due Date and Award Criteria: Due date for submission of offer is on or before 3.00 PM of 20-09-10, which will be opened at Directorate of Census Operations, Gujarat, Census Bhavan, Sector-10 A Gandhinagar-382 010 on the same day at 4.00 PM in presence of the tenderers, if present any. The selection of lowest evaluated firm would be finalized on the basis of lowest offered rates. The rates should be inclusive of all taxes. The price escalation will not be payable on any account. Separate extra rates/charges for activities such as crane, traylor, handling etc. will not be admissible since the rates as per rate schedule are for complete comprehensive work.

5. Submission of tender: Intending firms should submit their Bid in prescribed proforma at Annexure-I in separate sealed covers duly superscribed as "Bid for lifting, loading-unloading and transportation of printing papers". It should be addressed to "the Joint Director, Directorate of Census Operations, Gujarat, Census Bhavan, Sector 10-A, Gandhinagar-382 010". 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 tender 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 the transporter without mentioning tender number and due date of opening and need not be sealed.

6. Late delivery & risk of Transportation: In case transportations are made after expiry of the scheduled time then this Directorate reserves the right to recover Liquidated damages @ 0.5% of residual job value per week. However, if the transportations are not affected within a grace period of two weeks from the scheduled date, the Directorate reserves the right to undertake risk of transport at the cost of defaulter. Any additional expenditure so incurred in undertaking risk of transportation shall be recovered from the defaulter. The papers for Insurance Policy should be produced to the Directorate of Census Operations, Gandhinagar, Gujarat, before lifting of the papers from Mill. In this context, the Directorate also reserve the right to cancel

part of the order and undertake the risk of transportation for this cancelled quantity depending on the need.

7. EARNEST MONEY DEPOSIT (EMD): Bidders are required to deposit Rs.15,000/- (Rupees Fifteen thousand only) towards EMD in the form of Account Payee Demand Draft/Banker's Cheque from any Nationalised/Scheduled Bank drawn in favour of "Statistical Investigator Gr.I" payable at "**Ahmedabad**" along with Bid. Any Bid without EMD will be rejected by the Directorate as non responsive. 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 Directorate. The successful bidder's EMD will be returned only after the completion of transportation to the satisfaction of Directorate. Bank charges towards preparation of EMD are to be borne by the Bidders. No interest will be payable by the Directorate on the amount of the EMD.

Failure of the successful Bidder to comply with the lifting, loading-unloading and transportation, order shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the Directorate may make the award to the next lowest evaluated Bidder at the risk and cost of the successful Bidder.

8. Payment: Payment can be released after completion of transportation of the printing paper to State Govt. Press, Gandhinagar in Gujarat and to the satisfaction of the Directorate as per the prescribed time limit. Applicable Tax will be deducted from the Bill amount at sources as per Rules.

9. Bank Charges: Bank charges, if any, shall be borne by the successful tenderer.

11. Directorate Right to Accept any Bid and Reject any or all Bids: The Directorate reserve 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 of and without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidders on the grounds for the Directorate's action.

12. Amendments to the Tender : Before the last date for the receipt of tender, the Directorate may amend any of the tender conditions as may be desired or wherever the Directorate feels that such an amendment is absolutely necessary. The Directorate 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 (Tender).

13. Proforma for Bid and its enclosures: Bid should be submitted in the prescribed proforma (Annexure-I) only along with the following enclosures.

- (a) A/c. payee Demand Draft of Rs.100/- drawn in any Nationalised Bank in favour of "Statistical Investigator Gr.I" payable at "Ahmedabad".
- (b) EMD in the form of Account Payee Demand Draft/Banker's Cheque from any Nationalised/Scheduled Bank drawn in favour of "Statistical Investigator Gr.I" payable at "Ahmedabad".
- (c) Copies of Income Tax Returns for 2007-08, 2008-09, 2009-10;
- (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;

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

14. SPECIAL NOTE:

- A. Any ambiguity in the offer may lead to disqualification.
- B. Conditional offer shall be summarily rejected.

(R.S. Meena)
Joint Director of Census Operations
Directorate of Census Operations, Gujarat,
Census Bhavan, Sector-10 A,
Gandhinagar-382 010

ANNEX.I

PREScribed PROFORMA FOR SUBMISSION OF BID

With Reference to Tender Notice No.CEN-2011/11013/3/2010 DCO(Guj) dated 06-09-2010, the undersigned furnishes below / encloses herewith following details / documents for consideration.

A. Technical Aspects

1. Name of the Transporter :
2. Confirmation regarding lifting : Yes/No.
and transportation of materials
as per prescribed Specification
of materials (Anx.-II).
3. Period of Validity of Offer Price :
(in days).
4. Delivery Schedule :
5. Earnest Money deposit :
EMD Details :
Date of Issue :
Name of the Bank :
6. Documents Enclosed :
(Copies are to be self attested /
stamped)

- (a) Cash Receipt of Rs.100/- from the DCO, Gujarat towards cost of the Tender (if Tender Form purchased) or A/c. payee Draft of Rs.100/- (if Tender Form downloaded from Web Site) drawn on any Nationalised Bank in favour of "Statistical Investigator Gr.I" payable at "Ahmedabad".
- (b) EMD (as specified in the Paragraph-8) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from any Nationalised Bank/Scheduled Bank drawn in favour of "Statistical Investigator Gr.I payable at "Ahmedabad".
- (c) Copies of Income Tax Returns for 2007-08, 2008-09, 2009-10;
- (d) Copy of 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'.

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B. Financial Aspects

Transportation of papers including loading and unloading	Rate inclusive of all Taxes	Insurance per Metric Tonne	Total
Per Metric Tonne			

In words:

Signature
Name
Name of the Transporter
Stamp