



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. CEN-11048/SECC-2011/Part-I/.....

Date: 28.09.2011

LIMITED TENDER NOTICE

Sealed rate quotations super-scribing "TENDER FOR SCANNING AND PRINTING " are invited from reputed firms for Scanning and printing (with paper) of Census materials (A-3 size Charge Maps, Supervisory Circle maps, Details of Supervisory Circle – from Charge Register and Loose EB Maps etc.) for use in SECC, 6th Eco. Census and NPR work as detailed below. The Scanning is to be made at our Storage cum Scanning Centre at Badu, Madhyamgram, North 24 Parganas and printing is to be done at the same place or at a Centre chosen by the selected Vendor at a place located in and around Kolkata, after the Tendering process. The tentative quantity of the material likely to be scanned and printed is stated below:

Sl. No	Particulars of Work	Size	Estimated Quantity for Scanning	Estimated Quantity for Printing
1.	Scanning and Printing of selected pages from the Bind Charge Register (including Charge Map, Supervisory Circle Map and Details of Supervisory Circle) of Census 2011	A-3 (29.7 cm x 42 cm)	33,000 pages from about 1500 bound Charge Registers	99,000 pages in A-3 size (33,000 * 3)
2.	Scanning and Printing of EB Maps of Census 2011 (in Loose Sheet form – single side)	A-3 (29.7cm x42 cm)	1,78,000 Loose Sheets- Single side	5,34,000 Sheets-single side in A-3 size (1,78,000 * 3)
	Total	A-3 size	2,11,000 pages	6,33,000 Copies

Terms and Conditions

- 1) The quantity is likely to be increased/ decreased to the tune of +/- 10% as per actual number.
- 2) The printing of maps is to be done in good quality A-3 size paper of 75 gsm. The sample paper with Brand name may also be submitted along with bid. The rate for both side and single side scanning and printing should be submitted separately.
- 3) In the process of scanning, the Bidders may also require to un-bound and re-bound the Charge Register pages serially after scanning of desired pages of Charge/ Supervisory Circle maps and also Details of Supervisory Circle (in both side) at their own cost.

- 4) The rates are required to be submitted for scanning and printing (with paper) separately and consolidated basis for estimation and allotment of work.
- 5) The quoted Rates will include the Scanning (in A-3 size) and its Printing (in 3 copies each of the scanned pages) including all charges (Transportation, Loading, unloading, Binding, Packing, Labelling and Taxes etc.). Two set of soft copy in DVD form containing scanned items in properly catalogued /indexed form are required to be submitted along with printed material in the DCO West Bengal.
- 6) To maintain proper quality of the scanned items the scanning of the Items will be preferred in **600** dpi.
- 7) The printed material is required to be delivered at the place in and around Kolkata, as decided by the DCO West Bengal.
- 8) The Vendors should have sufficient number of Scanners and printers for scanning and printing of the documents in A-3 size. The detail of such infrastructure and manpower detail should be given along with Tenders submitted. The vendor will have to complete the scanning and printing work within a week of time from the date of issue of the order/ assignment of the job.
- 9) Failure to deliver the goods in time will lead a demurrage valuing 0.5% for each calendar day upto five days for the residual job value. Thereafter it will be charged @ 1% per calendar day.

The quotations in the prescribed format as per ANNEX-1 should reach to the Deputy Director, Directorate of Census Operations, West Bengal, Jagananna Bhawan, IB-199, Sector-III, Salt Lake, Kolkata-700106 **on or before October 12, 2011 upto 3.00 pm.** A pre-bid meeting will be held on October **07, 2011 at 4 p.m.** in the Meeting Room of this Office. An A/C Payee Demand Draft of Rs. 20,000/- (Rupees Twenty thousand) only as Bid Security (Earnest Money Deposit) drawn in favour of the 'Director of Census Operations, West Bengal' should be attached with the quotation which will be returned in due course without interest. Also, successful bidder will need to deposit an A/C Payee Demand Draft of 5% of the value of work order within three days from the issue of work order as a performance security which will be refunded after successful and satisfactory completion of the work. The vendors must have IT Clearance Certificate for three consecutive years (2007-08, 2008-09, 2009-10 etc.) and other relevant papers in support of being a Registered vendor in the field as well as the credentials which will also be attached along with Tender documents.

The quotations will be opened on October **12, 2011 at 4.00** p.m. in this office in presence of the authorised representatives of the firms, if any.

The Director of Census Operations, West Bengal, however, reserves the right to reject any one or all the quotations without assigning any reason thereof.

Sd/-
(D.Ghosh)
Director

To,

- 1) M/s.....
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.....
.....
- 2) Members of Tender Purchase Committee / Dealing Hand.
- 3) Office Notice Board (Salt Lake/ Behala / Badu)
- 4) ORGI Website www.censusindia.gov.in/tender

To:

The Director,
Directorate of Census Operations, West Bengal,
Janaganana Bhawan, IB-199, Sector-III,
Salt Lake, Kolkata-700106

Sub.: TENDER FOR SCANNING AND PRINTING (of Charge Register & EB maps etc.)

Sir,

In reference to your Tender Notice No. CEN-11048/SECC-2011/Part-I/..... dated 28.09.2011; I/we am/are submitting herewith our best rates for Scanning and Printing of Charge Register pages and EB Maps etc. Inclusive of all (including loading, unloading, packing and other associated Charges) as mentioned below:

Particulars of Work	Rate per page for Single side (in Rs.) [Both in figure and words]	Rate per page for Both sides (in Rs.) [Both in figure and words]	Remarks, if any
1	2	3	4
A. Scanning of A-3 size Charge Register & EB Map etc.			
B. Printing (with paper) of A-3 size Charge Register & EB Map etc.			
C. Both Scanning and Printing of A-3 size Charge Register & EB Map etc.			

Earnest money of Rs.20,000/- (Rupees twenty thousand) only by means of Demand Draft bearing No. Dated drawn from Bank.....in favour of the "Director, Directorate of Census Operations, West Bengal" payable at "Kolkata" is enclosed herewith as desired.

We possess the Experience of Scanning and Printing to the following Organisation. (Please give the name, address and phone number of Organisation):

- 1).....
- 2).....
- 3).....

The following Documents are enclosed:

1. Copy of Income Tax Returns for the last 3 (three) years (self attested)
2. Copy of Sales Tax, VAT clearance Certificate (self attested)
3. Paper Sample (Brandof 75 gsm.)
4. (Any other relevant documents)

I/We do hereby agree to abide by the terms and conditions stipulated in the above tender notice and the rates quoted above are final.

I/We hereby undertake that I/we am/are bound to obey the instructions/ guidelines issued by the Census Directorate, DCO WB to this effect till the completion of the entrusted work satisfactorily.

In case of any loss sustained to Government in this regard on my/our part, I/we am/are liable to bear the entire cost.

Place :

Date :

(Signature of the Tenderer)

Name, Address and Phone No. with Office seal