



जनगणना कार्य निदेशालय, तमिल नाडु
गृह मंत्रालय, भारत सरकार, राजाजी भवन, 'ई' विंग, तृतीय तल, बेसण्ट नगर, चेन्नई-600090.
DIRECTORATE OF CENSUS OPERATIONS, TAMIL NADU
Ministry of Home Affairs, Government of India,
Rajaji Bhawan, "E" Wing, III Floor, Besant Nagar, Chennai-600 090.
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No.D- 15023/SECC/2011

Date: 28.07.2011

TENDER NOTICE

Sealed Tenders are invited from reputed registered firms, agencies and companies with experience in the field of Photocopying /Document handling for taking Photocopies of the following Census 2011 documents as per the quantity mentioned against each required for conducting the Socio Economic and Caste Census in the second half of the current calendar year 2011.

Details of the work –

Sl. No.	Documents to be photocopied	Estimated Quantity (Number of originals be photocopied.)	No. of Copies	Photocopies Required (in lakhs)
1	A3 size EB Maps	125000	3	3.75
2	A3 size Charge Register Sheets	30000	2	0.60
3	A4 size Abridge House List Booklets	* 125000 *(each 24 pages)	2	60.00

1. **EB Maps, Charge Registers and Abridge House lists.** Specimen/Sample copy of the EB Map, Charge Register and Abridge House List Booklet to be photocopied are given at Annexure-1C. The same can also be inspected in person at the chamber of the Joint Director of this Directorate during office hours between 10 am and 4.00 p.m. (Monday-Friday) till 16th August 2011 and before submitting the tender bids. Technical Bids will be opened on 16th August 2011 @ 5:00 p.m. and Financial Bids will be opened on 17th August 2011 @ 3:00 p.m.

2. **Pre-Bid Meet:** Interested bidders are encouraged to attend a pre-bid meet at our scanning centre at Central Warehousing Corporation, Chitalapakkam, near Chrome Pet, Chennai, on 05/08/2011. at 11.00 A.M., where the work is proposed to carried out. During pre-bid meet, issues relating to photocopying like the documents to be photocopied, place where the photo copier machines are to be installed, Place where the documents are stored will be shown/explained.

3. Photocopied documents should match with the specimen/sample documents and no omission of images under any circumstances will be entertained. Photocopied documents should be stapled as per our sample specification. Imaging of photocopy print should be of crystal clear and any unwanted black impression/dots etc., should be avoided. Only reputed

brand/company photocopie machine should be installed. Otherwise, work order will be cancelled and performance security will be forfeited.

4. As all the Census 2011 documents to be provided for photocopying work are of national importance and confidential in nature, successful bidder should install photocopy machines in our designated branch office at "Storage-cum-Scanning Central Ware Housing Corporation, Chitalapakkam, near Chromepet Chennai." where the records are stored and complete all the work within the office premises. Taking of documents outside the office premises under any circumstances is not permissible. Utmost care and vigilance should be strictly adhered during operation of photocopying work. Any loss or misplacement of the records attracts severe penalty and punishment as per the Census Act.

5. **The successful bidder should complete the total volume of entrusted photocopying work on or before 15/11.2011 from the date of contract agreement.** No request for extension of time under any circumstances shall be entertained. Required number of Photocopier machines should be installed by the successful bidder keeping in view of the time frame given for completion of job.

6. **Supply of Paper:** This office will provide the necessary A3 and A4 size paper for photocopying and a proper account for the same is to be maintained by the successful bidder.

7. Rate to be quoted should be inclusive of installation of quality photocopying machines in required numbers, maintenance of such machines, all consumables such as toners / cartridges, engagement of manpower, and other miscellaneous works like taking the material to be photocopied from the place they are stored, keeping the material in the correct place after photocopying, stapling the photocopied material (minimum three pins). The photocopier charges are to be paid based on actual numbers photocopy (excluding wastage and bad photocopy). The cost of electricity during the photocopying work will be borne by this Directorate.

Note: In case of breakdown of any Photocopier machine during operation of the photocopying work, successful bidder should make immediate alternative arrangements to replace the said machine.

8. **Packing of photocopied documents:** After photo copy of Abridge House List Booklet, Charge Register and Lay out Map, they need to be stapled and arranged set wise and Charge wise and to be packed neatly in the boxes to be provided by the Directorate affixing the Charge Addresses Slips on the top of the box. Charge addresses will be provided by the Directorate.

9. Bidders should be registered with the Authorities as required under the Law for carrying out the business.

Note: The bidder should not have been blacklisted by any Central Government/State Government /other Public Sector Undertaking offices.

10. Further, in case the DCO Tamil Nadu has to get the work done from any other bidder because of failure to execute the entrusted work in full or part by the successful bidder the difference in payment may be made from such amount (Performance Security).
11. Payment can be released against their pre-receipted bills in triplicate and actual completion of the entrusted job subject to satisfaction of the entrusted job. **Advance payment under any circumstances will not be entertained.**
12. **EARNEST MONEY DEPOSIT (EMD):** Rs. 25000/- (Rupees Twenty five Thousand only) EMD is to be enclosed with Technical Bid. Other conditions for EMD are as given below:
- (a) Bidders are required to deposit EMD (as specified above) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalised/Scheduled Bank drawn in favour of "**Drawing and Disbursement Officer, Directorate of Census Operations, Tamil Nadu**" payable at "**Chennai**" along with Technical Bid;
 - (b) Any bid without EMD will be rejected by the Purchaser as non responsive;
 - (c) Unsuccessful Bidder's Earnest Money will be discharged/returned as promptly as possible but not later than 10 days after the expiration of the period of bid validity prescribed by the Purchase;
 - (d) The successful Bidder's Earnest Money will be returned after receipt of "Performance Security" from the Bidder or be adjusted towards "Performance Security".
 - (e) 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;
 - (f) **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.**
13. **Submission of tender under two covers system:** Intending firms should submit their Technical Bid and Financial Bid in prescribed proforma at **Annex-I-A** and **Annex-I-B** respectively **in separate sealed covers duly superscribed as "Technical Bid for Photocopying" and "Financial Bid for Photocopying"** it should be addressed to "**Director, Directorate of Census Operations, Tamil Nadu, Rajaji Bhawan, Besant Nagar, Chennai-600 090**". 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 besides super-scribing as "Technical & Financial Bids for Photocopying" while OUTSIDE COVER should only bear address of the purchaser without mentioning tender number & due date of opening and need not be sealed. **TELEGRAPHIC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.**
14. **Sales Tax/VAT/Service Tax:** A copy of latest Sales Tax/VAT/Service Tax duly self-attested should be submitted along with offer.
15. **Bank Charges:** Bank charges, if any, shall be borne by the successful tenderer.
16. **Performance Security:** The successful bidder awarded with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the work order rounded up to next

thousand within seven days from the date of receipt of work order in the form of A/C payee Demand Draft/Bankers Cheque/Pay Order in favour of Drawing and Disbursement Officer **Directorate of Census Operations, Tamil Nadu** payable at Chennai. 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. If the Performance Security is not paid within the time specified, the EMD of the bidder shall be forfeited. In such case, the Directorate 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. Performance Security shall be released only after successful completion of the entrusted work to the satisfaction of the purchase committee of this Directorate. 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 work have not been executed in conformity to the specified sample documents and to the satisfaction of the Directorate of Census Operations, Tamil Nadu(DCO,Tamil Nadu). Bank charges if any, shall be borne by the successful tenderer.

17. **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.

18. **Bid Appraisal:** At the first stage, the Technical Bids submitted will be taken up for evaluation, preference will be given only to those bidders who have had past experience of handling large volumes of documents. Only in respect of those bidders whose bids that pass the technical scrutiny stage, will the respective financial bids be taken up for evaluation.

19. **Award Criteria:** The DCO, Tamil Nadu, shall rank and arrive at lowest bidder for each item based on lowest rate quoted (inclusive all) for the item in their financial bid. 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 the 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, Tamil Nadu in this regard shall be final.

20. **Right to Accept any Bid and Reject any or all Bids:** The DCO, Tamil Nadu 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.

21. **Amendments to the Tender:** Before the last date for the receipt of tender, DCO, Tamil Nadu may amend any of the tender conditions as may be desired or wherever DCO, Tamil Nadu feels that such an amendment is absolutely necessary. DCO, Tamil Nadu 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 and www.census.tn.nic.in (Tender).

22. **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, Tamil Nadu and bidder to any matter pertaining this tender, related work order and payment the decision of DCO, Tamil Nadu shall be final.

23. **Enclosures of Technical Bid:** Technical Bid should be submitted in the prescribed proforma (**Annex. I-A**) only along with the following enclosures:

- (a) EMD (as specified at the above Paragraph) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalised/Scheduled Bank drawn in favour of " Drawing and Disbursement Officer, **Directorate of Census Operations, Tamil Nadu** payable at **Chennai**".
- (b) Profile of the Bidding Entity.
- (c) A copy of latest Sales Tax/VAT/Service Tax Registration attested/stamped;
- (d) Documentary proof / Certificate for having experience in such large volume document handling tasks at least 5 laksh in number per assignment in the past three years.
- (e) Copies of work orders for supply of similar items valuing more than Rupees five lakh/completion certificates during last 3 years (2008-09, 2009-10, 2010-11);
- (f) Copy of the Registration Certificate of the Bidder/Firm;
- (g) 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 enclosed with the Technical Bid should duly be signed by the Bidder with seal of the firm on each and all pages are to be serially page numbered. Technical Bid without any of the above mentioned document/material may lead to rejection of the Bid.

24. **Pro-forma for Financial Bid:** The cover of Financial Bid 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 and etc, should be indicated in both FIGURES & WORDS. **No conditional Financial Bid shall be entertained.**

25. **SPECIAL NOTE:**

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


(S.GOPALAKRISHNAN)

Director
Directorate of Census operations,
Rajaji Bhawan, Besant Nagar,
Chennai.-600 090

PRESCRIBED PRO-FORMA FOR FINANCIAL BID.

With reference to Tender Notice No. D.15023/1/89-DCO (T.N.)/Store, Dated:28.07.2011, the per page rate (inclusive of all taxes,) and total cost for our Bid quantity are as given below:

Item for which Financial Bid being submitted	Volume Anticipated (in Lakhs)	Per page Rate (inclusive of all taxes,) (Rates to be given in both figures & Words)	Total Cost for the Bid Quantity (inclusive of all taxes) (Rates to be given in both figures & Words)
1. A3 size one side photocopying	3.75		
2. A3 size both sides photocopying	0.60		
3. A4 size photo copying of booklets both sides.	60.00		

I agree to the terms and conditions as mentioned in the Tender Notice No. D.15023/SECC/2011 Dt. 28/07/2011, issued by the Government of India, Ministry of Home Affairs, Directorate of Census Operations, Tamil Nadu Rajaji Bhawan Besant Nagar, Chennai-600 090. The Financial Bid is being submitted, is as per the specification specified in the Tender Notice

Signature.....

Name.....

Name of the Dealer.....