



Government of India  
Ministry of Home Affairs  
Office of the Director, Census Operations, Punjab  
Janganana Bhawan, Plot No. 2B, Sector-19A, Madhya Marg, Chandigarh 6 160 019

TENDER NOTICE NO.: D-14125/1/2010/Pb./

Dated: 16 /07/2010

Sealed Tenders are invited from reputed manufacturers/suppliers for supply of **Plastic Folders, A-3 size clip writing Board, Water Proof Carry Bags** in large quantity for Directorate of Census Operations, Punjab located in Chandigarh for use by Enumerators and Supervisors during Census 2011. The material should be supplied at all the district headquarters of Punjab. Interested vendors should send their bids by 11.00 a.m. on 18/08/2010 to the Director, Census Operations, Punjab, Ministry of Home Affairs, Janganana Bhawan, Plot No. 2-B, M. Marg, Sector-19A, Chandigarh - 160019. Complete details can be obtained from Directorate of Census Operations, Punjab at the above mentioned address on payment of tender fee of Rs. 500/- (non-refundable) by cash/Demand Draft drawn in favour of Director, Census Operations, Punjab payable at Chandigarh on any working day between 10.00 a.m. to 01.00 p.m. and 02.00 p.m. to 05.00 p.m. The tender document can also be downloaded from [www.censusindia.gov.in](http://www.censusindia.gov.in) (Tender).

(K.S.Bhatnagar)  
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TENDER DOCUMENT NO.: D-14125/1/2010/Pb./

Dated: 16 /07/2010

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Office of the Directorate of Census Operations, Punjab located in Chandigarh from reputed manufacturers or authorized distributors/suppliers for supply of the following items for use by Census Field functionaries (Enumerators and Supervisors) in the field during Census Operations of 2011 Census.

- (i) Plastic Folders to retain about 150 to 200 nos. of A3 size (42 cms x 29.7 cms) ICR Scannable Schedules in each folder by the Enumerators/Supervisors;
- (ii) Clip Writing Boards for use by each Enumerator and Supervisor in collection of data on A3 size Schedules;
- (iii) Water Proof Carry Bags to retain plastic folder with schedules of A-3 size and clip writing board etc. by each Enumerator and Supervisor during their field work.

2. **Background:** The Office of the Director, Census Operations, Punjab, Chandigarh is responsible for the conduct of decennial Population Census in the State. The Census of India 2011 (15<sup>th</sup> in the unbroken series since 1872 and 7<sup>th</sup> after independence) will take count of all individuals as on 00.00 hrs of 1st March, 2011, cross-classified by several key demographic and socio-economic variables. The Population Enumeration will be conducted during February, 2011. A large number of Enumerators and Supervisors (about 60,000) would collect data on A-3 size (42 cms x 29.7 cms) ICR Scannable Schedules in Census Operations throughout the state. All Enumerators and Supervisors to be engaged for data collection in the field for Census Operations would be supplied with **Plastic Folders, A-3 size clip writing Board, Water Proof Carry Bags** in the field.

3. **The present tender intends to obtain best possible rates from reputed suppliers for supply of Plastic Folders, A-3 Size clip Board and Water proof carry bags to be required during November, 2010 for supply to be made for actual Population Enumeration.**

4. **Volume and Specification of Requirement:** Items required for actual Census during Feb. 2011 (Population Enumeration) of Census Operations, estimated quantity of each item, and its destination of supply is indicated in the table given below:

SI. No.	Item	Estimated Quantity to be supplied during November, 2010	Destination of Supply
1	Plastic Folders	1,10,500	i)All the district Headquarters in Punjab State ii)The packing of material should be in the bunch of 200/100 units
2	A-3 size clip writing Board,	59,500	i)All the district Headquarters in Punjab State ii)The packing of material should be in the bunch of 20 units.
3	Water Proof Carry Bags	59,500	i) All the district Headquarters in Punjab State ii)The packing of material should be in the bunch of 100 each.

Size and Technical specification of each of these items is given at **Annexure II**.

5. **Delivery/Completion Schedule of Supply and Minimum/Maximum Bid Quantity:** Census taking is a National Programme and shall be conducted within rigid time schedule throughout the Country. The total volume of each item is required to be supplied /delivered within **30 - 45 days** from the date of issue of Supply Order/Job Assignment.

6. **Eligibility Criteria for Bidders:** The Bidders intending to participate in the tender process should fulfill the following minimum eligibility criteria:

- (a) Average Annual Turnover of the Bidder should be more than Rs.50 Lacs for the last three years (2006-07, 2007-08 and 2008-09) from sales of similar/said material for which the Bidder has participated. Audited Balance Sheets and Income Tax Returns for 2006-07, 2007-08 and 2008-09 as support paper should be submitted along with the Technical Bid;
- (b) The Bidder must have successfully supplied at least two or more important orders of similar type of items during last three years (2006-07, 2007-08 and 2008-09), each valuing more than Rupees

five lakhs, for the offices of Government of India/State Governments/Public Sector Undertakings/any other reputed companies & private concerns. Copies of such Work Orders during last three years and satisfactory work completion certificates should be submitted along with the Technical Bid by way of proof thereof.

- (c) The Bidder should have well equipped manufacturing capacity/workshop with sufficient manpower and machinery to undertake and complete supplies as per requirement or in case he is a distributor/supplier then he should have necessary back-up of a manufacturer. Addresses of workshop(s) and manpower profile are to be enclosed with the Technical Bid.
- (d) The Bidder should be registered with the Government/Municipal Authorities etc., as required under the Law for carrying out manufacture/business. A copy of the said Certificate (s) is to be enclosed with the Technical Bid.
- (e) The Bidder should be in a position to complete the supply of materials at the District Headquarters within 30 - 45 days of the supply order, as per the District Headquarters wise delivery schedule fixed by the Purchaser (DCO Punjab, Chandigarh).

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

7. **Availability of Tender Documents:** Tender Document can be obtained from the Office of the Director, Census Operations, Punjab, Jaganana Bhawan, Plot No. 2-B, Setor-19A, Madhya Marg, Chandigarh on payment of Rs.500/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalized Bank in favour of **Director, Census Operations, Punjab** payable at **Chandigarh**. The same can also be downloaded from [www.censusindia.gov.in](http://www.censusindia.gov.in) (Tender). However, in this case the Bidder is required to enclose an A/c payee Demand Draft of Rs.500/- (non-refundable) drawn in any Nationalized Bank in favour of **Director, Census Operations, Punjab** payable at **Chandigarh** along with bid failing which the bid shall not be entertained.

**Note: Any Bidder intending to bid for supply of more than one items should submit separate EMD for each item.**

8. **Due Date:** Due date for submission of offer is on or before **11.00 A.M. on 18/08/2010** at the **Office of the Director, Census Operations, Punjab, Jaganana Bhawan, Plot No. 2B, Madhya Marg, Sector-19A, Chandigarh-160019**. Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened first on 18.08.2010 at 11.30 A.M. The list of successful bidders who have qualified in Technical Bid would be put on the web-site [www.censusindia.gov.in](http://www.censusindia.gov.in) (Tender) latest by 20.08.2010. The Financial**

**Bids will be opened on 23.08.2010 at 2.30 P.M. only in respect of those tenderers who qualify in the Technical bid.**

9. **Submission of tender under two covers system:** Intending firms should submit their Technical Bid and Financial Bid in prescribed proforma at **Annexure-III-A** and **Annexure-III-B** respectively in separate sealed covers duly superscribed as "Technical Bid for Plastic Folders" and "Financial Bid for Plastic Folders" or "Technical Bid for Clip Writing Boards" and "Financial Bid for Clip Writing Boards" or "Technical Bid for Water Proof Carry Bags" and "Financial Bid for Water Proof Carry Bags" as the case may be. These two sealed covers then be put together in a bigger sealed cover and superscribed as "Technical & Financial Bids for Plastic Folders" or "Technical & Financial Bids for Clip Writing Boards" or "Technical & Financial Bids for Water Proof Carry Bags". It should be addressed to "Director, Census Operations, Punjab, Jaganana Bhawan, Plot No. 2B, Madhya Marg, Sector-19A, Chandigarh". 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 superscribing as "Technical & Financial Bids for Director, Census Operations, Punjab" Chandigarh 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 TENDERS SHALL NOT BE ACCEPTED.**

10. **Late Delivery & Risk Purchase:** In case supplies are made after expiry of the delivery schedule then this office reserves the right to recover liquidated damages @ Rs.7,000/- per day. However, if the supplies are not affected within a grace period of two weeks from the scheduled date of delivery, DCO Punjab, Chandigarh reserves the right to undertake risk purchase at the cost of DEFAULTER. Any additional expenditure so incurred in undertaking risk purchase shall be recovered from the Defaulter. In this context, DCO Punjab, Chandigarh also reserves the right to cancel part of the order and undertake risk purchase for this cancelled quantity depending on the need.

11. **EARNEST MONEY DEPOSIT (EMD):** EMD is to be enclosed with Technical Bid. Item-wise prescribed EMD value for different Bid Quantities are given in the table mentioned below: -

Sl. No.	Item	Minimum/Maximum Bid Quantity Prescribed	Value of EMD to be deposited (in Rs.)
1	Plastic Folders	1,10,500	90,000/-
2	A-3 size clip writing Board,	59,500	50,000/-
3	Water Proof Carry Bags	59,500	1,00,000/-

Other conditions for EMD are as given below:

- (a) Bidders are required to deposit separate EMD for each item(as specified in the table) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from any Nationalized/ Scheduled Bank drawn in favour of "**Director, Census Operations, Punjab**" payable at "Chandigarh" 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 30 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" as per the condition laid in para 12;
- (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.**

**12. 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 supply order rounded up to next thousand within seven days from the date of receipt of supply order, in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from a Nationalized/Scheduled Commercial Bank in favour of "Director, Census Operations, Punjab" payable at Chandigarh. On request of the Bidder, the Earnest Money Deposit (EMD) will be adjusted against the Performance Security Deposit payable by the bidder and bidder shall deposit the balance amount in the prescribed mode and specified time limit. If the Performance Security Deposit is not paid within time specified, the Earnest Money Deposit of the bidder shall be forfeited. In such case, the DCO Punjab, Chandigarh 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 Punjab, Chandigarh after the successful completion of delivery in respect of the 2<sup>nd</sup> phase requirement at different allotted destinations and to the satisfaction of the purchaser (DCO Punjab, Chandigarh).** Performance Security should remain valid for a period of Sixty Days after the successful completion of delivery. 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 (DCO Punjab, Chandigarh). Further, if the Purchaser has to get the materials from any other Bidder because of failure to provide in full or part by the successful Bidder, the difference in payment may be made from such amount.

**13. Payment:** Payment can be released against actual deliveries (completion of supply) of the Supplier at different destinations and to the satisfaction of District Authorities of Punjab State and the Purchaser. The Supplier should submit their pre-receipted Bills, in triplicate, along with the **‘Signed and Stamped’ certificate(s) from the consignee (i.e. District authorities)** that materials have been received in full and in good condition as per the approved specification of the DCO Punjab, Chandigarh.

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

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

**16. Delivery:** The material should be properly delivered at the allotted destinations (i.e. District Headquarters in the State of Punjab) in conformity with the specification and supplied to the satisfaction of the concerned authority. The quantity of material delivered at each District Headquarter will be given in the work/supply order.

**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. Award Criteria:** The purchaser (DCO Punjab, Chandigarh) shall rank the rates quoted by all eligible bidders for a specific item in ascending order. The lowest rate quoted (inclusive of all) for the item will be taken as L<sub>1</sub> rate. If the Purchaser feels that the L<sub>1</sub> rate is at higher side, further negotiation may be held with the L<sub>1</sub> firm to reduce its rate.

**19. Purchaser’s Right to Accept any Bid and Reject any or all Bids:** The Purchaser (DCO Punjab, Chandigarh) 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 reasons.

**20. Amendments to the Tender:** Before the last date for the receipt of tender, DCO Punjab, Chandigarh may amend any of the tender conditions as may be desired or wherever DCO Punjab, Chandigarh feels that such an amendment is absolutely necessary. DCO Punjab, Chandigarh 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.\(Tender\)](http://www.censusindia.gov.in.(Tender)) and [www.punjabcensus.gov.in](http://www.punjabcensus.gov.in) (Tender).

**21. ARBITRATION:** The dispute or difference arising between the DCO Punjab, Chandigarh and the bidder to any matter pertaining this Tender, related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by **Director, Census Operations, Punjab, Chandigarh** or any person nominated by her/him. The decision of the Arbitrator shall be final and binding on the parties subject to the proviso that the Arbitrator shall give reasoned award.

**22. Proforma for Technical Bid and Enclosures of Technical Bid:** Technical Bid should be submitted in the prescribed proforma (**Annexure III-A**) only along with the following enclosures:

- (a) Cash Receipt of Rs. 500/- from DCO Punjab, Chandigarh towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.500/- (if Tender Form downloaded from Web Site) drawn in any Nationalised Bank in favour of **Director, Census Operations, Punjab** payable at **Chandigarh**;
- (b) EMD (as specified in the table at Paragraph-11) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from any Nationalized/Scheduled Bank drawn in favour of "**Director, Census Operations, Punjab**" payable at **Chandigarh**";
- (c) Copies of Audited Balance Sheets of the firm for last three years (2006-07, 2007-08, 2008-09);
- (d) Copies of Income Tax Returns for 2006-07, 2007-08, 2008-09;
- (e) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
- (f) Copies of work orders for supply of similar materials valuing more than Rupees 5 lakhs/completion certificates during any last 3 years (2006-07, 2007-08, 2008-09, 2009-10);
- (g) Addresses of workshop(s) and manpower profile of the Bidder along with a certificate that no **Child Labour** has been engaged;
- (h) Copy of the Registration Certificate of the Bidder/Firm;
- (i) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO.Punjab,Chandigarh or any other Central Government/State Government Department / Public Sector Undertakings;
- (j) **Sample of the item**, in conformity to the prescribed specification in the Tender Document (**Annexure II**), for which the bid is being submitted.

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

**23. Proforma for Financial Bid:** The cover of Financial Bid should contain only the rate of the material in prescribed proforma (in **Annexure III-B**) for which the bid is being submitted. Rates including all charges like all taxes, loading-

unloading, installation, freights etc. should be indicated in both FIGURES & WORDS. The rates quoted must remain firm till completion of delivery for the Population Enumeration. Erasing, over-writing and corrections should be authenticated by the tenderer's signature. In case this has not been done such offer is likely to be rejected. **No conditional Financial Bid shall be entertained.**

**24. SPECIAL NOTE:**

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

(K.S.Bhatnagar)  
**Joint Director**  
Directorate of Census Operations, Punjab,  
Janagana Bhawan, Plot No.2B,  
Sector-19A, Madhya Marg,  
Chandigarh-160019.

**ANNEXTURE –I**

**Item wise Estimated requirement of Materials (Schedule of Quantity)**

<b>Sl. No.</b>	<b>Name of the Items</b>	<b>Estimated quantity</b>
1	Plastic Folders	1,10,500
2	A-3 size clip writing Board,	59,500
3	Water Proof Carry Bags	59,500

NB: Required materials to be delivered by the Supplier(s) at all the District Headquarter of Punjab.

**ANNEXTURE-II**

**SCHEDULE OF SPECIFICATION OF MATERIALS**

<b>Sl. No.</b>	<b><u>Name of the Items</u></b>	<b>Detailed Specification</b>
<b>1</b>	<b>Plastic Folder</b>	<p>Extra soft PVC folder of 150 micron thickness with the following finished measurement/ specification:</p> <p>(a) Upper sheet (Transparent)                      - 355mm height x 480 width</p> <p>(b) Lower sheet (Opaque)                              -365mm height x 480 width</p> <p>(c) Flap sheet (Opaque)                                -110mm height x 480 width</p> <p>The lower sheet &amp; Flap sheet would be of same approved color and the flap would be in continuation with the lower sheet. The material should be unbreakable in any weather in India. There will be two nos. of high quality Velcro (20mm x 25mm) for sticking utility on the Flap. Both transparent sheet and opaque sheet would be 5mm width heat stitched on three sides (355mm side x 2 &amp; 480mm bottom inner side). The flap will be prepared with a Census 2011 logo (70mm diameter) in specified single color.</p>
<b>2</b>	<b>A-3 size Clip Writing Board</b>	<p>The following items would be used in Clip board:</p> <p>(a) Hard Board: It would be extra hard with one side glazed and other side rough.</p> <p style="padding-left: 100px;">Size:                      310 mm height x 440 mm width</p> <p style="padding-left: 100px;">Thickness:              3.0mm</p> <p>(b) Clip: The clip would be metal wire clip with Nickle plating or Powder coating on inner and outer surface with two plastic gutka on both sides. The clip is to be fixed at midpoint of horizontal side (440mm) in such a manner that the clip does not exceed the boundary of the hard board.</p> <p>(c) Jam Buttons: Nickel plated or Powder coated (Male- Female)</p>
<b>3</b>	<b>Water proof Carry Bag</b>	<p>Water proof Matty bags (6x3 matty quality) of approved colour with following finished specification/dimension:-</p> <p><b>Finished Size-</b> 375mm height x 500mm width</p> <p><b>Handle-</b> There will be two handles made of 30mm wide high density strip (pp quality) and each handle of 800mm length, with its two ends stitched (60mm long stitching) properly with 40mm x 70 mm patch of leather/Rexene ( for durability) in the inner side on the bag at 70mm distance from the top (Zip level).</p> <p><b>Chain/ Zip-</b> High quality Zip of size 500mm (8 no. Zip) stitched with the bag with two pcs of 8 no. good quality Kunda (Runner). All the stitching will be done in the inner side. The bag to be supplied will be printed with a given slogan with Census 2011 logo on both sides.</p>

**PRESCRIBED PROFORMA FOR THE BID.**

With Reference to Tender Notice **No.D-14125/I/2010/Pb.** Dated 16 .07.2010, the undersigned furnishes below / encloses herewith following details / documents for consideration.

- (b) **Name of the Manufacturer/Dealer** -----
- (c) **Confirmation regarding supply of materials as per prescribed Specification of materials (Annex. II)** -----Yes / No
- (d) **Period of Validity of Offer Price** (in days): Till the completion of work i.e. 31.3.2011.
- (e) **Delivery Schedule:** Will be given at the time of placing Work Order.
- (f) **Earnest Money Deposit:** EMD Details:  
Date of Issue:  
Name of the Bank:
- (g) **Documents Enclosed:** (Copies are to be self attested / stamped)
- Cash Receipt of Rs. 500/- from DCO Punjab towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.500/- (if Tender Form downloaded from Web Site) drawn in any Nationalized Bank in favour of "DCO Punjab" payable at "Chandigarh";
  - EMD (as specified in the table at Paragraph-11) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from any Nationalized/Scheduled Bank drawn in favour of "DCO Punjab" payable at "Chandigarh";
  - Copies of Audited Balance Sheets of the firm for last three years (2006-07, 2007-08, 2008-09);
  - Copies of Income Tax Returns for 2006-07, 2007-08, 2008-09;
  - A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
  - Copies of work orders for supply of similar materials valuing more than Rupees 5 lakhs/completion certificates for the any last 3 years (2006-07, 2007-08, 2008-09 and 2009-10);
  - Addresses of workshop(s) and man power profile of the Bidder alongwith a certificate that no "Child Labour" has been engaged;
  - Copy of the Registration Certificate of the Bidder/Firm;
  - Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO Punjab or any other Central Government/State Government Department/Public Sector Undertakings;
  - Sample of the item**, in conformity to the prescribed specification in the Tender Document (Annex. II), for which the bid is being submitted.

**Signature.....**

**Name.....**

**Name of the Manufacturer/Supplier.....**

**Stamp.....**

**ANNEXTURE III-B**

**PRESCRIBED PROFORMA FOR THE BID.**

With Reference to Tender Notice **No.D-14125/I/2010/Pb.** Dated 16.07.2010 the per unit rate (inclusive of taxes, transportation etc.) and total cost for our Bid quantity are as given below:

<b>Item for which the Bid being submitted</b>	<b>Per Unit Rate (all inclusive) (In both figures &amp; Words)</b>
<b>Plastic Folder</b>	
<b>A-3 size Clip Writing Board</b>	
<b>Water proof Carry Bag</b>	

I agree to the terms and conditions as mentioned in the Tender Document **No. No.D-14125/I/2010/Pb/** Dated 18.7.2010 issued by the Government of India, Office of the Director, Census Operations, Punjab, Jaganana Bhawan, Plot No. 2-B, Sector-19A, Madhya Marg, Chandigarh-160019. The Items, for which the Bid is being submitted, is as per the specification specified in the Document (**Annex. II**) of the Tender Notice.

**Signature.....**  
**Name.....**  
**Name of the Manufacturer/Supplier.....**  
**Stamp.....**