



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 9273/3029 • Tele-Fax : (033) 2335 9238 • e-mail : dco-wbl.rgi@censusindia.gov.in

No. CEN – 11048/SECC – 2011/ Part – I/1723

Dated: 19.08.2011

NOTICE INVITING TENDER

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Directorate of Census Operations, West Bengal, JANGANANA BHAWAN, IB – 199, Sector-III, Salt Lake, Kolkata – 700 106 from reputed Firms or Agencies for photocopying (with paper) of Abridged Houselist (AHL) Booklets to be used for Socio-Economic and Caste Census (SECC) as well as Sixth Economic Census.

2. **Volume and Specification of Requirement:** 2 (two) photocopies of Abridged Houselist (AHL) are required to be prepared after unstapling the original AHL, photocopying and the restapling the original AHL Booklet as well as the photocopies as per the volume of jobs and description as given below.

Sl. No	Name of Documents to be photocopied	Size	Side	Number (Approx)	Average no. of Pages per Booklet (Approx)	No. of Set	Total no. of Pages. (Approx)
1.	Abridged House List Booklet	A4	Both	2,00,000/=	15 X 2	2	1,20,00,000

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

- These documents are confidential, hence the photocopy work to be done under the supervision of authorized official from Directorate of Census Operation, West Bengal.
- The Bidder(s) shall have adequate number of good quality and heavy duty Photocopying Machines to prepare quality printouts, sufficient space to keep photocopied materials and manpower to execute the voluminous work of urgent time bound nature within **30 (Thirty)** calendar days of issuing work order. For this, adequate number of Photocopier Machines, capable of daily Photocopying at least **7500 AHL Booklets each containing about 30 pages (considering Both sides)**, need to be provided. **As per our rough estimate, 150 Booklets can be photocopied by one heavy duty machine per day.** The firms having such infrastructure need only to apply. The photocopying must be done at a centre in and around **Kolkata M. Corp area**. In case the bidder is a distributor/supplier then there should have necessary back-up of a no. of photocopying agencies. Addresses of such agencies, infrastructure and manpower profile are to be enclosed with Technical Bid.

- iii. Guidelines:-
- a) The original Abridged Houselist will be delivered in a phased manner from our SSC, Madhyamgram, Badu, at the desired place **in and around Kolkata** as noted by the successful bidder.
 - b) After photocopying, the original Abridged Houselist will be taken back and sent to Behala Record Section of this Directorate without any damage, mutilation and missing.
 - c) The photocopies will be collected by the District Authorities of West Bengal in a phased manner from the place of photocopying.
 - d) The original AHL booklet will have to be un-stapled for photocopying. After photocopying, the original set shall be stapled again properly in original position and **photo copied material shall be made into two sets in proper order, stapled securely and packed in the Box to be supplied by the Bidder.**
 - e) The bidder will have to use good quality 75 gsm A4 paper for Photocopying to be supplied by him. A specimen of the same is to be submitted alongwith the Technical Bid.
- iv. Average Annual Turnover of the Bidder / Agencies should be more than Rs. 20 Lakh for the last three years (2007-08, 2008-09, 2009-10). Audited Balance Sheets and Income Tax Returns for 2007-08, 2008-09, 2009-10 as support paper should be submitted along with the Technical Bid.
- v. The Bidders / Bidding Firm should be registered with the Government / Municipal Authorities etc. as required under the Law for carrying out such business. A copy of the said certificate(s) is to be enclosed along with the Technical Bid.
- vi. The Bidder / Bidding Firm must have successfully completed similar orders, during last three years (2008-09, 2009-10 and 2010-11), each valuing more than Rupees Two Lakhs, for the offices of Government of India/State Government/Public Sector Undertaking/ any other reputed companies & private concerns. Copies of such Work Orders during last three years and work completion certificates should be submitted along with the Technical Bid.
- vii. The Bidder must have experiences of Photocopying for at least three years in the offices of Government of India/State Governments/Public Sector Undertakings/ any other reputed companies.
- viii. Photocopy charges will be reimbursed based on actual number of photocopies (excluding wastage and bad photocopy) and inclusive of Paper, Stapling/Stitching, Loading / Un-loading and Packing Charges etc.
- ix. The Bidder must be in a position to complete the entire amount of work **within 30 days** of the issuance of work order.
- x. The Bidder / Bidding Firm must not have been blacklisted by any Central Government / State Government Offices/PSUs. A self certified declaration to this effect must accompany the Technical Bid.

4. **Availability of Tender documents:** Tender Document can be obtained from the Jr. Accounts Officer of this Directorate on payment of Rs. 100/- (non-refundable) in cash or in A/c payee Demand Draft of any Nationalized/ Scheduled Commercial Bank drawn in favour of “The Director, Directorate of Census Operations, West Bengal” payable at “Kolkata” in any working day between 11 a.m. and 4 p.m. The same can also be downloaded from www.censusindia.gov.in (tender). However, in this case the Bidder is required to enclose an A/c payee Demand Draft of Rs. 100/- (non-refundable) from any Nationalized/ Scheduled Commercial Bank drawn in favour of “The Director, Directorate of Census Operations, West Bengal” payable at ‘Kolkata’ along with the Technical Bid, failing which the bid shall not be entertained.

5. **Due Date:** Due date for submission of offer is before **3.00 P.M. on 14.09.2011** at office of the **Directorate of Census Operations, West Bengal, Janganana Bhawan, IB – 199, Sector III, Salt Lake, Kolkata – 700 106**. Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened on 14.09.2011 at 4.00 P.M. in the Meeting Room of this Directorate. The Financial Bids will be opened on 15.09.2011 at 4.00 P.M. only in respect of those bidders who qualify in the Technical Bid.**

6. **Submission of Tender under two covers system:** Intending firms should submit their Technical Bid and Financial Bid in prescribed pro-forma at **Annex–I–A** and **Annex –I–B** respectively in separate sealed covers duly super scribed as “**Technical Bid for Photo copying of AHL**” and “**Financial Bid for Photo copying of AHL**”. It should be addressed to “**The Deputy Director, Directorate of Census Operations, West Bengal, Janganana Bhawan, IB – 199, Sector III, Salt Lake, Kolkata – 700 106**”. 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 in the Right Hand Side of Ground Floor Entrance of the office. 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 Bid for Photo copying Charges**” and “**Financial Bid for Photo copying Charges**” while OUTSIDE COVER should only bear address of the purchaser (DCO WB) without mentioning tender number & due date of opening and need not be sealed. **TELEGRAPHIC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.**

7. **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 @ 0.2% of residual job value per day. However, if the completion of Work is done within a grace period of one week from the scheduled date, DCO West Bengal 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 West Bengal also reserves the right to cancel part of the order and undertake risk purchase for this cancelled quantity depending on the need.

8. **Bid Security (EMD):** All the willing bidders are required to deposit an EMD of Rs. 1,00,000/- (Rupees One Lakh only) to be enclosed with Technical Bid.

- a) Bidders are required to deposit EMD (as specified in the table above) in the form of Account Payee Demand Draft/Pay Order/Banker’s Cheque/Bank Guarantee from any Nationalized/Scheduled Commercial Bank drawn in favour of “The Director of Census Operations, West Bengal” payable at “Kolkata” 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 Purchaser.
- 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 9**.
- 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 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.

9. 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/work order rounded up to next thousand rupees within 3 (Three) days from the date of receipt of work order, in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee from a Nationalized/Scheduled Commercial Bank drawn in favour of "The Director of Census Operations, West Bengal" payable at "Kolkata". On request of the Bidder, the Earnest Money Deposit will be adjusted against the Security Deposit payable by the bidder and bidder shall deposit the balance amount in the prescribed mode and within the specified time limit. If the Security Deposit is not paid within time specified, the Earnest Money Deposit of the bidder shall be forfeited. In such case, DCO W.B. 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-tending. The "Performance Security", shall be released by DCO W.B. 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 (D.C.O., W.B.). Further, if the Purchaser has to get the materials/work done from any other Bidder because of failure to provide material/ work done in full or part by the successful Bidder, the difference in payment may be made from such amount.

10. Payment: Payment can be released against actual photocopying and deliveries (completion of supply) of the Supplier to the satisfaction of this office. The Supplier should submit their pre-receipted Bills, in triplicate, along with the certificate(s) from SECC Cell of this Directorate to the effect that materials have been received in full and in good condition as per the approved specification of DCO West Bengal. **Separate Bills should be preferred for each of the Two Sets of Photocopies as payment will be made from two different head of accounts, one for SECC and one for Economic Census.**

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

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

13. Packing: The material should be properly packed in the strong boxes of approximate size of L-19, W-14, H -7.5 (in inch.) sequentially in C.D. Block wise for Rural areas and Town/City/Ward wise in Urban areas in conformity with the specification and supplied to the satisfaction of the concerned authority. The cost of packing (including the Box) is to be borne by the bidder.

14. 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.

15. Award Criteria: The Directorate of Census Operations, West Bengal 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 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 finalised, the L₁ bidder will be awarded the full quantity for photocopying. The L₂ / L₃ bidders would then be asked if they are willing to undertake the work at the negotiated L₁ rate. **If the response is positive then they may be awarded the work, if the L₁ bidder fails to complete the photocopying work in proportionate due time with quality of photocopying, paper and arrangement of space for Storage.** The proportionate amount of 'Performance Security' in respect of L₁ bidder will be forfeited in this case. The process of awarding of photocopying order will continue in this manner till the total required quantity in respect of the material for SECC and Sixth Economic Census is exhausted.

16. Right to Accept any Bid and Reject any or all Bids: The Directorate of Census Operations, West Bengal 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 obligations to inform the affected bidder or bidders on the grounds of such action. The number of pages to be photocopied / the number of copies to be made may be reduced by 20% **or** increased by 50% at the discretion of this Directorate, if the situation so demands.

17. Amendments to the Tender: Before the last date for the receipt of tender, Directorate of Census Operations, West Bengal may amend any of the tender conditions as may be desired for wherever Directorate of Census Operations, West Bengal that such an amendment is absolutely necessary. Directorate of Census Operations, West Bengal 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)).

18. 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. Also, **a pre-bidding discussion will be held in this office on 05.09.11 at 4 p.m.** In case of dispute or differences arising between Directorate of Census Operations, West Bengal and bidder on any matter pertaining to this tender, related work order and payment, the decision of Directorate of Census Operations, West Bengal shall be considered as final.

19. Enclosures of Technical Bid: Technical Bid should be submitted in the prescribed proforma (Annex – 1 –A) only along with the following enclosures:

- a) EMD (as specified paragraph 8) in the form of Account Payee Demand Draft/Pay Order from any Nationalised /Scheduled Commercial Bank drawn in favour of "The Director, Directorate of Census Operations, West Bengal, payable at "Kolkata".
- b) Copies of Audited Balance Sheets of the Firm for last three years (2008-09, 2009-10, 2010-11) (self certified).
- c) Copies of Income Tax Returns of the firm for (2008-09, 2009-10, 2010-11)(self certified).
- d) A copy of the latest Sales Tax/VAT clearance certificate duly self attested/stamped.
- e) Copies of the work orders for completion of similar work valuing more than Rupees two lakhs /completion certificates during last three years (2008-09, 2009-10, 2010-11) .
- f) Addresses of workshop(s), infrastructure and manpower profile of the Bidder/ Back-up agencies.

- g) Copy of the Registration Certificate of the Bidder/Firm (self certificate)
- h) Certificate duly signed by the tenderer that the tenderer is not currently blacklisted by any other Central Government / State Government Department/Public Sector/Undertakings.
- i) Sample of the paper, in conformity to the prescribed specification in the Tender Document (Annex-1-A) 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 documents/material may lead to rejection of the Bid.

20. 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 bid is being submitted. Rates inclusive of all charges like taxes and packing etc. should be indicated in both FIGURES & WORDS. **No conditional Financial Bid shall be entertained.**

21. SPECIAL NOTE:

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

Sd/-
(D. Ghosh)
Director

To,

- 1) Press Release (Abridged form) to ITJ (DGCIS), ABP and TOI, Kolkata
- 2) All Members of Tender/Purchase Committee & Dealing Hand
- 3) Office Notice Board (Abridged form) (Salt Lake, Behala, Badu)
- 4) ORGI website: www.censusindia.gov.in

PRESCRIBED PROFORMA FOR TECHNICAL BID

With reference to tender Notice No. No. CEN – 11048/SECC – 2011/ Part – I/1723 Dated: 19.08.2011, the undersigned furnishes below / encloses herewith following details/documents as part of ‘Technical Bid’ for consideration.

1. Name of the Manufacturer/Dealer/Bidder :
2. Confirmation regarding supply of materials as : (Yes/No)
per specification of the above-mentioned Tender
Notice
3. Number of Xerox Machines to be Installed :
4. Period of Validity of Offer Price (in days) :
5. Delivery Schedule :
6. Earnest Money Deposit. EMD Amount :
Date of Issue :
Name of the Bank :
7. Documents Enclosed: (Copies are to be self attested / stamped)
 - (a) Copy of Cash Receipt of Rs. 100/- from DCO West Bengal towards cost of the Tender (if Tender Form purchased) or A/c Payee Demand Draft of Rs. 100/- (if Tender Form downloaded from Web Site) drawn in any Nationalized/ Scheduled commercial Bank drawn in favour of “The Director, Directorate of Census Operations, West Bengal”, payable at “Kolkata”.
 - (b) EMD (as specified in the table at Paragraph-10) in the form of Account Payee Demand Draft/Pay Order/Banker’s Cheque/Bank Guarantee from any Nationalized/Scheduled Commercial Bank, drawn in favour of the “ Director, Directorate of Census Operations, West Bengal”, payable at “Kolkata”.
 - (c) Copies of the Registration Certificate of the Bidder/Firm.
 - (d) Copies of Audited Balance Sheets of the Firm for last three years.
 - (e) Copies of Income Tax Returns for last three years.
 - (f) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/ stamped.
 - (g) Copies of work order / completion certificate for supply of similar materials valuing more than Rupees Two lakhs in each of last 3 years.
 - (h) Addresses of the workshop(s) and manpower profile of the Bidder.
 - (i) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by any Central Government/State Government/Public Sector Undertakings.

Signature

Date :

Name, Address, Stamp and phone No. of the Bidder

PRESCRIBED PROFORMA FOR FINANCIAL BID

With reference to tender Notice No. CEN – 11048/SECC – 2011/ Part – I/1723 dated: 19.08.2011, our best rate per page (inclusive of all) both for single side and both sides photocopying are as given below:

Item for which Financial Bid being submitted	Per page Rate (<i>Both Side</i> Photocopying-inclusive of cost of paper, taxes /charges, packing and cost of Boxes) [<i>Rates to be given in both figures & Words</i>]	Per page Rate (<i>Single Side</i> Photocopying-inclusive of cost of paper, taxes /charges, packing and cost of Boxes) [<i>Rates to be given in both figures & Words</i>]
1. A ₄ size photo copy of AHL		

I/We agree to abide the terms and conditions as mentioned in the Tender Notice No. CEN – 11048/SECC – 2011/ Part – I/1723 dated: 19.08.2011, issued by the Government of India, Ministry of Home Affairs, Directorate of Census Operations, West Bengal, Jaganana Bhawan, IB – 199, Sector III, Salt Lake, Kolkata – 700 106. The Financial Bid is being submitted, is as per the specification given in the Tender Notice.

Signature

Date :

Name, Address Stamp and phone No. of the Bidder