



भारत सरकार
Government of India

गृह मंत्रालय
Ministry of Home Affairs

जनगणना कार्य निदेशक का कार्यालय, पश्चिम बंगाल
Office of the Director of Census Operations, West Bengal



20B, Abdul Hamid Street (10th floor), Kolkata – 700 069

20-बी, अब्दुल हामीद स्ट्रीट (10म तल), कोलकाता – 700 069

Phone : 2248-8532, Phone/Fax : 2230-1227 ■ e-mail : dco-wbl.rgi@censusindia.gov.in

Tender Notice No. D-15019/5/Estt./2010(KIT 2Ph)/3077 Date : 11.11.2010

Sealed Tender are invited in two bid system (Technical Bid & Financial Bid) from reputed manufactures/suppliers or their authorized dealers, **fulfilling the following minimum eligibility criteria and as per the terms & conditions given below, only in prescribed proforma at Annex-III-A & III-B for supply/ delivery of variety of KIT items at all the district Headquarters and Kolkata & Howrah Municipal Corporations of West Bengal state.** The estimated quantity of variety of KIT items are given below subject to variation of + /- 10% as per actual requirement of the Purchaser.

1. ELLIGIBILITY CRITERIA FOR BIDDERS: The Bidders intending to participate in the tender process should fulfill the following minimum eligibility criteria:

- Average Annual Turnover of the Bidder should be more than Rs.5.00 Lakh for the last three years (2007-08, 2008-09, 2009-10) from supply/sales of stationary. 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.
- The Bidder must have undertaken and successfully completed at least three such important projects (providing/supply of stationary/Kit items) during last three years (2007-08, 2008-09, 2009-10) each valuing minimum 1.00 Lakh, 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.
- The Bidder should be in a position to arrange the supply of required materials at the specified locations within 15 days of the supply order.

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

2. SCHEDULE OF OFFER: Sealed Tender are invited for supply/ delivery of variety of KIT items at all the district Headquarters and Kolkata & Howrah Municipal Corporation of West Bengal state as indicated in the attached schedule of Quantity at Annex –I and as per the prescribed specification of materials (Schedule of Specification of Materials) at Annex – II.

Note: Valuation of Bids will be done on the basis of estimated quantity of materials (Schedule of Quantity) contained in Annexure – I and Rated of the material quoted by successful Bidder. Also, if there is a discrepancy between the unit price (rate) and total amount that is obtained by multiplying the unit price and estimated quantity, the unit price or the total amount, whichever is beneficial to the Purchaser, shall be taken into consideration.

3. **AVAILABILITY OF TENDER DOCUMENT:** Tender Document can be obtained from the Office of the Director of Census Operations, West Bengal, 20B, Abdul Hamid Street, Kolkata – 700 069 on payment of Rs. 200/- (non-refundable) in A/c payee Demand Draft drawn in any Nationalized Bank in favour of “Director, Directorate of Census Operations, West Bengal payable at ‘Kolkata’. 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 200/- (non-refundable drawn in any Nationalised Bank in favour of ‘Director, Directorate of Census Operations, West Bengal, Payable at ‘Kolkata’, failing which the bid shall not be entertained.

4. **DUE DATE AND DATE OF OPENING OF BIDS:** Due date of submission of offer is on or before 3.00 P.M. on 02.12.2010 at the Office of the Director of Census Operations, West Bengal, 20B, Abdul Hamid Street, Kolkata – 700 069. Offers received after due date and time of submission shall not be considered. For bids received by post/courier the same must be received one day prior to this date i.e. latest by 01.12.2010 (5.00 PM).

The Technical Bids will be opened on 02.12.2010 at 4 P.M. The Financial Bids will be opened on 03.12.2010 at 4 P.M. only in respect of those Tenderers who qualify in Technical bid.

5. **OFFERS:** Intending firms should submit their Technical Bids and Financial Bids in prescribed Performa at Annexure – III-A and Annexure –III- B respectively in separate sealed covers duly super scribed as “Technical Bid for supply/ delivery of KIT items at all the district Headquarters and Kolkata & Howrah Municipal Corporations of West Bengal” and “Financial Bid for supply/ delivery of KIT items at all the district Headquarters and Kolkata & Howrah Municipal Corporations of West Bengal, as the case may be and put together in a bigger sealed cover. It should be addressed to the purchaser i.e. Directorate of Census Operations, West Bengal, 20B, Abdul Hamid Street, Kolkata – 700 069. If tenders are submitted by hand, then sealed envelope must indicate TENDER No. & DUE DATE OF OPENING and shall be deposited in TENDER BOX provided for the purpose. If the tenders are sent by post, then the tender must be sent latest by 01.12.2010 (5.00 PM.) in double covers. INSIDE COVER should have TENDER NO. & DUE DATE OF OPENING AND SEALED 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.

6. **RATES:** Rates should be indicated in both FIGURES & WORDS including charges like all taxes, transportation, loading-unloading, freight etc. the rates quoted must be firm till six months from the opening of the financial Bid. The rate for each item as per specifications may be mentioned separately.

7. **VALIDITY:** Prices quoted must remain firm and offer should remain open for acceptance for 60 days from the date of opening of Financial Bid.

8. **ERASING, OVER-WRITING AND CORRECTIONS:** Erasing, over-writing and corrections should be authenticated by the Tenderers signature. In case this has not been done, such offers are likely to be rejected. **All pages in Technical/ Financial Bid document & its enclosures are to be signed & stamped and then be serially page numbered by the 'Tenderer'.**

9. **DELIVERY/COMPLETION SCHEDULE:** Within 15 days from the date of issue of Purchase Order / Job Assignment.

10. **LATE DELIVERY:** In case supplies are made after expiry of the delivery schedule then this office reserves the right to recover liquidated damages @0.5% of residual job value per day. However if supplies are not affected within a periods of 10 days from the scheduled date, the purchase will be made as per the condition laid in Para – 11.

11. **RISK PURCHASE:** In case of failure to complete the work within the stipulate schedule, as per Paras - 9 & 10, this office reserves the right to undertake the 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, the office also reserves the right to cancel part of the order and undertake risk purchase for the cancelled quantity on the need.

12. **EARNEST MONEY DEPOSIT (EMD):**

EMD is to be enclosed with Technical Bid. Conditions regarding deposit of EMD are as given below.

- A. Bidders are required to deposit Rs. 1,72,000/- (Rupees one Lakh seventy two thousand) only (or proportionate amount fixed for individual items as mentioned in Annex-I, as the case may be) towards EMD in the form of Account Payee Demand Draft/Pay Order of any nationalized/ Scheduled Bank drawn in favour of "Director, Directorate of Census Operations, West Bengal, payable at 'Kolkata' along with Technical Bid. **Sample of the items to be supplied are to be submitted along with technical bids.**
- B. Any bid without Earnest Money will be rejected by the Purchaser as non responsive.
- C. Unsuccessful Bidder's Earnest Money will be discharged/ returned as promptly as possible as 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 13.
- E. No interest will be payable by the Purchaser on the amount of the Earnest Money.
- 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. **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 **three days** from the date of receipt of supply order, in the form of Account Payee Demand Draft/ Bank Guarantee from a Nationalised / Scheduled Commercial Bank in favour of "Director, Directorate of Census Operations, West Bengal",

payable at 'Kolkata'. On the request of the Bidder, the Earnest Money Deposit will be adjusted against the security Deposit payable by 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, the Director, DCO, WB, 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 Director, Directorate of Census Operations, West Bengal, 20B, Abdul Hamid Street, Kolkata – 700 069 after the period of 3 (three) months from the date of full and final 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 of services are not provided. Further, if the Purchaser has to get the services 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. Also, the amount retained towards "Performance Security" is subject to forfeiture if it is found at any point of time during warranty period that the materials used by the Supplier are not in conformity to the accepted specification by the Purchaser. Successful bidders will have to deposit additional 25 set of approved items for record of district offices immediately.

14. **PAYMENT:** Payment would be released against actual deliveries and completion of work by the Supplier/Bidder to the desired places on submission of bill in triplicate duly supported by Challan receipts as per satisfaction of the Purchaser.
15. **SALES TAX / VAT CLEARANCE CERTIFICATE:** A copy of latest sales tax/VAT clearance certificate duly self-attested should be submitted along with offer.
16. **BANK CHARGES:** Bank charges, if any, shall be borne by the successful tenderers.
17. **DELIVERY & INSTALLATION:** The material should be properly delivered in conformity with the specification and designated places (district hqrs.) properly supplied to the satisfaction of the concerned authority. The authority reserves the right to take the delivery of the materials in parts and determine the quantity of the material as per its requirement.
18. **LATE OFFER:** Any offer received after due date and time of opening will not be acceptable.
19. **ATTENDING TENDER OPENING:** The representative of the Tenderer who wishes to attend to the tender opening is allowed to do so subject to presenting authorization letter from the Tenderer.
20. **PROVEN SUPPLIER:** Please enclose copies of at least three work orders and Completion Certificates received by the tenderer from offices of Government of India / State Governments for supply of **Stationery/ Kit items** etc. valuing minimum Rs. 1.00 Lakh (approx) in each case during last 3 (three) years as proof of proven vendor.
21. **GUARANTEE / WARRANTY:** The materials should carry minimum Guarantee / Warranty for 3 months from the date of completion of supply. Those giving warranty coverage for additional period will be given preference.

22. **If any complaint from any Office/Ministry in Government of India or State Governments, regarding non-supply or supply of poor quality materials and non-replacement of the poor quality materials to the satisfaction of purchaser, comes to our knowledge, the offer will be rejected.**
23. **AWARD CRITERIA:** The purchaser shall award the job Contract to the successful Bidder/ Bidders whose bid has been determined to be responsive and has been determined as the lowest evaluated bid on the basis of quoted rates for the estimated quantity of individual item/ materials (ANNEX-I), provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Purchaser shall however not be bound to accept the lowest or any bid and reserves the right to accept any bid, wholly or in part. The Purchaser at its absolute and sole discretion reserves the right to award contract to one or more than one Bidders for the purpose as may be necessary or expedient. Also, the Purchaser reserves the right to enhance / reduce the supply quantity up to 25% of the estimated quantity.
24. **PURCHASER'S RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS:** The Purchaser reserves the right to accept any bid, and to annul the Tender Process and reject any or all bids without assigning the reasons thereof at any time prior to award to Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on the grounds for Purchaser's action.
25. **ARBITRATION:** Any dispute or difference arising between the DCO ,WB, 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 the Director, Census Operations, West Bengal or any person nominated by him. The decision of the Arbitrator shall be final and binding on the parties subject to the provision that the Arbitrator shall give reasoned award.

SPECIAL NOTE:

1. Any ambiguity in the offer may lead to disqualification.
2. Conditional offer shall be summarily rejected.

(D. Ghosh)
Director

REQUIREMENT OF MATERIALS (SCHEDULE OF QUANTITY)

Sl. No.	Description of materials	Estimated Quantity	Value of EMD to be deposited (in Rs.)
1	2	3	4
1.	Ball Pen (not Gel pen)	3,60,000	52,000
2.	Pencil -HB	3,60,000	22,000
3.	Eraser	3,60,000	22,000
4.	Sharpener	1,96,000	12,000
5.	Ink Pad	1,70,000	38,000
6.	Crayon Stick	1,70,000	23,000
7.	Plastic coated Jems Clip (in Box/ Packet)	16,000	3,000

Total Rs. 1,72,000/-

SCHEDULE OF SPECIFICATION OF MATERIALS

Sl. No.	Name of the Items	Preferred Brand and specifications	Maximum Rate per piece/ packet (in Rs.)
1	2	3	4
1.	Ball Pen (not Gel pen)	Reynolds/Cello/Link Brands with 0.50 mm tip and Black colour ink	7.00
2.	Pencil	Natraj/ Apsara / Kohinoor Brands of HB- lead pencil	3.00
3.	Eraser	Apsara/Natraj Marline brands Plain- Non dust	3.00
4.	Sharpener	Apsara/ Natraj Brands with proper grip and sharp edge	3.00
5.	Ink Pad (Stamp Pad)	Lion/ Faber-Castle, Orient/Tiger/Gripex Brands of small size ink-pad	11.00
6.	Crayon Stick (packet)	Faber Castle/ Kores/ Camel Brands contain Box/Packet of 4 to 6 crayon sticks of Red & black colour each having 10mm dia. x 100mm length.	6.50 per packet
7.	Plastic coated Jems Clip (<i>in box/packet</i>)	Spectrum or equivalent brand in Box/ packet each contain 50 Plastic coated Jems clip (20 gm.) Approx.	8.00 per packet

PRESCRIBED PROFORMA FOR TECHNICAL BID

With reference to Tender Notice No. D-15019/5/Estt./2010(KIT 2Ph)/3077 dated : 11.11.2010 the undersigned furnishes below / encloses herewith following details / documents as part of 'Technical Bid' for consideration.

1. Name of the Manufacturer/Dealer/Supplier _____
2. Confirmation regarding supply & fixing of materials as per prescribed Specification of materials (Annexure – II) -----Yes/No
3. PERIOD OF VALIDITY OF OFFER PRICE (in days):
4. Period of Guarantee/warranty offered for the material: -----Yes/No
5. DELIVERY SCHEDULE: 15 days
6. EARNEST MONEY DEPOSIT: Pay Order/Draft Number:
Date of Issue:.....
Name of the Bank:.....
7. DOCUMENTS ENCLOSED: (Copies are to self attested / stamped)
 - a. Receipt of Rs. 200/- from Directorate of Census Operations, West Bengal, 20B, Abdul Hamid Street, Kolkata – 700 069 towards cost of the tender (if Tender Form purchased) or A/c payee Demand of Rs.200/- (if Tender Form down loaded from website), drawn in any Nationalized / Scheduled Bank in favour of "Director, Directorate of Census Operations, West Bengal", payable at "Kolkata".
 - b. EMD of Rs 168,980 (Rupees One lakh sixty eight thousand nine hundred ninety) only (or proportionate amount as the case may be) in the form of A/c payee Demand Draft/Pay Order of any Nationalized /Scheduled Bank drawn in favour of "Director, Directorate of Census Operations, West Bengal", payable at "Kolkata ".
 - c. Copies of Audited Balance Sheets of the firm for last three years (2007-08, 2008-09, 2009-10).
 - d. Copies of Income Tax returns for 2007-08, 2008-09, 2009-10.
 - e. Copies of latest sales tax / VAT clearance c certificates duly self attested / stamped.
 - f. Copies of least three work orders (providing & fixing of steel furniture) valuing minimum 1.00 lakh (Approx) / completion certificates during last 3 years (2007-08,2008-09,2009-10).
 - g. List of addresses of authorized Dealer/Branch, from where the items will be procured/ supplied.
 - h. Self Certificate duly signed by the tenderer that the tenderer is not currently black listed either by ORGI / DCOs or any other Central Government / State Government Department / Public Sector Undertaking.

Signature
Name.....
Name of the Manufacturer/supplier.....
Stamp.....

PRESCRIBED PROFORMA FOR FINANCIAL BID.

With reference to Tender Notice No. D-15019/5/Estt./2010(KIT 2Ph)/3077

Dated : 11.11.2010

1. Name of the Manufacturer/Dealer :

2. Item – wise details as per requirement mentioned at Annexure – I.

Sl. No.	Description of Material	Estimated Quantity	Brand/ Specification	Rate per unit inclusive of all (i.e. including VAT, other taxes, transportation etc.) (in Rs.)	Total amount (in Rs.) (both figure and words)
1	2	3	4	5	6
1.	Ball Pen (not Gel pen)	3,60,000			
2.	Pencil -HB	3,60,000			
3.	Eraser	3,60,000			
4.	Sharpener	1,96,000			
5.	Ink Pad	1,70,000			
6.	Crayon Stick	1,70,000			
7.	Plastic coated Jems Clip (in Box/ Packet)	16,000			

I agree to the terms and conditions as mentioned in the Tender Notice no. D-15019/5/Estt./2010(KIT 2Ph)/3077 Dated : 11.11.2010 issued by the Director, Office of the Director of Census Operations, West Bengal, 20B, Abdul Hamid Street, Kolkata – 700 069, Ministry of Home Affairs, Govt. of India.

Signature

Name.....

Name of the Manufacturer/Supplier.....

Stamp.....