



DIRECTORATE OF CENSUS OPERATIONS, RAJASTHAN

6-B, Jhalana Doongri, Jaipur

No :-3757/F. F.19/Cen/Store/2011-12

Dated : 28-07-2011

Tender Notice

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) from reputed suppliers / photocopier to photocopy **(a).A3 size EB Maps,(b) A3 size Charge Register and (c) A4 size Abridge House list and direct print of lay out maps/notional maps duly scanned in soft copy by printer in A-3 size** related to census 2011, which is confidential. Interested vendors should send their bids by 03.00 p.m. on 16-08-2011 to the “ **Joint Director, Directorate of Census Operations, Rajasthan, 6-B, Jhalana Doongri, Jaipur 302004**”. Complete details can be obtained from **Directorate of Census Operations, Rajasthan, 6-B, Jhalana Doongri, Jaipur**”. The tender document can also be downloaded from www.censusindia.gov.in and www.rajcensus.gov.in (tender).

(R.R. Meena)

Joint Director

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6-B, Jhalana Doongri, Jaipur - 302004

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Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Directorate of Census Operations, Rajasthan, 6-B, Jhalana Doongri, Jaipur 302004

Details of the work –

SI No	Photo Copy documents / Print document	Estimated Quantity (no of copies)
1	A3 size EB Maps/ Notional maps Or	4,20,000
	Direct print of lay out maps/notional maps duly scanned in soft copy by printer in A-3 Size.	4,20,000
2	A3 size Charge Register	104,290
3	A4 size Abridge House list.	68,00000

Conditions

1. These documents are confidential, hence the photocopy work to be done under the supervision of authorized official from Directorate of Census Operation, Rajasthan.
2. The Photocopier machine (preferable new machine) should be installed at office up to completion work.
3. The Photocopier machine should provide along with operators and other manpower.
4. The photocopier charges to be reimbursed based on actual photocopy (excluding wastage and bad photocopy).
5. The bidder should bring printer along with Operator and other manpower in the office for taking direct prints of scanned soft copy for lay out maps/notional maps.
6. The printing charges for lay out maps/notional maps will be reimbursed based on actual number of prints (excluding wastage and bad prints)
7. The 75 gsm paper to be used for photo copy and taking print of lay out maps and notional maps.
8. The Bidder should be in a position to complete the work within 30 days of the work order or as per the demand.
9. Charge registers need to be bind after completion of photocopy work and AHL needs to be staple again in original position.
10. After photo copy of Abridge House list, two sets to be prepared Enumeration Block wise with the help of stapler.
11. After photo copy of Charge register, two sets to be prepared with the help of tag.
12. The rates to be given separately for A3 size and A4 size photocopier
 - i) With 75 GSM paper along with sample
 - ii) Without paper (Photocopying job).

13. 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.
14. Estimated quantity given in details of work which can be reduced or increased without assigning any reason.
15. The Bidder must have successfully worked orders, during last three years (2008-09, 2009-10 and 2010-11), each valuing more than Rupees five lakh, 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 work completion certificates should be submitted along with the Technical Bid

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

16 Availability of Tender document:- Tender form can be obtained from Directorate of Census Operations Rajasthan, 6B_Jhalana Dungri , Jaipur - 302004. on payment of Rs.500/- (non refundable) in Account Payee Demand Draft drawn in any Nationalized bank in favour of “Assistant Director, Directorate of Census Operations Rajasthan” payable at Jaipur. The same can also be downloaded from the Census Website www.censusindia.gov.in and www.rajcensus.gov.in (Tender). However, in this case the bidder is requires to enclose an Account Pay Demand Draft of Rs.500/- (non refundable) drawn in any Nationalized Bank in favour of Assistant Director, Directorate of Census Operations Rajasthan payable at Jaipur failing which the bids can not be entertained.

Due Date: Due date for submission of offer is on or before **3.00 P.M. on 16.08.2011** at **Directorate of Census Operations, Rajasthan, 6-B, Jhalana Doongri, Jaipur 302004.** Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened first on 16.08.2011 at 4.00 P.M. The Financial Bids will be opened on 17.08.2011 at 11.00 A.M. only in respect of those bidders who qualify in the Technical bid.**

17 Late delivery and risk job- It must be appreciated that the work is time bound for Cast Census with no scope for delay in job. In case job is made after expiry of the period ,i.e. 30 days then this Office reserve the right to recover liquidated damages @ 0.5% of residual job value per week however, if the job is not made within a grace period of one week from the scheduled date, DCO, Rajasthan reserve the right to undertake risk job at the cost of defaulter. Any additional expenditure so incurred in undertaking risk job shall be recovered from the defaulter. In this context, DCO, Rajasthan also reserve the right to cancel part of the order and undertake risk job for this cancel job depending upon the need.

18 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 Photo copier Charges ” and “Financial Bid for Photo copier Charges” It should be addressed to “**Joint Director, Directorate of Census Operations, Rajasthan**”. 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 _____” while OUTSIDE COVER should only bear address of this Office without mentioning tender number & due date of opening and need not be sealed. **TELEGRAPHIC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.**

19. EARNEST MONEY DEPOSIT (EMD): Rs. 1,00,000/- (Rupees One Lakh 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 Nationalized/ Scheduled Bank drawn in favour of “ **Assistant Director, Directorate of Census Operations, Rajasthan** ” payable at “**Jaipur**” along with Technical Bid;
- (b) Any bid without EMD will be rejected by this Office 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 conditions laid in para 20.
- (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.**

The Service provider should submit their pre-receipted bills, in triplicate, along with the certificate(s) from the consignee that work has done in full, as per the approved specification of the DCO, Rajasthan.

20. 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 job order rounded up to next thousand within seven days from the date of receipt of order in the form of Account Payee Demand Draft/Pay order/Bankers Cheque/Bank Guarantee from a

Nationalized/Scheduled Commercial Bank in favour of '**Assistant Director, Directorate of Census Operations, Rajasthan**, payable at '**Jaipur**'. On request of the Bidder, the Earnest money Deposit (EMD) will be adjusted against the Security Deposit payable by the bidder and bidder shall deposit the balance amount in the prescribed mode and 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 DCO, Rajasthan 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, Rajasthan after successful completion of assigned job work and to the satisfaction of DCO, Rajasthan.** No interest will be payable for "Performance Security". In the event of non-providing the services, the Performance Security shall be forfeited. Further, if DCO, Rajasthan has to get the job order 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.

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

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

23 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.

24. Award Criteria: The DCO, Rajasthan, shall rank arrive at lowest bidder for each item based on lowest rate quoted (inclusive all) for the item. The lowest rate quoted (inclusive of all) for the item will be taken as L₁ rate. If this Office 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, Rajasthan in this regard shall be final.

25. Right to Accept any Bid and Reject any or all Bids: The Joint Director, Directorate of Census Operations, Rajasthan, 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.

26. Amendments to the Tender: Before the last date for the receipt of tender, DCO, Rajasthan may amend any of the tender conditions as may be desired or wherever DCO, Rajasthan feels that such an amendment is absolutely necessary. DCO, Rajasthan 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.rajcensus.gov.in (Tender).

27. 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, Rajasthan and bidder to any matter pertaining this tender, related work order and payment the decision of DCO, Rajasthan shall be final.

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

Cash receipt of Rs.500/- from Directorate of Census Operations, Rajasthan towards cost of the tender: (If tender form purchased) or Account payee demand draft of Rs. 500/-. (If the tender form is downloaded from the Web site **www.censusindia.gov.in** and **www.rajcensus.gov.in** (Tender)), drawn in any Nationalized Bank, in favour of '**Assistant Director, Directorate of Census Operations, Rajasthan**, payable at '**Jaipur**'.

- (a) EMD (as specified at Paragraph-10) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalized/Scheduled Bank drawn in favour of "**Assistant Director, Directorate of Census Operations, Rajasthan** payable at **Jaipur**".
- (b) Copies of Audited Balance Sheets of the firm for last three years (2008-09, 2009-10, 2010-11);
- (c) Copies of Income Tax Returns for 2008-09, 2009-10, 2010-11;
- (d) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
- (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) Addresses of workshop(s) and manpower profile of the Bidder;
- (g) Copy of the Registration Certificate of the Bidder/Firm;
- (h) 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;
- (i) **Sample of the paper**, in conformity to the prescribed specification in the Tender Document (**Annex. I-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 document/material may lead to rejection of the Bid.

29. 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.**

30. SPECIAL NOTE:

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

(M.S. Bhati)

Dy. Director

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ANNEX. I-B

PRESCRIBED PRO-FORMA FOR FINANCIAL BID.

With reference to **Tender Notice No. tender Notice No. D 3757/F.19/Cen/Store/2011-12 Dated: 228-07-2011**, the per page rate (inclusive of taxes,) and total cost for our Bid quantity are as given below:

Item for which Financial Bid being submitted	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 photo copy (with paper)		
a. For single side		
b. For both side (Front &Back)		
2.A4 size photo copy (with paper)		
c. For single side		
d. For both side (Front &Back)		
3.A3 size photo copy (without paper)		
e. For single side		
f. For both side (Front &Back)		
4.A4 size photo copy (without paper)		
g. For single side		
h. For both side (Front &Back)		
5. Direct print of lay out maps/ notional maps from duly scanned soft copy by printer- A3 size		
i. Single side with paper		
j. Single side without paper		

I agree to the terms and conditions as mentioned in the Tender Notice **No. tender Notice No. D 3757/F.19/Cen/Store/2011-12 Dated: 28-07-2011**, issued by the Government of India, Ministry of Home Affairs, Directorate of Census Operations, Rajasthan, 6-B, Jhalana Doongri, Jaipur 302004 . The Financial Bid is being submitted, is as per the specification specified in the Tender Notice

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