



Government of India
Ministry of Home Affairs
Office of the Registrar General, India
2/A, Man Singh Road, New Delhi – 110 011

Tender Notice No.15014/1/2010-GS dated: 21.01.2010

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Office of the Registrar General India & Census Commissioner (ORGI), 2-A, Man Singh Road, New Delhi 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 and preparation of National Population Register (NPR):-

- (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 Registrar General, India & Census Commissioner is responsible for the conduct of decennial Population Census in the country. The Census of India 2011 (15th in the unbroken series since 1872 and 7th 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. It will be conducted in two phases, i.e. (i) Houselisting & Housing Census along with preparation of National Population Register (NPR) in the 1st phase during April-September, 2010, and (ii) Population Enumeration during February, 2011. A large number of Enumerators and Supervisors (about 24-25 lakh) would collect data on A-3 size (42 cms x 29.7 cms) ICR Scannable Schedules throughout the Country in each phase of Census Operations. All Enumerators and Supervisors to be engaged for data collection in the field for both the phases of Census Operations would be supplied with Plastic Folders, Clip Writing Boards and Water Proof Canvass Bags for safe use/custody of schedules in the field.

3. **The present tender intends to obtain best possible rates from reputed suppliers for supply of Plastic Folders, Clip Writing Boards and Water Proof Carry Bags required for both the Phases of Census Operations in two broad time schedules, i.e. (i) supply of total requirement for 1st phase (Houselisting & Housing Census along with preparation of NPR) during February-April, 2010, and (ii) supply of total requirement for 2nd phase (Population Enumeration) during July-September, 2010.**

4. **Volume and Specification of Requirement:** Items required for 1st Phase (Houselisting & Housing Census and NPR) & 2nd Phase (Population Enumeration) of Census Operations, estimated quantity of each item, and its destination of supply are indicated in the table given below:

Item	Estimated Quantity for 1 st phase to be supplied during Feb-April, 2010	Estimated Quantity for 2 nd phase to be supplied during July-September, 2010	Destination of Supply for each phase
1. Plastic Folder	67.0 lakh	46.0 lakh	Supplies to be made to various Directorates of Census Operations (State offices of ORGI) in all State/UT capitals as per Annex. I
2. Clip Writing Board	25.0 lakh	25.0 lakh	-do-
3. Water Proof Carry Bag	25.0 lakh	25.0 lakh	-do-

Size and Technical specification of each of these items are given at **Annex. 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 for each of the phases is required to be supplied/delivered within **20 - 60 days (during February-April, 2010 for 1st Phase and July-September, 2010 for 2nd Phase)** from the date of issue of Supply Order/Job Assignment. Since the volume of required materials for 1st/2nd phase is very large and time available is limited, bid for the minimum and maximum quantity of each item for which a bidder can quote have been fixed as given below:

- (i) **Plastic Folder:** Minimum bid of 10.0 lakhs or more in multiple of lakh only subject to a maximum bid of 20.0 lakhs in each phase;
- (ii) **Clip Writing Board:** Minimum bid of 4.0 lakhs or more in multiple of lakh only subject to a maximum bid of 10.0 lakhs in each phase;
- (iii) **Water Proof Carry Bag:** Minimum bid of 4.0 lakhs or more in multiple of lakh only subject to a maximum bid of 10.0 lakhs in each phase.

ORG I, however, reserves the right to place the supply order in favour of successful bidder(s) by either reducing or enhancing their bid quantity up to 20% keeping in view total requirement of allotted States/UTs. Moreover, since the materials are to be supplied to various State offices of ORGI (Directorates of Census Operations) in respective State/UT capitals, priority of supply shall be decided by the Purchaser (ORG I) and the successful Bidder is to execute the same accordingly.

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.3.00 Crore for the last three years (2006-07, 2007-08, 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, 2008-09 as support paper should be submitted along with the Technical Bid;
- (b) The Bidder must have successfully supplied some important orders of similar materials during last three years (2006-07, 2007-08, and 2008-09), each valuing more than Rupees ten 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 work completion certificates should be submitted along with the Technical Bid;
- (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 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 allotted State/UT offices within 20 - 60 days of the supply order, as per the State/UT-wise delivery schedule fixed by the Purchaser (ORGI).

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 Registrar General, India, 2-A, Man Singh Road, New Delhi on payment of Rs.500/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalised Bank in favour of “**The Pay & Accounts Officer (Census)**” payable at “**New Delhi**”. 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.500/- (non-refundable) drawn in any Nationalised Bank in favour of ‘**Pay & Accounts Officer (Census)**’ payable at ‘**New Delhi**’ failing which the bid shall not be entertained.

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

8. **Due Date:** Due date for submission of offer is on or before **3.00 P.M. on 11.02.2010** at **Office of the Registrar General, India, 2-A, Man Singh Road, New Delhi-110011**. Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened first on 11.02.2010 at 3.30 P.M. The Financial Bids will be opened on 16.02.2010 at 4.00 P.M. only in respect of those tenderers who qualify in the Technical bid. The list of successful bidders who have qualified in Technical Bid would be put on the web-site www.censusindia.gov.in (Tender) latest by 15.02.2010.**

9. **Submission of tender under two covers system:** Intending firms should submit their Technical Bid and Financial Bid in prescribed proforma at **Annex-III-A** and **Annex-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 “**The Under Secretary (HQ), Office of the Registrar General, India, 2-A, Man Singh Road, New Delhi-110011**”. 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 _____” 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.**

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 @ 0.5% of residual job value per week. However, if the supplies are not affected within a grace period of two weeks from the scheduled date, ORGI 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, ORGI 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: -

Item	Minimum/Maximum Bid Quantity Prescribed	Value of EMD to be deposited
1. Plastic Folder	Minimum bid of 10 lakh or more in multiple of lakh only subject to a maximum bid of 20 lakh.	Minimum EMD of Rs.4.00 lakh for Bid quantity of 10.0 lakh and Rs.40,000/- more for each additional bid quantity of 1.0 lakh subject to a maximum of Rs.8.00 lakh for the maximum bid quantity of 20.0 lakh.
2. Clip	Minimum bid of 4.0 lakh or	Minimum EMD of Rs.1.50 lakh for Bid quantity of

Writing Board	more in multiple of lakh only subject to a maximum bid of 10.0 lakh.	4.0 lakh and Rs.25,000/- more for each additional bid quantity of 1.0 lakh subject to a maximum of Rs.3.00 lakh for the maximum bid quantity of 10.0 lakh.
3. Water Proof Carry Bag	Minimum bid of 4.0 lakh or more in multiple of lakh only subject to a maximum bid of 10.0 lakh.	Minimum EMD of Rs.4.00 lakh for Bid quantity of 4.0 lakh and Rs.1.00 lakh more for each additional bid quantity of 1.0 lakh subject to a maximum of Rs.10.00 lakh for the maximum bid quantity of 10.0 lakh.

Other conditions for EMD are as given below:

- (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 Nationalised/Scheduled Bank drawn in favour of "**Pay & Accounts Officer (Census)**" payable at "**New Delhi**" 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/Bank Guarantee from a Nationalised/Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Census)" payable at New Delhi. 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 ORGI 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 ORGI after the successful completion of delivery in respect of the 2nd phase requirement at different allotted destinations and to the satisfaction of the purchaser (ORGI).** 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 (ORGI).

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 the Purchaser. The Supplier should submit their pre-receipted Bills, in triplicate, along with the certificate(s) from the consignee (Directorate of Census Operations of the allotted States/UTs) that materials have been received in full and in good condition as per the approved specification of the ORGI.

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 (Directorate of Census Operations) in conformity with the specification and supplied to the satisfaction of the concerned authority.

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 (ORGI) 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 finalized, the L₁ bidder will be awarded the full quantity for which he has bid. The L₂ bidder would then be asked to match the negotiated L₁ rate. In case L₂ matches the negotiated rate of L₁ he would be awarded the full quantity he has bid for subject to his capacity. If L₂ does not match the L₁ negotiated rate, the L₃ bidder would be asked to match the L₁ negotiated rate. In case L₃ bidder matches the negotiated L₁ rate, he would be awarded the full quantity as per his bid or equal to the balance of the volume of work left (if balance of work left is less than the quoted quantity). The process of awarding of supply order will continue in this manner till the total required quantity in respect of the item for phase-1 is exhausted. The said procedure shall be followed for supply of other items as well for the 1st Phase. The quantity of the required material(s) to be supplied by each approved Suppliers for the 2nd Phase (Population Enumeration) shall be decided by the ORGI in due course keeping in view their proportion of bid quantity to total estimated quantity for 1st Phase, promptness in supplying the allotted quantities in respect of 1st Phase at different destinations, quality of materials supplied etc. The decision of the purchaser (ORGI) in this regard shall be final.

19. Purchaser's Right to Accept any Bid and Reject any or all Bids: The Purchaser (ORGI) 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 for the Purchaser's action.

20. **Amendments to the Tender:** Before the last date for the receipt of tender, ORGI may amend any of the tender conditions as may be desired or wherever ORGI feels that such an amendment is absolutely necessary. ORGI 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).

21. **ARBITRATION:** The dispute or difference arising between the ORGI 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 Registrar General, India & Census Commissioner or any person nominated by 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 (**Annex. III-A**) only along with the following enclosures:

- (a) Cash Receipt of Rs. 500/- from ORGI 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 'Pay & Accounts Officer (Census)' payable at 'New Delhi';
- (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 Nationalised/Scheduled Bank drawn in favour of "**Pay & Accounts Officer (Census)**" payable at "**New Delhi**";
- (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 10 lakhs/completion certificates during last 3 years (2006-07, 2007-08, 2008-09);
- (g) Addresses of workshop(s) and manpower profile of the Bidder;
- (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 ORGI 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 (**Annex. 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 **Annex. 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 2nd Phase of Census (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.

(Purnendu Kant)
Under Secretary (HQ)
Office of the Registrar General, India,
2-A, Man Singh Road,
New Delhi-110011.

State/UT wise Estimated requirement of Materials (Schedule of Quantity)

Name of the State / Uts	Estimated quantity of Plastic Folder		Estimated quantity of Clip Writing Board		Estimated quantity of Water Proof Carry Bags	
	1 st Phase	2 nd Phase	1 st Phase	2 nd Phase	1 st Phase	2 nd Phase
Jammu & Kashmir	79088	54113	29138	29138	29138	29138
Himachal Pradesh	45850	31371	16892	16892	16892	16892
Punjab	149445	102252	55059	55059	55059	55059
Chandigarh UT	7765	5313	2861	2861	2861	2861
Uttrakhand	53685	36732	19779	19779	19779	19779
Haryana	137360	93983	50606	50606	50606	50606
Delhi	99623	68163	36703	36703	36703	36703
Rajasthan	366247	250590	134933	134933	134933	134933
Uttar Pradesh	1115633	763328	411023	411023	411023	411023
Bihar	544556	372591	200626	200626	200626	200626
Sikkim	4129	2825	1521	1521	1521	1521
Arunachal Pradesh	8379	5733	3087	3087	3087	3087
Nagaland	15181	10387	5593	5593	5593	5593
Manipur	16527	11308	6089	6089	6089	6089
Mizoram	6777	4637	2497	2497	2497	2497
Tripura	24402	16696	8990	8990	8990	8990
Meghalaya	17686	12101	6516	6516	6516	6516
Assam	206315	141163	76011	76011	76011	76011
West Bengal	491704	336429	181154	181154	181154	181154
Jharkhand	180620	123582	66544	66544	66544	66544
Orissa	233390	159688	85986	85986	85986	85986
Chhatisgarh	138994	95101	51208	51208	51208	51208
Madhya Pradesh	412107	281968	151829	151829	151829	151829
Gujarat	318678	218043	117408	117408	117408	117408
Daman & Diu	1457	997	537	537	537	537
Dadra & Nagar Haveli	1910	1307	704	704	704	704
Maharashtra	623887	426870	229853	229853	229853	229853
Andhra Pradesh	467767	320051	172335	172335	172335	172335
Karnataka	320831	219516	118201	118201	118201	118201
Goa	9541	6528	3515	3515	3515	3515
Lakshadweep	516	353	190	190	190	190
Kerala	186621	127688	68755	68755	68755	68755
Tamil Nadu	364160	249162	134164	134164	134164	134164
Pondicherry	7511	5139	2767	2767	2767	2767
A & N Island	3331	2279	1227	1227	1227	1227
Total	6661673	4557987	2454301	2454301	2454301	2454301

NB: (i) Required materials for various States / UTs are to be delivered by the Supplier(s) at the Directorates of Census Operations located in respective State / UT capitals;
(ii) Requirement of Daman & Diu and Dadra & Nagar Haveli are to be delivered at the Directorates of Census Operations, Gujarat located in Gandhi Nagar.

SCHEDULE OF SPECIFICATION OF MATERIALS

Sl. No.	Name of the Items	Detailed Specification
1	Plastic Folder	<p>Extra soft PVC folder of 150 micron thickness with the following finished measurement / specification:</p> <p>(a) Upper sheet (Transparent) – 355 mm height x 480 mm width (b) Lower sheet (Opaque) – 365 mm height x 480 mm width (c) Flap sheet (Opaque) – 110 mm height x 480 mm width</p> <p>The lower sheet & 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 (20 mm x 25 mm) for sticking utility on the Flap. Both transparent sheet and opaque sheet would be 5 mm width heat stitched on three sides (355 mm side x2 & 480 mm bottom inner side). The flap will be prepared with a Census 2011 logo (70 mm diameter) in specified single color.</p>
2	Clip Writing Board	<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 Thickness: 3.0 mm</p> <p>(b) Clip: The clip would be metal wire clip with Nickel 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 (440 mm) 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>
3	Water Proof Carry Bag	<p>Water proof Matty bags (6x3 matty quality) of approved colour with following finished specification/dimension: -</p> <p>Finished Size – 375 mm height x 500 mm width</p> <p>Handle – There will be two handles made of 30 mm wide high density strip (PP quality) and each handle of 800 mm length, with its two ends stitched (60 mm long stitching) properly with 40 mm x 70 mm patch of leather/Rexene (for durability) in the inner side on the bag at 70 mm distance from the top (Zip level).</p> <p>Chain / Zip – High quality Zip of size 500 mm (8 no. Zip) stitched with the bag with two pcs of 8 no. good quality Kunda (Runner)</p> <p>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 PERFORMA FOR TECHNICAL BID.

With Reference to Tender Notice **No.15014/1/2010-GS** Dated 21.01.2010, the undersigned furnishes below / encloses herewith following details / documents as part of 'Technical Bid' for consideration.

1. **Name of the Manufacturer/Dealer** -----
2. **Confirmation regarding supply of materials as per prescribed Specification of materials (Annex. II)** -----Yes / No
3. **Period of Validity of Offer Price** (in days):
4. **Delivery Schedule:** (i) 1st Phase: _____ (ii) 2nd Phase: _____
5. **Earnest Money Deposit:** EMD Details:
Date of Issue:
Name of the Bank:
6. **Documents Enclosed:** (Copies are to be self attested / stamped)
 - (a) Cash Receipt of Rs. 500/- from ORGI 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 'Pay & Accounts Officer (Census)' payable at 'New Delhi';
 - (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 Nationalised/Scheduled Bank drawn in favour of "**Pay & Accounts Officer (Census)**" payable at "**New Delhi**";
 - (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 10 lakhs/completion certificates during last 3 years (2006-07, 2007-08, 2008-09);
 - (g) Addresses of workshop(s) and man power profile of the Bidder;
 - (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 ORGI 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 (**Annex. II**), for which the bid is being submitted.

Signature.....

Name.....

Name of the Manufacturer/Supplier.....

Stamp.....

PRESCRIBED PERFORMA FOR FINANCIAL BID.

With Reference to Tender Notice **No.15014/1/2010-GS** Dated 21.01.2010, the per unit rate (inclusive of taxes, transportation etc.) and total cost for our Bid quantity are as given below:

Item for which Financial Bid being submitted	Bid Quantity	Per Unit Rate (all inclusive) (In both figures & Words)	Total Cost for the Bid Quantity (In both figures & Words)

I agree to the terms and conditions as mentioned in the Tender Notice **No.15014/1/2010-GS** Dated 21.01.2010 issued by the Government of India, Office of the Registrar General, India, 2-A, Mansingh Road, New Delhi-110011. The Item, for which the Financial Bid is being submitted, is as per the specification specified in the Tender Notice (**Annex. II**).

Signature.....

Name.....

Name of the Manufacturer / Supplier.....

Stamp.....