



**Government of India**  
**Ministry of Home Affairs**  
**Directorate of Census Operations, Gujarat,**  
**Census Bhavan, Sector-10 A, Gandhinagar – 382 010**



**Tender Notice No.CEN-2011/11013/8/2010-DCO(Guj) dated: 25-11-2010**

જાહેરાત Tenders are invited by the Directorate of Census Operations, Gujarat, Census Bhavan, Sector-10 A, Gandhinagar-382 010 from reputed manufacturers/firms or authorized distributors/suppliers for the supply of I-card along with plastic cover and lanyard (with printing of "Census of India-2011" to be used for Enumerators, Supervisors, and MTs during **2nd phase (Population Enumeration) of Census of India - 2011.**

**1. Specification and Requirement:** The requirement of I-card for the 2<sup>nd</sup> phase of Census-2011 would be 146600 nos. approximately. The Size, specification, etc of the Identity Card, Plastic pouch and Lanyard would be as follows:

a) Size of the I-Card	10.0 cm x 7.5 cm (of 300 gsm)
b) Size of the Plastic Pouch	10.5 cm x 8.0 cm (of 0.25 mm thick)
c) Lanyard	<b>Red Colour</b> Flat Lanyard of 85 cm with printing of "Census of India-2011"
d) Colour of I-card	The card may be of Three colours with bilingual (English and Gujarati language) printing of both sides. Yellow card for Enumerators-123100 nos, light green colour for supervisors-20600 nos and light blue colour for Master trainers-2900 nos

Colours and Matters to be printed on the I-card has been given in the Annexure-II

**Items supplied should match the specification mentioned above and Annexure-II Otherwise, the supply order will be cancelled and performance security will be forfeited.**

**2. Delivery:** Census taking is a National Programme and shall be conducted within rigid time schedule throughout the Country. The total quantity of I-card is required to be supplied/ delivered within 15 days (in December, 2010) from the date of issue of Supply Order/Job Assignment.

**3. Eligibility Criteria for Bidders:** 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 Bid. **The Bidder should not have been blacklisted by any Central Government/State Government Offices and any other public Sector Undertakings.**

**4. Availability of Tender Documents:** Tender Document can be obtained from the Directorate of Census Operations, Gujarat, Census Bhavan, Sector-10 A, Gandhinagar-382 010 on payment of ` 100/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalised Bank in favour of "Statistical Investigator Gr. I" payable at "Ahmedabad". 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 ` 100/- (non-refundable) drawn in any Nationalised Bank in favour of "Statistical Investigator Gr. I" payable at "Ahmedabad" failing which the bid shall not be entertained.

**5. Due Date and Award Criteria:** Due date for submission of offer is on or before 3.00 PM of **10.12.2010**, which will be opened at **Directorate of Census Operations, Gujarat, Census Bhavan, Sector-10 A, Gandhinagar-382 010** on the same day at 4.00 PM in presence of the tenderer, if present any.. The selection of lowest evaluated firm would be finalized on the basis of lowest offered rates.

**6. Submission of tender:** Intending firms should submit their Bid in prescribed proforma at **Annex-I** in separate sealed covers duly superscribed as "Bid for I-card". It should be addressed to "The Dy.

**Director, Directorate of Census Operations, Gujarat, Census Bhavan, Sector- 10 A, Gandhinagar-382 010**". 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 cover 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.

7. **Late Delivery & Risk Purchase:** In case supplies are made after expiry of the delivery schedule then this Directorate 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, the Directorate 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, the Directorate also reserves the right to cancel part of the order and undertake risk purchase for this cancelled quantity depending on the need.

8. **EARNEST MONEY DEPOSIT (EMD):** Bidders are required to deposit Rs 20,000/- (Rupees Twenty thousand only) towards EMD in the form of Account Payee Demand Draft/Banker's Cheque from any Nationalised/Scheduled Bank drawn in favour of "**Statistical Investigator Gr. I**" payable at "**Ahmedabad**" along with Bid. Any bid without EMD will be rejected by the Purchaser as non responsive. 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. The successful bidder's EMD will be returned only after the completion of supplies to the satisfaction of the purchaser. 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.

**Failure of the successful Bidder to comply with the supply 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.**

9. **Payment:** Payment can be released against actual deliveries (completion of supply) of the Supplier at Directorate of Census Operations, Gujarat, Census Bhavan, Sector-10 A, Gandhinagar-382 010 and to the satisfaction of the Purchaser as per the approved specification. Applicable Income tax will be deducted from the bid amount at source as per IT rules.

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

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

12. **Delivery:** The material should be properly delivered at **Directorate of Census Operations, Gujarat, Census Bhavan, Sector -10 A, Gandhinagar-382 010** in conformity with the specification and supplied to the satisfaction of the concerned authority/ Purchaser.

13. **Purchaser's Right to Accept any Bid and Reject any or all Bids:** The Purchaser (Directorate) 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 obligation to inform the affected Bidder or Bidders on the grounds for the Purchaser's action.

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

**15. Proforma for Bid and its Enclosures:** Bid should be submitted in the prescribed proforma (**Annex. I**) only along with the following enclosures:

- (a) A/c payee Demand Draft of ` 100/- drawn in any Nationalised Bank in favour of "Statistical Investigator Gr. I" payable at "Ahmedabad".
- (b) EMD in the form of Account Payee Demand Draft/Banker's Cheque from any Nationalised/Scheduled Bank drawn in favour of "Statistical Investigator Gr. I" payable at "Ahmedabad".
- (c) Copies of Income Tax Returns for 2007-08, 2008-09, 2009-2010;
- (d) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
- (e) Copy of the Registration Certificate of the Bidder/Firm;
- (f) 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;
- (g) **Sample of the item**, in conformity to the prescribed specification in the Tender Document and **Annex. II**, for which the bid is being submitted.

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

**16. SPECIAL NOTE:**

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

**(S.Lingasamy)**  
Deputy Director of Census Operations  
Directorate of Census Operations, Gujarat,  
Census Bhavan, Sector-10 A,  
Gandhinagar-382 010  
**ANNEX. I**

### **PRESCRIBED PERFORMA FOR SUBMISSION OF BID.**

With Reference to Tender Notice No.CEN-2011/11013/8/2010-DCO(Guj) dated: 25-11-2010, the undersigned furnishes below / encloses herewith following detail documents for consideration.

**A. Eligibility Aspects:**

1. **Name of the Manufacturer/Dealer:**
2. **Confirmation regarding supply of materials as per prescribed Specification mentioned in the Tender -----Yes / No**
3. **Period of Validity of Offer Price (in days):**
4. **Delivery Schedule:**
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 ` 100/- from the DCO, Gujarat towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of ` 100/- (if Tender Form downloaded

from Web Site) drawn in any Nationalised Bank in favour of "Statistical Investigator Gr. I" payable at "Ahmedabad".

- (b) EMD (as specified in the table at Paragraph-10) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from any Nationalised/Scheduled Bank drawn in favour of "Statistical Investigator Gr. I" payable at "Ahmedabad".
- (c) Copies of Income Tax Returns for 2007-08, 2008-09, 2009-2010;
- (d) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
- (e) Copy of the Registration Certificate of the Bidder/Firm;
- (f) 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;
- (g) **Sample of the item**, in conformity to the prescribed specification in the Tender Document and **Annex. II**, for which the bid is being submitted.

**B. Financial Aspects:**

Cost of one I-card along with plastic cover and lanyard: ` \_\_\_\_\_  
(with printing of "Census of India-2011")

In words: ` \_\_\_\_\_

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