



GOVERNMENT OF INDIA  
 MINISTRY OF HOME AFFAIRS  
 OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS,  
 ANDHRA PRADESH  
 POSNETT BHAVAN, TILAK ROAD  
 ( <http://www.censusindia.gov.in> )

HYDERABAD – 500 001

Date 01-2-2010

**Tender Notice No. D.14015/2/2010 – CD / Stores dated 01-02-2010**

Sealed Tenders are invited in two bid systems (Technical Bid & Financial Bid) by the Office of the DCO A.P, 3<sup>rd</sup> floor, Posnett Bhavan, Tilak Road, Hyderabad -1, from reputed manufacturers or authorized distributors for supply of the following items for use by Census field functionaries (Enumerators & Supervisors) in the field during Census Operations of 2011 Census and preparation of National Population Register (NPR).

Sl. No.	Items	Indicative Price	Estimated quantity for 1 <sup>st</sup> phase	Estimated quantity for 2 <sup>nd</sup> phase
1	Ball Pen (not gel pen)	Rs. 5 to 7	3.2 Lakh	3.2 Lakh
2	Pencil	Rs.2 to 3	3.2 Lakh	3.2 Lakh
3	Erasers	Rs.2 to 3	3.2 Lakh	3.2 Lakh
4	Sharpeners	Rs.2 to 3	1.7 Lakh	1.7 Lakh
5	Colored chalk (in box)	Rs.4 to 6	1.5 Lakh	1.5 Lakh
6	Ink pad	Rs 9 to 11	1.5 Lakh	1.5 Lakh
7	Small marker pen	Up to Rs. 6.50	3.4 Lakh	3.4 Lakh
8	Plastic coated gems clip (in box of 100 clips)	Rs. 6 to 8	25 Thousand	25 Thousand

- All the Enumerators and Supervisors to be engaged for data collection in the field in two phases' i.e; (i) House listing & Housing Census along with preparation of National Population Register (NPR) and (ii) Population Enumerations would be supplied with the above stationery items.
- The present tender intends to obtain best possible rates from reputed suppliers for supply of above stationery items, required for both the phases of Census Operations in two broad time schedules, i.e.; (i) Supply of total requirement for 1<sup>st</sup> phase (House listing & Housing Census along with preparation of NPR) during February – March,

2010 and (ii) supply of total requirement for 2<sup>nd</sup> phase (Population Enumeration) during October - November, 2010.

- 4. Delivery / completion schedule of supply and Minimum Bid Quantity:** Census Taking is a National Program and shall be conducted within rigid time schedule throughout the State. The total volume of each item for each of the phases is required to be supplied within 20-40 days (during February – March, 2010 for 1<sup>st</sup> phase and October - November, 2010 for 2<sup>nd</sup> phase) from the date of issue of supply order. Since the volume of required material for 1<sup>st</sup> / 2<sup>nd</sup> phase is very large and time available is limited, bid for the minimum & maximum quantity of each item for which a bidder can quote have been fixed as given below.

Sl. No.	Items	Minimum/ Maximum bid Quantity prescribed	Remarks
1	Ball Pen (not gel pen)	1.0 Lakh	Or more in multiple of thousand only subject to a maximum 1,10,000 in each phase
2	Pencil	1.0 Lakh	Or more in multiple of thousand only subject to a maximum 1,10,000 in each phase
3	Erasers	1.0 Lakh	Or more in multiple of thousand only subject to a maximum 1,10,000 in each phase
4	Sharpeners	50 Thousand	Or more in multiple of thousand only
5	Colored chalk (in box)	50 Thousand	Or more in multiple of thousand only
6	Ink pad	50 Thousand	Or more in multiple of thousand only
7	Small marker pen	50 Thousand	Or more in multiple of thousand only
8	Plastic coated gems clip (in box)	25 Thousand	-

Director/Joint Director, however, reserves the right to place the supply order in favor of successful bidder(s) by either reducing or enhancing their bid quantity upto 10% keeping in view total requirements priority of supply shall be decided by the purchaser (DCO) & the successful bidder is to execute the same accordingly.

- 5. Eligibility criteria for Bidders :** The bidders indenting 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. 1.0 Crore for the last three years (2006-07,2007-08,2008-09) from sales of similar material for which the bidder has participated. Audited Balance Sheets & 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 material during last three years each valuing more than Rupees 5 Lakhs for the offices of Government of India / State Government / Public Sector Undertaking. 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 with 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. Address of work shop(s) and manpower profile are to be enclosed with the technical bid.
- d) The bidder should be registered with the Government / Municipal Authorities etc as required under the law for carrying out manufacture / business. The 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 material within 20-40 days of the supply order.

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

6. **Availability of tender documents:** Tender document can be obtained from the office of the Director of Census Operations, 3<sup>rd</sup> floor Posnett Bhavan, Tilak Road, Hyderabad – 1 on payment of **Rs.100/-** (non- refundable ) in cash or Account payee Demand Draft in favor of “Assistant Director of Census Operations, A.P, Hyderabad.
7. **Due date:** Due date for submission of offer is on or before **3.00 P.M on 18-02-2010** at the Office of the Director of Census Operations, 3<sup>rd</sup> floor Posnett Bhavan, Tilak Road, Hyderabad -1. The offer received after the due date and time shall not be considered. The technical bids will be opened first on **18-02-2010** at **3-30 PM**. The financial bids will be opened on **18-02-2010** at **5.00 PM** only in respect of those tenders who Qualify in the Technical bid.
8. **Submission of tender under two cover systems:** Intending firms should submit their Technical bid and financial bid in prescribed Performa at Annexure – I & Annexure II respectively in separate sealed covers duly super scribed as “Technical Bid” for supply of “Stationery Kit” and financial bid for supply of “stationary Kit”. These two sealed covers then be put together in a bigger sealed cover and super scribed as “Technical & Financial Bids for Stationery Kit”. It should be addressed to the Assistant Director of Census Operations, IIIrd Floor, Posnett Bhavan, Tilak Road, Hyd – 1. If tenders are submitted by hand, then sealed envelope must indicate “Tender No. & due date of opening” and deposited in the ‘Tender Box’ provided for the purpose.
9. **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. Any additional expenditure so incurred in undertaking risk purchase shall be recovered from the defaulter. In this context DCO, also reserves the right to cancel part of the order and undertake risk purchase for this cancelled quantity depending on the need.
10. **Earnest Money Deposit (EMD):** EMD is to be enclosed with Technical Bid, Bidders are required to deposit EMD amount of Rs. 50,000/- in the form of A/C Payee

Demand Draft from any nationalized bank drawn in favour of “Assistant Director of Census Operations, A.P. Hyderabad” payable at Hyderabad.

- i) Any bid without EMD will be rejected by the purchaser. EMD of the unsuccessful bidders will be returned as early as possible by the purchaser but not later than 30 days.
- ii) The successful bidder’s EMD will be returned after receipt of “Performance Security” from the bidder or be adjusted towards “Performance Security” as per the condition laid down in para No. 11.
- iii) 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 EMD.
- iv) Failure of the successful bidder to comply with the supply order shall constitute sufficient grounds for cancellation of order and forfeiture of 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.

**11. 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 A/C Payee Demand draft, drawn in favour of “Assistant Director of Census Operation Andhra Pradesh Hyderabad, payable at Hyderabad. If the Security Deposit is not paid within time specified, the EMD shall be forfeited. The Performance Security shall be released by the Director of Census Operations, after the successful completion of delivery in respect of 2<sup>nd</sup> phase and to the satisfaction of the purchaser. No interest will be payable on ‘Performance Security’ , in even of non-providing the services the performance security shall be forfeited. Further, if the purchaser has to get the material 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.

**12. Payment:** Payment can be released against actual deliveries (completion of supply) and to the satisfaction of the purchaser. The supplier should submit their pre – receipted bills, in triplicate, as per the approved rate of purchaser

**13. Purchaser’s Right to Accept any Bid and Reject any or all Bids:** The purchaser Director/Joint Director reserve 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 incurring any liability to the effected bidder or bidders or any obligation to inform the effected bidder or bidders on the grounds for the purchaser’s action.

**14. Arbitration:** The dispute or differences arising between the Director/Joint Director 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 Registrar

General, India, New Delhi. The decision of the Arbitrator shall be final and binding on the parties.

**15. Proforma for Technical Bid and Enclosures of Technical bid:**

1. Cash Receipt of Rs. 100/- from DCO towards cost of the Tender purchased/Demand Draft in Rs.100/-.
2. EMD (as specified at paragraph – 10)
3. Copies of Audited Balance sheets of the firm for last three years
4. Copies of Income Tax Returns for 2006-07, 2007-08, 2008-09
5. Copies of latest Sales Tax/VAT clearance certificate duly self-attested/stamped
6. Copies of work orders for supply of similar materials valuing more than Rupees 5 lakhs/completion certificate during last 3 years
7. Addresses of workshop(s) and manpower profile of the Bidder.
8. Copies of the Registration Certificate of the Bidder/Firm.
9. Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by Central Government/State Government Department/Public Sector Undertakings.
10. SAMPLE OF THE ITEM, in conformity to the prescribed specification in the Tender Document, for which the bid is being submitted.

Note : All documents/material (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.

**16. Proforma for Financial Bid:** The cover of Financial Bid should contain only the rate of the material in prescribed Proforma (in Annexure - II) for which the bid is being submitted. Rates including all charges like all taxes, loading –unloading, transportation etc., should be indicated in both figures & words. The rate quoted must remain firm till completion of delivery for the 2<sup>nd</sup> 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.

# **Annexure - I**

## **PRESCRIBED PROFORMA FOR TECHNICAL BID**

With reference to Tender Notice No:D.14015/2/2010-CD/Stores dt: 01-02-2010, the undersigned furnished below/encloses herewith following details/documents as part of 'Technical Bid' for consideration:

1. Name of the Manufacturer/Dealers :
2. Confirmation regarding supply of material as per prescribed specification of material (Annexure ) Yes/No
3. Period of validity of offer price (in days)
4. Delivery Schedule : (i) 1<sup>st</sup> phase ----- (ii) 2<sup>nd</sup> phase -----
5. Earnest money deposit : 

EMD Details
Date of issue
Name of the Bank.
6. Documents Enclosed :

1. Cash Receipt of Rs. 100/- from DCO towards cost of the Tender purchased.
2. EMD (as specified at paragraph – 10)
3. Copies of Audited Balance sheets of the firm for last three years
4. Copies of Income Tax Returns for 2006-07, 2007-08, 2008-09
5. Copies of latest Sales Tax/VAT clearance certificate duly self-attested/stamped
6. Copies of work orders for supply of similar materials valuing more than Rupees 5 lakhs/completion certificate during last 3 years
7. Addresses of workshop(s) and manpower profile of the Bidder.
8. Copies of the Registration Certificate of the Bidder/Firm.
9. Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by Central Government/State Government Department/Public Sector Undertakings.

Signature  
Name  
Name of the Manufacturer/  
Supplier Stamp

**Annexure - II**  
**PRESCRIBED PROFORMA FOR FINANCIAL BID**

With reference to Tender Notice No. D.14015/2/2010-CD/Stores dated 01-02-2010, 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. D.14015 / 2/2010-CD / Stores dated 01-02-2010, issued by the Government of India, Office of the Director of Census Operations, 3<sup>rd</sup> Floor, Posnett Bhavan, Tilak Road, Hyderabad The items, for which the financial Bid is being submitted, is as per the specification specified in the Tender Notice.

Signature  
Name  
Name of the Manufacturer/  
Supplier Stamp