



Government of India
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, BIHAR
EKEBANA CHAMBER, TALPATRA LANE, BUDH MARG,
PATNA 800001

TENDER NOTICE NO.: D 15014/3/2009 Dated: 05/02/2010

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) from reputed manufacturers/suppliers for supply of Ball Pen (not gel pen) , Pencil , Eraser , Sharpener , Colored Chalk (in Box), Ink Pad , Small Marker pen , Plastic Coated gems clip (in Box) in large quantity for use by Enumerators and Supervisors during Census 2011 and preparation of National Population Register (NPR). Interested vendors should send their bids by 03.00 p.m. on 19.02.2010 to the Joint Director , Director of Census Operations, Bihar , Patna -800001. Complete details can be obtained from Office of The Director of Census Operations, Ekebana Chamber, Talpatra Lane, Budh Marg , Bihar , Patna -800001. on payment of tender fee of Rs. 200/- (non-refundable) by cash/Demand Draft drawn in favour of 'Statistical Investigator Gr. I ' payable at 'Patna' on any working day between 11.00 a.m. to 01.00 p.m. and 02.00 p.m. to 04.00 p.m. The tender document can also be downloaded from www.censusindia.gov.in (Tender).

Joint Director
Telephone: 0612- 2224967,
Fax: 0612- 2212055



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MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, BIHAR
EKEBANA CHAMBER, TALPATRA LANE, BUDH MARG,
PATNA 800001

Tender Notice No.D15014/3/2009 dated: 05/02/2010

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Office of the **Director of Census Operations, Ekebana Chamber, Talpatra Lane, Budh Marg, Bihar, Patna -800001.** 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) **Ball Pen (not gel pen)**
- (ii) **Pencil**
- (iii) Eraser
- (iv) Sharpener
- (v) Colored Chalk (in Box)
- (vi) Ink Pad
- (vii) **Small Marker pen**
- (viii) **Plastic coated gems clip(in Box)**

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. About 2 lakhs Enumerators and Supervisors to be engaged in Bihar State for data collection in the field for both the phases of Census Operations would be supplied with **Ball pen (not gel pen) , Pencil , Eraser , Sharpener , Colored Chalk (in Box), Ink Pad , Small Marker pen , Plastic Coated gems clip (in Box)** for carrying out the jobs successfully in the field.

3. **The present tender intends to obtain best possible rates from reputed suppliers for supply of Ball Pen (not gel pen) , Pencil , Eraser , Sharpener , Colored Chalk (in Box), Ink Pad , Small Marker pen , Plastic Coated gems clip (in Box) 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-March, 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-March, 2010	Estimated Quantity for 2 nd phase to be supplied during July-September, 2010	Destination of Supply for each phase
Ball Pen (not gel pen)	372591	372591	Office of the Directorate of Census Operations, Ekebana Chamber, Talpatra Lane, Budh Marg ,Bihar , Patna-1
Pencil	372591	372591	
Eraser	372591	372591	
Sharpener	200626	200626	
Colored Chalk (in Box)	171965	171965	
Ink Pad	171965	171965	
Small Marker pen	200626	200626	
Plastic Coated gems clip (in Box)	28661	28661	

Size and Technical specification of each of these items are given at **Annex. I**

5. **Delivery/Completion Schedule of Supply and 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- March , 2010 for 1st Phase and July-September, 2010 for 2nd Phase)** from the date of issue of Supply Order/Job Assignment. **A bidder must bid for full quantity of all the items for both phase .**

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.40 lakhs Rupees (Forty lakhs) 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 5.0 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 material supply manufacturing capacity With Showroom/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 O/o the DCO, BIHAR, PATNA within 20 - 60 days of the supply order, as per delivery schedule fixed by the Purchaser (DCO, BIHAR, PATNA).

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 **Directorate of Census Operations, Ekebana Chamber, Talpatra Lane, Budh Marg, Bihar, Patna** on payment of Rs.200/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalized Bank in favour of “**Statistical Investigator Gr. I**” payable at “**Patna**”. 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 ‘**Statistical Investigator Gr. I**’ payable at ‘**Patna**’ failing which the bid shall not be entertained.

8. **Due Date:** Due date for submission of offer is on or before **3.00 P.M. on 19.02.2010** at **Office of the Directorate of Census Operations, Ekebana Chamber, Talpatra Lane, Budh Marg, Bihar, Patna**. Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened first on 19.02.2010 at 4 P.M. The Financial Bids will be opened on 22.02.2010 at 4.00 P.M. only in respect of those tenderers who qualify in the Technical bid.**

9. **Submission of tender under two covers system:** Intending firms should submit their Technical Bid and Financial Bid in prescribed proforma at **Annex-II-A** and **Annex-II-B** respectively in separate sealed covers duly superscribed as “**Technical Bid for pen (not gel pen) , Pencil , Eraser , Sharpener , Colored Chalk (in Box), Ink Pad , Small Marker pen , Plastic Coated gems clip (in Box)**” and “**Financial Bid for pen (not gel pen) , Pencil , Eraser , Sharpener , Colored Chalk (in Box), Ink Pad , Small Marker pen , Plastic Coated gems clip (in Box)**”. These two sealed covers then be put together in a bigger sealed cover and superscribed as “**Technical & Financial Bids for pen (not gel pen) , Pencil , Eraser , Sharpener , Colored Chalk (in Box), Ink Pad , Small Marker pen , Plastic Coated gems clip (in Box)**”. It should be addressed to “**Joint Director, Office of the Directorate of Census Operations, Ekebana Chamber, Talpatra Lane, Budh Marg, Bihar, Patna**”. 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 office. 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 pen (not gel pen) , Pencil , Eraser , Sharpener , Colored Chalk (in Box), Ink Pad , Small Marker pen , Plastic Coated gems clip (in Box)**” 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, DCO, BIHAR, PATNA 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, DCO, BIHAR, PATNA 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. prescribed EMD value are given in the table mentioned below: -

Item	Value of EMD to be deposited
Ball Pen (not gel pen)	Rs. 4,00,000 =00 For all items
Pencil	
Eraser	
Sharpener	
Colored Chalk (in Box)	
Ink Pad	
Small Marker pen	
Plastic Coated gems clip (in Box)	

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 from any Nationalised/ Scheduled Bank drawn in favour of "**Statistical Investigator Gr. I** " payable at "**Patna**" 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 5% 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 from a Nationalised/Scheduled Commercial Bank in favour of "**Statistical Investigator Gr. I** " payable at "**Patna**". 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, BIHAR, PATNA 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, BIHAR, PATNA after the successful completion of delivery in respect of the 2nd phase requirement at different allotted destinations and to the satisfaction of the purchaser (DCO, BIHAR, PATNA).** 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 (DCO, BIHAR, PATNA). 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 destination and to the satisfaction of the Purchaser. The Supplier should submit their pre-receipted Bills, in triplicate.

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 destination (Directorate of Census Operations, Bihar, Patna) 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 (DCO, BIHAR, PATNA) 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 of concerned item/items for which he has bid. 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 DCO, BIHAR, PATNA in due course keeping in view promptness in supplying the allotted quantities in respect of 1st Phase at O/o the DCO, BIHAR, PATNA, quality of materials supplied etc. The decision of the purchaser (DCO, BIHAR, PATNA) in this regard shall be final.

19. **Purchaser's Right to Accept any Bid and Reject any or all Bids:** The Purchaser (DCO, BIHAR, PATNA) 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, DCO, BIHAR, PATNA may amend any of the tender conditions as may be desired or wherever DCO, BIHAR, PATNA feels that such an amendment is absolutely necessary. DCO, BIHAR, PATNA 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)).

21. **ARBITRATION:** The dispute or difference arising between the DCO, BIHAR, PATNA 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. II-A**) only along with the following enclosures:
- (a) Cash Receipt of Rs. 200/- from DCO, BIHAR, PATNA towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.200/- (if Tender Form downloaded from Web Site) drawn in any Nationalised Bank in favour of '**Statistical Investigator Gr. I** ' payable at '**Patna**';
 - (b) EMD (as specified in the table at Paragraph-11) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalised/Scheduled Bank drawn in favour of '**Statistical Investigator Gr. I** ' payable at "**Patna**";
 - (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 DCO, BIHAR, PATNA 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. I**), 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. II-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.

(A.K Saxena)
Joint Director
Directorate of Census Operations, Bihar , Patna

ANNEX. I

SCHEDULE OF SPECIFICATION OF MATERIALS

Sl.	Name of the Items	Detailed Specification
-----	-------------------	------------------------

No.		
1	Ball Pen (not gel pen)	Flair,Cello,Montex,Reynolds & other reputed firms
2	Pencil	Natraj, Kohinoor,Apsara & other reputed firms HPL,HB
3	Eraser	Natraj, Kohinoor,Apsara & other reputed firms HPL,HB
4	Sharpener	Natraj, Kohinoor,Apsara & other reputed firms HPL,HB
5	Colored Chalk (in Box)	reputed firms.
6	Ink Pad	Ashoka,Faber-Castell,Superior & other reputed firms.
7	Small Marker pen	Luxor & other reputed firms.
8	Plastic Coated gems clip (in Box)	Apollo & other reputed firms.

ANNEX. II-A

PRESCRIBED PERFORMA FOR TECHNICAL BID.

With Reference to Tender Notice No.-D15014/3/2009 Dated 05-02-2010, 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. I) -----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. 200/- from DCO, BIHAR, PATNA towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.200/- (if Tender Form downloaded from Web Site) drawn in any Nationalised Bank in favour of '**Statistical Investigator Gr. I**' payable at 'Patna';
 - (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 "**Statistical Investigator Gr. I**" payable at "**Patna**";
 - (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 DCO, BIHAR, PATNA 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. I**), for which the bid is being submitted.

Signature.....

Name.....

Name of the Manufacturer/Supplier.....

Stamp.....

ANNEX. II-B

PRESCRIBED PERFORMA FOR FINANCIAL BID.

With Reference to Tender Notice No. **D15014/3/2009** Dated 05/02/2010 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	Per Unit Rate (all inclusive) (In both figures & Words)	Total Cost for the Bid Quantity (In both figures & Words)
Ball Pen (not gel pen)		
Pencil		
Eraser		
Sharpener		
Colored Chalk (in Box)		
Ink Pad		
Small Marker pen		
Plastic Coated gems clip (in Box)		

I agree to the terms and conditions as mentioned in the Tender Notice **No. D15014/3/2009** Dated ----- issued by the Government of India, Office of the **Directorate of Census Operations, Ekebana Chamber, Talpatra Lane, Budh Marg, Bihar, Patna** The Item, for which the Financial Bid is being submitted, is as per the specification specified in the Tender Notice (**Annex. I**).

Signature.....

Name.....

Name of the Manufacturer / Supplier.....

Stamp.....