



Government of India
Ministry of Home Affairs
Directorate of Census Operations Chhattisgarh

M-13, Anupamnagar, Raipur-492007

Tender Notice No.15014/1/2010-DCO(CG) dated:

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Directorate of Census Operations Chhattisgarh, M-13, Anupam Nagar, Raipur-492007 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) Ink
- (vi) Small Marker Pen
- (vii) Plastic coated gems clip (in Box)

The above stationery is to be used 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 and Office of the Director of Census Operations Chhattisgarh, Raipur for conducting the same in the Chhattisgarh State. 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 50-55 thousand) would collect data throughout the State 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 Ball Pen (not gel pen), Pencil, Eraser, Sharpener, Ink Pad, Small Marker Pen and Plastic coated gems clip(in Box) for in the field.

3. **The present tender intends to obtain best possible rates from reputed suppliers for supply of Ball Pen, Pencil, Eraser, Sharpener, Ink Pad, Small Marker Pen and 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 March-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 which are to be supplied at Directorate of Census Operations Chhattisgarh, M-13, Anupam Nagar, Raipur, Chhattisgarh indicated in the table given below:

Item	Estimated Quantity for 1st phase to be supplied during Feb-April, 2010	Estimated Quantity for 2nd phase to be supplied during July-September, 2010
1. Ball Pen (not gel pen)	97166	97166
2. Pencil	97166	97166
3. Eraser	97166	9716
4. Sharpener	52473	52473
5. Ink Pad	44693	44693
6. Small Marker Pen	97166	97166
7. Plastic coated gems clip (in Box)	7780	7780

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

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 **15 days (during March-April, 2010 for 1st Phase and July-September, 2010 for 2nd Phase)** from the date of issue of Supply Order/Job Assignment

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. 1 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 5 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 Directorate of Census Operations Chhattisgarh, M-13, Anupam Nagar, Raipur-492007 as per specified time limit fixed by the purchaser (Directorate).

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

7. **Availability of Tender Documents:** Tender Document can be obtained from the Directorate of Census Operations Chhattisgarh, M-13, Anupam Nagar, Raipur-492007 on payment of Rs.500/- (non-refundable) in A/c payee Demand Draft drawn in any Nationalised Bank in favour of “**DDO, DCO Madhya Pradesh**” payable at “**Bhopal**”. 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 ‘**DDO, DCO Madhya Pradesh**’ payable at ‘**Bhopal**’ 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 03.03.2010** at **Directorate of Census Operations Chhattisgarh, M-13, Anupam Nagar, Raipur-492007**. Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened first on 03.03.2010 at 3.30 P.M. The Financial Bids will be opened on 05.03.2010 at 11.00 A.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 notice board in Directorate of Census Operations Chhattisgarh, M-13, Anupam Nagar, Raipur-492007 latest by 04.03.2010.**

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 Stationery Items**” and “**Financial Bid for Stationery Items**” 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 Stationery Items**”. It should be addressed to “**Joint Director, Directorate of Census Operations Chhattisgarh, M-13, Anupam Nagar, Raipur-492007,**”. 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 Stationery Items**” 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 one weeks from the scheduled date, DCO, Chhattisgarh 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, Chhattisgarh 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. EMD value for Bid is given in the table mentioned below: -

Item	Value of EMD to be deposited
Ball Pen(not to gel), Pencil, Eraser, Sharpener, Ink Pad, Small Marker Pen, Plastic coated gems clip (in Box)	Rs. 2.5 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 ‘**DDO, DCO Madhya Pradesh**’ payable at ‘**Bhopal**’ 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, Bankers Cheque, Bank Guarantee from a Nationalised/Scheduled Commercial Bank in favour of '**DDO, DCO Madhya Pradesh**' payable at '**Bhopal**. 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, Chhattisgarh 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, Chhattisgarh after the successful completion of delivery in respect of the 2nd phase requirement and to the satisfaction of the purchaser (DCO, Chhattisgarh).** 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, Chhattisgarh). 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) to the satisfaction of the Purchaser. The Supplier should submit their pre-receipted Bills, in triplicate that materials have been received in full and in good condition as per the approved specification of the DCO, Chhattisgarh.

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 Directorate of Census Operations Chhattisgarh, Raipur 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, Chhattisgarh) shall rank the rates (total of all items) quoted of all eligible bidders 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 will be held with the L₁ bidder to reduce its rate. The rates of all the items will be compared separately and accordingly LI₁ (Lowest rate Item wise) rates of all the items will be taken as final rates. L₁ will be asked to match LI₁ rates. If L₁ bidder matches LI₁ rates then L₁ will be awarded the contract to supply the material. If L₁ bidder refuses to match the LI₁ rates of any of the items then he will only be awarded the items which match with LI₁ rates. The L₂ bidder would then be asked to match LI₁ rates for the remaining items. If L₂ matches LI₁ rates of all the remaining items then he will be awarded the remaining items and if only some of them are matched by him he will be given the award of those items which he matched and then L₃ bidder would be asked to match LI₁ rates for the remaining items. If L₃ matches LI₁ rates of all the remaining items he will be given the award of those items. The process of awarding of supply order will continue in this manner till the total items in the list are exhausted.

The supply order of all items by each approved Suppliers for the 2nd phase (Population Enumeration) shall be decided by the DCO in due course keeping in view the quality of items previously supplied and promptness in supplying the ordered items. The decision of the purchaser (DCO, Chhattisgarh) in this regard shall be final.

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

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) A/c payee Demand Draft of Rs.500/- towards cost of the Tender drawn on any Nationalised Bank in favour of '**DDO, DCO Madhya Pradesh**' payable at 'Bhopal';
- (b) EMD (as specified in the table at Paragraph-11) in the form of Account Payee Demand Draft from any Nationalised/Scheduled Bank drawn in favour of '**DDO, DCO Madhya Pradesh**' payable at 'Bhopal';
- (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 5 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, CHHATTISGARH 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.
- (k) Undertaking to supply items within 15 days.

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.

(Jose T. Varghese)
Assistant Director
Directorate of Census Operations Chhattisgarh,
M-13, Anupam Nagar,
Raipur-492007.

SCHEDULE OF SPECIFICATION OF MATERIALS

Sl. No.	Name of the Items	Detailed Specification
1	Ball Pen (not gel pen)	Branded Ball Point pen(not gel pen) in Black Ink with Cap & length of 140 mm(Approx.).
2	Pencil	Branded HB Pencil with length of 180mm (Approx.)
3	Eraser	Branded non-dust eraser with dimension 35 X 13 X 10mm (Approx.)
4	Sharpener	Branded pencil Sharpener with length of 30 mm.
5	Ink Pad	Branded self inking purple colour ink pad with dimension of Size 95 X 52 mm (Approx.)
6	Small Marker Pen	Black Colour marker pen with length of 140mm & bullet Tip (Permanent Marker for writing on Walls)
7	Plastic coated gems clip(in box)	Branded plastic coated clips, rust proof, 28mm thickness and Box containing 100 Pcs.

PRESCRIBED PERFORMA FOR TECHNICAL BID.

With Reference to Tender Notice No.15014/1/2010-DCO(CG), dt-----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)
 - (1) A/c payee Demand Draft of Rs.500/- towards cost of the Tender drawn on any Nationalised Bank in favour of '**DDO, DCO Madhya Pradesh**' payable at 'Bhopal';

EMD (as specified in the table at Paragraph-10) in the form of Account Payee Demand Draft from any Nationalised/Scheduled Bank drawn in favour of 'DDO, DCO Madhya Pradesh' payable at 'Bhopal'.

- (a) Copies of Audited Balance Sheets of the firm for last three years (2006-07, 2007-08, 2008-09);
- (b) Copies of Income Tax Returns for 2006-07, 2007-08, 2008-09;
- (c) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
- (d) Copies of work orders for supply of similar materials valuing more than Rupees 5 lakhs/completion certificates during last 3 years (2006-07, 2007-08, 2008-09);
- (e) Addresses of workshop(s) and man power profile of the Bidder;
- (f) Copy of the Registration Certificate of the Bidder/Firm;
- (g) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO, Chhattisgarh or any other Central Government/State Government Department/Public Sector Undertakings;
- (h) **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.....

PRESCRIBED PERFORMA FOR FINANCIAL BID.

With Reference to Tender Notice **No.15014/1/2010-DCO(CG)**, Dated -----, 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) (Rates of all items to be given (In both figures & Words)
Ball Pen(not gel pen	
Pencil	
Eraser	
Sharpener	
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.15014/1/2010-DCO, Chhattisgarh** Dated ----- issued by the Government of India, Ministry of Home Affairs, Directorate of Census Operations Chhattisgarh, M-13, Anupam Nagar, Raipur-492007. 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.....