



CENSUS 2011 - MOST URGENT

भारत सरकार
गृह मंत्रालय
निदेशालय, जनगणना कार्यालय
महाराष्ट्र

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

एक्सचेंज बिल्डिंग, २री मंजिल, Exchange Building, 2nd Floor,
श्री शिवसागर रामगुलाम मार्ग, Sir Shivsagar Ramgulam Marg,
बेलाई एस्टेट, मुंबई-400001. Ballard Estate, Mumbai-400001.
Tel./Fax : 22691266 Tel.: 22615494
E-mail : dco-mah.rgi@censusindia.gov.in

D.15015/01/2009-10 (07)
Date: 05.05.2011

To

Sub:- Limited tenders are invited to stationary & store articles regarding
Limited Tender No LT -29 / 2011

Limited tenders are invited to purchase stationary & store articles as per annexure-I. Tender along with Earnest Money Deposit in sealed cover addressed to the Director of Census Operations, Maharashtra, Exchange Building, Sir Shiv Sagar Ram Gulam Marg, Ballard Estate, Mumbai 400 001 should reach the above address by Speed Post / Courier / Registered Post or may be dropped in the Tender Box on or before 3.00 pm of 12-05-2011. Quotations received after stipulated time and date will be rejected. Quotations will open at Directorate of Census Operations, Maharashtra Mumbai on date 12-05-2011 at 5.00pm.

The envelope should be superscripted with, "Quotation to purchase stationary & store articles" along with Questioner's name, address, phone and fax number. The quotations should accompany the samples of material likely to be used along with their full specifications or these may be handed over to the office in person. A copy of Terms and Conditions is attached herewith which should be signed and sent along with the quotation. The Department at the time of award of work under the contract, reserves the right to decrease or increase the purchase by up to 25 % of the total quantum of work specified in the schedule of requirements without any change in the rates or other terms and conditions.

The successful tenderer is responsible to supply stationary & store articles regarding as per annexure-I. The tender will be summarily rejected without E.M.D.

The undersigned reserves the right to reject any or all the quotations without assigning any reason.


Dy. Director of Census Operations
Maharashtra Mumbai

Encl: Limited Tender notice, Section-I, Declaration-I,II,II, Terms & condition and annex-I

**Directorate of Census Operations, Maharashtra,
Exchange Building, Sir Shiv Sagar Ram Gulam Marg,
Ballard Estate, Mumbai 400 001**

No. D.15015/01/2009-10 (07)

Dated : 05.05.2011

Limited Tender Notice

Director of Census Operations, Maharashtra, Mumbai invites properly sealed Tender to purchase stationary & store articles as per annexure-I.

Tender No	Name of Items Estimated	Cost	EMD
LT . 29 / 2010	Limited tenders are invited to to purchase stationary & store articles as per annexure-I	2.5 Lakh	Rs.12,000/- By D.D. of Nationalized Bank

Last date of submission of Tender 12.05.2011 up to 3:00 pm

Opening date of Tender : 12.05.2011 at 5:00 pm

Director of Census Operation, Maharashtra, reserves the right to accept the lowest quotation or any quotation without assigning any reason for rejecting any or all the quotations.

Dy. Director of Census Operations
Maharashtra Mumbai

Section – I
INFORMATION ABOUT TENDERER
(To be furnished with the tender)

1. Name of the Firm :

2. Registered Address :

3. Sole proprietary or partnership firm :

4. Telephone/Telex/Fax No. :

5. Name of sole Proprietor / Partners/Directors :

6. Permanent Income Tax No. :

7. Sales Tax registration No. Central and State

8. Brief profile of the company

9. Annual turn over :

Copies of document in proof above information must be enclosed

Signature of Tenderer

DECLARATION - I

I / we hereby declare that I / we have carefully gone through the terms and conditions of the Tender Notice Limited Tender No LT . 29 / 2010 Dated : 05.05.2011 in detail and agree in full to abide by these terms and conditions.

(1) Signature of the party :
Full Name (In block letters)

Capacity in which the
Tender is signed
(Rubber stamp is required)

(2) Full Address :
Telephone No. :

Tender No. :
Dated : 05.05.2011
Issued to :

DECLARATION-I

(To be signed by the Tenderer)

I/We hereby declare that my/our firm has/have not been declared debar for taking part in tender any where. I/We am/are aware that any breach of this condition would result in immediate termination of contract/cancellation of the existing contract/contracts and also forfeiting of my/our security deposit held by Directorate of Census Operations, Maharashtra.

Signature of Tenderer

Name of the Tenderer
(Capacity in which signing)

Station:
Date:

DECLARATION – III

(To be signed by the Tenderer)

I/We hereby declare that none of my/our relatives are employed in any capacity in Directorate of Census Operations, Maharashtra. I/We shall also intimate the name of the person(s) who is/are working with us in any capacity or is/are subsequently employed by us and who are near relatives to any officer in Directorate of Census Operations, Maharashtra. I/We am/are aware that any breach of this condition would result in immediate termination of contract/cancellation of the existing contract/contracts and also forfeiting of my/our security deposit held by Directorate of Census Operations, Maharashtra.

NOTE: The term "near relatives" means wife/husband/parents & grand parents/children & grand children/brothers/sisters/ uncle/ aunts/cousins and their corresponding in-laws.

Signature of Tenderer

Name of the Tenderer
(Capacity in which signing)

Station :
Date :

Terms & Conditions

1. Quoted rate inclusive of all taxes and charges are applicable for 12 months or more than 12 months
2. 100 % of the payment shall be made by cheque on receipt of material in good condition by the consignee. For claiming 100% of the payment, the following documents are to be produced before paying authority.
 - i) Invoice.
 - ii) Delivery Challan.
 - iii) Supplier certificate for dispatch.
 - iv) Signature of the consignee on receipt of the material such as quality is good quantity is correct and received in good condition.
 - v) Copy of the purchase order.
3. No payment shall be made for the goods for non standard and inferior quality of material supplied.
4. The supplier should quote the rates inclusive of all taxes and charges. The contractor should furnish the PAN numbers.
5. Time Response: All the material is to be supplied without fail within a same day from the date of issue of purchase order.
6. A penalty of 1.5% on the total amount of each purchase order shall be imposed for each week delay after stipulated delivery period subject to a maximum of 9% in case the delay exceeds four weeks, the contract will be terminated and security deposit will be forfeited.
7. **Performance Security:** The successful Tenderer 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 Nationalized/Scheduled Commercial Bank in favour of **Director of Census Operations, Maharashtra Mumbai**+ payable at Mumbai. On request of the Tenderer, the Earnest Money Deposit (EMD) will be adjusted against the Security Deposit payable by the tenderer and tenderer 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 tenderer shall be forfeited. In such case, DCO Maharashtra shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the tenderer due to getting the work executed either through some other tenderer or through the tenderer selected through the process of re-tendering. **The "Performance Security", shall be released by DCO Maharashtra after the successful completion of work and to the satisfaction of the purchaser (DCO Maharashtra).** 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 Maharashtra). Further, if the Purchaser has to get the materials from any other Tenderer because of failure to provide in full or part by the successful Tenderer, the difference in payment may be made from such amount.
8. Without required papers and EMD summarily rejected.

I have gone through the Terms and Conditions thoroughly and they are acceptable to me.

Stamp & Signature of the Supplier

List Documents Attached:-

- 1) EMD (as specified in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalized/Scheduled Bank drawn in favour of " The Director of Census Operations, Maharashtra Mumbai payable at Mumbai;
- 2) Copies of Income Tax Returns for 2007-08, 2008-09,2009-10
- 3) Photocopy of PAN card
- 4) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
- 5) Copies of work orders for similar work done
- 6) Copy of the Registration Certificate of the Firm;
- 7) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO Maharashtra, ORGI or any other Central Government/State Government Department / Public Sector Undertakings;

ANNEX. I
PRESCRIBED PERFORMA FOR FINANCIAL BID.

Sr. No.	Name of Article	Rate in rupees per unit (Inclusive all taxes & charges)	#Rate in rupees per pack (Inclusive all taxes & charges)	Remark
1	Lexi Ball Pen (Blue)			
2	Lexi Refill (Blue)			
3	Lexi Refill (Red)			
4	Natraj Pencil Eraser			
5	White Fluid Bottle with Dialuter (Kores) Kores			
6	Stamp Pad (Big)			
7	Magnetic Pin Cushion			
8	Stamp Pad Ink Bottle 25ml			
9	Plastic Scale (1q)			
10	Kangaroo Stapler (Medium 24*6)			
11	Kangaroo Stapler (Small 10 No.)			
12	Cello Tape (1/2 Inch)			
13	Note Book (100 Pages)			
14	Natraj Pencil			
15	Pin (Steel) clip 26 mm			
16	Pin (Steel) clip Nikal Plated 26mm			
17	Paper Pin Box(Tachani) Regular			
18	Paper Pin Box(Tachani) Nikal Plated			
19	Max Stapler Pin Box (Medium 24/6) Kores Box of 20 pkt.			
20	Max Stapler Pin Box (Small No.10) Box of 20 Pkt.			
21	Gum Tube Camel			
22	High Lighter Pen set			
23	Box File Regular			
24	Box File Kangaroo Clip			
25	Paper Cutter (plastic small)			
26	Poker Wooden			
27	Natraj Sharpener			
28	Water sponge Cup			
29	C.D. Cover Acrelic			
30	C.D. Cover Half Round			
31	Stamp pad (medium size) Kores			
32	Plastic Scale (18+)			
33	Eraser Typing Mikado			
34	File Cover (Khadi)			
35	A/4 J.K. Copier Paper 75GSM Original			

Sr. No.	Name of Article	Rate in rupees per unit (Inclusive all taxes & charges)	#Rate in rupees per pack (Inclusive all taxes & charges)	Remark
	Mill Pack Red			
36	F/C J.K. Copier Paper 75GSM Original Mill Pack Red			
37	A/3 J.K. Copier Paper 75GSM Original Mill Pack Red			
38	A/4 J.K. Copier Paper 70GSM Original Mill Pack Green			
39	F/C J.K. Copier Paper 70GSM Original Mill Pack Green			
40	A/3 J.K. Copier Paper 70GSM Original Mill Pack Green			
41	Pilot Pen (V-5) good quality			
42	Pilot Pen (0.5) good quality			
43	A/4 Printing Paper 70GSM 500 Sheet Original Mill Pack			
44	Plastic File Folder			
45	Ruled Register (01 Qr.) White Paper			
46	Ruled Register (04 Qr.) White Paper			
47	Ruled Register (01 Qr.) Ledger Paper			
48	Ruled Register (04 Qr.) Ledger Paper			
49	Torch Cell (Everyday Big)			
50	Acid Can			
51	Acid Bottle			
52	Phenol Bottle Sunny 1 Ltr S.S.			
53	Broom (soft) Regular			
54	Broom (soft) Jumbo Size			
55	Broom (Hard) Regular			
56	Broom (Hard) Jumbo Full Size			
57	Tube Light (40Watts)			
58	Air Freshener (Odonil)			
59	Napkin Turkish (for officers) A			
60	Napkin Turkish (for officers) B			
61	Table Duster (white medium size)			
62	Floor Duster Regular Size			
63	Floor Duster Full Size			
64	Table Calculator (Citizen12 digit)			
65	Calculator (Citizen small 12 digit)			
66	Naphthalene ball			
67	Duster (Yellow)			
68	Turkish Towel (Big size) 24 x 54			
69	Turkish Towel (Big size) 30 x 60			

Sr. No.	Name of Article	Rate in rupees per unit (Inclusive all taxes & charges)	#Rate in rupees per pack (Inclusive all taxes & charges)	Remark
70	Liquid Soap 5 LT.Can (Hand wash) Bright			
71	Liquid Soap 5 LT.Can (Hand wash) Shinit			
72	Envelops SE .7 size 100GSM Star Craft			
73	Envelops SE .8 size Equalent Paper			
74	Soap (Lifebuoy)			
75	Water Glass (Yera)			
76	Bleaching Powder			
77	Colin Spray			
78	Table Plastic Tray			
79	Basket (Dust Bin) 1st Quality			
80	Index Flag Colourful Post it pad			
81	Register Ruled (2Qr.) White Paper			
82	Note Sheet Pads (100 Pages)			
83	Writing Pads Ruled (Medium size)			
84	Writing Pads Ruled (Big size) 1/4			
85	Plastic Sutali Roll			
86	Pencil Cell (Every Day)			
87	Double Punch Machine (Medium size)			
88	Tag Bundle (Red)			
89	White lace bundle			
90	Brown Tape (2+)			
91	Candle Box			
92	Jotter Refill (Blue)			
93	Register Ruled (3 Qr.) White			
94	Parcel Cloth			
95	Gum Bottle (500 gms. Joker)			
96	Door mat Jute type			
97	Single Hole Punch			
98	Whiteboard Marker Pen			
99	Cotton Chair Cushion			
100	Fiber Chair Cushion			
101	Red File folder			
102	Table Cloth (Good Quality)			
103	Moserbaer C.D. 100 Nps (CDR)			
104	Moserbaer C.D. Single (CDR)			
105	C.D. Re-Writer Single Jewell Case			
106	Moserbaer CD-R with Cover Single Jewell Case			

Sr. No.	Name of Article	Rate in rupees per unit (Inclusive all taxes & charges)	#Rate in rupees per pack (Inclusive all taxes & charges)	Remark
107	CD Cover Good Quality (Single)			
108	CD Cover Ordinary (Single)			
109	Cartridge Refill . HP-12A & 15A			
110	Cartridge Drum Change			
111	Cartridge Refill as under 1. HP C 9397 A (72) Matte Black			
112	2. HP C 9398 A (72) Cyan Ink			
113	3. HP C 9399 A (72) Magenta Ink			
114	4. HP C 9400 A (72) Yellow Ink			
115	5. HP C 9401 A (72) Gray Ink			
116	6. HP C 9403 A (72) Matte Black Ink			
117	7. HP C 9730 A Black Toner			
118	8. HP C 9731 A Cyan Toner			
119	9. HP C 9732 A Yellow Toner			
120	10. HP C 9733 A Magenta Toner			
121	Gestetner DX- 4542-Ink Cartridge and Master Roll			

Please mention no. of unit in one pack while quoting rate per pack

I agree to the terms and conditions as mentioned in the Tender Notice Limited Tender No LT . 29 / 2011 Dated 05.05.2011 issued by the Government of India, Office of the Director of Census Operations, Maharashtra Mumbai. The Item, 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 _____ ..