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भारत सरकार  
GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
DIRECTORATE OF CENSUS OPERATIONS, M.P., JANGANANA BHAWAN  
JAIL ROAD, BHOPAL - 462 004

### Tender Notice

**No.D-15035/1/2010-DCO(MP)/Store/ 3722 dated: 11/02/2010**

1. Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Directorate of Census Operations, Madhya Pradesh, Janganana Bhawan, Jail Road, Bhopal 462 004 from reputed manufacturers or authorized distributors/ suppliers for the supply of 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) to write schedules by each Enumerator and Supervisor in collection of data
- ii. Pencil to draw notional map by each Enumerator and Supervisor in collection of data
- iii. Eraser
- iv. Sharpener
- v. Ink Pad
- vi. Small Marker Pen
- vii. Plastic coated gems clip (in Box)

2. **Background:** The Directorate of Census Operations, Madhya Pradesh, being subordinate office of the Registrar General, India & Census Commissioner, is responsible for the conduct of decennial Population Census in Madhya Pradesh state. The Census of India 2011 (15<sup>th</sup> in the unbroken series since 1872 and 7<sup>th</sup> 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 1<sup>st</sup> phase during May to June, 2010, and (ii) Population Enumeration during 9th to 28 February, 2011 with a revised round from 1st to 5th March 2011. A large number of Enumerators and Supervisors (about 2-3 lakhs) 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. All Enumerators and Supervisors to be engaged for data collection in the field for both the phases of Census Operations would be supplied kits comprising above mentioned items.

3. The present tender intends to obtain best possible rates from reputed suppliers for supply of Ball Pen (not gel 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 1<sup>st</sup> phase (House listing & Housing Census along with preparation of NPR) in March, 2010 and (ii) supply of total requirement for 2<sup>nd</sup> phase (Population Enumeration) in November, 2010.

4. **Volume and Specification of Requirement:** Items required for 1<sup>st</sup> Phase (House listing & Housing Census and NPR) & 2<sup>nd</sup> Phase (Population Enumeration) of Census Operations, estimated quantity of each item, and its destination of supply are indicated in the table given below:

S. No.	Item	Indicative Price	Estimated Quantity for 1 <sup>st</sup> phase to be supplied in March, 2010	Estimated Quantity For 2 <sup>nd</sup> phase to be supplied in November, 2010.	Destination of Supply for each phase
1	Ball Pen (not gel pen)	Rs. 5 to 7	2.53 Lakhs	2.53 Lakhs	Supplies to be made to Directorate of Census Operations, Madhya Pradesh, Janganana Bhawan, Jail Road, Arera Hills, Bhopal 462 004
2	Pencil	Rs. 1 to 3	2.53 Lakhs	2.53 Lakhs	
3	Eraser	Rs. 1 to 3	2.53 Lakhs	2.53 Lakhs	
4	Sharpener	Rs. 1 to 3	1.37 Lakhs	1.37 Lakhs	
5	Ink Pad	Rs.9 to 11	1.16 lakh	1.16 lakh	
6	Small Marker Pen	Up to Rs. 6.50	2.74 lakhs	2.74 lakhs	
7	Plastic coated gems clip (in Box)	Rs. 4 to 8	0.22 Lakh	0.22 Lakh	

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

**Note: Sample of the above items can be seen at Joint Director Chamber of this Directorate during Office hours. Items supplied should match the specification of the sample items of this Directorate. Otherwise, the supply order will be cancelled and performance security will be forfeited.**

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 to **Directorate of Census Operation Madhya Pradesh , Janganana Bhawan Jail Road , Arera Hills Bhopal** within 15 days (in March, 2010 for 1<sup>st</sup> Phase and November, 2010 for 2<sup>nd</sup> Phase) from the date of issue of Supply Order/Job Assignment.

The Directorate, however, reserves the right to place the supply order in favour of successful bidder(s) by either reducing or enhancing their bid quantity up to 20% keeping in view of actual total requirement.

**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 the amount specified in the table given below 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;

Sl.No.	Item	Average Annual Turnover
1	Ball Pen (not gel pen)	Rs.70,00,000
2	Pencil	Rs.30,00,000
3	Eraser	Rs.30,00,000
4	Sharpener	Rs.17,00,000
5	Ink Pad	Rs.50,00,000
6	Small Marker Pen	Rs.70,00,000
7	Plastic coated gems clip (in Box)	Rs.6,00,000

- (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 the amount specified in the table given below in single order 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)

Sl.No.	Item	Orders Value
1	Ball Pen (not gel pen)	Rs. 3,50,000
2	Pencil	Rs. 1,52,000
3	Eraser	Rs. 1,52,000
4	Sharpener	Rs. 83,000
5	Ink Pad	Rs. 2,55,000
6	Small Marker Pen	Rs. 3,50,000
7	Plastic coated gems clip (in Box)	Rs. 35,000

- (d) The Bidder should be well equipped manufacturing capacity/workshop with sufficient manpower and machinery / distributor/supplier to undertake and complete supplies as per requirement. Addresses of workshop(s)/ firm(s) and manpower/ dealership profile are to be enclosed with Technical Bid.
- (e) 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.

- (f) The Bidder should be in a position to complete the supply of materials at Directorate of Census Operations, Madhya Pradesh ,Janganana Bhawan ,Jail Road, Arera Hills, Bhopal 462 004 as per specified time limit fixed by the Purchaser (Directorate of Census Operations , M.P. Bhopal).

**Note: The Bidder should not have been blacklisted by any Central Government/State Government Offices and any other public Sector Undertakings.**

7. **Availability of Tender Documents:** Tender Document can be obtained from the Office of Directorate of Census Operations, Madhya Pradesh, Janganana Bhawan Jail Road , Arera Hills , Bhopal 462004 on payment of Rs.500/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalised Bank in favour of “**Assistant Director, Directorate of Census Operations, Madhya Pradesh**” payable at “**Bhopal**”. 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 Rs.500/- (non-refundable) drawn in any Nationalised Bank in favour of “**Assistant Director, Directorate of Census Operations, Madhya Pradesh**” payable at “**Bhopal**” failing which the bid shall not be entertained.

**Note: Any Bidder intending to bid for supply of more than one items should submit separate bids for each item. No clubbing would be allowed.**

8. **Due Date:** Due date for submission of offer is on or before **5.00 P.M. on 25.02.2010** at Directorate of Census Operations, Madhya Pradesh ,Janganana Bhawan Jail Road, Arera Hills Bhopal 462 004 . Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened on 26.02.2010 at 5.00 P.M. The Financial Bids will be opened on 02.03.2010 at 05.00 P.M. in respect of those tenderers only who qualify in the Technical bid. Financial bids of disqualified technical bids will not be opened.**

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 Ball Pen” and “Financial Bid for Ball Pen” **or** “Technical Bid for Pencil” and “Financial Bid for Pencil” **or** “Technical Bid for Eraser” and “Financial Bid for Eraser” **or** Technical Bid for Sharpener” and “Financial Bid for Sharpener” **or** “Technical Bid for Ink Pad” and “Financial Bid for Ink Pad” **or** “Technical Bid for Small Marker Pen” and “Financial Bid for Small Marker Pen” **or** “Technical Bid for Plastic coated gems clip (in Box)” and “Financial Bid for Plastic coated gems clip (in Box)” 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 Ball Pen” or “Technical & Financial Bids for Pencil” or “Technical & Financial Bids for Eraser” or “Technical & Financial Bids for Sharpener” or “Technical & Financial Bids for Ink Pad” or “Technical & Financial Bids for Small Marker Pen” or “Technical & Financial Bids for Plastic coated gems clip (in Box)”. It should be addressed to “**The Joint Director, Directorate of Census Operations, Madhya Pradesh , Janganana Bhawan Jail Road , Arera Hills , Bhopal 462 004**”. 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 \_\_\_\_\_” while OUTSIDE COVER should only bear address of the

purchaser without mentioning tender number & due date of opening and it should be in a sealed cover. **Tender offer without two covers system will not be entertained.**

**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 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.

11. **EARNEST MONEY DEPOSIT (EMD):** EMD is to be enclosed with Technical Bid. Item-wise prescribed EMD value for different Bid Quantities are given in the table mentioned below: -

Sl.No.	Item	Value of EMD to be deposited
1	Ball Pen	Rs.1,75,000
2	Pencil	Rs.75,000
3	Eraser	Rs.75,000
4	Sharpener	Rs.40,000
5	Ink Pad	Rs.1,25,000
6	Small Marker Pen	Rs.1,78,000
7	Plastic coated gems clip (in Box)	Rs.15,000

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/Banker's Cheque from any Nationalised Bank drawn in favour of "**Assistant Director, Directorate of Census Operations, 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 Purchaser;
- (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/Banker's Cheque from a Nationalised Commercial Bank in favour of "**Assistant Director, Directorate of Census Operations, 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 Directorate 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 Directorate after the successful completion of delivery in respect of the 2<sup>nd</sup> phase and to the satisfaction of the purchaser (Directorate of Census Operations Madhya Pradesh , Bhopal).** 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 (Directorate).

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 Directorate of Census Operations, Madhya Pradesh Jaganana Bhawan, Jail Road, Arera Hills, Bhopal-462004 and to the satisfaction of the Purchaser as per the approved specification.

**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. 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.

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

**17. Delivery:** The material should be properly delivered at **Directorate of Census Operations, Madhya Pradesh, Jaganana Bhawan, Jail Road, Arera Hills, Bhopal-462004** in conformity with the specification and supplied to the satisfaction of the concerned authority/ Purchaser.

**18. 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.

**19. Award Criteria:** The purchaser (Directorate) shall rank the rates quoted by all eligible bidders for a specific item in ascending order. The lowest rate quoted (inclusive of Transportation Charge, all kind of taxes, etc.) for the item will be taken as L<sub>1</sub> rate. If the Purchaser feels that the L<sub>1</sub> rate is at higher side, further negotiation may be held with the L<sub>1</sub> firm to reduce its rate. Once the negotiated L<sub>1</sub> rate is finalized, the L<sub>1</sub> bidder will be awarded the full quantity for which he has bid.

The L<sub>2</sub> and L<sub>3</sub> firms will be kept in reserve. In case L<sub>1</sub> firm is unable to supply the required quantity in stipulated time, the L<sub>2</sub> bidder would then be asked to match the negotiated L<sub>1</sub> rate. In case L<sub>2</sub> matches the negotiated rate of L<sub>1</sub>, L<sub>2</sub> would be awarded the remaining quantity subject to his capacity. If L<sub>2</sub> does not match the L<sub>1</sub> negotiated rate, the L<sub>3</sub> bidder would be asked to match the L<sub>1</sub> negotiated rate. In case L<sub>3</sub> bidder matches the negotiated L<sub>1</sub> rate, he would be awarded the remaining quantity or equal to the balance of the volume of work left. The process of awarding of supply order will continue in this manner till the total required quantity in respect of the item for phase-1 is exhausted. The said procedure shall be followed for supply of other items as well for the 1<sup>st</sup> Phase. The quantity of the required material(s) to be supplied by each approved Suppliers for the 2<sup>nd</sup> Phase (Population Enumeration) shall be decided by the Directorate in due course keeping in view of total estimated quantity for 1<sup>st</sup> Phase, promptness in supplying the allotted quantities in respect of 1<sup>st</sup> Phase, quality of materials supplied etc. The decision of the purchaser (Directorate) in this regard shall be final.

**20. 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 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.

**21. 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)).

**22. Additional information:** If the bidder needs additional information and clarification apart from information given in Tender Notice, they may seek the same from this Directorate in writing. If the dispute or difference is arising in interpretation of Tender Notice, the decision of the Directorate is final in interpretation of tender.

**23. 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. 500/- from the Directorate towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.500/- (if Tender Form downloaded from Web Site) drawn in any Nationalised Bank in favour of "Assistant

Director, Directorate of Census Operations, Madhya Pradesh ” payable at “Bhopal”.

- (b) EMD (as specified in the Table at Paragraph-10) in the form of Account Payee Demand Draft/Banker’s Cheque from any Nationalised Bank drawn in favour of “Assistant Director, Directorate of Census Operations ,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 as specified in the Table at Paragraph-6-b /completion certificates during last 3 years (2006-07, 2007-08, 2008-09);
- (g) Addresses of workshop(s)/ firm(s) and manpower/ dealership profile are to be enclosed with Technical Bid;
- (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 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.**

**24. Proforma for Financial Bid:** The cover of Financial Bid should contain only the rate of the materials 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 2<sup>nd</sup> Phase of Census 2011 (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.**

**25. SPECIAL NOTE:**

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

**Joint Director**  
Directorate of Census Operations,  
Madhya Pradesh,  
Janganana Bhawan, Jail Road,  
Bhopal-462004  
Tel No: 0755 2555795  
Fax No: 0755 255771  
E-mail: dco-mad.rgi@mp.nic.in



**SCHEDULE OF SPECIFICATION OF MATERIALS**

<b>Sl. No.</b>	<b>Name of the Items</b>	<b>Detailed Specification</b>
1	Ball Pen (not gel pen)	Branded Ball point pen (not gel pen) in Blue or Black Colour 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 of 35 x 13 x 10 mm (Approx.).
4	Sharpener	Branded pencil Sharpener with length of 30 mm.
5	Ink Pad	Branded self inking violet colour ink pad with dimension of 120mm x70mm (Approx.).
6	Small Marker Pen	Red Colour marker pen with length of 140mm & bullet Tip.
7	Plastic coated gems clip (in Box)	Branded plastic coated clips, rust proof, 28 mm Thickness and Box containing 100 Pcs.

**Note: Sample of the above items can be seen at Joint Director Census Operations, Chamber of this Directorate during Office hours. Items supplied should match the specification of the sample items of this Directorate. Otherwise, the supply order will be cancelled and performance security will be forfeited.**

**PRESCRIBED PROFORMA FOR TECHNICAL BID.**

With Reference to Tender Notice No.-D-15035/1/2010-DCO (M.P.)/Store/3722, Dated - 11.02.2010 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) 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:** (Copies are to be self attested / stamped)
  - (a) Cash Receipt of Rs. 500/- from the DCO, Madhya Pradesh towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.500/- (if Tender Form downloaded from Web Site) drawn in any Nationalised Bank in favour of "**Assistant Director, Directorate of Census Operations ,Madhya Pradesh**" payable at "**Bhopal**".
  - (b) EMD (as specified in the table at Paragraph-10) in the form of Account Payee Demand Draft/Banker's Cheque from any Nationalised Bank drawn in favour of "**Assistant Director, Directorate of Census Operations, 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 as specified in the Table at Paragraph-6-b / completion certificates during last 3 years (2006-07, 2007-08, 2008-09);
  - (g) Addresses of workshop(s)/ firm(s) and manpower/ dealership profile are to be enclosed with Technical Bid;
  - (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 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.....

**PRESCRIBED PROFORMA FOR FINANCIAL BID.**

With Reference to Tender Notice No.-D-15035/1/2010-DCO (M.P.)/Store/3722, Dated -11.02.2010, the per unit rate (inclusive of taxes, transportation etc.) and total cost for estimated quantity are as given below:

<b>Item for which Financial Bid being submitted</b>	<b>Estimated Quantity</b>	<b>Per Unit Rate (all inclusive) (In both figures &amp; Words)</b>	<b>Total Cost for the Estimated Quantity (In both figures &amp; Words)</b>

I agree to the terms and conditions as mentioned in the Tender Notice No.-D-15035/1/2010-DCO (M.P.)/Store/3722, Dated -11.02.2010 issued by the Government of India, Directorate of Census Operations, Madhya Pradesh Jaganana Bhawan, Jail Road, Arera Hills, Bhopal 462 004, for which the Financial Bid is being submitted, are as per the specification specified in the Tender Notice (**Annex. I**).

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





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GOVERNMENT OF INDIA  
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MINISTRY OF HOME AFFAIRS  
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DIRECTORATE OF CENSUS OPERATIONS, M.P., JANGANANA BHAWAN  
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**JAIL ROAD, BHOPAL - 462 004**

No.D-15035/1/2010-DCO(M.P.)/Store/ 3722

Dated: 11/02/2010

**Tender Notice**

Sealed tenders are invited in two bid system (Technical Bid & Financial Bid) from reputed manufacturers / suppliers for supply of (i) Ball Pen (not gel pen), (ii) Pencil (iii) Eraser, (iv) Sharpener (v) Ink Pad, (vi) Small Marker Pen, (vii) Plastic coated gems clip (in Box) in large quantity for Directorate of Census Operations, Madhya Pradesh, Bhopal for use by large number of Enumerators and Supervisors around 1.35 Lakh during 1<sup>st</sup> Phase Operation of Census 2011 and preparation of National Population Register (NPR). Interested vendors should send their bids by 05.00 p.m. on 25.02.2010 to the Directorate of Census Operations, Madhya Pradesh Janganana Bhawan, Jail Road, Arera Hills, Bhopal 462 004. Complete details can be obtained from Directorate of Census Operations, Madhya Pradesh, Janganana Bhawan, Jail Road, Arera Hills, Bhopal 462 004, on payment of tender fee of Rs. 500/- (non-refundable) by cash / Demand Draft drawn in favour of "Assistant Director, Directorate of Census Operations, Madhya Pradesh" payable at "Bhopal" on any working day between 10.00 a.m. to 03.00 p.m. The Tender document can also be downloaded from [www.censusindia.gov.in](http://www.censusindia.gov.in) (Tender)

Joint Director  
Tel No: 0755 2555795  
Fax No: 0755-2555771  
E-mail: dco-mad.rgi@censusindia.gov.in



संख्या, ई-ऑफिस: 2555795, 2555771 (सूचना)

E-mail:dco-mad.rgi@censusindia.gov.in

: censusddebpl@mp.nic.in

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GOVERNMENT OF INDIA

x`g eaéky;

MINISTRY OF HOME AFFAIRS

**Tkux.kuk dk;Z funs'kky;] e;/izns'k] tux.kuk Hkou,**  
DIRECTORATE OF CENSUS OPERATIONS, M.P., *JANGANANA BHAWAN*  
००६००, ई०६००, ३००६-०००० - 462 004  
**JAIL ROAD, Bhopal-462 004**

No.D-15035/1/12010-DCO(M.P)/

Dated: /02/2010

To,

The Director  
News Paper Advertising.  
DAVP, Ministry of Information & Broadcasting.  
Govt. of India, Suchna Bhavan,  
Lodhi Road, New Delhi.

Subject: Release of Advertisement in Newspaper: regarding.

Sir,

I am sending herewith a draft (With spare copies) tender notice of even No. dated \_\_\_\_\_ to be publish in the national leading news papers both in Hindi & English having wide circulation in Madhya Pradesh State and India . It is requested to publish on top priority.

Encl: As above.

**Yours faithfully,**

**(S. L. Jain)**  
**Joint Director**