



**GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ORISSA  
JANAPATH, UNIT – IX, BHUBANESWAR – 751022**

**Tender Notice No.171/7/2009-CT dt.04.02.2010**

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Office of the Director of Census Operations, Orissa, Unit-IX, Janpath, Po: Bhoinagar, Bhubaneswar-751022 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 Pad
- (vi) Small Marker Pen
- (vii) Plastic coated Jems Clip (in box)
- (viii) Coloured chalk (in box)

2. **Background:** A large number of Enumerators and Supervisors (about 84-85 thousand) would collect data in the field of the State. All Enumerators and Supervisors to be engaged in the field for both the phases of Census Operations, i.e., Houselisting and Housing Census along with preparation of NPR and second phase of Population Enumeration would be supplied with the above articles mentioned at Sl. i to viii.

3. **The present tender intends to obtain best possible rates from reputed suppliers for supply of items noted above for the phases of Census Operations in two broad time schedules, i.e., (i) supply of total requirement for 1<sup>st</sup> phase (Houselisting & Housing Census along with preparation of NPR) during March, 2010, and (ii) supply of total requirement for 2<sup>nd</sup> phase (Population Enumeration) during July-September, 2010.**

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

Item	Estimated Quantity for 1 <sup>st</sup> phase to be supplied during March-April, 2010	Estimated Quantity for 2 <sup>nd</sup> phase to be supplied during July-September, 2010
(i) Ball Pen (not Gel Pen)	159688	159688
(ii) Pencil	159688	159688
(iii) Eraser	159688	159688
(iv) Sharpner	85986	85986
(v) Ink Pad	73702	73702
(vi) Small Marker Pen	85986	85986
(vii) Plastic coated Jems Clip (in box)	12284	12284
(viii) Coloured Chalk (in box)	73702	73702

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

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 **20 days (during March, 2010 for 1<sup>st</sup> Phase and July, 2010 for 2<sup>nd</sup> 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:

The Bidder should be in a position to complete the supply of materials within 20 days of the supply order as per the specifications.

**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 Director of Census Operations, Orissa, Unit-IX, Janpath, Po: Bhoinagar, Bhubaneswar-751022 on payment of Rs.500/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalised Bank in favour of **"The Director of Census Operations, Orissa"** payable at **"Bhubaneswar"**. The same can also be downloaded from [www.censusindia.gov.in](http://www.censusindia.gov.in) (Tender). However, in such 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 **'The Director of Census Operations, Orissa'** payable at **"Bhubaneswar"**, 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 25.02.2010** at **Office of the Director of Census Operations, Orissa, Unit-IX, Janpath, Po: Bhoinagar, Bhubaneswar-751022**. Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened first on 25.02.2010 at 3.30 P.M. The Financial Bids will be opened on 26.02.2010 at 3.00 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-III-A** and **Annex-III-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" **like wise 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" like wise. It should be addressed to **"The Director of Census Operations, Orissa, Unit-IX, Janpath, Po: Bhoinagar, Bhubaneswar-751022"**. 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 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 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 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: -

Item	Value of EMD to be deposited
(i) Ball Pen (not Gel Pen)	Minimum EMD of Rs.45,000/-
(ii) Pencil	Minimum EMD of Rs.20,000/-
(iii) Eraser	Minimum EMD of Rs.20,000/-
(iv) Sharpner	Minimum EMD of Rs.10,500/-
(v) Ink Pad	Minimum EMD of Rs.35,000/-
(vi) Small Marker Pen	Minimum EMD of Rs.45,000/-
(vii) Plastic coated Jems Clip (in box)	Minimum EMD of Rs.4,000/-
(viii) Coloured Chalk (in box)	Minimum EMD of Rs.18,000/-

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/ Pay Order/ Banker's Cheque/ Bank Guarantee from any Nationalized/ Scheduled Bank drawn in favour of " **The Director of Census Operations, Orissa**" payable at "**Bhubaneswar**" 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/ Banker's Cheque/ Bank Guarantee from a Nationalized/ Scheduled Commercial Bank in favour of "**The Director of Census Operations, Orissa**" payable at "**Bhubaneswar**. 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 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 after the successful completion of delivery in respect of the 2<sup>nd</sup> phase requirement at different allotted destinations and to the satisfaction of the purchaser (DCO).** 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). 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 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 (**part of technical bid**).
- 15. Bank Charges:** Bank charges, if any, shall be borne by the successful tenderer.
- 16. Delivery:** The material should be properly delivered in full and good condition in DCO, Orissa, Bhubaneswar.
- 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 (DCOI) 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 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. The decision of the purchaser (DCO) with regards to the quality shall be final.
- 19. Purchaser's Right to Accept any Bid and Reject any or all Bids:** The Purchaser (DCO) 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 may amend any of the tender conditions as may be desired. DCO at its discretion may or may not extend the due date and time for the submission of tender documents on account of amendments.
- 21. ARBITRATION:** The dispute or difference arising between the DCO 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 DCO 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. III-A**) only along with the following enclosures:
- (a) Cash Receipt of Rs. 500/- from DCO 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 'Pay & Accounts Officer (Census)' payable at 'New Delhi';
  - (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 "**The Director of Census Operations, Orissa**" payable at "**Bhubaneswar**".
  - (c) Copies of Audited Balance Sheets of the firm for last two years (2008-09);
  - (d) Copies of Income Tax Returns for 2008-09;
  - (e) A copy of latest Sales Tax/ VAT clearance certificate duly self-attested/stamped;
  - (f) 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;
  - (g) **Sample of the item**, in conformity to the prescribed specification in the Tender Document (**Annex. II**), 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. III-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 (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.

(Bishunpada Sethi)  
Director of Census Operations, Orissa  
Unit-IX, Janpath, Po: Bhoinagar,  
Bhubaneswar-751022.

**SCHEDULE OF SPECIFICATION OF MATERIALS**

<b>Sl. No.</b>	<b><u>Name of the Items</u></b>	<b>Detailed Specification</b>
1	Ball Pen (not Gel Pen)	Reynold/ Cello Gripper/ Cello Topper/ Cello Pin Point/ Pick pens (Active Fine Tip)/ Pick pens 005/ Win Bright-Rider 0.6 Regular (Use & throw)/ Any other reputed brand.
2	Pencil	Geetanjali/ Natraj/ Polo Gitanjali/ Polo (Red & Black)/ Cello Class One (HB)/ Any other reputed brand
3	Eraser	Apsara (Non dust)/ Natraj (Non dust)/ Any other brand
4	Sharpner	Natraj/ Canon/ Cello (505)/ Any other reputed brand
5	Ink Pad	Fever Castle/ Bengal Tiger/ Dayal/ Any Other reputed brand
6	Small Marker Pen	Pick pens (Alfa Bold)/ Kores (Star Mark)/ Any other reputed brand
7	Plastic coated Jems Clip (in box)	Classic/ Grapes/ Any Other reputed brand
8	Coloured Chalk (in box)	Sankha/ Swan/ Any other reputed brand

**PRESCRIBED PROFORMA FOR TECHNICAL BID.**

With Reference to Tender Notice **No.171/7/2009-CT** Dated 03.02.2010, 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. II)** -----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 DCO towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.500/- (if Tender Form downloaded from Website) drawn in any Nationalised Bank in favour of **The Director of Census Operations, Orissa** payable at "**Bhubaneswar.**";
  - (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 "**The Director of Census Operations, Orissa**" payable at "**Bhubaneswar.**";
  - (c) Copies of Audited Balance Sheets of the firm for last two years (2008-09);
  - (d) Copies of Income Tax Returns
  - (e) A copy of latest Sales Tax/ VAT clearance certificate duly self-attested/stamped;
  - (f) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by ORGI or any other Central Government/State Government Department/Public Sector Undertakings;
  - (g) **Sample of the item**, in conformity to the prescribed specification in the Tender Document (**Annex. II**), 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. 171/7/2009-CT** Dated 03.02.2010, the per unit rate (inclusive of taxes, transportation etc.) is given below:

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

I agree to the terms and conditions as mentioned in the Tender Notice **No. 171/7/2009-CT** dated 03.02.2010 issued by the Government of India, **Office of the Director of Census Operations, Orissa, Unit-IX, Janpath, Po: Bhoinagar, Bhubaneswar-751022**. The Item, for which the Financial Bid is being submitted, is as per the specification specified in the Tender Notice (**Annex-II**).

**Signature.....**

**Name.....**

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

**Stamp.....**