

No. D-26012/01/2010-11
Date: 20.12.2010

To

Sub:- Limited tenders are invited to print Census Booklet and spiral Binding (5000 nos) Limited Tender No LT –26 / 2010.

Limited tenders are invited to **print Census Booklet (in 5000 numbers) and spiral Binding**. 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 24-12-2010. Quotations received after stipulated time and date will be rejected. Quotations will open at Directorate of Census Operations, Maharashtra, Mumbai on date 24-12-2010 at 5.00pm.

The envelope should be superscripted with, “Quotation to print Census Booklet and spiral Binding” 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 work 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 print Census Booklet (in 5000 nos.) and spiral Binding. 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 26012/01/2010-11

Dated : 20.12.2010

Limited Tender Notice

Director of Census Operations, Maharashtra, Mumbai invites properly sealed Tender print Census Booklet (in 5000 nos.) and spiral Binding.

Tender No	Name of Items Estimated	Cost	EMD
LT – 26 / 2010	Limited tenders are invited to print Census Booklet (in 5000 nos.).	2 Lakh	Rs.5,000/- By D.D. of Nationalized Bank

Last date of submission of Tender 24.12.2010 up to 3:00 pm

Opening date of Tender 24.12.2010 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 –26 / 2010 Dated : 20.12.2010 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 : 20.12.2010
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. Submit the proof or sample before commencement of total work
2. 100 % of the payment shall be made by cheque on receipt of material in good condition by the office. 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 printed material supplied.
4. All the taxes and surcharges at source at the prevailing rates at the time will be recovered from the bill amount. The supplier should quote the rates inclusive of all taxes. The contractor should furnish the PAN numbers.
5. **Time Response:** All the material is to be supplied without fail within a minimum period of 7 days 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.
- 6 **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/Banker's 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.
- 7 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;

Annexure-I

Sl. No.	Name of the Items
1	Printing of 5000 books approx.120 pages on A4 size 70 GSM papers
2	Spiral Binding with plastic sheet on front and back

Note: Material of booklet will be provided by this office

ANNEX. I-B
PRESCRIBED PERFORMA FOR FINANCIAL BID.

With Reference to Tender Notice _____ Dated _____, the per unit rate (inclusive of taxes, transportation etc.) and total cost for our Bid quantity is as given below:

Item for which Financial Bid being submitted	Rate (all inclusive of taxes, transportation etc) (In both figures & Words)
Printing of 5000 books approx.120 pages on A4 size 70 GSM papers	Rate per page (inclusive all charges)
Spiral Binding with plastic sheet on front and back	Rate per book (inclusive all charges)

Note: Material of booklet will be provided by this office

I agree to the terms and conditions as mentioned in the Tender Notice **Limited Tender No LT -26 / 2010** Dated 20.12.2010 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.....