

No. D 29013/01/2009-10 (48)

Dated: 27<sup>th</sup> February 2012

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**Sub : Printing of Tables on Houses, Household Amenities and Assets  
(H & HH Series), Census of India 2011**

Limited tenders are invited for printing of 3 Volumes Tables on Houses, Household Amenities and Assets (H & HH Series), Census of India 2011 in respect of Maharashtra in Volume I, II and III. The details of printing and its quantity are given hereinafter in this tender.

Tenders along with Earnest Money Deposit / Security Deposit in sealed cover addressed to the Director of Census Operations, Maharashtra, 2<sup>nd</sup> Floor Exchange Building, Sir Shiv Sagar Ram Gulam Marg, Ballard Estate, Mumbai 400 001 should reach to the above address by Speed Post / Courier / Registered Post or may be dropped in the Tender Box on or before 14.00 Hrs of 07/03/2012. Quotation received after stipulated time and date will be rejected. Quotation will be opened at Directorate of Census Operations, Maharashtra Mumbai on 07/03/2012 at 17.00 Hrs.

The envelope should be superscripted with, "**Tender for Printing of Tables on Houses, Household Amenities and Assets (H & HH Series), Census of India 2011**" with Tenderer's name, address with phone and fax number. A copy of enclosed Terms and Conditions duly signed should be returned 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 tender is completely on “as and when required basis”. The successful tenderer is responsible for printing of all three volumes with its required copies and as per specifications of printing given in this tender, within stipulated time. The tender will be summarily rejected without E.M.D.

This Directorate reserves all the rights to reject any or all the tenders without any reason.

(D L Mendhe)  
Dy Director of Census Operations  
Maharashtra Mumbai

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

No D 29013/01/2009-10 (48) Dated: 27<sup>th</sup> February 2012

**Limited Tender Notice**

The Deputy Director O/o the Directorate of Census Operations, Maharashtra, Mumbai invites properly sealed Tender for **Printing of Tables on Houses, Household Amenities and Assets (H &HH Series), Census of India 2011.**

Sr No	Job Description	Quantity	EMD
1	Print area of the publications will be 7"x10.25" including folio	750 copies of each 03 Volumes of 600 to 700 pages approximately of each volume	Rs 10000/-
2	Trimmed/finished cut size of the publications should be 8.25"x11.75"		
3	Text and tabular matter of the publications will be printed in two colours on 80 gsm Offset Map litho Paper in the size of 24" x 34"		
4	Maps/charts/diagrams etc to be included in the publications will be printed in multi colours on 100 gsm Gloss Art Paper of 'A' Grade Mill in the size of 25"x36"		
5	Cover of the publication will also be printed in multi colours on Gloss Art Card of 300 gsm of 'A' Grade Mill in the size of 25"x36" and gloss laminated. (A soft copy of sample of cover page will be sent shortly)		
6	Binding style of the publication shall be perfect binding with section sewing		

Last date of submission of Tender 07/03/2012 up to 14:00 hours

Opening date of Tender: 07/03/2012 at 17:00 hours

The following papers/documents should be enclosed with the tender

- 1) Copy of PAN Card
- 2) Copy of Sales Tax / VAT registration
- 3) Copy of profile of the firm
- 4) Copy of the similar work order through which the work of Central / State / Semi Government office is completed
- 5) Registration No of the firm

The Directorate of Census Operations, 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 :  
(Provide copies of last 3 years Income Tax return filed)

Signature of Tenderer

**DECLARATION - I**

I / we hereby declare that I / we have carefully gone through the terms and conditions of the Tender Notice No **D 29013/01/2009-10 (48) Dated : 27<sup>th</sup> February 2012** in details 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**

**Issued to :**

**DECLARATION-I 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 anywhere. 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. 100 % of the payment shall be made by cheque on completion and delivery of work to our satisfaction. For claiming 100% of the payment, the following documents are to be produced before paying authority.
  - i) Invoice.
  - ii) Completion certificate duly certified by the concerned officer of the work
  - iii) Signature of the consignee for completion of work at their satisfaction
  - iv) Copy of the work order.
  - v) Delivery challan
2. No payment shall be made for the job of non standard and inferior quality.
3. All the taxes and surcharges at source at the prevailing rates at the time will be recovered from the bill amount. The firm should quote the rates inclusive of all taxes charges and expenses. The contractor should furnish the APGST Registration number and PAN numbers on the bills.
4. **Time Response**: The work should be completed within stipulated time as specified from the date of issue of work order.
5. A penalty of 1.5% on the total amount of work order shall be imposed for each week delay after stipulated 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.

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

Stamp & Signature of the Supplier



## ANNEXURE

**PRESCRIBED PERFORMA FOR FINANCIAL BID**

With reference to Tender Notice \_\_\_\_\_ dated \_\_\_\_\_ the per unit rate (all inclusive of taxes, transportation etc.) and total cost of our Bid quantity is as given below

Item for which Financial Bid being submitted	Rate per volume (inclusive of required material taxes / charges, packing transportation, loading – unloading and delivery)	
	Rate in Rupees	
Printing of Census Volumes I, II and III	Single Page	Both Side
Text and tabular matter of the publications to be printed in two colours on 80 gsm Offset Map litho Paper in the size of 24" x 34"		
Maps/charts/diagrams etc to be included in the publications to be printed in multi colours on 100 gsm Gloss Art Paper of 'A' Grade Mill in the size of 25"x36"		
Cover of the publication to be printed in multi colours on Gloss Art Card of 300 gsm of 'A' Grade Mill in the size of 25"x36" and gloss laminated.		
Binding style of the publication shall be perfect binding with section sewing	Each Book Rs	

I agree to the terms and conditions as mentioned in the Tender Notice No D 29013/01/2009-10 (48) dated 27<sup>th</sup> February 2012 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 (Annex II)

**Signature** .....

**Name** .....

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

**Stamp** .....