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OFFICE OF THE DIRECTOR, CENSUS OPERATIONS, HARYANA
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Government of India, Ministry of Home Affairs
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Janganana Bhawan, Post Box No. 764, U.T.Chandigarh - 160019

F. No./fe-I a

Dated - 05.08.2011

Detailed Tender Document

Sealed Tenders are invited by the Office of the Director, Census Operations, Haryana, Janganana Bhawan, Plot No. 2B, M. Marg, Sector-19A, Chandigarh from service providers for the **work of Photocopying of Census Documents 2011** as per specifications mentioned below for Socio economic Caste Census 2011 and 6th Economic Census-

Quantity

Size of Paper	Items to be photostate	Paged to be photostate	Number of copies to photostate	Total pages to photostate
A-3	Charge Registers	10,000	02 copies of each page	20,000
A-3	Layout Map	50,000	03 copies of each page	1,50,000
A-4	Abridged House	7,50,000	02 copies of each page	15,00,000

Specifications

- Material-**
1. Branded 75 GSM Photocopier Paper of Size A4 & A3 to be used for photocopying work.
 2. Copier Machine should be installed in the office as the documents are of confidential nature.
 3. Emergency power back up system should also be provided during failure of power supply owing to time - bound completion of the work.

2. The present tender intends to obtain best possible rates from Service Providers for delivering service of photocopying work of Census Records 2011.

3. Delivery/Completion Schedule of work and Minimum/Maximum Bid Quantity : The total volume is required to be completed within 20 days from the date of issue of supply order/job assignment.

DCO Haryana, Chandigarh, 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 25% keeping in view total requirement of the Office.

4. 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 Rs. 02 lakh for the last three years (2008-09, 2009-10 & 2010-11) from works of similar/said material for which the Bidder has participated. Income Tax Returns for all the three years as support paper should be submitted along with the Bid.

b) The Bidder must have successfully completed some important orders of similar jobs during last three years (2008-09, 2009-10 & 2010-11), each valuing more than Rupees two lakhs, for the offices of Govt. of India/States/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 Bid.

c) The Bidder should have well equipped in service providing capacity/workshop with sufficient manpower and machinery to undertake and complete the works as per requirement or in case he is a service provider then he should have necessary back-up of a manufacturer. Address of workshop(s) and manpower profile are to be enclosed with Bid.

d) The Bidder should be in position to complete the work at the office/ place of job within 20 days of the supply order.

Note : The Bidder should not have been blacklisted by any Central/State Government Offices.

5. Availability of Tender Documents : Tender Document can be obtained from the Office of the Director, Census Operations, Haryana, Jaganana Bhawan, Plot No. 2B, M. Marg, Sector-19A, Chandigarh on payment of Rs. 100/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalized Bank in favour of '**Director, Census Operations, Haryana**' payable at "**Chandigarh.**"

6. Due Date : Due date for submission of offer is on or before 03.00 PM on 19.08.2011 at the Office of the **Director, Census Operations, Haryana, Jaganana Bhawan, Plot No. 2B, M. Marg, Sector-19A, Chandigarh-160019**. Offers received after due date and time of submission shall not be considered. **The Bid will be opened on the same day at 04.00 PM.**

7. Submission of tender under cover system : Intending firms should address their Bid in prescribed Performa at **Annex-I** and **Annex-II** in sealed cover duly superscribed as TENDER FOR CARRYING OUT THE JOB OF PHOTOCOPYING to **The Director, Census Operations, Haryana, Jaganana Bhawan, Plot No. 2B, M. Marg, Sector-19A, Chandigarh**. If tender is submitted by hand, then sealed envelope must indicate TENDER NO. & DATE OF OPENING as well and shall be deposited in the aforesaid office. If the tender is sent by post, then tender must be sent in double covers. **INSIDE COVER** should have TENDER NO. & DUE DATE OF OPENING AND SEALED, while **OUTSIDE COVER** should only bear address of the purchaser without mentioning tender number & due date of opening and need not be sealed. **TELEGAPHC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.**

8. **Late Delivery & Risk Purchase:** In case supply of service is made after expiry of the delivery date, this office reserves the right to recover liquidated damages @ 0.5% of residual job value per day. However, if the supply of service is not affected within a grace period of two days from the scheduled date, DCO Haryana, Chandigarh reserves the right to undertake risk purchase of service at the cost of DEFAULTER. Any additional expenditure so incurred in undertaking risk purchase of the service shall be recovered from the defaulter. In this context, DCO Haryana, Chandigarh also reserves the right to cancel part of the order and undertake risk purchase of the service for this cancelled quantity depending on the need.

9. **EARNEST MONEY DEPOSIT (EMD) :** EMD of Rs. 40,000.00 is to be enclosed with the Bid.

a) Bidders are required to deposit EMD in the form of A/c Payee DD/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalized/Scheduled Bank drawn in favour of '**Director, Census Operations, Haryana**' payable at "**Chandigarh**" along with the Bid.

b) Any Bid without EMD will be rejected by the Purchaser as non responsive.

c) Unsuccessful Bidder's EMD will be discharged/returned as promptly as possible as but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser.

d) The successful Bidder's EMD will be returned after receipt of "Performance Security" from the Bidder or be adjusted towards "Performance Security" as per the condition laid in Para 10.

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.**

10. **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 **7 days** from the date of receipt of supply order, in form of A/c Payee DD/Pay Order/Banker's Cheque/Bank Guarantee from a Nationalized/Scheduled Commercial Bank in favour of Director, Census Operations, Haryana payable at Chandigarh. On request of the Bidder, the 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 EMD of the bidder shall be forfeited. In such case, the DCO Haryana, Chandigarh 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 Haryana, Chandigarh after the successful completion of the work and to the satisfaction of the purchaser.** 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 Haryana)**. 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.

11. **Payment:** Payment can be released against actual deliveries of the service (completion of jobs) of the supplier at the office and to the satisfaction of the Purchaser. The Supplier should submit their pre-receipted Bills, in triplicate, along with certificate(s) from the consignee (**DCO**

Haryana) that materials have been received in full and in good condition as per the approved specification of the **DCO Haryana**. The cost of wastage, illegible & mutilated copies will be borne by the firms itself.

12. **Sale Tax/Service Tax/VAT clearance Certificate:** A copy of latest Sales Tax/VAT clearance certificate duly self-attested should be submitted along with offer.

13. **Bank Charge:** Bank charges, if any, shall be borne by the successful Bidder.

14. **Delivery:** The material should be properly delivered at the Directorate in conformity with the specification and supplied to the satisfaction of the concerned authority.

15. **Attending Tender Opening:** Only one representative of each Bidder, who wishes to attend to the tender opening, shall be allowed to attend Tender Opening subject to presentation of authorization letter from the bidder.

16. **Award Criteria:** The Purchaser shall rank the rates quoted by all eligible Bidders for the item. The lowest rate quoted (inclusive all) for the item will be taken as L1 rate. If the Purchaser feels that the L1 rate is at higher side, further negotiation may be held with L1 firm to reduce its rate. Once the negotiated L1 rate is finalized, the L1 Bidder will be awarded the full quantity for which he has bid. If L1 refuses the offer then the L2 bidder would be asked to match the negotiated L1 rate. In case L2 matches the negotiated rate of L1, he would be awarded the full quantity he has bid for subject to his capacity. The process of awarding of supply order will continue in this manner till the total required quantity.

17. **Purchaser's Right to Accept any Bid and Reject any or all Bids:** The Purchaser 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 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.

18. **Amendments to the Tender:** Before the last date for the receipt of tender, DCO Haryana may amend any of the tender conditions as may be desired or wherever DCO Haryana feels that such an amendments is absolutely necessary. DCO Haryana at its discretion may or may not extend the due date and time for the submission of tender documents on account of amendments.

19. **Arbitration :** The dispute or difference arising between the DCO Haryana and the Bidder to any matter pertaining this Tender, related work order and payment shall be referred to the sole arbitration by the Arbitrator appointed by the DCO Haryana, Chandigarh or any other person nominated by her. The decision of the Arbitrator shall be final and binding on the firm subject to the provision that the Arbitrator shall give reasoned award.

20. **Performa for the Bid and Enclosures of the Bid:** The Bid should be submitted in the prescribed Performa (**Annex. I & II**) only along with the following enclosures-

a) Cash Receipt of Rs. 100.00 from DCO Haryana towards cost of the Tender or A/c Payee DD of Rs. 100.00 drawn in any Nationalized Bank in favour of **Director, Census Operations, Haryana** payable at **Chandigarh**.

b) EMD(as specified at paragraph-09) in the form A/c Payee DD/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalized/Scheduled Bank drawn in favour of the **Director, Census Operations, Haryana** payable at **Chandigarh**.

c) Copies of Income Tax Returns for 2008-2011.

d) A copy of latest Sales Tax/Service Tax/VAT clearance certificate duly self attested/ stamped.

e) Copies of work orders for carrying out of similar job valuing upto Rs. 2 lakh/ completion Certificates during last 3 years.

f) Addresses of workshop(s) and manpower profile of the Bidder.

g) Self certificate, duly signed by the Bidder that the Bidder is not currently blacklisted by any Central/State Government Deptt/Undertaking.

Note: **All the documents (excluding EMD) enclosed with the Bid should duly be signed by the Bidder with seal of the Firm on each and all pages be serially page numbered. The Bid without any of the above mentioned document may lead to rejection of the Bid.**

21. **Performa for the Bid:** The cover of the Bid should contain only the rate of work of photocopying in the prescribed Performa (**in Annex. II**) for which the bid is being submitted. Rates including all charges like all taxes, installation, freights etc should be indicated in both FIGURES & WORDS. The rates quoted must remain firm till completion of delivery. Erasing, overwriting and corrections should be authenticated by the Bidder's signature. In case this has not been done such offer likely to be rejected. **No conditional Bid shall be entertained.**

22. **Special Note :** Any ambiguity in the offer may lead to disqualification.

Sd/-

(Vinod Kumar Babbar)

Deputy Director

Directorate of Census Operations, Haryana
Plot No. 2B, M. Marg, Sector-19A, Chandigarh.



Prescribed Performa for the Bid

With reference to Short Tender Notice No. Census – Hr.-S-11017/2011 dated 05.08.2011 inserted in Newspaper on, the undersigned furnishes below/encloses herewith following details/documents for consideration-

- a) Name of the Firm
- b) Confirmation regarding supply of Service/completion of work as per prescribed specification Yes/ No.
- c) Period of Validity of Offer Price (in days)
- d) Delivery Schedules
- e) Earnest Money Deposits
EMD Details
Date of Issue
Name of the Bank
- g) Documents enclosed : (Copies are to be self attested/Stamped) -

1) Cash Receipt of Rs. 100.00 from DCO Haryana towards cost of the Tender or A/c Payee DD of Rs. 100.00 drawn in any Nationalized Bank in favour of **Director, Census Operations, Haryana** payable at Chandigarh.

2) EMD(as specified in the Para 09 in the form of A/c Payee DD/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalized/Scheduled Bank drawn in favour of the **Director, Census Operations, Haryana** payable at Chandigarh.

- 3) Copies of Income Tax Returns for 2008-09, 2009-10 & 2010-11.
- 4) A copy of latest Sales/Service Tax/VAT clearance certificate.
- 5) Copies of work orders for supply of similar services valuing upto 2 lakh/ completion certificates during last 3 years.
- 6) Addresses of Workshop(s) and manpower profile of the Bidder.
- 7) Self Certificate that the Bidder is not currently blacklisted by any Central/State Government Deptt./Undertakings.

Signature

Name

Firm's Name with Address

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Impression of Stamp

Prescribed Performa for the Bid

With reference to Short Tender Notice No. Census – Hr.-S-11017/2011 dated 05.08.2011 the per unit rate(Inclusive all) and total cost for Bid quantity are as under –

Sl. No.	Item/Service for which the Bid being submitted	Bid Quantity (in Nos.)	Per Unit Rate (all inclusive) in both figures & words)	Total Cost for the Bid quantity (in both figures & words)
01	A3 size photocopy work with Paper			
02	A3 size photocopy work without Paper			
03	A4 size photocopy work with Paper			
04	A4 size photocopy work without Paper			

I agree to the terms & conditions as mentioned in the Detailed Tender Document No. dated issued by the O/o the Director, Census Operations, Haryana, Janganana Bhawan, Plot No. 2B, M. Marg, Sector 19A, Chandigarh-160019. The item/service for which the Bid is being submitted is, as per the specification laid down in the Detailed Tender Document.

Signature

Name

Firm's Name with Address

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