



**Government of India
Ministry of Home Affairs**

Office of the Director of Census Operations Maharashtra
2nd Fl. Exchange Building,
Sir Shivsagar Ramgulam Marg Ballard Estate
Mumbai 400 001.

Tender Notice No. D-15020/01/2011-12(551) OT-6

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Office of the Director of Census Operations Maharashtra, 2nd Fl. Exchange Bldg. Sir Shivsagar Ramgulam Marg Ballard Estate Mumbai 400 001 from reputed Firms or authorized distributors/suppliers for supply of Photocopies of Layout Map, Abridged Houselist (AHL) and Charge Register for Castes Enumeration.

- 1) **Layout Map A 3 size**
- 2) **Abridged Houselist A 4 size**
- 3) **Charge Register A 3 size**

2. **Background:** The Nodal Ministry in Government of India for conduct of the Socio Economic and Caste Census (SECC) are the Ministries of Rural Development and the Ministry of Housing and Urban Poverty Alleviation. The Office of the Registrar General and Census Commissioner, India will provide the necessary documents and technical assistance. The assistance would include, on the one hand, imparting support in the training and supervision of fieldwork and, on the other, providing some vital inputs for carrying out the field work, the details of which are given below.

- a. Photocopies of the Layout Map and the updated Abridged Houselist (AHL), neatly arranged separately for each EB/sub-block.
- b. Photocopies of the Charge Register for Castes Enumeration.

3. **Volume and Specification of Requirement:** To facilitate conduct of combined BPL survey in rural and urban areas and Castes Enumeration, two photo copies each of Charge Register, Abridged House Lists and Layout Maps in the table given below:

Item	Number	Average no. of pages	Total quantity (Two copies each)	Size
Layout Map	2,30,000	1	4,60,000	A 3
Abridged Houselist	2,30,000	35	1,61,00,000	A 4
Charge Registers	1,010	155	2,14,000	A 3

4. **Delivery/Completion Schedule of Supply :** Census taking is a Castes Enumeration and shall be conducted within rigid time schedule throughout the Country. The total volume of the items for Castes Enumeration is required to be supplied/delivered to all District Collectors and Municipal Commissioners Officers in Maharashtra within **30 days** from the date of issue of Supply Order/Job Assignment.

Director of Census Operations Maharashtra however, reserves the right to place the work order in favor of successful bidder(s) by either reducing or enhancing their bid quantity up to 20% keeping in view total requirement of DCO Maharashtra Mumbai. Moreover, since the materials are to be supplied to all District Collector's / Municipal Commissioner's of Maharashtra state, priority of supply shall be decided by the (Director of Census Operations Maharashtra) and the successful Bidder is to execute the same accordingly.

5. 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. 25 Lakh for the last three years (2007-08, 2008-09,2009-10). Audited Balance Sheets and Income Tax Returns for 2007-08, 2008-09,2009-10 as support paper should be submitted along with the Technical Bid;
- (b) The Bidder must have experience of Xeroxing at least three years in the offices of Government of India/State Governments/Public Sector Undertakings/any other reputed companies & private concerns.
- (c) The Bidder should have well equipped manufacturing capacity/workshop with sufficient manpower and machinery to undertake and complete supplies as per requirement or in case he is a distributor/supplier then he should have necessary back-up of a manufacturer. Addresses of workshop(s) and manpower profile are to be enclosed with Technical Bid.
- (d) The Bidder should have been 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.
- (e) The Bidder should be in a position to complete the supply of materials to the specified destinations in Maharashtra within 45 days of the supply order, as per the delivery schedule fixed by the Purchaser.

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

6. Availability of Tender Documents: Tender Document can be obtained from the Office of the Director of Census Operations Maharashtra, 2nd Fl. Exchange Bldg. Sir Shivsagar Ramgulam Marg Ballard Estate Mumbai 400 001on payment of Rs.100/- (non-refundable) in cash or in A/c payee Demand Draft drawn on any Nationalized Bank on favour of "**The Director of Census Operations, Maharashtra Mumbai**" payable at **Mumbai**. The same can also be downloaded from www.censusindia.gov.in (Tender). However, in this case the Bidder is required to enclose an A/c payee Demand Draft of Rs.100/- (non-refundable) drawn in any Nationalized Bank in favour of '**The Director of Census Operations, Maharashtra Mumbai**'" payable at **Mumbai** failing which the bid shall not be entertained.

7. Due Date: Due date for submission of offer is on or before **3.00 P.M. on 29.07.2011** at **Office of the Director of Census Operations Maharashtra, 2nd Fl. Exchange Bldg. Sir Shivsagar Ramgulam**

Marg Ballard Estate Mumbai 400 001. Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened first on 29.07.2011 at 4.00 P.M. The Financial Bids will be opened on 01.08.2011 at 4.00 P.M. only in respect of those tenderers who qualify in the Technical bid.**

8. Submission of tender under two covers system: Intending firms should submit their Technical Bids and Financial Bids in prescribed proforma at **Annex-III-A** and **Annex-III-B** respectively in separate sealed covers duly super scribed as "Technical Bid for _____". It should be addressed to "**The Director of Census Operations Maharashtra, 2nd Fl. Exchange Bldg. Sir Shivsagar Ram Gulam Marg, Ballard Estate, Mumbai 400 001.** 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 super scribing 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.**

9. 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 Maharashtra 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 Maharashtra also reserves the right to cancel part of the order and undertake risk purchase for this cancelled quantity depending on the need.

10. EARNEST MONEY DEPOSIT (EMD): EMD is to be enclosed with Technical Bid. The prescribed EMD value for the Bid Quantities are given in the table mentioned below: -

Item	Number of documents	Average No. of pages each documents	Total quantity (Two copies each)	Size	EMD in Rupees
Layout Map	2,30,000	1	4,60,000	A 3	Rs.5,40,000/-
Abridged Houselist	2,30,000	35	1,61,00,000	A 4	
Charge Registers	1,010	155	2,14,000	A 3	

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, Maharashtra, Mumbai**" payable at **Mumbai** 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.**

11. 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, Maharashtra Mumbai**" payable at Mumbai. 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, DCO Maharashtra 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 DCO Maharashtra after the successful completion of delivery.** 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 Bidder because of failure to provide in full or part by the successful Bidder, the difference in payment may be made from such amount.

12. Payment: Payment can be released against actual deliveries (completion of supply) of the Supplier at different destinations and to the satisfaction of the Purchaser. The Supplier should submit their pre-receipted Bills, in triplicate, along with the certificate(s) from the consignee (District Collector / Municipal Commissioner) that materials have been received in full and in good condition as per the approved specification of the DCO Maharashtra.

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

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

15. Delivery: The material should be properly packed in the strong boxes size L-19, W-14, H-7.5 Tahsil wise and Town/City wise and delivered to all District Collector & Municipal Commissioner office of Maharashtra in conformity with the specification and supplied to the satisfaction of the concerned authority.

16. Sufficient No. of Xerox machines should be installed at record offices i.e. to CWC Turbhe, Mohatta Building, CST area as the record to be Xeroxed are confidential in nature.

17. Electricity will be provided by the office.
18. Pre-bidding discussion will be held at 4.00 pm. on 28.07.2011 at the office of Directorate of Census Operations, Maharashtra, Mumbai.
19. **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.
20. **Award Criteria:** The purchaser (Director of Census Operations, Maharashtra) 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 L₁ rate. If the Purchaser feels that the L₁ rate is at higher side, further negotiation may be held with the 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 subject to his capability. The L₂ bidder would then 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. If L₂ does not match the L₁ negotiated rate, the L₃ bidder would be asked to match the L₁ negotiated rate. In case L₃ bidder matches the negotiated L₁ rate, he would be awarded the full quantity as per his bid or equal to the balance of the volume of work left (if balance of work left is less than the quoted quantity). The process of awarding of supply order will continue in this manner till the total required quantity in respect of the item for phase-2 is exhausted.
21. **Purchaser's Right to Accept any Bid and Reject any or all Bids:** The DCO, Maharashtra 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.
22. **Amendments to the Tender:** Before the last date for the receipt of tender, purchaser may amend any of the tender conditions as may be desired or wherever purchaser feels that such an amendment is absolutely necessary. Purchaser at his 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).
23. **ARBITRATION:** The dispute or difference arising between the purchaser and the bidder to any matter pertaining to this Tender related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by the Director of Census Operations Maharashtra or any person nominated by him. The decision of the Arbitrator shall be final and binding on the parties subject to the provision that the Arbitrator shall give reasoned award.
24. **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. 100/- from DCO Maharashtra towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.100/- (if Tender Form downloaded from Web Site) drawn in any Nationalized Bank in favour of '**The Director of Census Operations, Maharashtra Mumbai**'

- (b) EMD (as specified in the table at Paragraph-11) 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**";
- (c) Copies of Audited Balance Sheets of the firm for last three years (2007-08, 2008-09,2009-10);
- (d) Copies of work orders recived for supply of materials valuing more than Rupees 25 lakhs /completion certificates during last 3 years (2007-08, 2008-09,2009-10);
- (e) Copies of Income Tax Returns for 2007-08, 2008-09,2009-10
- (f) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
- (g) Copies of work orders for supply of similar materials valuing more than Rupees Five lakhs/completion certificates during last 3 years (2007-08, 2008-09,2009-10);
- (h) Addresses of workshop(s) and manpower profile of the Bidder;
- (i) Copy of the Registration Certificate of the Bidder/Firm;
- (j) 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;
- (k) **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.

25. 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 Caste Enumeration and NPR. 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.**

26. SPECIAL NOTE:

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

(D L Mendhe)
Deputy Director
Directorate of Census Operations Maharashtra,
2nd Floor, Exchange Bldg.,
Sir Shiv Sagar Ram Gulam Marg, Ballard Estate,
Mumbai - 400 001.

Delivery Stations for Maharashtra state

List of District Collector's and Municipal Commissioner's offices to deliver material

Sr No.	District Headquarter / City name	Delivery Address
1	Nandaurbar	Disrtict Collector Office
2	Dhule	Disrtict Collector Office
3	Dhule (M Corp)	Municipal Commisssioner Office
4	Jalgaon	Disrtict Collector Office
5	Jalgaon (M Corp)	Municipal Commisssioner Office
6	Buldana	Disrtict Collector Office
7	Akola	Disrtict Collector Office
8	Akola (M Corp)	Municipal Commisssioner Office
9	Washim	Disrtict Collector Office
10	Amravati	Disrtict Collector Office
11	Amravati (M	Municipal Commisssioner Office
12	Wardha	Disrtict Collector Office
13	Nagpur	Disrtict Collector Office
14	Nagpur (M corp)	Municipal Commisssioner Office
15	Bhandara	Disrtict Collector Office
16	Gondiya	Disrtict Collector Office
17	Gadchiroli	Disrtict Collector Office
18	Chandrapur	Disrtict Collector Office
19	Yavatmal	Disrtict Collector Office
20	Nanded	Disrtict Collector Office
21	Nanded Waghala	Municipal Commisssioner Office
22	Hingoli	Disrtict Collector Office
23	Parbhani	Disrtict Collector Office
24	Jalna	Disrtict Collector Office
25	Aurangabad	Disrtict Collector Office
26	Aurangabad (M	Municipal Commisssioner Office
27	Nashik	Disrtict Collector Office
28	Nashik (M Corp)	Municipal Commisssioner Office
29	Malegoan (M	Municipal Commisssioner Office
30	Thane	Disrtict Collector Office

Sr No	District Headquarter / City name	Delivery Address
31	Thane (M Corp)	Municipal Commissionner
32	Mira Bhayander (M	Municipal Commissionner
33	Navi Mumbai (M Corp)	Municipal Commissionner
34	Bhiwandi (M Corp)	Municipal Commissionner
35	Kalyan-Dombivali (M	Municipal Commissionner
36	Ulhasnagar (M Corp)	Municipal Commissionner
37	Vasi Virar City (M Corp)	Municipal Commissionner
38	Mumbai (M Corp)	Municipal Commissionner
39	Raigarh	Disrtict Collector Office
40	Pune	Disrtict Collector Office
41	Pimpri Chinchawad (M	Municipal Commissionner
42	Pune (M Corp)	Municipal Commissionner
43	Ahmadnagar	Disrtict Collector Office
44	Ahmadnagar (M Corp)	Municipal Commissionner
45	Bid	Disrtict Collector Office
46	Latur	Disrtict Collector Office
47	Osmanabad	Disrtict Collector Office
48	Solapur	Disrtict Collector Office
49	Solapur (M Corp)	Municipal Commissionner
50	Satara	Disrtict Collector Office
51	Ratnagiri	Disrtict Collector Office
52	Sindhudurg	Disrtict Collector Office
53	Kolapur	Disrtict Collector Office
54	Kolapur (M Corp)	Municipal Commissionner
55	Sangli	Disrtict Collector Office
56	Sangli Miraj Kupwad (M	Municipal Commissionner
	Total	

PRESCRIBED PERFORMA FOR TECHNICAL BID.

With Reference to Tender Notice No. _____ Dated _____, 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. **No. of Zerox Machines installed in Records Office :** _____
4. **Period of Validity of Offer Price** (in days):
5. **Delivery Schedule:** _____
6. **Earnest Money Deposit:** EMD Details:
Date of Issue:
Name of the Bank:
7. **Documents Enclosed:** (Copies are to be self attested / stamped)
 - (a) Cash Receipt of Rs. 100/- from DCO Maharashtra towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.100/- (if Tender Form downloaded from Web Site) drawn in any Nationalized Bank in favour of 'The Director, Directorate of Census Operations Maharashtra' payable at 'Mumbai';
 - (b) EMD (as specified in the table at Paragraph-11) 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
 - (c) Copies of Audited Balance Sheets of the firm for last three years (2007-08, 2008-09,2009-10);
 - (d) Copies of Income Tax Returns for 2007-08, 2008-09,2009-10
 - (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 more than Rupees ____ lakhs/ completion certificates during last 3 years (2007-08, 2008-09,2009-10)
 - (g) Copies of work orders received for supply of materials valuing more than Rupees ____ lakhs/ completion certificates during last 3 years (2007-08, 2008-09,2009-10);
 - (h) Addresses of workshop(s) and man power profile of the Bidder;
 - (i) Copy of the Registration Certificate of the Bidder/Firm;
 - (j) 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;
 - (k) **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.....

ANNEX. III-B

PRESCRIBED PERFORMA FOR FINANCIAL BID.

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

Item for which Financial Bid being submitted	Per Unit Rate (all inclusive taxes/charges, packing boxes, Transportation, loading - unloading and delivery) (In both figures & Words)	
	Single side	Both side
1) Layout Map - Size A3 paper 70 GSM	Rs.	Rs.
2) Abridge Houselist - Size A3 paper 70 GSM (The material to be printed on each side is different)	Rs.	Rs.
3) Charge Registers - Size A4 paper 70 GSM (The material to be printed on each side is different)	Rs.	Rs.

I agree to the terms and conditions as mentioned in the Tender Notice No.D-15020/01/2011-12(551) OT-5 Dated _____ 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.....



**Government of India
Ministry of Home Affairs**

Office of the Director of Census Operations Maharashtra
2nd Floor, Exchange Building
Sir Shivsagar Ramgulam Marg, Ballard Estate
MUMBAI – 400 001

TENDER NOTICE NO: D-15020/01/2011-12(551) OT-6 Date : 08.07.2011

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) from reputed Printers/ Firm/ suppliers for 1) Xeroxing of Charge Register (A 3 Size), Layout Map (A3 Size) and AHL (A4 Size) for BPL & Caste Enumeration 2) Printing of KYR (A4 Size) for National Population Register Work in large quantity for Directorate of Census Operations Maharashtra, Mumbai. Interested vendors should send their bids by 3.00 p.m. on 29.07.2011 to the Director of Census Operations, Maharashtra, 2nd Floor Exchange Building, Sir Shivsagar Ramgulam Marg, Ballard Estate, Mumbai 400 001, Complete details can be obtained from this Office, on payment of tender fee of Rs. 100/- (non-refundable) by cash/Demand Draft drawn in favour of 'Director of Census Operations, Maharashtra, Mumbai' payable at 'Mumbai' on any working day between 11.00 a.m. to 04.00 p.m. The tender document can also be downloaded from www.censusindia.gov.in or www.mahacensus.com .

Sd/-
Deputy Director
Telephone/Fax: 022-22691266 Tel. 22615494
E-mail: dco-mah.rgi@censusindia.gov.in