



2011



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

**MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA**

बिहार के जनगणना निदेशक का कार्यालय

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, BIHAR

बिहार राज्य सहकारिता बैंक भवन, अशोक राज पथ, पटना 800 004

Bihar State Co-Operative Bank Bhawan, Ashok Raj Path, Patna-800 004

Phone No. 0612-2675929, 2675672, Fax-0612-2675049 Email [dco-bih.rgi@censusindia.gov.in](mailto:dco-bih.rgi@censusindia.gov.in)

**Tender Notice No. D. 19015/02/2010-1836**

Dt. 03-08-2011

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 and Sixth Economic Census Work in large quantity for Directorate of Census Operations, Bihar, Patna. Interested vendors should send their bids by 3.00 p.m. on 23.08.2011 to the Directorate of Census Operations, Bihar, Patna, Bihar State Co-Operative Bank Bhawan, Ashok Rajpath, Patna-800004. 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 Statistical Investigator Grade-I payable at 'Patna' 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](http://www.censusindia.gov.in)

*2/08/2011*

(Ramesh Prasad)

Assitt. Director (HoO)

Directorate of Census Operations, Bihar, Patna  
Bihar State Co-Operative bank Bhawan, Ashok Rajpath,  
Patna-800004.



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Tender Notice No. D. 19015/02/2010-1836

Dt. 03-08-2011

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Directorate of Census Operations, Bihar, Bihar State Co-Operative Bank Bhawan, Ashok Rajpath, Patna-800004 from reputed Firms for Photocopying of Layout Map, Abridge Houselist (AHL) and Charge Register for Caste Enumeration and Economic Census.

- 1) Layout Map A3 size
- 2) Abridge House list A4 size
- 3) Charge Register A3

**2. Background:** (a) The Nodal Ministry in Government of India for conduct of the Socio Economic and Caste Census (SECC) are the Ministry 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.

Socio Economic and Caste Census (SECC) in 2011

- (i) One copy of every Charge Register (PE);
- (ii) One copy of every AHL;
- (iii) Two copies of every Layout Map (PE).

(b) The Nodal Ministry in Government of India for conduct of Sixth Economic Census is Ministry of Statistics and Programme Implementation. The Office of the Registrar General and Census Commissioner will provide photocopies of following documents.

Sixth Economic Census:

- (i) One copy of every Charge Register (PE);
- (ii) One copy of every AHL;
- (iii) One copy of every Layout Map (PE).

**3. Volume and Specification of Requirement and Work Guidelines:** To facilitate conduct of combined BPL survey in Rural and Urban areas and Caste Enumeration and Sixth Economic Census the volume of work is given below:



Item	Number	Average no. of pages (both side)	Total quantity of photocopy for Caste Census	Total quantity of photocopy for Sixth Economic Census	Size	Required GSM of Paper
Layout Map	205859	1	Two copies of every Layout Map	One copy of every Layout Map	A 3	75
Abridged Houselist	205859	24	One copy of every AHL	One copy of every AHL	A 4	75
Charge Registers	736	175	One copy of every Charge Registers	One copy of every Charge Registers	A 3	75

#### Work Guidelines

(a) Charge Registers- The Stapled/Stitched Charge Registers shall be un-stapled/un-stitched. After photocopying of selected sheets in each Charge Register the original set shall be re-stapled/re-stitched. The photo copied material shall be made into two sets in proper order and stapled securely.

(b) Lay out map: To be photo copied one side as it is.

(c) Abridged House List (AHL): The original AHL booklet shall be un-stapled. After photocopying, the original set shall be stapled properly and photo copied material shall be made into two sets in proper order and stapled securely.

(d) After completion of the Photocopying and re-stapling work, the original material shall be returned to this office safely without any damage and mutilation etc.

**4. Delivery/Completion Schedule of Supply :** Caste Enumeration and Sixth Economic Census are time bound work and shall be conducted within rigid time schedule throughout the Country. The total volume of the items for Caste Enumeration and Sixth Economic Census is required to be supplied/delivered to all District Magistrates and Municipal Commissioners Offices in Bihar within 30 days from the date of issue of Job Assignment by Directorate of Census Operations, Bihar, Patna however, this Office 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 Bihar, Patna. Moreover, since the materials are to be supplied to all District Magistrates /Municipal Commissioner Offices of Bihar State, priority of supply shall be decided by the (Directorate of Census Operations Bihar, Patna) 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:

- 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;
- The Bidder must have at least three years experience of Xeroxing in offices of Government of India/State Governments/Public Sector Undertakings/any other reputed Companies or private concerns.
- The Bidder should have well equipped with sufficient manpower and machinery to undertake and complete job assignment as per requirement or in case he is a distributor/ supplier of Xerox paper then he should have necessary



back-up of 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 Bihar within 45 days of the 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 Directorate of Census Operations, Bihar, Bihar State Co-Operative Bank Bhawan, Ashok Rajpath, Patna-800004 on payment of Rs. 100/- (non-refundable) in cash or in A/c payee Demand Draft drawn on any Nationalized/Scheduled bank in favour of Statistical Investigator Grade-I payable at 'Patna'. The same can also be downloaded from [www.censusindia.gov.in](http://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/Scheduled bank in favour of Statistical Investigator Grade-I payable at 'Patna' 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 23.08.2011 at Directorate of Census Operations, Bihar, 3rd Floor of Bihar State Co-Operative Bank Bhawan, Ashok Rajpath, Patna-800004. Offers received after due date and time of submission shall not be considered. The Technical Bids will be opened first on 23.08.2011 at 4.00 P.M. The financial Bids will be opened on 25.08.2011 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 Bid and Financial Bid in prescribed proforma at Annex-I and Annex-II respectively in separate sealed covers duly super scribed as "Technical Bid for PHOTOCOPYING WORK". It should be addressed to "Directorate of Census Operations, Bihar, Bihar State Co-Operative Bank Bhawan, Ashok Rajpath, Patna-800004." If tenders are submitted by hand, then sealed envelope must indicate TENDER NO. & DUE DATE OF OPENING as well and shall be deposited in Receipt/Despatch Section of this Office. 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 PHOTOCOPYING WORK" 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. DCO Bihar 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 Bihar 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	Average no. of pages (both side)	Total quantity Caste Census	Total quantity for Sixth Economic Census	Size	Required GSM of Paper	EMD in Rupees
Layout Map	205859	1	Two copies of every Layout Map	One copy of every Layout Map	A 3	75	Rs.250000/-
Abridged Houselist	205859	24	One copy of every AHL	One copy of every AHL	A 4	75	
Charge Registers	736	175	One copy of every Charge Registers	One copy of every Charge Registers	A 3	75	

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/Bankers Cheque/Bank Guarantee from any Nationalized/Scheduled Bank drawn in favour of Statistical Investigator Grade-I Payable at Patna along with Technical bid;
- (b) Any bid without EMD will be rejected by the purchaser as non responsive. NSIC registered firm is exempted from submitting EMD.
- (c) Unsuccessful Bidder 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 purchaser;
- (d) The successful Bidder 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 11
- (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 of 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 5% of the total value of the photocopying order rounded up to next thousand within seven days from the date of receipt of work order, in the form of Account Payee Demand Draft/Pay Order/Bankers Cheque/Bank Guarantee from a Nationalized/Scheduled Commercial Bank in favour of Statistical Investigator Grade-I payable at Patna. On request of the Bidder, the Earnest Money Deposit (EMD) will be adjusted against the Performance Security payable by the bidder and bidder shall deposit the balance amount in the prescribed mode and specified time limit. If the Performance Security is not paid within time specified, the Earnest Money Deposit of the bidder shall be forfeited. In such case, DCO Bihar 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 Bihar after the successful completion of work order. 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 Bihar). 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 Magistrate/Municipal Commissioner) that materials have been received in full and in good condition as per the approved specification of the DCO Bihar.

**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 C.D. Block wise and Town/City wise and delivered to all District Magistrate & Municipal Commissioner office of Bihar in conformity with the specification and supplied to the satisfaction of the concerned authority. Cost of packing (including cost of Box) shall be borne by the Firm.

**16. Sufficient Number of heavy duty Xerox machines should be installed at record offices i.e. to BSWC, Fatuha and Bihar State Co-Operative Bank Bhawan, Ashok Rajpath, Patna as the record to be Xeroxed are confidential in nature.**

**17. 2 KVA Electricity connection will be provided by the Office at BSWC, Fatuha. No Genset Facility available there at BSWC, Fatuha. Firm must make their own arrangement for electricity. However uninterrupted power supply will be made available at Bihar State Co-Operative Bank Building.**

**18. Pre-biding discussion will be held at 4.00 pm. on 11.08.2011 at the office of Directorate of Census Operations, Bihar, Patna.**

**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 (Directorate of Census Operations, Bihar, Patna) 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 supply order will continue in this manner till the total required quantity in respect of the item is exhausted.

**21. The rates shall be valid for six months from the date of Tender. The rates shall be quoted for each page with paper. Payment shall be made for quality photocopying only.**



**22. Purchasers Right to Accept any Bid and Reject any or all Bids:** The DCO, Bihar 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 therefore 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 Purchasers action.

**23. 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](http://www.censusindia.gov.in) (Tender).

**24. 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 Office of the Directorate of Census Operations, Bihar, Patna 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.

**25. Proforma for Technical Bid and enclosures of Technical bid:** Technical Bid should be submitted in the prescribed Proforma (Annex. I) only along with the following enclosures:

- (a) Cash Receipt of Rs.100/- from DCO Bihar 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/Scheduled Bank in favour of 'Statistical Investigator Grade-I' at 'Patna'
- (b) EMD (as specified in the table at Paragraph-10) in the form of account Payee Demand Draft/Pay Order/Bankers Cheque/Bank Guarantee from any Nationalized/Scheduled Bank drawn in favour of "Statistical Investigator Grade-I" payable at "Patna";
- (c) Copies of Audited Balance Sheets of the firm for last three years (2007-08, 2008-09, 2009-10);
- (d) Copies of work orders received 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 Bihar, ORGI or any other Central Government/State Government Department/Public Sector Undertakings;
- (k) Copy of Service Tax Number and Registration from Labour Department.

**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.**

**26. Proforma for financial Bid:** The cover of Financial Bid should contain only the rate of the material in prescribed proforma ( in Annex. II) for which the bid is being submitted. Rates including all charges like cost of paper, all taxes, loading-unloading, installation, freights etc. should be indicated in both FIGURES & WORDS. Rates may be quoted 'with transportation' and 'without transportation'. The rates quoted must remain firm till completion of delivery for the Caste Enumeration and Economic Census. Erasing, over-writing and corrections

should be authenticated by the tenderers signature. In case this has not been done such offer is likely to be rejected. No conditional Financial Bid shall be entertained.

27. SPECIAL NOTE:

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

*Ramesh Prasad*  
*2-8-2011*

(Ramesh Prasad)  
Assitt. Director (HoO)  
Directorate of Census Operations, Bihar,  
Bihar State Co-Operative bank Bhawan, Ashok Rajpath,  
Patna-800004.



**Annexure-I**  
**PRESCRIBED PERFORMA FOR TECHNICAL BID**

With Reference to Tender Notice No.D. 19015/02/2010<sup>1836</sup> Dated 03.08.2011 the undersigned furnishes below/encloses herewith following details /documents as part of 'Technical Bid' for consideration.

1. Name of the Firm -----
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. Delivery Schedule: \_\_\_\_\_
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.100/- from DCO Bihar 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 'Statistical Investigator Grade-I, Bihar, Patna' payable at 'Patna'
  - (b) EMD (as specified in the table at Paragraph-10) in the form fo account Payee Demand Draft/Pay Order/Bankers Cheuqe/Bank Guarantee from any Nationalized/Scheduled Bank drawn in favour of " Statistical Investigator Grade-I , Bihar, Patna" payable at "Patna";
  - (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 Bihar, OrGI or any other Central Government/State Government Department/Public Sector Undertakings;
  - (k) Copy of Service Tax Number and Registration from Labour Department.

Signature .....

Name.....

Name of the Manufacturer/Supplier .....

Stamp .....



## Annexure-II

### PRESCRIBED PERFORMA FOR TECHNICAL BID

With Reference to Tender Notice No. D. 19015/02/2010-1836 Dated 03-8-2011  
 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	Size	GSM	Per Page Rate (all inclusive cost of paper, taxes/charges, packing, cost of boxes, transportation, loading- unloading and delivery) (In both figures & Words)		Per Page Rate (all inclusive cost of paper, taxes/charges, packing and cost of boxes) (In both figures & Words)	
			Single side	Both side	Single side	Both side
1) Layout Map (Single Side Printed)	A-3	75	Rs.	xxxxxxx	Rs.	xxxxxxx
2) Abridged Houselist (The material to be printed on each side is different)	A-4	75	Rs.	Rs.	Rs.	Rs.
3) Charge Registers (The material to be printed on each side is different)	A-3	75	Rs.	Rs.	Rs.	Rs.

I agree to the terms and conditions as mentioned in the Tender Notice No. D. 19015/02/2010  
 Dated ..... issued by the Government of India, Office of the Directorate of Census  
 Operations, Bihar, Patna. 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 .....