

Grams: CENSUSANDHRA



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**Government of India, Ministry of Home Affairs  
Directorate of Census Operations, Andhra Pradesh  
Posnett Bhavan, Tilak Road, Hyderabad-500 001  
(Website : [www.censusindia.gov.in](http://www.censusindia.gov.in))**

Date: 29.07.2011

Tender Notice No: D.14015/1/SECC-2011/STORES

Sealed tenders are invited in two bid System (Technical Bid & Financial bid) from reputed registered firm/Photo copy units located within GHMC limits for photo copy of Census material for conduct of Socio-Economic & Caste Census - 2011. Interested parties may send their bids by 12.00 Noon on 17-08-2011 to the Assistant Director of Census Operations, 3rd floor, Posnett Bhavan, Tilak Road, Andhra Pradesh, Hyderabad-01. Detailed tender form can be obtained from the Office of the Director of Census Operations, Andhra Pradesh, on payment of Rs. 100/- (Non-refundable) by cash/Demand draft drawn in favour of 'Assistant Director of Census Operation, Andhra Pradesh, Hyderabad, payable at Hyderabad on any working day between 11.00 am to 3.00 pm.

**Sd/- (R.V.V.Durga Prasad)**

Joint Director



2011

భారత ప్రభుత్వం, గృహ శాఖ  
**Government of India, Ministry of Home Affairs**  
 భారత జనగణన కమిషన్, ఆంధ్ర ప్రదేశ్  
**Directorate of Census Operations, Andhra Pradesh**  
 ఆంధ్ర ప్రదేశ్ జనగణన కమిషన్, పోనెట్ భవన్, తిలక్ రోడ్, హైదరాబాద్ - 500 001  
 Posnett Bhavan, Tilak Road, Hyderabad – 500 001  
 (Website : [www.censusindia.gov.in](http://www.censusindia.gov.in))

సంఖ్య./No. 14015/1-SECC-2011/Stores  
 29.07.2011

తేదీ/Date :

**Tender Notice**

Sealed tenders are invited by the O/o the Director of Census Operations, Andhra Pradesh, Hyderabad towards photocopying of Census Material for the conduct of Socio-Economic & Caste Census 2011, in two bid system (Technical bid & financial bid) from the reputed registered firms / photo copying units located within GHMC limits. The details of work are as under :

Sl. No.	Description of work	Size & GSM of paper	No. of sheets* (Approximately)	No. of pages	No. of copies to be photo copied
1	Stapled/Stitched/Bounded Charge Register to be unstapled/unstitched and photocopy the selected sheets and again original and duplicate copies to be re-stapled as 3 booklets (Approximately 1478 Registers)	A-3 75 GSM	39,000 *Sheet covers 2 pages back to back.	78,000	2 copies of selected sheets back to back
2	Layout Maps	A-3 75 GSM	5,65,101* *One side	5,65,101	3 copies single side
3	Stapled Abridged Houselist (AHL)	A-4		60,27,744	2 copies of

to be unstapled, photo copy and again the Original & duplicate copies to be restapled as 3 booklets.( 16 sheets approximately / AHL).	75 GSM	30,13,872* *Sheet covers 2 pages back to back.		Sheets back to back .
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**Conditions:**

1. The firm shall have adequate number of good quality and heavy duty Photocopying machines to prepare quality printouts, sufficient space and manpower to execute the voluminous work of urgent time bound nature. The material for Photocopying will be issued in a phased manner. The work shall have to be completed within one week from the date of issuing the material. The material is confidential, hence the photocopy work shall be done under close supervision of authorized officials from the Directorate of Census Operations, A.P., Hyderabad.
2. **Guidelines:** (a) Charge Registers – The stapled/Stitched original Charge Registers shall be un-stapled/un-stitched. After photo copying 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 photo copying, the original set shall be stapled properly and photo copied material shall be made into two sets in proper order and stapled securely.
3. 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. The photocopied material after proper stapling shall be delivered at specified address within GHMC limits.
4. The rates shall be quoted for each page with paper and also include the stapling charges, door collection and door delivery at 3<sup>rd</sup> Floor Posnett Bhavan / Ground Floor at Kendriya Sadan, Sultan bazaar in respect of original material, as the case may be.
5. The bidder must have completed work orders of similar type successfully during the last three years valuing more than 10 lakhs (2008-09, 2009-10 & 2010-11) of the Govt. India/State Govt. and other reputed companies. (Certificates shall be enclosed).
6. The rates shall be valid for at least 6 months from the date of tender.
7. **Due Date:** The due date for submission of tender is on or before 17.08.2011 by 12.00 Noon and will be opened at 02.00 PM on the same day in the presence of the representatives (represented by one only), if any.

- 8. Submission of tender in two bid system:**, Intending firms shall submit their ‘Technical bid and Financial bid’ separately in the prescribed proforma duly super scribing on the inner covers. The two bids shall be submitted in one single cover to the ‘Assistant Director of Census Operations, 3<sup>rd</sup> floor, Posnett Bhavan, Tilak Road, Hyderabad – 1, duly super scribing sealed tender for photocopy work’.
- 9. EMD:** Earnest Money Deposit (EMD) of Rs. 50,000/- shall be deposited by way of ‘Demand Draft’ drawn in favour of ‘Assistant Director of Census Operations, Andhra Pradesh, Hyderabad and enclosed to the ‘Technical Bid’. Any bid without EMD will not be entertained.
- 10. Late delivery & Risk Photocopy:**
- In case, photocopy is not completed within the specified time, this office reserves the right to recover liquidated damages @0.5% of residual job value per week. In such case, the Director also reserves the right to execute the work through any other firm at the cost of defaulter and any expenditure so incurred in executing the risk job, will be recovered from the defaulter. Director also reserves the right to cancel part of the order and undertake risk photocopy for the cancelled quantity depending on the need.
- 11. Right to accept any bid:** The Director 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.
- 12.** Since this is a time bound work of National importance, in the event of L2 and other bidders accepting to execute the work at the rate quoted by L1, the work may be distributed among the firms as per discretion of the Director keeping the facts furnished in the Technical bid.
- 13.** The intended bidders may inspect the sample material at the office at 3<sup>rd</sup> floor Posnett Bhavan, Tilak Road, Hyderabad during the working hours duly contacting Assistant Director (Census) and for further details before filing the bid.
- 14. Payment:** 80% of payment will be released only after the photo copy work is completed as per the specifications and delivery of original material as at para no.4 and the photocopied material at the specified address within GHMC limits. The remaining 20% of the amount will be released only after satisfying the quality of paper as well as photocopy.
- 15. Performance security:** The successful bidder awarded with the job shall be required to deposit performance security of Rs.2,50,000/-(rupees two lakhs fifty thousand only) within 3 days from the date of receipt of work order by way of Demand Draft drawn in favour of “ **Assistant Director of Census Operations, Andhra Pradesh, Hyderabad**” failing which the EMD shall be forfeited. The performance security shall be released by the Director of Census Operations, after the successful completion and delivery of photocopied material. No interest will be payable

on performance security. In the event of non-providing of services the performance security will be forfeited.

Note :- The intending bidders who would like to download and use the detailed tender will have to pay Rs.100/- (non-refundable) while submitting the tender towards the cost of Tender document by a separate Demand Draft drawn in favour of “Assistant Director of Census Operations, Andhra Pradesh, Hyderabad” payable at Hyderabad.

### **ANNEXURE – I**

#### **PRESCRIBED PROFORMA FOR TECHNICAL BID**

With reference to Tender Notice No. : D.14015/1/SECC-2011/Stores dated 29.7.2011, the undersigned furnished below/ encloses herewith following details / documents as part of ‘Technical Bid’ for consideration:

1. Name of the firm/ photo copy unit :
2. Confirmation regarding supply of material in time: Yes / No
3. Period of validity of offer price (in days) :
4. Earnest Money Deposit : EMD Details :  
Date of issue :  
Name of Bank :
5. Documents enclosed:
  - i) Cash receipt of Rs.\_\_\_\_\_ from DCO towards cost of the Tender purchased.
  - ii) EMD (as specified at paragraph 9)
  - iii) Copies of Audited Balance Sheet of the firm for the last three years.
  - iv) Copies of Income Tax Returns for 2008-09, 2009-10 and 2010-11.
  - v) Copies of latest Sales Tax / VAT Clearance Certificate duly self attested/ Stamped.
  - vi) Copies of work orders for similar job valuing more than 10 Lakhs/ Completion Certificate during last 3 years.
  - vii) Addresses of workshop(s) and manpower profile of the Bidder.
  - viii) Copies of the Registration Certificate of the Bidder / Firm.
  - ix) Self-Certificate, duly signed by tenderer that the tenderer is not currently blacklisted by Central Government / State Government Department / Public Sector Undertakings.

Signature:

Name:

Name of the Manufacturer/

Supplier:

Stamp:

**ANNEXURE – II**

**PRESCRIBED PROFORMA FOR FINANCIAL BID**

With reference to Tender Notice No. : D.14015/1/SECC-2011/Stores dated 29.7.2011, the Unit Rate (inclusive of taxes, transportation etc.) and total cost for our bid quantity is given below:

Item for which Financial Bid being submitted	Bid Quantity	Unit Rate (all inclusive) (In both figures and words).	Total cost for the Bid quantity (In both figures & words)
1. Charge Registers		A3 size sheet (75 GSM) with back-to-back impression :	
2. A.H.L.		A4 size sheet (75 GSM) with back-to-back impression :	
3. Layout Maps		A3 size sheet (75 GSM) with one side impression :	

I agree to the terms and conditions as mentioned in the Tender Notice No. D.14015/1/SECC-2011/Stores dated 29.7.2011, issued by the Government of India, Office of the Director of Census Operations, 3<sup>rd</sup> Floor, Posnett Bhavan, Tilak Road, Hyderabad. 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: