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भारत सरकार • Government of India
गृह मंत्रालय • Ministry of Home Affairs

जनगणना कार्य निदेशालय, पश्चिम बंगाल
Directorate of Census Operations, West Bengal



ENSURE REGISTRATION OF
EVERY BIRTH AND DEATH

जनगणना भवन

JANGANANA BHAWAN

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No : NPR-24006/National (ASB)/2011 (Part)/549

dated : 14-05-2012

:: TENDER NOTICE ::

Sealed Tenders are invited by this Directorate from Printers/Firms/Suppliers of repute for printing and supply of Acknowledgement Slip Booklets to be used for ongoing NPR Biometric Operations in West Bengal.

(1) Specifications for Acknowledgement Slip Booklets are mentioned below :

- (a) Item : Acknowledgement Slip Booklets
- (b) Size : 28 cm. in length and 10 cm. in breadth
- (c) No. of Copies to be printed : 1000 (one thousand) Booklets at present
- (d) Language : Bengali – 800 and English – 200
- (e) Matters to be printed : Will be supplied by this Directorate in hard & soft copies
- (f) Paper to be used : 75 to 80 GSM Map-litho paper of reputed Brand is to be used for printing of the booklets and for cover page 130 GSM Art paper is to be used.
- (g) Other details : (i) 1000 booklets are to be numbered serially in front cover page.
(ii) Each booklet will contain 150 pages. Printing is to be done in both side of each page. Each page will be of two parts i.e. Office copy and Respondent's copy. Both copies will be serially numbered in both side. **Perforation will have to be made between two parts.**
(iii) Rates should be quoted along with sample of paper with make and brand name during submission of quotations/tenders.

(2) Other terms and conditions :

- (a) The suppliers should have an annual turnover of Rs. 2(two) lakhs or more for each of the last three consequent years and should have completed similar type of work earlier.
- (b) The Bidder should be able to supply the above materials to this Directorate within 10 (ten) days after the placement of work order.
- (c) The supplier selected through Tender process should also be ready to supply an additional quantity of 500 (five hundred) booklets within six months at the same rate, if required by this Directorate.

(3) Delivery/completion schedule of supply :

The NPR is a National Programme of immense importance and shall be completed within rigid time frame throughout the State. Keeping this in mind, the Acknowledgement Slip Booklets are to be supplied within 10 days from the date of issuance of work order.

DCO, West Bengal, however, reserves the right to place the work order in favour of successful bidder(s) by either reducing or enhancing their bid quantity up to 20% keeping in view of their actual requirement.

(4) Binding/Bundelling :

The Acknowledgement Slip Booklets are to be properly binded (stapled of 150 leaves and cover page in each booklet numbered from 001 to 150 in office copy & respondent copy and perforated between office copy & respondent copy), and bundled with 10 (ten) booklets each so that these can be carried/transported without soiling and damaging in either side.

(5) Bid Security (EMD) :

The Bidders will have to deposit a Demand Draft/Pay Order of 5% of the total quoted cost of work (Bid amount) only from any Nationalised/ Scheduled commercial bank drawn in favour of **The Director, Directorate of Census Operations, West Bengal** payable at **Kolkata** as Bid security/Earnest Money Deposit (EMD) along with the quotations. The EMD of the unsuccessful Bidders shall be refunded within 30 (thirty) days of the bid validity period and the same shall be forfeited if the Tenderers withdraw their offers after the tender opening during the bid validity period. No interest will be paid by the office on the EMD's.

(6) Other Requirements :

The bidders will have to submit documents as mentioned in item (6) of Annexure-I.

The successful Bidder will have to deposit 10% of the total work order value to this Office in the form of Demand Draft/Pay Order/Bank Guarantee from any Nationalised/Scheduled Commercial Bank drawn in favour of **The Director, Directorate of Census Operations, West Bengal** payable at **Kolkata** as performance security. If this security deposit is not paid within the time specified, the EMD of the Bidder shall be forfeited. In such a case, DCO 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 retendering. The performance security shall be released after the successful and satisfactory delivery of the Booklets as per work order.

Payment shall be released against actual delivery of all the items as per the work order and to the complete satisfaction of this Directorate.

The supplier should submit their pre-receipted bills in triplicate alongwith the receipt challans duly signed by the responsible Officer of this Directorate with stamp and date as per the approved specification of the Directorate. The Director of Census Operations, West Bengal however reserves the right to accept or reject the lowest or any quotation without assigning any reasons thereof.

The sealed quotations super scribing QUOTATION FOR SUPPLY OF ACKNOWLEDGEMENT SLIP BOOKLETS FOR NPR should reach this Directorate latest by 3-00 p.m. of 24-05-2012. The information are to be supplied strictly as per attached annexure (Annexure-I). Offers received after due date and time of submission shall not be considered. The Tender will be opened at 4-00 p.m. on the same day i.e. 24-05-2012 in this office premises in presence of the Bidders or their authorised representatives, if any.

Sd/-
(D. Ghosh)
Director

Copy to :

- (a) All willing Bidders
- (b) All members of Tender/Purchase Committee
- (c) Office Notice Boards at Salt Lake, Badu & Behala Office
- (d) ORGI website www.censusindia.gov.in/Tender
- (e) www.tenders.gov.in/

:: ANNEXURE – I ::

Prescribed pro-forma for submission of Bid for supply of Acknowledgement Slip Booklets for NPR

With reference to Tender Notice No. NPR-24006/National (ASB) 2011 (Part) dated 14-05-2012,
I/we furnish below the following documents and information for your consideration.

- a. Name of the Bidder :
- b. Confirmation regarding supply of materials : Yes/No
- c. Period of validity of Office Price (in days) :
- d. Earnest Money Deposit (EMD)
 - Amount :
 - Date of Issue :
 - Name of the Bank & Branch :
- e. Financial Particulars :

Items	Make & Brand Name of paper to be used	Rate per piece (inclusive of all taxes/delivery charge etc.)	Total Cost
Acknowledgement Slip Booklets (1000 nos.)			

(6) Documents enclosed (copies are to be self attested with Stamp) :

- (i) Self certified copies of audited balance sheet for last 3(three) years.
- (ii) Self certified copies of IT clearance for the last 3(three) years.
- (iii) Self attested copies of Sales Tax/VAT Clearance Certificate.
- (iv) Address where printing will be done.
- (v) Self certified copy of Registration Certificate of the Bidder/Firms.
- (vi) Self certificate non- black listing certificate.
- (vii) Sample of the paper for Acknowledgement Slip Booklets (with brand name/thickness/GSM) in conformity to the prescribed specification in the Tender document for which the bid is being submitted.

I/we agree with the Terms and Conditions as mentioned in the Tender Notice No. NPR-24006/National (ASB)/2011 (Part) dated 14-05-2012 issued by Govt. of India, Directorate of Census Operations, West Bengal.

Place :

Date :

Signature :

Name of the Bidder :

Office Seal :