

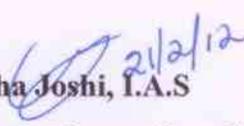


GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
DIRECTORATE OF CENSUS OPERATIONS, DELHI  
C - WING, GROUND FLOOR, PUSHPA BHAWAN,  
MADANGIR ROAD, DELHI-110062  
Tel No. 011 29962184, 29966075, 29966177, Fax: 011 29966177  
email: [dco-del.rgi@censusindia.gov.in](mailto:dco-del.rgi@censusindia.gov.in)

TENDER NOTICE No: 1/103/2012-DCO/ 152/A

Dated: 21-2-2012

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid from reputed printers/ Firms for printing of the publication "Tables on Houses, Household Amenities & Assets (H & HH Series), Census of India 2011" for Directorate of Census Operations, Delhi. Interested printers should send their bids by 3.00 P.M. on 02.03.2012 to the Director of Census Operations, Delhi, C-Wing, Ground Floor, Pushpa Bhawan, Madangir Road, Delhi- 110062. Complete details are given in the tender notice and also can be received 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, Delhi' payable at Delhi on any working day between 11.00 A.M. to 4.00 P.M. The tender documents can also be downloaded from [www.censusindia.gov.in](http://www.censusindia.gov.in)

  
Varsha Joshi, I.A.S

Director Census Operations, Delhi



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No. 1/103/2012-DCO/

Dated: 21.02.2012  
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### TENDER NOTICE

Sealed quotations are invited from the reputed printing presses for printing of Tables on Houses, Household Amenities & Assets (H & HH Series), Census of India 2011 with paper and binding as per the technical specifications as given below:

**Name of Publication: Tables on Houses, Household Amenities & Assets (H & HH Series), Census of India 2011 of about 200 pages excluding Maps/ Charts/ Diagrams etc.**

1. Approximate number of copies to be printed will be 500. Final number of copies to be printed will be mentioned at the time of award of work order.
2. Printing area of the publication will be 7"x10.25" including folio.
3. Trimmed/finished cut size of the publication is 8.25"x11.75".
4. Text and tabular matter of the publication will be printed in two colours on 80 gsm Offset Maplitho Paper of size 24"x34".
5. Maps/charts/diagrams etc will be printed in multi colours on 100 gsm Gloss Art Paper of 'A' Grade Mill in the size of 25"x36".
6. Cover of the book will be in multi colours on Gloss Art Card of 300 gsm of 'A' Grade Mill in the size of 25"x36" and gloss laminated.
7. The rates should be quoted per page for text and tabular matter as mentioned in sl.no.4 and for maps/charts/diagrams per page/per colour.
8. Binding style of the book will be perfect binding with section sewing.

The press must have the latest version of Adobe Design Suit and MS- Office etc, as these software will be needed to develop and preparation of templates of the text, graphs, charts and maps. The press should have the latest binding facilities also.

The quotations should reach this office latest by 3.00 PM of 02.03.2012. The Technical bid will be opened at 3.30 PM on 02.03.2012. The financial bid will be opened on 05.03.2012 in this office premises at 11.00 AM only in respect of those tenders who qualify in the Technical Bid. The bidders are also invited during opening of technical bid on 02.03.2012 at 3.30 PM and qualifying bidders on 05.03.2012 at 11.00 AM at the time of opening of financial bid.

If tenders are submitted by hand, in 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 superscripting as "Technical & Financial Bids for Printing of Publication Tables on Houses, Household Amenities & Assets Census-2011" while OUTSIDE COVER should only bear address of the Director Census, Delhi without mentioning tender number & due date of opening and need not be sealed. **TELEGRAPHIC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.**

#### **EARNEST MONEY DEPOSIT (EMD):**

- (a) EMD of Rs. 10,000/- ( Rupees Ten Thousand only ) is to be enclosed in the form of Account Payee Demand Draft/Pay Order/ from any Nationalised/ Scheduled Bank drawn in favour of "Director of Census Operations, Delhi payable at "Delhi" along with Technical Bid.
- (b) Any bid without EMD will be rejected by the Directorate Of Census Operations, Delhi 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 only after the completion of printing work in all respect.
- (e) Bank charges towards preparation of EMD are to be borne by the Bidder. No interest will be payable by DCO-Delhi on the amount of the EMD;

**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.**

**Payment:** Payment can be released against completion of supplies to the satisfaction of Director Census Operations, Delhi. The Printer should submit the Bill in triplicate along with the delivery challan i.e the materials have been received in god condition as per specifications. Income Tax deduction will be made at source as per IT rules.

**Bank Charges:** Bank charges, if any, shall be borne by the successful renderer.

**Delivery:** The publication should be properly delivered at the allotted destination in conformity with the specification and supplied to the satisfaction of the concerned authority.

**Award Criteria:** The DCO Delhi shall rank the rates quoted by all eligible bidders for a specific item in ascending order. The lowest rate quoted for the item will be taken as L<sub>1</sub> rate. If DCO, Delhi feels that the L<sub>1</sub> rate is at higher side, further negotiation may be held with the L<sub>1</sub> firm to reduce its rate.

**Purchaser's Right to Accept any Bid and Reject any or all Bids:** DCO, Delhi 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.

**Amendments to the Tender:** Before the last date for the receipt of tender, the DCO, Delhi may amend any of the tender conditions as may be desired or wherever DCO, Delhi feels that such an amendment is absolutely necessary. DCO, Delhi at its 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 informed by this Directorate.

**Arbitration:** The dispute or difference arising between the DCO, Delhi and the bidder to any matter pertaining this Tender, related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by the DCO, Delhi or any person nominated by him. The decision of the Arbitrator shall be final and binding on the parties subject to the proviso that the Arbitrator shall give reasoned award.

**Proforma for Technical Bid and Financial Bid:** Technical Bid should be submitted in the prescribed proforma (Annexure I & II).

**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.**

**No conditional Financial Bid shall be entertained.**

**SPECIAL NOTE:**

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

**Director**  
**Directorate of Census Operations, Delhi**  
**Ground floor, C Block, Pushpa Bhawan**  
**Madangir Road, New Delhi-62**

PRESCRIBED PERFORMA FOR TECHNICAL BID.

With Reference to Tender Notice No.1/103/2012-DCO dated:....., the undersigned furnishes below / encloses herewith following details / documents as part of 'Technical Bid' for consideration.

1. **Name of the Printing Establishment**
  - i) **Full Address**
  
  - ii) **Phone landline/ Mobile**
2. **Confirmation regarding executing the time bound printing work as per Specification) -----Yes / No**
3. **Period of Validity of Offer Price (in days):** Within 7 days from the date of issue of work order.
4. **Earnest Money Deposit:**

EMD Details:
Date of Issue:
Name of the Bank:
5. **Documents Enclosed:** (Copies are to be self attested / stamped)
  - (a) Cash Receipt of Rs. 100/- towards cost of the Tender (if Tender Form purchased) in favour of "**Director Census Operations, Delhi** payable at "**Delhi**".
  - (b) EMD (as specified in Tender Notice) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from any Nationalised/Scheduled Bank drawn in favour of "**Director Census Operations, Delhi** payable at "**Delhi**".
  - (c) Copies of Audited Balance Sheets of the firm for last three years (2008-09, 2009-10 & 2010-11);
  - (d) Copies of Income Tax Returns for (2008-09, 2009-10 & 2010-11)
  - (e) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
  - (f) Copies of work orders for supply of printing jobs valuing Rs.5 Lakhs/completion certificates during last 3 years (2008-09, 2009-10 & 2010-11)
  - (g) Addresses of workshop(s) and man power profile of the Bidder;
  - (h) Copy of the Registration Certificate of the Bidder/Firm;
  - (i) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO or any other Central Government/State Government Department/Public Sector Undertakings;

Signature.....

Name.....

Name of the Manufacturer/Supplier.....

Stamp.....

ANNEX. II

PRESCRIBED PERFORMA FOR FINANCIAL BID.

With Reference to Tender Notice No. 1/103/2012-DCO dated: \_\_\_\_\_, the undersigned furnishes below herewith following rates for printing activities.

Name of the Item for which financial bid submitted	Rate quoted for printing of per page ( inclusive of all incidental expenses )	Remarks

**All incidental expenses (Printing Cost+Binding Cost+Transportation Cost+Packing Cost etc)**

I agree to the terms and conditions as mentioned in the Tender Notice No. 1/103/2012-DCO Dated \_\_\_\_\_ issued by the Directorate of Census Operations, Delhi, C-Block, Pushpa Bhawan , Madangir Road, New Delhi-110062.).

Signature.....  
Name.....  
Name of the Manufacturer / Supplier.....  
Stamp.....