



Government of India
Ministry of Home Affairs
Office of the Director of Census Operations, Delhi
C-Block, Ground Floor, Pushpa Bhawan
Madangir Road, Delhi-110062
Tel No. 011 29962184, 29966075, 29966177, Fax: 011 29966177
email: dco-del.rgi@censusindia.gov.in

Tender Notice No. - 1/78/2011-DCO (Part III)/

Dated: 23.01.2013

Sealed Tenders are invited in two bids system (Technical Bid & Financial Bid) by the Office of the Director of Census Operations, Delhi, located in Delhi, for undertaking time bound and urgent jobs of Printing of KYR+ Forms, for Biometric enrolments of National Population Register (NPR).

2. Background: The Office of the Registrar General India & Census Commissioner (RGI) is responsible for the conduct of Biometric enrolments in the country and the Directorate of Census Operations, Delhi is responsible for the conduct of the project in NCT of Delhi under the overall supervision of RGI. Biometric Camps for Biometric enrolment are going on. A large number of Enumerators and Supervisors (about 32,000) would be involved in this project in NCT of Delhi. All Enumerators and Supervisors to be engaged in Biometric enrolment would be supplied these materials for carrying out massive operation of Biometric enrolment

3. The present tender intends to obtain best possible rates for getting the printing job completed within strict time schedule as per prescribed specification and quality in all respect.

4. Volume and Specification of Requirement: 10,00,000 (Ten Lakh) KYR+ Forms to be printed on both sides in A-4 size are required. The printed KY R+ Forms are to be supplied in the office premises of DCO Delhi at Pushpa Bhawan.

5. Delivery/Completion Schedule of Supply and Minimum/Maximum Bid Quantity: NPR is a National Programme and shall be conducted within rigid time schedule. The printed KRY+ forms required to be delivered within 5 days from date of issue of award.

6. Eligibility Criteria for Bidders: The tenderer should fulfill the following minimum eligibility criteria:

- (a) Must have web offset machines to print in reels of 61 cm and 86 cm width and sheet fed off set machine to print in 61x86 cm sheet paper. The normal printing turn over should not be less than 5 Lakhs.
- (b) The Bidder must have successfully supplied at least two or more orders of printing materials of emergent time bound nature during last three years, each valuing more than

Rupees Five lakh, for the offices of Government of India/State Governments/Public Sector Undertakings/any other reputed companies & private concerns. Copies of such Work Orders during last three years and work completion certificates should be submitted along with the Technical Bid. By way of proof thereof.

- (c) The Bidder should be registered with the Government/Municipal Authorities etc., as required under the Law for carrying out printing business. A copy of the said Certificate (s) is to be enclosed with the Technical Bid.
- (d) The Bidder should be in a position to complete the supply of materials within 10 days of the supply order, given by the Office of the Director of Census Operations, Delhi.

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

7. Due Date: Due date for submission of offer is on or before **3.00 P.M. on 31.01.2013** at **Office of the Director of Census Operations, Delhi, Ground Floor , C Block, Pushpa Bhawan, Madangir Road, Delhi-110062**. Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened first on 31.01.2013 at 4.30 P.M. The Financial Bids will be opened on 01.02.2013 at 12.00 Noon only in respect of those tenderers who qualify in the Technical bid.**

8. Submission of tender under two covers system: Intending printers should submit their Technical Bid and Financial Bid in prescribed Performa at **Annex-I-** and **Annex-II-** respectively in separate sealed covers duly superscripted as “Technical Bid for Printing activities of NPR of Cenus-2011” and “Financial Bid for Printing activities of NPR of Cenus-2011”. These two sealed covers then be put together in a bigger sealed cover and super scribed as “Technical & Financial Bids for Printing activities of NPR of Cenus-2011”.It should be addressed to **“The Director, Directorate of Census Operations, Delhi”**. 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 superscripting as “Technical & Financial Bids for Printing activities of National Population Register (NPR)” 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.**

9. EARNEST MONEY DEPOSIT (EMD):

- (a) EMD of Rs. 15,000/- (Rupees Fifteen 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;
- (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.**

10. 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 good condition as per specifications. Income Tax deduction will be made at source as per IT rules.

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

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

13. 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.

14. 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 L₁ rate. If DCO, Delhi 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 order for printing for which he has bid.

15. 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.

16. 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.

17. 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.

18. 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/- towards cost of the Tender (if Tender Form purchased) or A/c payee DD/ Pay Order from any Nationalized/ Scheduled Bank drawn in favour of "Directorate of Census Operations **Delhi** payable at "**Delhi**". If tender form downloaded from website.
- (b) EMD of Rs.15,000/- (Rupees Fifteen Thousand Only) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee 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;
- (d) Copies of Income Tax Returns for last three years;
- (e) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
- (f) Copies of work orders for printing of materials valuing Rs.5 Lakhs Per year. completion certificate for last three years.
- (g) Addresses of Printing Press/ binding Division and details of manpower and machine profiles.
- (h) Copy of the Registration Certificate of the Printing Establishment
- (i) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO/ORGI or any other Central Government/State Government Department / Public Sector Undertakings;

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.

19. Proforma for Financial Bid:

The cover of Financial Bid should contain only the rate of the printing for which the bid is being submitted in prescribed proforma (**Annex. II**). 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. 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.**

20. 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.1/78/2011-DCO(Part III) 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

I) -----Yes / No

(a) Period of Validity of Offer Price : Till the completion of work (within 10 days from the date of order)

3. Earnest Money Deposit:

EMD Details:

Date of Issue:

Name of the Bank:

4. Space available in the printing press and binding division to undertake voluminous work

5. Godown space available for storage of paper and packing boxes

6. 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 at Paragraph-9) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee 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.

(d) Copies of Income Tax Returns for the last three years.

(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.

(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.....

PRESCRIBED PERFORMA FOR FINANCIAL BID.

With Reference to Tender Notice **No. 1/78/2011-DCO (Part III)** 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) (In both figures & Words)	Remarks

I agree to the terms and conditions as mentioned in the Tender Notice **1/78/2011-DCO (Part III)** Dated _____ issued by the Directorate of Census Operations, Delhi, C-Block, Pushpa Bhwan , Madangir Road, New Delhi-110062).

Signature.....

Name.....

Name of the Manufacturer / Supplier.....

Stamp.....