

D-29012/011/2014 (Ptg.) RG
Govt. of India/ Ministry of Home Affairs,
OFFICE OF THE REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA
(Printing Section)
2/A, Man Singh Road, New Delhi-110 011

TENDER NOTICE

Limited Tender is invited for printing of approx. 20,40,400 (8,69,800 in Hindi and 11,70,600 in English) Acknowledgement Slips for SRS Baseline Survey, 2014 in A-4 size one side printing and making pad of 200 leaves each as per specifications (soft copy/ hard copy) and other terms & conditions given below :

Specifications of job etc. :

- (i) **Soft Copy/Hard Copy** : In A-4 size (one page in Hindi and one in English) will be provided by the office
- (ii) **Pad Size** : A-4 (8.5"×11")
- (iii) **No. of pads** : 10,202 (approx.)
- (iv) **Pages in the pad** : 200 leaves in each (one side printing)
- (v) **Paper for slips** : 70 gsm maplitho
- (vi) **Binding** : Two wire stitches are required on top of the pad and 2 mm straw board and binding cloth will be used for hard bound. Colour printing paper of 50 gsm will be pasted on both side of straw board. **Sample can be seen from 11.00 am to 5.00 pm on any working day.**
- (vii) **Packing** : About 25 to 30 pads containing 200 leaves each to be wrapped in craft paper and then packed in gunny bags and lableing/markng (both the items will be provided by this office)
- (viii) **Time Schedule** : Delivery of the pad is to be given within 10 days of placement of order.
- (ix) **Point of Delivery** : Printing Godown, RG's Office, Pushpa Bhawan, New Delhi
- (x) **Payment** : 30 working days credit payment after date of completion of delivery or submitting the bill in triplicate

Documents to be furnished for Technical Evaluation :

The sealed quotations should be accompanied with the following :

- (i) Certificate to the effect that the bidder has a full fledged equipment of printing machinery etc.
- (ii) The turnover of the bidding party during each of last three financial years viz, 2010-11, 2011-12 & 2012-13 should be Rs. two Crore and Balance Sheet certified by a Chartered Accountant for each of these years should be enclosed with the Quotation.
- (iii) The printer should submit Income Tax PAN No. certificate.
- (iv) Each quotations should accompany a Demand Draft for Rs. 25,000/- payable in favour of PAO (Census), New Delhi as earnest money. The EMD shall be refunded to the unsuccessful bidders after work order has been placed with the selected printer.
- (v) EMD of the selected printer will be returned after receiving 10% performance security of the work order within three days and the same will be returned within one month after completion of work.
- (vi) The bidder has to certify that firm is not blacklisted by any of the Central/State Govt. and PSUs.

(If the information furnished by the tender is found to be false, then the EMD deposited will be forfeited.)

Submission and opening of tender :

1. Bids should be submitted in two parts as detailed below :
 - (a) Technical Part in separate sealed cover.
 - (b) Financial Bid in separate sealed cover as per the financial bid format (enclosed).
 - (c) Both the covers should be put in a separate single cover.
 - (d) All the above three sealed covers addressed to the Deputy Director (Hqrs.), 2/A Man Singh Road, New Delhi-110 011 and superscribed "Confidential/ Quotation for Printing and Making pads of Acknowledgement Slip for SRS Baseline Survey, 2014" and sent to Deputy Director (Hqrs.), 2/A Man Singh Road, New Delhi-110 011, **latest by 2.00 p.m. on 30.07.2014.**
2. Technical bids will be **opened at 3.00 p.m. on 30.07.2014** in the presence of bidders/representative, if any.
3. List of the technically qualified bidders will be put on the ORGI's website before opening the financial bids on 31.7.2014.
4. The financial bids of technically qualified bidders will be opened on **01.08.2014 at 3.00 pm.**
5. The quotations should indicate **rate per pad** (inclusive of all taxes) as per proforma of financial bid enclosed.

Evaluation Criteria :

L-1 Tenderer among the tenderers' who have quoted the least delivery period.

Other terms & conditions :

1. Penalty shall be imposed @ Rs. 2000/- per day for delay in supplying the pads. Sub standard printed and bound copies etc. will be rejected at the cost and risk of the Press.
2. Soft copies/hard copies of the slips in Hindi and English provided by this office.
3. No advance payment shall be made for this work.
4. The printer should not assign or sublet the contract or any part thereof.
5. This office reserves the right to reject any or all the quotations without assigning any reason, Legal dispute, if any, will be enforceable within the jurisdiction of the Delhi High Court. No communication in this regard shall be entertained.
6. Any conditional tender will not be entertained & is liable to be rejected.

- Note :**
- (i) Tender document is hosted at **Central Public Procurement Portal on eprocure.gov.in/epublish/app.**
 - (ii) For portal queries, please contact **enquiry No. 180030702232.**
 - (iii) For any tender specific query please contact Ph. No. **23071520 or 23384816 Deputy Directors (Admn.) and (Printing)** respectively.


(G.C. Joshi)

Deputy Director (Hqrs.)
Ph. No. 23071520

Financial Bid Format

Sl. No.	Description of Work and Quantity	No. of Pads	Rate per pad (in Rs.) inclusive all taxes
1.	8,69,800 Acknowledgement slip for SRS Baseline Survey, 2014 in A-4 size (Hindi)	4,349	
2.	11,70,600 Acknowledgement slip for SRS Baseline Survey, 2014 in A-4 size (English)	5,853	

Signature of the bidder
with seal of the firm