

**Last date of submission of tender application: 23.04.2014 (3.00 PM)**

**Date of opening of Technical bid: 23.04.2014( 3.30 PM)**

**Date of opening of Financial bid: 24.04.2014( 4.30 PM)**



Government of India  
Ministry of Home Affairs  
**Office of the Director Census Operations, Punjab**  
Janganana Bhawan, Plot No. 2-B, Sector 19-A,  
Madhya Marg, Chandigarh- 160019.

PHONES : Off.  
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pun.rgi@censusindia. gov.in

**TENDER NOTICE NO. A-11050VIII/2011/PB/ DATED**

**TENDER NOTICE**

**Back ground:** It has been decided by the Government to sell 26 Reels of papers relating to census-2001, 75 gsm ( 9.9994 Metric tons), lying in the premises of Government of India Press, Nilokheri ( District Karnal-Haryana).

Hence Sealed Tenders are invited by the Directorate of Census Operations, Punjab, Janganana Bhawan, Plot No. 2B, Madhya Marg, Sector-19A, Chandigarh in two bid system.

(Technical Bid & Financial Bid) from reputed Firms.

**Conditions:-**

1. 26 number of paper reels, 75 gsm, 9.9994 metric tonnes weighing will be lifted under the supervision of authorized officers by this office.
2. As soon as the status of the highest bidder is decided and the material is decided to be sold, the payment (100% cost of the material) will have to be deposited with the Directorate of Census Operations, Punjab, Plot No. 2 B, Sector 19-A, Chandigarh within 5 days (120 hours) of the issue of job letter failing which the earnest money will be forfeited.
3. After depositing the amount, as mentioned above, the material will be required to be lifted from the premises of Government of India Press, Nilokheri ( District-Karnal-Haryana) within three working days under the supervision of officers as mentioned in para 1 above.
4. **Availability of Tender Document:** Tender Document can be obtained from the Office of the Directorate of Census Operations, Punjab, Janganana Bhawan, Plot No. 2-B, Sector-19A, Madhya Marg, Chandigarh on payment of Rs.200/- (non-refundable) in cash or in A/c payee Demand Draft drawn on any Nationalized Bank in favour of "Director, Census Operations, Punjab" payable at "Chandigarh". The same can also be downloaded from [www.censusindia.gov.in](http://www.censusindia.gov.in) and [www.punjabcensus.gov.in](http://www.punjabcensus.gov.in)

**(Tender).** However, in this case the Bidder is required to enclose an A/c payee Demand Draft of Rs.200/- (non-refundable) drawn on any Nationalized Bank in favour of “**Director of Census Operations, Punjab**” payable at “**Chandigarh**” along with bid failing which the bid shall not be entertained.

5. The bidder should be reputed, regular Income Tax Assessee for undertaking such type of business in the stipulated period.
6. The Bidder must have filed regular three consecutive Income Tax Returns during last three Assessment Years (2011-12, 2012-13 & 2013-2014).
7. **The Bidder should not have been blacklisted by any Central Government/State Government Offices.**
8. **Due Date:** Due date for submission of offer is on or before 3.00 PM on 23.04.2014 at Directorate of Census Operations, Punjab, Plot No. 2B, Sector 19-A, Chandigarh. Offers received after due date and time of submission shall not be considered.
9. The Technical Bids will be opened on 23.04.2014 at 3.30 PM & Financial bids on 24.4.2014 at 4.30 PM) in the presence of the representative (restricted to one only) of the tenderers, if any.
10. Submission of tender under two covers system: Intending firms should submit their Technical Bid and Financial Bid in prescribed Proforma at Annexure-I-A and Annexure-I-B respectively in separate sealed covers duly superscribed as “**Technical Bid for papers**” and “**Financial Bid for rate of papers**”. It should be addressed to “**Director of Census Operations, Punjab, Plot No. 2B, Sector 19-A, Chandigarh-160019**”. If 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 super-scribing as “**Technical & Financial Bids for Papers**” while **OUTSIDE COVER** should only bear address of the purchaser without mentioning tender number & due date of opening and need not be sealed. **TELEGRAPHIC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.**
11. **EARNEST MONEY DEPOSIT (EMD):** Rs.20,000/- (Rupees twenty thousands only)  
EMD is to be enclosed with Technical Bid.  
Other conditions for EMD are as given below:-

(a) **Bidders are required to deposit EMD (as specified above) 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 of Census Operations, Punjab” payable at “Chandigarh” alongwith Technical Bid.**

(b) **Any bid without EMD will be rejected straightway.**

(c) **Unsuccessful Bidder's Earnest Money will be discharged/returned as promptly as possible but not later than 23.07.2014 after the expiration of the period of bid validity prescribed by this directorate.**

(d) The successful Bidder's Earnest Money will be returned after receipt of "Performance Security" from the Bidder or be adjusted towards "Performance Security" on his request.

(e) **Bank charges** towards preparation of **EMD** are to be borne by the **Bidder**. No interest will be payable to the purchaser on the amount of **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 even this office may make the award to the next lowest evaluated Bidder at the risk and cost of the successful Bidder.

- 12 **Performance Security:** The successful Bidder awarded with the job shall be required to deposit Performance Security of Rs. 40,000/- (Rupees fourty thousand only) within three days from the date of receipt of job order, in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from a Nationalized/Scheduled Commercial Bank in favour of "**Director, Census Operations, Punjab**" payable at **Chandigarh**. On request of the Bidder, the Earnest Money Deposit (**EMD**) will be adjusted against the **Performance Security Deposit** payable by the bidder and bidder shall deposit the balance amount in the prescribed mode and specified time limit. If the Performance Security Deposit is not paid within time specified, the Earnest Money Deposit of the bidder shall be forfeited. In such case, the Department 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 re-tendering. **The "Performance Security", shall be released by the Directorate after the successful completion of job as per the satisfaction of the Census Organisation.** Performance Security should remain valid for a period of Sixty Days after the successful completion of job. No interest will be payable for "**Performance Security**". In the event of non-providing the services, the Performance Security shall be forfeited to the extent that the jobs have not been completed in conformity to the specified specifications and to the satisfaction of the **Census Organisation**. Further, if the **Census Organisation** has to sell the papers/material to other Bidder because of failure to purchase & lift in full or part by the successful Bidder, the difference in payment may be made from such amount.
- 12(a). An undertaking that no payment of **Sales Tax/VAT** is pending for payment to the Govt.
13. **Bank Charges:** Bank charges, if any, shall be borne by the successful tenderer.
14. **Award Criteria:** The office shall arrive at highest bidder for Papers/material based on highest rate quoted ( inclusive of lifting the same at own cost i.e. transportation & loading etc.) for the item. The highest rate quoted (inclusive of all as already mentioned) for the item will be taken as L-1 rate. If the **Census Organisation** feels that L-1 rate is at lower side, further negotiations may be held with the L-1 firm to enhance its rate. Once the negotiated L-1 rate is finalized the purchaser will be bound to pay the full and final payment of papers/material and lift the same within the stipulated period as already mentioned.

**NOTE: Right to Accept any Bid and Reject any or all Bids:** The **Directorate of Census Operations, Punjab** 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 thereof and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of the action.

15. **Amendments to the Tender:** Before the last date for the receipt of tender, the **Census Organisation** may amend any of the tender conditions as may be desired or wherever **Census Organisation** feel that such an amendment is absolutely necessary. The office 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 put on the Census Website [www.censusindia.gov.in](http://www.censusindia.gov.in) and [www.punjabcensus.gov.in](http://www.punjabcensus.gov.in)(Tender).
16. **Additional Information:** If the bidder needs additional information and clarification apart from information in tender notice, he may seek the same from this Directorate in writing. In case of dispute or differences arising between **Directorate of Census Operations, Punjab** and bidder to any matter pertaining to this tender, related work order and payment, the decision of this office shall be final. In case of any directions from the Govt. of India is issued for the curtailment of jobs the same will have to be implied immediately.
17. **Enclosures of Technical Bid:** Technical Bid should be submitted in the prescribed **Proforma (Annexure 1-A)** only along with the following enclosures:-
  - (a) **EMD ( as specified in Paragraph-11)** 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, Punjab**” payable at “**Chandigarh**”.
  - (b) Copies of **Income Tax Returns** for 2011-12, 2012-13 & 2013-14:
  - (c) An undertaking that no payment of **Sales Tax/VAT** is pending for payment to the Govt.
  - (d) Copies of work orders for purchasing of similar items valuing more than Rupees two lakh/completion certificates during last **3 years (2010-11, 2011-12 & 2012-13)**:
  - (e) **Address of business venue** and manpower profile of the Bidder:
  - (f) **Self Certificate**, duly signed by the tenderer that the tenderer is not currently blacklisted by any other **Central Government/State Government Department/Public Sector Undertaking**.
  - (g) Cash receipt of Rs. 200/- from **Directorate of Census Operations, Punjab, Chandigarh** towards cost of the Tender (if Tender Form purchased) or A/c pay

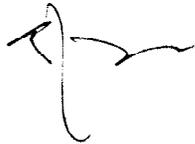


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Demand Draft of Rs. 200/- ( if Tender Form downloaded from website) drawn in any **Nationalised Bank in favour of Director of Census Operations, Punjab** payable at **Chandigarh**.

**NOTE:** All documents/material ( 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.

18. **Pro-forma for Financial Bid:** The cover of **Financial Bid** should contain only the rate of the material in prescribed pro-forma ( in Annexure 1 B) for which the bid is being submitted. Rates including all charges like all taxes etc. should be indicated in both **FIGURES & WORDS**. No **conditional Financial Bid** shall be entertained.
19. **Late Completion of job & Risk therein:** In case the job is not completed within the stipulated time this office reserves the right to recover **liquidated damages @ Rs.1,000/- per day**. However, if the job is not affected within a grace period of one week from the scheduled date of completion of job, **Directorate of Census Operations, Punjab, Chandigarh** reserve the right to undertake risk job completion of **DEFAULTER**. Any additional expenditure so incurred in undertaking risk job completion shall be recovered from the Defaulter. In this context, **Directorate of Census Operations, Punjab, Chandigarh** also reserve the right to cancel part of the order and undertake risk job completion for this cancelled quantity depending on the need.
20. **ARBITRATION:** The dispute or difference arising between the Department and the **bidder** to any matter pertaining to this Tender, related work order and payment shall be referred to the sole arbitration by an **Arbitrator** appointed by **Directorate of Census Operations, Punjab, Chandigarh** or any person nominated by her/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.
21. **SPECIAL NOTE.**
  - a. Any ambiguity in the offer may lead to disqualification.
  - b. Conditional offer shall be summarily rejected.



(K.S.BHATNAGAR)  
Joint Director,  
Census Operations, Punjab,  
Chandigarh.

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**Date of opening of Financial bid: 24.04.2014( 4.30 PM)**

**ANNEXURE 1 A**

With reference to **Tender Notice No. A-11050VIII/2011/PB/**

**DATED \_\_\_\_\_**, the undersigned furnishes below/encloses herewith following details/documents as part of “ **Technical Bid**” for consideration.

- 1. Name of the reputed firm:
- 2. **Period of Validity of Offer Price** ( in days):
- 3. **Earnest Money Deposit** : EMD Detail:  
Date of Issue:  
Name of the Bank:

Sign: \_\_\_\_\_

Name \_\_\_\_\_

Name of the Contractor

Stamp \_\_\_\_\_



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ANNEXURE 1 B

PRESCRIBED PRO-FORMA FOR FINANCIAL BID

With Reference to Tender Notice NO.A-11050VIII/2011/PB/\_\_\_\_\_  
DATED \_\_\_\_\_, the rate( inclusive of that of transportation and loading charges  
to be borne by the purchaser) and total cost for our Bid quantity are as given below:-

Item for which Financial Bid being submitted	Rates quoted for 26 reels papers (Census-2001), 75 gsm, 9.9994 metric tons lying in the premises of Government of India press, Nilokheri ( District-Karnal-Haryana).
26 reels papers( Census -2001), 75 gsm, 9.9994 metric tons.	

I agree to the terms and conditions as mentioned in the Tender Notice No. K-21085/1/2010/PB/\_\_\_\_\_  
DATED \_\_\_\_\_, issued by the Government of India, Ministry of Home Affairs, Directorate of Census Operations, Punjab, Plot No. 2 B, Sector 19-A, Chandigarh. The financial Bid is being submitted, as per the specification specified in the Tender Notice.

Sign: \_\_\_\_\_

Name \_\_\_\_\_

Name of the Contractor

Stamp \_\_\_\_\_

