

NO-D-15014/1/2014-BAG (SRS)-DCO(Guj)
Government of India
Ministry of Home Affairs
Directorate of Census Operations, Gujarat
Census Bhavan, Sector-10/A, Gandhinagar-382 010

TENDER NOTICE NO -D-15014/1/2014- BAG (SRS)-TENDER-1 -DCO(Guj) Dated 10.01.2014

Sealed Limited Tenders are invited by Directorate of Census Operations, Gujarat. from reputed manufacturers or their authorized dealers for supply of approximate quantity of 539 small suitcases to be used by the part time Enumerator under Sample Registration System (SRS) within the price ceiling of Rs.500/-(Rupees five hundred only). Minimum eligibility criteria and the terms & conditions are given below and places to be delivered are given in Annexure - II.

ELIGIBILITY CRITERIA FOR BIDDERS : The Bidders intending to participate in the tender process should fulfill the following minimum eligibility criteria.

- (a) Annual Turnover of the Bidder should be more than Rs 10 Lakh for the last three years (Balance sheets as support paper should be submitted).
- (b) **SALES TAX /VAT CLEARANCE CERTIFICATE:** A copy of latest sales tax/Vat clearance certificate duly self attested should be submitted along with offer.

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

1 DESCRIPTION : Full details of specification of small suitcase and different places.

2 SCHEDULE OF OFFER : Specification of small suitcase

Dimension of the suitcase:

Length: 17 inch

Breadth: 12 inch

Height : 5 inch

two side locks

Material of the suitcase should be HDP (High Density Plastic)

3. AVAILABILITY OF TENDER DOCUMENT: Tender Document can be obtained from the Directorate of Census Operations Gujarat, Gandhinagar on payment of Rs.100/- (non-refundable) in cash or in A/c Payee Demand Draft drawn in any Nationalised Bank in favour of "**The Assistant Director , Directorate of Census Operations, Gujarat, Payable at Gandhinagar**". The same can also be downloaded from www.censusindia.gov.in (Tender) and www.censusgujarat.gov.in . However, in this case the Bidder is required to enclose an A/c payee Demand Draft of Rs.100/- (non refundable) drawn in any Nationalised Bank in favour of "**The Assistant Director, Directorate of Census Operations, Gujarat, Payable at Gandhinagar**" failing which the bid shall not be entertained.

4. DUE DATE : Due date for submission of offer is on or before 3.00.P.M. on 29.01.2014 at Directorate of Census Operations, Gujarat, Sector-10/A, Gandhinagar Offers received after due date and time of submission shall not be considered. The Tender will be opened on 29.01.2014 at 3.30 PM.

5. OFFERS: Intending firms should submit their information in prescribed proforma at Annexure -I. It should be addressed to the purchaser i.e. "The Deputy Director, Directorate of Census Operations, Gujarat, Sector-10/A, Gandhinagar. If tenders are submitted by hand then sealed envelope must indicate TENDER NO. & DUE DATE OF OPENING 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 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.

6. RATES: Rates should be indicated including all charges like all taxes, loading-unloading, freights etc. The rates quoted must be firm till delivery. Statutory deduction will be made from the bill.

7. ERASING, OVER-WRITING AND CORRECTIONS: 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. All tender document & enclosures are to be signed & stamped.

8. DELIVERY: Delivery of small suitcase should be done at 12 district places as per enclosed Annexure II. Date of delivery will be informed in the purchase order.

9. LATE DELIVERY : In case delivery of small suitcases not completed within the time schedule then this office reserves the right to recover liquidated damage charges @ 0.5% of residual purchase value. However, if the supplies are not effected within a period of 30 days from the scheduled date, the purchase will be made as per the condition laid in para 10.

10. RISK PURCHASE : In case of failure to delivery of small suitcase within the stipulated schedule, as per para 9, this office reserves the right to undertake risk purchase at the cost of DEFAULTER. Any additional expenditure so incurred in undertaking risk purchase shall be recovered from the Defaulter. In this context, we also reserve our right to cancel part of the order and undertake risk purchase for this cancelled quantity depending on our need.

11. EARNEST MONEY DEPOSIT (EMD):

EMD is to be enclosed with tender document Conditions regarding deposit of EMD are as given below:

- (a) Bidders are required to deposit Rs 6000/- (Six Thousand Rupees) towards EMD in the form of Account payee Demand Draft/Pay Order / Bank Guarantee of any Nationalised/ Scheduled Bank drawn in favour of "ASSISTANT DIRECTOR, DIRECTORATE OF CENSUS OPERATIONS, GUJARAT" payable at GANDHINAGAR along with Bid. No Public Sector Unit or Joint Sector Unit is exempted from paying Earnest Money.
- (b) Any bid without Earnest Money will be rejected by the Purchaser as non responsive.
- (c) Unsuccessful Bidders 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 Purchaser.
- (d) The successful Bidders Earnest Money will be discharged/returned when the supplier Complete the supply of goods to the satisfaction of the purchaser.
- (e) No interest will be payable by the Purchaser on the amount of the Earnest Money.
- (f) Failure of the successful Bidder to comply with the purchase 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.

12. PAYMENT: Payment can be released to the Supplier after completion of supply to the satisfaction of the Purchaser.

13. BANK CHARGES : Bank charges, if any, shall be borne by the successful tenderer.

14. LATE OFFER: Any offer received after due date of opening and time are not acceptable.

15. ATTENDING TENDER OPENING: The representative of the tenderer who wishes to attend to the tender opening is allowed to do so subject to presenting authorization letter from the tenderer **along with the sample bag.**

16. GUARANTEE/WARRANTY: The materials should carry minimum Guarantee/Warranty for 12 months from the date of completion of delivery.

17. AWARD CRITERIA: The purchaser shall award the sales Contract to the successful Bidder whose bid has been determined to be responsive and has been determined as the lowest evaluated bid on the basis of quoted rates for the estimated quantity of small suitcase (ANNEXURE II) provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Purchaser shall however not bind to accept the lowest or any bid and reserves the right to accept any bid, wholly or in part. The Purchaser at its absolute and sole discretion reserves the right to award contract to more than one Bidder for the purposes as may be necessary or expedient.

18. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY BID AND OR ALL BIDS: The Purchaser reserves the right to accept any bid and to annul the Tender Process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on the grounds for the Purchasers action.

SPECIAL NOTE:

1. Any ambiguity in the offer may lead to disqualification.
2. Conditional offer shall be summarily rejected.

**Deputy Director
Directorate of Census Operations
Census Bhavan, Sector-10/A,
Gandhinagar -382 010**

ANNEXURE-I

Prescribed proforma for Bid.

I agree to the terms and conditions as mentioned in the Tender Notice No. D-15014/1/2014-BAG-(SRS)-DCO(Guj) Dated 10.01.2014 issued by the Government of India, Directorate of Census Operations, Gujarat, Census Bhavan, Sector-10/A, Gandhinagar -382 010.

1. Name of the Manufacturer / Dealer
2. Confirmation regarding supply and delivery of small suitcase as per prescribed specification.Yes / No
3. Item detail.

Item	Description	Quantity	Location	Rate per piece	Total Amount (In Rs.)
Small Suitcase	Length: 17 inch Breadth: 12 inch Height : 5 inch two side locks Materiel of the suitcase should be HDP (High Density Plastic)	539 Nos.	As per Annexure-II		

Total amount should be in words and figures both.

4. PERIOD OF VALIDITY OF OFFER PRICE (in days):
5. DELIVERY SCHEDULE :
6. EARNEST MONEY DEPOSIT : Draft Number :

Date of Issue:

Name of the Bank:

7. DOCUMENTS TO BE ENCLOSED:

(a) Sales Tax/VAT clearance certificate :-

A copy of latest sales tax/VAT clearance certificate duly self attested should be submitted along with offer.

(b) Copies of Balance Sheet of the firm for last three years.

Signature

Name

Name of the Manufacturer

Stamp

ANNEXURE-II

No of quantity of small suitcase and places of delivery are given below:

Sr No	District/ Centre Name	No. of bags to be delivered	Delivery Address	Remark
1	Bhuj	50	District Health Officer, Bhuj, Kachchh	
2	Palanpur	49	District Health Officer, Palanpur , Banskantha	
3	Mahesana	58	District Health Officer, Mahesana	
4	Gandhinagar	56	District Health Officer, Gandhinagar	
5	Rajkot	49	District Health Officer, Rajkot	
6	Jamnagar	28	District Health Officer, Jamnagar	
7	Junagadh	43	District Health Officer, Junagadh	
8	Bhavnagar	48	District Health Officer, Bhavnagar	
9	Nadiad	38	District Health Officer, Nadiad, Kheda	
10	Vadodara	33	District Health Officer, Vadodara	
11	Surat	33	District Health Officer, Surat	
12	Silvassa	54	Assistant Director, Planning dept Silvassa,DNH	
	TOTAL	539		