



भारत सरकार  
गृह मंत्रालय  
जनगणना कार्य निदेशालय  
महाराष्ट्र

Government of India  
Ministry of Home Affairs  
Directorate of Census Operation  
Maharashtra

एक्सचेंज बिल्डींग, २ री मंजिल, Exchange Building, 2nd Floor,  
सर शिवसागर रामगुलाम मार्ग, Sir Shivsagar Ramgulam Marg,  
बॅलार्ड इस्टेट, मुंबई - ४००००९. Ballard Estate, Mumbai-400001  
टेलीफैक्स/Phonefax : 22691266 टेली /Phone : 22615494  
Email : dco-mah.rgi@censusindia.gov.in

No.210112/01/2014-2015(45)

Date 21<sup>st</sup> July, 2015

### TENDER NOTICE

Sealed Tenders are invited from authorised dealers of paper/pulp mills having pulping facility for disposal of unused Forms/Schedules/Cancelled Schedules and Instruction Manuals of Census 2011 weighing around 29 ton lying with the offices at four different locations of this Directorate. Last date for submission of tender is 21-8-2015 upto 2.00 p.m. and opening of bids is on 24-8-2015 at 4.00 p.m. The EMD amount is Rs.25,000/- (Rupees Twenty Five Thousand only). The tender document can be obtained on payment of tender fee (non-refundable) of Rs.500/- by cash/demand draft favouring "Directorate of Census Operations, Maharashtra" payable at "Mumbai" on any working day between 11.00 a.m. to 4.00 p.m. The same can also be downloaded from website [www.censusindia.gov.in/tender](http://www.censusindia.gov.in/tender) but payment of Rs.500/- towards tender fee is payable by demand draft at the time of submission of tender.

(Y. S. Patil)

Deputy Director Of Census Operations  
Maharashtra, Mumbai



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TENDER FORM

Sealed Tender are invited only from the Authorised Dealers of the Paper/Pulp Mills having pulping facility for the disposal of unused forms/schedules /cancelled schedule and instruction manuals of Census 2011 lying with the offices of this Directorate as under :

- Topiwala College Building, Mulund, Mumbai.
- CWC godown, Ambernath
- CWC godown, Turbhe, Navi Mumbai.
- MTNL Building, Sanpada, Navi Mumbai.

- The record kept in polythene covers/corrugated boxes contain unused and cancelled forms/ schedules and instruction manuals collectively weighing about 29 Ton. (Approximate).
- The materials can be inspected by the authorised representative of the bidder during 3:00 P.M to 5.00 P.M on all working days Monday to Friday except public holidays. Such inspections shall strictly be on prior intimation and permission.
- Intended bidder can submit the Tender in sealed cover accompanied with demand draft of Rs 25000/- (Rupees Twenty Five Thousand) as Earnest Money Deposit (EMD) favouring "Directorate of Census Operations Maharashtra, Mumbai" payable at "Mumbai" to the "Directorate of Census Operations, Maharashtra, Exchange Building, 2<sup>nd</sup> Floor, Sir Shivsagar Ramgulam Marg, Ballard Estate Mumbai 400001" so as to reach this Directorate on or before 2.00 P.M on 21<sup>st</sup> August, 2015.
- Tender form downloaded from website will have to pay Rs. 500/- at the time of submission of Tender form by way of separate demand draft.

- 5 The sealed cover containing Tender can also be dropped in the box kept at the address specified above during the working hours between 9.30 A.M to 6.00 P.M on all working days Monday to Friday except public holidays.
- 6 Tender not accompanied with EMD or not submitted along with required documents or not sealed properly in cover shall be liable for rejection without assigning any further reason.
- 7 Sealed cover containing Tender should be super-scribed as "TENDER FOR THE DISPOSAL OF CENSUS- 2011 RECORD"
- 8 Tender received up to the stipulated date and time will be opened at 4.00 P.M. on the 24<sup>th</sup> August, 2015 in the presence of authorised representative of the bidder who may so desire.
- 9 The successful bidder will have to lift such records on "As is where is basis" without detaching the polythene covers/corrugated boxes. All the records is to be pulped in the paper mills in the presence of the representative of this Directorate.
- 10 The rates shall be Quoted in the prescribed format - "Annexure- I" and should have official seal of the bidder.
- 11 The rate should be quoted per Ton. The rate quoted would be exclusive of cost of transportation, loading, unloading, weighing etc. which is to be borne by the bidder.
- 12 The Tenders below upset value decided by the Directorate shall not be considered at all.
- 13 The rates accepted will be valid for a period of one month from the date of conveying the approval of the rates by competent authority.
- 14 The bidder having pulping facility will only be considered (The Tender should be annexed with certificate of availability of pulping facility and its location(s), address(es) along with contact details etc.).
- 15 The bidder has to specifically mention the address of pulping mill where the pulping will be done so that this Directorate can make necessary arrangement for its representative to be present from the time of lifting till pulping is done.
- 16 As per the provision of Census Act 1948 Census Records /Forms are confidential and this material should only be pulped and not to be used for any other purpose.
- 17 The records will be got weighed at the cost of bidder on "Dharam Kanta" in the presence of authorised representative of this Directorate.
- 18 The material will be lifted only after making full payment to the authorised representative of this Directorate by way of demand draft favouring "Directorate of Census Operations Maharashtra, Mumbai" payable at Mumbai. The cost of loading, unloading, transport, labour and local taxes etc. are to be borne by the bidder.
- 19 In the event of failure to lift the material by successful bidder during the period of contract i.e. within one month from the date of awarding the job and in case, in between during period of contract i.e. within one month from the

- date of awarding the job, damage to the said records caused due to misplacement and/or natural calamities etc., in such case this Directorate shall not be responsible. The EMD shall be forfeited and bidder shall solely be responsible for the losses due to non lifting of records in the said period.
- 20 Once the Census 2011 Material (Unused /Cancelled Forms/Schedule and Manuals of Census 2011) is lifted after making full payment these record have to be pulped within 10 days from the day of completion of lifting in the presence of representative of Directorate of Census Operations, Maharashtra, Mumbai. In case of failure to pulp the lifted records in the presence representative of this Directorate within 10 days, fine of Rs.500/- (Rupees Five Hundred ) per Ton per day will be deducted from the EMD.
  - 21 The award of Tender in such case will be cancelled after expiry of 10 days and the remaining amount of EMD shall be liable to be deposited in Govt. A/C on account of penalty followed by legal action.
  - 22 The bidder shall inform the date and time of pulping well in advance and shall make all necessary arrangement for deputing authorised representative of this Directorate from commencement of pulping till it is completed.
  - 23 After completion of Pulping bidder shall issue a "Certificate of Pulping" that all the records have been pulped in the pulping mill as per terms and conditions of this Tender.
  - 24 In case the total quantity to be pulped cannot be taken up by the highest acceptable bidder, the remaining quantity shall be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.
  - 25 Bidder has to mention his PAN and VAT Numbers in the Tender form and also provide copies of the last three years IT Returns.
  - 26 Bidder have to provide certificate mentioning that they have done pulping work for other Govt. Departments (Attach separate sheet for detail information).
  - 27 The Directorate of Census Operations Maharashtra, Mumbai reserves the rights to reject any or all the Tenders without assigning any reason thereof.
  - 28 In case of any dispute or discrepancy the matters will be under the Jurisdiction of Mumbai.



(Y. S. Patil)

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### FORMAT

Name of Agent / paper Mill	
TelePhone No.	
PAN With last 3 year return	
VAT (Value Added Tax) Registration No.	
Date	

Unused forms/schedule and Manual of Census 2011 for Pulping	Upset value of One Ton	Quoted Price per Ton in figures and words.
	Rs 15000 + VAT	

Information regarding EMD of Rs 25000/- ( Rupees Twenty Five Thousand )

Demand Draft No. \_\_\_\_\_

Name of Bank \_\_\_\_\_

Branch \_\_\_\_\_

Date \_\_\_\_\_

I have read the terms and condition and I agree the same. If my Tender is accepted I agree that the Unused /Cancelled Forms/Schedule and Manuals of Census 2011 will only be pulped in the presence of representative of Directorate of census Operations ,Maharashtra, Mumbai and not to be used for any other purpose.

Place:

Signature of Bidder(s)

Date:

Seal of Company