



सत्यमेव जयते

RFP No.13/3/2005-VS(SRS)-VA/3227

**Request for printing and supply of Verbal Autopsy
forms of Sample Registration System through e-
Tendering Process**

Office of the Registrar General and Census Commissioner,
Ministry of Home Affairs, Govt. of India,
2/A, Man Singh Road,
New Delhi -110011

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1. INFORMATION TO FIRMS

1.1. Purpose / Intent for RFP

The online rates are invited from 'A' and 'B' Class Offset Printers empanelled with Directorate of Advertising & Visual Publicity (DAVP), Ministry of Information & Broadcasting, in Delhi NCR Region for printing and supply of Verbal Autopsy (VA) forms under Sample Registration System (SRS), which are required to be printed and supplied to the Office of Registrar General, India, M/o Home Affairs, 2/A, Man Singh Road, New Delhi-110011 and to the Directorate of Census Operations (DCOs) located in all 36 States/UTs in India. The bids will be finalized in two bid system as per details given in this document.

1.2 Key Events and Dates

1	Tender inviting authority Designation / Address	Senior Research Officer Vital Statistics Division, Sample Registration System, Office of the Registrar General, India M/o Home Affairs, West Block-1, R.K. Puram, New Delhi-110066.
2	Mode of submission of tender	Electronic Tenders are to be submitted on e-Tendering portal www.eprocure.gov.in which can be accessed using URL https://www.censusindia.gov.in
3	Address at which Earnest Money Deposit (EMD) and tender fee are to be submitted in hard copy	Senior Research Officer Vital Statistics Division, Sample Registration System, Office of the Registrar General, India M/o Home Affairs, West Block-1, R.K. Puram, New Delhi-110066. Telephone: 011-26100678 (o)
4	Job requirement	Printing and supply of Verbal Autopsy (VA) forms by Offset Printing Process. The paper is to be provided by the Bidder.
5	Language(s) in which items to be printed	Hindi and English
6	Validity of the Tender	Rates will be valid for a period of 180 days.
7	Date of issue/publishing	02nd November, 2018
8	Download of the RFP and Bid submission	RFP can be downloaded and bids can be submitted from 03rd November, 2018 at e-Tendering portal www.eprocure.gov.in which can be accessed using URL https://www.censusindia.gov.in

9	Tender Fee/Cost of RFP	Cost of the RFP i.e. Rs. 1,000/- is to be submitted in a sealed envelope super scribed with the words " Cost of RFP for printing of VA forms " before last date and time of submission of online bid. The cost of RFP can be submitted by means of Demand Draft / Banker's Cheque drawn on any Nationalized Bank / Scheduled Bank payable to the Pay & Accounts Officer (Census), New Delhi . Scanned copy of the same must be uploaded with the Tender.
10	Pre-Bid Meeting	15.00 hours on 12th November, 2018 at VS (SRS) Division, ORGI, West Block-1, R.K. Puram, New Delhi-110066
11	Last date & Time for receiving queries online or through email/ letter	Upto 17.00 hrs on 13th November, 2018 . No queries post this date and time shall be entertained.
12	Details of the contacts for Clarifications and Queries	Senior Research Officer VS (SRS) Division, Office of the Registrar General, India, West Block-1, R.K. Puram, New Delhi-110066 Telephone- 26100678 (o), Email:- <i>ramkesh.rgi@nic.in</i>
13	Last date & Time for submission of Bids online	14.00 hours on 19th November, 2018
14	Earnest Money Deposit amount payable	Rupees 10,000/- (Rupees Ten Thousand only) with validity of six months from the date of issue, in the form of Demand Draft / Banker's Cheque/Bank Guarantee drawn on any Nationalised Bank/ scheduled Bank in favour of Pay & Accounts Officer (Census) Payable at New Delhi . Scanned copy of the same must be uploaded with the online Tender.
15	Date, time and place of Public Online Technical Opening Event	Online Public Opening of Technical Bid shall commence at 15.00 hours on 20th November, 2018 in presence of bidders. Interested representative of bidders not more than one per bidder may present themselves at Conference Room, 2/A Man Singh Road, Office of the Registrar General, India, M/o Home Affairs, New Delhi-110011.
16	Date for opening of Financial Bids	To be intimated separately to eligible bidders on ORGI's website https://www.censusindia.gov.in and at e-Tendering portal www.eprocure.gov.in .
17	Performance security	The successful bidder will have to submit a performance security of 5% of the total tender value in the form of Bank Guarantee with validity of one year drawn on any Nationalized Bank/Scheduled Bank, within 3 days from the award of contract.

2 SCOPE OF WORK

2.1 Specifications

2.1.1 The printing of Verbal Autopsy (VA) forms has to be carried out as per the following specifications:

Quantity	63,820 forms (29,446 in Hindi and 34,374 in English)
Size	Length = 37.7 cm Width = 24 cm
Colour	Text: Black Background: 4 colours (Red, Orange, Green and Violet)
Paper	90 GSM Maplitho Paper (Matt) to be provided by the Bidder
Printing technique	Offset Printing

2.1.2 The Verbal Autopsy forms are of four types: 10A, 10B, 10C and 10D; and have to be printed in different colour schemes. Forms 10A, 10B and 10C are to be printed on both sides, whereas form 10D is to be printed on single side of the paper. A unique serial number, in running series, is to be printed on each form as given in the following table:

Form Type	10A (both sides)	10B (both sides)	10C (both sides)	10D (single side)	Total no. of forms
Hindi					
No. of forms	2439	2114	24643	250	29,446
Hindi Serial Number begins from	1-554855	2-571544	3-764431	5-007478	—
Hindi Serial Number ends	1-557293	2-573657	3-787073	5-007727	—
English					
No. of forms	1429	1352	31343	250	34,374
English Serial Number begins from	1-032427	2-049606	3-330053	5-505927	—
English Serial Number ends	1-033855	2-050957	3-361395	5-506176	—
Total no. of forms	3,868	3,466	55,986	500	63,820

2.1.3 The first digit of the above unique serial number of the Verbal Autopsy forms and their color schemes, both in Hindi and English, are as under:

- 10A → 1 → Red
- 10B → 2 → Orange
- 10C → 3 → Green
- 10D → 5 → Violet

2.1.4 The sample of the paper quality and color scheme of forms will be shown during **pre-bid meeting** in order to offer a basis to the bidders for submitting their bids. The sample of forms can also be seen on any working days between 10:30 a.m. to 5:00 p.m. at VS (SRS) Division, Office of Registrar General India, West Block-1, R.K. Puram, New Delhi-110066.

2.2 Material for Reproduction:

The matter will be provided in soft copy (CD) in English and Hindi. The printer should have adequate technical manpower/staff to handle typing, page setting, proof reading and corrections etc.

3 ELIGIBILITY CRITERIA

(along with the details of the supporting documents to be submitted)

- (i) The bidders must be 'A' or 'B' Class Offset Printer empanelled with the Directorate of Advertising and Visual Publicity (DAVP), Ministry of Information & Broadcasting, in the Delhi NCR region. The empanelment must be valid as on date. The **proof of empanelment** should be submitted, otherwise the bid will not be opened.
- (ii) Printing agency or printer must be a registered entity. Supporting Documentary proof should be submitted in the form of **Registration / Incorporation Certification** in the name of the agency. In case of change in name of the company, the copy of the relevant document must also be submitted.
- (iii) The bidder must have an annual turnover of at least Rs. 50 lakhs in each of the following three financial years (i.e. 2015-16, 2016-17 and 2017-18) from the printing business. **A certificate from the Chartered Accountant must be submitted in this regard** along with copies of Balance Sheet and Profit and Loss Statement duly attested by Chartered Accountant. Submission of the copies of balance sheets, financial Statements, IT Returns without the Certificate from the Chartered Accountant will not be accepted.
- (iv) The agency should have valid TIN/GST no./PAN no. The bidders are required to submit copy of **PAN Card** in respect of the firm, **TIN or GST Registration Certificate** allotted by concerned authorities.
- (v) The agency should submit the **Income Tax Return of last Three Assessment Years** for 2015-16, 2016-17 and 2017-18 duly attested by Chartered Accountant.
- (vi) The agency should have in-house, state of art facilities for printing and should be in the position to print the forms as per the requirements of the Office of Registrar General, India detailed in this document. A **self-declaration** to this effect is required to be submitted (Annexure-1).
- (vii) The agency should submit copies of at least three **work orders** issued by client(s) for printing work undertaken during the last three financial year period (i.e. 2015-16, 2016-17, 2017-18).
- (viii) The bidder should not be blacklisted by any Ministry / Department of Govt. of India as on the closing date of this bid. Self declaration to this effect should be submitted, in the **enclosed format for No Conviction Certificate**.
- (ix) The bidder must be an independent business entity involved in the printing activities and **is not allowed to form consortium in order to become eligible for participating in this bid**. Thus bidding for the said job is not allowed through consortiums.

THE BIDDER MUST SUBMIT THE DOCUMENTS AS PER REQUIREMENTS MENTIONED IN THIS DOCUMENT AND SUBMIT THE DECLARATION AS PER THE FORMATS ENCLOSED. THE DOCUMENTS MUST BE SUBMITTED ONLINE.

4 GUIDELINES FOR SUBMITTING PROPOSAL

Bidders are required to submit documents for **Technical Bid** and **Financial Bid**, as detailed below, to be considered for selection: -

4.1 Technical Bid

4.1.1 The Technical Bid should contain the following: -

- (a) Documents in support of eligibility criteria as mentioned in paras 3 (i) to 3 (ix) above.
- (b) **Earnest Money Deposit (EMD) of Rupees 10,000/-**(Rupees Ten Thousand only) with validity of six months from the date of issue, in the form of Demand Draft / Banker Cheque/Bank Guarantee drawn on any Nationalised Bank/ scheduled Bank in favour of **Pay & Accounts Officer (Census) Payable at New Delhi**. Bidders who are registered with the Central Purchase Organization, National Small Scale Industries Corporation (NSIC), Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the concerned Ministry or Department would be eligible for exemption from submitting EMD on production of documentary proof of relevant document. This certificate should be valid on the closing date of the bid.
- (c) **Letter of Transmittal** as per Format-A of Annexure-1.

4.2 Financial Bid

4.2.1 The financial quotes for undertaking the printing work of Verbal Autopsy forms and supplying the forms to the Office of Registrar General, India should be provided as per the format provided in **BoQ**. If a firm quotes 'Nil' charges / consideration, the bid shall be unresponsive and will not be considered.

4.2.2 The tax shall be payable as per actuals. Taxes will not be considered for evaluating the Financial Bids. The total cost of printing and supplying of 63820 number of forms, exclusive of taxes, only will be considered for awarding the bid.

4.3 The technical bids submitted by the bidders would be opened on **15.00 hours on 20th November, 2018**. The bidders who have submitted the bids should make it convenient to be present at the time of opening of the Technical bids.

4.4 **Online Submission:** The bidder must submit technical and financial bid online on e-tender portal www.eprocure.gov.in which can be accessed using URL <https://www.censusindia.gov.in>. Scanned copies of all the requisite documents including scanned copy of EMD and Cost of RFP should also be submitted online by the bidders in the technical bid.

4.5 The hard copies of tender fee/Cost of RFP and Earnest Money Deposit are to be submitted in a sealed envelope. The name of the agency, contact person, address, telephone no. and e-mail should be mentioned on the envelope.

4.6 Only those bids would be considered for opening which are submitted on or before the due date/time i.e. upto 14.00 hours on 19th November, 2018. The Office of Registrar General, India will not be responsible for any kind of delays / non-receipts.

5 EVALUATION OF THE PROPOSAL

An Evaluation Committee formed by ORGI would examine both the technical and financial bids based on the details provided in this RFP.

5.1 Technical Evaluation

Evaluation will be done on the basis of the documents submitted by the bidders as mentioned in the tender document. The Constituted Committee shall evaluate the technical bids of each of the bidders. Only those bidders who fulfill the eligibility criteria and have submitted all required documents in their Technical Bid as per the requirements mentioned in this tender document will be eligible for opening of their financial bids.

5.2 Financial Evaluation

The financial bids of the technically qualified bidders shall be opened by the Constituted Committee. The bidders who are technically qualified shall be asked to be present for opening of financial bids, date and time for which will be conveyed separately. The eligible bidder submitting the lowest quote (all inclusive, exclusive of taxes) in **BOQ** as per the details mentioned above, for printing and supply of Verbal Autopsy forms would be considered for award of contract. In case two or more bidders quote the same price, the bidder having highest turnover during the last three financial years will be awarded the contract.

6 PRE-BID MEETING

A pre-bid meeting will be held at VS (SRS) Division, Office of the Registrar General, India West Block-1, R.K. Puram, New Delhi-110066 at **15.00 hours** on **12th November 2018** for any clarifications required on any aspect pertaining to the Tender Document. Interested agencies / printers can also inspect the dummy forms during the pre-bid meeting, so as to ascertain the scope of work and printing specifications before submitting financial quotes for the same. Based on the discussions held during the pre-bid meeting and the queries received, amendments / clarifications in the Tender Document, if any; will be hosted on the website of the Office of Registrar General India <https://www.censusindia.gov.in> and www.eprocure.gov.in on **15th November 2018**. Bidders are advised to keep on checking these websites till closing of the tender for any further clarifications/information etc.

7 DELIVERY PERIOD

7.1 The bidder selected for undertaking the job of printing and delivery of Verbal Autopsy forms will be required to submit **the machine proof of each form (10A, 10B, 10C and 10D; both in Hindi and English) within a period of 5 working days of receipt of the contract and the ready to print material.** On approval of the machine proofs, all the forms in the requisite quantity as given in para-2.1.1 and 2.1.2 **will have to be delivered within a period of fifteen (15) days from the date on which the machine proof is approved.**

7.2 Bulk production of the supplies shall be undertaken only after acceptance /clearance of the proof submitted, by an authorized representative of the Office of Registrar General, India.

7.3 The printer awarded the work of printing of forms would have to take out two dummy copies of each type of form (10A: Red, 10B: Orange, 10C:Green and 10D:Violet; both in Hindi and English) to match the colour and verify the quality of the image in the final print.

7.4 The printed forms duly tied-up into suitable sized bundles should be supplied in this Office and at Directorate of Census Operations (DCOs) located in all 36 States/UTs in India, as directed by this Office at the transportation cost of the printer. No transportation charges for delivery of the material in this Office or the DCOs will be paid by this Office. The number of forms to be supplied to each of the DCOs will be communicated separately.

8 TERMS OF PAYMENT

8.1 No advance payment will be considered. Payment for work awarded will be made to the printing agency, after completion of the work to the satisfaction of the ORGI. The agency awarded the printing job, will submit pre-receipted bills in triplicate to the Office of Registrar General, India for settlement.

8.2 Payments shall be subject to deductions of any amount for which the Printer is liable under this tender document. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the income- Tax Act and any other taxes.

9 PENALTY

The selected printing agency should adhere to the time schedule. If lethargy from the side of the printer is observed in delivery of the requisite material, penalty would be imposed as follows:-

9.1 Penalty for delayed delivery:-

- (i) If the printer fails to deliver machine proof within 5 working days from the date of issuance of work order and ready to print material, then penalty @ Rs. 1,000/- per working day shall be imposed.
- (ii) If the printer fails to deliver the entire quantity of forms as per this RFP within a period of 15 working days from the date of approval of machine proof; penalty @ Rs. 1,000/- per working day shall be imposed.

9.2 Penalty on account of use of substandard material:-

If it is found that the printer has not made the delivery as per the specifications mentioned in the work order and /or has used substandard paper, other material etc. in the delivered material, the Performance Bank Guarantee submitted by the printer would be forfeited and payment will not be made to the contractor. Office of Registrar General, India will also debar the printer for a period of next 3 years from participating in the tenders of the Office of Registrar General, India and can consider other penalties including blacklisting of the agency.

10 GENERAL INSTRUCTIONS AND TERMS & CONDITIONS OF RFP

- i. The bidder responding to the proposal is required to submit a non-refundable Demand Draft / Banker's Cheque of Rs. 1,000/- as the cost of RFP which is to be submitted in hardcopy.
- ii. The tender may be submitted in English language only.
- iii. Conditional bids will be rejected outright.
- iv. Office of Registrar General, India has the right to withdraw/cancel the bid document at any stage.
- v. Agency(ies) should take utmost care while submitting their bids and should go through all the clauses carefully. In case of any doubts, the same may be clarified during the pre-bid meeting.
- vi. **Amendments to the tender:** Office of Registrar General, India reserves every right to amend any of the tender conditions or a part thereof before the last date of the receipt of the tender, if necessary. Amendments, if any, would be published on website of the Office of Registrar General India <https://www.censusindia.gov.in> and www.eprocure.gov.in. The decision of extending the due date and time for the submission of tender documents on account of amendments will be the sole discretion of Office of Registrar General, India. Cost of preparing the proposal and incidental expenses shall be borne by the bidders and the ORGI will in no case be responsible or liable for these expenses regardless of the conduct or outcome of the tenders.
- vii. **Performance Bank Guarantee (PBG):** The successful bidder will have to submit a performance security of 5% of the total tender value in the form of Bank Guarantee with validity of one year drawn on any Nationalized Bank/Scheduled Bank, within 3 days from the award of contract. All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder.
- viii. After the printer for executing the job is selected, the EMDs submitted by all unsuccessful bidders shall be returned. The EMD of the successful bidder shall be returned on submission of Performance Bank Guarantee (5% of the total contract value).
- ix. Tenderers are advised to study the Tender document carefully. Submission of Tenders shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.
- x. Failure to furnish requisite information may result in the rejection of tender.
- xi. This Tender document is not transferable.

- xii. The Office of Registrar General, India shall not be responsible for non-receipt of the online Bid and documents to be submitted in hard copy due to any reason whatsoever.
- xiii. All the relevant documents should be signed by the person duly authorized by the Bidder and the same to be up-loaded on the e-Tendering portal.
- xiv. Office of Registrar General, India reserves the right to disqualify any of the tender in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. Any efforts by any bidder to influence the ORGI personnel or representative on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Bidder's proposal and also lead to blacklisting of the organization and shall not be allowed to submit any document to the ORGI.
- xv. The person to sign the documents shall be the person duly authorized.
- xvi. The Office of Registrar General, India may seek clarifications/ additional documents from the Bidder and the Bidder is bound to furnish the same within the prescribed time.
- xvii. The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions/conferences in connection with this document shall be borne by the applicant and the ORGI in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.
- xviii. **Confidentiality** : Except with the prior written consent of the ORGI, the printer shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services.
- xix. All proofs, negatives, positives, CRC/MSS, PDF and Open file in soft copy, trial copies, spare copies etc. shall be the property of ORGI and have to be returned to ORGI along with the printed material.
- xx. **Termination for Insolvency** : The ORGI may at any time terminate the Contract by giving a written notice to the printer. Termination of contract will be without compensation to the printer provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the ORGI.
- xxi. **Jurisdiction** : The empanelled printer will be governed by the laws and procedures established by the Govt. of India. In case of any dispute arising out of the business or in interpretation of any clause of the document, the Courts at Delhi alone shall have the jurisdiction to try and decide.
- xxii. The printed forms duly tied-up into suitable sized bundles should be supplied in this office at New Delhi or at Directorate of Census Operations (DCOs) located in all 36 States/UTs in India as directed by this Office at the transportation cost of the printer. No transportation charges for delivery of the material in this Office or any place directed by this Office will be paid by this Office.
- xxiii. The printer shall whenever called upon to do so, give full information with regard to the work in hand and shall also permit the Registrar General & Census Commissioner, India or any other Officer deputed by him to inspect printer's premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the contract.

- xxiv. The printer shall take every care to see that no part of the work falls into unauthorized hands. The work should be executed in security conditions. All proofs, trial copies, spare copies, copies printed in excess or copies otherwise spoiled must in no condition be thrown away, passed on to any other person, sold or destroyed. All such material should be returned to the Office of Registrar General, India along with the printed copies. In the event of such a material having been sold, destroyed, passed on to other party, misused or otherwise not returned to the Office of Registrar General, India it shall be competence of the Office of Registrar General, India to forfeit the security deposited by the printer and also to impose a penalty of Rs. 30,000/- (Rupees Thirty thousand only) which the Office of Registrar General, India will, without prejudice to any other rights of the Government of India, be at liberty to recover from the printers bill or from any other moneys due to the printer.
- xxv. Tax deduction at source (TDS) will be levied as per rule.
- xxvi. **Force Majeure:** Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Government restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.
- xxvii. In case of strike, combination of workmen, fire, accidents or circumstances beyond the control of the printer causing stoppage of his work, the delivery of completion of the work may be suspended without penalty and Office of Registrar General, India shall have the power during such stoppage to get the work done elsewhere without any charge to the printer. The printer shall afford every facility for the removal and use elsewhere of such standing type and materials as may be necessary for completion of the work.
- xxviii. In the event of the printer's having adjudged insolvent or having receiving order or other order under the Insolvency Act made against him or in the case of a Company of the passing of any resolution or making of any order for winding up, whether voluntary or otherwise or in the event of the printer failing to comply with any of the conditions herein specified, the Office of Registrar General, India shall have the power to terminate contract without previous notice.

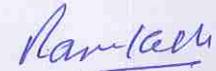
Arbitration

- xxix. The dispute or difference arising between the Office of Registrar General, India and the Printer relating to any matter arising out of or connected with the printing and packing job assigned to the Printer for execution under the contract agreement shall be referred to the sole arbitration by an Arbitrator appointed by Office of Registrar General, India or any person nominated by him. The decision of the Arbitrator shall be final and binding on the parties to the contract agreement subject to the provision that the Arbitrator shall give reasoned award.
- xxx. Upon every and any such reference the assessment of the costs incidental to the reference and award respectively shall be in the discretion of the arbitrator.
- xxxi. Work under the contract shall if reasonably possible continue during the arbitration proceedings and no payment due to or payable by the Office of Registrar General, India shall be withheld on account of such proceedings.
- xxxii. The venue of arbitration shall be the place from which the acceptance note is issued or such other place as the "Sole Arbitrator" at his entire discretion may determine.

- NOTE :**
1. No tender shall be considered unless the complete information as sought for is duly filled in and all the pages are signed by the tenderer.
 2. If any information furnished by the tenderer is found to be false the tender is liable to be rejected.

Date: 02.11.2018

Place: New Delhi



Senior Research Officer

Vital Statistics Division, Sample Registration System,

Office of the Registrar General, India

M/o Home Affairs,

West Block-1, R.K. Puram,

New Delhi-110066.

ANNEXURES**Annexure 1: Format for Technical Proposal****Format A: Letter of Transmittal****To**

**Senior Research Officer
Vital Statistics Division, Sample Registration System,
Office of the Registrar General, India
M/o Home Affairs,
West Block-1, R.K. Puram,
New Delhi-110066.**

Dear Sir/Madam,

We, the undersigned, offer to provide the required printing services in accordance with your Request for Proposal (RFP) No. dated ----- . We hereby certify that we have read the entire terms and conditions of the RFP and the corrigendum(s) issued by the Office of Registrar General, India from time to time have all been taken into consideration. We hereby unconditionally accept the tender conditions of above mentioned RFP/corrigendum(s).

2. We hereby submit our Proposal, which includes this Technical Proposal, and a Financial/Commercial Proposal.
3. We hereby declare that all the information and statements submitted in this Proposal are true and accept that any misinterpretation contained therein may lead to our disqualification.
4. We hereby declare that we have in-house, state of art facilities for printing and should be in the position to print the forms as per the requirement of the Office of Registrar General, India.
5. The prices quoted in the Financial Proposal are valid till 180 days from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.
6. Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.
7. We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.
8. We understand that ORGI is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.
9. I confirm that I have authority of [*Insert Name of the Firm*] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

**Authorized Signature:
Name and Designation of Signatory:
Name of the Firm:
Address and Phone No.:**

Format B : No Conviction Certificate

[On the letter head of the Organization]

No-Conviction Certificate

This is to certify that------(Name of the organization), having registered office at------(Address of the registered office) has never been blacklisted or restricted to apply for any such activities by any Central /State Government Department or Court of law anywhere in the country.

Authorized Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Annexure 2: Format for Financial Proposal

Format of Price Bid (BOQ)

Sl. No.	Description of work	Total no. of forms	<i>Per form</i> rates to be entered by the bidder with packing & delivery charges excluding GST (GST will be applicable as per rule)
1.	Printing of Verbal Autopsy forms	63,820	

Annexure-3: Special instructions to Bidders for e-Tendering

All interested bidders are requested to register themselves with the portal www.eprocure.gov.in and enroll their digital certificate with the user id for participation in the tender.

2. Bidders are requested to read following conditions in conjunction with various conditions, wherever applicable appearing with this bid invitation for e-Tendering. The conditions mentioned here in under shall supersede and shall prevail over the conditions enumerated elsewhere in the tender document.

3. How to submit On-line Bids / Offers electronically against e-Tendering?

Vendors / Bidders are advised to read the following instructions for participating in the electronic tenders directly through internet:

i) Late and delayed Bids / Offers after due date and time shall not be permitted in e-Tendering system. No bid can be submitted after the last date and time of submission is over. (However if bidder intends to revise the bid already submitted, they may change and revise the same on or before the last date and time of submission of bid). The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.

ii) Bidders are advised in their own interest to ensure that bids are uploaded in e-tendering system well before the closing date and time of bid.

iii) No bid can be modified after the dead line for submission of bids.

4. What is a Digital Signature?

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain trusted Certifying Authorities (CA) who in turn allots on a regular basis Digital Signature Certificates.

5. Documents which are signed digitally are legally valid documents as per Indian IT Act (2000).

6. Why is a Digital Signature required?

In order to bid for ORGI e-tenders all the vendors are required to obtain a legally valid Digital Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The Digital Certificates is issued by CA in the name of a person authorized for filing Bids / Offers on behalf of his Company. A Vendor/ Bidder can submit their Bids /Offers on-line only after digitally signing the bid /documents with the above allotted Digital Signatures.

7. Bidders have to procure Digital Signature Certificate (Class 3 or 2 with signing key uses) from any of the certifying Authorities in India.

8. Submission of Documents:

i) Bidders must submit on line offers by the date and time mentioned in the RFP at the website address stated therein.

ii) Each E-Tender will provide access to Commercial as well as Price part of tender. Along with the Commercial part, Bidders can attach the required documents with the bid in line with the Tender.

iii) The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the process and steps.

iv) Price Bid shall contain only price as per Schedule of Rates (in form of an excel sheet) without any condition. The lump sum rate shall be filled up in figures and the total amount shall be automatically calculated and rounded off to the nearest rupee. It is to be noted that the Price Bid shall contain only PRICES and no conditions whatsoever.

v) The bid shall be uploaded through Digital signatures by someone legally authorized to enter into commitment on behalf of the Bidder. Bidder shall upload among other documents, power of Attorney in favour of the person who is authorized to enter into commitments on behalf of the Bidder.

vi) It is advised that the bidder upload small sized documents (preferably upto 5 MB) at a time to facilitate in easy uploading into e-tendering site. ORGI does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission.

9. Submission and Opening of Bids

i) Bid along with all the copies of documents should be submitted in the electronic form only through ORGI e- tendering system. Before the bid is uploaded, the bid comprising of all attached documents should be digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) in accordance with the Indian IT Act 2000.

ii) The bid shall be opened on-line on the date & time mentioned in the RFP.

iii) The Price Bids of only those bidders shall be considered for electronic opening & evaluation whose bid is determined to be technically and commercially acceptable to ORGI.

10. Last Date for Submission of Bids

Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid. Vendors / Bidders must use any computer having Windows 2000 or Windows XP versions or higher of Window operating system and an internet web browser (internet explorer v 8.0 or higher recommended).

11. The tender shall be submitted in major parts, namely "Technical Bid and Price Bid (BOQ).

12. As a part of software requirement for the tender, the main features are:

i) The price bid formats are same for global and Indian vendors. Bidders are requested to follow the instructions mentioned in the bid format.

ii) Vendors interested in the tender may submit scanned copy of EMD as stated in document in this e- tender and submit the original EMD physically along with the proof of tender fee within the closing time & date as mentioned.

13. Earnest Money Deposit & Tender Fee:

The EMD and tender fee (non-refundable) instrument in original has to be submitted by dropping it in the tender box (as per instruction) and copy of the same needs to be **uploaded before the due date** and time of tender submission failing which the bid shall be summarily rejected. A scanned copy of the instrument

DD/BC/PO or exemption certificate in case of NSIC or exempted category has to be uploaded along with clear scanned copies of required documents to substantiate the claim towards their credentials along with the tender documents in the appropriate space. It is mandatory for every Tenderer to fill all the documents as set out in the tender document irrespective of their earlier association with ORGI. Any conditional / incomplete offer or failure to follow above instructions shall lead disqualification even at the time of opening of bids.