Last date of Submission of Tender **27.07.2011 at 11.00 AM** **FORM No.**
Date of opening of Tender **27.07.2011 at 3.30 PM**

Government of India
Ministry of Home Affairs
Directorate of Census Operations, Punjab
Janganana Bhawan, Plot No. 2B, Madhya Marg, Sector-19A, Chandigarh – 160 019

Tender Document No. D-14125/1/2010/Pb./5594 **dated: 15.07.2011**

Back ground: Photocopying of Census material is required for the conduct of Socio-Eco-cum-Caste Census, 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 service Providers as under:-

S.No.	Photo copy documents	Estimated quantity (number of copies.
1.	**A-3 size EB Maps**	**1,00,000**
2.	**A-3 size Charge Register**	**35,000**
3.	**A-4 size Abridged House List**	**34,00,000**

Conditions:-

1. These documents are confidential, hence the photocopy work to be done under the supervision of authorized official from Directorate of Census Operations, Punjab, Chandigarh.

2. The photocopier Machines(preferable new machines) should be installed at the Directorate of Census, Operations, Punjab, Plot No. 2 B, Sector 19-A, Chandigarh upto completion of work. The accommodation for the Photo copier machines will be provided by this office. The improvised arrangement for electricity will also be arranged by this office. However, in case of **failure/cut of electricity the alternative arrangement** shall have to be **managed by the Service Provider** at his own cost in order to complete the job in time.

3. The photocopier machines should be provided alongwith operators.

4. The Photocopier charges to be reimbursed based on actual photocopy of written material (excluding wastage, blank pages and bad photocopy). The number of photocopying material may be varied slightly.

5. The 70 gsm photocopy paper to be used for photo copy.

6. The Bidder should be in a position to complete the work within 20 days of the work order as per demand.

7. The rates to be given separately for A3 size and A4 size photocopying (a) with 70 GSM Paper & (b) without paper.

Availability of Tender Documents: Tender Document can be obtained from the Office of the Director, Census Operations, Punjab, Janganana Bhawan, Plot No. 2-B, Setor-19A, Madhya Marg, Chandigarh on payment of Rs.200/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalized Bank in favour of "**Director, Census Operations, Punjab"** payable at **"Chandigarh".** The same can also be downloaded from **www.censusindia.gov.in** and 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 in any Nationalized Bank in favour of "**Director, Census Operations, Punjab"** payable at **"Chandigarh" along with bid** failing which the bid shall not be entertained.

8. The bidder should be reputed Service Provider for carrying out such type of business in the stipulated period.

9. The **Bidder** must have completed work orders successfully during last three years(2008-09, 2009-10 and 2010-2011), each valuing more than **Rupees two lakhs**, for the offices of **Government of India/State Governments/Public Sector Undertakings**/any other reputed companies & private concerns.

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

Due Date: Due date for submission of offer is on or before 11.00 AM on 27.07.2011 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. The Bids will be opened on 27.07.2011 at 3.30 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 Photo copying Charges**" and "Financial Bid for Photo copying charges". It should be addressed to " **Director, 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 Photo copying" 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. 50,000/- (Rupees fifty 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 "**Joint Director, Census Operations, Punjab**" payable at "**Chandigarh**" alongwith **Technical Bid**.

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

(c) **Unsuccessfull Bidder's 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 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 by 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 the purchaser may make the award to the next lowest evaluated Bidder at the risk and cost of the successful Bidder.

The **Service Provider should submit their pre-receipted bills**, in triplicate, alongwith the certificate(s) from the consignee that work has been done in full, as per the approved specification of the **Directorate of Census Operations, Punjab, Chandigarh**.

12(a). Performance Security: The successful Bidder awarded with the job shall be required to deposit Performance Security equivalent to 5 % of the total value of the job order rounded up to next thousand within three days from the date of receipt of supply 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 purchaser in quality and quantity.** 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 materials have not been supplied in conformity to the specified specification and to the satisfaction of the **Purchaser (DCO Punjab, Chandigarh**). Further, if the Purchaser has to get the job completed from any other Bidder because of failure to provide in full or part by the successful Bidder, the difference in payment may be made from such amount.

12. **Sales Tax/VAT clearance certificate**: A copy of latest Sales Tax/VAT clearance certificate duly self attested should be submitted alongwith offer.

13. **Bank Charges**: Bank charges, if any, shall be borne by the successful tenderer.

14. **Award Criteria**: The office shall arrive at lowest bidder for each item based on lowest rate quoted (inclusive all taxes etc.) for the item. The lowest rate quoted (inclusive of all) for the item will be taken as L-1 rate. If the Purchaser feels that L-1 rate is at higher side, further negotiation may be held with the L-1 firm to reduce its rate. Once the negotiated L-1 rate is finalized and keeping in view the paucity of time the purchaser may allot the job to more than one service provider at the L-1 rates finalized with L-1 for expeditious completion of work within stipulated period. The Service Provider may continue the job round the clock in order to complete the work in time. The decision of the Purchaser in this regard shall be final.

NOTE: Right to Accept any Bid and Reject any or all Bids: The **Directorate, 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.

14. **Amendments to the Tender**: Before the last date for the receipt of tender, the office may amend any of the tender conditions as may be desired or wherever DCO, Punjab feels 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 and www. punjabcensus.gov.in(Tender).**

15. **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 this tender, related work order and payment, the decision of this office shall be final. Some column(s) of the photocopying material are to be kept in blank by hiding the text during photocopying. The specimen can be seen as per Annexure I-C & I- F. One additional blank page shall have to be attached in Section 3 of the AHL and the Charge Register & AHL are also to be stapled.

16. **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 at 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 "**Joint Director, Census Operations, Punjab**" payable at "**Chandigarh**".

(b) Copies of **Income Tax Returns** for 2008-09, 2009-10 and 2010-11:

(c) A copy of latest **Sales Tax/VAT** clearance certificate duly self attested/stamped.

(d) Copies of work orders for supply of similar items valuing more than Rupees two lakh/completion certificates during last **3 years (2008-09, 2009-10 and 2010-11)**):

(e) **Address of workshop(s)** 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) Sample of the paper, in conformity to the prescribed specification in the **Tender Document (Annexure 1-B)**, for which the bid is being submitted.

(h) 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 Demand Draft of Rs. 200/- (if Tender Form downloaded from website) drawn in any **Nationalised Bank in favour of Director, 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.

17. **Pro-forma for Financial Bid**: The cover of **Financial Bid** should contain only the rate of the Photo copying charges per page 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.

18. **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.5,000/- 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** reserves 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 reserves the right to cancel part of the order and undertake risk job completion for this cancelled quantity depending on the need.

19. **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.

20. **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.

ANNEXURE 1 A

With reference to **Tender Notice No. D-14125/1/2010/Pb./5594 dated 15.7.2011**, the undersigned furnishes below/encloses herewith following details/documents as part of " **Technical Bid**" for consideration.

1. **Name of the Manufacture/Dealer**:

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 Manufacturer/Supplier_____

Stamp_____

ANNEXURE 1 B

PRESCRIBED PRO-FORMA FOR FINANCIAL BID

With Reference to **Tender Notice No. D-14125/1/2010/Pb./5594 Date 15.7.2011**, the per unit rate(inclusive of taxes) and total cost for our Bid quantity are as give below:-

Item for which **Financial Bid** being submitted	**Per page Rate** (inclusive of all taxes, (Rates to be given in both figures & Words).	**Total Cost** for the Bid Quantity (inclusive of all taxes(Rates to be given in both figures & Words).
1**.A-3 size photo copy(with paper)**.		
2. **A-3 size photo copy (without paper)**.		
3.A-4 size photo copy (with paper).		
4. A-4 size photo copy (without paper).		

I agree to the terms and conditions as mentioned in the **Tender Notice No. D-14125/1/2010/Pb./5594 Date 15.7.2011** , 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 Manufacturer/Supplier_____

Stamp_____

Specimen ANNEXURE I-C

Annex 2: Specimen page of Abridged Houselist (AHL)

CENSUS OF INDIA 2011

Page No. 1

ABRIDGED HOUSELIST

Identification of Particulars

(1) Name of State/UT Haryana Code No. 06 (2) Name of the district Gurgaon Code No. 18

(3) Name of the Tahsil/Taluk/PS/ Gurgaon Code No. 002 (4) Name of Town/Village Gurgaon Code No. 7069

~~Dev, Block Circle/ Mandal etc;~~

(5) Number of Ward 2 Code No. 0002 (6) Enumeration Block Number 0008 Sub Block No.

SECTION 2: Houselist particulars (Columns 2 to 7 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS):

Serial number (Start from 1 give number at each page)	Houselisting Block Number (HLS top right most Item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3	Purpose for which the census house is used (HLS Col. 4, Actual Use)	Household number (HLS Col. 5)	Name of the head of the household (HLS Col. 15)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks	
									Code	No. of Persons
1	2	3	4	5	6	7	8	9	10	
1	8	1	1 (1)	Residence	001	Janaki Devi	1			
2	8	—	1(2)	Cattle Shed	—	—	—			
3	8	2	2(1)	Residence-cum-Workshop	002	Ganga Singh	2			
4	8	—	2(2)	Kirana Shop	—	—	—			
5	8	3	3	Tea Shop	—	—	—			

Note the suppression of earlier Remarks and bifurcation of Column 10

Specimen ANNEXUR-I. D

ਭਾਰਤ ਦੀ ਜਨਗਣਨਾ 2011

ਸੰਖੇਪ ਮਕਾਨਸੂਚੀ (ABRIDGED HOUSELIST)

ਪਹਿਚਾਣ ਵੇਰਵੇ : (Identification particulars:)

ਪੰਨਾ ਨੰਬਰ .....

(1) ਰਾਜ ਦਾ ਨਾਂ ..... ਕੋਡ ਨੰ. 0 3

(2) ਜਿਲ੍ਹੇ ਦਾ ਨਾਂ ..... ਕੋਡ ਨੰ. ☐☐

(3) ਤਹਿਸੀਲ ਦਾ ਨਾਂ ..... ਕੋਡ ਨੰ. ☐☐☐

(4) ਪਿੰਡ/ਸ਼ਹਿਰ ਦਾ ਨਾਂ ..... ਕੋਡ ਨੰ. ☐☐☐☐

(5) ਵਾਰਡ ਨੰਬਰ ..... ਕੋਡ ਨੰ. ☐☐☐☐

(6) ਗਣਨਾਂ ਬਲਾਕ ਨੰ. ☐☐☐☐

(7) ਉਪ ਬਲਾਕ ਨੰ. ☐

ਭਾਗ 4 Section 4 : ਉਨ੍ਹਾਂ ਸਥਾਨਾਂ ਦਾ ਵਿਵਰਨ ਜਿਥੇ ਗਿਣਤੀ ਦੇ ਦੌਰਾਨ ਬੇਘਰ ਆਬਾਦੀ ਠਹਿਰੀ ਹੋਈ ਸੀ :

ਲੜੀ ਨੰਬਰ (ਨਵੇਂ ਸਿਰੇ 1 ਤੋਂ ਸ਼ੁਰੂ ਕਰੋ)	ਸਥਾਨਾਂ ਦੇ ਵੇਰਵੇ	ਪਰਿਵਾਰ ਦੇ ਮੁੱਖੀ ਦਾ ਨਾਂ (ਪੂਰਾ ਨਾਂ ਲਿਖੋ)	ਪਰਿਵਾਰ ਵਿੱਚ ਵਿਅਕਤੀਆਂ ਦੀ ਅੰਦਾਜ਼ਨ ਗਿਣਤੀ	ਕੀ ਪਰਿਵਾਰ 28 ਫਰਵਰੀ 2011 ਦੀ ਰਾਤ ਨੂੰ ਗਣਨਾ ਬਲਾਕ ਵਿੱਚ ਮਿਲਿਆ? (ਹਾਂ/ਨਹੀਂ)	ਪਰਿਵਾਰ ਦਾ ਲੜੀ ਨੰਬਰ (ਭਾਗ 3 ਦੇ ਆਖੀਰਲੇ ਪੰਨੇ ਦੀ ਆਖਰੀ ਲਾਈਨ ਦੇ ਕਾਲਮ 8 ਤੋਂ ਅੱਗੋਂ ਸ਼ੁਰੂ ਕਰੋ। ਜੇਕਰ ਕਾਲਮ 5 ਵਿੱਚ 'ਹਾਂ' ਤਾਂ ਲੜੀ ਨੰਬਰ ਦਿਓ।)	ਵਿਸ਼ੇਸ਼ ਕਥਨ
1	2	3	4	5	6	7

Blank

Specimen ANNEXURE-I-E

पर्यवेक्षक पुस्तिका SUPERVISOR-BOOKLET

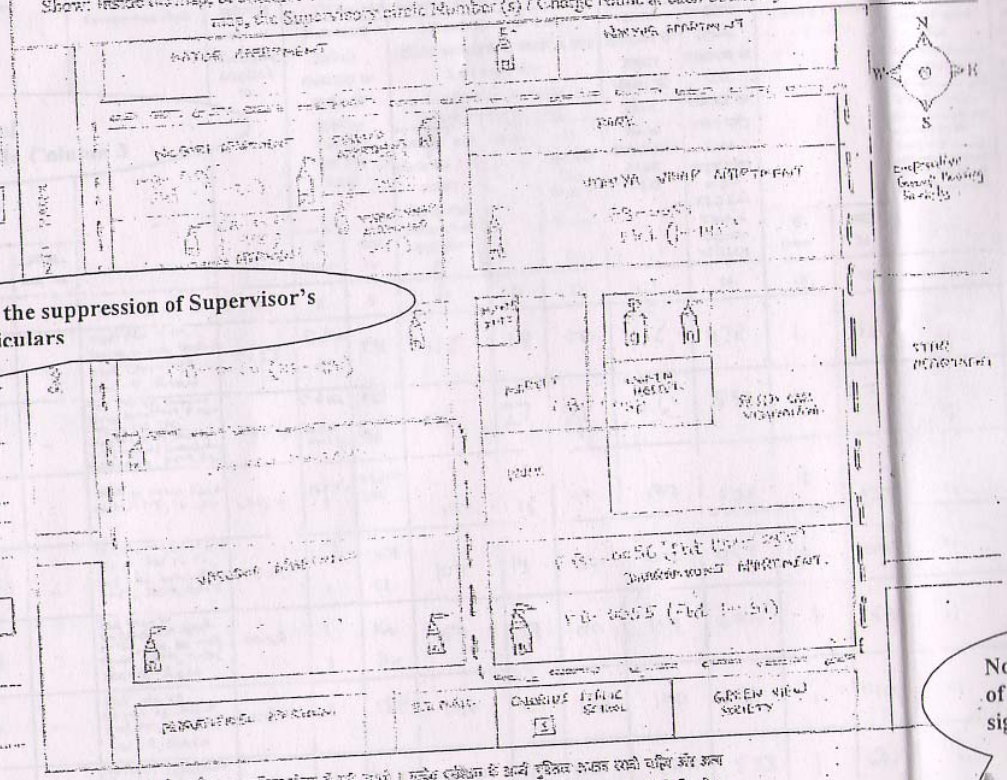
पृष्ठ Page .....

पर्यवेक्षकीय सर्किल मानचित्र Supervisory Circle Map

(क्षेत्रफल: नक्शे के शीर्ष, दायीं गणना खंडों की सीमाएं और अन्वेक्षण खंड के भीतर प्रमुख भू-चिह्नों को दर्शाएं

और, पर्यवेक्षीय सर्किल सं./प्रत्येक सीमा पर प्रभार का नाम

Show: Inside the map, boundaries of all the Enumeration Blocks and major landmarks inside each block. Around the map, the Supervisory circle Number (s) / Charge Name at each boundary.



पर्यवेक्षक का विवरण: Supervisor's Particulars

नाम: .....
Name

पदनाम: .....
Designation

पर्यवेक्षक का पता: .....
Office Address: .....

स्थायी फोन सहित दूरभाष सं.: .....
Phone No. with STD Code:

मोबाइल सं.:
Mobile No.:

i) भुगतान किए गए प्रशिक्षण भत्ते की राशि: .....
Amount of Training Allowance paid:

ii) भुगतान किए गए मानदेय की राशि: .....
Amount of Honorarium paid:

Note the suppression of Supervisor's signature

दिनांकित हस्ताक्षर .....
DATED SIGNATURE OF THE SUPERVISO

Specimen ANNEXURE-I-F

सर्वेक्षण सर्किल क्रमांक :
SUPERVISORY CIRCLE NO

गणना ब्लाक का ब्यौरे : Enumeration Block-wise Details

दिए जाइए .....

Note the suppression of Enumerator's details in Column 3

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	00572	NEHARPUR		00555	-	Plot No.-30, Shyam Kunj Apartment, Plot No.-113, Sec-9, Rohini	00555	1	131	116	18	60	176	472	1	116	4	
2	00572	NEHARPUR		00556	-	Plot No.-32, Jeevan Kunj Apartment, Plot No.-172-A, Sec-9, Rohini, Flat No.-1-01 above in 3 (Ground) Gurudwara Entrance, Sec-9, Rohini	00556	1	96	116	27	71	116	593	1	113	4		
3	00572	NEHARPUR		00557	-	Shiv Shakti Apartment, Plot No.-113, Sec-9, Rohini	00557	1	1	159	16	60	193	531	1	132	4		
4	00572	NEHARPUR		00558	-	Plot No.-30, Shyam Kunj Apartment, Plot No.-113, Sec-9, Rohini	00558	1	1	104	19	60	164	451	1	104	4		
5	00572	NEHARPUR		00559	-	Plot No.-30, Shyam Kunj Apartment, Plot No.-113, Sec-9, Rohini	00559	1	1	159	37	60	159	670	1	159	4		
6	00572	NEHARPUR		00560	-	Plot No.-32, Jeevan Kunj Apartment, Plot No.-172, Sec-9, Rohini	00560	31	158	140	21	60	140	508	1	140	4		
7	00572	NEHARPUR		00567	-	Nilgiri Apartment, Plot No.-177, Sec-9, Rohini-85 (Ground Floor)	00567	1	172	130	43	60	130	533	1	130	4		
8																	4		