दूरभाष: 0755- 2555795, 2553316 0755- 2555771 (फैक्स)
E-mail: dco-mad.rgi@censusindia.gov.in
Data Centre: mpdc.rgi@censusindia.gov.in

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
जनगणना कार्य निदेशालय मध्यप्रदेश
DIRECTORATE OF CENSUS OPERATIONS, MADHYA PRADESH
जनगणना भवन, जेल रोड, भोपाल - 462 004
JANGANANA BHAWAN, JAIL ROAD, BHOPAL - 462 004

Tender Notice No. D.15023/1/89-DCO (M.P.)/Store/_____ Dt. 08.07.2010

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) by the Directorate of Census Operations, Madhya Pradesh, Janaganana Bahvan, Jail Road, Arera Hills, Bhopal-426004.

Details of the work –

Sl No	Photo Copy documents	Estimated Quantity (no of copies)
1	A3 size EB Maps	**3. 20 lakhs**
2	A3 size Charge Register	**0.60 lakhs**
3	A4 size Abridge House list.	**4.70 lakhs**

Conditions

1. These documents are confidential, hence the photocopy work to be done under the supervision of authorized official from Directorate of Census Operation, Madhya Pradesh, Bhopal.
2. The Photocopier machine (preferable new machine) should be installed at office up to completion work.
3. The Photocopier machine should provide along with operator.
4. The photocopier charges to be reimbursed based on actual photocopy (excluding wastage and bad photocopy).
5. The 75 gsm paper to be used for photo copy.
6. The Bidder should be in a position to complete the work within 30 days of the work order or as per the demand.
7. The rates to be given separately for A3 size and A4 size photocopier
   i) With 75 GSM paper.
   ii) Without paper.

8. The Bidder should be registered with the Government/Municipal Authorities etc., as required under the Law for carrying out manufacture/business. A copy of the said Certificate (s) is to be enclosed with the Technical Bid.

9. The Bidder must have successfully worked orders, during last three years (2008-09, 2009-10 and 2010-11), each valuing more than Rupees five lakh, for the offices of Government of India/State Governments/Public Sector Undertakings/any other reputed companies & private concerns. Copies of such Work Orders during last three years and work completion certificates should be submitted along with the Technical Bid

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 **3.00 P.M. on 22.07.2011** at **Directorate of Census Operations, Madhya Pradesh, Janaganana Bahvan, Jail Road, Bhopal-426004** . Offers received after due date and time of submission shall not be considered. **The Technical Bids will be opened first on 22.07.2011 at 5.00 P.M. The Financial Bids will be opened on 25.07.2011 at 11.00 A.M. only in respect of those bidders who qualify in the Technical bid.**

10. **Submission of tender under two covers system:** Intending firms should submit their Technical Bid and Financial Bid in prescribed proforma at **Annex-I-A** and **Annex-I-B** respectively in separate sealed covers duly superscribed as "Technical Bid for Photo copier Charges " and "Financial Bid for Photo copier Charges" It should be addressed to "**Director, Directorate of Census Operations, Madhya Pradesh, Janaganana Bahvan, Jail Road, Arera Hills, Bhopal-426004"**. If tenders are submitted by hand, then sealed envelope must indicate TENDER NO. & DUE DATE OF OPENING as well 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 besides super-scribing as "Technical & Financial Bids for _____" 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. 1,00,000/- (Rupees One Lakh 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 **" Assistant Director, Directorate of Census Operations, Madhya Pradesh"** payable at **"Bhopal"** along with Technical Bid;

(b) Any bid without EMD will be rejected by the Purchaser as non responsive;
(c) Unsuccessful 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 Purchase;
(d) The successful Bidder's Earnest Money will be returned after receipt of "Performance Security" from the Bidder or be adjusted towards "Performance Security".
(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 the 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 event 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, along with the certificate(s) from the consignee that work has done in full, as per the approved specification of the DCO, Madhya Pradesh.

12. Sales Tax/VAT clearance Certificate: A copy of latest Sales Tax/VAT clearance certificate duly self-attested should be submitted along with offer.

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

Attending Tender Opening: Only one representative of each tenderer, who wishes to attend to the tender opening, shall be allowed to attend Tender Opening subject to presentation of authorization letter from the tenderer.

14. Award Criteria: The DCO, Madhya Pradesh, shall rank arrive at lowest bidder for each item based on lowest rate quoted (inclusive all) 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 the 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, the L_1 bidder will be awarded the full quantity for which he has bid. The decision of the DCO, Madhya Pradesh in this regard shall be final.

15. Right to Accept any Bid and Reject any or all Bids: The DCO, Madhya Pradesh, 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 there for 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.

16. **Amendments to the Tender:** Before the last date for the receipt of tender, DCO, Madhya Pradesh may amend any of the tender conditions as may be desired or wherever DCO, Madhya Pradesh feels that such an amendment is absolutely necessary. DCO, Madhya Pradesh 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.censusmp.nic.in (Tender).

17. 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 DCO, Madhya Pradesh and bidder to any matter pertaining this tender, related work order and payment the decision of DCO, Madhya Pradesh shall be final.

18. Enclosures of Technical Bid: Technical Bid should be submitted in the prescribed proforma (**Annex. I-A**) only along with the following enclosures:

(a) EMD (as specified at Paragraph-10) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee from any Nationalised/Scheduled Bank drawn in favour of " **Assistant Director, Directorate of Census Operations, Madhya Pradesh** payable at **Bhopal".**

(b) Copies of Audited Balance Sheets of the firm for last three years (2008-09, 2009-10, 2010-11);

(c) Copies of Income Tax Returns for 2008-09, 2009-10, 2010-11;

(d) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;

(e) Copies of work orders for supply of similar items valuing more than Rupees five lakh/completion certificates during last 3 years (2008-09, 2009-10, 2010-11);

(f) Addresses of workshop(s) and manpower profile of the Bidder;

(g) Copy of the Registration Certificate of the Bidder/Firm;

(h) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by any other Central Government/State Government Department / Public Sector Undertakings;

(i) **Sample of the paper**, in conformity to the prescribed specification in the Tender Document (**Annex. I-A**), for which the bid is being submitted.

Note: All documents/materials (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.

19. **Pro-forma for Financial Bid:** The cover of Financial Bid should contain only the rate of the Photo copier charges in prescribed pro-forma (in **Annex. I-B**) for which the bid is being submitted. Rates including all charges like all taxes and etc, should be indicated in both FIGURES & WORDS. **No conditional Financial Bid shall be entertained.**

20. **SPECIAL NOTE:**

a. Any ambiguity in the offer may lead to disqualification.
b. Conditional offer shall be summarily rejected.

(R. K NAIK)
Deputy Director (HO)
Directorate of Census operations,
Jangana Bhavan, Jail Road,Areara hills,
Bhopal-462004.

ANNEX. I-A

PRESCRIBED PRO-FORMA FOR TECHNICAL BID.

With reference to tender Notice No. D.15023/1/89-DCO (M.P.)/Store Dated 08.07.2011, the undersigned furnishes below / encloses herewith following details / documents as part of 'Technical Bid' for consideration.

1. **Name of the Manufacturer/Dealer** ----------

2. **Period of Validity of Offer Price** (in days):

3. **Earnest Money Deposit**: EMD Details:
   Date of Issue:
   Name of the Bank:

Signature……..
Name……
Name of the Manufacturer/Supplier……
Stamp……...

(7)

ANNEX. I-B

PRESCRIBED PRO-FORMA FOR FINANCIAL BID.

With Reference to Tender Notice No. D.15023/1/89-DCO (M.P.)/Store, Dated:08.07.2011, the per unit rate (inclusive of taxes,) and total cost for our Bid quantity are as given 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.A3 size photo copy (with paper)		
2.A4 size photo copy (with paper)		
3.A3 size photo copy (without paper)		
4.A4 size photo copy (without paper)		

I agree to the terms and conditions as mentioned in the Tender Notice No. D.15023/1/89-DCO (M.P.)/Store, Dated:08.07.2011, issued by the Government of India, Ministry of Home Affairs, Directorate of Census Operations, Madhya Pradesh, Janaganana Bhavan, Jail Road, Arera Hills,Bhopal-426004. The Financial Bid is being submitted, is as per the specification specified in the Tender Notice

Signature.....

Name.....

Name of the Manufacturer / Supplier.....

Stamp.....