भारत सरकार Government of India
गृह मंत्रालय Ministry of Home Affairs
जनगणना कार्य निदेशालय Directorate of Census Operations
महाराष्ट्र Maharashtra
एक्स्चेंज बिल्डिंग, २री मंजिल, Exchange Building, 2nd Floor,
सर शिवसागर रामगुलाम मार्ग, Sir Shivsagar Ramgulam Marg,
बेलार्ड एस्टेट, मुंबई-400001. Ballard Estate,Mumbai-400001.
Tel./Fax : 22691266 Tel.: 22615494
E-mail : dco-mah.rgi@censusindia.gov.in

2011

No. D 29013/01/2009-10 (48)
Dated: 05th July 2012

To

_____
_____
_____
_____

Sub : Printing of forms and Instruction Manual for creation of data base of Medical Institutions where Births and Deaths occur

Limited tenders are invited for **Printing of forms and Instruction Manual for creation of data base of Medical Institutions where Births and Deaths occur.**

Tenders along with Earnest Money Deposit / Security Deposit in sealed cover addressed to the Director of Census Operations, Maharashtra, 2nd Floor Exchange Building, Sir Shiv Sagar Ram Gulam Marg, Ballard Estate, Mumbai 400 001 should reach to the above address by Speed Post / Courier / Registered Post or may be dropped in the Tender Box on or before 14.00 Hrs of 20/07/2012. Quotation received after stipulated time and date will be rejected. Quotation will be opened at Directorate of Census Operations, Maharashtra Mumbai on 20/07/2012 at 17.00 Hrs.

The envelope should be superscripted with, **"Printing of Forms & Instruction Manuals-CRS"** with Quotationer's name, address with phone and fax number. A copy of enclosed Terms and Conditions duly signed should be returned along with the quotation. The Department at the time of award of work under the contract, reserves the right to decrease or increase the work by up to 25 % of the total quantum of work specified in the schedule of requirements without any change in the rates or other terms and conditions.

The tender is completely on "as and when required basis". The successful tenderer is responsible for **printing of forms and instruction manuals** as per specifications stated in Annexure. The tender will be summarily rejected without E.M.D.

The Director, Directorate of Census Operations, Maharashtra, Mumbai reserves all the rights to reject any or all the quotations without any reason.

(D L Mendhe)
Dy Director of Census Operations
Maharashtra Mumbai

Directorate of Census Operations, Maharashtra, Exchange Building, Sir Shiv Sagar Ram Gulam Marg, Ballard Estate, Mumbai 400 001

No. D 29013/01/2009-10 (48) Dated: 05/07/2012

Limited Tender Notice

Deputy Director O/o the Directorate of Census Operations, Maharashtra, Mumbai invites properly sealed Tender for **Printing of forms & Instruction Manual for creation of Data base of Medical Institutions where Births and Deaths occur**

Sr No	Type of Form	Total Pages	Paper Size on 75 gsm	No of Copies	EMD
1	Form No 1	2 (1 Sheet)	A 4	45000	
2	Instruction Manuals	10 (5 Sheets)	A 4	45000	20000/-
3	Form No 2	4 (2 Sheets)	A 4	55000	

Last date of submission of Tender 20/07/2012 up to 14:00 hours

Opening date of Tender: 20/07/2012 at 17:00 hours

The following papers/documents should be enclosed with the tender

1) Copy of PAN Card
2) Copy of Sales Tax / VAT registration
3) Copy of profile of the firm
4) Copy of the similar work order through which the work of Central / State / Semi Government office is completed
5) Registration No of the firm

The Director, Directorate of Census Operations, Maharashtra Mumbai, reserves the right to accept the lowest quotation or any quotation without assigning any reason for rejecting any or all quotations.

Dy Director of Census Operations
Maharashtra Mumbai

FORMAT FOR QUOTING

To
The Directorate of Census Operations Maharashtra
Exchange Building, 2nd Floor
Sir Shiv Sagar Ramgulam Marg
Ballard Estate
Mumbai 400 001

Sir,

I Shri / Smt / M/s _____ am quoting the rates for the following job

Sr No	Printing of Forms / Instruction Manuals with No of Pages			* Rates in rupees per Page inclusive of all taxes,charges and delivery etc)
		Quantity	Printing on	Size of the paper A 4 with 75 gsm
1	Form No 1 2 (1 Sheet)	45000	Single Side	
			Both Side	
2	Instruction Manuals 10 (5 Sheets)	45000	Single Side	
			Both Side	
3	Form No 2 4 (2 Sheets)	55000	Single Side	
			Both Side	

*** The rates are inclusive of all taxes & duties**

Full signature of the Bidder

Address with Telephone and Mobile No.

Section – I
INFORMATION ABOUT TENDERER
(To be furnished with the tender)

1. Name of the Firm :

2. Registered Address :

3.Name and address of Workshop
with Phone and Mobile No

4. Sole proprietary or partnership firm :

5. Telephone/Telex/Fax No/Email :

6. Name of sole Proprietor / Partners/Directors :

7. Permanent Income Tax No. :

8. Sales Tax registration No.Central and State

9. Brief profile of the company

10. Annual turn over :
(Provide copies of last 3 years Income Tax return filed)

Signature of Tenderer

DECLARATION - I

I / we hereby declare that I / we have carefully gone through the terms and conditions of the Tender Notice No **D 29013/01/2009-10 (48) Dated : 05th July 2012** in details and agree in full to abide by these terms and conditions.

(1) Signature of the party :

Full Name (In block letters)

Capacity in which the
Tender is signed
(Rubber stamp is required)

(2) Full Address :

Telephone No. :

Tender No. :
Dated : 05/07/2012
Issued to :

DECLARATION-I I

(To be signed by the Tenderer)

I/We hereby declare that my/our firm has/have not been declared debar for taking part in tender anywhere. I/We am/are aware that any breach of this condition would result in immediate termination of contract/cancellation of the existing contract/contracts and also forfeiting of my/our security deposit held by Directorate of Census Operations, Maharashtra.

Signature of Tenderer

Name of the Tenderer
(Capacity in which signing)

Station: Date:

DECLARATION – III

(To be signed by the Tenderer)

I/We hereby declare that none of my/our relatives are employed in any capacity in Directorate of Census Operations, Maharashtra. I/We shall also intimate the name of the person(s) who is/are working with us in any capacity or is/are subsequently employed by us and who are near relatives to any officer in Directorate of Census Operations, Maharashtra. I/We am/are aware that any breach of this condition would result in immediate termination of contract/cancellation of the existing contract/contracts and also forfeiting of my/our security deposit held by Directorate of Census Operations, Maharashtra.

NOTE: The term "near relatives" means wife/husband/parents & grand parents/children & grand children/brothers/sisters/ uncle/ aunts/cousins and their corresponding in-laws.

Signature of Tenderer

Name of the Tenderer
(Capacity in which signing)

Station :

Date :

Terms & Conditions

1. For printing of all these forms and Instruction Manuals the printing rates should be quoted for per page
2. 100 % of the payment shall be made by cheque on completion of work to our satisfaction. For claiming 100% of the payment, the following documents are to be produced before the paying authority.

    i) Invoice.
    ii) Completion certificate.
    iii) Signature of the consignee for completion of work at their satisfaction
    iv) Copy of the work order.

3. No payment shall be made for the job of non standard and inferior quality.

4. All the taxes and surcharges at source at the prevailing rates at the time will be recovered from the bill amount. The firm should quote the rates inclusive of all taxes and expenses. The contractor should furnish the APGST Registration number and PAN numbers on the bills.

5. **Time Response**: The work should be completed within stipulated time as specified from the date of issue of work order.

6. A penalty of 1.5% on the total amount of work order shall be imposed for each week delay after stipulated period subject to a maximum of 9% in case the delay exceeds four weeks, the contract will be terminated and security deposit will be forfeited.

I have gone through the Terms and Conditions thoroughly and they are acceptable to me.

Stamp & Signature of the Supplier