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E-mail : dco-chh.rgi@censusindia.gov.in

2011

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
जनगणना कार्य निदेशालय छत्तीसगढ़
DIRECTORATE OF CENSUS OPERATIONS CHHATTISGARH
गोविन्द सारंग परिसर, तृतीय तल, न्यू राजेन्द्र नगर, रायपुर – 492006
Govind Sarang Complex, 3rd Floor, New Rajendra Nagar, Raipur -492006

No.D-29012/1/2012-DCO(C.G.)/2738 Dated- 13.1.2012

TENDER NOTICE FOR PRINTING OF KYR+ FORMS FOR NPR

Sealed tenders are invited in two bid system (Technical Bid & Financial Bid) by the Office of The Director of Census Operations (DCO) Chhattisgarh, 3rd Floor, Govind Sarang Parisar, New Rajendra Nagar, Raipur – 492006 from reputed firms or Agencies / Suppliers for printing of KYR+ Forms (as per sample) to be used during Biometric Operations for National Population Register (NPR) in Chhattisgarh. Specifications for printing are as under:

1. **Paper to be used:** - 70 GSM printing paper, to be used for printing of the forms. Sample of the paper should also be submitted along with the tender documents.
2. **Volume and specification of Requirement** : The KYR+ forms should be printed as per specifications and volume mentioned here under:

Item with specification	Total Quantity to be printed	Colour of printing
KYR+ forms – Size A4 paper, 70 GSM, Printing Both sides	65,00,000 (sixty five lakh)	Black & white

3. **Delivery / Completion Schedule of Supply:** - NPR is a National Programme and shall be conducted within rigid time schedule throughout the state. The total volume of the KYR+ forms for NPR is required to be printed and delivered to the DCO within 30 days from the date of issue of Supply Order as per the given time table

Sr. No.	Quantity	Time period
1	32,00,000	14th day from issue of Supply Order
2	16,00,000	21st day from issue of Supply Order
3	17,00,000	On or before 30th day from issue of supply order

DCO Chhattisgarh, however, reserves the right to place the work order in favour of successful bidder(s) by either reducing or enhancing their bid quantity up to 10% keeping in view of actual requirement.

4. **Eligibility Criteria for Bidders :-** The bidders intending to participate in the tender process should fulfill the following minimum eligibility criteria:

   (A) The Firms or Agencies/Suppliers should have an average annual turnover of Rs. 8 lakh or above for the last three years (2008-09, 2009-10 & 2010-11). Audited balance sheets and Profit and Loss A/c (2008-09, 2009-10 & 2010-11) as support paper should be submitted along with the Technical Bid.

(B) The Bidders should be registered with the Government / Municipal Authorities etc as required under the law for carrying out such business. A copy of the said certificate(s) is to be enclosed along with the Technical bid.

(C) The bidders must have successfully completed similar orders during last three years (2008-09, 2009-10 & 2010-11), each valuing more than Rupees One Lakh for the offices of Government of India/State Government / Public Sector Undertakings. Copies of such work orders during the last three years along with copies of work completion certificates should be furnished with the Technical Bid.

(D) Selected Bidders should also be ready to supply additional KYR+ Forms within six months at the same rate, if required. Order will be placed for at least two lakh additional KYR+ forms at a time, if so required.

(E) KYR+ Forms should be printed in Hindi language as per supply order.

(F) The Bidder must complete the entire amount of work within 30 days of the issuance of work order and supply it at DCO as per the time table mentioned in point No. 2.

(G) The Bidder should not have been Black Listed by any Govt. or PSUs. A self certified declaration to this effect must accompany the Technical Bid.

5. **Availability of Tender Documents:** Tender Documents can be obtained from the **Store section** of this Directorate on payment of Rs. 100/- (non refundable) in cash or by A/c payee Demand Draft of any Nationalized / Scheduled Commercial bank drawn in favour of "The Director, Directorate

of Census Operations, Chhattisgarh" payable at "Raipur" on any working day between 11 A.M. to 4 P.M. up to 27.01.2012.

The Documents can also be downloaded from www.censusindia.gov.in/Tender. However, in this case the Bidder is required to enclose an A/c payee Demand Draft of Rs. 100/- (non refundable) from any Nationalized / Scheduled Commercial bank drawn in favour of "The Director, Directorate of Census Operations, Chhattisgarh" payable at "Raipur" along with the Technical Bid, failing which the bid shall not be entertained.

6. **Due Date :** Due date for submission of offer is before 3.00 P.M. on 30.01.2012 at office of the Directorate of Census Operations, Chhattisgarh, 3rd Floor, Govind Sarang Parisar, New Rajendra Nagar, Raipur – 492006. The Technical bids will be opened on 30.01.2012 at 3.30 P.M. The Financial bids will be opened on 31-01-2012 at 3.00 P.M. in the Directorate only in respect of those bidders who will qualify in the technical bid.

   Offers received after due date and time of submission will not be considered.

7. **Submission of Tender under Two cover system:** Intending firms should submit their Technical Bid and Financial Bid in prescribed Proforma at Annexure- 1A and Annexure - 1B respectively (Annexured herewith) in separate sealed covers duly superscribed as "Technical bid for printing of KYR+ forms" and " Financial bid for printing of KYR+ forms". It should be addressed to the "Deputy Director (Head of office), Directorate of Census Operations, Chhattisgarh, 3rd Floor, Govind Sarang Parisar, New Rajendra Nagar, Raipur-492006".

If Tenders are submitted by hand, then sealed envelope must indicate TENDER NO. & DUE DATE OF OPENING and shall be deposited in the TENDER BOX kept in the Store Section of the office between 09.30 to 18.00 hrs on working days. If the tenders are sent by post, then tender must be sent in double sealed covers, INSIDE COVER should have TENDER NO.& DUE DATE OF OPENING AND SEALED besides superscribing as "Technical Bid for Printing of KYR+ forms" and "Financial Bid for KYR+ forms Printing." While outside cover should only bear address of purchaser (Deputy Director (Head of office), Directorate of Census Operations, Chhattisgarh, 3rd Floor, Govind Sarang Parisar, New Rajendra Nagar, Raipur-492006) without mentioning Tender No. and due date of opening and need to be sealed. **Telegraphic/Faxed/E-mail Quotations shall not be accepted.**

8. **Late Delivery and getting the work done from outside:** If supplies are made after expiry of the delivery schedule as mentioned above then this office reserves the right to recover damages @ 0.2% of residual job value per day. However, if the completion of work is not done within a grace period of one week from the scheduled date, DCO, Chhattisgarh reserves the right to get the job done at prevailing market rate. Any additional expenditure so incurred in getting the job done shall be recovered from the defaulter.
9. **Bid Security(EMD):** All the willing Bidders are required to deposit an EMD of Rs.40,000/-(Rs. Forty thousand only) to be enclosed with Technical Bid.

a). Bidders are required to deposit EMD in the form of A/c payee Demand Drafts/Pay order/Bankers Cheque/Bank Guarantee from any

Nationalized/Scheduled Commercial Bank drawn in favour of The Director, Directorate of Census Operations, Chhattisgarh payable at "Raipur" along with Technical Bid.

b). Any Bid without EMD will be rejected.

C). Unsuccessful Bidder's Earnest Money will be refunded as early as possible and not later than 30 days after the award of work order by the Purchaser.

d). The successful Bidder's Earnest Money will be returned after receipt of "Performance Security" from the Bidder or will be adjusted towards performance security if so desired by the bidder.

e). Bank charges towards preparation of EMD are to be borne by the Bidder. No interest will be paid by the DCO, CG on the amount of the EMD.

f). Failure of the successful Bidder to comply with the job order shall constitute sufficient grounds for annulment of award and forfeiture of the EMD/performance security, in which case DCO may give the award to the next lowest evaluated Bidder, recovering the difference cost from the successful Bidder.

10. 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 supply/work order rounded up to next thousand rupees within three days from the date of receipt of work order, in the form of A/c payee Demand Drafts/Pay order/Bankers Cheque/Bank Guarantee from any Nationalized/Scheduled Commercial Bank drawn in favour of The Director, Directorate of Census Operations, Chhattisgarh payable at "Raipur." On request of the Bidder, the EMD will be adjusted against the

performance security deposit payable by the Bidder and the Bidder shall deposit the balance amount in the prescribed mode and within the specified time limit.

If the performance security deposit is not paid within the time specified, the EMD of the bidder shall be forfeited. If after depositing the performance security deposit the work is not satisfactorily executed by the L1 bidder, in which case DCO may give the award to the next lowest evaluated Bidder, recovering the difference cost from the successful Bidder.

The "Performance Security", shall be released by the DCO, Chhattisgarh after the successful completion of delivery of the printed KYR+ Forms. No interest will be paid to the bidder on the amount of "Performance Security". In the event of non-providing the KYR+ forms as per schedule, the "Performance Security" shall be forfeited to the extent that the KYR+ forms have not been supplied. Further, if DCO has to get the materials/work done from any Bidder because of failure to provide material/work done in full or part by successful Bidder, the difference in payment may be made good from such amount.

11. Payment : Payment shall only be released after printing and delivery of complete printed KYR+ forms by the bidder to the DCO. A checking on sample basis will be made for counting the bundles whether they contain 1000 forms or not. On a random basis an entire box will be selected and the entire bundles will be counted and weighed. Other boxes will be weighed with this standard box to find out discrepancy if any. If everything is satisfactory the payment will be made to the bidder. The bidder should submit their bills in triplicate for payment.

12. **Sales Tax/VAT Clearance Certificate**: A self attested copy of the latest Sales Tax/VAT Clearance should be submitted along with the Technical Bid.

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

14. **Packing**: The printed KYR+ forms should be properly packed in bundles of 1000 pieces each, wrapped and tied with strings(sutli) and should be properly packed in strong boxes of approximate size L-18, W-13 and H-11 (in inch.) and supplied to the DCO, so that these can be carried/transported without damaging the forms. The cost of the packing is to be borne by the Bidders.

15. **Attending the Tender Opening**: Only one representative of each bidder shall be allowed to attend during the tender opening subject to presentation of authorisation letter from the bidder.

16. **Award Criteria**: The Directorate of Census Operations, Chhattisgarh, shall rank the rates quoted by all eligible Bidders in ascending order. The lowest rate quoted (inclusive of all) for the item will be taken as L1 rate. The other bidders will be asked for their readiness for printing the KYR+ forms at L1 rate if the L1 Bidder fails to complete the work. The proportionate amount of "performance security" in respect of L1 bidder will be forfeited in this case. If L1 fails to do the work, then L2 will be asked to complete the work at L1 rates, and if he disagrees then L3 will be asked to execute the work at L1 rates and so on. The process of awarding of printing and supply order will continue in this manner till the total printing of KYR+ forms is completed.

17. **DCOs Right to Accept any Bid and Reject any or all Bids:** DCO, Chhattisgarh 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 reasons 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 for such action.

18. **Amendments to the Tender**: Before the last date for receipt of tender, DCO, Chhattisgarh may amend any of the tender conditions as may be desired or wherever the DCO, Chhattisgarh feels that such an amendment is absolutely necessary. DCO, Chhattisgarh may or may not extend the due date/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/Tender.

19. **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 any dispute the decision of Director of Census Operations, Chhattisgarh shall be considered as final.

20. **Enclosures of Technical Bid**: Technical Bid should be submitted in prescribed pro-forma (Annexure-I-A) only along with the following enclosures:

    i. Cash receipt of Rs. 100/- from DCO,Chhattisgarh towards cost of tender(if tender form purchased) or A/c payee Demand Drafts of Rs.100/- (if tender form downloaded from website) drawn in any Nationalized /Scheduled Commercial Bank drawn

in favour of "The Director, Directorate of Census Operations, Chhattisgarh" payable at "Raipur."

ii. EMD(as specified in paragraph-9) in the form of A/c payee Demand Drafts/Pay order/Bankers Cheque/Bank Guarantee from any Nationalized /Scheduled Commercial Bank drawn in favour of "The Director, Directorate of Census Operations, Chhattisgarh" payable at "Raipur."

iii. Copies of self certified audited balance sheet and P/L statement of the firm for last three years(2008-09,2009-10 & 2010-11)

iv. A copy of latest Sales Tax/VAT clearance certificate duly self attested/stamped.

v. Copy of Income Tax Clearance Certificate for the last three year (2008-09, 2009-10 & 2010-11)

vi. Copies of self attested work orders received for supply of materials each valuing more then 1(one) lakh and completion certificates during last three years (2008-09, 2009-10 & 2010-11)

vii. Addresses of workshop(s), infrastructure and manpower profile of Bidder.

viii. Copy of the registration certificate of the Bidder (self certified).

ix. Certificate duly signed by the Tenderer that it is not currently black listed by any Central/State Government Departments or Public Sector Undertakings.

x. **Sample of the paper with brand name and GSM,** in conformity to the prescribed specification in the tender document for which the bid is being submitted.

Note: All documents/materials (excluding EMD) enclosed with the Technical Bid should be tagged in sequence duly signed by the Bidder with seal of the firm on each and all pages and the pages be serially numbered. Technical Bid without any of the above mentioned documents/materials may lead to rejection.

21. **Pro-forma for Financial Bid**: the cover of Financial Bid should contain only the rate of the printing inclusive of all charges in prescribed pro-forma in Annexure-I-B for which the bid is being submitted. Rates inclusive of all charges like taxes, packing, loading-unloading, freights etc. should be indicated in both FIGURES & WORDS. Erasing, over-writing and corrections should be authenticated by the tenderer's signature. No conditional Financial Bid shall be entertained.

22. **Special Note:**

a). Any ambiguity in the offer may lead to disqualification.

b). Conditional offer shall be summarily rejected.

उप निदेशक,
भारत सरकार, गृह मंत्रालय,
जनगणना कार्य निदेशालय छत्तीसगढ़,
रायपुर.

Annexure-I-A

PRERSCRIBED PROFORMA FOR TECHNICAL BID

With reference to Notice No. ----------dated--------- , the undersigned furnishes below/encloses herewith following details.

1. Name of the Bidder :
2. Confirmation regarding timely completion of printing (as per the table in Tender Notice) : (Yes/No)
3. Period of validity of offer price (in days) :
4. Delivery Schedule :
5. Earnest Money Deposit EMD Amount :
   Date of Issue :
   Name of the Bank :
6. Documents enclosed(copies are to be self attested/stamped)
   i. Cash receipt of Rs. 100/- from DCO,Chhattisgarh towards cost of tender (if tender form purchased) or A/c payee Demand Drafts of Rs.100/- (if tender form is downloaded from website) drawn on any Nationalized /Scheduled Commercial Bank drawn in favour of "The Director, Directorate of Census Operations, Chhattisgarh" payable at "Raipur."
   ii. EMD (as specified in paragraph-9) in the form of A/c payee Demand Drafts/Pay order/Bankers Cheque/Bank Guarantee from any Nationalized /Scheduled Commercial Bank drawn in favour of "The

Director, Directorate of Census Operations, Chhattisgarh" payable at "Raipur."

iii. Copies of self certified audited balance sheet and P/L statement of the firm for last three years (2008-09,2009-10 & 2010-11)

iv. A copy of latest Sales Tax/VAT clearance certificate duly self attested/stamped.

v. Copy of Income Tax Clearance Certificate for the last three year (2008-09, 2009-10 & 2010-11)

vi. Copies of self attested work orders received for supply of materials each valuing more then 1 (one) lakh/completion certificates during last three years (2008-09, 2009-10 & 2010-11)

vii. Addresses of workshop(s), infrastructure and manpower profile of Bidder/Back-up agencies.

viii. Copy of the registration certificate of the Bidder/Firm (self certified).

ix. Certificate duly signed by the bidder that it is not currently black listed by any Central/State Government Departments or Public Sector Undertakings.

x. Sample of the paper (with brand name and GSM), in conformity to the prescribed specification in the tender document for which the bid is being submitted.

Place:

Date:

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Signature with Name, Address, Stamp

And Phone No. of the Bidder

Annexure-I-B

PRERSCRIBED PROFORMA FOR FINANCIAL BID

With reference to Notice No. ----------dated--------- , OUR BEST RATE FOR PRINTING OF kYR+ Forms per page, both side (inclusive of all charges like taxes, packing, loading-unloading, freights etc.) and total cost for our Bid Quantity is as given below:

Item for which Financial Bid being submitted	Per 1000 copies both side {all inclusive taxes/charges, packing boxes, Transportation, loading-unloading	Total cost of 65,00,000 KYR+ forms.(in both figures & words)
KYR+forms-Size A4 paper,70 GSM, Printing Both Sides	Rs. (Rupees---------- ----------)	Rs. (Rupees---------- ----------)

I agree to the terms and conditions as mentioned in the Tender Notice No.----------dated----------issued by Government of India, Office of the Directorate of Census Operations, Chhattisgarh. The Item for which the Financial Bid is being submitted is as per specification in the Tender Notice.

Place:

Date:

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Signature with Name, Address, Stamp

And Phone No. of the Bidder

Sample

राष्ट्रीय जनसंख्या रजिस्टर के लिये

बायोमैट्रिक नामांकन

2011

- देश के अन्य राज्यों की तरह छत्तीसगढ़ में भी 1 मई से 15 जून, 2010 के बीच जनगणना – 2011 के मकानसूचीकरण के कार्य के दौरान, प्रगणक ने प्रत्येक परिवार में जाकर परिवार के सभी सामान्य निवासियों के पहचान विवरण एकत्र किये थे ताकि राष्ट्रीय जनसंख्या रजिस्टर का डाटा बेस तैयार किया जा सके। सभी परिवारों को एक पावती रसीद भी दी गई थी, जिसे बायोमैट्रिक (फोटोग्राफ, दस ऊंगुलियों के छाप तथा आइरिस छवि) एकत्र करने के समय प्रस्तुत किया जाना था।
- बायोमैट्रिक एकत्र करने का कार्य अब प्रारंभ हो चुका है। कृपया नोट करे कि उन सभी सदस्यों के बायोमैट्रिक एकत्र किये जायेगे जिन्हें मकानसूचीकरण/राष्ट्रीय जनसंख्या रजिस्टर में सूचना एकत्र करते समय परिवार का सामान्य निवासी दर्ज किया गया है ।
- आपके क्षेत्र में बायोमैट्रिक एकत्र करने का कार्य निम्न तिथि, स्थान व समय पर किया जाना है ।

बायोमैट्रिक कैम्प का पता :

दिनांक :

समय :

- कृपया पहुँचना सुनिश्चित करें व अपने परिवार के सभी सदस्यों के बायोमैट्रिक का नामांकन करवायें जैसा कि आपको विदित है कि नागरिकता अधिनियम, 1955 और नागरिकता नियमावली 2003 के अन्तर्गत पंजीकरण अनिवार्य है।
- यदि परिवार का कोई सदस्य विकलागंता या किसी अन्य कारण से कैम्प में नहीं आ सकता, कृपया प्रगणक या इस पम्फलैट के धारक को बताये ताकि बायोमैट्रिक की व्यवस्था आपके घर में आकर ही की जा सकें।
- **अपनी पावती रसीद लाना न भूलें।** यदि आपकी पावती रसीद खो गई हो तो, आप कैम्प स्टाफ के पास उपलब्ध सूची में अपना नाम व क्रम संख्या देख सकते है।
- यदि आप इस स्थान में नये आये हैं तथा पहले राष्ट्रीय जनसंख्या रजिस्टर में आपका विवरण दर्ज नही है तो प्रगणक से नया राष्ट्रीय जनसंख्या रजिस्टर अनुसूची प्राप्त करके और भरकर दें या कैम्प में अपने व परिवार के सदस्यों की बायोमैट्रिक करवाने के लिए साथ लेकर आयें।
- अधिकतर परिवारों के पास निम्न सारणी में दिये दस्तावेजों में एक व बहुत से पहचान के दस्तावेज होंगें। कृपया सारणी में विवरण दें तथा **सत्यापन के लिये सम्बन्धित मूल दस्तावेज साथ लायें।** किसी भी दस्तावेज की मूल अथवा फोटो प्रति जमा नही करनी है।

निदेशक, नागरिकता पंजीकरण/
निदेशक जनगणना कार्य निदेशालय, छत्तीसगढ़

परिवार का विवरण

प्रगणक ब्लॉक सं. ..... परिवार सं. ..... फार्म सं. .....

मनरेगा जॉब कार्ड ..... बी.पी.एल./ए.पी.एल./अन्त्योदय कार्ड नम्बर ..... राशन कार्ड सं. .....

क्रम संख्या	व्यक्ति का पूरा नाम	वोटर पहचान पत्र कार्ड नम्बर	ड्राइविंग लाइसैन्स नम्बर	पैन कार्ड नम्बर	पासपोर्ट नम्बर			

प्रगणक का नाम व हस्ताक्षर
मोबाईल नम्बर

उत्तरदाता का नाम व हस्ताक्षर