

RFP No.D-29012/6/2014 (Ptg.)RG

Request for empanelment of printers for printing of Census Publications, Schedules, Forms, Instruction Booklets etc. by Offset Printing Process, Binding and Packing 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

TABLE OF CONTENTS

1. INFORMATION TO FIRMS 3
1.1. Overview of Census 3
1.2. Purpose/Intent for RFP 3
1.3. Key Events and Dates 3
2. SCOPE OF WORK 5
2.1. Overview 5
3. PAYMENT DETAILS 5
4. DUIDELINES FOR SUBMITTING PROPOSAL 6
4.1. Technical Proposal 6
4.2. Financial Proposal 8
5. EVALUATION OF THE PROPOSAL 9
5.1. Technical Evaluation 9
5.2. Financial Evaluation 9
5.3. Submission of Bids 9
6. GENERAL INSTRUCTION AND TERMS & CONDITIONS OF RFP 9
ANNEXURES 17
Annexure 1: Formats for Technical Proposal 17
Format A: Letter of Transmittal 17
Format B: No Conviction Certificate 18
Annexure 2: Format for Financial Proposal (Form of Quotations) 19-22
Annexure 3: Special Instructions to bidders for Electronic Bidding 23

1. INFORMATION TO FIRMS

1.1. Overview of Census

The Indian Census is the most credible source of information on Demography (Population characteristics), Economic Activity, Literacy and Education, Housing & Household Amenities, Urbanisation, Fertility and Mortality, Scheduled Castes and Scheduled Tribes, Language, Religion, Migration, Disability and many other socio-cultural and demographic data since 1872. Census 2011 will be the 15th National Census of the Country. This is the only source of primary data in the village, town and ward level, It provides valuable information for planning and formulation policies for Central and the State Governments and is widely used by National and International Agencies, Scholars, business people, industrialists, and many more.

It has been decided with the approval of the competent authority to empanel reputed printers from the open market for printing of Census Publications, Schedules, Forms, and Instruction Booklets etc. by Offset Printing Process, Binding and Packing, for a minimum period of two years, which may be extendable depending upon the requirement.

1.2 Purpose / Intent for RFP

The purpose of RFP is to empanel printers for printing of Census Publications, Schedules, Forms, and Instruction Booklets etc. by Offset Printing Process, Binding and Packing.

1.3 Key Events and Dates

1	Tender inviting authority Designation / Address	Office of the Registrar General & Census Commissioner, India M/o Home Affairs, 2/A, Man Singh Road, New Delhi–110011.
2	Mode of submission of tender	Electronic Tenders are to be submitted on TCIL's e-Tendering portal which can be accessed using URL. https://www.tcil-india-electronictender.com.
3	Addressee and address at which documents are to be submitted in hard copy	Deputy Director (Admn.), Office of the Registrar General, India, Ministry of Home Affairs 2/A Man Singh Road New Delhi-110011. Telephone- 011-23388330 (o)
4	Job requirement	Printing of Census Publications, Schedules, Forms, and Instruction Booklets etc. by Offset Printing Process, Binding and Packing
5	Language(s) in which items to be printed	Hindi, English and Regional Languages

6	Validity of the Tender	Rates inclusive of all taxes etc. will be valid for a period of two years
7	Issuance of the RFP	RFP can be downloaded from 26th August, 2014 up to 13.00 hours of 16th September, 2014 from TCIL's e-Tendering portal with URL https://www.tcil-india-electronictender.com. Or ***www.censusindia.gov.in*** Or ***www.eprocure.gov.in*** ***However, in order to be able to participate in the tender it is mandatory to download official copy of RFP from*** https://www.tcil-india-electronictender.com
8	Cost of RFP	Cost of the RFP i.e. Rs. 1,000/- is to be submitted in a sealed envelope before last date and time of submission of online bid envelope. 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.
9	Pre-Bid Meeting	15.00 hours on 3rd September, 2014* at Conference Room, ORGI, 2/A, Man Singh Road, New Delhi-110011
10	Last date & Time for receiving queries online or through email/ letter	Upto 17.00 hrs on 29th August, 2014*. No queries post this date and time shall be entertained.
11	Details of the contacts for Clarifications and Queries	Deputy Director (Ptg.) Printing Division, Office of the Registrar General, India, 2/A Man Singh Road New Delhi-110011. Telephone- 23070271 (o), *Email:-sisukumar.rgi@censusindia.gov.in*
12	Last date & Time for submission of Bids online	14.00 hrs on 16th September, 2014*
13	Earnest Money Deposit amount payable	Rupees 1,00,000/- (Rupees One lakh only) by means of Demand Draft / Banker Cheque/Bank Guarantee drawn on any Nationalised Bank in favour of Pay & Accounts Officer (Census) Payable at New Delhi.
14	Date, time and place of Public Online Technical Opening Event	Online Public Opening of Technical Bid shall commence at 15.00 hours on 16th September, 2014* in online presence of bidders. Interested representative of bidders not more than 1 (or 2) 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 or may participate from their respective offices.
15	Date for opening of Financial/ Commercial Bids	To be intimated separately to eligible bidders on ORGI's website and through TCIL e-tender portal.

16	Performance security	The successful bidders will have to submit a performance security of Rs. 1,00,000/- (Rs. One lakh only) in the form of Bank Guarantee (valid for 2 years) drawn on any Nationalized Bank/Scheduled Bank, within 7 days from the date of receipt of the letter for empanelment from ORGI

*- Tentative

2 SCOPE OF WORK

2.1 Overview

For and on behalf of the President of India, the Registrar General & Commissioner, India, Ministry of Home Affairs, Government of India invites an open tender (in two bid system) from the Offset Printers located in Delhi/NCR fulfilling the eligibility criteria for empanelment to undertake the activities of Composing (through DTP), Scanning, Plate Making, Printing, Binding, and Packing of the Census related material like Publications, Forms, Schedules, Instruction Booklets etc. by Offset Printing Process.

3 PAYMENT DETAILS

i. The Payment will be released only after the successful completion of the job assigned within the stipulated time and satisfactory acceptance by this Office. In case, the job is not completed within the stipulated time or is not as per the desired quality, Security Deposit provided by the Vendor and lying with this Office will be liable to be forfeited.
ii. In the event of the Printers failure to complete the work as per the terms of the Contract and to the satisfaction of ORGI, the same will got be printed through other agencies at the risk and cost of the Printer. The decision of the Registrar General and Census Commissioner, India in this regard shall be final. Further the printer will be liable for black listing.
iii. 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.
iv. Time and quality are the essence of the contract. Work must be completed within the stipulated period in any circumstances.
v. Payments shall be subject to deductions of any amount for which the Printer is liable under the agreement against this contract. 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.
vi. Should there be a requirement for extension of services of printing; payments shall be made as per the terms and conditions of the initial contract.

4 GUIDELINES FOR SUBMITTING PROPOSAL

4.1 Technical Proposal

A. In preparing the Technical Proposal, Agencies are expected to examine the documents comprising this RFP in detail. The following information : Letter of Transmittal at Annexure 1 (Format 'A'), duly signed by authorized signatory and submitted in the hard copy (In the event of unavailability of the Authorized Signatory, Power of Attorney for the authorized signatory in this connection must be submitted along with the letter of transmittal.)

B. The printers interested to participate in the Tender should fulfill the following eligibility criteria.

(i) Printing Presses having the experience of large scale in-house printing of Publications, Schedules, Forms, and Instruction Booklets etc. by Offset Printing Process, Binding and Packing in government/public sector undertakings.

They should have at least 5 work orders from Govt. /Public Sector Undertakings each valuing more than Rs. 10.00 lakh during last 3 financial years (i.e. 2011-12, 2012-13 and 2013-14).

(ii) The Tenderer should have the following infrastructure for Printing:

Item	Description	Requirement
Pre-Printing	(a) Facility of composing through DTP for Hindi/English/other regional languages with designing facility	In-house, Owned by the bidder
	(b) CTP (Computer to Plate)–One	In-house, Owned by the bidder
Process Section	Fully equipped Process Section including colour scanning, Automatic Film Processor and Automatic Plate Processor	In-house, Owned by the bidder
Offset Printing Machines	(a) Single colour Automatic Sheetfed Offset Machine : A-1 size–One (b) Two/Four Colour Automatic Sheetfed Offset Machine : A-2 size–One (c) Four Colour Automatic Sheetfed Offset Machine : A-1 size–One	In-house, Owned by the bidder
Binding	(a) Automatic Folding Machine of A-1–One (b) Cutting Machine 42"–One (c) Three Knife Trimmer–One (d) Wire Stitching Machine–Two	In-house, Owned by the bidder

	(e) Section Sewing Machine–One (f) Perfect Binding Machine–One (g) Lamination Machine–One	
Power Backup	Generator backup (Minimum 200 KVA) should be available for uninterrupted power supply to all machines/equipments	In-house, Owned by the bidder
Storage Space	Secured space for storing printing and printed material	In-house

Note: ***Additional capacity if any may also be indicated.***

(iii) The bidder/printer should have the Annual Turn Over of more than 3.0 crore from printing activities in each of last three financial years (2010-11, 2011-12 and 2012-13).

(iv) All risk Insurance Policy.

(v) Should be registered under Factory/Company Act.

(vi) Pollution certificate.

(vii) Should not be in residential area.

Documents to be furnished for Technical Evaluation in Hard Copy:

C. Offset Printers intending to participate in the Tender should fulfill and submit all documents in respect of eligibility criteria prescribed in Para-A and B under sub-head 4.1 along with original/self-attested copies of following documents by giving the number in content page in the same order failing which the tender shall be rejected. These self-attested documents should be put in a sealed envelope and then be kept in an outer envelope and sent to the addressee at Sl.No. 3 of page No. 3 of the tender document so as to reach on or before 16.09.2014 at 13.00 hrs. Non-submission of any of the documents mentioned in Para-A, B and C under sub-head 4.1 may lead to rejection of the bid.

(i) The list of machines and equipments installed in press with date of installation, technical specifications, make, specifying the colours i.e. whether the machine is of one colour or more than one colour.

(ii) The Income Tax Return of last Three Assessment Years for 2011-12, 2012-13 and 2013-14.

(iii) All Risks' Insurance Policy not less than Rs. 5,00,000/- which should cover risks i.e. house-breaking, burglary, fire, theft, floods, strike and riots etc.

(iv) The documents with regard to TIN No., Central Sales Tax (CST) and VAT as admissible (inclusive of all taxes).

(v) (a) The ownership documents, in case the firm is a Proprietorship concern or

(b) The Partnership Deed, in case the firm is a Partnership concern or

(c) The Memorandum and Articles of Association, in case the firm is a Pvt. Ltd. or Ltd. concern.

(vi) 3-4 printed samples (not books), printed for Govt. Department/Public Sector undertakings executed by the press during last one year.

(vii) Registration under Factory Act (if admissible).

(viii) Registration under Company Act (if admissible).

(ix) Papers relating to Pollution Control.

(x) It may also please be stated specifically that the Printing Press has not been situated in residential area.

(xi) Audited Balance Sheet of the press for Financial Years 2010-11, 2011-12 and 2012-13.

(xii) Original DD of Rs. 1000/- drawn on any Nationalized Bank in favour of the Pay & Accounts Officer (Census) payable at New Delhi if the Tender Form is downloaded.

(xiii) No conviction Certificate duly signed by the tenderer that the tenderer has not been blacklisted either by ORGI or any other Central/State Government Department/Undertaking as per the Format B at Annexure 1..

(xiv) Work order along with sanction order etc. showing the amount of assigned/completed job in respect of at least 5 work orders during Financial Years 2011-12, 2012-13 and 2013-14 should be more than Rs. 10 lakh from any Govt. Department/Public Sector Undertakings.

(xv) Original copy of EMD in the form of Demand Draft/Pay Order/Bank Guarantee for Rs. 1,00,000/- drawn on any Nationalized Bank in favour of the Pay & Accounts Officer (Census) payable at New Delhi.

(xvi) Copy of PAN card and Service Tax Registration Certificate.

(xvii) Pass-Phrase for both parts (technical & financial) in separate sealed envelopes.

Online Submission:

Scanned copies of above documents at Sl.No. ii, ix, xiii, xv and xvi may also be submitted online by the bidders in the technical bid.

4.2 Financial Proposal

i. Scanned copies of financial quotes dully filled in as per the format provided in **Annexure 2** be uploaded on TCIL e-Portal .

ii. The cost quoted should be inclusive of all taxes and shall be valid for the entire two year period.

iii. If a firm quotes 'Nil' charges / consideration, the bid shall be unresponsive and will not be considered.

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.

5.2 Financial Evaluation

A panel of a maximum of 5 tenderers (Offset Printers) fulfilling all general terms and conditions of the Contract is proposed to be drawn on the basis of the following criteria.

i) Lowest rates (L-1) of each item will be identified as L-1 rates from the quoted rates of the tenderers.

ii) Willingness of those tenderers (L-1 tenderers), who quoted L-1 rates for at least one item, would be sought to match the L-1 rates for all the items.

iii) Among the L-1 tenderers who have given their willingness, a maximum of 5 (L-1) tenderers will be shortlisted based on the L-1 quoted rates for maximum number of items in descending order.

A panel of maximum 5 (five) Offset Printers would then be finalized and maintained for allotment of jobs. The Registrar General & Census Commissioner, India reserves the right to split up work amongst two or more tenderers, if found necessary. To meet emergent and time bound nature of jobs, ORGI reserves the right to get such jobs executed from other sources.

5.3 Submission of Bids

The bidder shall submit technical and financial bid on TCIL's e-tender portal. https://www.tcil-india-electronictender.com

6 GENERAL INSTRUCTIONS AND TERMS & CONDITIONS OF RFP

1. The bidder responding to the proposal is required to submit a non-refundable Demand Draft of Rs. 1000/- along with the other documents to be submitted in hardcopy.
2. In order to be able to participate in this e-Tender, bidders are required to register on e-Procurement Portal of TCIL and an annual registration fee of Rs. 3,000/- is required to be paid to TCIL directly.
3. The bidder interested in participating in this tender is required to pay Rs. 3,000/- as participation fee that can be paid to TCIL directly.

4. The proposal along with all the correspondence and documents relating to the RFP exchanged by the Bidder and ORGI shall be written in English language.
5. **Amendments to the tender:** ORGI 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 https://www.tcil-india-electronictender.com and www.censusindia.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 ORGI. 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.
6. **Earnest Money deposit**: The bidders should furnish an Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh only) by means of Demand Draft / Banker Cheque/Bank guarantee drawn on any Nationalized Bank/Scheduled Bank to the Pay & Accounts Officer (Census), New Delhi. The Demand Draft/Banker Cheque/Bank guarantee for the earnest money shall be put in the envelope for the technical Bid. The Tenders received without the Earnest Money Deposit will be summarily rejected. In case of unsuccessful bidders, the Earnest Money Deposit will be refunded within a reasonable time. The amount remitted towards Earnest Money Deposit is liable to be forfeited in the case the bidder resiles from his offer after submission of the tender or after the acceptance of the offer by ORGI or fail to sign the contract or to remit the Security Deposit. No interest will be payable by the ORGI on the Earnest Money Deposited / remitted.
7. **Performance Bank Guarantee (PBG):** The successful bidder shall at his own expense deposit with ORGI, within seven (7) working days of the date of notice of empanelment.

   This Performance Bank Guarantee (PBG) is Rs. 1,00,000/- (Rs. One lakh only). All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder. The performance bank guarantee may be discharged/ returned after completion of two years period. However, no interest shall be payable on the performance bank guarantee.
8. 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.
9. Failure to furnish requisite information may result in the rejection of tender.
10. This Tender document is not transferable.
11. The ORGI shall not be responsible for non-receipt of the online Bid and documents to be submitted in hard copy due to any reason whatsoever.

12. 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 and similarly documents to be submitted in hardcopy.

13. **Online Opening of tender:** Sealed e-tenders received up to **14:00 hours on 16th September, 2014** will only be accepted in the TCIL's e-Tendering Portal and Tenders received after specified date and time will not be accepted. ORGI 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 an 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.

14. The person to sign the documents shall be the person duly authorized.

15. The ORGI may seek clarifications/ additional documents from the Bidder and the Bidder is bound to furnish the same within the prescribed time.

16. 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.

17. It is the sole prerogative of ORGI to award the contract to a single printer or distribute the work among various printers.

18. **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.

19. **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.

20. **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.

21. The printer shall print, bind and deliver the job/material in clear and eligible type, form and style in a good and work-man like manner (of all which the Registrar General & Census Commissioner, India shall be the sole judge) within the limit of time as the Registrar General & Census Commissioner, India may deem reasonable and specify and in such quality or quantities as may from time to time be ordered.

22. Proof will be supplied by the press for approval. As a measure of expediency it may be decided in some cases not to call proofs for checking and approval before copies are finally printed. In such cases, the responsibility of checking and passing the proofs shall rest with the printer. It would be advisable, therefore, for the printers to give the matter a final reading when the forms are on the machine so as to avoid mis-prints. No extra remuneration on account of this proof reading or extra care will, however, be admissible.

23. The printed material i.e. copies of the forms/booklets etc. duly bound and tied-up into suitable sized bundles of equal number should be supplied in this Office or at the place in Delhi/New Delhi 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.

24. 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.

25. If any item of work/operation not provided for, are required to be performed, rates to be paid shall be determined by the Office of the Registrar General & Census Commissioner, India in consultation with the Directorate of Printing, New Delhi.

26. PRECAUTIONERY MEASURES: All jobs should be carried out with due regard to economy in paper consumption as well as in production cost without loss of clarity and efficiency. Unless otherwise stated, the economy instructions will be supplied to any printer who may ask for it.

27. 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 Registrar General & Census Commissioner, 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 Registrar General & Census Commissioner, India it shall be competence of the Registrar General & Census Commissioner, 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 Registrar General & Census Commissioner, 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.

28. The printer should not assign or sublet the contract or any part thereof without first having obtained permission in writing of the Registrar General & Census Commissioner, India which he shall be at liberty to refuse, if he thinks fit.

29. PAPER AND MATERIAL: The supply of paper and manuscript, etc. will be arranged by the Office of the Registrar General & Census Commissioner, India and would have to be collected from the ORGI's premises at New Delhi by the selected tenderer at his own cost. The printer shall be entirely responsible for the safe custody of the paper and other materials issued to him. When submitting the bill for the work, he should state how much paper have been used for the work. A complete account of the receipt, consumption and balance of the paper supplied for the work should be rendered. The surplus quantities must be returned at once on completion of the job on demand failing which the cost of such surplus paper and binding material will be recovered at double the market rate. The printer is advised in his own interest to ensure the paper and material against loss of fire, accident etc. at his own cost and expense.

30. Tax deduction at source (TDS) will be levied as per rule.

31. After the work has been completed, the bill for the work in triplicate prepared on the basis of the accepted rates should be submitted to the Registrar General & Census Commissioner, India for payment together with the (i) Receipted delivery vouchers for the supplies made, (ii) Account showing receipt, consumption and balance, if any, of the paper and other materials supplied for the work, (iii) Representative specimen with complete details of the work done, and (iv) other documents/document in support of the items charged for in the bill. The excess quantity of paper and other material, if any, should be kept in the safe custody pending the further instructions from the Registrar General & Census Commissioner, India.

32. MSS/CRC/Original drawings of maps, charts, diagrams, photos etc. which have been supplied by the Registrar General & Census Commissioner, India or which have been prepared by the printer for the Registrar General & Census Commissioner, India should be stored by the printer until the expiration of the arrangement or until such time as he may be called upon by the Registrar General & Census Commissioner, India to return the same to the parties concerned.

33. PENALTY : In the event of the printer failing to :

    (i) Observe or perform any of the condition of the work as set out herein.

    OR

    (ii) Execute the work in a good and work-manlike manner and the time fixed by the Registrar General & Census Commissioner, India.

    It shall be lawful for the Registrar General & Census Commissioner, India in his discretion in the former event to remove or withhold any part of the work until such time as he may be satisfied that printer is able to do and will duly observe the said conditions and in the later event to reject or remove as the case may require any work executed otherwise than in a good and work-manlike manner to the satisfaction of and by the Registrar General & Census Commissioner, India and in both or either of the events aforesaid to make such arrangements as he may think fit the reproduction of the work so

removed as work in lieu of that so rejected or removed aforesaid on the account and at risk of the printer.

(a) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates (to be certified by the Registrar General & Census Commissioner, India whose certificates shall be final), the Registrar General & Census Commissioner, India may charge the amount of such excess cost to the printer and the same may at any time be deducted from any such or sums then due for which any time thereafter may become due to the printer under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Registrar General & Census Commissioner, India.

(b) In the event of any discovery of error or defect due to the fault of the printer at any time after the delivery of the copies ordered, the printer shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the Registrar General & Census Commissioner, India. In the event, if the delivery for any other reason, cannot be wholly rejected, the Registrar General & Census Commissioner, India shall have the power to deduct any amount not exceeding 10% of value of the particular position or portion adjudged to be defective from any payment due to the printer.

(c) In the event of a work being wholly rejected, the Registrar General & Census Commissioner, India may at his own discretion either :

(i) Permit the printer to re-do the same within such time as he may specify at the printer's own cost which shall include the cost of paper and other materials;

OR

(ii) Arrange to get the work done elsewhere and by any other person or from any other source than the printer in which case the amount of extra cost, if any, shall be recovered from the printer in the manner provided in clause (23) of this contract.

(d) The powers of the Registrar General & Census Commissioner, India under this condition shall in no way affect or prejudice the power in certain events to terminate the contract vested in him as herein provided, or to forfeit the deposit under condition 15 hereinafter mentioned.

34. The security deposit can be forfeited by order of the Registrar General & Census Commissioner, India in the event of any breach or non-observance of the terms and conditions of the contract. On the expiry of the contract, such portion of the said security as may be considered by the Registrar General & Census Commissioner, India sufficient to cover any incorrect or excess payments made on the bills of the printer shall be retained by him until the final audit report of the account of the printer's bill has been received and examined. Interest that may accrue on securities deposited by the printer may subject as aforesaid to be drawn by him.

35. A sum not exceeding two per cent of composing, plate-making, printing and binding charges, will be deducted from the amount of the bill for every week's delay or part thereof in employing with the date of delivery of the proof/fair copies respectively but this clause shall not operate if the delay is occasioned owing to paper and/or binding materials not being received in time or other circumstances, beyond the printer's control. The Registrar General & Census Commissioner, India shall have the power to determine the scale of deduction in such cases under this clause and his decision shall be final.

36. 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 Registrar General & Census Commissioner, 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.

37. 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 Registrar General & Census Commissioner, India shall have the power to terminate contract without previous notice.

38. All sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Government or any other person or persons contracting through the Directorate of Printing and set off against any claim of the Government or such other person or persons for the payment of a sum of money arising out or under any other contract made by the contractor with the Government or such other person or persons.

Arbitration

39. The dispute or difference arising between the Registrar General & Census Commissioner, 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 the Registrar General & Census Commissioner, 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 proviso that the Arbitrator shall give reasoned award.

40. 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.

41. Work under the contract shall if reasonably possible continue during the arbitration proceedings and no payment due to or payable by the Registrar General & Census Commissioner, India shall be withheld on account of such proceedings.

42. 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.

3. **All the documents should be properly arranged by giving page numbers to each of the paper submitted. It should also be accompanied by a content page.**

Deputy Director (Admn.)
For Registrar General &
Census Commissioner, India
Office of the Registrar General, India,
Ministry of Home Affairs,
NewDelhi-110011

ANNEXURES

Annexure 1 : Format for Technical Proposal

Format A : Letter of Transmittal

To

The Deputy Director (Ptg.)
Office of the Registrar General, India
Printing Division,
2/A, Man Singh Road,
New Delhi-110011.

Dear Sir/Madam,

We, the undersigned, offer to provide the required printing services in accordance with your Request for Proposal (RFP) dated ----------. We hereby submit our Proposal, which includes this Technical Proposal, and a Financial/Commercial Proposal sealed under a separate envelope.

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.

The prices quoted in the Financial Proposal are valid till three months 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.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

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.

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.

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 (in full and initials):
Name and Designation of Signatory:
Name of the Firm:
Address:

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.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Annexure 2 : Format for Financial Proposal

FORM OF QUOTATIONS

(Rates in Rs. Including all taxes)

I	**Reformatting of page though Desk Top Publishing** (DTP) (**Hindi, English or any other Indian Scheduled Language)**		A-3	A-4	A-5
	a) Through MSS by typing on computer	Text	.....	.....	.....
		Tabular	.....	.....	.....
	b) Through Soft Copy (CD)	Text	.....	.....	.....
		Tabular	.....	.....	.....

II	**Scanning charges**	A-3	A-4	A-5
		.....	.....	.....

III (a) System planning charges for text and tabular matter

	A-1	A-2	A-3	A-4
1-Colour	.....	.....	.....	.....
2-Colour	.....	.....	.....	.....
3-Colour	.....	.....	.....	.....
4-Colour	.....	.....	.....	.....

(b) System planning charges for maps, charts, photos, diagrams etc. in multi-colour

	A-1	A-2	A-3	A-4
1-Colour	.....	.....	.....	.....
2-Colour	.....	.....	.....	.....
3-Colour	.....	.....	.....	.....
4-Colour	.....	.....	.....	.....

IV (a) Plate making charges per colour per plate through conventional process

A-1	A-2	A-3
.....	.....	.....

(b) Plate making charges per colour per plate through CTP (Computer to Plate)

A-1	A-2
.....	.....

V	**Printing charges per colour**	**Offset Ptg. Paper**	**Art Paper/Art Card**
	8 pages of A-4 size (A-1) per '000 copies	.....	.....
	Subsequent '000 copies	.....	.....
	4 pages of A-4 size (A-2) per '000 copies	.....	.....
	Subsequent '000 copies	.....	.....
	2 pages of A-4 size (A-3) per '000 copies	.....	.....
	Subsequent '000 copies	.....	.....

VI	**Digital printing charges per page**	A-2	A-3	A-4
	Black & White	.....	.....	.....
	Coloured	.....	.....	.....

VII	**Screen Printing (per piece)**	A-4	A-5
	1-Colour	.....	.....
	2-Colour	.....	.....
	3-Colour	.....	.....
	4-Colour	.....	.....
	Embossing charges per emblem		.....

VIII	**Special Effect**	A-3	A-4	A-5
	U.V. Coating (per cover)	.....	.....	.....

IX	**Pocket**		
	Pocket making & pasting on second/third cover per pocket	A-4	A-5
		.....	.....

X	**Binding**	A-3	A-4	A-5
	i) Booklet with two wire Centre Stitches	.....	.....	.....
	ii) Side stitch with two wires and cover pasting minimum per 100 leaves per 100 copies (more than 100 leaves proportionately)	.....	.....	.....
	iii) Perfect binding with section sewing minimum per 100 leaves per 100 copies (more than 100 leaves proportionately)	.....	.....	.....

iv) Hard bound with quarter binding cloth minimum per 100 leaves per 100 copies (more than 100 leaves proportionately) ....

v) Folding of Data Sheets etc. per 1000 A-1 to A-4 ..... A-2 to A-4 ..... A-3 to A-4 ..... A-3 to A-5 .....

XI Comb Binding upto 100 leaves : A-3 ..... A-4 ..... A-5 .....

XII Spiral Binding upto 100 leaves : A-3 ..... A-4 ..... A-5 .....

XIII Lamination

a) Per Cover/Book A-3 ..... A-4 ..... A-5 .....
- Gloss/Matt (Thermal)

b) Data Sheet per side A-1 ..... A-2 ..... A-3 .....
- Gloss/Matt (Thermal)

XIV Numbering

per 1000 Numbers .....

XV Perforation

per 1000 sheets .....

XVI Designing A-1 ..... A-2 ..... A-3 ..... A-4 .....

Cover Page, Data Sheets, Pamphlets, Brochures etc.

XVII Envelop making etc. per 1000 A-3 ..... A-4 ..... A-5 .....

XVIII Packing Charges excluding corrugated boxes/gunny bags

(i) Corrugated boxes would be packed with three strips and labeling etc. Per Box .....

(ii) Gunny bags would be packed with stitching and marking/ labeling etc. Per Bag .....

XIX **Rates of paper, Art Paper, Art Card and Straw Board** (rates valid for 6 months)

(a) Maplitho offset printing paper of A-grade mill per kg.	70 gsm	.....
	80 gsm	.....
	90 gsm	.....
(b) Art paper/Art Card of A-grade mill per kg.	100 gsm	.....
	130 gsm	.....
	170 gsm	.....
	300 gsm	.....
(c) Imported Light Weight Straw Board (31″x41″)	2.3 mm	.....

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

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, Buyer Organization Name has decided to use the portal https://www.tcil-india-electronictender.com through TCIL, a Government of India Undertaking. This portal is based on the world's most 'secure' and 'user friendly' software from Electronic Tender®. A portal built using Electronic Tender's Software is also referred to as Electronic Tender System® (ETS).

Benefits to Suppliers are outlined on the Home-page of the portal.

Instructions

Tender Bidding Methodology:

Single Stage Two Envelope

Broad Outline of Activities from Bidder's Perspective:

Procure a Digital Signing Certificate (DSC)
Register on Electronic Tendering System® (ETS)
Create Marketing Authorities (MAs), Users and assign roles on ETS
View Notice Inviting Tender (NIT) on ETS
For this tender -- Assign Tender Search Code (TSC) to a MA
Download Official Copy of Tender Documents from ETS
Clarification to Tender Documents on ETS
Query to Buyer Organization Name (Optional)
View response to queries posted by Buyer Organization Name
Bid-Submission on ETS
Attend Public Online Tender Opening Event (TOE) on ETS
– Opening of relevant Bid-Part
Post-TOE Clarification on ETS (Optional)
– Respond to Buyer Organization Name Post-TOE queries
Attend Public Online Tender Opening Event (TOE) on ETS
Opening of relevant part (i.e. Financial-Part)
(Only for Technical Responsive Bidders)
Participate in e-Reverse Auction on ETS

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

Digital Certificates

For integrity of data and authenticity/non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer http://www.cca.gov.in].

Registration

To use the Electronic Tender® portal https://www.tcil-india-electronictender.com, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link under 'Registration' (on the Home Page), and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

After successful submission of Registration details and Annual Registration Fee, please contact TCIL/ETS Helpdesk (as given below), to get your registration accepted/activated.

Important Note: To minimize teething problems during the use of ETS (including the Registration process), it is recommended that the user should peruse the instructions given under 'ETS User-Guidance Center' located on ETS Home Page, including instructions for timely registration on ETS. The instructions relating to 'Essential Computer Security Settings for Use of ETS' and 'Important Functionality Checks' should be especially taken into cognizance.

Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

TCIL/ ETS Helpdesk	
Telephone/ Mobile	Customer Support (0930 hrs to 1800 hrs, Monday to Friday except on gazetted holidays): +91-11-26202699 (Multiple lines) Emergency Support Mobile Numbers: +91-9868393775, 9868393717, 9868393792
E-mail ID	ets_support@tcil-india.com

Buyer Organization Name Contact	
Buyer Organization Name Contact Person	T.L.N. Sisukumar, Deputy Director
Telephone/ Mobile	Telephone/ Mobile :011-23070271 [between 9:30 hrs to 18:00 hrs on working days]
E-mail ID	E-mail Id : sisukumar.rgi@censusindia.gov.in

Some Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on ETS (unless specified for Offline Submissions). Broad outline of submissions are as follows:

Submission of Bid-Parts/ Envelopes
Technical-Part
Financial-Part
Submission of information pertaining Bid Security/ Earnest Money Deposit (EMD)
Submission of digitally signed copy of Tender Documents/ Addendum
Submission of General Terms and Conditions (with/ without deviations)
Submission of Special Terms and Conditions (with/ without deviations)

Special Note on Security and Transparency of Bids

Security related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-

encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

CAUTION: All bidders must fill Electronic Forms™ for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the Electronic Forms™ and the corresponding Main-Bid. For transparency, the information submitted by a bidder in the Electronic Forms™ is made available to other bidders during the Online Public TOE. If it is found during the Online Public TOE that a bidder has not filled in the complete information in the Electronic Forms™, the TOE officer may make available for downloading the corresponding Main-Bid of that bidder at the risk of the bidder. If variation is noted between the information contained in the Electronic Forms™ and the 'Main-Bid', the contents of the Electronic Forms™ shall prevail. Alternatively, the Buyer organization reserves the right to consider the higher of the two pieces of information (e.g. the higher price) for the purpose of short-listing, and the lower of the two pieces of information (e.g. the lower price) for the purpose of payment in case that bidder is an awardee in that tender.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer.

(Optional Text in EBI, depending upon the decision of the Buyer organization):

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted to Buyer Organization Name in a sealed envelope before the start date and time of the Tender Opening Event (TOE).

OR

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted into the 'Time Locked Electronic Key Box (EKB)' after the corresponding deadline of Bid Submission, and before the commencement of the Online TOE. The process of submission of this Pass-Phrase in the 'Time Locked Electronic Key Box' is done in a secure manner by first encrypting this Pass-Phrase with the designated keys provided by the Buyer organization.

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

Public Online Tender Opening Event (TOE)

ETS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend

the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/ two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Buyer Organization Name office for the Public Online TOE.

Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s) in the simultaneous online presence of the participating bidders' representatives, has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.

There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Other Instructions

For further instructions, the vendor should visit the home-page of the portal https://www.tcil-india-electronictender.com, and go to the User-Guidance Center

The help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links (including links for User Manuals) are provided under each of the three categories.

Important Note : It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take

appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

SIX CRITICAL DO'S AND DON'TS FOR BIDDERS

Specifically for Supplier organizations, the following 'SIX KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS

2. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS viz 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS

4. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, et al)

5. It is the responsibility of each bidder to remember and securely store the Pass-Phrase for each Bid-Part submitted by that bidder. In the event of a bidder forgetting the Pass-Phrase before the expiry of deadline for Bid-Submission, facility is provided to the bidder to 'Annul Previous Submission' from the Bid-Submission Overview page and start afresh with new Pass-Phrase(s)

6. ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLY IF' your 'Status pertaining Overall Bid-Submission' is 'Complete'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

NOTE :

While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth and sixth instructions are relevant at all times.

Minimum Requirements at Bidder's End

Computer System with good configuration (Min PIV, 1 GB RAM, Windows XP with Service Pack 3)
Broadband connectivity
Microsoft Internet Explorer 6.0 or above
Digital Certificate(s)

Vendors Training Program

One day training (10:00 to 17:00) would be provided by TCIL. Training is optional.
Vendors are requested to carry a Laptop and Wireless Connectivity to Internet.

Scheduled Date	5th Sept., 2014
Venue	Office of the Registrar General, India, Ministry of Home Affairs 2/A, Man Singh Road, New Delhi-110011. Telephone- 23070271 (o)
Vendors Training Charges (Per Participant)	Rs. 2500/- (plus Service Tax @ 12.36 %)