भारत सरकार ● Government of India
गृह मंत्रालय ● Ministry of Home Affairs

जनगणना कार्य निदेशालय, पश्चिम बंगाल
Directorate of Census Operations, West Bengal

2011

ENSURE REGISTRATION OF EVERY BIRTH AND DEATH

जनगणना भवन
आई. बि.- 199, सेक्टर- III, सॉल्ट लेक सिटि, कोलकाता-700 106

JANGANANA BHAWAN
IB-199, SECTOR-III, SALT LAKE CITY, KOLKATA-700 106

Phone : (033) 2335 9273 ● Tele-Fax : (033) 2335 9238 ● e-mail : dco-wbl.rgi@censusindia.gov.in

No. D-15019/4/2014/Estt/3266

Dated : 10/03/2014

NOTICE INVITING QUOTATIONS

Sealed Quotations superscribing "Bid for Waterproof Bags" are invited from reputed manufacturers or their authorized dealers for supply of 555 numbers of superior quality waterproof Rexene bags to be used for safekeeping of records by Enumerators of Sample Registration System (SRS), as per the following specifications within a price limit of Rs. 500/- (Rupees five hundred) only.

Specifications

Sl. No	Items	Dimension	Colour	Other features	Quantity
1.	Superior quality Waterproof Rexine Bags	Length of the bag = 16 inches, Breadth of the bag =12 inches, Width of the bag = 5 inches.	Black / Blue/ Green	i) Two partitions with chain ii) Broad Hand and Shoulder straps.	555 pieces

Intending firms having sufficient experience in supply of items to Govt. offices/reputed Organisations and agreeing to the below mentioned terms and conditions, should submit their quotations in the prescribed format (Annexure - I). Bid Security (EMD) of Rs.**6000/-** (Rupees six thousand) only in the form of Demand Draft from nationalized banks in favour of Directorate of Census Operations, West Bengal, payable at Kolkata should be enclosed with the Bid. The Quotations should reach this office by **3:00 p.m. of 19.03.2014**. The quotations will be opened on the same day (19.03.2014) at **4.00 p.m.** in presence of the representative of the Bidders, if any.

Terms and Conditions

a) No Bid will be accepted without specified EMD.
b) Quotations received after the specified date and time and found incomplete in any respect will not be entertained.
c) Certified and Stamped documents as required in Annex-I to be supplied
d) The period of quotation and the rates accepted by this office will remain valid and fixed for a period of one year.
e) The prospective bidders are required to quote their best rates inclusive of all taxes and transportation, Loading/Unloading and delivery charges **alongwith samples**. Submission of Sample Bag is mandatory.
f) Erasing, over writing and corrections should be authenticated by the Tenderer's signature. In case this has not been done such offers are likely to be rejected. All tender documents and enclosures are to be signed and stamped.

g) Delivery of the bags is to be made within 7 (Seven) days from the date of placement of the order at a suitable place in this Office Building.

h) In case of failure of delivery of bags in full quantity within the stipulated time, this office reserves the right to forfeit the Earnest Money Deposit (EMD) from the successful bidder and the offer will be awarded to next lowest bidder.

i) The quotations will be compared based on the price quotations and the quality of the Sample provided. The supplied items should strictly conform to the quality of sample submitted. In other case, the supply order will be cancelled and the EMD forfeited.

j) The materials should carry minimum Guarantee / Warranty for 12 months from the date of completion of delivery.

k) Payment will be released on submission of bills in triplicate within one month after satisfactory supply of the items.

l) Bid Security (EMD) alongwith Samples will be returned to the unsuccessful Bidders as promptly as possible, but not later than 30 days after the issuance of supply order. No interest will be payable on EMD.

m) The office, however, reserves the right to reject any or all of the quotations without assigning any reason thereof.

(S. Dasgupta)
Deputy Director

To : All Prospective Bidders

Copy to : 1. Members of Tender/Purchase Committee/ Dealing Hand.
2. ORGI website www.Censusindia.gov.in/tender
3. Office Notice Board (Salt Lake/ Behala/ Badu).
4. File No S-13027/13/SRS-WB/2013

Annexure – I

Prescribed proforma for submission of Bid as per NIQ No. D-15019/4/2014/Estt/3266 dated 10.03.14

With reference to Tender Notice No. D-15019/4/2014/Estt./3266 Dated : 10/03/2014 the undersigned furnishes below / enclose herewith the following details / documents for consideration:

1. Name of the agency:
2. Details of Earnest Money deposited (EMD):
   a. Draft No. with amount:_____
   b. Date of issue:_____
   c. Name of the Bank:_____
3. Details of Documents submitted with Tender (self attested/ stamped):
   a. Copy of registration certificate/Trade Licence of the agency:
   b. Copy of latest IT and VAT clearance certificate of the firm / agency:
   c. Copies of work order, experience certificate and certified copy of the completion certificate for similar nature work in Govt. office / Department /Other Organization of repute for at least 3(three) years:
   d. Copies of Audited Balance Sheets showing turnover of more than 10(Ten) Lakhs in respect of agency for last 3(three) years
   e. Self Certificate duly signed by the agency stating that it has not been black listed by any Central Govt. / State Govt. / Public Sector Undertaking:
   f. Supporting Document showing eligibility of exemption from EMD, if so desired
4. Proforma of submission of Quotations:

Sl. No.	Item	Dimension	Colour	Others	Rate per Unit inclusive of all (in Rs.)[Max. Rs. 500/-]	Total for 555 Bags (in Rs.)
1	2	3	4	5	6	
1.	Superior quality Waterproof Rexine Bags	Length of the bag = 16 inches, Breadth of the bag =12 inches, Width of the bag = 5 inches.	Black / Blue/ Green	i) Two partitions with chain ii) Broad Hand and Shoulder straps.		

Net price in words:_____

I / We agree to the terms and conditions as mentioned in the Tender Notice No D-15019/4/2014/Estt./3266 Dated : 10/03/2014 issued by the DCO, West Bengal.

Signature with date:_____

Name (in Capital Letters):_____

Name of the Agency:_____

Tel. No. / FAX No./ Email ID:_____

Office Seal of the agency