Phone: 0172-2780408
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Email:dco-har.rgi@censusindia.gov.in

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
जनगणना कार्य निदेशालय, हरियाणा
DIRECTORATE OF CENSUS OPERATIONS, HARYANA
जनगणना भवन, प्लाट न0. 2–बी, सैक्टर 19–ए, मध्य मार्ग, पोस्ट बाक्सन0. 764,चण्डीगढ–160019
Janganana Bhawan,Plot No. 2-B, Madhya Marg, Sector 19-A, Post Box No. 764, Chandigarh-160019

No. D-27015/1/2018-Admn **Dated : 27.09.2018**

NOTICE INVITING TENDER FOR DISPOSAL OF CENSUS AND NATIONAL POPULATION REGISTER (NPR) MATERIAL

Schedule of Events

Nature of the Work	**Disposal of Census and NPR material**
Details of Contact Person for Clarifications / queries	**Dr. Ruchi Gupta, Assistant Director DCO Haryana, Janganana Bhawan, III Floor Plot No. 2 B, Sector-19 A, Madhya Marg, Chandigarh -160019 Tel.: 0172-2780408, 2542106 Email: dco-har.rgi@censusindia.gov.in**
Cost of Tender Document	**Nil**
No. of covers	**a) Technical Bid b) Financial Bid**
Earnest Money Deposit (EMD)	**Rs. 1,80,000/- (Rupees One lakh and eighty thousand only) in favour of "Director Census Operations, Haryana, Chandigarh" as EMD to be paid through Demand Draft/ Bank Guarantee on or before bid submission closing time as mentioned in the tender document/corrigendum.**
Date and time of Publishing of e-tender	**27.09.2018, 12.00 hrs.**
Website for downloading Tender Document	**www.censusindia.gov.in https://eprocure.gov.in/eprocure/app**
Bid Submission Start Date & Time	**27.09.2018, 01.00 hrs.**
Bid Submission Closing Date & Time	**08.10.2018, 11.00 hrs.**
Technical Bid Opening Date & Time	**09.10.2018, 11.00 hrs.**
Financial Bid Opening Date & Time	**09.10.2018 04.00 hrs.**
Venue for Bid opening (Technical /Financial)	**DCO Haryana, Janganana Bhawan, III Floor Plot No. 2 B, Sector-19 A, Madhya Marg, Chandigarh-160019**

IMPORTANT NOTE

Tender documents may be downloaded from Central Public Procurement Portal https://eprocure.gov.in/eprocure/app. Intending Bidders/Suppliers who have not enrolled/registered in e-procurement should enrol /register before participating through the website https://eprocure.gov.in/eprocure/app. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Appendix-I regarding 'Instructions for online Bid Submission'.

Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website https://eprocure.gov.in/eprocure/app.

Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

TENDER FOR DISPOSAL OF CENSUS AND NATIONAL POPULATION REGISTER (NPR) MATERIAL IN DCO HARYANA ON "AS IS WHERE IS" BASIS

1. BACKGROUND:

1.1 Directorate of Census Operations, Haryana is a Subordinate Office of Registrar General India under Ministry of Home Affairs, Government of India, New Delhi. This office carries out the decadal Population Census.

1.2 On behalf of the Director Census Operations, Haryana, Chandigarh, online tenders are invited from intending firms for the disposal of Census and NPR material weighing about 133 tons (approx.), placed in plastic bags and packed in corrugated boxes and well stored in record room at Kendriya Sadan, Sector 9 Chandigarh and Himachal Pradesh Agro Industries Corporation Ltd, Sector-2 near ESI Hospital, Parwanoo, District Solan, Himachal Pradesh on "AS IS WHERE IS" basis without detaching plastic bags and corrugated boxes.

1.3 Specification of the material to be disposed off:

At Kendriya Sadan Sec.9 Chandigarh		
S.No	**Item**	**App. Weight in Kg (10% + - variation)**
1	**Filled in NPR/Census Schedule* (90-95 GSM)**	**60,720**
At Himachal Pradesh Agro Industries Corporation Ltd, Parwanoo, Himachal Pradesh		
1	**Filled in Census Household Schedule/NPR Schedule (90-95 GSM)**	**62,350**
2	**Other material (70 GSM)**	**10,000**

***Schedules are printed on both sides and filled in with black or blue ink**

1.4 The scope of tender is to dispose of the filled in Census and NPR Schedules and other connected papers through pulping. The bidder selected will have to lift the entire material at the rates finalized as a result of this Tender. All procedure will conduct under the supervision of authorized Officers of this Office.

2. ELIGIBILITY CRITERIA:

2.1 Bidders should be in existence for over 3 years in the business of lifting paper material for pulp making.

2.2 The bidder should have a previous contract for lifting paper for at least two years with a Government Department/Public Sector Undertaking/Autonomous Bodies. The bidder should furnish its documentary proof of working for at least two years.

2.3 The bidder should furnish the details of pulp making facility/arrangements they have in order to keep the confidentiality of the documents.

2.4 The bidder should submit an undertaking that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/State/UT and no criminal case is pending against the said firm on the date of submission of this bid (Prescribed Proforma as per Annexure E).

2.5 The bidder must furnish details of GST No/PAN No. and also upload the scanned copy of these documents in e-procure portal as specified in Annexure-B.

2.6 The Financial bid would be opened only after the technical bid is found satisfactory.

2.7 Conditional bids shall not be considered and will be rejected out-rightly at the first instance.

3. EARNEST MONEY DEPOSIT (EMD):

The scanned copy of EMD as stated in Annexure-B shall be uploaded in the e-procure portal along with the bid and original EMD should be provided in a sealed cover superscripted with "Bid for disposal of Census and NPR material in DCO, Haryana" at DCO Haryana, Janganana Bhawan, III Floor, Plot No. 2 B, Sector-19 A, Madhya Marg, Chandigarh-160019 on or before 08.10.2018, 09:00 AM.

4. PROCEDURE FOR SUBMISSION OF THE BID:

4.1 The bidders desirous of participating in the tender process shall have to submit their bid online in two parts, viz., Technical Bid as per Proforma at Annexure -C and Financial Bid as per Proforma at Annexure- D.

4.2 Any overwriting/cutting/applying of fluid should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.

4.3 Technical Bid - All the columns, in the proforma of Technical Bid (Annexure- C) should be duly filled and supporting documents must be uploaded in CPP portal with this Bid.

4.4 Incomplete Bid shall not be considered and will be summarily rejected.

4.5 Financial Bid to be uploaded in the form of BOQ_Disposal of Census material.xls only.

4.6 Bidders are advised to download this BOQ_Disposal of Census material.xls as it is and quote their offer/rates in the permitted columns and upload the same in the bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

4.7 The Bids must be uploaded online only at CPPP website: https://eprocure.gov.in/eprocure/app on or before the due date. Bids, uploaded after the due date & time are liable to be rejected.

4.8 The quote should be inclusive of all other levies, statutory taxes and charges such as Octroi, Packaging & Forwarding charges etc.

5. ARBITRATION:

5.1 In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties to the agreement. The intending party will serve notice in writing on the other party notifying its intention for appointment of Arbitrator Should both parties fail to agree on by mutual consent, and then DCO Haryana will appoint the Sole Arbitrator. The provisions of Arbitration and Conciliation Act 1996 as amended from time to time shall apply. The Arbitration proceedings shall be held in Chandigarh. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein.

5.2 Any dispute arising out of this document will be subject to jurisdiction of Chandigarh Court.

6. Bid Evaluation Criteria:

6.1 In the first instance the Technical Bids shall be opened by the authorized representatives of DCO, Haryana in the presence of representatives of bidders, if available.

6.2 The date and time for opening of the Technical Bid is given on the first page of this document.

6.3 The Bidders may depute their representatives for the Technical opening event.

6.4 The Technical Bids will then be evaluated by DCO, Haryana internally.

6.5 The financial bid would be opened only after the technical bid is found satisfactory.

6.6 Once the Technical Bids are accepted, the Financial Bids of the bidders (whose Technical Bids have been accepted) shall be opened, the date for which will be intimated later.

6.7 If any bidder so desires, it may depute its representative for Financial Bid opening event also.

6.8 The H1 bidder will be arrived at by calculating the total cost of all the material including all taxes, if any. The H1 bidder will be awarded the contract for lifting of the material.

6.9 The decision of the Director Census, Haryana shall be final and binding.

TERMS AND CONDITIONS

1. **The sale shall be on "AS IS WHERE IS" basis without detaching the plastic bags and corrugated boxes.**
2. **Tenders should be uploaded on or before the last date and time specified in the tender document. Tender received after the prescribed cut-off date and time will be rejected forthwith.**
3. **The Technical bid should be in prescribed proforma at Annexure –'C'.**
4. **The quoted price shall be uploaded in the Price Format at Annexure -'D'.**
5. **The tender shall remain open for acceptance for a period of ten (10) days from the date of opening the bids. In case of withdrawal of tender within this period, the EMD remitted by the bidder will be forfeited.**
6. **The rate quoted by the bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.**
7. **The rates quoted by the bidder should be in Indian Rupees. In case of any difference / discrepancy between the rates quoted in figures and words, the latter shall prevail.**
8. **Any clarification required may be obtained before submission of the tender. The items to be sold can be inspected on any working day with prior appointment.**
9. **The bidders are required to indicate their GST/PAN Number in their offer since it has been made mandatory by I.T. Department.**
10. **The successful bidder (H1) on the basis of rates quoted in Annexure –D, would be awarded the contract for lifting and pulping the Census material. He shall submit Bid Security 25% of the Sale amount on the award of contract and remit the sale price of the items in demand draft before taking delivery of the items from Kendriya Sadan Chandigarh and Parwanoo, Himachal Pradesh. The earnest money of successful bidder will be returned after the completion of the process satisfactorily**
11. **The materials shall be picked from the following locations/areas:-**

    i) **Directorate of Census Operations, Haryana, Chandigarh Record Room at the Basement of Kendriya Sadan, Sector 9 Chandigarh – 160009**

    ii) **Himachal Pradesh Agro Industries Corporation Ltd Sector-2 near ESI hospital, Parwanoo, District Solan Himachal Pradesh**

12. **The record is to be weighed on electronic weigh bridge and later pulped in paper mill. The record given should be sent to the factory for pulp making only and should not be used for any other purpose. The selected bidder shall have to furnish an undertaking that the material will be sent to the factory for pulp making only and shall not be disposed off in any other manner. DCO Haryana will depute its representative to accompany the vehicle (carrying the materials sold) up to the pulp making facility and pulping will be done in his presence only.**
13. **The transportation for lifting of papers, loading/unloading and weighing charges etc. will be borne by the bidder.**
14. **All labour, tools and equipment for removing/loading the items from Kendriya Sadan, Chandigarh and Parwanoo, Himachal Pradesh shall be organized by the buyer on their own cost. The personnel employed for shifting the items shall strictly obey the safety Rules in force and DCO Haryana will not be responsible for breach of any rules by the personnel of the buyers in any way whatsoever. The job shall be done without**

damaging the premises/ roads/ drains/ etc. in the compound. The buyer shall bear the damages, loss, etc., in the event of any such occurrence.

15. **All statutory payments, like minimum wages prescribed, compensation in case of accident or loss, etc., to the workers employed by the bidder for the removal of the items shall be borne by the bidder.**
16. **The buyer should remove all items from Kendriya Sadan Chandigarh and Parwanoo, Himachal Pradesh with a proper Gate Pass during working hours within 15 days from the date of information. Those who fail to do so will forfeit their EMD besides cancellation of the order and action will be initiated to sell the record to the next higher rate quoted bidder.**
17. **The contract shall be governed by the Indian Contract Act, 1872 as amended from time to time and subsequent revisions/ amendments thereto. All payments due from the bidder under the contract shall be made in Indian Currency.**
18. **Tenders uploaded without fulfilling the above term & conditions and in contravention to the tender notice are liable to be rejected summarily.**
19. **The Tender Notice and connected Annexures shall form part of the contract.**
20. **A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), should also be uploaded in e-procure portal so as to ensure the terms and conditions and other provisions contained in it.**
21. **The sale is subject to all terms and conditions prescribed in the tender document and resultant sale order.**
22. **Bidder is bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.**
23. **Any attempt of direct or indirect negotiation on the part of the bidder with the authority who is competent to finally accept it after the submission of the tender; or any other endeavour to secure any interest or any influence by the bidder by any means for acceptance of a particular tender will render the bidder liable to be excluded from consideration.**
24. **DCO, Haryana reserves the right to cancel the sale at any time without assigning any reason before issue of the sale order. BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.**
25. **The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so that he may be contacted immediately in emergency cases. The Mobile Number may also be provided.**
26. **You are accordingly requested to quote your highest rates for lifting the Census and NPR material.**

Annexure – B

DECLARATION

I/We have read the Terms & Conditions to BIDDERS and accepted the same. I/We have made my /our offer keeping in view of all these conditions forming part of the tender inquiry.

I/We have remitted an EMD of Rs. 1,80,000/- (Rupees one lakh eighty thousand only) vide Bank Guarantee/ DD NO._____ dated _____. A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is also uploaded.

I/We confirm that we have our own Pulp making facility.

OR

I/We have arrangement for handing over of the materials for pulp making with M/s._____ _____(name and address of the pulp making facility) at _____.

GST/PAN No.
of the Bidder:
(Mandatory)
Mobile No. :
Telephone No.:
Place:

Date:

Signature, Name and Address of the Bidder with Seal

Annexure – C

TENDER NO.
Proforma for Technical Bid

Name of the Tendering Company/Firm/Agency		
Name of the Director of the Company/Active Partner of Firm/Authorized Agent/Proprietor		
Full Address & Tel. No./Mobile No.		
E mail Address		
Date of commencement of Business		
Status of the organization (i.e. whether proprietorship, partnership, Pvt. Ltd., etc.)		
GST/PAN No. of the Organization (upload copy)		
Details of two prominent organizations served/being served with similar services (Also attach a comprehensive list of the organizations served in the recent past, from where the papers are lifted)	**Name and Address**	**Annual Cost of Contract**
Address of the pulp making facility/arrangement:		
Do you agree with the terms and conditions stipulated in Annexure-A		

Declaration:

It is certified that the information furnished above is correct to the best of my knowledge & belief.

We have gone through the terms and conditions stipulated in Annexure-A and confirm to abide by same. We have seen the samples of the material to be lifted from Record Room, Basement, Kendriya Sadan, Sector -9 Chandigarh and Himachal Pradesh Agro Industries Corporation Ltd., Sector-2 near ESI hospital Parwanoo, District Solan, Himachal Pradesh. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is uploaded.

Signature……..

Place----------

Name……

Date……

Designation……..

Annexure- D

TENDER NO.

Proforma for Financial Bid

Sr. No.	Item Name/description for which financial bid being submitted.	Quoted Price/per kg (In figures and words) (Cost including all taxes, transportation, loading/unloading ,weighing and pulping charges)
1	Rate for per kg weight of paper including polythene and corrugated box lying in the basement of Kendriya Sadan Sector 9 Chandigarh and Himachal Pradesh Agro Industries Corporation Ltd., Parwanoo, District Solan, Himachal Pradesh	Financial Bid shall be uploaded in the eProcure portal in the form of BoQ File only.

Note:
DCO, Haryana reserves the right to accept or reject any offer without assigning any reasons whatsoever. DCO Haryana reserves the right to cancel this tender in case the proposal received is not satisfactory.

It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place----------

Signature…….

Date……

Name……..

Seal of the Organization

Designation……..

SELF – DECLARATION - NON BLACKLISTING

(Scanned copy to be uploaded in e-procure portal)

To

Director
Directorate of Census Operations, Haryana
Janganana Bhawan, Plot No 2 B, Madhya Marg
Sector 19 A, Chandigarh - 160019

In response to this Financial Bid, I/We hereby declare that presently our Company/firm M/s_____ is having unblemished record and is not declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

We further declare that presently our Company/firm M/s_____ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our EMD deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

Place _____
Signature…….

Date _____
Name……..

Designation……..

Organization Seal

INSTRUCTIONS FOR ONLINE BID SUBMISSION

a. **As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: http://eprocure.gov.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.**
b. **More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.**
c. **Online bids are invited for Disposal of material from reputed bidders having capacity to Disposal of paper and having experience in this field for at least two years to any Departments/Organizations of the Government of India/Autonomous Body.**
d. **Bidders are advised to study the tender Document carefully before submitting the tender form. It will be presumed that the Bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.**
e. **The Bidder should take care that no column in the e-tender should be left blanks which would be otherwise made the tender liable for rejection. In case any column has to be left blank, it should be filled as "NOT APPLICABLE".**
f. **Online Bids should be prepared in accordance with the prescribed format Annexure - C& D of the tender Document, and to be submitted on e-procurement portal.**
g. **The tender form is non-transferable.**

REGISTRATION

1. **Bidders are required to Enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.**
2. **As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.**
3. **Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.**
4. **Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.**
5. **Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.**
6. **Bidders then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.**

7. SEARCHING FOR TENDER DOCUMENTS:

7.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

7.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

7.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

8. PREPARATION OF BIDS:

8.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.

8.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

8.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

8.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

9. SUBMISSION OF BIDS:

9.1 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

9.2 The bidder has to sign and upload the required bid documents one by one as indicated in the tender document.

9.3 Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

9.4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the

scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

9.5 **Bidders are requested to note that they should necessarily submit their bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.**

9.6 **The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.**

9.7 **The uploaded tender documents become readable only after the tender opening by the authorized bid openers.**

9.8 **Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.**

9.9 **The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.**

ASSISTANCE TO BIDDERS

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant Contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.