DIRECTORATE OF CENSUS OPERATIONS,
WEST BENGAL
(Government of India, Ministry of Home Affairs)
Janaganana Bhawan, IB-199, Sector-III, Salt Lake,
Kolkata-700106
Tel. No. : 033-23359503
Email : dco-wbl.rgi@censusindia.gov.in

E-Tender No. P-36037/Ptg/2019/Vol-I **Dated: 20/02/2020**

E-TENDER DOCUMENT FOR PRINTING (INCLUDING PAPER), BINDING & PACKAGING OF FORMS AND BOOKLETS FOR THE FIRST PHASE OF CENSUS 2021

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SECTION-1

Notice for Inviting e-Tender

1. For and on behalf of the President of India, the Directorate of Census Operations (DCO), West Bengal, Ministry of Home Affairs, Government of India invites an open tender (in two bid system) from the Offset Printers for printing and packaging of Forms and Booklets for the first phase of Census, 2021.
    - Time stipulation is the essence of this contract and therefore, Printing and packaging of the aforesaid **materials** has to commence within 05 days from the date of placement of the order and has to be completed within 15 days.
    - DCO, West Bengal reserves the right to split the tender and award it to more than one bidder. The quantity distribution ratio will be decided in reverse proportion of their price bids quoted in original tender.

2. Tender documents may be downloaded from the CPPP e-Procurement Portal https://eprocure. gov.in/eprocure/app or the Office of the Registrar General, India website http://censusindia. gov.in/tender/default. aspx as per the schedule given in following **DATE SHEET**:

DATE SHEET

Published Date & Time	21/02/2020 at 01:30 pm
Bid Document Download Start Date & Time	22/02/2020 at 11:00 am
Seek Clarification start date & time	24/02/2020 at 11:00 am
Seek Clarification end date & time	28/02/2020 at 05:00 pm
Pre-bid meeting date & time	02/03/2020 at 11:00 am
Bid Submission Start Date & Time	22/02/2020 at 01:00 pm
Bid Submission Closing Date & Time	12/03/2020 at 03:00 pm
Technical Bid Opening Date & Time	13/03/2020 at 01:00 pm

3. Manual bids shall not be accepted except the original documents/instruments as mentioned in this tender.

4. Bids shall be submitted online only at CPPP website: https://eprocure. gov.in/eprocure/app

5. Bidders are advised to follow the 'Instructions for online bid submission' available through the link 'Help for bidders' at the e-Procurement Portal https://eprocure. gov.in/eprocure/app

6. Bidders are advised to check the CPPP website https://eprocure.gov.in/eprocure/app at least 3 days prior to the closing date of submission of tender for any corrigendum, addendum, or amendment to the tender document.

7. **Bid Security:** Bid Security (EMD) of Rs. 50,000/- (Rupees Fifty Thousands Only), in the form of an Account Payee Demand Draft/Banker's Cheque or Fixed Deposit Receipt from a Scheduled Commercial bank or Bank Guarantee (in **Form 7**) from a Scheduled Commercial bank in favour of **Directorate of Census Operations, West Bengal, payable at Kolkata,** to be delivered in original to the **The Deputy Director (HoO), Directorate of Census Operations, West Bengal, "Janaganana Bhawan, IB-199, Sector-III, Salt Lake, Kolkata-700106."** before the time stipulated against ' Bid Submission End Date and time' as mentioned in the 'Date Sheet'. Name & full address of the bidder may be written at the back of the Demand Draft/Banker's Cheque, Fixed Deposit Receipt, Bank Guarantee. Signed and scanned soft copy of the Bid Security instrument must be uploaded to the e- Procurement portal along with other bid documents as prescribed below at Para 9. Bids not received with Bid Security as mentioned above (except exempted firms, as per GFR, 2017) shall be summarily rejected. Bid security shall remain valid for a period of 60 days beyond the final bid validity period. In case the bidder is exempted as per GFR 2017, the copy of the exemption certificate needs to be submitted.

8. **Bid Opening:** Bids will be opened as per date/time mentioned in the **Tender Date Sheet.**

9. **Submission of Tender:**

9.1 The tender shall be submitted online only under two bid systems, i. e. technical bid and financial bid.

9.2 Technical Bid Packet: Should contain the following documents:

- Signed and scanned copies of the documents, to be uploaded as per the requirements for the technical qualification bid conditions.
- Signed and scanned copies of the documents, to be uploaded for the Technical bid as per the checklist given at Para 9. 4.

9.3 Financial Bid Packet: Signed and scanned copies of the documents, to be uploaded, as per the checklist given at Para 9. 5 for the financial bid.

9.4 Eligibility Criteria, Terms & Conditions:

(1) Printing Press should be involved in large scale in-house printing of Publications by offset printing process, Binding and Packaging for the last three years. The annual turnover of the bidder should not be less than Rs. 1 Crore (Rupees One Crore Only) in any one of the last three years.

(2) The tenderer should have the following infrastructure for Printing:

Item	Description	Requirement
Pre-Printing	Facility of composing through DTP system for languages with designing facility and CTP (Computer to Plate)	In-house, owned by the bidder
Process Section	Fully equipped Process Section including color scanning, automatic Film Processor and Automatic Plate Processor	In-house, owned by the bidder
Offset Printing Machines	(a) Single color Automatic Sheet Fed/web Machine: A-1 Size –Min 1– (b) Two/Four Color Automatic Sheet Fed Offset Machines: A-2 Size – Min –1 (c) Four Color Automatic Sheet Fed Offset Machine: A-1 Size –Min 1	In-house, owned by the bidder
Power Back up	Generator backup should be available for un-interrupted power supply to all machines/ equipments	In-house, owned by the bidder

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

(3) Offset Printers intending to participate should fulfill all the eligibility criteria prescribed and should submit the self attested copies of the following documents as a part of Technical Bid in the same order failing which the bid may be rejected.

Sl. No.	**Technical-qualification condition**	**Documents required**	**Whether enclosed (Yes/No) Page No.**
a.	Ownership documents of the organization, which should have been operating for last three years	Copy of Ownership document in case of Proprietorship concern or Partnership deed in case of Partnership concern or the Certificate of Incorporation, Memorandum and Articles of Association in case of a Company at least three year old	
b.	Technical Bid Submission Letter	Signed copy of the Technical Bid Submission Letter in **Form 1**	
c.	Annual Sales Turnover during each of the last three financial	A certificate from the Statutory Auditor **or** Certificate signed by	

	years i. e. 2016-17, 2017-18 & 2018-19 (as per the last published P&L Account statement Balance sheets), should be at least Rs 50 Lakhs (Rupees Fifty Lakhs Only).	the Company Secretary, along with the P&L Account statement and Balance Sheets and of the last three financial years which are available publicly **(Form 2)**	
d.	Must have successfully completed one of the following covering the offset Printing for Government/PSU/Scheduled Commercial Bank in last three financial years i. e. 2016-17, 2017-18 & 2018-19: i. One Project costing not less than Rs.15 Lakh (Rupees Fifteen Lakhs Only) ii. Two Projects each costing not less than 08 lakhs.(Rupees Eight Lakhs Only) iii. Three Projects each costing not less than 04 Lakhs (Rupees Four Lakhs Only).	Copy of work order and completion certificate from client name address e-mail and phone number	
e.	Paper specifications	The printer shall adopt IS 1848 (Part I) 2018 standards for paper specifications & give an undertaking to this effect	
f.	Bidder's operative Bank account details (Current Bank Account)	Scanned copy of certificates from bank of operative account and bidder's declaration in **Form 3**, along with a cancelled Cheque	

g.	The Bidder should not be blacklisted by Central / State Government or any undertaking / institution under government control in India.	Undertaking from an authorized signatory of the firm to this effect as per format placed at **Form 4**	
h.	Non -Disclosure agreement	Scanned copy of Non -Disclosure agreement as per format at **Form 5**	
i.	Account Payee DD/Pay Order/Fixed Deposit Receipt from a Scheduled Commercial bank/Bank Guarantee for amount equivalent to EMD as per Para 7 of **Section 1**	Scanned copy of Account Payee Demand Draft/Pay Order/Fixed Deposit Receipt from a Commercial bank/Bank Guarantee **(in Form 7)** from a Scheduled Commercial bank as in Para 7 of **Section 1**	
j.	Permanent Account Number	Copy of the PAN Card	

k.	GST Certificate	Copy of Registration	
l.	Compliance to infrastructure and equipments installed in Press as detailed in Clause 9. 4(2)	A list of machines and equipment's installed in Press with date of installation, technical specifications, make, specifying the color i. e. whether the Machine is of one color or more than one color	
m.	Bid Security	Bid Security Form duly signed as per **Form 7**	
n.	Fraud & Corrupt Practices	Undertaking on Fraud & Corrupt Practices duly signed & verified on judicial stamp paper as per **Form 8**	
o.	Per day printing capacity	Undertaking along with documentary proof that the bidder has a daily capacity of printing of a min. of 25000 Forms and Booklets using offset process	
p.	Space for booking by the DoPosts	Undertaking that the Bidder will provide necessary support-to DoPosts/Postal Agency for lifting and transporting the printed material.	
q.	RFP document	Signed copy of the Tender Document	
r.	Annual Income Tax Return of last three years	Copies of income tax returns	
s.	All risks insurance policy	Copy of All risks insurance policy covering risks, i.e. house breaking, burglary, fire, theft, flood, strike and riots, etc.	
t.	Registration under Factory Act (if admissible)	Copy of Registration (if applicable)	
u.	Pollution Control	Paper relating to Pollution Control	
v.	Printing Press should not be situated in a residential area	An undertaking that the Printing Press is not situated in a residential area	
w.	Power of Attorney in the name of the Authorized Signatory		

Note: DCO, through their representatives, may conduct a physical verification of the assets / infrastructures indicated above before the opening of the financial bid / issuing work order.

9. 5 Checklist of Annex / Appendix to be enclosed with the Financial Bid:

Sl. No.	Description/Document Required	Whether enclosed (Yes/No) Page No.
(a)	The financial bid format given in **Section 7** is provided as **BoQ_DCO_Ptg. xls** along with tender document	

10. **Contact Information:** For any clarifications, bidder may contact to **Smt.Parnalekha Dasgupta, Deputy Director (Head of Office), Directorate of Census Operations, West Bengal, "Janaganana Bhawan, IB-199, Sector-III, Salt Lake, Kolkata-700106", Contact No. 033-23359503, Email: dco-wbl.rgi@censusindia.gov.in**

11. **Pre-Bid Meeting:** A pre-bid meeting will be held on **02/03/2020 at 11 AM** at the DCO, West Bengal to sort out clarifications/doubts, if any, before submission of the tender.

12. **Verification of documents:** For verification of documents, the bidder shall be required to produce/show the original documents, if required on receiving request (s) from DCO. The firm shall report with all originals to the DCO on specified date and time. Failure on the part of the firm to report on specified date and time may result in rejection of the tender submitted, without further communication.

P. Dasgupta 20/2/2020

(Parnalekha Dasgupta)
DY. DIRECTOR (HoO)
For Director of Census Operations, West Bengal,
Directorate of Census Operations, West Bengal
"Janaganana Bhawan, IB-199, Sector-III, Salt Lake, Kolkata-700106, Tel. No. 033-23359503
Email: dco-wbl.rgi@censusindia.gov.in

20/2/2020

SECTION - 2

2. Background

2.1 The Directorate of Census Operations, West Bengal is responsible in conducting- the decennial Population Census in the State of West Bengal under the Administrative control of Office of the Registrar General & Census Commissioner of India, New Delhi. The Census of India 2021 (16th in the unbroken series and 8th after independence) will take a count of the population of more than 130 Crore individuals cross-classified by several key demographic and socio-economic variables.

2.2 Census operations in India are carried out in two phases, i) Houselisting & Housing Census and ii) Population enumeration. To capture the data, two main schedules viz. 'Houselisting & Housing Census Schedule' and Household Schedule' are canvassed during the census operations.

2.3 **Houselisting and Housing Census Operations:** The Houselisting and Housing Census have immense utility as it will provide comprehensive data on the conditions of human settlements, housing deficit and consequently the housing requirement to be taken care of in the formulation of housing policies. This will also provide a wide range of data on amenities and assets available to the households, information much needed by various departments of the Union and State Governments and other non-Governmental agencies for development and planning at the local level as well as the State level. This would also provide the base for Population Enumeration.

2.4 **Job Requirement:** Offset Printing (including paper), binding and packaging of Forms and Booklets for the first phase of Census, 2021 **The quantity (number of pages & number of items) may vary up to 30% however, the payment will be made as per approved per unit rate**. These Forms and Booklets are to be printed in English, Bengali, Hindi & Nepali languages. Printed materials are to be packed in corrugated boxes as per technical specifications in **Annexure-II** for transportation to the consignee through the Department of Posts. The printer will inform in writing that the shipment is ready for dispatch.

SECTION – 3

3. INSTRUCTIONS FOR SUBMISSION OF ONLINE BIDS

3. 1 **General Instructions:** The bidders are required to submit the soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. **http://eprocure. gov.in/eprocure/app** using valid Digital Signature. 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.

3. 1. 1 **Registration:**

i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the "Online Bidder Enrollment" option available on the home page. Enrolment on the CPP Portal is free of charge.

ii. During enrolment / registration, the bidders should provide the correct / true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors / bidders through email-id provided.

iii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

iv. For e-tendering, possession of a valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from any Certifying Authority recognized by CCA India.

v. Upon enrolment on the CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.

vi. Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.

vii. Bidders can then login to the site through the secured user ID and the password of the DSC/e-Token.

3. 1. 2 **Preparation of Bids**

i. For preparation of bids, Bidders shall search the tender from the published tender list available on site and download the complete tender document and should take into account corrigendum, if any, published before submitting their bids.

ii. After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.

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

iv. Any pre-bid clarifications, if required, the same may be obtained online through the tender site, or during pre-bid meeting.

v. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF, GST & other details, etc. , under "My Space / Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

3. 1. 3 **Submission of bids:**

i. 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.

ii. Bidder should prepare the EMD as per the instructions specified in the tender document. The details of the DD/BC/BG/ others physically sent should tally with the details available in the scanned copy and the data entered during the bid submission time. In case, the bidder is exempted under GFR 2017, the copy of the exemption certificate needs to be submitted. Failure to do so will invite rejection of bid.

iii. While submitting the bids online, the bidder shall read the terms & the conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.

iv. Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BC/BG/others.

v. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.

vi. Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.

vii. If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change / modification of the price schedule shall render it unfit for bidding.

viii. Bidders shall download the Schedule of Quantities & Prices in XLS format and save it without changing the name of the file. Bidder shall quote their rate in

figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.

ix. Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

x. After the bid submission (i. e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.

xi. Bidders should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc. , in the e-tender system.

xii. All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

3. 1. 4. **Assistance to Bidders:**

i. 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.

ii. 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. Toll Free Number: 1800-3070-2232. Mobile Numbers: 07878007972 / 07878007973.

SECTION - 4

Instructions to Bidders

4.1 **Procedure for submission of Bids:**

4.1.1 The Bid response should be submitted online only as per instructions for Online Bid submission contained in Section 3 of Tender Document. The tender response shall be submitted online only under two bid systems i. e. Technical Bid Packet and Financial Bid Packet, as detailed above in Section 1.

4.1.2 **The document in Technical and Financial Bids should be page numbered in respective Bid and contain the list of contents with page numbers. Deficiency in documentation may result in the rejection of the Bid.**

4.2 **Cost of Bid Document:** The Bidder shall bear all costs associated with the preparation and submission of its bids, including cost of presentation for the purposes of clarification of the bids, if so desired by the DCO. The DCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

4.3 **Contents of the Bid Document**

4.3.1 The Schedule of Requirements of the Goods required, Bid procedures and contract terms are prescribed in the RFP Document which contains the following Sections:

a. Section 1: Invitation to Bid;
b. Section 2: General Background
c. Section 3: Instructions for online bid submission;
d. Section 4: Instructions to Bidders;
e. Section 5: Job and Schedule of Requirements
f. Section 6: General Conditions of Contract;
g. Section 7: Price Bid/Financial Bid
h. Section 8: Standard Forms and Booklets
i. Section 9: Appendix

4.3.2 The Bidder is expected to examine all the instructions, Forms and Booklets, general terms & conditions, and Schedule of Requirements in the Bid Document. Failure to furnish all information required by the Bid Document or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and may result in rejection of the Bid.

4.4 **Clarification of Bid Document:** A prospective Bidder requiring any clarification of the Bid Document may notify DCO in writing at the DCO's mailing address indicated in Para 11 of Section 1. The queries must be submitted in Microsoft Excel format as follows:

Sl. No.	Section	Clause No.	Page No.	Provision in the clause	Clarification Sought

DCO will respond in writing, to any request for clarification of the Bid Document, received not later than the date prescribed at Para 2 of Section 1. The DCO's response (including an explanation of the query, but without identifying the source of inquiry) to clarifications will be uploaded on e-Procurement Portal/DCO's portal.

4.5 **Amendment of Bid Document:** At any time prior to the last date and time for receipt of bids, the DCO, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by amendment. The amendment will be notified through e-Procurement Portal and will be binding on the bidders.

4.6 **Extension of bid submission date:** In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the DCO may, at its discretion, extend the last date for the receipt of Bids.

4.7 **Language of Bids:** The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged between the Bidder and the DCO, shall be written in the English language only, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

4.8 **Documents Comprising the Bids:** The Bids prepared by the Bidder shall comprise of the following components:

4.8.1 Technical Bid Packet: Should contain signed and scanned copies of all the documents as per Section 1 of the RFP.

4.8.2 Financial Bid Packet: Signed and scanned copies of the documents, to be uploaded, as per Section 1 of the RFP.

4.9 **Bid Prices:** The Bidder shall provide, in the proforma prescribed at **Section 7**, the unit prices and total Bid Prices of the Goods/ Services in **Indian Rupees (INR)**, it proposes to provide under the Contract. Total price also be mentioned in the words too. The Bidder shall prepare the bid based on details provided in the Bid documents. Bidder shall carry out the design in accordance with the requirements of the Bid document and it shall be the responsibility of the Bidder to fully meet all the requirements of the Bid document.

4.10 **Firm Prices:** Prices quoted by the bidder must be firm & final and shall not be subject to any upward modifications, on any account whatsoever. The Bidder shall, therefore, indicate the prices in Financial/Price Bid Form of the Bid document. The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, etc. and other charges as may be applicable in relation to the activities proposed to be carried out. Such charges should be shown separately in the Financial Bid. However, should there be a change in the applicable taxes; the same will have to be paid on actual.

4.11 **Discount:** The Bidders are advised not to indicate any separate discount.

Discount, if any, should be merged with the quoted prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose.

4.12 **Bidder Qualification:** The individual(s) signing the Bid or other documents in connection with the Bid must attach the Power of Attorney in his/their name as a part of Pre- qualification Bid. In case of non-submission of valid Power of Attorney with Pre- qualification Bid, the Bid is liable to be rejected.

4.13 **Bid Security**

4.13.1 The Bidder shall furnish, as part of its bid, a bid security of the amount mentioned in Section 1 of the RFP.

4.13.2 The bid security is required to protect the DCO (West Bengal) against the risk of Bidder's conduct which would warrant the security's forfeiture.

4.13.3 The bid security shall be denominated in Indian Rupees only, and shall be in the form of an Account Payee Demand Draft/Pay Order/Fixed Deposit Receipt from a Commercial bank/Bank Guarantee (in Form 7) from a Commercial bank in favour of Director, Directorate of Census Operation, West Bengal, payable at Kolkata.

4.13.4 Any bid not secured in accordance with the RFP will be treated by DCO as non-responsive and would be liable to berejected.

4.13.5 Bid security of unsuccessful Bidder's will be discharged/returned as promptly as possible, within 30 days after the expiration of the period of bid validity prescribed by the DCO or finalization of the contract whichever is later.

4.13.6 The successful Bidder's bid security will be discharged upon the bidder executing the contract and furnishing the performance security.

4.13.7 The bid security may beforfeited in the following cases:

- if a Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid; or
- in the case of a successful Bidder, if the Bidderfails;
    - to sign the Contract in accordance with **Clause 4. 35**; or
    - to furnish performance security in accordance with **Clause 4. 36**.

4.13.8 Bid security shall remain valid for a period of 45 days beyond the original or extended bid validityperiod.

4.14 **Period of Validity of bids**

4.14.1 Bids shall remain valid for **120 days** after the date of opening of Technical Qualification Bids or as prescribed by the DCO. A bid valid for a shorter period may be rejected by DCO.

4.14.2 In exceptional circumstances, the DCO may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The validity of bid security provided under Clause 4. 13 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder agreeing to the request will not be required, nor permitted to modify its bid.

4. 15 **Signing of Bid:** The bid needs tobe digitally signed.

4. 16 **Revelation of Prices:** Prices in any form or by any reason before opening the Financial Bid should not be revealed, failing which the offer shall be liable to be rejected.

4. 17 **Tax Registration Certificate:** Bidder shall submit the copy of the GST registration certificate as per technical qualification Bid requirement.

4. 18 **Terms and Conditions of Bidders**

- Any deviation proposed in terms and conditions of the Bidders will not be considered as forming part of their Bids. In case, the terms and conditions of the contract applicable to this RFP are not acceptable to any Bidder, he should clearly specify deviation in his Technical Bid.

- The Bidder should note, that, in case any of the deviation (s) or assumption (s), indicated by the Bidder in its Technical/ Financial Bid is/are not acceptable to the DCO, in such eventuality the Bidder shall have to withdraw such deviation (s)/ assumption (s) failing which the Bid (s) of the Bidder shall be liable to be rejected.

4. 19 **Local Conditions**

- It will be imperative on each Bidder to fully acquaint himself with the local conditions and factors, which would have any effect on the performance of the contract and / or the cost.

- It will be imperative for each Bidder to fully inform themselves of all legal conditions and factors which may have any effect on the execution of the contract as described in the bidding documents. The DCO shall not entertain any request for clarification from the Bidder regarding such local conditions.

- It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever, including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the DCO and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the DCO on account of failure of the Bidder to appraise themselves of local laws /conditions.

4. 20 **Headings:** The headings of conditions hereto shall not affect the construction thereof.

4. 21 **Conditions for Technical Qualification of Bidders:** In addition to documents required as per Section 1, the following will also be required:

- Based on these conditions and documents furnished in the Technical Bid of the tender, the technical evaluation would be done by the Committee. The Price Bid would only be opened in respect of the tenderers who qualify in the technical evaluation.

- The paper as well as packaging material of the finished product will be tested in the Govt. Labs. / Govt. Institutes. Any deviation in the paper and packaging material will attract the penalty on the total cost of Work Order issued by the DCO and will be deducted from the printer's bill as per penalty clause of this tender.

4. 22 **Last Date for Receipt of bids:** The Bidder should submit their online bids, in time, as specified in DATE SHEET of Section 1 of Tender Document to avoid any technical issues at the last moment. However, the DCO may, at its discretion, extend the last date for the receipt of bids.

4. 23 **Modification and Withdrawal of bids:** A bidder may modify or withdraw his bids before expiry of time of submission of bids.

4. 24 **Address for Correspondence:** The Bidder shall designate the official mailing address, place, e-mail id and fax number to which all correspondence shall be sent by DCO.

4. 25 **Opening of Bids:** DCO will open the Bids at the time, date and place, as mentioned in Section 1 of this Document. On the basis of information furnished in the Technical Qualification Bid, Bidders will be qualified.

4. 26 **Clarifications:** When deemed necessary, the Tender Committee/DCO may seek clarifications only on technical matters, but not on commercial/financial matters from the Bidder.

4. 27 **Preliminary Examination**

- DCO will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

- A bid determined as not substantially responsive will be rejected by the DCO and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

- DCO may waive any minor informality or nonconformity or irregularity in a

bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

4. 28 **Contacting DCO:** No Bidder shall contact the DCO on any matter relating to its Bid, from the time of the financial bid opening to the time the Contract is awarded. Any effort by a Bidder to influence the DCO's Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

4. 29 **Post Qualification:** DCO will determine to its satisfaction whether the Bidder selected as having submitted the best evaluated responsive bid is qualified to satisfactorily perform the Contract. This determination will take into account the Bidder's financial, technical, implementation and post-implementation capabilities. It will be based upon an examination of the documentary evidence submitted by the Bidder as per Bid requirement and Check List as well as such other information as the DCO deems necessary and appropriate. An affirmative determination will be a prerequisite for the award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event; the DCO will proceed to the next best evaluated bid to make a similar determination of that Bidder's capability to perform satisfactorily.

4. 30 **Criteria for Evaluation of bids:**

4. 30. 1 **Technical Evaluation**: The responsive bids will first be evaluated for technical compliance by the Tender Purchase & Evaluation Committee (TPEC). Non-submission of essential documents will result in, a bid liable for disqualification at the technical evaluation stage.

4. 30. 2 **Evaluation of Financial Bids:**

a. Bids determined to be substantially responsive will be checked by the Committee.

b. Financial bids of **only** technically qualified firms will be opened.

c. DCO shall evaluate the financial bids of eligible bidders (qualifying technical bids) to determine the L-1 bidder as under:

{L-1= lowest of sum of Item 1 to Item 5 in (Col. 6)} of Annexure-I

d. DCO will award the Contract to the successful Bidder whose bid has been determined to be technically qualified and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The DCO will, however, not bind itself to accept the lowest evaluated bid or any bid and reserves the right to accept any bid, wholly or in part on reasonable ground.

e. The quantity of work allotted to the successful printers would be based on their print bids (number of itemsfor which bid has been made) and capacity to print,

as declared by the printer and verified by the DCO. However, in view of the large volumes of the contract and strict timelines for completion, the DCO reserves the right to split the tender amongst a multiple bidders.

4. 31 **Award of work:** DCO may work out the procedure for award of work depending upon their printing work-load.

4. 32 **DCO's Right to vary scope of Contract at the time of the Award:** DCO may at any time, by a written order given to the Bidder, make changes within the general scope of the Contract. Accordingly, DCO reserves the right to place repeat order (s) of upto 30% of the Contract value. In case of any increase / decrease in quantities of any item, the Technical Service Charges, if any quoted, shall be correspondingly increased / decreased on pro-rata basis.

4. 33 **DCO's Right to accept any bid and to reject any or all bids:** The DCO reserves the right to split the tender and award among two or more bidders. The DCO also reserves the right to accept any bid, and to annul the Bid process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the DCO's action.

4. 34 **Notification of Award (NoA):** Prior to the expiration of the period of bid validity, the DCO will notify the successful Bidder in writing by letter, email or by fax that its bid has been accepted. The successful Bidder shall furnish the Performance Security to DCO within two weeks of issue of Advance Acceptance letter from DCO. Upon the successful Bidder's furnishing of performance security, the DCO will promptly notify each unsuccessful Bidder and will discharge its bid security.

4. 35 **Signing of Contract:** Within 7 days of acceptance of Performance security by DCO, the successful bidder will have to sign the Contract Agreement with DCO as per the format provided by this office. The successful bidder shall get this agreement embossed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps and thereafter return the same duly signed and executed, all at his own cost, within two weeks from the receipt of the approved Agreement.

4. 36 **Performance Security:**

4. 36. 1 The successful bidder should arrange to have performance security amounting to 10% of the contract value furnished within two weeks of submission of Letter of Acceptance.

4. 36. 2 Subject to any provision elsewhere in the contract regarding forfeiture or appropriation in full or part thereof, the performance security shall be released at the time of expiry / non-renewal / completion/termination of the contract.

4. 36. 3 The performance security may be either in the form of Demand Draft in favor of PAO (Census), DCO, New Delhi, or as Bank Guarantee in the format at **Form 9** of this document.

4. 36. 4 In case, Bank Guarantee is furnished as performance security, the same should be valid by more than sixty (60) days after the expiry of contract and it should be sent to DCO by the concerned Bank, and not by the bidder itself.

4. 36. 5 The performance security amount is interest free.

4. 36. 6 DCO has the right to en cash/appropriate the whole amount of performance security in accordance with the contract conditions and also to deduct any amount due from the contractor at the time of the termination/expiry of the contract.

4. 37 **Technical Evaluation Criteria**

4. 37. 1 **Technical Evaluation Criteria:** The following vital technical conditions should be strictly complied with failing which the bid will be rejected:

- Only the Bidders who quote for the complete Scope of Work and Supply of Goods/Services as indicated in this Bid Document, addendum thereof (if any) and any subsequent information given to the Bidder shall be considered. Incomplete bids will be rejected summarily. Evaluation will be carried out for the total scope of work covered in the Bid Document.

- The Bidder shall be deemed to have complied with all clauses in the Bid document under all the sections/chapters of the Bidding document, including Bid Evaluation Criteria (BEC), Schedule of Requirements, Technical specifications, Timelines and General Terms and Conditions of Contract unless otherwise stated in the deviation statement. Evaluation will be carried out on the information available in thebid.

- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Bidding Process.

4. 37. 2 **Financial Bid Evaluation Criteria:** The following vital commercial conditions should be strictly complied with failing which the bid will be rejected:

a) Financial Bid should be submitted online only strictly as per the Financial/Price Bid format. The Technical Bid shall contain no prices or commercial bid details. However, a blank copy of the Price bid should be enclosed with the Technical Bid with the price column of the price bid format blanked out. A tick mark (√) shall be provided against each item of the price bid format to indicate that there is a quote against this item in the Price bid. Offers with Technical Bid containing prices shall be rejected outright.

b) Bids/Offers of following kinds will be rejected:

1) Offers made without Bid Security/Bid Bond/Bank Guarantee along with the offer (except exempted firms under GFR).
2) Any bid submitted as physical or hardcopy/Fax/E-mail.

3) Offers which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid.
4) Offers where prices are not firm and or having variation clause or any qualifying condition.
5) Offers which do not confirm to DCO's price bid format.
6) Offers which do not confirm to the completion period indicated in the bid.

c) Total lump sum prices quoted by the Bidder must be inclusive of all applicable taxes.

d) **Statutory Variations:** Variation in statuary duties and taxes, if any, will be allowed on actual against the documentary evidence. However, any variation due to Turn Over will not be allowed.

e)**Fraud & Corrupt Practices:** An undertaking needs to be submitted as per Form8.

Section - 5

5.1 Job Requirements

5.1.1 The job entails to the printing (including paper from 'A' grade mill), binding and packaging. Forms and Booklets (B&W) required for the first phase of Census 2021. The Forms and Booklets are to be printed in English, Bengali, Hindi & Nepali Languages. Forms and Booklets will be printed in A4/A3 sizes for which the MSS (Mannuscript Manual or Electronic typed or Computerized Print out will be supplied by DCO for formatting and printing. The forms/booklets are to be printed on good quality offset maplitho printing paper as per specifications given in **ANNEXURE-I**

5.1.2 Once the printing is completed, the printed material will be packed in pre-counted small buch of appropriate quantity and then these bunches will be kept in corrugated boxes with address label for its delivery in the respective Charge Offices. Having prepared the corrugated box in the manner described above, the box will be sealed with 1.5" wide adhesive tapehaving census tag line as well as logo and consignee's address slip (size 7" × 5"; specimen at **Annexure-IV**) along with barcode **(as per specifications of the DoPosts)** to track each unique consignment to be printed and pasted firmly on the front side of the box. Since corrugated boxes are to be re-used for transporting the material back from the Charge Office, a slip (size 7" × 5"; specimen at Annexure- VII) mentioning 'BOX TO BE RE-USED; DO NOT TEAR/CUT TO OPEN' will have to be printed and pasted firmly on top of the corrugated box. Thereafter, the corrugated box would be strapped cross-wise (two straps breadthwise and one length wise). The box would then be weighed and its weight together with box number recorded at appropriate space on the consignee address slip. For example, if 3 boxes are to be sent at some specified location, the three boxes would be numbered as 1/3, 2/3 and 3/3. Finally the corrugated box would be secured by shrink wrapping. One such box when fully packed would weigh about 12. 0kgs (excluding the weight of the box). In case, the corrugated box is not full to capacity, the empty space in the box would have to be suitably filled up with paper cuttings/air packets to avoid collapsing of the box during transportation. The ready to dispatch corrugated boxes so made would be kept in

the Press premises for being picked up by representatives of the Department of Posts (DoP)/Postal Agency. The printing press shall be responsible for storing the printed and packed material in good condition, till the same is lifted for dispatch.

5.1.3 Transportation of packed materials to specified locations across the length & breadth of the country will be handled by the DoPosts/Postal Agency. The successful bidders will have to make suitable arrangements to provide sufficient space and necessary support to the DoPosts officials so as to facilitate them to execute the dispatch work, in time.

5.1.4 The corrugated boxes, duly packed, containing the printed materials would be picked up by the Department of Posts from the Printing Press for dispatch to the consignees. The Department of Posts will arrange for the Mail van/Pick-up vehicle up to Press gate or up to the point entry is granted by the Press. The Press would provide requisite manpower to bring the packed corrugated boxes up to the Mail Van and arrange/assist the representatives of the Department of Posts in loading the boxes in the Mail Van. Thereafter, they would obtain a signed receipt of having loaded the boxes from the representative of the Department of Posts (specimen of the Receipt at **Annexure- V**). The Press will make all arrangements for proper addressing of the boxes as per procedure to be specified by the Department ofPosts. Transportation of materials to specified locations across the length & breadth of the country will be handled by the DoPosts/Postal Agency. The successful bidders will have to make suitable arrangements to provide sufficient space and necessary support such as labor or material handling machinery etc. to the DoPosts officials so as to facilitate them to execute the dispatch work, in time.

5.1.5 **Language-wise quantity of Forms and Bookletsto be printed is as under::**

Sl. No.	Item Description	Total Quantity (approx)
-1	-2	-3
1	Printing including formatting of A3 size HLO Charge Registers(B&W) forms using 80 GSM map lithoprinting paper (Page 1 both side)	3268
2	Printing including formatting of A3 size HLO Charge Registers(B&W) forms using 80 GSM map lithoprinting paper (Page 2)	65564
3	Printing including formatting of A4 size HLO Inventory and Certificate of coverage- Enumerators & Supervisors (B&W) using 80 GSM maplithoprinting paper	196460
4	Printing including formatting of A4 size HLO Inventory and Certificate of coverage- Supervisors & Charge Officers (B&W) using 80 GSM maplithoprinting paper	32782
5	Printing including formatting of A3 size Layout Map for HLO (B&W)using 90 GSM maplithoprinting paper	392920
6	Printing including formatting Supervisory Circle Map of A3 size for HLO (B&W)using 80 GSM maplithoprinting paper	32782
7	Corrugated Box (pre-printed with census logo and tagline) required for packaging of materials as per stipulated specification in Annexure-III of RFP for total no. of district-23 with packing cost (for all the charges of District).	1100

(DCO may delete/insert items as per their requirement and indicate quantity against each item)

Section – 6

6. **General Conditions of Contract (GC)**

6. 1 **Definitions:** Unless the context otherwise requires, the following terms whenever used in this contract have the following meanings:

a. 'DCO' shall mean –Directorate of Census Operations, West Bengal, "Janaganana Bhawan, IB-199, Sector -III, Salt Lake, Kolkata –700 106".

b. 'Other Offices' shall mean the offices of concerned stakeholders for this project situated in West Bengal.

c. 'Bidder' shall mean the individual or firm who participates in this tender and submits its bid.

d. 'Contractor'/ 'Agency'/ 'Firm' shall mean the successful bidder in this tender and shall include its legal representatives, successors.

e. 'Performance Security' shall mean monetary guarantee furnished by the successful bidder for due performance of the contract concluded withit.

f. 'Goods' shall mean all components whether paper, printed material, packaging material incl. corrugated boxes and incidental services in the scope of the bidder.

6. 2 **Notices:** Any notice, instruction, or communication made pursuant to this Contract shall be in writing, and shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified in the Technical Bid.

6. 3 **Taxes and Duties:** The firm shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws ofIndia.

6. 4 **Fraud and Corruption:** For the purpose of this clause, the terms set forth below have meanings asfollows:

a. "Corrupt Practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;

b. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;

c. "Collusive Practices" means a scheme or arrangement between two or more Contractors, with or without the knowledge of DCO, designed to establish prices at artificial, non-competitive level;

d. "Coercive Practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

6. 5 **Measures to be taken by the DCO**

- DCO may terminate the contract if it determines at any time that representatives of the Contractor were engaged in corrupt, fraudulent, collusive or coercive practices during the tender process or the execution of that contract, without the Contractor having taken timely and appropriate action satisfactory to DCO to remedy the situation;

- DCO may also sanction against the Contractor, including declaring the Contractor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Contractor has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, acontract.

6. 6 **Commencement and Expiration of Contract**

a. **Effectiveness of Contract:** This Contract shall come into force and effect on the date (the "Effective Date") as specified in the RFP. In case, effective date is not so stipulated, the contract shall be effective from the date it is signed by both parties.

b. **Effective Date:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

c. **Expiration of Contract:** Unless terminated earlier, this Contract shall expire at the end of such time after the Effective Date as specified in the RFP.

6. 7 **Entire Agreement:** This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for any other statement, representation, promise agreement doesn't set forth herein.

6. 8 **Modifications or Variations:** Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. Each Party shall give due consideration to any proposal for modification or variation made by the other Party.

6. 9 **Force Majeure**

6. 9. 1 For the purpose of this Clause, "Force Majeure" means an event beyond control of the affected Party and not involving the affected Party's fault or negligence and not foreseeable. The Force Majeure reasons may be listed as, but are not restricted to, war or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"). For the avoidance of doubt, it is expressly clarified that the failure on the part of the bidder under the agreement or the SLA to implement any disaster contingency planning and back-up and other data safeguards in accordance with the terms of the agreement or the SLA against natural disaster, fire, sabotage or other similar occurrence shall not be deemed to be a Force Majeure event. For the avoidance of doubt, it is further clarified that any negligence in the performance of services which directly causes any breach of security like hacking aren't the forces of nature and hence wouldn't be qualified under the definition of "Force Majeure". In so far as applicable to the performance of services, the SI will be solely responsible to complete the risk assessment and ensure implementation of adequate security, hygiene, best practices, processes and technology to prevent any breach of security and any resulting liability therefrom (wherever applicable).

6. 9. 2 If, during the continuance of the agreement, the performance in whole or in part by either party of any obligation under the agreement is prevented or delayed by such Events, the affected party (Bidder) shall promptly notify of happenings of any such event in writing, seeking concession as soon as practicable, but within five days from the date of occurrence.

6. 9. 3 Upon cessation of the situation which led the Party claiming Force Majeure, the claiming Party shall, within seven days thereof, notify the other Party in writing of the cessation and the Parties shall as soon as practicable thereafter continue performance of all obligations under theagreement.

6. 9. 4 In case of a force Majeure, parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of services and implementation of the obligations under the contract and to minimize any adverse consequences of such event.

6. 9. 5 If the affected party satisfies the other Party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled make any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist.

6. 9. 6 If the performance in whole or in part or any obligation under the agreement is prevented or delayed by reason of any such event for a period exceeding sixty days, the purchaser may at its option, terminate the contract.

6. 9. 7 Upon occurrence of a Force Majeure Event after the effective date, the costs incurred and attributable to such event and directly relating to the Project ('Force

Majeure Costs') shall be borne by the respective Force Majeure Costs and neither Party shall be required to pay to the other Party any costs thereof.

6. 10 **Suspension:** DCO may, by written notice of suspension to the Contractor, suspend all payments to the Contractor hereunder if the Contractor fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension

- Shall specify the nature of the failure, and
- shall allow the Contractor to remedy such failure, if capable of being remedied, within a period not exceeding seven (7) days after receipt by the Contractor of such notice of suspension.

6. 11 **Termination**

(a) **By the DCO:** DCO may terminate this Contract in the case of the occurrence of any of the events specified in paragraphs (i) to (viii) below:

i. If the Contractor fails to remedy a failure in the performance of its obligations here under, as specified in a notice of suspension pursuant to Clauses under GC here in above, within seven (7) days of receipt of such notice of suspension or within such further period as DCO may have subsequently approved inwriting.

ii. If the Contractor becomes insolvent or go into liquidation or receivership whether compulsory or voluntary.

iii. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings pursuant to the clauses under G thereof.

iv. If the Contractor, in the judgment of DCO, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.

v. If the Contractor submits to DCO a false statement which has a material effect on the rights, obligations or interests of DCO.

vi. If the Contractor places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to DCO.

vii. If the Contractor fails to provide the quality services as envisaged under this Contract.

viii. If DCO, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

In any event such as at (i) to (viii) above DCO shall give seven (7) days' written notice of termination to the Contractor.

(b) **By the Contractor:** The Contractor may terminate this Contract by not less

than thirty (30) days' written notice to DCO, in case of occurrence of any of the events specified in paragraph(s) (i) to (iii)below.

i. If DCO fails to pay any money due to the Contractor, pursuant to this Contract and the same is not subject of dispute under GC's Clauses hereof within forty-five (45) days after receiving written notice from the Contractor that such payment is overdue.

ii. If DCO fails to comply with any final decision reached as a result of arbitration pursuant to the Clauses under RFP.

iii. If DCO is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Contractor may have subsequently agreed in writing) following the receipt by DCO of the Contractor's notice specifying suchbreach.

6. 12 **Cessation of Rights and Obligations:** Upon termination of this Contract pursuant to Clauses of RFP, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth, and (iii) any right which a Party may have under the Law.

6. 13 **Cessation of Services:** Upon termination of this Contract by notice of either Party to the other, the Contractor shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderlymanner.

6. 14 **Payment upon Termination:** Upon termination of this Contract pursuant to GC's clauses hereof, DCO shall make the following payments to the Contractor:

a) If the Contract is terminated pursuant of Clause 6. 11(a)(vii),(viii) or 6. 11(b), payment for Services satisfactorily performed prior to the effective date oftermination;

b) If the agreement is terminated pursuant of Clause 6. 11(a)(i) to (vi), the Contractor shall not be entitled to receive any agreed payments upon termination of the contract. However, DCO may consider payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to DCO.

6. 15 **Disputes about Events of Termination:** If either Party disputes whether an event specified in paragraph (i) to (vii) of Clause GC 6. 11(a) or in Clause GC 6. 11(b) hereof has occurred, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter for dispute settlement under Clause GC 6. 22(b) hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

6. 16 **Forfeiture of Performance Security:** In the event of breach of this Agreement, DCO shall have the right to invoke and appropriate the proceeds of the performance security, in whole or in part, without separate notice to the Contractor.

6. 17 **Change in the Applicable Law Related to Taxes and Duties:** If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the Contractor for providing the services i. e. GST or any such applicable tax from time to time, which increases or decreases the cost incurred by the Contractor in performing the Services, then the amount otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto.

6. 18 **Payments:** In consideration of the services provided by the firm under this Contract, DCO shall make to the firm such payments and in such manner as is provided in the GC.

6. 19 **Fairness and Good Faith:** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

6. 20 **Operation of the Contract:** The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the currency of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with GC's Clause hereof.

6. 21 **Confidentiality:** Except with the prior consent of DCO, the Contractor shall not at any time communicate to any person or entity any information acquired in the course of performance of this Contract. By agreeing to enter into this Contract, the Contractor also agrees to sign and abide with the Non-Disclosure Agreement placed as per Form 5 of Section 8.

6. 22 **Settlement of Disputes**

(a) **Amicable Settlement:** In case, dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 07 daysafter receipt. If that party fails to respond within 07 days, or the dispute cannot be amicably settled within 15 days following the response of that party, clause GC 6. 22(b) shall become applicable.

(b) **Arbitration:** In the case of dispute arising upon or in relation to or in connection with the contract between DCO and the Contractor, which has not been settled amicably, any party can refer the dispute for Arbitration under the Arbitration and Conciliation Act, 1996. The competent authority to appoint the arbitrator shall be RG & CCI.

- The Arbitration proceedings shall be held in New Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

- The decision of the arbitrator(s) shall be final and binding upon both parties. The expenses of the arbitrator(s) as determined by the arbitrator(s) shall be shared equally by DCO and the Contractor. However, the expenses incurred by each party in connection with the preparation & the presentation of their cases shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

(c) **Jurisdiction of Courts, etc. :** The courts/any other Tribunal or Forum in New Delhi alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out of this contract.

6. 23 **Liquidated Damage (LD)**

a. In the event of the Printer's failure to supply the printed material etc. as specified in this contract, the DCO may, at his discretion, withhold any payment until the completion of the contract. The BUYER may deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the price of any portion of goods delivered late, for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of the delayed goods of the project.

b. The amount charged as liquidated damages would be deducted by the Purchaser from the amount due for payment to bidder. If the amount of such LD exceeds the payments due to the Seller, the Seller shall within 30 (thirty) days make payment to the Purchaser the FULL amount of claims less the value of the bank guarantee if encashed by purchaser.

6. 24 **Miscellaneous**

i. All payments will be made electronically.
ii. The personnel engaged by the Contractor are subject to a security check by the DCO Security Staff at anytime.
iii. All personnel deputed by the Contractor should bear upon his/her person due authorization from the Contractor, and should produce the same for inspection in order to be allowed to enter DCO premises, and during their stay within thepremises.
iv. Within DCO premises, the Contractor's personnel shall restrict their activities to performance of this contract.
v. The Contractor shall be directly responsible for any dispute arising between

him and his personnel and DCO shall be kept indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

vi. The tenderer shall be solely responsible for payment of wages/salaries, other benefits and allowances etc. in r/o the personnel deputed for DCO. DCO shall have no liability whatsoever in this regard and the Contractor shall indemnify DCO against all claims in this regard.

vii. The tenderer shall be fully responsible for theft or burglary or any damage to DCO property directly attributable to any acts of commission or omission on the part of the tenderer's personnel.

viii. **Price Details & Validity:** The quoted Rate/price should be inclusive of all levies/taxes. The Bid submitted against this Tender should remain valid for not less than 180 days from the last date of submission of bid;

ix. **Delivery and Delivery Schedule:** Delivery of goods shall be completed within 45 days of signing of the contract. The Contract can be cancelled unilaterally by the DCO in case items are not received within the contracted delivery period. Extension of tenderer delivery period will be at the sole discretion of the DCO, with the applicability of LD clause.

x. **Purchaser's right to vary quantities:** DCO will have the right to increase or decrease up to 30% of the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions at the time of award of contract within a period of 45 days from commissioning & acceptance by DCO at the same rate or a rate negotiated (downwardly) with the existing vendor considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc. and supplies to be obtained within delivery period scheduled afresh.

xi. **Non-disclosure of Contract documents:** Except with the written consent of the DCO/Tenderer, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party. The bidder will certify that all information and data available to him as a part of the project will remain the exclusive property of DCO and will not be disclosed to any person not authorized by DCO. Failure to comply with this clause will make the bidder liable to action as per law. The proforma for non - disclosure agreement is attached at Form-5.

xii. **Performance cum Guarantee/Warranty Security Deposit:** The successful bidders shall submit an amount equivalent to 10% of the value of the order as performance cum guarantee, in the form of Bank Guarantee (valid for 1 year) drawn on any Nationalized Bank/Scheduled Bank, within 7 days from receipt of work order from DCO. On the request of the successful bidder, the Earnest Money Deposit will be returned to the bidder on receipt of the Security Deposit payable by him. If the Security Deposit is not paid within time specified, the Earnest Money Deposit remitted by the tenderer shall be forfeited. In such case, the DCO shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the tenderer due to getting the work executed either through some other bidder

or through the bidder selected through the process of re-tendering.

xiii. Penalty for delay and deviation in the quality of paper and packaging material. Time is the essence of this contract as Census 2021 is the project of National importance. As has been mentioned in the aforesaid paragraphs, printing, binding and packaging of the materials should commence within 15 days from the date of placement of the work order and has to be completed within 30 days thereafter. In extraordinary circumstances, DCO may allow extension of a few days. Please note that any delay in meeting the timelines beyond the likely date of completion of work will invite a penalty of Rs. 20000/- (Rupees Twenty thousand only) per day for a delay of upto one week. Thereafter, the work would be withdrawn and got executed through other printer(s) at the risk and expense of the defaulting printer. Any deviation in the quality of paper, printing and packaging material will invite a reasonable penalty as decided by the DCO.

xiv. **Payment Terms:** Payments will be made based on (i) bills raised for the total ordered quantity of printing & packaging completed, (ii) subsequent handing over of the above said packed material to the representatives of the Department of Posts for dispatch and (iii) on receipt of certificate from the DCO's representative that there were no shortages in the number of printed materials stated to have been packed in the box & actually found and that the materials were not mutilated/torn, on production of the following documents:

a. 70 % of the bills raised for the quantity printed and packed on production of:

- Invoice
- Warranty Certificate by the Press as to the quality of paper, printing, packaging and quantity of materials printed as per specification. In support of this the bidder should enclose test report from Govt. /NABL lab on all parameters of each of different type of paper used in printing.
- Report from representative of DCOabout the visual quality of the paper, quantity printed and packed.
- Copy of Delivery Challan (s) of having handed over the corrugated box containing the printed and packed materialsto the Department of Posts and
- Receipt from the Department of Posts of having received the material for dispatch.

b. The balance of 30% shall be released on receipt of a certificate from the Govt. /NABL lab on final test report of Maplithopaperand corrugated Box for the sample drawn by DCO.

xv. Indemnification:

a. A Selected bidder to indemnify, hold harmless DCO from and against all claims, liabilities, losses, expenses (including reasonable attorneys' fees), fines, penalties, taxes or damages (Collectively "Loss") arising in favour of any person, corporation or other entity (including DCO)

attributable to the bidder's negligence or willful default or otherwise in performance or non-performance under this Agreement.

b. If DCO promptly notifies the selected bidder in writing of a third party claim against DCO that any service provided by the selected bidder under the contract,infringes a copyright, trade secret or patents incorporated in India of any third party, the selected bidder will defend such claim at its expense and will pay any costs or damages, that may be finally awarded against DCO.

Section - 7

Price Bid/ Financial Bid

7. 1 The Financial bid would consist of the following:

a. Scanned copy of the Financial Bid Undertaking in the format as per Form 6 of Section 8 of the RFP.

b. Schedule of Financial Bid in the format of Annexure-I. The financial bid format given below is provided along with this tender document at www.eprocure.gov.in. Bidders are advised to quote their offer/rates in the permitted column and submit the same, in the financial bid. Bidder shall not modify the downloaded financial bid template in any manner. In case, it is found to be tampered/ modified in any manner, such bid will be rejected outright, Bid Security would be forfeited, and bidder is liable to be banned from doing business with DCO.

7. 2 DCO will examine the bids for completeness, computational errors, (whether required bid security has been furnished), whether the documents have been properly signed, and whether the bids are generally in order. If there is a discrepancy between the unit price and the total price, then either of the prices, whichever is beneficial to DCO, will be accepted and bid shall be finalized accordingly.

7. 3 The bidder has to quote for all the items mentioned in the price bid failing which the bid is liable to be rejected. The cost of the items mentioned in the price bid should include warranty charges.

7. 4 The formula for determining the lowest evaluated bid (L-1) rate is asunder:

{L-1= lowest of sum of Item 1 to Item 5 in (Col. 6)} of Annexure-I

Section - 8
Standard Forms and Booklets

FORM 1

Technical Bid Submission Letter

To,

The DY. DIRECTOR (HoO)
Directorate of Census Operations, West Bengal
"Janaganana Bhawan", IB-199, Sector-III, Salt Lake,
Kolkata - 700 106, Tel. No- 033-23359503
Email: dco-wbl.rgi@censusindia.gov.in

Madam/Sir,

Ref: E-tender document for printing of ……
……

Having examined the e-Tender No……, dated …… . the receipt of which is hereby duly acknowledged, I/We, offer to provide the goods and services sought under this e-tender document and agree to abide by this response for a period of 180 days from the last date of e-tender towards printing (including paper), binding and packaging of above referred materials.

The following persons will be the authorized representative of our company/organization for all future correspondence between the Directorate of Census Operations, West Bengal and our organization till the completion of the process.

Correspondence Details	Primary Contact	Secondary Contact
Name:		
Title:		
Company Name:		
Address:		
Phone:		
Mobile:		
Fax:		
E-mail:		

I/We fully understand that in event of any change in our contact details, it is our responsibility to inform the DCO about the new details. I/We fully understand that the DCO shall not be responsible for non-receipt or non-delivery of any communication and/or any missing communication from the DCO to us in the event of reasonable prior notice of any change in the authorized person(s) of the company is not provided to the DCO.

I/We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to the DCO is true, accurate, verifiable and complete. This response

includes all information necessary to ensure that the statements therein do not, in whole or in part, mislead DCO in its short listing process.

I/We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be disqualified from the selection process or termination of the contract during the project, if selected to do so.

I/We agree for unconditional acceptance of all the terms and conditions set out in the Tender document.

I/We agree to carry out the work as per instructions of DCO and will use the paper specifications as per IS 1848 (Part I) 2018 standards.

I/We agree that you are not bound to accept any response you may receive. I/We also agree that you reserve the right in an absolute sense to reject all or any of the products/ services specified in the bid response.

It is hereby confirmed that I/We are entitled to act on behalf of M/s..... .and Empowered to sign this document as well as such other documents, which may be required in this connection.

Dated the.... day of<Month><Year>

(Signature of Authorized Signatory)

Name:

Designation:

Duly authorized to sign the Bid Response for and on behalf of:

(Name and AddressofBidder) Seal/Stamp ofbidder

FORM 2

Financial Information (as per audited P& L Statement and Balance Sheets)

Details#	**2016-2017**	**2017-2018**	2018-2019
Annual Sales Turnover (in Crore)			
Net worth (in Crore)			
Other relevant information			

The copies of respective balance sheets needs to be are enclosed.

*It is confirmed that I/We are the statutory auditors/Company Secretary of M/s.....

< Statutory Auditor/ Company Secretary's Signature with seal>
<Signature of Statutory Auditor/ Company Secretary> Name

Date:
Place:

Note: The above certificate should be from the statutory auditor or the Company Secretary of the bidder organization.

* Strike out whichever is/are not applicable.

FORM 3

DETAILS OF BANK ACCOUNT

(RTGS/NEFT facility for receiving payments)

Sl. No.	Particulars	To be filled by the bidder
1.	Name(s) of Account Holder(s)	
2.	Address of Account Holder(s)	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we would not hold DCO, West Bengal, responsible.

(Signature(s) of Account Holder(s))
Name(s) of Account holder(s)

Signature of Bidder/ Authorized representative

FORM 4

Non- Blacklisting/Unblemished Record
(To be given on Company Letterhead)

In response to the e-Tender No..... . , dated..... for ..... and their packaging, I/We hereby declare that presently our Company/Firm/Press ..... is having unblemished record.

I/We further declare that presently our Company / Firm / Press ..... is not blacklisted and not declared ineligible for reasons of corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, our Bid to the extent accepted (if any) may be cancelled.

Bidder's Signature with date

Bidder's Name with seal

FORM 5

NON DISCLOSURE OF CONTRACT DOCUMENTS

(To be given on Company letterhead)

Except with the written consent of DCO, West Bengal, I/We
M/s.....
shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

(Authorized signatory of Company)
Name:
Date:

FORM 6

Financial Bid Undertaking
(on Company letterhead)
(Proper format for financial bid)

UNDERTAKING

1. I/We submit the Financial Bid for Printing (including paper), binding and packaging of Forms and Booklets as envisaged in the Tender document.

2. I/We have thoroughly examined and understood all the terms and conditionsas contained in the Tender document, and agree to abide bythem.

3. I/We offer the price(s) as indicated in the Financial Bid inclusive of Warranty support and all applicable taxes.

(Signature of the Bidder/Authorized representative)
Name:
Date:

FORM 7

BID Security Form

(Bank Gaurantee on Non-Judicial Stamp Paper of Rs.100/-)

Whereas..... (hereinafter called 'the Bidder') has submitted its bid dated..... for Printing (including paper), binding and packaging of Forms and Booklets (herein after called "the Bid").

KNOW ALL MEN by these presents

We.....of..... having our registered office at ..... (herein after called "the Bank") are bound unto the DCO,(W.B), Janaganana Bhawan, IB-199, Sector-III, Salt Lake, Kolkata-700106. .....<address of the DCO> (herein after called "the DCO, West Bengal,.....") in the sum of, for which payment well and truly to be made to the said ..... , the Bank binds itself, its successors and assigns by these presents. THE CONDITIONS of this obligation are as under:

i. If the Bidder withdraws its Bid during the period of validity specified by the Bidder on the Bid Form; or
ii. If the Bidder, having been notified of the acceptance of its bid by the DCO, ... during the period of bid validity.
    a. fails or refuses to execute the Contract Form, if required; or
    b. fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidder;

We undertake to pay to the ..... up to the above amount upon receipt of its first written demand, without the ..... having to substantiate its demand, provided that in its demand the ..... will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)
Name and Designation of theofficer
Seal, Name& Address of the Branch of Bank

FORM 8

Fraud and Corrupt Practices
(To be prepared on judicial stamp paper)

UNDERTAKING

I/we <Name of the Bidder> submit the Bid for Printing including paper of..... . and packaging thereof as envisaged in the Tender document and undertake the following:

1. <Name of the Bidder> and our respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process.

2. Notwithstanding anything to the contrary contained in this RFP, ...shall reject a proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, ...shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

   a. "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of ....., who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of ..... . , shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of ..... . in relation to any matter concerning the Project;

   b. "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.

c. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;

d. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by ..... . with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

e. "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

Signature & Name and Address of bidder

Witness:

1. Signature & Name and address

2. Signature & Name and address

FORM 9

[To be filled in by the successful Bidder only]
MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To,

The President of India

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of Contract No. ..... dated .....for Printing (including paper), binding and packaging of..... . thereof (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS, we have agreed to give the supplier such a bank guarantee;

NOW, THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, upto a totalof ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with thedemand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the .... . day of ....., 20.....

(Signature of the authorized officer of theBank)
Name and Designation of the officer
Seal, Name & Address of the branch of the Bank

ANNEXURE-I

BID SUBMISSION FORM

Printing (including paper), Binding & Packaging of Forms and BookletsFORMS AND BOOKLETS

Sl. No.	Item Description	Item Code	Total Quantity	Per unit Rate (incl. Taxes) (inRs.)	Total Cost (incl. Taxes) (inRs.)
(1)	(2)	(3)	(4)	(5)	(6)=Col. (5) x Col. (4)
1	Printing including formatting of A3 size HLO Charge Registers(B&W) forms using 80 GSM map lithoprinting paper (Page 1 both side)	Item 1	3268		
2	Printing including formatting of A3 size HLO Charge Registers(B&W) forms using 80 GSM map lithoprinting paper (Page 2)	Item 2	65564		
3	Printing including formatting of A4 size HLO Inventory and Certificate of coverage- Enumerators & Supervisors (B&W) using 80 GSM maplithoprinting paper	Item 3	196460		
4	Printing including formatting of A4 size HLO Inventory and Certificate of coverage- Supervisors & Charge Officers (B&W) using 80 GSM maplithoprinting paper	Item 4	32782		
5	Printing including formatting of A3 size Layout Map for HLO (B&W)using 90 GSM maplithoprinting paper	Item 5	392920		
6	Printing including formatting Supervisory Circle Map of A3 size for HLO (B&W)using 80 GSM maplithoprinting paper	Item 6	32782		
7	Corrugated Box (pre-printed with census logo and tagline) required for packaging of materials as per stipulated specification in Annexure-III of RFP for total no. of district-23 with packing cost (for all the charges of District).	Item 8	1100		

Note:
1. The price quoted should be inclusive of all applicable taxes and duties.
2. Paper should meet the requirement of IS1848(part)specification with properties.
3. In case of variation in the number of pages and/or quantity, the payment will be made proportionately i. e. if the number of pages is less or more, the payment will be reduced or increased respectively according to approved quoted rates.
4. No conditional bid will be accepted.

Annexure-II

Specifications of the corrugated box

General Specifications:

1. In case of 12 Kg. Boxes, multi-layer craft paper (28 BF) to be used for inner and outer ply and 2nd, 3rd, 4th ply and 5th ply, semi-kraft (22BF) paper to beused.
2. Bottom to be pasted with interlock in 12Kg. Parcel boxes.
3. Both side self-adhesive tapes of specified dimension as per the drawing to be placed in the respective positions. The adhesive strength to steel of minimum 13N/10 MM on the inner side and 7N/10 MM on outer side should beused.
4. Reference:

A. IS:1060(Part-I) B. IS:7028 (Part VI) C. IS:7063 (Part-I) D. IS:4006(Part-I)
E. IS:2771(Part-I) F. ASTM: D-2658 G. IS:8402 H. IS:7063(Part-II)

Technical Specifications:

Particulars	**12 Kg (6 – Ply box) Outward &Return distribution**
Grammage (gm/m²) Outer ply	180
2nd ply	140
3rd ply	140
4th ply	140
5th ply	140
Inner ply	180
Type of flute	
Outer ply	B
Inner ply	C
Bursting strength (Kg/cm²) Minimum	15
Edge Crush Test (Kg/m) minimum	980
Moisture content (%)	10-Jul
Cob Value (gm/m²) Maximum	100
External Dimensions (mm) (LxWxH)	**494*320*150**
Box Joint	Double copper staples
Style	
Adhesive	Starch based
Gap between two pair of staple pins (mm)	25
Angle of staples	450

Note: Outer ply of the corrugated box should be polythene coated.

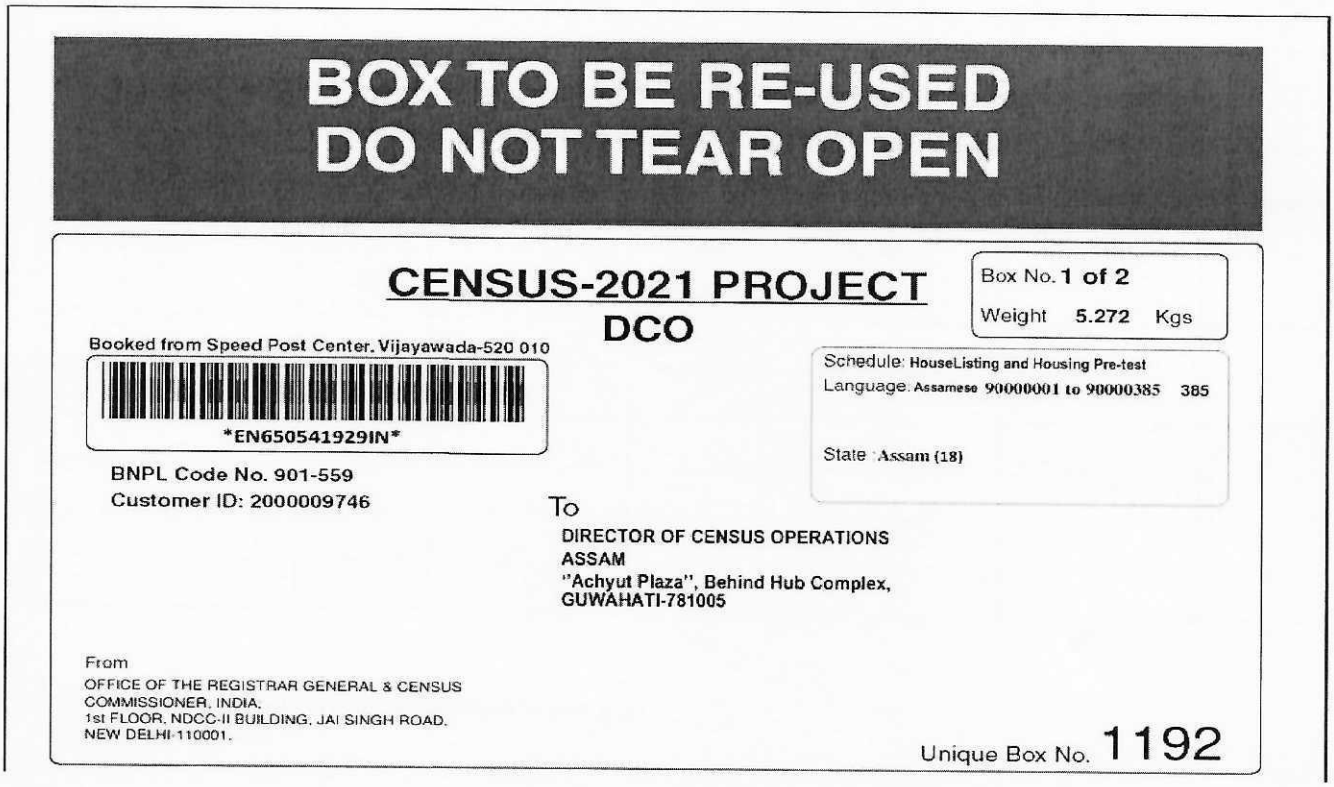
Annexure-III

BOX TO BE RE-USED

DO NOT TEAR OPEN

Annexure-IV

Format of Dispatch Address label



Annexure-V

Format for receiving from representative of the Department of Posts by the Bidder at the time of dispatch

Dispatch of Boxes containing Printed Materialsfrom the Press to the Charge Office through the Department of Posts

Sl. No.	Address_id	Name & Address of the Charge Officer	Total No. of Boxes dispatched at this charge	Box No. e. g. 1/n, 2/n....	Cumulative Sl. No. of Box Box	Weights (in Kg.)	Consignment/Barcode No.

Signature of the Representative of Deptt. of Post with Date
Name & Designation

Signature of the tenderer with seal of the firm/ company
Name & Designation of the authorized person