



भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
जनगणना कार्य निदेशालय ओडिशा भुवनेश्वर
Office of The Directorate of Census Operations, Odisha, Bhubaneswar
जनगणना भवन, यूनिट -9 जनपथ भुवनेश्वर -751022
Janganana Bhawan, Unit -9 Janpath Bhubaneswar-751022

E-Tender No. 301/02/2026-Census2027

Dated 27/01/2026

E-TENDER DOCUMENT FOR PROCUREMENT OF TWO TYPES OF KIT ITEMS WITH PACKAGING:

(i) Enumerator Kit:

Contains - Water Resistant Carry Bags with Census Logo-01, Foldable Writing Boards With detachable Binder Clips-01, Note-Pad (60 pages)-01, Cap with Census Logo-01, I-Card Pouch With Lanyard-01, Marker Pen-02, Pencil-02, Sharpener-01, Eraser -01, and Ball Pen-02

(ii) Supervisor Kit:

Contains - Water Resistant Carry Bags with Census Logo-01, Note-Pad (60 pages)-01, Cap with Census Logo-01, I-Card Pouch With Lanyard-01, Pencil-01, Sharpener-01, Eraser -01, and Ball Pen-01

(iii) Packaging in Corrugated box.

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SECTION-1

Notice for Inviting e-Tender

1. For and on behalf of the President of India, the Director of Census Operations, Odisha a subordinate office of the Registrar General & Census Commissioner, India, Ministry of Home Affairs, Government of India invites an open tender (**in two bid system**) from reputed bidders having the capacity and capability to provide & packaging Enumerator kit & Supervisor kit for use by Census field functionaries (Enumerators and Supervisors) in the field during first phases of Census, 2027.
 - Time is the essence of this contract. Kit items i.e. Water Resistant Carry Bags, Foldable Writing Boards with Detachable Binder Clips, Note-Pad, Cap, Marker Pen, Pencil, Sharpener, Eraser, Ball-Pen, & I Card pouch with lanyard has to commence within 10 days from the date of placement of the order and has to be completed within 25 days.
 - Since the volume of kit items is large and time available is limited, bidder to quote for kit items & packing a minimum of 50% of the tender quantity of respective items. Bids with less than 50% of the tender quantity of respective items may be treated non-responsive and rejected.
 - DCO 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 www.censusindia.gov.in as per the schedule given in following **DATE SHEET**:

DATE SHEET

Published Date & Time	27/01/2026 5.00PM
Bid Document Download Start Date & Time	27/01/2026 5.00PM
Seek Clarification start date & time	27/01/2026 6.00PM
Seek Clarification end date & time	31/01/2026 6.00PM
Pre-bid meeting date & time	02/02/2026 04.00 PM
Bid Submission Start Date & Time	27/01/2026 6.00PM
Bid Submission Closing Date & Time	06/02/2026 6.00PM
Technical Bid Opening Date & Time	09/02/2026 11.00AM
Financial Bid Opening Date & Time	12/02/2026 11.00AM

3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted
4. 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>.
5. 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.
6. **Bid Security:** Bid Security (EMD) of **2% of the Estimated Bid value**, in the form of an Account Payee Demand Draft/Banker's Cheque or Fixed Deposit Receipt from a Scheduled Commercial bank or Bank Guarantee (strictly in **Form 6**) from a Scheduled Commercial bank in favour of the Director of Census Operations Odisha, Bhubaneswar is to be delivered in original to the **Director of Census Operations, Odisha, Janganana Bhawan, Unit-9, Janpath Bhubaneswar-751022** 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, and 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 7. Bids not received with Bid Security as mentioned above (except exempted firms, as per extant rules of Govt. of India/GFR) 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 extant rules of Govt. of India, the copy of the exemption certificate needs to be submitted.
7. **Submission of Tender:**

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

7.2 Technical Bid Packet: Should contain the following documents:

- Signed and scanned copy of the documents, to be uploaded for the technical qualification bid conditions as per check list given in para 7.4.

7.3 Financial Bid Packet: Signed and scanned copies of the documents, to be uploaded, as per the checklist for the Financial bid given at Para 7.4.1 for the financial bid.

7.4 Checklist of documents for submission of bid response: Please check whether following have been attached for Technical Bid & Financial bid:

Sl. No.	Technical-qualification condition	Documents required	Whether enclosed (Yes/No) Page No.
a	Company should be registered under Companies Act, 2013 or a partnership firm registered under Limited Liability Partnership (LLP) Act, 2008 Registered with the Service Tax Authorities Should have been operating for the last three years.	Copy of Certificates of incorporation Copy of registration Certificates	
b.	Technical Bid Submission Letter	Signed copy of the Technical Bid Submission Letter in Form 1	
c.	Average Annual Sales Turnover during the last three financial years i.e. 2022-23, 2023-24 & 2024-25 (as per the last P & L Accounts statements published Balance sheets), should be at least Rs. 1.25 Crore each.	Certificate from the statutory auditor or Profit & Loss accounts statements and the Balance Sheets of the last three financial years duly certified by company Secretary (Form 2)	
d.	Must have successfully completed work orders to satisfy at least one of the below three condition during the last three years: i. One Project costing not less than Rs. 2.8 crore ii. Two Projects each costing not less than Rs. 1.75 crore iii. Three Projects each costing not less than Rs.1.40 crore At least one of the above order should from Govt./PSUs etc.	Copy of work order and completion certificate from client with contact details i.e. address, e-mail, phone no. etc.	
e.	Should have valid ISO 9001 certification as on the date of submission of bid.	Copy of certificate valid on the date of submission of the response.	
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.	financial standing: the bidder is not under liquidation, court receivership or similar proceedings and is not bankrupt.	Undertaking from an authorized signatory of the firm to this effect as per format placed at Form 10	
i.	Non -Disclosure agreement	Scanned copy of Non - Disclosure agreement as per format at Form 5	
j.	Account Payee DD/Pay Order/Fixed Deposit Receipt from a Scheduled Commercial Bank/Bank Guarantee for amount of EMD as per para 6	Scanned copy of Account Payee Demand Draft/Pay Order/Fixed Deposit Receipt from a Scheduled Commercial bank/Bank Guarantee (in Form 6) from a Commercial bank as in Para 6 of Section 1	
k.	Permanent Account Number	Self-attested Copy of the PAN Card	
l.	GST Registration Certificate	Self-attested Copy of Registration	
n.	Bid Security Form	Bid Security Form duly signed as per Form 6	
o.	Fraud & Corrupt	Undertaking on Fraud & Corrupt Practices duly signed & verified on judicial stamp paper as per Form 7	
p.	RFP document	Signed copy of the Tender Document	
q.	Power of Attorney in the name of the Authorized Signatory	Scanned copy	
r.	Documentary proof for Space	Scanned copy of rent agreement, ownership proof, etc.	

s.	Bidder should submit a sample of the kit itmes propose to quote for,alongwith EMD,to DCO Odisha, Bhubaneswar. A reference is available DCO Odisha office which can be seen before submitting the bid.
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Note: DCO Odisha, through their representatives, may conduct a physical verification of the assets/infrastructures indicated above before the opening of the financial bid/issuing work order.

7.4.1 Checklist of Annex/ Appendix to be enclosed with the Financial Bid:

Sl. No.	Description	Whether enclosed (Yes/No)
(a)	Financial Bid Undertaking: Scanned copy of the Financial Bid Undertaking in the format at Form 9	
(b)	The financial bid format given in Section 6 is provided as BoQ_DCOOD_Kit.xls along with tender document	

8. **Contact Information:** For any clarifications, bidder may contact to Shri Pabitra Kumar Mahalla, Deputy Director, Directorate of Census Operations Odisha, Janganana Bhawan, Unit 9, Janpath Bhubaneswar, Phone: 0674-2542774, e- mail: pkmahalla.rgi@gov.in.
9. **Pre-Bid Meeting:** A pre-bid meeting will be held on **02-02-2026 at 04.00 PM** at the Directorate of Census Operations, Odisha, Janganana Bhawan, Unit-9, Janpath, Bhubaneswar-751022 to sort out clarifications/doubts, if any, before submission of the tender.
10. **Bid Opening:** Bids will be opened as per date/time mentioned in the Tender Date Sheet, online which can be viewed by all bidders on e-tender portal.
11. **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, Odisha. The firm shall report with all originals to the DCO, Odisha 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.

(Dibyasingha Mishra)
 Deputy Registrar General (C&T) (HoO)
 For Director of Census Operations, Odisha,
 Ministry of Home Affairs,
 Janganana Bhawan, Unit-9, Janppath
 Bhubaneswar-751022,
 e-mail: dsmishra.dco@gov.in

SECTION - 2

2. Background

2.1. The Office of the Director of Census Operations, Odisha is a subordinate Office under Office of the Registrar General, India is responsible for the conduct of the decennial Population Census in the state Odisha. The Census of India 2027 will take a count of the population of individuals cross-classified by several key demographic and socioeconomic 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. 'Houselist & Housing Census Schedule' and Household Schedule' are canvassed during the census operations.

2.3 Houselisting and Housing Census Operations: The Houselisting and Housing Census has 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: Preparation & providing Enumerator & Supervisor kit items with packaging for dispatch for use by Census field functionaries (Enumerators and Supervisors) in the field during HLO phase-I of 2027 Census during April-May, 2026:-

- (i) Water Resistant Carry Bags with logo (Choice of colors mentioned in Annexure-II) to retain other kit items, instruction mannuals, etc.
- (ii) Foldable Writing Boards with binder clips and printed logo for use by each Enumerator and Supervisor in collection of data on A3 size(45 cms x 35 cms) Schedules. Binder clips to hold paper on the board during work.
- (iii) Note pads with logo census related work.
- (iv) White Cap with logo to keep safe from sunlight.
- (v) I-Card pouch and lanyard with logo to keep I-Card.
- (vi) Marker Pen (Enumerator-2)
- (vii) Pencil (Enumerator-2, Supervisor-1)
- (viii) Sharpener (Enummerator-1, Supervisor-1)
- (ix) Eraser (Enumerator-1 Supervisor-1)
- (x) Ball pen (Enumerator-2, Supervisor-1)
- (xi) Corrugated box for packaging enumerator and supervisor kit.

2.5 The kit items will be dispatched through India Post. Successful bidders will only prepare Enumerator Kit and Supervisor Kit and make proper packaging in corrugated box. Since kit items will be supplied to different locations through India Post, the number of kit items to be packed in corrugated box will vary location wise. A list of location-wise quantity will be provided after award of contract. Address to be fixed on the corrugated box by the bidder. This office will provide only soft copy of all address. The successful bidder shall inform in writing that the shipment is ready for dispatch.

Volume and Specification of Requirement: Items required during HLO phase-I estimated quantity of each kit are indicated in the table given below:

Item	Quantity
Enumerator Kit	100874
Supervisor Kit	17283
Packing Charges per unit (In corrugated box with packaging materials)	118157

The quantity may vary up to 30% however, the payment will be made as per approved per unit rate for the actual quantity.

- a. Size and Technical specification of each of these items are given at **Annex.II**
- b. Location wise required quantity are given at **Annex.III**
- c. Location/address to be printed on corrugated box are given at **Annex.IV**
- d. Census LOGO & Slogan are given at **Annex. V**

SECTION - 3

INSTRUCTIONS FOR ONLINE BID SUBMISSION

3.1 General Instruction: The bidders are required to submit 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 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.

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 bid, 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, may be obtained online through the tender site, or through the contact details given in the tender document at Para 9 of Section 1 of Tender Notice.
- v. Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- vi. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & 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. Otherwise the uploaded bid may be rejected.
- iii. While submitting the bids online, the bidder shall read the terms & the conditions (of CPP portal) and accept 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 0120-4001002, 0120-4001005 and 0120-4493395.

SECTION - 4

Instructions to the 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 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, Odisha. The DCO, Odisha 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 and Job Requirement
- c) **Section 3** –Instructions for online bid submission;
- d) **Section 4** - Instructions to bidders;
- e) **Section 5** – Job requirements
- f) **Section 6** - General Conditions of Contract;
- g) **Section 7** – Price Bid/ Financial Bid
- h) **Section 8** – Standard Forms
- i) **Section 9** - Annexure

4.3.2 The Bidder is expected to examine all instructions, forms, 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, Odisha, in writing at the DCO, Odisha 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, Odisha, 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** of this Bid document. The DCO, Odisha response (**including an explanation of the query, but without identifying the source of inquiry**) to clarifications will be uploaded on e-Procurement Portal.

4.5 Amendment of Bid Document

At any time prior to the last date and time for receipt of bids, the DCO, Odisha, 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 an 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, Odisha 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 6, 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/EMD of the amount mentioned in Section 1 of the RFP.

4.13.2 The bid security is required to protect the DCO, Odisha 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 6) from a Commercial bank in favour of the Director of Census Operations, Odisha, Bhubaneswar.

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

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, Odisha or finalization of tender 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 be forfeited 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 Bidder fails;
 - to sign the Contract in accordance with **Clause 4.34**; or
 - to furnish performance security in accordance with **Clause 4.35**.

4.13.8 Bid security shall remain valid for a period of 30 days beyond the final bid validity period.

4.14 Period of Validity of Bids

4.14.1 Bids shall remain valid for 180 days after the date of opening of Technical Qualification Bids prescribed by the DCO. A bid valid for a shorter period may be rejected by DCO, Odisha.

4.14.2 In exceptional circumstances, the DCO, Odisha 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 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.

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

4.17 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 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, Odisha, 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.

4.18 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, Odisha 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, Odisha and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the DCO, Odisha on account of failure of the Bidder to appraise themselves of local laws / conditions.

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

4.20 **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.

4.21 **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, Odisha may, at its discretion, extend the last date for the receipt of bids.

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

4.23 **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, Odisha.

4.24 **Opening of Bids:** DCO, Odisha 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.

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

4.26 Preliminary Examination

- DCO, Odisha 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.

- Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, then either of the price, whichever is beneficial to DCO,Odisha, will be accepted and bid shall be finalized accordingly.
- A bid determined as not substantially responsive will be rejected by the DCO, Odisha and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- DCO, Odisha 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.

4.27 Contacting DCO,Odisha: No Bidder shall contact the DCO, Odisha 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,Odisha Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

4.28 Post Qualification: DCO,Odisha 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 and experience to execute similar contract of similar size. 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, Odisha 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,Odisha will proceed to the next best evaluated bid to make a similar determination of that Bidder's capability to perform satisfactorily.

4.29 Criteria for Evaluation of Bids:

4.29.1 Technical Evaluation: The responsive bids will first be evaluated for technical compliance by TEPC. Non-submission of essential documents will result in, a bid liable for disqualification at the technical evaluation stage.

4.29.2 Evaluation of Financial Bids:

- Financial bids of only technically qualified firms as determined by the TEPC only will be opened.
- DCO,Odisha shall evaluate the financial bids of eligible bidders (qualifying technical bids) to determine the L-1 bidder as under:

L1= lowest bidder in total quoted amount i.e. sum of cost of Enumerator kit, Supervisor kit

and packaging in corrugated box (item no. 1 to 3) in BOQ items (Annexure-I) will be considered for awarding contract.

c. DCO,Odisha 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,Odisha 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.

d. **Cost ceiling for Enumerator kit is Rs.325/- & that of Supervisor kit is Rs.175/-. Financial bids of any bidder exceeding these limits will be outrightly rejected.**

e. The quantity of work allotted to the successful bidder would be based on their capacity to supply. In view of the large volumes of the contract and strict timelines for completion, the DCO,Odisha reserves the right to split the tender amongst more than one bidder.

4.30 Award of work: In case DCO,Odisha decide to place order on more than one bidder for any reason, the L-1 bidder will be awarded minimum 40% of the contracted quantity or his verified capacity whichever is lower for which he/she has bid at the L-1 rate. The L-2 bidder would then be asked to match the L-1 rate. In case, L-2 matches the rate quoted by L-1, he/she would be awarded the quantity he/she has bid for subject to his/her capacity or the quantity decided by TEPC. If L-2 does not match the L-1 rate, the L-3 bidder would be asked to match the L-1 rate. In case, L-3 bidder matches the L-1 rate, he/she would be awarded the quantity for which he made the bid or equal to his capacity or the quantity decided by TEPC. The process of awarding of work will continue in this manner and will be concluded if a desired number of bidders are covered and the entire volume of work is exhausted. The balance quantity to be distributed to second and third bidder will be in reverse proportion of the rates initially quoted by them in tender or as decided by TEPC.

4.30.1 In pursuance to Govt. of India's Public Procurement Policy for MSE (Micro and Small Enterprises), following conditions will be applicable:

(a) (i) In tenders, participating MSEs quoting a price within price band of L1 + 15% shall be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSEs can be together ordered upto 25% of the total tendered value.

(ii) The sub-target for procurement from MSEs owned by SC/ST shall remain at 4% and for MSEs owned by women the sub-target shall be 3%, out of the total 25%. In case of failure of MSE owned by SC/ST or women enterprise to participate or to bring down their prices to L1, it will be procured from other MSEs.

(b) MSEs who are interested in availing themselves of these benefits must enclose with their offer the proof of their being MSE registered with any of the agencies mentioned in the notification of

Ministry of MSME (notification No.1875 dated 26.06.2020 & notification No 4714 dated 18.10.2022 as printed in Gazette of India) failing which such offers will not be liable for consideration of benefits detailed in MSE notification of Government of India dated 23.03.2012

4.31 DCO,Odisha's Right to vary scope of Contract at the time of the Award: DCO,Odisha may at any time, by a written order given to the Bidder, make changes within the general scope of the Contract. Accordingly, DCO,Odisha reserves the right to place increase/decrease quantity up to 30% of the Contract value.

4.32 DCO,Odisha's Right to accept any bid and to reject any or all bids: The DCO,Odisha reserves the right to split the tender and award it to a minimum of three bidders. The DCO,Odisha 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,Odisha's action.

4.33 Notification of Award (NoA): Prior to the expiration of the period of bid validity, the DCO,Odisha 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 guarantee to DCO,Odisha **within 1 week** of issue of Advance Acceptance letter from DCO,Odisha. Upon the successful Bidder's furnishing of performance guarantee, the DCO,Odisha will promptly notify each unsuccessful Bidder and will discharge its bid security.

4.34 Signing of Contract: Within 7 days of Acceptance of performance bank guarantee letter from DCO,Odisha, the successful bidder will have to sign the Contract Agreement with ORGI 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.

4.35 Performance Security:

4.35.1 The successful bidder should arrange to deposit performance security amounting to 5% of the contract value furnished within seven days of submission of Letter of Acceptance.

4.35.2 Subject to any provision elsewhere in the contract regarding forfeiture or appropriation in full or part thereof, the performance security shall be released after successful completion of contract.

4.35.3 The performance guarantee may be either in the form of Demand Draft in favor of the Director of Census Operations, Odisha or as Bank Guarantee in the format at Form 8 of this document.

4.35.4 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,Odisha by the concerned Bank, and not by the bidder itself.

4.35.5 The performance guarantee amount is interest free.

4.35.6 DCO,Odisha has the right to encash/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.

4.36 Technical Evaluation Criteria

4.36.1 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 the bid.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Bidding Process.
- Bidder must submit a sample of the kit itmes proposed to quote for. A reference is available Office at Janaganana Bhawan, Unit-9, Janpath, Bhubaneswar, PIN-751022 which can be seen before submitting the bid.**Technical evaluation of documents of only those bidders will be done whose sample of kit items are approved by the Technical Evaluation Committee.**

4.36.2 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/Offer 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 or any condition are not firm during the validity of offer will be rejected.
- 5) Offers which do not confirm to DCO, Odisha'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 and other charges.**

d) **Statutory Variations:** Variation in statutory 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 Form 7

Section – 5

5.1 Job Requirement

5.1.1 The job includes preparation of two types of packets – one for Enumerator kit (100874 kits) & other for Supervisor kit (17283 kits) and packaging of total 1,18,157 kit items required for the 1st Phase of Census, 2027.

5.1.2 All the kit items will be packed in a thick polythene sheet (Water Resistant) before putting in corrugated box.

5.1.3 Corrugated Box: As per requirement of this office, Enumerator & Supervisor kits will be packed in corrugated boxes.

5.1.4 Enumerators kits and Supervisor kits will be packed in separate corrugated boxes. The corrugated boxes to be used should have pre-printed census tag line (जनगणना से जन कल्याण) and logo as well. Kits are to be wrapped in a thick polythene sheet before putting in corrugated box. These would thereafter be packed in corrugated boxes of required size to consignees address-wise. Having prepared the corrugated box in the manner described above, the box will be sealed with 1.5" wide adhesive tape having census tag line as well as logo and consignee's address slip (size 8" × 6"; specimen at **Annexure-V**) 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. 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. One such box when fully packed would weigh about 12.0 kgs (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 bidder premises for being picked up by representatives of the Department of Posts (DoP)/Postal Agency. The successful vendor (s) shall be responsible for storing the kit items in good condition, till the same is lifted for dispatch. Corrugated boxes should have sufficient strength to with hold kit items in order to avoid any damages of the kit items during transportation by the DoPost. Bidders will be fully responsible for any damage to the kit items during transportation.

5.1.5 Transportation of kit items to specified locations across the length & breadth of the country/State of Odisha 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.

5.1.6 The corrugated boxes, duly packed, containing the kit items (Enumerator kit & Supervisor kit) would be picked up by the Department of Posts/Postal Agency from the bidder's location for dispatch to the consignees. The Department of Posts will arrange for the

Mail van/Pick-up vehicle up to bidder's location gate or up to the point entry is granted by the bidder. The successful bidder 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. The successful bidder also needs to provide soft copy of the details of packed boxes for booking of consignments by the Department of Posts/Postal Agency as well as to the DCO,Odisha. 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- VI**). The bidder will make all arrangements for proper addressing of the boxes as per procedure to be specified by the Department of Posts. Transportation of kit items to specified locations across the length & breadth of the country/State of Odisha will be handled by the DoPosts/Postal Agency.

5.1.7 The bidders must have a godown of at least 10,000 sq ft area from where the kit items will be handed over to Deptt. Of Post. A documentary proof (rent agreement ,ownership proof,etc)in this regard may be uploaded on portal.

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,Odisha'' shall mean Office of the Director of Census Operations, Odisha Bhubaneswar a subordinate Office of The Registraral General,India an attached office of Ministry of Home Affairs, New Delhi, with office situated at Bhubaneswar.
- b. 'Other Offices' shall mean the offices of concerned stakeholders for this project situated in the all State/UTs.
- 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 with it.
- f. 'Goods' shall mean all components whether Water Resistant folder, clip board or Water Resistant carry Bag etc. 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 of India.

6.4 Fraud and Corruption: For the purpose of this clause, the terms set forth below have meanings as follows:

- 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,Odisha’s, 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 DCO,Odisha

- DCO,Odisha 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,Odisha to remedy the situation;
- DCO,Odisha 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, a contract.

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 GC. 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 pursuant to Clause GC 6.11 hereof, this Contract shall expire at the end of such time after the Effective Date as specified in the GC.

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 contractor 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 contractor 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 (contractor) 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 the agreement.

6.9.4 In case of a force Majeure, parties will endeavour 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,Odisha 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 (i) shall specify the nature of the failure, and (ii) 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 DCO,Odisha: DCO,Odisha 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 hereunder, as specified in a notice of suspension pursuant to Clause GC 6.2 hereinabove, within seven (7) days of receipt of such notice of suspension or within such further period as DCO,Odisha may have subsequently approved in writing.

(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 Clause GC 6.14 (b) hereof.

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

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

(vi) If the Contractor places itself in a position of conflict of interest or fails to

disclose promptly any conflict of interest to DCO,Odisha

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

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

In any event such as at (i) to (vii) above DCO,Odisha shall give seven (7) days' written notice of termination to the Contractor, and seven (7) days' in case of an event referred to in (viii) above.

(b) **By the Contractor:** The Contractor may terminate this Contract by not less than thirty (30) days' written notice to DCO,Odisha, in case of occurrence of any of the events specified in paragraph(s) (i) to (iii) below.

(i) If DCO,Odisha fails to pay any money due to the Contractor, pursuant to this Contract and the same is not subject of dispute under Clause GC 6.13 hereof within forty-five (45) days after receiving written notice from the Contractor that such payment is overdue.

(ii) If DCO,Odisha fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 6.22 (b) hereof.

(iii) If DCO,Odisha is in material breach of its obligations pursuant to this Contract and has not remedied the same within fifteen day (15) days (or such longer period as the Contractor may have subsequently agreed in writing) following the receipt by DCO, Odisha of the Contractor's notice specifying such breach.

6.12 Cessation of Rights and Obligations: Upon termination of this Contract pursuant to Clauses GC 6.6 or GC 6.11 hereof, 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 in Clause GC 6.21 hereof, 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 pursuant to Clauses under GC 6.11 hereof, 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 orderly manner.

6.14 Payment upon Termination: Upon termination of this Contract pursuant to Clauses under GC 5.11 hereof, DCO,Odisha shall make the following payments to the Contractor:

- a) If the Contract is terminated pursuant of Clause 6.11(a)(vii), 6.11(a)(viii) or 6.11(b), payment for Services satisfactorily performed prior to the effective date of termination;

- 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,Odisha 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,Odisha.

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, Odisha 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 Payment: In consideration of the services provided by the firm under this Contract, ORGI 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.

6.19 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 Clause GC 5.22(b) hereof.

6.20 Confidentiality: Except with the prior consent of DCO,Odisha 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 **form 5 of Section 7**.

6.21 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 days after 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,Odisha and the Contractor, which has not been settled amicably, any party can refer the dispute for Arbitration under the Arbitration and Conciliation Act 1996.
 - 1. The Arbitration proceedings shall be held in Bhubaneswar and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
 - 2. 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,Odisha 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 Bhubaneswar alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out of this contract.

6.22 Liquidated Damage (LD):

- a. In the event of the Contractor's failure to supply the Goods/material etc. as specified in this contract, the DCO,Odisha 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.

6.23 Miscellaneous:

- (i) All payments will be made electronically.
- (ii) The personnel engaged by the Contractor are subject to a security check by the DCO,Odisha Security Staff at any time.
- (iii) All personnel deputed by the Contractor should bear upon his/her person due authorisation from the Contractor, and should produce the same for inspection in order to be allowed to enter DCO,Odisha premises, and during their stay within the premises.
- (iv) Within DCO,Odisha 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,Odisha 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,Odisha. DCO,Odisha shall have no liability whatsoever in this regard and the Contractor shall indemnify DCO,Odisha against all claims in this regard.
- (vii) The tenderer shall be fully responsible for theft or burglary or any damage to DCO,Odisha 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/Cost should be inclusive of all levies/taxes including GST. 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 as per the scheduled under para 1 of Section 1. Extension of tendered delivery period will be at the sole discretion of the DCO,Odisha, with the applicability of LD clause. The Contract can be cancelled unilaterally by the DCO,Odisha in case items are not received within the contracted or extended delivery period.
- (x) **Purchaser's right to vary quantities:** DCO,Odisha 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,Odisha 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,Odisha/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, Odisha and will not be disclosed to any person not authorized by DCO,Odisha. Failure to comply with this clause will make the bidder liable to action as per law. The non - disclosure agreement is attached as **Form-6**.
- (xii) **Performance cum Guarantee/Warranty security deposit**
The successful bidders shall submit as performance cum guarantee an amount equivalent to **5%** of the value of the order in the form of Bank Guarantee (valid for 6 months) drawn on any Nationalized Bank/Scheduled Bank, within two weeks from receipt of work order from DCO,Odisha. On the request of the successful tenderer, the Earnest Money Deposit will be returned to the tenderer 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,Odisha 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 kit items and packaging material.** Time is the essence of this contract as Census 2027 is the project of national importance. **The work order has to be completed within 25 days from the date of work order.** In extraordinary circumstances, DCO,Odisha may allow extension of a few days subject to levy of liquidated damages as defined in Para 6.23. However inordinate delay or any deviation in the quality of material will invite a penalty of 5-20% of the total bill raised by the bidder/contractor.
- (xiv) **Payment Terms:** 70 % Payments of the invoice quantity will be made on the receipt of following documents:
- (i). Acknowledgement on the invoice by representative of DCO,Odisha duly stamped for dispatch of full invoice quantity.
 - (ii). The acknowledgment from DoP (Deptt. of Post) regarding dispatch of required quantity to the designated locations.
 - (ii). The balance of 30% shall be released on receipt of a certificate from the **respective Stakeholder** that the full quantity is received at **Charge level/District level/Directorate level in good condition.**
- (xv) **Indemnification:**
- (a) A Selected bidder to indemnify, hold harmless DCO,Odisha 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,Odisha) attributable to the bidder's negligence or willful default in performance or non-performance under this Agreement.

(b) If DCO,Odisha promptly notifies the selected bidder in writing of a third party claim against DCO,Odisha that any service provided by the selected bidder 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,Odisha.

Section -7

Price Bid/ Financial Bid

6.1 The Financial bid would consist of the following:

- (a) Scanned copy of the Financial Bid Undertaking in the format at **Form 9**.
- (b) Schedule of Financial Bid in the format of **Annexure.doc**. The financial bid format given below is provided as **Annexure.doc** along with this tender document at <https://eprocure.gov.in/eprocure/app>.

6.2 DCO,Odisha 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 price, whichever is beneficial to DCO,Odisha, will be accepted and bid shall be finalized accordingly.*

6.3 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,if any.

6.4 The formula for determining the lowest evaluated bid (L-1) rate is as under:

L1= lowest bidder in total quoted amount i.e. sum of cost of Enumerator kit, Supervisor kit and packaging charges in corrugated box (item no. 1 to 3) in BOQ items (Annexure-I) will be considered for awarding contract.

Section - 8 Standard Form

Form-1

Technical Bid Submission Letter

To,

The Deputy Registrar General (HoO)
Office of the Director of Census Operations, Odisha
Janaganana Bhawan, Unit-9, Janpath,
Bhubaneswar - 751022
Madam/Sir,

Ref: **Response to *e-TENDER DOCUMENT FOR SUPPLY OF ENUMERATOR AND SUPERVISOR KIT & PACKAGING IN CORRUGATED BOX.***

Having examined the Tender, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the goods and services sought under ***e-TENDER DOCUMENT FOR SUPPLY OF ENUMERATOR AND SUPERVISOR KIT & PACKAGING IN CORRUGATED BOX*** and agree to abide by this response for a period of 90 days from the date of opening of bid.

The following persons will be the authorized representative of our company/organization for all future correspondence between the Office of the Director of Census Operations, Odisha 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, Odisha about the new details. We fully understand that the DCO, Odisha shall not be responsible for non-receipt or non-delivery of any communication and/or any missing

communication from the DCO,Odisha 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,Odisha.

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,Odisha 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,Odisha 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 shortlisting 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 that you are not bound to accept any response you may receive. 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 _____(dd/mm/yy)

(Signature of Authorized Signatory)

Name:

Designation:

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

(Name and Address of Bidder)

Seal/Stamp of bidder

Form 2

Financial Information (as per audited Profit & Loss Account & Balance Sheets)

Details#	2022-23	2023-24	2024-25
Annual Sales Turnover (in Crores)			
Net worth (in Crores)			
Other Relevant Information			

the copies of respective balance sheets are enclosed.

*It is confirmed that I am/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 not applicable

Form 3

DETAILS OF BANK ACCOUNT
(RTGS/NEFT facility for receiving payments)

S.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, Odisha responsible.

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

SIGNATURE OF BIDDER/ Authorized representative

Attestation by Bank with designation and stamp

FORM 4**Non- Blacklisting/ Unblemished Record**
(To be given on Company Letterhead)

In response to the e-Tender No....., dated..... for kit itmes i.e. waterproof folder, writing clip pad and carry bag. 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, Odisha 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:

Bidder's Signature with date

Bidder's Name with seal

Form 6

BID Security Form

FOR TENDER /ENQ. NO. _____

(BANK GUARANTEE ON NON-JUDICIAL STAMP PAPER OF Rs.100)

WHEREAS M/s. _____ (Name and Address of the Firm) having their registered Office at _____ (Address of the Firm's registered Office) (hereinafter called the Tenderer) wish to participate in the Tender No. _____ for _____ of (supply / Erection / Supply & Erection / Work) of _____ (Name of the material / equipment / work) for _____ (Name of Organization) (hereinafter called the "Beneficiary") and WHEREAS a Bank Guarantee for Rs. _____ (Amount of EMD) valid till _____ (mention here date of validity of this Guarantee as specified, beyond initial validity of Tender's offer) which is required to be submitted by the Tenderer along with the Tender. We, _____ (Name of the Bank and address of the Branch giving the Bank Guarantee) having our registered Office at _____ (Address of Bank's registered Office) hereby give this Bank Guarantee No. _____ dated _____ and hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the----- (Name of Organisation) or any Officer authorized by it in this behalf any amount not exceeding Rs. _____ (amount of EMD) (Rupees _____) (in words) to the said _____ (Name of Organisation) on behalf of the Tenderer.

We, _____ (Name of the Bank) also agree that withdrawal of the offer or modification of an offer within the validity of the bid, after the deadline for submission of such documents; failure to sign the contract or failure to provide the required security for the performance of the contract within specified time, after an offer has been accepted by the _____ (Name of organization); or failure to comply with any other condition precedent to signing the contract specified in the solicitation documents, would constitute a default on the part of the Tenderer and that this Bank Guarantee is liable to be invoked and encashed within its validity by the Beneficiary in case of any occurrence of a default on the part of the Tenderer and that the encashed amount is liable to be forfeited by the Beneficiary.

This agreement shall be valid and binding on this Bank up to and inclusive of _____ (mention here the date of validity of Bank Guarantee) and shall not be terminated by notice or by Guarantor change in the constitution of the Bank or the Firm of Tenderer or by any reason whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alterations made, given, conceded with or without our knowledge or consent by or between the Tenderer and the _____ (Name of Organisation).

NOT WITHSTANDING anything contained hereinbefore our liability under this Guarantee is restricted to Rs. _____ (amount of EMD) (Rupees _____) (in words). Our Guarantee shall remain in force till _____ (date of validity of the Guarantee). Unless demands or claims under this Bank Guarantee are made to us in writing on or before _____ (date should be 1 month after the above validity period of BG), all rights of Beneficiary under this Bank Guarantee shall be forfeited and we shall be released and discharged from all liabilities there under.

Place :

Date :

Please mention here complete Postal
Address of the Bank with Branch Code,
Telephone and Fax Nos.

Signature of the
Bank's authorized

Signatory with Official Seal.

NAME OF DESIGNATED

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

UNDERTAKING

I/we _____ (Name of the Bidder) submit the Bid for kit items for House listing and Housing Census 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, DCO, Odisha 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, DCO, Odisha 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 DCO, Odisha, 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 DCO, Odisha, 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 DCO, Odisha 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 ORGI 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 8

[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 supply of enumerator and supervisor kit & packaging in corrugated box, (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, up to a total of (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 the demand.

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 the Bank)

.....
..... Name and
designation of the officer

.....
..... Seal, name & address of the Bank and
address of the Branch

FORM 9

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

UNDERTAKING

1. I/We submit the Financial Bid for supply of kit itmes i.e. enumerator and supervisor kit & packaging in corrugated box to be handed over to the DoPost as per Para list provided by DCO,Odisha.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.
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 10

Financial Standing of the firm
(To be given on Company Letterhead)

In response to the e-Tender No....., dated..... for enumerator and supervisor kit & packaging in corrugated box. I/We hereby declare that presently our Company/Firm/Press is having unblemished record.

I/We further declare that presently our Company/Firm/Press not under liquidation, court receivership or similar proceedings and is not bankrupt.

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

ANNEXURE-I

BID SUBMISSION FORM

Supply of Water Resistant Carry Bags, Foldable Writing Boards With Binder Clips, Note-Pad, Cap and I-Card Pouch With Lanyard,
Pencil, Shapener, Eraser, Ball Pen

S. No. (1)	Item Description (2)	Quantity (3)	GST % (4)	Basic Rate per unit (incl. All Taxes & other charges) (in Rs.) (5)	All inclusive Amount (6)=(3)*(5)
1.	Enumerator Kit	100874			
2.	Supervisor Kit	17283			
3.	Packaging charges (In corrugated box with packaging materials)	118157			

Note : 1. The price quoted under column(6) should be inclusive of all applicable taxes, duties and other charges.

2. No conditional bid will be accepted.

Signature of the Bidder with seal

ANNEXURE II

SL. No.	Name of the Items	Detailed Specification
1	Water Resistant Carry Bag with Census Logo	<p>Water Resistant Matty bags (6x3 matty quality) of approved colour with following finished specification/dimension:-</p> <p>Size – 400mmX320mm / 15.75"x12.5",</p> <p>Water resistant Cloth 6X3 matty fabric,</p> <p>Handle – Adjustable Sling 24" (Strap size 1"X 52",</p> <p>Back Hanging X2 Traps "Soft Adjustable strap for Adults approx. 13""",</p> <p>Top Opening with full ZIP on top and 6"welcrow to close the Full flap of 4" latak.</p> <p>Top hand-carry hook – size 10"x1"</p> <p>Additional ZIP pocket approx. 9"X 7.5"deep</p> <p>Zipper specifications:</p> <p>Top zips: 12 inches × 2 pieces</p> <p>Front zip: 9 inches × 1 piece</p> <p>Zip size: No. 8 metal</p> <p>Logo – 6"Single colour white Logo below the pocket / Zip with base colour visible.</p> <p>Cloth Colour- 5 approved colours (Black, Dark Blue, Brown, Purple and Grey)</p>
2	Foldable Writing Board with detachable clips	<p>Size (Folded): 225 mm (9 inches) × 300 mm (12 inches)</p> <p>Size (Unfolded): 300 mm (12 inches) × 450 mm (18 inches)</p> <p>Material: Acrylic sheet of 1.8 mm thickness</p> <p>Design: Bi-fold (foldable) writing board</p> <p>Surface Protection: Supplied with protective film to prevent scratches during handling and transportation</p> <p>Edges: Rounded corners to avoid sharp edges and ensure user safety</p> <p>Sticker & Branding</p> <p>Sticker Size: 2 inches × 12 inches</p> <p>Placement: Centrally positioned on the unfolded board</p> <p>Design Details:</p> <ul style="list-style-type: none"> ○ Official <i>Census 2027</i> logo printed ○ Top & bottom portion with logo <p>Sticker should be in blue colour</p> <p>Metal Clips for Writing Board</p>

		<p>Quantity: 2 clips per writing board set Material: Steel Clip Sizes:</p> <ul style="list-style-type: none"> ○ Clip 1: 2 inches (51 mm) ○ Clip 2: 1 inch (25 mm)
3	Spiral note Pad (60 pages)	<p>Paper Size: A5 (210 mm × 148.5 mm) Number of Sheets: 30 sheets (60 printed pages – front & back) Paper Quality Inner Pages: 80 GSM writing paper Front & Back Cover: 210 GSM art paper Binding: Spiral binding with 25 loops</p> <p>Printing Details</p> <p>Front Cover: <i>Census 2027</i> logo with National Emblem on top Back Cover: QR Code (content to be provided by the department) Text – Single colour with Logo water mark on 80GSm Paper</p>
4	I-Card Pouch and Lanyard	<p>PVC Pouch 4.25X6" 120Mic Strap – 16mm X 39" Printed Lanyard (logo and matter) Saturn smooth Blue colour Cloth Colour – as per sample. Stainless steel Metal "J" hook.</p>
5	Cap with Census Logo	<p>Size: Full adult size Colour: White (or any other colour as approved by the department) Material: Polyester fabric, sweat-absorbing, superior quality Branding: Printed <i>Census 2027</i> logo on the front Adjustment: Velcro tape provided at the back for size adjustment Flap/Visor: Hard flap</p>
6	Marker Pen	Enumerator-2 Supervisor-0 (A good quality marker pen with reputed brands like camel, luxor etc.)
7	Pencil	Enumerator-2 Supervisor-1(A good quality HB pencils with reputed brands like Apsara, DOMS etc.)
8	Sharpener	Enumerator-1 Supervisor-1 (A good quality sharpener with reputed brands like Apsara, DOMS etc.)
9	Eraser	Enumerator-1 Supervisor-1 (A good quality Eraser with reputed brands like Apsara, DOMS etc.)
10	Ball Pen	Enumerator-2 Supervisor-1 (A good quality blue colour ball pen with reputed brands like Hauser, Octane, Linc etc.)

Annexure-IV



Format of Dispatch Address label

ADDRESS LABEL FOR BOOKING OF CONSIGNMENTS

BOX TO BE RE-USED
DO NOT TEAR OPEN

CENSUS 2027 PROJECT

BNPL Code No.:

Contract No.:

Booked from:

BAR CODE

No. of kits:

Kit name: Supervisor kit/Enumerator kit (strike out which is applicable)

Weight:

Box No.: of

To,

.....

.....

.....

Charge Name:

Unique Box No.:

Cluster No...../Charge Office ID

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From

Office of the Director of Census Operations, Odisha
Ministry of Home Affairs,
Janganana Bhawan,
Unit-9, Janpath
Po – Bhoi Nagar
Bhubaneswar-751022

Annexure-VI

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

Dispatch of Boxes containing enumerator and supervisor kit from the vendor to the Charge Office/District office through the Department of Posts

Sl. No.	Address_id	State	Name & Address of the Charge Officer/District Officer	Total No. of Boxes dispatched at this charge	Box No. e. g. 1/n, 2/n....	Cumulative Sl. No. of 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