



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

जनगणना कार्य निदेशालय, झारखण्ड

DIRECTORATE OF CENSUS OPERATIONS, JHARKHAND

जियाडा केन्द्रीय कार्यालय भवन, द्वितीय तल, औद्योगिक क्षेत्र नामकुम, राँची-834010

JIADA Central Office Building, 2nd Floor, Industrial Area, Namkum, Ranchi-834010

Phone No.- 0651- 2460340/2460170 (FAX), 2460410/ 2460383 E-mail:- dco-jha.rgi@censusindia.gov.in

Notice Inviting Tender

for

**Printing and supplying Flex Banners, T-shirts, Caps, Plastic Water
Bottles & A-4 Size Colour Certificates for
Publicity of Census 2027 - 1st Phase
“Houselisting and Housing Census.”**

TENDER Ref No : J.11011/72/2019/

6th March, 2026

SECTION-1 NOTICE INVITING TENDER (NIT)

Tender No. J.11011/72/2019/

Dated: 06/03/2026

1. The Head of Office, Directorate of Census Operations, Jharkhand, on behalf of President of India invites **Offline TENDER** on rate contract basis in single bid systems from eligible and qualified firms for following Services.
2. **Name of Services:** Printing & Supplying Flex Banners, T-Shirts, Caps, Plastic Water Bottles and A-4 Size Coloured Certificates for the publicity of Census-2027 (1st Phase) "Houselisting and Housing Census."
3. **Duration of the Rate Contract:** The Duration of the rate contract for the said work shall be 03 months, which may be further extendable, if required.
4. **Tender schedule is as follows:**

1.	Cost of Tender Document (Non-Refundable) in the form of Demand Draft only	Rs.1,000.00
2.	Earnest Money Deposit	Rs. 60,000.00
3.	Document Availability Starts	09/03/2026 at 10:30 Hrs
4.	Closing date and time for submission of tender online/offline	16/03/2026 at 14:00 Hrs
5.	Tender opening date & time	16/03/2026 at 16:00 Hrs

5. Earnest Money Deposit (EMD):

Rs. 60,000/- (Rupees Sixty Thousand) only EMD shall be accepted from the participating firm only in the form of Demand Draft only. Original copy of DD and any other certificate must be submitted in the Tender Box located in the Office. The EMD shall be valid for 90 days from the date of opening of tender.

6. Security Deposit

Performance Security Deposit for an amount equivalent to 5% of the Agreement Value rounded off to the next Lakh shall be furnished before signing of the contract in form of a Bank Guarantee substantially in the form specified in this document. For the successful bidder, the Security Deposit shall be retained by the Tender Inviting Authority until the completion of the Event and be released within 90 days after the completion of the Event.

The Security deposit shall be forfeited in the following cases:

- a) If a Bidder engages in any of the Prohibited Practices specified in this TENDER
- b) If the Bidder is found to have a Conflict of Interest as specified in this TENDER
- c) If the Selected Bidder commits a breach of the terms and conditions prescribed in this TENDER.

7. Tender Enquiry Document:

The bidder shall download/ascertain the **Tender Enquiry Document** from www.censusindia.gov.in or <https://jharkhand.census.gov.in> or by visiting this office between 10 AM to 6 PM on any working day. Bidder shall submit their tender by visiting this office in the TENDER BOX, along with original EMD and Tender Fees as Demand Draft along with all documents as mentioned in Para 5 including the Hard copies of all the relevant documents on or before the closing date of the tender.

8. Demand Draft for tender document cost and EMD may be issued in the favour of "**DDO DCO Jharkhand**" and payable at **Ranchi**.

9. Accepting Authority:

Head of Office
 Directorate of Census Operations, Jharkhand
 JIADA Central Office Building, 2nd Floor,
 Namkum Industrial Area, Namkum, Ranchi-834010.

SECTION-2 TERMS AND CONDITIONS

10. The rate contract through single bid system is invited by the Head of Office, Directorate of Census Operations, Jharkhand, Ranchi for selection of an agency/firm of repute for Printing and supplying Flex Banners, T-shirts, Caps, Plastic Water Bottles and A-4 Size Coloured Certificates for the publicity of Census-2027 (1st Phase).

Eligibility and Qualification of the bidder:

- The bidder should be a **Private/Public Ltd** company registered under the companies Act or a firm or a sole proprietorship firm.
- The Company/Firm should have experience in similar field for at least 03 years as on the date of tender and **must have a dedicated office and workshop in Ranchi** with all required services and machineries to undertake such work. The Company which has the Work Orders / Invoices / Agreements directly from Central Government / State Government / Semi- Government / PSUs /Departments in its own name, pertinent to the 'Eligible Assignments' as below, shall only be considered for this purpose.
- The Bidder shall have undertaken 3 (Three) similar nature of outdoor advertising orders where the orders should be of minimum order value of Rs. 10 Lakh each or more.
- Sub-contracted or sublet jobs on their names will not be considered towards eligibility.
- Proof of GST Number and Copy of Pan Card number.
- Audited Balance Sheet of the last three years and Copy of Income Tax Return (ITR) of last three years.
- An undertaking that the firm is not blacklisted/debarred from any Government organization/Department.
- In case of MSME, the exemption will be given as per extant rules.
- Successful Bidder/Bidders must supply all the items within 07 (seven) days of issuance of supply order.
- The turnover shall be 20 lakhs annually in last three years.

All the supporting documents in this regard to be submitted along with the physical bid document.

11. Scope of Work**A. Flex Banner**

Size : 10x15 feet
 Quantity : 1069
 GSM : 220
 Colour : Multicolour

- e) Printing matter will be provided by the office after award of contract.
- f) The successful bidder must submit two advance samples of banner with imprinted creatives as per specifications mentioned in the BID before clearance for bulk supply.

- g) After approval of the advanced sample, one of it will be handed over to the successful Bidder for further printing/action and second sample will be kept at this Directorate for comparison with bulk supply.
- h) The bulk supply must be as per the approved sample.
- i) District wise packing of flex banners, as per number provided by this Directorate, should be made available at the time of delivery and packing should be adequate enough to avoid transit damage or loss in transit.
- j) Inlets should be fixed in all four corners as well as upper and lower centers.

B. COTTON T-SHIRT HALF SLEEVES WITH COLLAR & CENSUS LOGO

- a. Product type: cotton polo T-Shirt.
 - i. Collar- polo T-Shirt type, white, Size- XL
 - ii. Colour- white
 - iii. Sleeve type- half
 - iv. Material- 100% pre-washed good quality cotton fabrics to be used.
 - v. pocket- on left side of the T-Shirt.
 - vi. printing of logo must be crisp and of befitting size to look proportionate, impressive & color proof.
- b. Each T-Shirt should be packed individually in a transparent packet as per standard practices to avoid any short of stain etc.
- c. Each cartoon / box should be sealed & packed properly mentioning item detail, quantity packed and packing should be adequate enough to avoid transit damage or loss in transit.
- d. The bidder must submit two advance samples of T-Shirt with imprinted logo as per specifications mentioned in the bid before clearance for bulk supply.
- e. After approval of the advanced sample, one of it will be handed over to the successful Bidder for further printing/action and second sample will be kept at this Directorate for comparison with bulk supply.
- f. The bulk supply must be as per the approved sample and free from any damage & stain.
- g. Quantity: **2000** nos.

C. CAP, POLYSTER CLOTH WITH LOGO

- a. Material: GOOD QUALITY MATERIALS/CLOTH TO BE USED.
 - i. 100% Polyester, Sleek, lightweight performance Cap
 - ii. Climacool technology to keep cool and dry with ventilation in the mesh panels
 - iii. UPF protection to inhibits harmful UV rays
 - iv. Colour: White
- b. The size of Caps should be of Adult wearing i.e. the diameter & the depth of the cap should be adequately big with adjustable velco straps for comfortable use by adult person.
- c. Caps should be supplied as per the color & quantity requirement
- d. Cap should be printed with Census-2027 Logo.
- e. Each cartoon/box should be sealed & packed properly mentioning item detail, quantity packed.
- f. Packing should be adequate enough to avoid transit damage or loss in transit.
- g. The successful bidder must submit two advance samples of Cap with imprinted creatives as per specifications mentioned in the BID before clearance for bulk supply.
- h. After approval of the advanced sample, one of it will be handed over to the successful Bidder for further printing/action and second sample will be kept at this Directorate for comparison with bulk supply.
- i. The bulk supply must be as per the approved sample.
- j. Quantity: **3500** nos.

Note:

- (i) The Creatives shall be designed by the agency and shall be printed on T-shirt, Caps and Water Bottles after acquiring approval of Tender Inviting Authority**
- (ii) The make of both T-shirt and Cap should be ISO certified and the color may be changed by the Tender Inviting Authority**

D. Plastic Water Bottles

1. 1000 ml good quality BPA free plastic coloured bottle
2. Bottle should be printed with Census-2027 Logo.
3. Quantity: **3600 nos.**
4. Water Bottle cap should have wrist strips.
6. It should be packed in 6 nos. in a box.
7. The successful bidder must submit two advance samples of Water Bottle with imprinted creatives as per specifications mentioned in the BID before clearance for bulk supply.
8. After approval of the advanced sample, one of it will be handed over to the successful Bidder for further printing/action and second sample will be kept at this Directorate for comparison with bulk supply.
9. The bulk supply must be as per the approved sample.
10. Packing should be adequate enough to avoid transit damage or loss in transit.

E. A-4 Size Colour Certificates

1. A branded good quality glossy paper of **250 GSM** be used for the certificate.
2. Printing matter will be provided by the office.
3. Quantity : **6000 nos.**
4. Certificates will be packed in a cloth envelope containing 05 nos. of certificates, which will be further packed in a cloth envelope which contains 50 nos. each for all 24 Districts of Jharkhand. Each envelope must super scribed district name and quantity of certificates containing.
5. The successful bidder must submit two advance samples of Water Bottle with imprinted creatives as per specifications mentioned in the BID before clearance for bulk supply.
6. After approval of the advanced sample, one of it will be handed over to the successful Bidder for further printing/action and second sample will be kept at this Directorate for comparison with bulk supply.
7. The bulk supply must be as per the approved sample.
8. Packing should be adequate enough to avoid transit damage or loss in transit.

12. Rates and Quotes

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. The rates shall be valid for 3 months which may be further extendable time to time.

13. Submission of Tender

The bidder shall submit the mandatory documents of the tender in the TENDER BOX by visiting the Office with all related documents in hard copies in a sealed envelope super scribed as "Selection of an Agency/Firm for Printing and supplying Flex Banners, T-shirts, Caps, Plastic Water Bottles and Certificates for the publicity of Census 2027(1st Phase)" addressed to "**Head of Office, Directorate of Census Operations, Jharkhand, JIADA Central Office Building, 2nd Floor, Namkum Industrial Area, Ranchi-834010**"

14. Opening of Tenders

The Tender Inviting Authority will open the tenders at the specified date and time as indicated in the NIT.

15. Tender Evaluation

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the lowest bidder (L-1) on the basis of total cost provided by each bidder.

16. Scrutiny of Tenders Unresponsive bids:

The tenders will be scrutinized before further evaluation to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Tender Document. The tenders received, are liable to be treated as non – responsive and will be summarily ignored, if following documents are not attached along with the bid.

- (i) Tender form (Section 3) not duly signed and stamped. (i.e. all the terms & conditions of tender document are acceptable.)
- (ii) Tender is unsigned and incomplete in any aspect.
- (iii) Tender validity is shorter than the required period.

17. Tender Validity

The tenders shall remain valid for acceptance for a period of 90 days (ninety days) after the date of tender opening prescribed in the Tender Document.

18. Award of work

Award of work against the tender is at the sole discretion of the Tender Inviting Authority. Proposal of the successful bidder would form the basis for future negotiations and lead to issuing of a Work Order. **The Award of contract may be issued to the successful bidder/bidders for the item(s) qualified.**

Note:

- a) In case bidder needs any clarification on the Tender Document or Scope of Work, they can contact to the office located at JIADA Central Office Building, Namkum, Ranchi during office hours. Tel: 0651-2460340 or Email at **dco-jha.rgi@gov.in**
 - b) After selection, a Letter of Award (LOA) shall be issued in duplicate, by the Tender Inviting Authority to the Selected Bidder and the Selected Bidder shall sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event of the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest ranking Bidder may be considered.
 - c) The Tender Inviting Authority reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of situation.
- 19. Supply should be provided upto 23rd March, 2026 without fail. No any negotiation will be done on the matter as the Census is a time bound national work.**

20. Place of Delivery: This office located at **Directorate of Census Operations, Jharkhand, JIADA Central Office Building, 2nd Floor, Namkum Industrial Area, Ranchi-834010.**

21. Tender Contents

The Tenders are to be submitted offline in the TENDER BOX at the office of Directorate of Census Operations, Jharkhand, Ranchi with all documents:

- a. Technical Proposal (signed and stamped Tender document and mandatory document)
- b. Financial Proposal :

Technical Proposal

The Technical proposal should contain: -

- a) Tender Document (duly signed and stamped to be submitted along with physical bid document)

b) Mandatory documents as mentioned below to be submitted with bid:

- (i) TENDER Fee of Rs. 1,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour the DDO DCO Jharkhand payable at Ranchi.
- (ii) Earnest Money Deposit of Rs. 60,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour of DDO DCO Jharkhand payable at Ranchi.
- (iii) Company registration Certificate under the companies act, Shop establishment Certificate or any other evidence.
- (iv) Proof of GST Number.
- (v) Copy of Pan Card number.
- (vi) Audited Balance Sheet of the last three years with turnover details.
- (vii) Copy of Income Tax Return (ITR) of last three years.
- (viii) All related work orders and other documents required and mentioned as per the eligibility criteria/Qualification of the bidder (as mentioned in Section 2(10)
- (ix) An undertaking that the firm is not blacklisted/debarred from any Government Organization/Department, which is in Section 3 Tender Form.

Financial Proposal

The financial proposal for Printing and supplying Flex Banners, T-shirts, Caps, Plastic Water Bottles and Certificates for the publicity of Census 2027 (1st Phase) should be quoted as the final cost inclusive of all applicable taxes & charges.

Additional Information:

- Bidders may add any further information that they consider relevant for the evaluation of their tender that gives a better understanding of their capability.

22. Right to accept / reject tender

Tender will not be considered unless the tender documents are fully and completely filled in. All information that may be asked from a bidder must be unequivocally furnished. The Office reserves to itself the right to accept or reject any tender or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders.

The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein.

23. Commencement of work

The date of receipt of Work order shall be considered to be the date of commencement of work.

24. Escalation of Prices

The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons.

- 25.** Bidders are strictly advised to go through all the documents in connection with this contract carefully.

26. The work shall be carried out in appropriate stages under the direction and supervision of the Tender Inviting Authority.
27. The Successful Bidder shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work whatever the cause for such delays may be including delays in procuring Government controlled or other materials.
28. The Tender Inviting Authority decision with regard to the material and the workmanship will be final and binding and any material rejected by the Tender Inviting Authority shall be immediately removed from the Site.

29. Damage to Persons and Property

The Successful Bidder shall indemnify and keep indemnified the Tender Inviting Authority against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.

30. Compliance with the Law

The Successful Bidder shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and keep the Tender Inviting Authority informed of the said compliance with the by-laws, payments made, notices issued and received.

If any conflict arises between the selected bidder and the Tender Inviting Authority during the period of execution or after completion of work, Hon'ble Courts of Jharkhand shall have the jurisdiction and the venue of arbitration shall be Ranchi and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

31. Payments

Successful Bidder can claim the payment only after completion of the job against invoice. The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by the Tender Inviting Authority and the Tender Inviting Authority shall give effect to such payment arising out of the additional work.

32. Work treated as Completed

The work shall not be treated as complete until and unless

- a. The site is clear from all unused, excess, waste material etc.
- b. The Successful Bidder to the satisfaction of the Tender Inviting Authority has rectified any damage caused by the Successful Bidder to the location where the work is executed.

33. Scope of Contract

The Successful Bidder shall carry out and complete the said work in every respect in accordance with this contract.

- a The removal/re-execution of any works executed by the Successful Bidder.
- b The amending and making good of any defects after completion.

34. Prices for Extra Work, Ascertainment of

Should it be found after the completion of the works that some extra work has been carried out on due instruction from the Tender Inviting Authority, the price for such extra work will be ascertained on mutually negotiated terms.

35. A Firm can quote rate for a single item or all the items.

36. This Directorate retains the right to cancel the Tender without assigning any reason.

Digitally signed by
Parnalekha Dasgupta

Date: 06-03-2026

175417 (Parnalekha Dasgupta)

Joint Director (HO)
DCO Jharkhand

SECTION-3 TENDER FORM

(For all the terms & conditions of tender document are acceptable to bidder)

To

The Head of Office,
Directorate of Census Operations, Jharkhand
JIADA Central Office Building
Namkum, Ranchi.

Ref No. _____

Dated _____

I/We, the undersigned have examined the above mentioned tender document, including amendment/corrigendum no. __, dated *(if any)*, the receipt of which is hereby confirmed. We now offer to supply and deliver the *goods and services* in conformity with your above referred document.

If our tender is accepted, we undertake to supply the goods and perform the services (Installation & commissioning etc.) as mentioned in tender document with the delivery schedule specified in the "List of Requirements" of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned TENDER document, including amendment/ corrigendum etc. if any.

(Signature with Date)

Name and Designation

(To Be Signed By the Proprietor / All Partners of the Firm / Directors of the Company under Its Common Seal).

Letter Head of the firm

APPENDIX-I

Financial Bid

(To be submitted in TENDER BOX located at this Directorate only)

Sl. No.	Particular	Unit	Rate per Unit in Rs.	Total Amount in Rs.
1	Printed Flex Banners	1069 nos.		
2	Set of T-Shirts with logo	2000 nos.		
3	Cap with logo	3500 nos.		
4	Plastic Water Bottles with logo	3600 nos.		
5	Certificates	6000 nos.		
Grand Total in Rs.				
Rs. in words.....				

*(Inclusive taxes, labor cost, delivery cost and other charges)

(Signature with Date)

Name and Designation

(To Be Signed By the Proprietor / All Partners of the Firm / Directors of the Company under Its Common Seal).

Inclusions:

- a. Please note that all the prices quoted above must be for the specifications/ quality of work as specified in Scope of Work of the Tender Document.
- b. Authority can increase or decrease any item up to any extent.
- c. Rates quoted above shall be the final rate for all the above-mentioned items and services to be provided as mentioned in the Scope of Work in the TENDER along with all applicable taxes or any other tax / levy if required to be paid.