

**OFFICE OF THE REGISTRAR GENERAL OF INDIA AND
CENSUS COMMISSIONER
(Government of India, Ministry of Home Affairs)
Janganana Bhawan, 2/A Man Singh Road
New Delhi-110011**

No.: D-15020/2/2026-GEN

Dated: 02-09-2026

**E-TENDER DOCUMENT FOR PROCUREMENT,
CONSOLIDATION AND PACKAGING OF KIT
ITEMS FOR USE BY ENUMERATORS AND
SUPERVISORS (E&S) DURING
PHASE-II (POPULATION ENUMERATION) OF
CENSUS 2027**

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SECTION-I NOTICE INVITING e-TENDER

1.1 Invitation of Bids

For and on behalf of the President of India, the Registrar General & Census Commissioner of India, Ministry of Home Affairs, Government of India invites **Open e-Tenders under a Two Bid System (Technical Bid and Financial Bid)** from eligible and experienced manufacturers/suppliers based in India for the **manufacture and/or procurement, supply, consolidation and packaging of Kit Items for use by Enumerators and Supervisors (E&S) during Phase-II (Population Enumeration) of Census 2027.**

The successful bidder(s) shall manufacture, inspect and pack the kit items strictly in accordance with the specifications, quality standards and delivery schedule prescribed in this Request for Proposal (RFP).

1.2 Nature of Procurement

The procurement includes, but is not limited to:

- manufacture of kit items
- branding/printing wherever applicable
- quality testing
- packing of individual items
- packaging of complete E&S Kits
- loading wherever specified
- replacement of rejected/defective material
- compliance with inspection requirements prescribed in this RFP.

1.3 Time is the Essence of the Contract

Time is the essence of this contract. The successful bidder shall commence production immediately after issuance of the Work Order and approval of pre-production samples. The entire supply shall be completed within the period specified in the Work Order. Failure to adhere to the prescribed delivery schedule shall attract Liquidated Damages and other contractual remedies as provided in this RFP.

1.4 Quantity

The estimated quantity of kit items is indicated in the **Schedule of Requirements**. The quantity is indicative and may vary depending upon the actual requirement of ORGI. ORGI reserves the right to increase or decrease the quantity in accordance with the provisions of the Bid Document.

1.5 Procurement Strategy

Since the quantity involved is substantial and timely completion is critical for Census operations:

- bidders shall quote for **not less than 40% of the tender quantity** of the respective item(s).
- bids quoting below the prescribed minimum quantity may be treated as non-responsive.
- ORGI reserves the right to split the quantity among one or more successful bidders in the interest of timely completion of the work.

The distribution of quantity shall be decided by ORGI keeping in view:

- quoted rates
- verified overall manufacturing/procurement and supply capacity, including assured capacity available through declared manufacturers/OEMs
- past performance
- delivery schedule
- quality assurance capability
- adequacy and reliability of sourcing arrangements and
- overall public interest.

For avoidance of doubt, the bidder's overall capacity may comprise its own manufacturing capacity as well as the assured and verifiable capacity of its declared manufacturers/OEMs. The bidder shall, however, remain fully responsible for ensuring timely supply of the quantity allocated to it.

1.6 Manufacturing and Sourcing Arrangement

The bidder shall have adequate overall capability and established arrangements for manufacture and/or procurement, quality inspection, consolidation, packaging and supply of the complete requirement.

The bidder shall clearly indicate, item-wise, whether each Kit Item shall be:

- (a) manufactured in-house by the bidder or
- (b) procured from an identified manufacturer/OEM.

Where any Kit Item is proposed to be sourced from an external manufacturer/OEM, the bidder shall submit the details of such manufacturer/OEM and documentary evidence establishing the proposed sourcing arrangement, capacity and capability.

The bidder shall not be permitted to rely upon an unidentified or unspecified source for any Kit Item at the Technical Bid stage.

The bidder shall remain fully responsible for ensuring that all externally sourced items conform to the specifications prescribed in **Annexures** and are supplied within the stipulated delivery schedule.

1.7 Item-wise Source Mapping

The bidder shall submit an Item-wise Source Mapping Statement along with the Technical Bid in the format prescribed in **Form 12**.

The statement shall indicate, for each Kit Item:

- i. Item name
- ii. quantity proposed to be supplied
- iii. whether manufactured in-house or externally sourced
- iv. name and complete address of the manufacturer/OEM
- v. manufacturing location
- vi. estimated/assured production or supply capacity
- vii. relevant quality certification/testing facility, wherever applicable and
- viii. supporting documents submitted in respect of the declared source.

Any change in the declared source after submission of the Technical Bid shall require prior written approval of ORGI.

1.8 Availability of Tender Document

The Tender Document shall be available for download from:

- CPP Portal
- ORGI Website

No hard copy of the Tender Document shall be issued.

1.9 Tender Schedule

Activity	Scheduled Date	Time
Publication of Tender	02-09-2026	02:00 PM
Download of Tender Document	02-09-2026	02:00 PM
Start of Clarification Period	02-09-2026	03:00 PM
Last Date for Seeking Clarifications	08-09-2026	04:00 PM
Pre-Bid Meeting	09-09-2026	04:00 PM
Bid Submission Start	02-09-2026	03:00 PM
Bid Submission Closing	18-09-2026	02:00 PM
Sample Submission Closing	18-09-2026	02:00 PM
Technical Bid Opening	19-09-2026	02:00 PM
Opening of Financial Bid	To be notified	

1.10 Mode of Submission

The bid shall be submitted **only through the Central Public Procurement (CPP) Portal**. Manual <https://eprocure.gov.in/eprocure/app>, e-mail or physical bids shall not be accepted.

1.11 Bid Security (EMD)

Every bidder shall furnish Bid Security of **₹2,00,00,000/- (Rupees Two Crore only)** in favour of **PAO (Census), MHA, New Delhi** in one of the following forms:

- Demand Draft
- Banker's Cheque
- Fixed Deposit Receipt
- Bank Guarantee
- e-Bank Guarantee (where applicable)

issued by a Scheduled Commercial Bank.

Original Bid Security shall reach to the **Joint Director (General Section), ORGI, Janganana Bhawan, 2/A, Man Singh Road, New Delhi-110011** before the prescribed date and time. Name & full address of the bidder should 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. The Insurance Surety Bond shall be verified from the specific portal created for this purpose. 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. Bids not received with Bid Security as mentioned above shall be summarily rejected. Bid security shall remain valid for a period of 60 days beyond the final bid validity period. **No bidder, irrespective of its category or status,**

including MSEs and Startups, shall be exempted from submission of the prescribed Bid Security (EMD). Bank and other details of ORGI for EMD are as under:

Name of the Account Holder: PAO(Census), MHA
Bank & Branch address: State Bank of India, Kartavya Bhawan,
New Delhi 110001
Account No.: **10569751547**
IFS Code: SBIN0000625
GST Number: 07DELR12493F1DY
PAN: AAALR0189H

1.12 Submission of Bids

The bid shall consist of:

Part-I

Technical Bid

Part-II

Financial Bid

The contents of each part are specified in this RFP.

1.13 Checklist of Documents to be Submitted with the Technical Bid

The bidders shall submit the following documents along with the Technical Bid. Non-submission of any mandatory document may render the bid liable for rejection.

Sl. No.	Eligibility / Qualification Requirement	Documents to be submitted	Whether Enclosed (Yes/No)	Page No.
1.	The bidder should be a Company registered under the Companies Act, 2013 or an LLP registered under the LLP Act, 2008 or a Partnership Firm registered under the Partnership Act, 1932 and should have been in operation for at least three years.	Self-attested copy of Certificate of Incorporation/Registration		
2.	Technical Bid Submission Letter	Duly signed Technical Bid Submission Letter in Form 1 .		
3.	Average Annual Sales Turnover The net worth of the bidder in the last three financial years, as per the last published audited balance sheet should be positive.	Certificate from Statutory Auditor/Chartered Accountant or audited Financial Statements for FY 2022-23, 2023-24 and 2024-25 certifying average annual turnover of at least ₹200 Crore and copy of Balance Sheet.		
4.	Experience The bidder should have successfully completed manufacture/ supply/ assembly/ packaging of similar works or similar multi-item kits involving	Work Order(s) and Completion Certificate/Certificate from CA confirming project completion with UDIN.		

	<p>large-scale production, consolidation and packaging for Government Departments, Public Sector Undertakings, Commercial Banks or other eligible organizations, comprising either:</p> <ul style="list-style-type: none"> • one work order of value not less than ₹ 80 Crore, or • two work orders of value not less than ₹50 Crore each, or • three work orders of value not less than ₹ 40 Crore each <p>during any one of the last three financial years i.e., 2023-24, 2024-25 and 2025-26.</p> <p><i>Note: Similar Kits shall mean Kits comprising a bag and one or more other items from the Enumerator's Kit Set.</i></p>			
5.	Per Day Capacity	<p>The bidder shall demonstrate an assured aggregate daily/weekly production or supply capacity sufficient to meet the maximum quantity allocated to it within the stipulated delivery period. Such capacity may comprise the bidder's own manufacturing capacity and the assured production/supply capacity of its declared manufacturers /OEMs.</p> <p>The bidder shall submit item-wise capacity details and supporting documentary evidence. The bidder shall, however, remain fully responsible for ensuring the aggregate supply capacity and timely completion of the contract.</p>		
6.	Packaging of Kit Items	<ul style="list-style-type: none"> • The bidder shall possess at least two automatic or semi-automatic shrink-wrapping machine with heat tunnel for shrink wrapping of packed corrugated cartons. • The bidder shall possess at least two automatic carton strapping machines. • Adequate palletization and material-handling facilities shall be available for movement and 		

		<p>storage of packed cartons awaiting dispatch.</p> <ul style="list-style-type: none"> • The bidder shall possess at least two Truck Loading Vehicles and two racks 		
7.	Quality Certification	<p>The bidder should have valid certificate on</p> <ul style="list-style-type: none"> ▪ ISO 9001 -2015 and ▪ ISO 27001 and ▪ CMMI Level 3 or higher 		
8.	Bank Details	<p>Certificate from the Bank indicating operative current account along with a cancelled cheque and declaration in Form 3.</p>		
9.	Declaration regarding Non-Blacklisting	<p>Undertaking that the bidder has not been blacklisted/debarred by any Central Government, State Government, PSU or Autonomous Body, as per Form 4.</p>		
10.	Financial Standing	<p>Undertaking that the bidder is not under liquidation, bankruptcy, insolvency, receivership or similar proceedings (Form 10).</p>		
11.	Non-Disclosure Agreement	<p>Duly signed Non-Disclosure Agreement in Form 5.</p>		
12.	Bid Security/Earnest Money Deposit (EMD)	<p>Scanned copy of Demand Draft/Pay Order/FDR/Bank Guarantee, wherever applicable, in the prescribed format along with duly signed Bid Security Declaration in the prescribed format, if required.</p>		
13.	Permanent Account Number (PAN)	<p>Self-attested copy of PAN Card.</p>		
14.	GST Registration	<p>Self-attested copy of GST Registration Certificate.</p>		
15.	Fraud & Corrupt Practices	<p>Undertaking on Fraud and Corrupt Practices as per Form 7.</p>		
16.	Integrity Pact	<p>The bidder shall submit the Integrity Pact, duly signed by the authorised signatory, along with the Technical Bid. Failure to submit the duly signed Integrity Pact shall render the bid non-responsive as per Form 11.</p>		
17.	Declaration of Acceptance of Tender Conditions	<p>A duly signed declaration, as per Form 15, by the authorised signatory confirming that the bidder has carefully read, understood and unconditionally accepted all the terms and conditions, specifications, BOQ, corrigenda/addenda (if any) and other provisions of the RFP without any deviation, reservation or qualification.</p>		

18.	Power of Attorney / Authorisation	Power of Attorney or Board Resolution authorising the signatory to sign the bid documents.		
19.	Authorisation for e- Procurement Portal	Authorisation letter in favour of the person submitting the bid on the e-Procurement Portal, if different from the authorised signatory.		
20.	Manufacturing/Procurement/ Packing Infrastructure	Details of the bidder's in-house manufacturing facilities, machinery, manpower, quality-control facilities, packing facilities and other infrastructure available for execution of the work. For items proposed to be sourced from external manufacturers/OEMs, the bidder shall provide corresponding details of the identified manufacturers/OEMs and documentary evidence of the proposed sourcing arrangement.		
21.	Item-wise Source Mapping	Duly filled Item-wise Source Mapping Statement in Form 12 , indicating for each Kit Item whether it will be manufactured in-house or procured from an identified manufacturer/OEM.		
22.	OEM/Manufacturer Authorisation	In respect of externally sourced items, a valid authorisation/consent letter in Form 13 from the concerned manufacturer/ OEM confirming the bidder's arrangement for supply of the specified item(s) against the present tender.		
23.	Manufacturer/OEM Details	In respect of externally sourced items, complete details of the declared manufacturer/OEM, including name, complete address, manufacturing location, contact details and item(s) proposed to be supplied. The bidder shall submit a valid BIS Certificate issued in the name of the OEM for Bags.		
24.	Capacity Evidence	Documentary evidence regarding the manufacturing/supply capacity of the bidder and, wherever applicable, the declared manufacturer/OEM, such as Chartered Engineer's certificate, production-capacity certificate, machinery details or other credible evidence acceptable to ORGI.		

25.	The bidder shall have adequate arrangements to ensure uninterrupted production/ procurement and timely supply of the Kit Items.	Signed Business Continuity/ Contingency Undertaking indicating backup sourcing, capacity, raw material, manpower and logistics arrangements.		
26.	Quality/Testing Documents	Bidder should submit individual product specific test report from NABL Accredited Lab of all items as mentioned in Schedule of Requirement. The test report should be after bid publish date.		
27.	Sourcing/Procurement Undertaking	Undertaking in Form 14 confirming that the bidder shall procure externally sourced items only from the declared sources and shall not change any source without prior written approval of ORGI.		
28.	Warehouse / Godown Details	Documentary proof of ownership/lease/rent agreement of warehouse/godown of minimum 20,000 sq. ft. along with complete address and storage capacity.		
29.	Technical compliance of all kit items	Bidder should submit technical compliance of all items on Bidder/OEM letterhead.		
30.	Sample of Kit Items	Physical sample of the proposed kit items to be submitted to ORGI before the bid submission deadline. Where a Kit Item is proposed to be sourced from a declared manufacturer/OEM, the sample submitted shall be representative of the product proposed to be supplied from such declared source. The bidder shall not subsequently supply an item from a different source without prior approval of ORGI.		
31.	Distribution Monitoring Software	Undertaking to be submitted by the bidder that demo and credentials of proposed distribution monitoring software will be arranged as per time schedule given by the ORGI Committee during technical evaluation.		

Note:

- i. No relaxation or exemption in these essential requirements shall be admissible to any bidder, including MSEs/Start-ups.
- ii. The bidder shall be evaluated on its overall capability to manufacture and/or procure, inspect, consolidate, package and supply the complete requirement within the stipulated time.
- iii. In-house manufacturing of every Kit Item shall not be mandatory. However, where any item is proposed to be externally sourced, the bidder shall have an established

- and verifiable sourcing arrangement with the declared manufacturer/OEM and shall furnish all prescribed supporting documents.
- iv. ORGI reserves the right to verify the bidder and/or its declared manufacturers/OEMs through documentary verification and/or physical inspection before opening of the Financial Bid, before award of the Contract and/or during execution.
 - v. Any information or document found to be false, incorrect, misleading or materially deficient or any failure to facilitate verification, shall render the bid liable to rejection and may attract other action under the RFP and applicable Government rules.
 - vi. The bidder shall bear all costs of preparation, transportation and submission of samples. Samples submitted shall become the property of ORGI and shall be used as reference sample.

1.14 Checklist of Documents to be Submitted with the Financial Bid

The bidder shall upload the following documents along with the Financial Bid:

Sl. No.	Description	Whether Enclosed (Yes/No)
1	Financial Bid Undertaking duly signed in the prescribed format (Form 9)	
2	Financial Bid (BoQ_ORGI_Kit.xls) duly filled in and uploaded on the CPP Portal. No other financial document or price schedule shall be uploaded	

1.15 Mandatory Submission of Samples

Every bidder shall submit physical samples of all quoted kit items before the prescribed date. The samples shall be evaluated by the Technical Evaluation Committee. Only those bidders whose samples conform to the prescribed specifications shall be considered technically responsive. The approved samples shall be preserved by ORGI as **Reference Samples** and shall form part of the Contract. All subsequent supplies shall strictly conform to the approved Reference Samples.

1.16 Pre-Bid Meeting

A Pre-Bid Meeting shall be held on the date specified in the Tender Schedule. Participation is encouraged. The Pre-Bid Meeting shall be conducted in hybrid mode, with participation permitted both physically at the ORGI office and through an online video-conferencing platform. Bidders unable to attend the meeting physically may participate online. The details/link for online participation shall be provided by ORGI through the ORGI's portal. The Minutes of the Pre-Bid Meeting, together with clarifications and amendments, if any, issued by ORGI thereafter, shall form an integral part of the Tender Document.

1.17 Corrigendum

Corrigenda, amendments or addenda issued by ORGI shall form an integral part of the Tender Document. The bidders are advised to regularly visit the CPP Portal.

1.18 Verification of Documents

ORGI reserves the right to verify any information furnished by the bidder at any stage. ORGI may inspect the bidder's manufacturing facility, warehouse, quality laboratory, machinery, manpower and production capacity before award of contract or during execution. Submission of false information shall render the bid liable for rejection.

1.19 Right of ORGI

ORGI reserves the right to:

- accept or reject any bid
- reject all bids
- cancel the tender
- increase or decrease the quantity
- split the quantity among multiple bidders
- negotiate wherever permissible under Government rules
- seek clarifications
- conduct pre-award inspection
- conduct post-award inspection
- reject defective supplies
- terminate the contract in accordance with the provisions of the RFP.

1.20 Contact Details

For any clarification, bidder may contact to Shri Sandeep Rai, Joint Director, Office of the Registrar General of India & Census Commissioner, Ministry of Home Affairs, Jangana Bhawan, 6th Floor, 2/A, Man Singh Road, New Delhi-110011, Tel: 011-23033607, e-mail: sandeeprai.rgi@gov.in.



(Hemlata Sindhura)

Joint Director (HoO)

For Registrar General of India & Census Commissioner

ORGI, Ministry of Home Affairs,

6th Floor, Jangana Bhawan,

2/A, Man Singh Road, New Delhi-110011

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e-mail: hemlata.rgi@gov.in

हेमलता सिंधुरा/HEMLATA SINDHURA

संयुक्त निदेशक एवं कार्यालय प्रमुख/Joint Director and Head of Office

भारत के महारजिस्ट्रार एवं जनगणना आयुक्त का कार्यालय

Office of the Registrar General & Census Commissioner of India

गृह मंत्रालय/Ministry of Home Affairs

जनगणना भवन, 2/ए, मान सिंह रोड, दिल्ली-110011

Jangana Bhawan, 2/A, Man Singh Road, New Delhi-110011

SECTION - 2

BACKGROUND AND SCOPE OF WORK

2.1 Background

The Office of the Registrar General of India & Census Commissioner (ORGI), Ministry of Home Affairs, Government of India, is responsible for conducting the decennial Population Census under the provisions of the Census Act, 1948 and the corresponding rules. The Population Census is one of the largest administrative and statistical exercises undertaken by the Government of India. Census 2027 will provide comprehensive demographic, social and economic data for evidence-based policy formulation, planning and governance.

2.2 Census 2027

Census 2027 will be conducted in two distinct phases:

- (i)** Houselisting and Housing Census (HLO)
- (ii)** Population Enumeration (PE)

The present tender relates exclusively to the **Population Enumeration (Phase-II)** of Census 2027.

2.3 Objective of Procurement

For successful conduct of Population Enumeration, every Enumerator and Supervisor is required to be provided with a standardized Census Kit containing specified items necessary for field operations. Accordingly, ORGI intends to procure, inspect, consolidate, package and supply the prescribed Kit Items for use by Enumerators and Supervisors engaged in Population Enumeration.

The successful bidder shall be responsible for manufacture and/or procurement, inspection, quality assurance, consolidation, packaging and timely supply of all Kit Items strictly in accordance with the technical specifications, quality standards and delivery schedule prescribed in this Tender Document.

The bidder may manufacture the Kit Items in its own facilities and/or source individual Kit Items from declared and competent manufacturers/OEMs having adequate manufacturing/supply and quality-control capabilities. Possession of in-house manufacturing facilities for each and every Kit Item shall not be mandatory, provided that the bidder demonstrates adequate and credible arrangements for sourcing the items not manufactured in-house.

Notwithstanding any such sourcing arrangement, the successful bidder shall remain fully and solely responsible to ORGI for the quality, conformity, quantity, traceability, packaging and timely supply of all Kit Items.

2.4 Scope of Work

The successful bidder shall be responsible for manufacture and/or procurement, inspection, quality assurance, consolidation, packing, packaging and supply of all Kit Items strictly in accordance with the specifications, quality standards and delivery schedule prescribed in this RFP. The bidder may manufacture the items in-house and/or source individual items from declared and competent manufacturers/OEMs, as permitted under this RFP. However, the bidder shall remain fully and solely responsible to ORGI for

the quality, conformity, quantity, traceability and timely supply of all Kit Items, irrespective of whether such items are manufactured in-house or sourced from third parties.

The scope of work shall include, but shall not be limited to, the following:

(i) Manufacture/Procurement

Manufacture or procure all Kit Items strictly conforming to the approved technical specifications prescribed in **Annexure-V**. The bidder may manufacture the items in-house and/or procure them from the manufacturers/OEMs declared in its Technical Bid.

(ii) Source Identification and Traceability

The bidder shall identify the source of each Kit Item at the Technical Bid stage and shall maintain complete traceability of all externally sourced items throughout the execution of the Contract.

(iii) Quality Assurance

Each Kit Item, whether manufactured in-house or sourced from an external manufacturer/OEM, shall undergo appropriate quality inspection/testing before packing. Items not conforming to the prescribed specifications shall be liable for rejection.

(iv) Consolidation and Integration

The bidder shall consolidate the Kit Items sourced/manufactured from different sources and ensure that complete Enumerator and Supervisor Kits are prepared strictly in accordance with the Schedule of Requirements and instructions issued by ORGI.

(v) Packaging, Labelling and Dispatch

The bidder shall undertake packaging, destination-wise labelling, stacking, palletisation, sealing and dispatch-readiness of the complete Kits in accordance with the instructions of ORGI.

(vi) Dispatch Readiness

Stacking, palletisation (wherever required), sealing and making the packed cartons ready for lifting by the Department of Posts/logistics agency nominated by ORGI.

(vii) Responsibility for Sub-Suppliers

Any arrangement entered into by the bidder with a manufacturer, OEM, supplier or sub-contractor shall be entirely at the bidder's risk and responsibility. ORGI shall have no contractual obligation towards any such manufacturer/OEM/supplier and the bidder shall remain solely liable for all acts, omissions, delays and deficiencies relating to such sources.

2.5 Kit Items

Each Census Kit Set shall comprise the following items:

a) Enumerator Kit Set:

Sl. No.	Item	Qty
1.	Water Resistant Carry Bag with Census Logo	01
2.	Foldable Writing Board with 2 detachable binder clips	01
3.	Spiral Notepad	01
4.	White Cap with Census Logo	01
5.	Lanyard for Identity Card with transparent pouch	01
6.	Marker Pens (Red-1 and Black-1)	02
7.	Ball Point Pen (Blue-1 and Black-1)	02
8.	Pencil	02

9.	Sharpener	01
10.	Eraser	01

b) Supervisor Kit Set:

Sl. No.	Item	Qty
1.	Water Resistant Carry Bag with Census Logo	01
2.	Spiral Notepad	01
3.	White Cap with Census Logo	01
4.	Lanyard for Identity Card with transparent pouch	01
5.	Ball Point Pen (Blue)	01
6.	Pencil	01
7.	Sharpener	01
8.	Eraser	01

The detailed technical specifications of each of the above items are provided in **Annexure-V**.

2.6 Packaging

The successful bidder shall prepare complete Enumerator Kits and Supervisor Kits. The kits shall thereafter be packed in corrugated cartons of approved quality. The number of kits to be packed in each carton shall vary depending upon the destination and shall be communicated by ORGI before commencement of packing.

The bidder shall ensure:

- proper cushioning and protection for damage-free transportation
- moisture-resistant packing
- easy identification of consignments and
- tamper-evident sealing

2.7 Destination-wise Packing

ORGI shall provide:

- destination-wise quantities
- consignee details
- carton marking instructions
- soft copy of addresses of consignees
- dispatch schedule

The bidder shall pack and label the cartons strictly in accordance with ORGI instructions.

2.8 Schedule of Requirement

The tentative requirement is as under:

Item	Estimated Quantity
Enumerator Kits	26,62,000
Supervisor Kits	4,50,000
Corrugated Boxes for packaging	2,30,000

The above quantities are indicative only. ORGI reserves the right to increase or decrease the quantity by **up to 30%** without any change in the approved unit rates.

2.9 Technical Specifications

Detailed technical specifications of each Kit Item are provided in **Annexure-V**. The bidder shall supply only those items which strictly conform to the prescribed specifications. Any deviation shall render the items liable for rejection.

2.10 Quality Requirements

The bidder shall ensure that:

- all items supplied shall be brand new, unused and of the latest manufacture. The date of manufacture shall not be earlier than **01 January 2025**.
- materials conform to prescribed GSM/ thickness/ strength wherever specified
- printing is clear, permanent and colour-fast
- stitching, finishing and workmanship are of high quality
- dimensions and tolerances conform to specifications
- all supplied items are uniform in appearance.

The above quality requirements shall apply equally to items manufactured by the bidder and items procured from external manufacturers/OEMs. The bidder shall ensure that all externally sourced items conform to the prescribed specifications and quality standards before incorporation into the Kits. ORGI shall have the right to reject any item which does not conform to the prescribed specifications, irrespective of the source of manufacture.

2.11 Inspection

ORGI or its authorized representatives may inspect, at any stage before dispatch:

- (a) the bidder's manufacturing facilities
- (b) the manufacturing facilities of declared manufacturers/OEMs
- (c) raw materials
- (d) work-in-progress
- (e) finished products
- (f) quality-control/ testing facilities
- (g) warehouses/ storage facilities and
- (h) packaging and consolidation facilities.

The bidder shall provide full access and necessary assistance for such inspection and shall obtain the necessary cooperation/consent of its declared manufacturers/OEMs. No consignment shall be dispatched without inspection/clearance wherever prescribed by ORGI.

Inspection or approval by ORGI shall not relieve the bidder of its contractual responsibility for quality, conformity, quantity or timely delivery.

2.12 Quality Assurance & Inspection Plan (QAIP)

2.12.1 The successful bidder shall, before commencement of bulk production/ procurement and packaging, submit to ORGI a detailed Quality Assurance & Inspection Plan (QAIP) for approval. The QAIP shall cover all Kit Items, whether manufactured by the bidder or procured from declared manufacturers/OEMs.

2.12.2 The QAIP shall, at a minimum, specify:

- a. item-wise quality parameters and applicable specifications/standards
- b. raw material inspection and testing requirements
- c. in-process inspection and quality-control checks
- d. finished-product inspection and testing parameters
- e. sampling methodology and frequency of inspection/testing
- f. applicable acceptance/rejection criteria
- g. details of testing facilities/laboratories proposed to be used
- h. inspection and test report formats and records to be maintained
- i. batch/lot identification and traceability arrangements and
- j. procedure for segregation, rejection and replacement of non-conforming materials.

2.12.3 The bidder shall ensure that the approved QAIP is implemented for all supplies. ORGI may modify or supplement the QAIP, wherever considered necessary, based on inspection findings, quality requirements or operational considerations.

2.12.4 The bidder shall maintain complete records of inspection and testing carried out under the approved QAIP and shall furnish such records to ORGI or its authorised representative whenever required.

2.12.5 Approval of the QAIP by ORGI, or inspection/release of any batch/lot, shall not relieve the bidder of its responsibility for ensuring the quality, conformity, quantity and timely supply of the Kit Items in accordance with the Contract.

2.12.6 Corrugated Box Performance Test: The Contractor shall specify in the QAIP the applicable test method, sampling frequency, minimum acceptance criteria and test records for the corrugated boxes, including Edge Crush Test (ECT)/Bursting Strength and any other relevant strength test prescribed in the technical specification. Test reports shall be maintained batch-wise and produced to ORGI/its authorised inspection agency whenever required.

2.12.7 Packing and Packaging Inspection: Before commencement of bulk packing, the successful bidder shall submit one complete sample of the approved packing configuration, including the placement of Kit Items, number of Kits per corrugated box, cushioning/filler, sealing, shrink wrapping, strapping, labelling and gross weight of the packed box, for inspection and approval by ORGI. Bulk packing shall commence only after approval of the packing configuration by ORGI.

2.12.8 Batch/Lot Release: Where inspection/testing is prescribed under the approved QAIP or by ORGI, the bidder shall not dispatch the concerned batch/lot until the prescribed inspection/testing has been completed and the batch/lot has been cleared/released by ORGI or its authorised inspection agency.

2.12.9 Packaging and Quality Control Mechanism: The Contractor shall establish and implement a documented packaging and quality-control mechanism for each Kit, covering item-wise verification against the approved specifications and quantities, visual inspection of each Kit Item, identification and segregation of non-conforming items, correct placement of items in the Kit, packing and sealing of the Kit, packing of Kits in

corrugated boxes, labelling, box numbering, weighing, shrink wrapping and strapping. Each Kit/box shall be checked and cleared by the **Contractor's designated Quality Control personnel** before sealing and dispatch. Batch-wise records/checklists of such verification and clearance, including details of the batch/lot, quantity packed, inspection carried out, defects/non-conformities observed and corrective action taken, shall be maintained and furnished to ORGI/its authorised inspection agency whenever required. ORGI may conduct random or batch-wise verification at any stage and any non-conforming Kit or box shall be segregated and rectified/replaced before dispatch.

2.12.10 ORGI or its authorised inspection agency may conduct random inspection/testing of any batch/lot, including at the bidder's premises, declared manufacturer/OEM premises or at the destination. Such inspection may include verification of raw materials, finished products, packing configuration, quantity, markings, test reports and traceability records. The bidder shall provide all necessary facilities, access and assistance for such inspection.

2.13 Pre-Award Verification of Manufacturing/Sourcing Facilities

ORGI reserves the right to verify, before award of the Contract, the manufacturing/supply capability, production capacity, quality-control arrangements, infrastructure and past performance of the bidder and/or any declared manufacturer/OEM proposed to be used for supply of critical Kit Items.

Such verification may be carried out through physical inspection, documentary verification or through an authorised third party. **Where the capability or arrangements of a declared manufacturer/OEM are found to be inadequate or unsatisfactory, ORGI may require the bidder to propose an alternative source acceptable to ORGI.** Failure to demonstrate adequate capability or sourcing arrangements may render the bid liable for rejection.

2.14 Business Continuity and Contingency Plan

The successful bidder shall, before commencement of bulk production/procurement, submit to ORGI a Business Continuity and Contingency Plan to ensure uninterrupted manufacture/procurement, consolidation, packaging and supply of the Kit Items within the stipulated delivery schedule.

The plan shall, at a minimum, indicate arrangements for alternate/backup sources for critical Kit Items, availability of additional production/sourcing capacity, contingency arrangements for raw materials and manpower, alternative packaging and transportation arrangements and measures for addressing disruptions such as breakdown of machinery, failure of a declared manufacturer/OEM, shortage of raw materials, labour disruption, fire, natural calamity or other unforeseen events.

Where any Kit Item is proposed to be sourced from a declared manufacturer/OEM, the Contractor shall ensure that suitable alternative sourcing arrangements are available, subject to the prior approval of ORGI. No change of manufacturer/OEM/source shall be made without prior written approval of ORGI, in accordance with the relevant provisions of this RFP.

The Contractor shall promptly inform ORGI of any event likely to adversely affect the production or supply schedule and shall take all necessary measures, at its own cost, to minimise the impact and ensure timely completion of the Contract.

Submission and approval of the Business Continuity and Contingency Plan shall not relieve the Contractor of its responsibility for timely and complete performance of the Contract.

2.15 Pre-Production Samples

Before commencement of bulk production/procurement, the successful bidder shall submit pre-production samples of each Kit Item, including items proposed to be sourced from external manufacturers/OEMs, for approval of ORGI. One complete Enumerator Kit Set, one complete Supervisor Kit Set and one fully packed corrugated carton, including the approved packing configuration, labelling and sealing, shall also be submitted for approval before commencement of bulk packing. Bulk production/ procurement shall commence only after approval of the samples by ORGI. Approval of a sample shall not relieve the bidder of its responsibility to ensure that all subsequent supplies conform to the approved sample and the technical specifications prescribed in the RFP.

2.16 Warranty/Replacement

The bidder shall warrant that all items supplied under the contract are brand new, unused, free from defects in design, material and workmanship, and fully conform to the specifications and quality requirements prescribed in the tender document.

The bidder shall, at its own cost and without any additional financial liability to ORGI, replace any item found to be defective, damaged, short-supplied or not conforming to the prescribed specifications during inspection, at the time of delivery, before distribution or during the applicable warranty period. **Such replacement shall be completed within the time specified by ORGI, failing which ORGI shall be at liberty to procure the required items from an alternate source at the risk and cost of the bidder, without prejudice to any other rights or remedies available to ORGI under the terms of the contract.**

The bidder shall remain fully and solely responsible for the quality, conformity, replacement and timely supply of all items, irrespective of whether such items are manufactured by the bidder itself or sourced from any third-party manufacturer/OEM. Any arrangement between the bidder and its manufacturers/OEMs or other suppliers shall not in any manner relieve the bidder of its contractual obligations or liability towards ORGI.

ORGI shall have no obligation to pursue, coordinate with, or deal directly with any third-party manufacturer/OEM or supplier in respect of any defective, damaged, short-supplied or non-conforming item. Any claim or dispute between the bidder and its manufacturer/OEM or supplier shall be solely the responsibility of the bidder and shall not affect the bidder's obligations towards ORGI.

2.17 No Change of Source

The bidder shall not change the declared manufacturer/OEM/source of any Kit Item during the currency of the Contract without prior written approval of ORGI. Any proposed change shall be supported by full details of the alternative source, including

capacity, quality certifications, samples and other documents as may be required by ORGI. ORGI may reject the proposed change if the alternative source is not found satisfactory. **No change of source shall be permitted merely on the ground of commercial convenience or availability of a cheaper source.**

2.18 Traceability of Externally Sourced Items

The bidder shall maintain complete traceability of all externally sourced Kit Items. ORGI may, at any stage, require the bidder to produce copies of purchase orders, invoices, delivery challans, test reports, inspection reports or other source documents evidencing procurement from the declared /manufacturer/OEM. Failure to produce satisfactory documentary evidence or submission of misleading/falsified source documents shall constitute a material breach of the Contract and may attract rejection of supplies and/or other contractual action. The bidder shall maintain batch-wise traceability linking the declared manufacturer/OEM, purchase order/invoice, production/supply batch, inspection/test report and quantity incorporated into the Kits supplied to ORGI.

SECTION - 3 INSTRUCTIONS FOR ONLINE BID SUBMISSION

3.1 General

3.1.1 The bids shall be submitted only through the Central Public Procurement (CPP) Portal (<https://eprocure.gov.in/eprocure/app>) using a valid Digital Signature Certificate (DSC). Manual bids or bids submitted through any other mode shall not be accepted.

3.1.2 The instructions contained in this Section are intended to assist bidders in registration on the CPP Portal, preparation of bids and online submission of bids.

3.1.3 Submission of the bid shall be deemed to constitute acceptance of all the terms and conditions contained in this RFP.

3.2 Registration on CPP Portal

The bidder shall ensure the following before submission of the bid:

- a) Register on the CPP Portal through the "**Online Bidder Enrollment**" facility. Registration on the portal is free of cost.
- b) Furnish correct and complete information including e-mail ID and mobile number. All communications shall be made through the registered e-mail ID only.
- c) Register a valid Class-II/Class-III Digital Signature Certificate (DSC) issued by a Certifying Authority recognized by the Controller of Certifying Authorities (CCA), Government of India.
- d) Only one valid DSC shall be registered against one bidder.
- e) The bidder shall be solely responsible for the security and confidentiality of its DSC.

3.3 Preparation of Bid

The bidder shall:

- a) Download the complete Tender Document along with all Corrigenda/Addenda issued, if any.
- b) Carefully examine the eligibility conditions, technical specifications, scope of work, delivery schedule and all terms & conditions before submission of the bid.
- c) Prepare all supporting documents in PDF format unless otherwise specified.
- d) Ensure that all uploaded documents are clearly legible.
- e) Ensure that all documents requiring signatures are duly signed by the Authorized Signatory.
- f) **Submit only those documents specifically required under this RFP.** ORGI reserves the right to seek clarification or original documents whenever considered necessary.

3.4 Submission of Bid

3.4.1 Two-Bid System

The bid shall consist of the following two separate online covers:

Cover-I: Technical Bid

The Technical Bid shall contain all documents specified in Section-1 including:

- Eligibility documents
- Technical Bid Submission Form
- Experience certificates
- Financial turnover documents
- Quality Certifications
- Bid Security (EMD)
- Samples of all quoted Kit Items

- Compliance certificates
- Declarations and Undertakings
- Signed copy of the complete RFP
- Any other document specified in the Tender

No price information shall be included in the Technical Bid. Any Technical Bid containing financial information shall be rejected.

Cover-II: Financial Bid

The Financial Bid shall contain only:

- BOQ duly filled in the prescribed format available on CPP Portal.

No conditions, remarks or deviations shall be mentioned in the Financial Bid. Submission of the Financial Bid in any other format shall render the bid liable to rejection.

3.4.2 Bid Security (EMD)

The Bid Security shall be furnished strictly in accordance with the provisions contained in Section-1 of this RFP. The original Bid Security instrument shall reach ORGI before the prescribed date and time. Failure to submit the original Bid Security shall render the bid liable for rejection.

3.4.3 Submission of Samples

Every bidder shall submit physical samples of **each Kit Item quoted** along with the Bid Security before the prescribed date and time.

The samples shall be:

- properly labelled,
- bear the bidder's name,
- indicate the item name,
- mention the tender number.

The samples shall be examined by the Evaluation Committee for conformity with the prescribed specifications.

Bids without samples or with samples not conforming to the prescribed specifications shall be treated as non-responsive and liable to rejection.

3.4.4 Bid Validity

The bid shall remain valid for the period specified in this RFP. ORGI may request extension of the validity period. Refusal to extend the validity shall not result in forfeiture of Bid Security.

3.5 Important Instructions

The bidder shall ensure that:

- a) All uploaded documents are complete and legible.
- b) All documents are digitally signed wherever required.
- c) Rates are quoted only in the BOQ.
- d) No alteration is made in the BOQ format.
- e) The bid is submitted before the prescribed closing date and time.

Late bids shall not be accepted under any circumstances.

3.6 Modification or Withdrawal of Bid

The bidder may modify or withdraw the bid before the prescribed closing date and time through the CPP Portal. No bid shall be permitted to be modified after expiry of the submission deadline.

3.7 Bid Opening

Technical Bids shall be opened online on the date and time specified in the Tender Schedule. Financial Bids of only those bidders who are declared technically responsive shall subsequently be opened on a date to be notified separately.

3.8 Verification of Documents

ORGI reserves the right to verify, at any stage of the procurement process or during the currency of the contract, any information, statement or document submitted by the bidder. The bidder shall produce the original documents or other supporting evidence whenever called upon to do so by ORGI.

The right of verification shall also extend to the documents and information relating to the declared manufacturers/OEMs, authorised sources, sourcing arrangements, production/manufacturing capacity, purchase orders, invoices, challans, test reports, quality certificates and other documents relied upon by the bidder for establishing its technical capability, capacity and ability to supply the required Kit Items.

ORGI may, where considered necessary, also verify the manufacturing/production facilities of the declared manufacturers/OEMs or other sources and may seek confirmation directly from such manufacturers/OEMs.

Submission of false, forged or misleading information/documents, suppression of material facts, or failure to substantiate the information/documents submitted by the bidder, if established, may result in one or more of the following actions, as applicable:

- rejection of the bid
- forfeiture of Bid Security/Performance Security
- termination of the contract, if awarded
- recovery of any loss/damages caused to ORGI, in accordance with the contract conditions and
- debarment from future procurements in accordance with Government of India rules.

The bidder shall remain fully responsible for the authenticity and correctness of all information and documents submitted by it, including those relating to its declared manufacturers/OEMs and sourcing arrangements.

3.9 Inspection of Manufacturing/Sourcing Facilities

ORGI reserves the right to inspect the bidder's manufacturing unit(s), warehouse(s), quality-control laboratory, packaging/consolidation facility and other infrastructure before award of the Contract and at any stage during execution. Where the bidder proposes to source any Kit Item from an external manufacturer/OEM, ORGI shall also have the right to inspect the relevant manufacturing facility, quality-control facilities, warehouse and other infrastructure of such declared manufacturer/OEM.

The bidder shall provide full access and necessary assistance for such inspection and shall ensure cooperation by its declared manufacturers/OEMs. Failure to facilitate inspection may result in rejection of the bid, withholding of award or termination of the Contract, as applicable.

3.10 Assistance to Bidders

Tender-related queries

Joint Director (General)
Office of the Registrar General of India & Census Commissioner
Ministry of Home Affairs
Janganana Bhawan, 2/ A, Man Singh Road
New Delhi - 110011
Phone: 011-23033607; e-mail: sandeeprai.rgi@gov.in

CPP Portal Helpdesk

For issues relating to online submission of bids:

Toll Free Numbers (24X7 CPP Portal): 1800-3070-2232, 0120-4001002 and 0120-4001005

SECTION - 4 INSTRUCTIONS TO THE BIDDERS

4.1 Procedure for Submission of Bids

4.1.1 The Bid shall be submitted only through the CPP Portal in accordance with the procedure prescribed in Section 3 of this Request for Proposal document. No physical, fax, e-mail or any other mode of submission shall be accepted. The Bid shall be submitted under the **Two Bid System**, comprising the Technical Bid and the Financial Bid, as detailed in Section 1 of this Request for Proposal document.

4.1.2 **The Technical Bid and the Financial Bid shall be submitted separately in the respective online covers provided on the Central Public Procurement Portal.** All documents uploaded under each Bid shall be legible, duly signed by the authorised signatory wherever required, serially page-numbered, and accompanied by an index indicating the page numbers of the documents enclosed. **Any deficiency, omission or inconsistency in the documentation may render the Bid liable for rejection.**

4.2 Cost of Bid

The Bidder shall bear all costs associated with the preparation and submission of its Bid, including the cost of obtaining information, preparation of documents, submission of samples, presentations, demonstrations, clarifications or any other activity required during the bidding process. The ORGI shall, under no circumstances, be responsible or liable for any such expenditure incurred by the Bidder, irrespective of the conduct or outcome of the bidding process.

4.3 Contents of the Bid Document

4.3.1 This Request for Proposal document comprises the following Sections, which shall be read together and construed as forming an integral part of the bidding document:

- a) Section 1 – Invitation to Bid
- b) Section 2 – Background and Scope of Work
- c) Section 3 – Instructions for Online Bid Submission
- d) Section 4 – Instructions to the Bidders
- e) Section 5 – Job Requirements
- f) Section 6 – General Conditions of Contract
- g) Section 7 – Financial Bid
- h) Section 8 – Standard Forms and
- i) Section 9 – Annexures

4.3.2 The Bidder shall carefully examine all instructions, conditions, specifications, schedules, forms, annexures and other contents of this Request for Proposal document before submitting its Bid. **The submission of a Bid shall be deemed to constitute unconditional acceptance of all terms and conditions contained in this Request for Proposal.**

4.3.3 The Bidder shall be deemed to have satisfied itself regarding the scope of work, technical specifications, quantity of goods, delivery requirements, timelines, packing requirements, destination-wise dispatches and all other obligations under the proposed Contract. No claim on account of misunderstanding or misinterpretation of any provision of the Request for Proposal shall be entertained after submission of the Bid.

4.4 Clarification of the Bid Document

Any prospective Bidder requiring clarification regarding any provision of this Request for Proposal document may submit its queries in writing to the ORGI at the address specified in Section 1 within the time schedule indicated therein.

The queries shall be submitted only in Microsoft Excel format in the following manner:

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

No clarification sought after the prescribed date shall ordinarily be entertained.

The ORGI shall issue clarifications, wherever considered necessary, through the CPP Portal. Such clarifications, together with any corrigendum or amendment issued subsequently, shall form an integral part of the Request for Proposal document and shall be binding on all prospective Bidders.

4.5 Amendment of the Bid Document

The ORGI reserves the right to amend, modify, supplement or withdraw any provision of this Request for Proposal document at any time before the prescribed date and time for submission of Bids, either on its own initiative or in response to any clarification sought by prospective Bidders.

Every amendment or corrigendum shall be published on the Central Public Procurement Portal only. **The ORGI shall not be responsible for informing individual Bidders separately.** It shall be the responsibility of every Bidder to regularly visit the Portal and take into account all amendments or corrigenda issued before submission of the Bid.

4.6 Extension of the Bid Submission Date

Wherever considered necessary, the ORGI may extend the last date and time for submission of Bids to enable prospective Bidders to take into account any amendment or corrigendum issued to the Request for Proposal document or for any other reason considered appropriate. Any such extension shall be notified through the CPP Portal and shall be binding on all prospective Bidders.

4.7 Language of the Bids

The Bids and all correspondence and documents relating to the Bid exchanged between the Bidder and the ORGI shall be written in the **English language** only. Any printed literature or supporting document furnished in any other language shall be accompanied by an authenticated English translation. For the purpose of interpretation of the Bid, the English translation shall prevail.

4.8 Documents Comprising the Bid

4.8.1 Technical Bid

The Technical Bid shall comprise all documents specified in Section 1 of this Request for Proposal, together with all supporting documents required to establish the Bidder's eligibility, technical capability and conformity with the requirements of the Request for Proposal. All documents forming part of the Technical Bid shall be duly signed by the authorised signatory wherever applicable.

4.8.2 Financial Bid

The Financial Bid shall be submitted strictly in the prescribed format provided in the Financial Bid Schedule through the CPP Portal. The Financial Bid shall contain only the prices quoted by the Bidder and no other conditions or qualifications. Inclusion of commercial information in the Technical Bid shall render the Bid liable for rejection.

4.8.3 The Bidder shall ensure that all information furnished in the Bid is complete, accurate and consistent. If any information or document furnished is found to be false, misleading or materially incorrect at any stage of the bidding process or during execution of the Contract, the ORGI reserves the right to reject the Bid, terminate the Contract and take such other action as may be considered appropriate under the applicable rules and law.

4.9 Bid Prices

The Bidder shall quote the prices in the Financial Bid strictly in the format prescribed in **Section 7** of this Request for Proposal. The prices shall be quoted in Indian Rupees (INR) only and shall be expressed both in figures and in words wherever required. The quoted prices shall include the cost of manufacture, supply, printing, branding, packing, loading, transportation, insurance, delivery, unloading and all other incidental expenses required for successful execution of the Contract. The Bidder shall be solely responsible for quoting prices after taking into consideration the complete scope of work and all contractual obligations specified in this Request for Proposal.

4.10 Firm Prices

The prices quoted by the Bidder shall remain firm and fixed throughout the period of the Contract and shall not be subject to any escalation or variation on any account whatsoever. The quoted prices shall include all duties, taxes, levies, freight, insurance, packaging, loading, unloading and all other incidental charges applicable under the Contract. However, any variation in statutory taxes and duties imposed by the Government after the date of submission of the Bid shall be regulated in accordance with the applicable Government rules and shall be payable only on actual production of documentary evidence, wherever admissible.

4.11 Discount

The Bidder shall not indicate any separate discount in the Financial Bid. If the Bidder intends to offer any discount, the same shall be adjusted in the quoted unit rates themselves. Any discount indicated separately shall not be considered while evaluating the Financial Bid.

4.12 Authorisation of the Bid

The Bid and all related documents shall be signed by the person duly authorised to bind the Bidder to the Contract. Where the Bid is signed by a person other than the proprietor or the person authorised under the constitutional documents of the Bidder, a valid Power of Attorney or Board Resolution authorising such person shall be enclosed with the Technical Bid. Failure to furnish such authorisation may render the Bid liable for rejection.

4.13 Bid Security

4.13.1 The Bidder shall furnish Bid Security for the amount specified in Section 1 of this Request for Proposal.

4.13.2 The Bid Security is intended to protect the ORGI against the risk of the Bidder's conduct which would warrant forfeiture of the Bid Security under the provisions of this Request for Proposal.

4.13.3 The Bid Security shall be denominated in Indian Rupees and shall be furnished in the form specified in Section 1 of this Request for Proposal in favour of the **Pay and Accounts Officer (Census), MHA, New Delhi**.

4.13.4 Any Bid not accompanied by the prescribed Bid Security, wherever applicable, shall be treated as non-responsive and shall be liable to be rejected.

4.13.5 The Bid Security of unsuccessful Bidders shall be returned after finalisation of the tender or expiry of the Bid validity period, whichever is later.

4.13.6 The Bid Security of the successful Bidder shall be returned after the successful execution of the Contract Agreement and submission of the prescribed Performance Security.

4.13.7 The Bid Security shall be liable to be forfeited if the Bidder withdraws or modifies its Bid during the period of Bid validity or, after acceptance of the Bid, fails to sign the Contract Agreement or furnish the prescribed Performance Security within the stipulated period.

4.13.8 The Bid Security shall remain valid for a period of at least thirty days beyond the validity of the Bid.

4.14 Period of Validity of Bids

4.14.1 The Bid shall remain valid for a period of **180 days** from the date of opening of the Technical Bid. A Bid valid for a shorter period shall be treated as non-responsive and shall be liable to be rejected.

4.14.2 In exceptional circumstances, the ORGI may request the Bidders to extend the validity of their Bids. Such request and the response thereto shall be made in writing. A Bidder agreeing to the request shall also extend the validity of the Bid Security accordingly. A Bidder may refuse such request without forfeiture of its Bid Security, but shall not thereafter be entitled to participate further in the procurement process.

4.15 Confidentiality of Financial Bid

The Bidder shall ensure that the prices quoted in the Financial Bid are not disclosed in any form before the opening of the Financial Bid. If the quoted prices or any financial information are found to have been disclosed in the Technical Bid or communicated separately in any manner before the opening of the Financial Bid, the Bid shall be liable to be rejected.

4.16 Goods and Services Tax Registration

The Bidder shall possess a valid Goods and Services Tax (GST) Registration Certificate and shall submit a self-attested copy of the same as part of the Technical Bid. The

Registration Certificate shall remain valid throughout the period of the Contract. Failure to furnish a valid GST Registration Certificate shall render the Bid liable for rejection.

4.17 Terms and Conditions of the Bid

4.17.1 The submission of a Bid shall constitute the Bidder's unconditional acceptance of all the terms, conditions, specifications and requirements contained in this Request for Proposal.

4.17.2 The Bidder shall not impose any conditions, assumptions or qualifications that are inconsistent with the provisions of this Request for Proposal. Any deviation proposed by the Bidder shall be specifically indicated in the Technical Bid.

4.17.3 The ORGI shall examine the deviations, if any, proposed by the Bidder. If any such deviation is not acceptable to the ORGI, the Bidder shall withdraw the same when called upon to do so. Failure to withdraw such deviation shall render the Bid liable for rejection.

4.17.4 No assumption, condition or qualification contained in any covering letter, annexure or other document submitted by the Bidder shall override the provisions of this Request for Proposal unless specifically accepted in writing by the ORGI.

4.18 Local Conditions

4.18.1 The Bidder shall be deemed to have fully acquainted itself with all local conditions, statutory requirements, transportation arrangements, labour availability, climatic conditions, infrastructure and all other factors that may affect the performance of the Contract or the cost of execution.

4.18.2 The Bidder shall independently satisfy itself regarding all applicable Central Government, State Government and local laws, rules, regulations and other statutory provisions that may have a bearing on the execution of the Contract.

4.18.3 No claim whatsoever, including any claim for additional payment, extension of time or modification of contractual obligations, shall be entertained on the ground that the Bidder failed to obtain sufficient information regarding local conditions or statutory requirements before submission of the Bid.

4.19 Interpretation

The headings of the clauses contained in this Request for Proposal are intended only for convenience of reference and shall not affect the interpretation of any provision contained herein.

4.20 Technical Qualification of Bidders

4.20.1 The Bidder shall submit all documents prescribed under **Section 1** of this Request for Proposal together with all supporting documents required to establish its technical eligibility.

4.20.2 The Technical Bid shall be evaluated by the duly constituted Technical Evaluation Committee on the basis of the eligibility criteria, technical requirements and documentary evidence submitted by the Bidder.

4.20.3 Only those Bidders whose Technical Bids are found to be substantially responsive and technically qualified shall be considered for opening of the Financial Bid.

4.21 Last Date for Submission of Bids

The Bidder shall submit its Bid online before the date and time specified in the Bid Schedule contained in Section 1 of this Request for Proposal. The ORGI shall not be responsible for any delay in submission of the Bid due to network congestion, internet failure or any other reason whatsoever. The ORGI reserves the right to extend the last date and time for submission of Bids by issuing a corrigendum on the Central Public Procurement Portal.

4.22 Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid at any time before the prescribed closing date and time for submission of Bids through the procedure available on the Central Public Procurement Portal. No Bid shall be permitted to be modified or withdrawn after the expiry of the prescribed deadline for submission of Bids.

4.23 Address for Correspondence

The Bidder shall furnish its complete postal address, telephone number, e-mail address and the details of the authorised contact person for all communications relating to the bidding process. Any communication issued by the ORGI to the address or e-mail furnished by the Bidder shall be deemed to have been duly served.

4.24 Opening of Bids

The Technical Bids shall be opened by the ORGI on the date, time and place specified in Section 1 of this Request for Proposal. The Financial Bids of only those Bidders who qualify in the Technical Evaluation shall be opened on a date to be notified separately.

4.25 Clarifications During Evaluation

During the process of evaluation, the ORGI or the Technical Evaluation Committee may seek written clarifications from any Bidder for the purpose of examination of the Technical Bid. No clarification shall be sought or accepted regarding the Financial Bid or the quoted prices.

4.26 Preliminary Examination of Bids

4.26.1 The ORGI shall examine the Bids to determine whether they are complete in all respects, whether the required documents have been furnished, whether the Bid Security has been submitted wherever applicable, whether the documents have been properly signed and whether the Bid is substantially responsive to the requirements of this Request for Proposal.

4.26.2 Where any arithmetic error is noticed in the Financial Bid, the ORGI shall rectify the same in accordance with the applicable provisions of the General Financial Rules and the Manual for Procurement of Goods. **In case of any discrepancy between the unit price and the total price, the price considered beneficial to the ORGI shall prevail.**

4.26.3 Any Bid found to be substantially non-responsive shall be rejected and shall not subsequently be made responsive by correction of omissions, deficiencies or non-conformities.

4.26.4 The ORGI reserves the right to waive any minor informality or irregularity in a Bid, provided that such waiver does not constitute a material deviation and does not prejudice the interests of other Bidders.

4.26.5 The ORGI reserves the right to verify the authenticity of any document, certificate, declaration or information furnished by the Bidder from the issuing authority. If any document is found to be false, forged or misleading, the Bid shall be rejected without prejudice to any other action permissible under law.

4.27 Contact During the Evaluation Process

Except when specifically requested by the ORGI, no Bidder shall contact the ORGI or any member of the Tender Evaluation Committee regarding any matter relating to its Bid from the date of opening of the Technical Bid until the completion of the procurement process. Any attempt by a Bidder to influence the evaluation process or the decision regarding award of the Contract may result in rejection of its Bid.

4.28 Post-Qualification of the Successful Bidder

After evaluation of the Financial Bids, ORGI shall determine whether the Bidder whose Bid is the lowest responsive Bid possesses the requisite technical capability, capacity, financial strength, experience and overall capability to manufacture and/or procure, inspect, consolidate, package and supply the complete requirement of Kit Items satisfactorily.

The assessment may include verification of documents, past performance, financial and operational capacity, quality-control arrangements and wherever considered necessary, inspection/verification of the manufacturing/production facilities of the Bidder and/or its declared manufacturers/OEMs or sources.

Where the bidder proposes to source any Kit Item from an external manufacturer/OEM, the post-qualification assessment may also include verification of the capability, capacity, quality-control arrangements, infrastructure, past performance and sourcing arrangement of such declared manufacturer/OEM. ORGI may undertake physical or documentary verification before considering the bidder eligible for award.

The Bidder shall remain fully responsible for the performance of the Contract, irrespective of whether any item is manufactured by the Bidder or sourced from a third-party manufacturer/OEM.

Only upon satisfactory completion of post-qualification shall the Bidder be considered eligible for award of the Contract.

4.29 Criteria for Evaluation of Bids

4.29.1 Technical Evaluation

The Technical Bids shall be evaluated on the basis of the eligibility criteria, technical specifications, documentary evidence, physical verification of infrastructures and other requirements prescribed in this RFP. Bids not meeting the prescribed eligibility criteria or

failing to furnish essential documents shall be treated as non-responsive and liable for rejection.

The evaluation shall assess the bidder's overall capability to manufacture and/or procure, inspect, consolidate, package and supply the complete requirement within the stipulated time, supported by adequate in-house facilities and/or established sourcing arrangements with competent manufacturers/OEMs. Possession of in-house manufacturing facilities for all or any individual Kit Item shall not, by itself, be mandatory, provided the bidder demonstrates adequate capacity, quality-control arrangements and reliable sourcing arrangements for the complete requirement.

The eligibility criteria, technical qualification criteria, experience, financial capacity, production capacity, quality standards and delivery schedule prescribed in this RFP are essential conditions of the tender. No relaxation or exemption in these requirements shall be admissible to MSEs/Start-ups.

4.29.2 Financial Evaluation

- Financial Bids of only those Bidders who qualify in the Technical Evaluation shall be opened.
- The ORGI shall evaluate the Financial Bids to determine the **Lowest Evaluated Bidder (L-1)** on the basis of the **aggregate quoted amount**, comprising the cost of the Enumerator Kit Set, the cost of the Supervisor Kit Set and the charges for Corrugated Boxes and their packaging, as specified in the Bill of Quantities (**Annexure-I**).
- The cost of the Enumerator Kit Set and Supervisor Kit Set shall be quoted separately, and the charges for Corrugated Boxes and their packaging shall also be quoted separately in the BOQ. The aggregate of these quoted amounts shall be considered for determination of the Lowest Evaluated Bidder (L-1).
- The Contract shall ordinarily be awarded to the technically qualified Bidder whose Financial Bid is determined to be the lowest evaluated responsive Bid and who is found capable of satisfactorily performing the Contract.
- The ORGI shall, however, not be bound to accept the lowest Bid and reserves the right to accept or reject any Bid, wholly or partly, without assigning any reason.
- Considering the large quantity of supplies involved and the strict delivery schedule prescribed under this Request for Proposal, the ORGI reserves the right to distribute/split the work among more than one successful Bidder, based on the evaluated capacity of the Bidders and such other considerations as may be deemed appropriate in the interest of timely completion of the work.

4.30 Award of Work

4.30.1 The Office of the Registrar General of India and Census Commissioner reserves the right to award the Contract to more than one successful Bidder, in the interest of timely completion of the work, availability of adequate verified capacity, risk mitigation or any other administrative or operational requirement.

4.30.2 Where the Contract is awarded to more than one Bidder, the Bidder quoting the Lowest Evaluated Price (L-1) shall ordinarily be awarded not less than **forty per cent (40%)** of the total contracted quantity or the Bidder's verified production capacity, whichever is lower, at the accepted Lowest Evaluated Price.

4.30.3 The Bidder quoting the Second Lowest Evaluated Price (L-2) shall be invited to match the Lowest Evaluated Price. Upon acceptance of the Lowest Evaluated Price, the Bidder may be considered for award of work to the extent of its verified production capacity or such quantity as may be determined by the ORGI/Committee.

4.30.4 In the event that the Bidder quoting the Second Lowest Evaluated Price does not agree to match the Lowest Evaluated Price, the Bidder quoting the Third Lowest Evaluated Price (L-3) shall be invited to match the Lowest Evaluated Price. If the Bidder quoting the Third Lowest Evaluated Price agrees to match the Lowest Evaluated Price, work may be awarded to that Bidder to the extent of its verified production capacity or such quantity as may be determined by the ORGI/Committee.

4.30.5 The above process may be continued, wherever considered necessary, until the desired number of successful Bidders has been identified and the entire tendered quantity has been allocated. The balance quantity, if any, may be distributed amongst the successful Bidders in such manner as may be decided by the ORGI, having due regard to the production capacity of the Bidders, the rates originally quoted by them and the overall interest of the Government.

4.30.6 For determining the quantity to be allocated to a bidder, ORGI may take into account the bidder's verified in-house manufacturing capacity as well as the assured and verified capacity of its declared manufacturers/OEMs and sourcing arrangements.

4.31 Right to Vary the Scope of the Contract

The ORGI reserves the right to increase or decrease the quantity of Goods and Services to be procured by up to **thirty per cent** of the original Contract quantity at the time of award of the Contract or during the period of the Contract.

4.32 Right to Accept or Reject Bids

The ORGI reserves the right to accept or reject any Bid, wholly or partially, to split the quantity amongst one or more successful Bidders, or to annul the bidding process at any stage prior to the award of the Contract without assigning any reason. The Office shall not be liable to any Bidder for any consequence arising out of such decision, nor shall it be under any obligation to inform the Bidder of the grounds for such decision.

4.33 Issue of the Letter of Intent

Upon approval of the competent authority, ORGI shall issue a Letter of Intent (LoI) to the successful bidder(s) intimating the acceptance of its bid. The successful bidder(s) shall, within seven days or within such period as may be specified in the LoI, from the date of issue of the LoI, submit:

- i. the prescribed Performance Security and
- ii. its unconditional acceptance of the Letter of Intent in the prescribed format.

Failure to submit the Performance Security and acceptance of the Letter of Intent within the stipulated period may result in cancellation of the award of work and such further action as may be deemed appropriate under the provisions of this tender.

4.34 Issue of Work Order

Upon receipt of the successful bidder's acceptance of the Letter of Intent and acceptance of the Performance Security by ORGI, the Work Order shall be issued, authorizing the successful bidder to commence execution of the work in accordance with the terms and conditions of the tender.

No separate contract agreement shall be executed. The Tender Document, the bid submitted by the successful bidder, the Letter of Intent, the acceptance of the Letter of Intent, the Performance Security and the Work Order shall collectively constitute the contract between ORGI and the successful bidder.

4.35 Performance Security

4.35.1 The successful Bidder shall furnish a Performance Security equivalent to **five per cent (5%) of the total Contract value** within seven days from the date of issue of the Letter of Intent.

4.35.2 The Performance Security shall remain valid for the entire period of the Contract and for an additional period as specified in this RFP. Subject to satisfactory completion of all contractual obligations and settlement of all dues, the Performance Security shall be released without interest.

4.35.3 The Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee in favour of the Pay and Accounts Officer (Census), MHA, New Delhi, in the format prescribed in **Form 8** of this Request for Proposal.

4.35.4 Where the Performance Security is furnished in the form of a Bank Guarantee, the Bank Guarantee shall remain valid for at least sixty days beyond the expiry of the Contract period and shall be transmitted directly by the issuing Bank to the ORGI.

4.35.5 No interest shall be payable by the ORGI on the Performance Security deposited by the successful Bidder.

4.35.6 The ORGI shall have the right to invoke, encash or appropriate the Performance Security, either wholly or partly, in accordance with the terms and conditions of the Contract. The ORGI shall also be entitled to recover any amount due from the Contractor from the Performance Security at the time of termination, completion or expiry of the Contract, without prejudice to any other rights or remedies available under the Contract or applicable law.

4.35.7 The Performance Security furnished by the successful Bidder shall remain available to ORGI as security for all contractual obligations of the Bidder, including obligations relating to items manufactured, procured or sourced through third-party manufacturers/OEMs or other suppliers. Any arrangement or agreement between the Bidder and its manufacturers/OEMs or other suppliers shall not, in any manner, dilute, limit or otherwise affect the Bidder's contractual obligations or liability towards ORGI.

4.35.8 The Bidder shall remain fully responsible for the performance of the Contract, irrespective of whether any Kit Item or component thereof is manufactured by the Bidder itself or sourced from a third-party manufacturer/OEM or supplier. ORGI shall have no obligation to invoke any security or pursue any claim against such manufacturer/OEM or supplier.

4.36 Evaluation Criteria

4.36.1 Technical Evaluation Criteria

The Committee shall evaluate the Technical Bids submitted by the Bidders in accordance with the eligibility conditions, technical requirements and evaluation criteria specified in this Request for Proposal. A Bid shall be considered technically responsive only if it satisfies all the mandatory technical requirements prescribed herein.

The following technical conditions shall be complied with by every Bidder, failing which the Bid shall be liable to be rejected:

- a) The Bidder shall submit a Bid covering the complete Scope of Work and the entire quantity of Goods and Services specified in this Request for Proposal, including all amendments, corrigenda and clarifications issued by the ORGI. Conditional or incomplete Bids covering only a part of the Scope of Work shall be rejected. Technical evaluation shall be carried out only for Bids covering the complete Scope of Work.
- b) The Bidder shall be deemed to have accepted and complied with all provisions contained in this Request for Proposal, including the Bid Evaluation Criteria, Schedule of Requirements, Technical Specifications, Delivery Schedule, General Conditions of Contract and all other terms and conditions, unless specific deviations have been expressly indicated in the prescribed format. The Technical Evaluation Committee shall evaluate the Bid on the basis of the information and documents submitted by the Bidder.
- c) If any information, declaration or document submitted by the Bidder is found to be false, incorrect, misleading or fabricated at any stage of the procurement process or during the execution of the Contract, the Bid shall be liable to rejection or the Contract shall be liable to termination, without prejudice to any other action that may be taken under the applicable rules or the Contract.
- d) Every Bidder shall submit physical samples of the kit items proposed to be supplied under the Contract. Reference samples shall be available for inspection at the Office of the Registrar General of India and Census Commissioner, Janaganana Bhawan, 2/A, Man Singh Road, New Delhi, during office hours before the last date for submission of Bids. Only those Bidders whose samples are found acceptable by the Technical Evaluation Committee shall be considered for further technical evaluation and opening of the Financial Bid.

4.36.2 Financial Bid Evaluation Criteria

The Financial Bids of only those Bidders who qualify in the Technical Evaluation shall be opened and evaluated. The following commercial conditions shall be complied with by every Bidder, failing which the Bid shall be liable to rejection.

- (a) The Financial Bid shall be submitted online only in the prescribed Financial Bid format available on the e-Procurement Portal. The Technical Bid shall not contain any price, commercial quotation or financial information. **However, a blank copy of the Financial Bid format, with all price fields left blank and a tick mark against each quoted item, shall be enclosed with the Technical Bid for reference purposes.** Any Bid containing price information in the Technical Bid shall be rejected.

(b) The following categories of Bids shall be treated as non-responsive and shall be rejected:

- i. Bids submitted without the prescribed EMD/Bid Security.
- ii. Bids submitted in physical form, through electronic mail, facsimile or by any mode other than the prescribed e-Procurement Portal.
- iii. Bids that do not remain valid for the period prescribed in this Request for Proposal.
- iv. Bids containing conditional prices or prices that are subject to variation during the period of validity of the Bid.
- v. Bids not submitted in the prescribed Financial Bid format.
- vi. Bids that do not conform to the delivery schedule or completion period specified in this Request for Proposal.

(c) The prices quoted by the Bidder shall be firm and shall include all applicable taxes, duties, levies, freight, insurance, packing, loading, unloading and all other incidental charges necessary for complete execution of the Contract, unless specifically stated otherwise in this Request for Proposal.

(d) Any variation in statutory taxes or duties becoming applicable after the last date for submission of Bids shall be regulated in accordance with the applicable Government rules and shall be reimbursed or recovered, as the case may be, on production of satisfactory documentary evidence. No adjustment shall, however, be admissible on account of changes arising from the Bidder's turnover, tax status or any other factor attributable to the Bidder.

(e) Every Bidder shall submit an undertaking regarding Fraud and Corrupt Practices in the prescribed format appended as **Form 7** of this Request for Proposal. Failure to furnish the prescribed undertaking shall render the Bid liable to rejection.

SECTION - 5

JOB REQUIREMENTS

5.1 Scope of Work

5.1.1 The scope of work under this Contract shall comprise the preparation, assembly, packaging and handling of two categories of Census Kits, namely Enumerator Kits and Supervisor Kits, required for the Second Phase (Population Enumeration) of Census 2027. The successful Bidder shall prepare a total of 31,20,000 kits, consisting of 26,62,000 Enumerator Kits and 4,50,000 Supervisor Kits, in accordance with the specifications and requirements prescribed in this Request for Proposal (**Annexure-V**).

5.1.2 Each kit shall be securely wrapped in a thick water-resistant polyethylene sheet before being placed inside the prescribed corrugated box. The packing material used shall be of adequate strength and quality to protect the contents from moisture, dust and damage during storage and transportation.

5.1.3 Corrugated Boxes

Enumerator Kits and Supervisor Kits shall be packed separately in corrugated boxes of the prescribed specifications and size, consignee-wise. The boxes used for packing the Census Kit Sets shall be capable of safely carrying the prescribed load and shall withstand handling, stacking, transportation and storage under normal conditions without collapse, tearing, excessive deformation or failure of joints/seams.

The corrugated boxes shall conform to the prescribed technical specifications (**Annexure-II**) and applicable BIS standards. The Contractor shall conduct appropriate performance tests, including Edge Crush Test (ECT) and/or Bursting Strength Test, as specified in the approved Quality Assurance & Inspection Plan (QAIP), to establish the strength and suitability of the boxes for the intended load and transportation conditions.

The minimum acceptance criteria and test methods shall be as specified in the technical specifications/QAIP. ORGI or its authorised inspection agency may verify the test results and may require testing of samples at an independent/NABL-accredited laboratory, wherever considered necessary. The cost of such testing shall be borne by the Contractor.

No corrugated box lot shall be accepted for packing/dispatch if the prescribed performance-test requirements are not met. Any box found to be deficient in strength or otherwise unsuitable for the intended load shall be replaced by the Contractor at its own cost.

5.1.4 Packaging, Sealing, Labelling and Storage of Kits

Packaging of Kits: Each Enumerator Kit Set and Supervisor Kit Set shall be packed separately, consignee-wise, in a suitably sized and adequately strong corrugated box conforming to the prescribed specifications. The box shall be of adequate strength and compression resistance to withstand normal handling, stacking, loading/unloading, storage and transportation without collapse, bursting, deformation or damage to the contents. Each corrugated box shall contain 14 Census Kit Set, as specified by ORGI destination-wise. The total gross weight of each packed box shall not exceed 13 kg.

Inner Packing: Before placing the kit in the corrugated box, the complete kit shall be wrapped in a thick water-resistant polyethylene sheet. Small/loose kit items shall first be grouped and packed together in a suitable small transparent polyethylene pouch/bag and placed inside the main kit bag to prevent their loss, mixing or damage during handling and transportation. Any vacant space inside the box shall, where required, be suitably filled with appropriate cushioning material to prevent movement of items and deformation of the box during transportation.

Box Printing and Sealing: The corrugated box shall bear the pre-printed Census logo and the Census tagline “जनगणना से जन कल्याण”, in the design approved by ORGI. The box shall be securely sealed with adhesive tape of minimum 1.5 inches width, carrying the approved Census logo and tagline.

Weighing and Box Numbering: After packing and sealing, each box shall be weighed and assigned a unique box number. The gross weight and box number shall be recorded on the Consignee Address Slip. Where more than one box is required for a consignee, the boxes shall be serially numbered, e.g. 1/3, 2/3 and 3/3.

Address Slip and Barcode: A self-adhesive Consignee Address Slip of 8" × 6" (as per Annexure-III) containing the consignee's address, barcode conforming to the specifications prescribed by the Department of Posts, unique box number and gross weight shall be firmly affixed on the front face of the box.

Shrink Wrapping: The entire packed box shall thereafter be shrink wrapped with suitable transparent shrink film to protect the contents and address slip against moisture, dust and handling. The wrapping shall be neat and free from wrinkles, folds, air bubbles or other defects that may obscure the address particulars or affect barcode scanning. The barcode and all essential particulars shall remain clearly visible and machine-readable.

Strapping: Each shrink-wrapped box shall be secured with three polypropylene/polyester straps, comprising two breadthwise and one lengthwise strap. The straps shall not pass over or obscure the barcode or other essential particulars on the address slip.

Storage and Responsibility: The ready-to-dispatch boxes shall be stored securely at the premises of the successful Bidder until collection by the Department of Posts/authorised Postal Agency. The Bidder shall remain responsible for the safe custody and proper storage of the packed consignments and shall ensure that the boxes, shrink wrapping, strapping and labels remain intact and in good condition until handing over.

Damage/Replacement: Any damage to the kit items or boxes attributable to defective packing, inadequate packaging material, improper sealing, shrink wrapping, strapping, storage or handling prior to handing over to the Department of Posts/authorised Postal Agency shall be the responsibility of the Bidder. The Bidder shall replace the damaged material at its own cost, wherever required by ORGI.

Packaging sequence

Prepare complete Kit → Wrap in water-resistant polyethylene sheet → Place in corrugated box → Provide cushioning/filler, where required → Seal with printed adhesive tape → Weigh and assign unique box number → Affix Consignee Address Slip/barcode → Shrink

wrap → Strap with three straps → Store securely for collection by DoP/authorised Postal Agency.

5.1.5 Coordination with the Department of Posts

Transportation of the packed kit items from the successful Bidder's premises to the designated consignee locations throughout the country shall be undertaken by the Department of Posts or its authorised Postal Agency. The successful Bidder shall provide adequate space, infrastructure and logistical support at its premises to facilitate timely collection, handling and dispatch of the consignments by the representatives of the Department of Posts.

5.1.6 Handover of Packed Consignments

The Department of Posts or its authorised Postal Agency shall arrange the required mail van or collection vehicle up to the entry point or such location within the successful Bidder's premises as may be mutually agreed. The successful Bidder shall provide sufficient manpower for transporting the packed corrugated boxes from the storage area to the collection vehicle and shall arrange the representatives of the Department of Posts in loading the consignments.

The successful Bidder shall also provide an electronic copy of the complete packing details, including box-wise information, in the format prescribed by the ORGI and the Department of Posts, for the purpose of booking and tracking the consignments.

Immediately after loading of the consignments, the successful Bidder shall obtain a signed acknowledgement from the authorised representative of the Department of Posts in the format prescribed at **Annexure-IV**. The successful Bidder shall also ensure that every corrugated box is correctly addressed and labelled strictly in accordance with the instructions issued by the Department of Posts and the ORGI.

5.1.7 Storage Facility

The Bidder shall possess or have lawful access to a godown or warehouse having a minimum covered area of 10,000 square feet for storage, packing and handing over of the kit items to the Department of Posts. Documentary evidence in support of the availability of such storage facility, including ownership documents, registered lease deed, rent agreement or any other legally valid document, shall be uploaded along with the Technical Bid.

The ORGI reserves the right to physically inspect the storage facility at any stage of the bidding process or during execution of the Contract to verify the availability, adequacy and suitability of the infrastructure declared by the Bidder.

SECTION - 6

GENERAL CONDITIONS OF CONTRACT (GCC)

6.1 Definitions

Unless the context otherwise requires, the following terms shall have the meanings assigned to them below:

6.1.1 ORGI

"ORGI" shall mean the **Office of the Registrar General of India & Census Commissioner**, an attached office of the Ministry of Home Affairs, Government of India, having its office at Janaganana Bhawan, Man Singh Road, New Delhi and shall include its authorized representatives.

6.1.2 Bidder

"Bidder" shall mean any individual, partnership firm, company or other legal entity that submits a bid in response to this Tender.

6.1.3 Contractor/Agency/Firm

"Contractor" or "Agency" or "Firm" shall mean the successful Bidder with whom the Contract is executed and shall include its legal representatives, successors, permitted assigns and authorized representatives.

6.1.4 Contract

"Contract" shall mean the agreement entered into between ORGI and the Contractor together with the Tender Document, the bid submitted by the successful bidder, the Letter of Intent, the acceptance of the Letter of Intent, the Performance Security and the Work Order shall collectively constitute the contract between ORGI and the successful bidder.

6.1.5 Goods

"Goods" shall mean all Enumerator Kit items, Supervisor Kit items, packing materials, corrugated boxes, printed labels, barcodes, consumables, accessories and all other materials required to be supplied or used under the Contract, together with all incidental services forming part of the Scope of Work.

6.1.6 Services

"Services" shall include packing, labelling, barcoding, storage, handling, loading, documentation, quality assurance and all incidental activities required for successful execution of the Contract.

6.1.7 Performance Security

"Performance Security" shall mean the security furnished by the successful Bidder for due performance of the Contract in accordance with the provisions of this Tender.

6.1.8 Consignee

"Consignee" shall mean the authority or office designated by ORGI for receipt of the Goods.

6.2 Notices

All notices, approvals, instructions, communications and correspondence under this Contract shall be in writing and shall be deemed to have been duly served if delivered by hand against acknowledgement, sent through Registered Post, Speed Post, or transmitted through official e-mail to the addresses notified by the respective Parties. Any change in address or contact details shall be communicated in writing by the concerned Party, failing which communications sent to the last notified address shall be deemed to have been duly served.

6.3 Taxes and Duties

The Contractor shall be solely responsible for payment of all applicable taxes, duties, levies, cess and other statutory charges arising out of the execution of the Contract in accordance with the applicable laws of India. The quoted prices shall be inclusive of all applicable taxes and duties unless specifically indicated otherwise in the Financial Bid.

6.4 Fraud and Corrupt Practices

The Contractor shall observe the highest standards of ethics during the bidding process and throughout the execution of the Contract. For the purpose of this clause:

(a) Corrupt Practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of any public official during the procurement process or execution of the Contract.

(b) Fraudulent Practice means any misrepresentation or omission of facts in order to influence the procurement process or execution of the Contract.

(c) Collusive Practice means any arrangement or understanding between two or more bidders designed to establish prices at artificial, non-competitive levels or otherwise distort fair competition.

(d) Coercive Practice means harming or threatening to harm, directly or indirectly, any person or property to influence participation in the procurement process or execution of the Contract.

6.5 Action by ORGI in Case of Fraud or Corrupt Practices

Without prejudice to any other rights available under the Contract or applicable law, ORGI may take one or more of the following actions if it determines that the Contractor has engaged in corrupt, fraudulent, collusive or coercive practices:

- (a) terminate the Contract, wholly or partly
- (b) forfeit the Performance Security
- (c) recover any loss or damage suffered by the Government
- (d) suspend further payments due under the Contract
- (e) recommend debarment or blacklisting of the Contractor in accordance with the applicable Government rules and
- (f) initiate any other legal or administrative action considered appropriate.

6.6 Commencement, Duration and Expiry of Contract

6.6.1 Effective Date

The Contract shall come into force on the date of its execution by both Parties or on such other date as may be specified in the Letter of Acceptance or Work Order (hereinafter referred to as the "Effective Date").

6.6.2 Commencement of Work

The Contractor shall commence execution of the work immediately upon the Effective Date or from such date as may be specified by ORGI in the Work Order.

6.6.3 Contract Period

The Contract shall remain valid until successful completion of all contractual obligations, including supply, inspection, acceptance, settlement of payments and fulfilment of all obligations by both Parties, unless terminated earlier in accordance with the provisions of the Contract.

6.6.4 Expiry

The Contract shall expire upon satisfactory completion of all obligations of both Parties without prejudice to those provisions which expressly or by implication survive the expiry or termination of the Contract.

6.7 Entire Agreement

This Contract constitutes the entire agreement between ORGI and the Contractor with respect to the subject matter hereof and supersedes all prior communications, negotiations, representations, understandings and agreements, whether oral or written.

No amendment, representation, promise or agreement not expressly incorporated in the Contract shall be binding upon either Party.

6.8 Modification of Contract

No amendment, modification or variation of any provision of the Contract, including the Scope of Work, specifications, delivery schedule or any contractual obligation, shall be valid unless made in writing and duly approved by the Competent Authority of ORGI and accepted by the Contractor. No oral discussions, correspondence or exchange of communications shall be deemed to modify the Contract unless formalized through a written amendment issued by ORGI.

6.9 Force Majeure

6.9.1 Definition

For the purpose of this Contract, **Force Majeure** means any event or circumstance beyond the reasonable control of the affected Party, which could not have been foreseen or prevented by the exercise of due diligence and which materially affects the performance of its contractual obligations.

Force Majeure events may include, but shall not be limited to:

- war, invasion, armed conflict or acts of foreign enemies
- rebellion, revolution, insurrection or civil commotion
- acts of terrorism or sabotage
- fire, flood, cyclone, earthquake or other natural calamities

- epidemics, pandemics, quarantine restrictions or public health emergencies
- strikes, lockouts or industrial disputes (other than those involving the Contractor's own employees)
- acts of Government or statutory authorities and
- any other event of a similar nature beyond the reasonable control of the affected Party.

The following shall **not** constitute Force Majeure:

- a. failure of the Contractor to maintain adequate backup arrangements, disaster recovery mechanisms or business continuity plans
- b. shortage of labour, equipment, raw material or finance attributable to the Contractor
- c. failure arising out of negligence, poor planning, breach of contractual obligations or lack of due diligence by the Contractor
- d. cyber security incidents, hacking, malware attacks or data breaches resulting from inadequate security measures implemented by the Contractor.

6.9.2 Notice of Force Majeure

The Party affected by a Force Majeure event shall notify the other Party in writing within **five (5) days** of the occurrence of such event, giving full particulars of:

- the nature of the event
- the obligations affected
- the expected duration of the event and
- the measures proposed to mitigate its impact.

Failure to provide timely notice may result in denial of relief under this Clause.

6.9.3 Duty to Mitigate

The affected Party shall take all reasonable steps to minimize the consequences of the Force Majeure event and shall continue to perform those obligations that are not affected by such event.

6.9.4 Resumption of Performance

Immediately upon cessation of the Force Majeure event, the affected Party shall notify the other Party in writing within **seven (7) days** and shall resume performance of its contractual obligations as soon as reasonably practicable.

6.9.5 Suspension of Obligations

During the continuance of the Force Majeure event, the obligations of the affected Party shall stand suspended only to the extent and for the duration that performance is prevented by such event. Neither Party shall be liable to the other for any delay or failure in performance resulting directly from a Force Majeure event, provided that the affected Party has complied with the provisions of this Clause.

6.9.6 Prolonged Force Majeure

If the Force Majeure event continues for a continuous period exceeding **sixty (60) days**, ORGI may, after giving reasonable notice, terminate the Contract without any financial liability except for payment of services satisfactorily performed up to the date of termination.

6.9.7 Force Majeure Costs

Each Party shall bear its own costs and expenses arising out of a Force Majeure event. Neither Party shall be entitled to claim compensation, damages or additional costs from the other Party on account of such event.

6.10 Suspension

6.10.1 ORGI may, by written notice, suspend whole or part of the Contract if the Contractor fails to perform any of its contractual obligations, including failure to meet delivery schedules, quality requirements or any other material condition of the Contract.

6.10.2 The notice of suspension shall specify:

- a. the nature of the default
- b. the corrective action required and
- c. the period, not exceeding **seven (7) days**, within which the Contractor shall remedy the default.

6.10.3 During the period of suspension, ORGI may withhold payments relating to the suspended portion of the Contract.

6.10.4 If the Contractor remedies the default within the stipulated period, ORGI may revoke the suspension and permit resumption of the Contract.

6.10.5 Failure to remedy the default within the stipulated period shall constitute sufficient grounds for termination of the Contract under Clause **6.11**.

6.11 Termination

6.11.1 Termination by ORGI

ORGI may terminate the Contract, in whole or in part, by giving written notice to the Contractor, if any of the following events occur:

- a. the Contractor fails to remedy any default notified under Clause 6.10 within the prescribed period
- b. the Contractor becomes insolvent, bankrupt, enters into liquidation or receivership, whether compulsory or voluntary
- c. the Contractor fails to comply with any final decision arising out of arbitration proceedings under this Contract
- d. the Contractor engages in fraudulent, corrupt, collusive, coercive or unethical practices during the bidding process or execution of the Contract
- e. the Contractor submits false, misleading or forged information or documents
- f. the Contractor fails to disclose or remedy any conflict of interest
- g. the Contractor fails to perform the Contract in accordance with the required quality standards, delivery schedules or other contractual obligations
- h. the Contractor assigns or sublets the Contract without the prior written approval of ORGI
- i. continuation of the Contract becomes impossible due to prolonged Force Majeure as provided under Clause 6.9
- j. ORGI considers it necessary to terminate the Contract in public interest or for administrative reasons.

Except in cases involving fraud, corruption or wilful misconduct, ORGI shall ordinarily provide **seven (7) days'** written notice before termination.

6.11.2 Termination by the Contractor

The Contractor may terminate the Contract by giving not less than **thirty (30) days'** written notice to ORGI if:

- a. ORGI fails to make undisputed payments due under the Contract within **forty-five (45) days** after receipt of a written demand from the Contractor
- b. ORGI fails to comply with any final arbitral award under this Contract or
- c. ORGI commits a material breach of the Contract and fails to remedy such breach within **fifteen (15) days** of receiving written notice from the Contractor.

6.11.3 Consequences of Termination

Upon termination of the Contract:

- a. the Contractor shall immediately discontinue all work except such work as may be necessary for orderly closure;
- b. the Contractor shall hand over to ORGI all materials, documents, records, reports and other property belonging to ORGI;
- c. ORGI shall make payment only for satisfactorily completed work accepted up to the effective date of termination;
- d. ORGI shall have the right to recover any excess expenditure incurred in completing the remaining work through alternative arrangements from the Contractor, subject to applicable law;
- e. termination shall be without prejudice to any other rights or remedies available to either Party under the Contract or applicable law.

6.12 Cessation of Rights and Obligations

Upon termination or expiry of this Contract in accordance with Clause 6.6 or Clause 6.11, all rights and obligations of the Parties shall cease, except:

- a. rights and obligations that have accrued prior to the effective date of termination or expiry;
- b. obligations relating to confidentiality, indemnity, dispute resolution and any other provisions intended to survive termination;
- c. rights or remedies available to either Party under applicable law or this Contract.

6.13 Cessation of Services

Upon receipt or issuance of a notice of termination under Clause 6.11, the Contractor shall immediately:

- a. discontinue all Services, except those specifically directed by ORGI for orderly closure;
- b. protect and preserve all materials, documents, records and property belonging to ORGI;
- c. hand over all completed and partially completed work, documents, reports, designs, records and other deliverables to ORGI;
- d. cooperate with ORGI to ensure an orderly transition and closure of the Contract.

6.14 Payment upon Termination

6.14.1 Where the Contract is terminated under Clauses **6.11(a)(vii)**, **6.11(a)(viii)** or **6.11(b)**, ORGI shall make payment only for Services satisfactorily performed and accepted up to the effective date of termination, after adjusting any recoveries due under the Contract.

6.14.2 Where the Contract is terminated under Clauses **6.11(a)(i) to 6.11(a)(vi)** due to default of the Contractor, the Contractor shall not be entitled to any compensation or loss of profit. However, ORGI may, at its sole discretion, make payment on **Quantum Meruit** basis for completed work that has been accepted and found to be of demonstrable economic value to ORGI.

6.15 Disputes Relating to Termination

If either Party disputes the validity of termination under Clause 6.11, the aggrieved Party may, within **forty-five (45) days** of receipt of the notice of termination, refer the dispute for resolution in accordance with Clause **6.21** of this Contract. Pending resolution of the dispute, the Parties shall comply with their respective obligations that are not affected by the dispute.

6.16 Forfeiture of Performance Security

Without prejudice to any other rights available under the Contract or applicable law, ORGI shall have the right to invoke and appropriate the Performance Security, wholly or partly, in the event of:

- a. breach of any material condition of the Contract;
- b. failure to perform contractual obligations;
- c. failure to remedy defects within the stipulated period;
- d. termination of the Contract due to default of the Contractor.

Invocation of the Performance Security shall not limit ORGI's right to recover any additional loss or damages suffered.

6.17 Change in Applicable Taxes and Duties

If, after the date of submission of bids, there is any statutory increase or decrease in the applicable GST or any other statutory tax or duty directly affecting the performance of the Contract, the Contract Price shall be adjusted accordingly, subject to documentary evidence and applicable Government orders. No adjustment shall be made for any change in taxes arising due to the Contractor's turnover, classification, or default.

6.18 Terms of Payment

Payments shall be made by ORGI in accordance with the payment schedule and conditions specified in this Contract, subject to:

- a. satisfactory performance of the Services;
- b. certification of completion by the designated authority of ORGI;
- c. submission of valid invoices together with all supporting documents; and
- d. statutory deductions, if any, applicable under the law.

No advance payment shall be made.

6.19 Fairness and Good Faith

The Parties shall act in good faith and cooperate with each other throughout the duration of the Contract to ensure timely and efficient performance of their respective obligations. Neither Party shall knowingly take any action that would materially prejudice the rights or legitimate interests of the other Party.

6.20 Operation of the Contract

The Parties acknowledge that it may not be practicable to anticipate every circumstance that may arise during the execution of the Contract. Accordingly, the Parties agree to work cooperatively and use their best efforts to resolve operational issues in a fair and reasonable manner, consistent with the objectives of the Contract. Any failure to reach agreement under this Clause shall not, by itself, constitute a dispute unless it results in breach of any contractual obligation.

6.21 Confidentiality

The Contractor shall maintain strict confidentiality of all information, documents, records, data and materials obtained from ORGI during the execution of the Contract. The Contractor shall not disclose such information to any third party without the prior written consent of ORGI, except where disclosure is required under applicable law. The confidentiality obligations shall continue even after completion or termination of the Contract. The successful bidder shall execute a **Non-Disclosure Agreement** in the prescribed format (**Form 5**), which shall form an integral part of the Contract.

6.22 Settlement of Disputes

6.22.1 Amicable Settlement

In the event of any dispute, difference or claim arising out of or relating to this Contract, either Party may issue a written **Notice of Dispute** to the other Party. The receiving Party shall respond within **seven (7) days** of receipt of the notice. If the dispute is not resolved amicably within **fifteen (15) days** from the date of such response, either Party may invoke arbitration in accordance with Clause 6.22.2.

6.22.2 Arbitration

Any dispute arising out of or relating to this Contract, which cannot be resolved amicably, shall be referred to arbitration in accordance with the provisions of the **Arbitration and Conciliation Act, 1996**, as amended from time to time. The arbitration shall be conducted under the following conditions:

- a. The venue and seat of arbitration shall be **New Delhi**.
- b. The arbitration proceedings shall be conducted in the **English language**.
- c. The arbitral award shall be final and binding upon both Parties.
- d. The fees and expenses of the Arbitrator(s) shall be shared equally by both Parties unless otherwise determined in the arbitral award.
- e. Each Party shall bear its own legal and incidental expenses incurred during arbitration.

6.22.3 Jurisdiction

Subject to the arbitration provisions above, the courts at **New Delhi** alone shall have exclusive jurisdiction over all matters arising out of or relating to this Contract.

6.23 Liquidated Damages (LD)

6.23.1 Delay in Performance

Time is the essence of this Contract. If the Contractor fails to deliver the Goods or complete the Services within the prescribed delivery schedule, ORGI shall, without prejudice to any other remedy available under the Contract, levy Liquidated Damages (LD).

6.23.2 Rate of Liquidated Damages

Liquidated Damages shall be recovered at the rate of **0.5% (Zero Point Five Percent)** of the value of the delayed Goods/Services for each completed week or part thereof of delay, subject to a maximum of **10% (Ten Percent)** of the value of the delayed portion of the Contract.

6.23.3 Recovery of Liquidated Damages

The amount of Liquidated Damages shall be recovered from:

- a. any payment due to the Contractor;
- b. the Performance Security; or
- c. any other amount payable to the Contractor under this Contract.

If the recoverable amount exceeds the amount payable to the Contractor, the Contractor shall pay the balance amount to ORGI within **thirty (30) days** of receipt of the demand notice.

6.23.4 Extension of Time

Where delay is attributable to reasons beyond the Contractor's control and accepted by ORGI, extension of delivery period may be granted without levy of Liquidated Damages, subject to such conditions as ORGI may impose.

6.24 Miscellaneous Conditions

6.24.1 General

- a. All payments under this Contract shall be made electronically through the designated banking channels.
- b. Personnel deployed by the Contractor shall be subject to security checks by ORGI at any time during their visit to ORGI premises.
- c. Every person deployed by the Contractor shall carry a valid identity card and authorization letter issued by the Contractor and shall produce the same whenever required by ORGI.
- d. Contractor's personnel shall restrict their activities within ORGI premises strictly to those connected with execution of this Contract.

6.24.2 Responsibility for Personnel

The Contractor shall be solely responsible for:

- a. payment of wages, salaries, statutory dues, insurance, EPF, ESI and other benefits, wherever applicable;
- b. compliance with all applicable labour laws and statutory requirements;
- c. settlement of disputes arising between the Contractor and its personnel.

ORGI shall have no employer-employee relationship with the Contractor's personnel and shall not be liable for any claims whatsoever arising therefrom.

The Contractor shall indemnify and keep ORGI fully indemnified against all such claims.

6.24.3 Responsibility for Loss or Damage

The Contractor shall be responsible for any loss, theft, damage or destruction of Government property attributable to any act or omission of its employees, representatives or agents and shall make good such loss to the satisfaction of ORGI.

6.24.4 Prices and Bid Validity

The quoted prices shall remain firm throughout the Contract period and shall be inclusive of all applicable taxes, duties, freight, insurance, packing, loading, unloading and all other incidental charges unless otherwise specifically provided.

The bid shall remain valid for **180 days** from the last date prescribed for submission of bids.

6.24.5 Delivery Schedule

The Goods shall be supplied strictly in accordance with the delivery schedule specified in **Section 1** of the Tender Document. Extension of delivery period, if considered necessary, shall be granted only at the sole discretion of ORGI and may attract Liquidated Damages under **Clause 6.23**. Failure to complete supplies within the contractual or extended delivery period may result in cancellation of the Contract at the risk and cost of the Contractor.

6.24.6 Variation in Quantity

ORGI reserves the right to increase or decrease the quantity of Goods and Services by up to **30%** of the Contract quantity during the currency of the Contract, without any change in the unit rates or other terms and conditions.

In the event of an increase in the quantity of Kit Sets pursuant to the Variation in Quantity provision of the Contract, the additional quantity shall be supplied at the respective unit rates accepted in the Financial Bid/Contract, without any increase or escalation in the unit rates. Payment for such additional quantity shall be made on the basis of the actual quantity supplied, inspected and accepted by ORGI.

6.24.7 Non-Disclosure

The Contractor shall not disclose, publish or communicate to any third party any document, specification, drawing, sample, design, data or information received from ORGI during execution of the Contract except with prior written approval of ORGI or where required under law.

The Contractor shall execute the prescribed **Non-Disclosure Agreement (NDA)** forming part of this Tender.

6.24.8 Performance Security

The successful bidder shall furnish Performance Security in accordance with **Clause 4.35** within the prescribed period.

6.24.9 Penalty for Delay and Quality Deficiencies

6.24.9.1 Without prejudice to the provisions relating to Liquidated Damages, rejection/replacement of defective supplies, risk and cost procurement and termination of the Contract, ORGI may impose penalty for quality deficiencies attributable to the Contractor, depending upon the nature and extent of the deficiency.

6.24.9.2 The penalty shall ordinarily be imposed as follows:

Nature of deficiency	Penalty
Minor but repeated quality deficiency which is rectifiable without affecting usability	Up to 2% of the value of the affected supplies
Major quality deficiency, including substantial deviation from prescribed specifications or repeated failure to meet approved samples	Up to 5% of the value of the affected supplies
Serious/repeated quality failure resulting in rejection of supplies or materially affecting the Census programme	Up to 10% of the value of the affected supplies

6.24.9.3 The imposition of penalty shall be based on the nature, severity, extent and recurrence of the deficiency and shall be determined by the competent authority after giving the Contractor an opportunity to explain the deficiency.

6.24.9.4 The penalty under this Clause shall be without prejudice to the right of ORGI to require replacement/ rejection of defective or non-conforming supplies and to take other contractual action, including termination and forfeiture of Performance Security, where warranted under the Contract.

6.24.10 Payment Terms

Payment shall be released as follows:

(a) Seventy Percent (70%)

Seventy percent (70%) of the admissible invoice value shall be released after:

- i. certification by the authorized representative of ORGI regarding completion of packing and readiness for dispatch;
- ii. acknowledgement of dispatch by the Department of Posts/Postal Agency; and
- iii. submission of all supporting invoices and documents.

(b) Balance Thirty Percent (30%)

The remaining thirty percent (30%) shall be released after confirmation from the concerned Directorate of Census Operations (DCO) that the consignments have been received at the designated locations in good condition and in full quantity.

6.24.11 Indemnity

The Contractor shall indemnify, defend and hold harmless ORGI, its officers and employees against all actions, claims, demands, losses, damages, liabilities, penalties, costs and expenses arising out of:

- a. negligence, omission or wilful misconduct of the Contractor;
- b. breach of any provision of this Contract;
- c. infringement of any patent, copyright, trademark or other intellectual property rights;
- d. violation of any statutory provision by the Contractor.

Where any third party claims that the Goods or Services supplied under the Contract infringe any intellectual property right, the Contractor shall, at its own cost, defend ORGI against such claims and pay all costs, damages and compensation finally awarded against ORGI.

Section-7 FINANCIAL BID

7.1 The Financial Bid shall comprise the following:

- (a) A scanned copy of the Financial Bid Undertaking in the prescribed format (**Form 9**), duly signed by the authorised signatory.
- (b) The Price Bid (BOQ) uploaded on the CPP Portal in the prescribed format. The bidder shall quote rates only in the designated BOQ file without altering its format.

7.2 The Financial Bids of only those bidders who qualify in the Technical Evaluation shall be opened. ORGI shall examine the Financial Bids for completeness, arithmetic accuracy and compliance with the prescribed format.

In case of any discrepancy between the unit price and the total price, the **unit price shall prevail**, and the total amount shall be corrected accordingly. Arithmetic errors shall be rectified before financial evaluation.

7.3 The bidder shall quote rates for **all items** specified in the Price Bid (BOQ). Failure to quote for any item shall render the bid liable for rejection.

The quoted prices shall be inclusive of all costs relating to labour, packing, loading, handling, storage, consumables, transportation within the bidder's premises, applicable taxes, GST and all incidental charges necessary for successful execution of the work, unless otherwise specified.

7.4 The bidder quoting the **lowest evaluated total price (L-1)** shall be considered for award of the contract.

The total evaluated bid price shall be the aggregate amount quoted against the following BOQ items:

1. Enumerator Kit preparation
2. Supervisor Kit preparation and
3. Packaging charges in corrugated boxes.

The bidder quoting the **lowest total amount** for the above items shall be treated as the **L-1 bidder**, subject to meeting all technical and commercial requirements of the tender.

7.5 Price Validity

The prices quoted by the bidder shall remain firm and valid throughout the period of the contract and shall not be subject to any escalation except statutory variations specifically permitted under the Contract.

7.6 Conditional Discounts

Conditional rebates or discounts shall not be considered for the purpose of financial evaluation.

Section - 8
Standard Form

Form 1

Technical Bid Submission Letter

To,

The Joint Director (HoO)
Office of the Registrar General of India & Census Commissioner
6th Floor, Jangana Bhawan
2/A, Man Singh Road, New Delhi-110011

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 ORGI, India 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 ORGI about the new details. We fully understand that the ORGI shall not be responsible for non-receipt or non-delivery of any communication and/or any missing communication from the ORGI 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 ORGI.

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 ORGI 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 ORGI 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/yyyy)

(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

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

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

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

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

Non- Blacklisting/ Unblemished Record
(To be submitted on the Letterhead of the Bidder)

In response to the e-Tender No....., dated..... for kit items i.e. waterproof folder, writing clip pad and carry bag. I/We hereby declare that presently our Company/Firm is having unblemished record.

I/We further declare that presently our Company/Firm 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

NON-DISCLOSURE OF CONTRACT DOCUMENTS

(To be submitted on the Letterhead of the Bidder)

Except with the written consent of ORGI, 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

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 ₹ _____ (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 ₹ _____ (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, ORGI 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, ORGI 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 ORGI, 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 ORGI, 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 ORGI 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

[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, 2026

.....

(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

**Financial Bid Undertaking
(on the Letterhead of the Bidder)
(Proper format for financial bid)**

UNDERTAKING

1. I/We submit the Financial Bid for supply of kit items i.e. enumerator and supervisor kit & packaging in corrugated box to be handed over to the DoPosts as per Para list provided by ORGI.
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:

Financial Standing of the firm
(To be submitted on the Letterhead of the Bidder)

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 is having unblemished record.

I/We further declare that presently our Company/Firm 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

INTEGRITY PACT

(To be executed on plain paper and submitted along with technical bid/tender documents. To be signed by the bidder and the Office of the Registrar General of India & Census Commissioner)

Office of the Registrar General of India & Census Commissioner hereinafter referred to as "The Principal".

AND

hereinafter referred to as "The Bidder/Contractor"

PREAMBLE

Tender No.:

Name of Work: Manufacture and/or procurement, supply, consolidation and packaging of Kit Items for use by Enumerators and Supervisors (E&S) during Phase-II (Population Enumeration) of Census 2027.

The Principal intends to award, under laid down organizational procedures, contract/s for Manufacture and/or procurement, supply, consolidation and packaging of Kit Items for use by Enumerators and Supervisors (E&S) during Phase-II (Population Enumeration) of Census 2027. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal shall appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 - Commitments of the Principal:

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the personal is not legally entitled.
 - b) The Principal will during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.
 - c) The Principal will exclude from the process all known prejudiced persons.

2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the BNS/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

1. The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder/Contractor commits to observe the following principles during his participation in the tender process and during the contract execution.

a. The Bidder(s)/contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal, in violation to Competition Act, 2002 (as amended from time to time). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant BNS/PC Act; further the Bidder(s)/Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.

e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. The Bidder(s)/Contractor (s) who have signed the Integrity Pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision on the matter.

2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3: Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other form such as to

put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/ Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons or take action as per laid down procedure to debar the Bidder(s)/ Contractor(s) from participating in the future procurement processes of GoI.

Section 4: Compensation for Damages:

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, The Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5: Previous Transgression:

1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the TII's anti corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

Section 6: Equal treatment of all Bidders / Contractors / Subcontractors.

1. No subcontracting shall be permitted without prior written approval of the Purchaser.
2. In case of sub –contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub – Contractor.
3. The Principal will enter into agreements with the identical conditions as this one with all bidders and Contractors.
4. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7: Criminal charges against violation Bidder(s) / Contractor(s) / Sub-contractors(s).

If the Principal obtains knowledge of conduct of a Bidder(s)/ Contractor(s) which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8: Independent External Monitor

1. The Principal appoints competent and credible Independent External

Monitor for this Pact after approval of Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor will have access to all contract documents, whenever required. It will be obligatory for him to treat the information and documents of bidders /contractors as confidential. He reports to the Management of the Principal.
3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors.
4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/ Subcontractor(s) with confidentiality. The Monitor has also signed declarations on "Non - Disclosure of Confidential Information" and of "Absence of Conflict of Interest" In case of any conflict of interest arising at a later date, the IEM shall inform Management of the Principal and recuse himself/herself from the case.
5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the Management of the Principal, within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitor has reported to the Management of the Principal, a substantiated suspicion of an offence under relevant BNS/PC Act, and Management of the Principal has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word "Monitor" word include both singular and plural.

Section 9: Pact Duration

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidder 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Management of the Principal.

Section 10: Other Provisions

- This agreement is subject to Indian Law. Place of performance and jurisdiction shall be the Courts at New Delhi.
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- Issues like Warranty/Guarantee etc. shall be outside the purview of the IEMs.
- In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

(For & on behalf of the Principal) (For & on behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place _____

Date _____

Witness 1 :
(Name & Address)

Witness 1 :
(Name & Address)

Witness 2 :
(Name & Address)

Witness 2 :
(Name & Address)

(To be submitted on the Letterhead of the Bidder)
ITEM-WISE SOURCE MAPPING STATEMENT

Sl. No.	Kit Item	Qty	Source	Name & Address of Manufacturer/OEM	Manufacturing Location	In-house/ External	Capacity	Supporting Document

Declaration by Bidder

We hereby certify that the above information regarding the source of the Kit Items is true and complete. We undertake that all externally sourced items shall be procured from the manufacturers/OEMs declared above and that no change in the declared source shall be made without prior written approval of ORGI.

We further undertake that we shall remain fully responsible for the quality, conformity, quantity and timely supply of all items, irrespective of the source of manufacture.

Name:

Designation:

Manufacturer/OEM:

Address:

Contact:

Signature & Seal:

Date:

DECLARATION / AUTHORISATION FROM MANUFACTURER /OEM
(To be submitted on the Letterhead of the Bidder)

To

The Joint Director (HoO)
 Office of the Registrar General of India & Census Commissioner
 6th Floor, Jangana Bhawan
 2/A, Man Singh Road, New Delhi-110011

Subject: Authorisation/Confirmation for Supply of Kit Items

We, M/s _____, having our manufacturing facility at _____, hereby confirm that M/s _____ **[Bidder]** has an established arrangement with us for procurement/supply of the following item(s) against the RFP for Census 2027 Kit Items:

Sl. No.	Kit Item	Proposed Qty	Per Day Production / Supply Capacity	Name & Address of Manufacturer / OEM

We confirm that we have the necessary manufacturing/supply and quality-control facilities for the above items and shall extend necessary cooperation for verification/inspection by ORGI, if required.

We confirm that the capacity indicated in this declaration is available for meeting the quantity proposed by the bidder under this tender and shall not be committed in a manner that materially affects timely supply under the present Contract.

We further confirm that the information furnished above is true and correct.

Name:

Designation:

Mobile No.:

Manufacturer/OEM:

Address:

Signature & Seal:

Date:

PROFORMA OF UNDERTAKING

Regarding Declared Sources of Externally Sourced Kit Items
[To be submitted on the Letterhead of the Bidder]

To

The Joint Director (HoO)
Office of the Registrar General of India & Census Commissioner
6th Floor, Jangana Bhawan
2/A, Man Singh Road, New Delhi-110011

Tender Reference No.: _____

We, M/s _____, hereby undertake that all externally sourced Kit Items shall be procured only from the manufacturers/OEMs/sources declared in our Technical Bid and accepted by ORGI.

We further undertake that:

1. No change in the declared source shall be made without prior written approval of ORGI.
2. We shall maintain proper records of procurement from the declared sources and produce purchase orders, invoices, delivery challans, test reports or other relevant documents to ORGI whenever required.
3. We shall remain fully responsible for the quality, conformity, quantity and timely supply of all Kit Items, irrespective of whether the items are manufactured by us or sourced from any third-party manufacturer/OEM.
4. Any item sourced from an unauthorised/undeclared source or any unauthorised change of source shall be treated as a breach of the tender/contract conditions and shall attract action as per the RFP.

We certify that the above undertaking is true and binding on us.

Signature of Authorised Signatory: _____

Name & Designation: _____

Place: _____

Date: _____

Name of Bidder: _____

Seal: _____

PROFORMA OF DECLARATION

Declaration regarding Acceptance of Terms and Conditions of RFP
[To be submitted on the Letterhead of the Bidder]

To

The Joint Director (HoO)
Office of the Registrar General of India & Census Commissioner
6th Floor, Jangana Bhawan
2/A, Man Singh Road, New Delhi-110011

Tender Reference No.: _____

We, M/s _____, hereby declare that we have carefully read and fully understood all the terms and conditions, technical specifications, BOQ, eligibility requirements and other provisions contained in the above RFP, including all corrigenda/addenda/clarifications, if any, issued by ORGI. We hereby unconditionally accept and agree to comply with all the terms and conditions, specifications and requirements of the RFP without any deviation, reservation or qualification.

We further confirm that our bid has been submitted in accordance with the requirements of the RFP and that no separate condition, qualification or reservation has been imposed by us.

We understand that any deviation, reservation or qualification contrary to the provisions of the RFP may render our bid liable for rejection in accordance with the tender conditions.

Signature of Authorised Signatory: _____

Name & Designation: _____

Place: _____

Date: _____

Name of Bidder: _____

Seal: _____

BID SUBMISSION FORM

Procurement of E&S Kit Items

Sl. No.	Item Description	Item Code	Total Quantity	Per unit Rate (excluding Taxes) (in ₹)	GST Amount (in ₹)	Per unit Rate (incl. all Taxes) (in ₹)	Total Cost (incl. all Taxes) (in ₹)
(1)	(2)	(3)	(4)	(5)	(6)	(7)= (6) + (5)	(8)={Col. (4) x Col. (7)}
1.	Enumerator's Kit Set (includes all items as detailed in Section 2 of the RFP)	Item 1	26,62,000				
2.	Supervisor's Kit Set (includes all items as detailed in Section 2 of the RFP)	Item 2	4,50,000				
3.	Packaging of one complete packed carton containing Kit set including corrugated box, with three plastic strips and labeling and shrink wrap, as specified	Item 3	2,30,000				

- Note:**
1. The price quoted should be inclusive of all applicable taxes and duties.
 2. In Col. (6) of the BOQ, GST amount per unit should be mentioned, not the GST percentage.
 3. No conditional bid will be accepted.
 4. Any additional Kit Set(s) and packaging of box ordered within the permissible variation limit shall be supplied and paid for at the respective accepted per-unit rate quoted in the Financial Bid.

Specifications of the corrugated box

Intended Use: Packaging of complete set of 14 Census Kit Set

General Specifications:

1. Box shall safely withstand handling, stacking, transportation and distribution of approximately 13 kg of kit items without deformation, rupture or failure.
2. Bottom to be pasted with interlock in all Parcel boxes.
3. Both side self-adhesive tapes of specified dimension as per the drawing to be placed in the respective positions. The adhesive strength to steel of minimum 13N/10 MM on the inner side and 7N/10 MM on outer side should be used.
4. The latest applicable version of the relevant BIS/ISO standard shall apply.

Technical Specifications:

Particulars	13 Kg (6 - Ply Corrugated Board)
Grammage (gm/m ²) Outer ply	180 GSM, 28 BF Kraft Paper
2 nd ply	140 GSM, 22 BF Semi-Kraft Paper
3 rd ply	140 GSM, 22 BF Semi-Kraft Paper
4 th ply	140 GSM, 22 BF Semi-Kraft Paper
5 th ply	140 GSM, 22 BF Semi-Kraft Paper
Inner ply	180 GSM, 28 BF Kraft Paper
Type of flute	
Outer ply	B
Inner ply	C
Bursting strength (kg/cm ²) Minimum	15
Edge Crush Test (kg/m) minimum	980
Moisture content (%)	7-10%
Cob Value (gm/m ²) Maximum	100
External Dimensions (mm) (LxWxH)	494 x 320x x 300 mm
Box Joint	Double copper staples
Style	
Adhesive	Starch based
Gap between two pair of staple pins (mm)	25
Angle of staples	45 degree

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

Format of Dispatch Address label

 <p>भारत की जनगणना 2027 CENSUS OF INDIA GENERAL SECTION</p>	<h1>BOX TO BE RE-USED</h1> <h1>DO NOT TEAR OPEN</h1>	<p>Box No. 1 of 2</p> <p>Weight 12.50 Kgs</p>
<h2>CENSUS-2027 PROJECT</h2>		
<p>Booked from Speed Post Center</p>  <p>*EN650541929IN*</p>	<p>Item : Kit Items</p> <p>State : Assam (18)</p>	
<p>BNPL Code No. 901-559 Customer ID: 2000009746</p> <p>From GENERAL SECTION Office of the Registrar General & Census Commissioner of India Janganana Bhawan, 2/A Man Singh Road, New Delhi - 110011</p>	<p>To DIRECTOR OF CENSUS OPERATIONS ASSAM 'Achyut Plaza', Behind Hub Complex, GUWAHATI-781005</p>	<p>Unique Box No. 1192</p>
<p>PLEASE DO NOT TEAR, CUT OR DAMAGE THIS BOX. This box is the property of the Census of India and is meant to be re-used.</p>		

Annexure-IV**Format for receiving from representative of the Department of Posts by the Bidder at the time of dispatch**

Dispatch of Boxes containing Kit Items from the Firm to the DCO/Charge Office through the Department of Posts

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

Signature of the Representative of Department of Post with Date
Name & Designation

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

Specifications of the Kit Items

Sl. No.	Item	Detailed Specifications
1.	Water Resistant Bag: Water-resistant Matty bag should be suitable for regular carrying and handling of the intended kit items	<p>Fabric/Material: 3×3 Matty fabric, preferably 100% polyester, minimum 450 GSM, water-resistant, uniform and free from holes, stains and weaving defects.</p> <p>Water Resistance: Fabric shall be water-resistant and shall conform to the specified water-repellency/water-resistance test requirement. The successful bidder shall furnish test report/certificate, wherever required.</p> <p>Colour: Five approved colours: Black, Dark Blue, Brown, Purple and Grey. Colour shall be uniform and conform to the approved sample. No appreciable shade variation shall be permitted within a batch.</p> <p>Finished Size: 15.75" × 12.5", with a dimensional tolerance of ±0.5 inch</p> <p>Main Opening: Full top opening with No. 8 metal zipper, double runner and protective/waterproofing flap over the zipper. Metal slider and puller shall be smooth operating and corrosion-resistant. Zipper shall operate smoothly without jamming and shall withstand repeated opening and closing.</p> <p>Additional pocket: Front zip pocket approximately 10" × 7.5" deep, with 10" No. 8 metal zipper and metal slider/puller. Pocket shall be securely stitched and reinforced at corners/stress points.</p> <p>Shoulder/Sling Strap: Adjustable sling of approximately 24-inch sling, using minimum 1-inch wide polyester webbing/strap and approx. 52" adjustable length.</p> <p>Back Straps: Two soft, adjustable straps suitable for adults, approximately 13", made of durable webbing.</p> <p>Hand-Carry Handle/Hook: Approx. 10" × 1", securely attached with reinforced stitching.</p> <p>All handles and strap attachment points shall have reinforced stitching, preferably box-X or equivalent, to withstand repeated use and load.</p> <p>Bottle Pocket: Approx. 8" × 5", same or equivalent quality material as the main bag, securely stitched to the body of the bag with reinforced stitching and suitable for holding a standard one litre water bottle.</p> <p>Stitching & Reinforcement: Neat and uniform stitching, minimum 8 stitches per inch. All load-bearing points, handles, straps and pockets shall have reinforced/box-X or equivalent stitching. No loose threads, open seams or fraying.</p> <p>Census Logo: 6" single-colour white logo on the front pocket below the zipper. Logo shall be bright, clearly visible, durable and conform to the artwork supplied by the purchaser. Logo shall not peel, crack, fade or become illegible during normal use.</p> <p>Workmanship: Bags shall be properly finished, dimensionally consistent and free from manufacturing defects. Zippers, straps, hooks and other fittings shall be durable and suitable for repeated use.</p>

2.	Foldable Writing Board with detachable clips	<p>Design: Bi-fold (foldable) writing board, folding along the 18-inch dimension.</p> <p>Size: Unfolded: 12" × 18" and Folded: 9" × 12"</p> <p>Material: Good-quality virgin polystyrene sheet, minimum 1.8 mm thickness (±0.1 mm), rigid and durable</p> <p>Surface: Smooth, uniform and defect-free; suitable for intended writing use; no cracks, bubbles, warping or dents</p> <p>Folding Joint: Strong and durable, capable of repeated opening/closing without cracking or breaking</p> <p>Edges/Corners: Smooth, burr-free edges with rounded corners for user safety</p> <p>Protective Film: Protective film marked "REMOVE BEFORE USE" shall be provided to prevent scratches during handling/transportation and shall be easily removable without residue.</p> <p>Sticker: 2" × 12", centrally placed on unfolded board; blue colour. Good-quality, firmly adhesive and resistant to peeling, fading and normal handling</p> <p>Branding: Census 2027 logo on top and bottom portions as per artwork supplied by ORGI; clear, sharp and properly aligned.</p> <p>Workmanship: Neat finish and free from manufacturing defects; dimensions within ±0.25" tolerance</p> <p>Metal Clips for writing board: Smooth, durable and free from sharp edges. Clips shall have adequate gripping strength and shall be securely fitted/usable with the writing board.</p> <p>Quantity: 2 clips per writing board</p> <p>Material: Steel, rust-resistant</p> <p>Size: Clip 1: 2" width Clip 2: 1" width</p>
3.	Spiral Note Pad	<p>Paper Size: A5 (210 mm × 148 mm)</p> <p>No. of Sheets: 30 ruled sheets (60 printed pages, front & back)</p> <p>Paper Quality:</p> <p>Inner Pages: 80 GSM writing paper, Min. 85% brightness, Min. 90% Opacity</p> <p>Front & Back Cover: 250 GSM SBS board, with lamination</p> <p>Binding: Wiro/Spiral binding using minimum 25-round wire made of good-quality steel, min 1.2 mm diameter, with suitable protective coating/finish to resist rust and corrosion. The spiral shall be securely fitted and properly finished to allow smooth turning of pages without tearing, loosening or detachment during normal use.</p> <p>Printing:</p> <p>Front cover: Census logo with National Emblem on top</p> <p>Back cover: QR Code (provided by the ORGI)</p> <p>Text: Single colour with logo watermark on 80 GSM paper.</p>
4.	White Cap with Census Logo	<p>Size: Full adult size, adjustable to approximately 56–60 cm head circumference</p> <p>Outer Fabric: Gavadin/Twill fabric, minimum 150 GSM, breathable and</p>

		<p>sweat-absorbing, uniform and free from visible defects</p> <p>Inner Fabric: Roto Aster, soft, breathable and sweat-absorbing</p> <p>Visor: Hard/rigid visor with minimum 1.0 mm thick suitable insert, securely fitted and capable of retaining its shape during normal use.</p> <p>Back Adjustment: Velcro tape, minimum 20 mm wide × 100 mm long, securely stitched</p> <p>Logo: Census 2027 logo, approx 3" × 2", printed on front. Screen/heat-transfer printing with clear and durable finish; no peeling or significant fading under normal use.</p> <p>Stitching: Neat and uniform; minimum 6 stitches per inch, with reinforcement at visor and Velcro attachment points</p> <p>Workmanship: Free from holes, stains, loose threads, open seams and other visible manufacturing defects</p>
5.	I-Card Pouch with Lanyard- with Census Logo	<p>PVC Pouch: Size 4.25" × 6", transparent PVC, min 120 micron thickness. Clear, flexible and free from bubbles, cracks, wrinkles and visible impurities; edges properly finished.</p> <p>Lanyard: Smooth, comfortable and colourfast; minimum 100 GSM or equivalent quality. 20 mm wide × 900 mm long, made of good-quality polyester/satin webbing.</p> <p>Printing: "भारत की जनगणना 2027" and "Census of India 2027", along with Census 2027 logo.</p> <p>Colour: Navy Blue</p> <p>Hook: Metal J-hook, rust/corrosion-resistant, securely attached to lanyard. Hook and attachment shall withstand repeated normal use without detachment or deformation.</p> <p>Attachment: Lanyard shall be securely joined to pouch/hook using proper stitching/attachment, no loose threads or weak joints.</p>
6.	Marker Pen	<p>Permanent industrial/paint-type marker suitable for marking cement/plastered and kaccha walls, brick, wood, painted/unpainted iron and metal surfaces.</p> <p>Ink: Red and Black, highly opaque, permanent ink providing clearly visible markings. Smooth and continuous ink flow without skipping, excessive bleeding or blotting</p> <p>Tip: Bullet/round tip, 4-5 mm writing width, suitable for writing on rough surfaces.</p> <p>Drying: Touch-dry within 30 seconds under normal conditions</p> <p>Durability: Marking shall remain clearly legible after normal rubbing and exposure to moisture/rain</p> <p>Barrel/Cap: Robust barrel with secure, leak-proof cap to prevent drying</p> <p>Writing Capacity: Min. 300 metres writing length or equivalent performance</p> <p>Shelf Life: Min. 18 months from date of manufacture</p>
7.	Ball Point Pen	<p>Type: 0.7 mm ball tip, tungsten-carbide/metal ball or equivalent good quality branded Ball Point Pen, retractable/capped, suitable for prolonged field use.</p> <p>Colour: Blue/Black quick drying and smear-resistant ink</p> <p>Writing Length: Min. 800 metres</p>

		<p>Refill: Good-quality, leak-proof refill with consistent ink flow</p> <p>Barrel: Sturdy, good-quality plastic with comfortable grip</p> <p>Writing Quality: Smooth writing without skipping, scratching or excessive ink flow</p> <p>Shelf Life: Min. 18 months from date of manufacture</p> <p>Pen shall be manufactured by an established/reputed manufacturer having regular commercial production of ball point pens. The manufacturer shall preferably have ISO 9001 or equivalent quality certification. The entire supply shall be of the same make, model and specifications as the approved sample.</p> <p>The offered make/model shall be a commercially available product of the manufacturer and shall not be manufactured exclusively for this tender. The bidder shall submit the manufacturer's product literature/catalogue or other documentary evidence along with the bid.</p>
8.	Pencil	<p>Type: Good-quality Extra Dark HB graphite Pencil</p> <p>Grade: HB, with dark and smooth writing</p> <p>Lead/Core: High-quality graphite/clay core, min 2.0 mm diameter, uniformly centered.</p> <p>Writing: Extra dark, smooth and clearly legible line with consistent density</p> <p>Lead Strength: Core shall not break frequently during normal writing or sharpening</p> <p>Wood Material: Good-quality seasoned cedar/softwood or equivalent, easy to sharpen and free from splinters.</p> <p>Length: Min. 175 mm</p> <p>Shape: Hexagonal, anti-roll design</p> <p>Sharpening: Core firmly bonded to wood; shall withstand repeated sharpening without excessive breakage</p> <p>Identification: HB/Extra Dark HB and manufacturer/brand name clearly marked on each pencil</p>
9.	Sharpener	<p>Type: Good-quality branded single-hole manual pencil sharpener suitable for HB/Extra Dark HB pencils.</p> <p>Body: Durable ABS/plastic body, smooth and crack-resistant.</p> <p>Blade: High-quality hardened carbon/stainless steel blade, securely fixed with corrosion-resistant screw.</p> <p>Sharpening: Shall produce a smooth, properly centred and pointed pencil tip without excessive lead breakage.</p> <p>Blade Life: Suitable for repeated sharpening without significant loss of sharpness.</p> <p>Safety: Blade shall be securely housed/fitted without sharp exposed edges other than the sharpening opening.</p> <p>Dimensions: Suitable for standard-size pencils (approx. 7-8 mm diameter).</p> <p>Finish: Free from cracks, burrs and manufacturing defects.</p> <p>Identification: Manufacturer/brand name to be marked on the sharpener or packaging.</p>

10.	Eraser	<p>Type: Good-quality branded white PVC/Vinyl eraser for graphite pencil.</p> <p>Size: Approx. 50 × 20 × 10 mm or equivalent.</p> <p>Performance: Erases HB/Extra Dark HB marks cleanly and smoothly without damaging the paper.</p> <p>Residue: Low crumbling/dusting, shall not leave stains or significant residue.</p> <p>Quality: Smooth, uniform, non-abrasive and free from cracks, cuts and manufacturing defects.</p> <p>Packaging: Individually wrapped or suitably packed to prevent soiling.</p> <p>Identification: Manufacturer/brand name to be marked on the eraser or packaging.</p>
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Illustrative Diagram of Packing, Labelling, Shrink Wrapping, Strapping and Dispatch of Corrugated Boxes for Census 2027 Kit Items



Signature Not Verified

Digitally signed by PRAMOD KUMAR MISHRA
Date: 2026.09.02 12:50:00 IST
Location: eProcure-EPROC