



Government of India
Ministry of Home Affairs
Office of the Director, Census Operations, Punjab
Janganana Bhawan, Plot No. 2B, Sector-19A, Madhya Marg, Chandigarh – 160 019

TENDER NOTICE NO.: D-14125/1/2010/Pb./

Dated: 16 /07/2010

Sealed Tenders are invited from reputed manufacturers/suppliers for supply of **Ball Pen (not gel pen), Pencil, Eraser, Sharpener, Ink Pad, Small Marker Pen and Plastic coated gem clips (in Box)** in large quantity for Directorate of Census Operations, Punjab located in Chandigarh for use by Enumerators and Supervisors during Census 2011. The material should be supplied at all the district headquarters of Punjab. Interested vendors should send their bids by 11.00 a.m. on 18/08/2010 to the Director, Census Operations, Punjab, Ministry of Home Affairs, Janganana Bhawan, Plot No. 2-B, M. Marg, Sector-19A, Chandigarh - 160019. Complete details can be obtained from Directorate of Census Operations, Punjab at the above mentioned address on payment of tender fee of Rs. 500/- (non-refundable) by cash/Demand Draft drawn in favour of 'Director, Census Operations, Punjab' payable at 'Chandigarh' on any working day between 10.00 a.m. to 01.00 p.m. and 02.00 p.m. to 05.00 p.m. The tender document can also be downloaded from www.censusindia.gov.in (Tender).

(K.S.Bhatnagar)
Joint Director
Telephone: +-0172-2541812, Fax: +0172-2784994
E-mail: dco-pun.rgi@censusindia.gov.in



Government of India
Ministry of Home Affairs
Directorate of Census Operations, Punjab
Janganana Bhawan, Plot No. 2B, Madhya. Marg, Sector-19A, Chandigarh – 160 019

Tender Document No. D-14025/1/2010/Pb./ 3540

dated: 16 /07/2010

Sealed Tenders are invited by the Office of the Director, Census Operations, Punjab, Janganana Bhawan, Plot No. 2B, Madhya Marg, Sector-19A, Chandigarh from reputed manufacturers or authorized distributors/suppliers for supply of the following items for use by Census Field functionaries (Enumerators and Supervisors) in the field during Census Operations of 2011 Census

- (i) Ball Pen (not gel pen)
- (ii) Pencil
- (iii) Eraser
- (iv) Sharpener
- (v) Ink Pad
- (vi) Small Marker Pen
- (vii) Plastic coated gem clips (in Box)

2. **Background:** The Office of the Director, Census Operations, Punjab, Chandigarh is responsible for the conduct of decennial Population Census in the State. The Census of India 2011 (15th in the unbroken series since 1872 and 7th after independence) will take count of all individuals as on 00.00 hrs of 1st March, 2011, cross-classified by several key demographic and socio-economic variables. The Population Enumeration will be conducted during February, 2011. A large number of Enumerators and Supervisors (about 60,000) would collect data on A-3 size (42 cms x 29.7 cms) ICR Scannable Schedules in Census Operations throughout the state. All Enumerators and Supervisors to be engaged for data collection in the field for Census Operations would be supplied with **Plastic Folders, A-3 size clip writing Board, Water Proof Carry Bags** in the field.

3. **The present tender intends to obtain best possible rates from reputed suppliers for supply of Ball Pen (not gel pen), Pencil, Eraser, Sharpener, Ink Pad, Small Marker Pen, Plastic coated gem clips (in Box) to be required during November, 2010 for supply to be made for actual Population Enumeration.**

4. **Volume and Specification of Requirement:** Items required for actual Census during Feb. 2011 (population Enumeration) of Census Operations, estimated quantity of each item, and its destination of supply is indicated in the table given below:

S.I. No.	Item	Estimated Quantity to be supplied during November, 2010	Destination of Supply
1	Ball Pen (not gel pen)	110,500	To be supplied at Chandigarh
2	Pencil	110,500	-do-
3	Eraser	110,500	-do-
4	Sharpener	59,500	-do-
5	Ink Pad	51,000	-do-
6	Small Marker Pen	110,500	-do-
7	Plastic coated gems clip (in Box)	8,500	-do-

Size and Technical specification of each of these items are given at **Annexure- II**.

5. **Delivery/Completion Schedule of Supply and Minimum/Maximum Bid Quantity:** Census taking is a National Programme and shall be conducted within rigid time schedule throughout the Country. The total volume of each item is required to be supplied /delivered within **30 - 45 days** from the date of issue of Supply Order/Job Assignment.

6. **Eligibility Criteria for Bidders:** The Bidders intending to participate in the tender process should fulfill the following minimum eligibility criteria:

- (a) Average Annual Turnover of the Bidder should be more than Rs.25 Lacs for the last three years (2006-07, 2007-08 and 2008-09) from sales of similar/said material for which the Bidder has participated. Audited Balance Sheets and Income Tax Returns for 2006-07, 2007-08 and 2008-09 as support paper should be submitted.
- (b) The Bidder must have successfully supplied at least two or more important orders of similar type of items during last three years (2006-07, 2007-08 and 2008-09), each valuing more than Rupees five lakhs, for the offices of Government of India/State Governments/Public Sector Undertakings/any other reputed companies & private concerns. Copies of such Work Orders during last three years and satisfactory work completion certificates should be submitted by way of proof thereof.

- (c) The Bidder should have well equipped manufacturing capacity/workshop with sufficient manpower and machinery to undertake and complete supplies as per requirement or in case he is a distributor/supplier then he should have necessary back-up of a manufacturer. Addresses of workshop(s) and manpower profile are to be enclosed.
- (d) The Bidder should be registered with the Government/Municipal Authorities etc., as required under the Law for carrying out manufacture/business. A copy of the said Certificate (s) is to be enclosed.
- (e) The Bidder should be in a position to complete the supply of materials at the State Headquarters within 30 - 45 days of the supply order, as per the delivery schedule fixed by the Purchaser (DCO Punjab, Chandigarh).

Note: The Bidder should not have been blacklisted by any Central Government/State Government Offices.

- 7. **Availability of Tender Documents:** Tender Document can be obtained from the Office of the Director, Census Operations, Punjab, Jaganana Bhawan, Plot No. 2-B, Setor-19A, Madhya Marg, Chandigarh on payment of Rs.500/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalized Bank in favour of “**Director, Census Operations, Punjab**” payable at “**Chandigarh**”. The same can also be downloaded from www.censusindia.gov.in (**Tender**). However, in this case the Bidder is required to enclose an A/c payee Demand Draft of Rs.500/- (non-refundable) drawn in any Nationalized Bank in favour of “**Director, Census Operations, Punjab**” payable at “**Chandigarh**” along with bid failing which the bid shall not be entertained.

Note: Any Bidder intending to bid for supply of more than one items should submit separate EMD for each item.

- 8. **Due Date:** Due date for submission of offer is on or before **11.00 A.M. on 18/08/2010** at the **Office of the Director, Census Operations, Punjab, Jaganana Bhawan, Plot No. 2B, Madhya Marg, Sector-19A, Chandigarh-160019**. Offers received after due date and time of submission shall not be considered. **The bids will be opened on 18.08.2010 at 3.00 P.M.** The list of successful bidders would be put on the web-site [www.censusindia.gov.in\(Tender\)](http://www.censusindia.gov.in(Tender)) latest by 20.08.2010

- 9. **Submission of tender under cover system:** Intending firms should address their Bid in prescribed proforma at **Annex-III-A** and **Annex-III-B** in sealed cover duly superscribed as to “**The Director, Census Operations, Punjab, Jaganana Bhawan, Plot No. 2B, M.Marg, Sector-19A, Chandigarh**”. If tenders are submitted by hand, then sealed envelope must indicate TENDER NO. & DUE DATE OF OPENING as well and shall be deposited in the aforesaid office. If the tenders are sent by post, then tender must be sent in double covers. **INSIDE COVER** should have TENDER NO. & DUE DATE OF OPENING AND SEALED, while **OUTSIDE COVER** should only bear address of the purchaser without mentioning tender number & due date of opening and need not be sealed. **TELEGRAPHIC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.**

- 10. **Late Delivery & Risk Purchase:** In case supplies are made after expiry of the delivery schedule then this office reserves the right to recover liquidated damages @ Rs.5,000/- per day. However, if the supplies are not affected within a grace period of two weeks from the scheduled date of delivery, DCO Punjab, Chandigarh reserves the right to undertake risk purchase at the cost of DEFaulter. Any additional expenditure so incurred in undertaking risk purchase shall be recovered from the Defaulter. In this context, DCO Punjab, Chandigarh also

reserves the right to cancel part of the order and undertake risk purchase for this cancelled quantity depending on the need.

11. EARNEST MONEY DEPOSIT (EMD): EMD of Rs. 150,000/- is to be enclosed with the Bid., if it is meant for all the stationery items and Item-wise prescribed EMD value for different Bid Quantities are given in the table mentioned below: -

S.I. No.	Item	Minimum/Maximum Bid Quantity Prescribed	Value of EMD to be deposited (in Rs.)
1	Ball Pen (not gel pen)	110,500	39,000/-
2	Pencil	110,500	17,000/-
3	Eraser	110,500	17,000/-
4	Sharpener	59,500	9,000/-
5	Ink Pad	51,000	28,000/-
6	Small Marker Pen	110,500	36,000/-
7	Plastic coated gems clip (in Box)	8,500	4,000/-

Other conditions for EMD are as given below:

- (a) Bidders are required to deposit separate EMD for each item(as specified in the table) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from any Nationalized/ Scheduled Bank drawn in favour of "**Director, Census Operations, Punjab**" payable at "**Chandigarh**" along with Technical Bid;
- (b) Any bid without EMD will be rejected by the Purchaser as non responsive;
- (c) Unsuccessful Bidder's Earnest Money will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchase;
- (d) The successful Bidder's Earnest Money will be returned after receipt of "Performance Security" from the Bidder or be adjusted towards "Performance Security" as per the condition laid in para 12;
- (e) Bank charges towards preparation of EMD are to be borne by the Bidder. No interest will be payable by the Purchaser on the amount of the EMD;
- (f) **Failure of the successful Bidder to comply with the requirement/job order shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the purchaser may make the award to the next lowest evaluated Bidder at the risk and cost of the successful Bidder.**

12. Performance Security: The successful Bidder awarded with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the supply order rounded up to next thousand within seven days from the date of receipt of supply order, in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from a Nationalized/Scheduled Commercial Bank in favour of "**Director, Census Operations, Punjab**" payable at **Chandigarh**. On request of the Bidder, the Earnest Money Deposit (EMD) will be adjusted against the Performance Security Deposit payable by the bidder and bidder shall deposit the balance amount in the prescribed mode and specified time limit. If the Performance Security Deposit is not paid within time specified, the Earnest Money Deposit of the bidder shall be forfeited. In such case, the DCO Punjab, Chandigarh shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering. **The "Performance Security", shall be released by the DCO Punjab,**

Chandigarh **after the successful completion of delivery as per the satisfaction of the purchaser in quality and quantity (DCO Punjab, Chandigarh)**. Performance Security should remain valid for a period of Sixty Days after the successful completion of delivery. No interest will be payable for “Performance Security”. In the event of non-providing the services, the Performance Security shall be forfeited to the extent that the materials have not been supplied in conformity to the specified specification and to the satisfaction of the Purchaser (DCO Punjab, Chandigarh). Further, if the Purchaser has to get the materials from any other Bidder because of failure to provide in full or part by the successful Bidder, the difference in payment may be made from such amount.

13. Payment: Payment can be released against actual deliveries (completion of supply) of the Supplier at this office and to the satisfaction of the Purchaser. The Supplier should submit their pre-receipted Bills, in triplicate, along with the certificate(s) from the consignee (i.e. Directorate of Census Operations, Punjab) that materials have been received in full and in good condition as per the approved specification of the DCO Punjab.

14. Sales Tax/VAT clearance Certificate: A copy of latest Sales Tax/VAT clearance certificate duly self-attested should be submitted along with the offer.

15. Bank Charges: Bank charges, if any, shall be borne by the successful tenderer.

16. Delivery: The material should be properly delivered at the office of Directorate of Census Operations, Punjab, Chandigarh in conformity with the specification and supplied to the satisfaction of the concerned authority.

17. Attending Tender Opening: Only one representative of each tenderer, who wishes to attend to the tender opening, shall be allowed to attend Tender Opening subject to presentation of authorization letter from the tenderer.

18. Award Criteria: The purchaser (DCO Punjab, Chandigarh) shall rank the rates quoted by all eligible bidders for a specific item in ascending order. The lowest rate quoted (inclusive of all) for the item will be taken as L₁ rate. If the Purchaser feels that the L₁ rate is at higher side, further negotiation may be held with the L₁ firm to reduce its rate.

19. Purchaser’s Right to Accept any Bid and Reject any or all Bids: The Purchaser (DCO Punjab, Chandigarh) reserves the right to accept any bid, and to annul the Tender Process at any time prior to award of Contract or reject any or all bids without assigning any reasons.

20. Amendments to the Tender: Before the last date for the receipt of tender, DCO Punjab, Chandigarh may amend any of the tender conditions as may be desired or wherever DCO Punjab, Chandigarh feels that such an amendment is absolutely necessary. DCO Punjab, Chandigarh at its discretion may or may not extend the due date and time for the submission of tender documents on account of amendments. Any such amendments to the tender conditions will be put on the Census Website [www.censusindia.gov.in.\(Tender\)](http://www.censusindia.gov.in.(Tender)) and [www.punjabcensus.gov.in \(Tender\)](http://www.punjabcensus.gov.in (Tender)).

21. ARBITRATION: The dispute or difference arising between the DCO Punjab, Chandigarh and the bidder to any matter pertaining this Tender, related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by **Director, Census Operations, Punjab, Chandigarh** or any person nominated by her/him. The decision of the Arbitrator shall be final and binding on the parties subject to the proviso that the Arbitrator shall give reasoned award.

22. Proforma for and Enclosures of Bid: The Bid should be submitted in the prescribed proforma (**Annexure III-A**) only along with the following enclosures:

- (a) Cash Receipt of Rs. 500/- from DCO Punjab, Chandigarh towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.500/- (if Tender Form downloaded from Web Site) drawn in any Nationalised Bank in favour of '**Director, Census Operations, Punjab**' payable at **Chandigarh**;
- (b) EMD (as specified in the table at Paragraph-11) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from any Nationalized/Scheduled Bank drawn in favour of "**Director, Census Operations, Punjab**" payable at **Chandigarh**";
- (c) Copies of Audited Balance Sheets of the firm for last three years (2006-07, 2007-08, 2008-09);
- (d) Copies of Income Tax Returns for 2006-07, 2007-08, 2008-09;
- (e) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
- (f) Copies of work orders for supply of similar materials valuing more than Rupees 5 lakhs/completion certificates during any last 3 years (2006-07, 2007-08, 2008-09, 2009-10);
- (g) Addresses of workshop(s) and manpower profile of the Bidder alongwith a certificate that no 'Child Labour' has been engaged;
- (h) Copy of the Registration Certificate of the Bidder/Firm;
- (i) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO.Punjab,Chandigarh or any other Central Government/State Government Department / Public Sector Undertakings;
- (j) **Sample of the item**, in conformity to the prescribed specification in the Tender Document (**Annexure II**), for which the bid is being submitted.

Note: **All documents/materials (excluding EMD) enclosed with the Bid should duly signed by the Bidder with seal of the firm on each and all pages be serially page numbered. The Bid without any of the above mentioned document/material may lead to rejection of the Bid.**

23. Proforma for the Bid: The Bid should contain only the rate of the material in prescribed proforma (in **Annexure III-B**) for which the bid is being submitted. Rates including all charges like all taxes, loading-unloading, installation, freights etc. should be indicated in both FIGURES & WORDS. The rates quoted must remain firm till completion of delivery for the Population Enumeration. Erasing, over-writing and corrections should be authenticated by the tenderer's signature. In case this has not been done such offer is likely to be rejected. **No conditional Bid shall be entertained.**

24. SPECIAL NOTE:

- a. Any ambiguity in the offer may lead to disqualification.
- b. Conditional offer shall be summarily rejected.

(K.S.Bhatnagar)
Joint Director
Directorate of Census Operations, Punjab,
Janagana Bhawan, Plot No.2B,
Sector-19A, Madhya Marg,
Chandigarh-160019.

ANNEXTURE- I

Item wise Estimated requirement of Materials (Schedule of Quantity)

S.I. No.	Item	Minimum/Maximum Bid Quantity Prescribed
1	Ball Pen (not gel pen)	110,500
2	Pencil	110,500
3	Eraser	110,500
4	Sharpener	59,500
5	Ink Pad	51,000
6	Small Marker Pen	110,500
7	Plastic coated gems clip (in Box)	8,500

B: (i) Required materials to be delivered by the Supplier(s) at this office i.e. Office of Director of Census Operations, Punjab, Chandigarh.

SCHEDULE OF SPECIFICATION OF MATERIALS

Sl. No.	Name of the Items	Detailed Specification
1	Ball Pen (not gel pen)	Today's C5/ Pentek fino 0.7/ Reynolds fine carbure 045/Montex Mega Top/ Montex Mercury/ Cello finegrip The Ball Pen will be prepared with a Census 2011 logo (20 mm diameter) in specified single color.
2	Pencil	Camlin exam/Apsara beauty/Natraj621 The Pencil will be prepared with a census 2011 logo (20 mm diameter) in specified single color.
3	Eraser	Apsara Nondust/Natraj 621/Camlin Nondust The Eraser to be supplied will be printed with a given slogan with Census 2011 logo (20 mm) on both sides.
4	Sharpener	Apsara/Natraj/Camlin exam The Sharpener to be supplied will be printed with a given slogan with Census 2011 logo (20 mm) on both sides .
5	Ink Pad	Golden selfinking/Faber castel/Supreme deluxe self inking/ Ashoka/Camlin The Ink Pad to be supplied will be printed with a given slogan with Census 2011 logo (30 mm).
6	Small Marker Pen	Reynolds/Today/Cello /camlin/Stic The Small Marker Pen to be supplied will be printed with a given slogan with Census 2011 logo (30 mm diameter).
7	Plastic coated gems clip (in Box)	<i>Good quality</i> The Plastic coated gems clip boxes to be supplied will be printed with a given slogan with Census 2011 logo (30 mm) on both sides of wrapper.

PRESCRIBED PROFORMA FOR THE BID.

With Reference to Tender Notice **No.D-14125/I/2010/Pb.** Dated 16 .07.2010, the undersigned furnishes below / encloses herewith following details / documents for consideration.

- (b) **Name of the Manufacturer/Dealer** -----
- (c) **Confirmation regarding supply of materials as per prescribed Specification of materials (Annex. II)** -----
-Yes / No
- (d) **Period of Validity of Offer Price** (in days): Till the completion of work i.e. 31.3.2011.
- (e) **Delivery Schedule:** Will be given at the time of placing Work Order.
- (f) **Earnest Money Deposit:** EMD Details:
Date of Issue:
Name of the Bank:
- (g) **Documents Enclosed:** (Copies are to be self attested / stamped)
- a. Cash Receipt of Rs. 500/- from DCO Punjab towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.500/- (if Tender Form downloaded from Web Site) drawn in any Nationalized Bank in favour of 'DCO Punjab' payable at 'Chandigarh';
 - b. EMD (as specified in the table at Paragraph-11) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque from any Nationalized/Scheduled Bank drawn in favour of "**DCO Punjab**" payable at "**Chandigarh**";
 - c. Copies of Audited Balance Sheets of the firm for last three years (2006-07, 2007-08, 2008-09);
 - d. Copies of Income Tax Returns for 2006-07, 2007-08, 2008-09;
 - e. A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
 - f. Copies of work orders for supply of similar materials valuing more than Rupees 5 lakhs/completion certificates for the any last 3 years (2006-07, 2007-08, 2008-09 and 2009-10);
 - g. Addresses of workshop(s) and man power profile of the Bidder alongwith a certificate that no 'Child Labour' has been engaged;
 - h. Copy of the Registration Certificate of the Bidder/Firm;
 - i. Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO Punjab or any other Central Government/State Government Department/Public Sector Undertakings;
 - j. **Sample of the item**, in conformity to the prescribed specification in the Tender Document (**Annex. II**), for which the bid is being submitted.

Signature.....
Name.....
Name of the Manufacturer/Supplier.....
Stamp.....

PRESCRIBED PERFORMA FOR THE BID.

With Reference to Tender Notice **No.D-14125/I/2010/Pb.** Dated 16.07.2010 the per unit rate (inclusive of taxes, transportation etc.) and total cost for our Bid quantity are as given below:

Item for which the Bid being submitted	Per Unit Rate (all inclusive) (In both figures & Words)
Ball Pen (Not Gel Pen)	
Pencil	
Eraser	
Sharpener	
Inkpad	
Small Marker Pen	
Plastic Coated Gem Clips (in Box)	

I agree to the terms and conditions as mentioned in the Tender Notice **No. No.D-14125/I/2010/Pb.** Dated 18.07.2010. issued by the Government of India, Office of the Director, Census Operations, Punjab, Jaganana Bhawan, Plot No. 2-B, Sector-19A, Madhya Marg, Chandigarh-160019. The Item, for which the Bid is being submitted, is as per the specification specified in the Document (**Annex. II**) of the Tender Notice.

Signature.....
Name.....
Name of the Manufacturer/Supplier.....
Stamp.....