



सत्यमेव जयते

Government of India
Ministry of Home Affairs

Office of the Director of Census Operations, Karnataka
'E' & 'F' Wing, 7th Floor, Kendriya Sadan, Koramangala, Bangalore – 560034

No.D-15038/1/2011 (PHC)

Date: 02.08.2011

TENDER NOTICE

Sealed tenders are invited in two bid system (Technical & Financial Bid) from reputed registered firms, xerox units and companies specialised in the field of Photocopying/document handling with adequate Xerox machines and manpower for taking photocopies of the following Census 2011 documents as per the quantity mentioned against each required **for conducting the Socio Economic and Caste Census and the sixth Economic Census in 2011 throughout Karnataka State** as proposed by the Central Government.

SL. No.	Name of Documents	Approximate number of copies to be photocopied	Size of paper	Paper quality to be used
1	Supervisors booklet comprising 2 folios (Front & Back)	84,000	A 3	75 GSM good quality paper
2	Village/Town Register (Front & Back)	6,000	A3	-do-
3	Abridged Houelist Booklet comprising 32 folios excluding cover pages(Front & Back)	60,96,000	A4	-do-
4	Layout Map (Single Side)	3,81,000	A3	-do-

Interested bidders can obtain complete details of Tender Notice with terms & conditions from office of the Directorate of Census Operations(DCO), Karnataka, Koramangala,Bangalore-560 034 on payment of **Rs.100/-**(non-refundable) by cash/Demand Draft/Bankers Cheque drawn in favour of **“Assistant Director of Census Operations, Karnataka”** payable at Bangalore on any working days between 11.00 am and 5 pm. The same can also be downloaded from our office website **“censuskarnataka.gov.in”** from **04.08.2011** onwards and the cost of Rs.100/- is to be deposited before submission of Tender by cash/DD/Bankers Cheque drawn in favour of **“Assistant Director of Census Operations, Karnataka”** payable at Bangalore.

(1) Submission of Tenders: The last date for submission of sealed tenders in the prescribed format to this office is 18.08.2011 till 3.00 p.m.. **Technical bid will be opened on 18.08.2011 at 4.00 p.m.** . **Financial bid will be opened on 19.08.2011 at 11.00 a.m.** in the office of the Directorate of Census Operations, Karnataka, Koramangala, Bangalore. An Earnest Money Deposit(EMD) of **Rs.1,00,000/-** should be paid only in the form of Demand Draft/Bankers Cheque/Pay Order in favour of **“Assistant Director of Census Operations, Karnataka”** payable at Bangalore. Any Tender bids without EMD shall be rejected.

The Directorate of Census Operations, Karnataka reserves the right to accept or reject any or all Tenders without assigning any reasons thereof.

Other information can be obtained from the office of the undersigned during office hours.

Sd/-

Director of Census Operations, Karnataka

Phone: 080-25520352

Telefax: 080-25538973

e-mail:admindcokar@gmail.com



दूरभाष/Phone : 080-25520352
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भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
जनगणना कार्य निदेशक का कार्यालय, कर्नाटक
Office of the Director of Census Operations, Karnataka
ई एव एफ विंग, ७ वां तल, केन्द्रीय सदन, बेंगलूर, -560 034
'E' & 'F' Wing, 7th Floor, Kendriya Sadan, Koramangala, Bangalore – 560034

No.D-15038/1/2011 (PHC)

Date: 02.08.2011

TENDER NOTICE

Sealed tenders are invited in two bid system (Technical & Financial Bid) from reputed registered firms, agencies and companies with experience in the field of photocopying/Document handling for taking photocopies of the following Census 2011 documents as per the quantity mentioned against each required *for conducting the Socio Economic and Caste Census and the sixth Economic Census in 2011 throughout Karnataka State* as proposed by the Central Government.

SL. No.	Name of Documents	Approximate Number of copies to be photocopied	Size of paper	Paper quality to be used
1	Supervisors booklet comprising 4 folios (Front & Back)	84,000	A 3	75 GSM good quality paper
2	Village/Town Register (Front & Back)	6000	A3	-do-
3	Abridged Houelist Booklet consisting 32 folios excluding cover pages(Front & Back)	60,96,000	A4	-do-
4	Layout Map (Single Side)	3,81,000	A3	-do-

Conditions:

1. Since the documents are required to be photocopied are confidential, the photocopying work to be taken up under the supervision of authorized officials from the Directorate of Census Operations, Karnataka, Bangalore.
2. The required number of Photocopier Machines (preferably new machine of reputed Photocopying brand/company) should be installed at our office up to the completion of work.
3. Required number of operators and man power should be deputed.
4. Payment of photocopying charges would be released only for actual number of photocopies (excluding wastage and bad photocopies).
5. The Bidder should be in a position to complete the work within 30 days of the work order.
6. Good quality 75 GSM paper should be used for photocopying.
7. The rates to be quoted should be inclusive of A3 and A4 size photocopying including cost of the paper and the taxes etc.
8. Charge Registers (Supervisor Booklet and Village/Town Register) need to be bound after completion of photocopying work and AHL booklets are to be stapled again.

9. After photocopying of Abridged Houselist, two sets of booklets are to be prepared Enumeration Block wise separately by using staple pins.
10. After photocopying of Charge Register for each charge (Supervisor Booklet and Village/Town Register) two separate sets are to be prepared with the help of tags.
11. 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 with the Technical Bid.
12. Estimated quantity given in details of work can be reduced or increased without assigning any reason.
13. The bidder preferably must have successfully undertaken work during the last three years (2008-09, 2009-10 and 2010-11), each valuing more than Rupees five lakh, for the offices of Government of India/State Governments/Public Sector undertakings/any other reputed and private concerns. Copies of such work orders during last three years and work completion certificates should be submitted along with the Technical Bid.

1. Brief description of the work

1. **Supervisor Booklet-** The supervisor booklets are part of Charge Registers, which are bounded separately for each charge. Before taking up the photocopying the Charge Registers are to be un-bounded and the first and second pages of the Supervisor Booklets are to be photocopied. While photocopying the page 1 and page 2 of each Supervisor Booklet, the details of the Supervisor on page 1 and the details of the enumerator in Column 3 of page 2 will have to be blanked out so that the same space can be used for writing the details of the supervisor and enumerator during the SECC.
2. **Village/Town Register:** The Village/Town Register are also part of Charge Register and all the pages of the village/town registers should be photocopied back to back.
3. **Abridged House List :** While making the photocopy of the Abridged House list (AHL), the remarks column (Column 10 of Section 2, Column 10 of Section 3 and Column 7 of Section 4) should be blanked by keeping a white sheet over the column.
4. **Layout Maps:** Layout Maps (single side) of each Enumeration Blocks in A 3 Size are to be photocopied separately for each enumeration block and arranged charge wise (1,27,000 pages x 3 copies i.e. total 3,81,000 pages).

2. Pre bid meet: Interested bidders are mandated to attend a pre-bid meet at our Storage-cum-Scanning Centre at MSIL, Aircargo Complex, Konena Agrahara, Old Airport Road, Bangalore where the work is proposed to be carried out on 11.08.2011 at 11.30 a.m.. During pre-bid meet, issues relating to photocopying like the documents to be photocopied, place where the photocopies are to be installed, place where the documents are stored will be shown/explained.

3. Submission of Tender under two covers system: The last date for submission of sealed tenders in the prescribed format to this office is 18.08.2011 till 3.00 p.m.. *Technical bid will be opened on 18.08.2011 at 4.00 p.m. Financial bid will be opened on 19.08.2011 at 11.00 a.m.* in the office of the Directorate of Census Operations, Karnataka, Koramangala, Bangalore. Intending firms should submit their Technical Bid and Financial Bid in the prescribed proforma at *Annexure-I & II* respectively in separate sealed covers duly superscribed as “Technical Bid for taking photocopies” and “Financial bid for taking photocopies” . It should be addressed to “Directorate of Census Operations, Karnataka, ‘E’ & ‘F’ wing, 7th floor, Kendriya Sadan, Koramangala, Bangalore – 560 034”. If tenders are submitted by hand, then sealed envelopes must indicate TENDER NO. & DUE DATE OF OPENING as well and shall be dropped in the TENDER BOX provided for the purpose. 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 besides superscribing as “Technical & Financial Bids for taking Xerox copies of Census Documents”, while OUTSIDE COVER should only bear address of the purchaser without mentioning tender number and due date of opening and need not be sealed. Tender offer without two covers systems will not be entertained. TELEGRAPHIC/FAX/E-mail Tenders shall not be accepted.

4. As all the Census 2011 documents to be provided for photocopying work are of national importance and confidential in nature, successful bidder should install photocopy machines in our designated branch office at “Storage-cum-Scanning Centre, MSIL Air Cargo Complex, Konena Agrahara, Old Airport Road, Bangalore” where the records are stored and complete all the work within the office premise. Taking of documents outside the office premise under any circumstances are not permissible. Utmost care and vigilance should be strictly adhered during operation of photocopying work. Any loss or misplacement of the records attracts severe penalty and punishment as per the Census Act.

5. Photocopied documents should match with the specimen/sample documents and no omission of images under any circumstances would be entertained. Photocopied documents should be stapled as per our sample specification. Imaging of photocopy print should be crystal clear and any unwanted black impression/dots etc., should be avoided. Only reputed brand/company photocopier machine should be installed. Otherwise, work order will be cancelled and performance security will be forfeited.

6. Rate to be quoted should be inclusive of prescribed branded paper, installation of branded photocopy machines in required numbers, maintenance of such machines, cartridges, engagement of manpower and other miscellaneous works involved for. The cost of electricity during the photocopying work is borne by this Directorate.

Note: In case break down of any Photocopier machine during operation of the photocopying work, successful bidder should make immediate alternative arrangements to replace the machine.

7. Bidders should be registered with the Government/Municipal Authorities etc., as required under the Law for carrying out the business.

Note: The bidder should not have been blacklisted by any Central Government/State Government /other Public Sector Undertaking offices.

8. **Earnest Money Deposit(EMD)** : EMD of **Rs.1,00,000/- (Rupees One lakh Only)** should be submitted with Technical Bid only in the form of Demand Draft/Bankers Cheque/Pay Order in favour of “*Assistant Director of Census Operations, Karnataka*” payable at Bangalore. Any Tender bids without EMD shall be rejected. The EMD of unsuccessful bidders will be returned within 30 days without any rate of interest after tender process is completed.

10. 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 O/o the Directorate of Census Operations, Karnataka may make the award to the next lowest evaluated bidder at the risk and cost of the successful bidder.

9. **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 work order rounded up to next thousand within seven days from the date of receipt of work order in the form of A/C payee Demand Draft/Bankers Cheque/Pay Order in favour of ““*Assistant Director of Census Operations, Karnataka*” payable at Bangalore. On request of the bidder, the EMD will be adjusted against the Security Deposit payable by the bidder and bidder shall deposit the balance amount.

If the Performance Security is not paid within the time specified, the EMD of the bidder shall be forfeited. In such case, the Directorate 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. Performance Security shall be released only after successful completion of the entrusted work to the satisfaction of the purchase committee of this Directorate. 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 work not executed in conformity to the specified sample documents and to the satisfaction of the Directorate of Census Operations, Karnataka(DCO,Karnataka). Bank charges if any, shall be borne by the successful tenderer.

10. Further, in case of the DCO, Karnataka has to get the work done from any other bidder because of failure to execute the entrusted work in full or part by the successful bidder, the difference in payment may be made from such amount (Performance Security).

11. *Payment can be released against their pre-receipted bills in triplicate after actual completion of the entrusted job subject to satisfaction of the entrusted job. No part or advance payment under any circumstances is entertained. Income tax as applicable will be deducted for photocopying job excluding paper value.*

12. **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.

13. The Directorate of Census Operations, Karnataka reserves the right to accept any or all the bids and to annul the Tender process at any time prior to award of contract or reject any or all bids without assigning any reason therefore and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected Bidder or Bidders on the grounds for the DCO's action.

14. **Amendments to the Tender:** Before the last date for the receipt of tender, this Directorate may amend any of the tender conditions as may be desired or wherever the Directorate feels that such an amendment is absolutely necessary. The Directorate 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 "*censuskarnataka.gov.in*"

15. **Additional information:** If the bidder needs additional information and clarification apart from information given in Tender Notice/Tender Details, they may seek the same from this Directorate in writing. If any dispute or differences is arising in interpretation of Tender Notice, the decision of this Directorate is final.

16. All documents/materials enclosed with Tender bids should duly be self attested by the bidder with seal of their firms on each page (excluding EMD) and that they be serially page numbered.

17. Any dispute of difference arising out of or in connection with the Tender shall be subject to the exclusive jurisdiction of Bangalore City.

18. Special Note :

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

Sd/-
Director of Census Operations, Karnataka
Phone: 080-25520352
Telefax: 080-25538973
e-mail: admindcokar@gmail.com

PRESCRIBED PROFORMA FOR TECHNICAL BID.

With reference to the Tender Notice. No.D-15038/1/2011 (PHC), Dated: 02.08.2011, the undersigned furnishes the following details/documents as part of 'Technical Bid' for consideration:

1. Name and full address of the firm/photo copy unit :
2. Confirmation regarding completion of assigned job within the time frame given : Yes/No:
3. Period of validity of offer price (in days) :
4. Details of EMD:
5. Documents enclosed:
 - i) Cash receipt of Rs.100/-(Rupees One hundred only) from DCO, Karnataka towards cost of the Tender Details purchased or downloaded (in original).
 - ii) Copies of Audited Balance Sheet of the firm for the last three years.
 - iii) Copies of Income Tax Returns for 2008-2009,2009-10 and 2010-2011.
 - iv) Copies of latest Sales Tax / VAT Clearance Certificate duly self attested/stamped.
 - v) Copies of work orders for similar job and completion certificate during last 3 years.
 - vi) Addresses of firm(s) and manpower profile of the bidder.
 - vii) Copies of Registration Certificate of the Bidder/Firm.
 - viii) Self-Certificate, duly signed by tenderer that the tenderer is not currently blacklisted by Central Government/State Government Department / Public Sector Undertaking.

Signature.....

Name.....

Stamp.....

PRESCRIBED PROFORMA FOR FINANCIAL BID.

With reference to the Tender Notice. No.D-15038/1/2011 (PHC), Dated:02.08.2011, the unit item-wise rate (inclusive of taxes, transportation etc.,) and total cost for your bid quantity is given below:

SL. No.	Name of Documents	Bid Quantity	Size of paper & specification	Unit price(inclusive of all)	Total cost for the Bid quantity (in both figures & words)
1	Supervisors booklet comprising 4 folios (Front & Back)	84,000	A3 75 GSM good quality paper		
2	Village/Town Register (Front & Back)	6000	A3 75 GSM good quality paper		
3	Abridged Houelist Booklet consisting 32 folios excluding cover pages(Front & Back)	60,96,000	A4 75 GSM good quality paper		
4	Layout Map (Single Side)	3,81,000	A3 75 GSM good quality paper		

I agree to the terms and conditions as mentioned in the Tender Notice No.D-15038/1/2011 (PHC), dated: 02.08.2011 issued by the Directorate of Census Operations, Karnataka. The item for which the Financial Bid is being submitted is as per the specification specified in the Tender Notice.

Signature.....

Name.....

Stamp.....