



**DIRECTORATE OF CENSUS OPERATIONS**  
**GUJARAT, GANDHINAGAR – 382 043**

**Tender Notice**

**No. D-11011/1/2009-DCO(Guj) dated: 12/11/2009**

Sealed tenders are invited from only leading waste/paper mills having pulping facility for sale of 2001 used Census records for pulping purpose approximately 125 Metric tons.

The tender documents containing terms/conditions of sale for pulping can be had from the office of the Director of Census Operations, Census Bhavan, Sector 10/A, Gandhinagar – 382 043 upto 29.11.2009 during office hours upon payment of Rs. 500/-

The tender should be accompanied with an earnest money deposit of Rs. 1,00,000/- (Rupees One lac only) in the form of Demand Draft from Nationalized Bank to be drawn in favour of Statistical Investigator Gr.I, DCO, Gujarat, Ahmedabad. The tenders will be accepted up to 3:00 p.m. on 30.11.2009 and shall be opened on the same day at 4:30 p.m. in presence of tenderer who are present at that time.

The tender form along with Terms & Condition can also be downloaded from web site [www. Censusindia.gov.in/Tender](http://www.Censusindia.gov.in/Tender).

Assistant Director of Census Operations  
Gujarat, Gandhinagar



**GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
DIRECTORATE OF CENSUS OPERATIONS, GUJARAT  
Census Bhavan, Sector 10/A, Gandhinagar – 382 043  
No.D-11011/1/2009-DCO(Guj) dated:12/11/2009**

**FEE Rs. 500/-**

To

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**MEMORANDUM OF TERMS AND CONDITIONS**

1. THE TENDER BELOW THE UPSET VALUE WILL NOT BE CONSIDERED.
2. RATE SHOULD BE QUOTED FOR THE ITEM SHOWN IN ANNEX-I
3. An earnest money of Rs.1,00,000/- only in the form of Demand Draft from any Nationalised Bank in favour of Statistical Investigator Gr-I, DCO, Gujarat payable at Ahmedabad will have to be deposited alongwith the tender, which will be released to the unsuccessful Tenderers without interest as soon as the final decision on the tenders is taken. No relaxation in any case will be allowed.
4. The tenders in sealed covers addressed to the Director of Census Operations, Gujarat, Census Bhavan, Sector 10/A, Gandhinagar – 382 043 and superscribed as “TENDER FOR THE DISPOSAL OF 2001 CENSUS RECORD” should be sent so as to reach on or before 30.11.2009 by 3:00 p.m. Tenders not accompanied with earnest money as well as the Certificate for pulping facilities will not be considered.
5. Tenders received upto the stipulated date and time will be opened on the same day i.e. 30.11.2009 at 4.30 p.m. in the presence of authorized representatives of the Tenderers who are present at the time of opening of tender.
6. Tenders from only those leading waste paper dealers/paper mills having pulping facility will be accepted. (Certificate for pulping facilities has to be attached to the Tender).
7. According to the provisions of Census Act 1948, all the Census records/forms are confidential one and the said records should not be used for any other purpose except pulping. Hence the records so purchased by the successful Tenderer/Bidder should be made into pulp.
8. The successful Tenderer will have to lift entire quantity of 2001 Census record containing forms and diaries weighing approximately 125 metric tons lying at Census Bhavan, Sector 10/A at Gandhinagar at a stretch. This record will have to be pulped in the paper mills in the presence of the representative of Census Directorate who will

remain present at the time of pulping and the pulping certificate have to be furnished by the mill. Traveling allowances, daily allowances including incidental charges etc. of the said representatives deputed will be borne by the Tenderer. For these Tenderer has to furnish the name of pulping mills and the date on which the materials will be pulped.

9. The old census records will be supplied by DCO office. It will be the responsibility of the Tenderer to make all arrangements for collecting and transporting the old records from the DCO office during office hours of the working days. The old records must be removed from the DCO office within a week from the date of intimation given in that respect.
10. In the event of failure to lift the material by the successful Tenderer during the stipulated time from the places indicated by this office in the letter of confirmation at the rates once accepted, the Earnest Money Deposit of Rs. 1,00,000/- (Rupees One lac only) shall be forfeited and contract terminated.
11. The successful Tenderer will have to lift records from Census Bhavan, Sector 10/A at Gandhinagar and will carry it to nearest 'Electronic weigh-bridge' to be decided by the Census Directorate at his own cost. The weighing, before and after loading the waste paper, will be done in the presence of representatives of this office at the cost of Tenderer. The weighing slips will be signed by the successful Tenderer or his authorized representative and also by the representative of this office.
12. The Successful Tenderer will have to pack the old records and other confidential records in gunny bags. Expenditure on packing transport and labour/Railway freight charge and taxes etc. will have to be borne by the successful Tenderer and in case he wants to use the gunny bags of this office in which the waste paper is stored, he will have to pay the cost of the gunny bags in addition to the cost of waste paper.
13. While determining the actual weight of the waste paper, the weight of the gunny bags at the rate of 1Kg. for full size gunny bags and half Kg. for small gunny bags will be deducted from the total weight.
14. The rates should be quoted per ton. Expenditure on packing, transportations, loading, unloading, weighing, Railway freight charge and taxes etc. will be borne by the Tenderer.
15. Successful Tenderer will be required to submit a D.D. of Rs. 1,00,000/- (One Lac only) as Security Deposit in the form of Demand Draft from any Nationalised Bank in favour of Statistical Investigator Gr-I, DCO, Gujarat payable at Ahmedabad which will be liable to be forfeited, if any of the conditions of the Tender is not fulfilled.
16. If the Tenderer fails to lift the old records, etc. after receiving the intimation from DCO office and any delay occurs on the part of the Tenderer, as such the old records are damaged due to fire or rain etc. DCO is not liable to refund the advance amount paid by the Tenderer in any circumstances and the whole responsibility will be the Tenderer's only.
17. Payment for the quantity of old records to be sold and taxes will have to be made in advance on the estimate weight or latest on the day of collection from DCO office after weighing of records. The EMD and Security amount will be adjusted at final stage of lifting of material.

18. The record can be inspected by any prospective Tenderer on any working day at the following place between 3:00 p.m. to 5:00 p.m.

Directorate of Census Operations  
Census Bhavan, Sector 10/A  
Gujarat, Gandhinagar – 382 043

19. The approved Tenderer shall be deemed to have carefully examined the terms and conditions attached with the tender form.
20. The Directorate does not bind itself to accept the highest or any tender or give any reasons for rejecting any tender.
21. The successful Tenderer will have to sign an agreement on required stamp paper. The specimen forms of agreement will be available for inspection in DCO office during office hours.
22. The old census records shall be pulped immediately after receipt in the mill and entire work should be completed within 12 days in the presence of the representatives of the DCO. The Tenderer has to produce the certificate regarding the pulping work is done according to the terms and conditions. If they fail to pulp the material within 12 days from the date of delivery of goods in presence of representative of this Office, the penalty will be levied and deducted from the deposit at the rate of Rs.500/- (Rupees Five hundred only) per ton it may be per ton per week for late execution of pulping works.
23. The Tenderer should quote his income tax no. (PAN) & Value Added Tax (VAT) No. & should attach last three years Income Tax Returns along with the Tender Form.
24. Tenderer has to submit list of the Govt. Offices for which similar kind of work for pulping has been done. Give the detailed information in a separate sheet.
25. Tender form along with Terms & Conditions can also be downloaded from the website [www.censusindia.gov.in/tender](http://www.censusindia.gov.in/tender). However Tenderer will be required to enclose Tender fees Rs. 500/- (Rupees Five hundred only) in the form of DD in favour of Statistical Investigator, DCO, Gujarat payable at Ahmedabad along with downloaded Tender form.
26. Any dispute of difference arising out of or in connection with the Tender shall be subject to the exclusive jurisdiction of Gandhinagar.

Place:

Date:

Assistant Director of Census Operations  
Directorate of Census Operations, Gujarat

**GOVERNMENT OF INDIA** **Annex-I**  
**MINISTRY OF HOME AFFAIRS**  
**DIRECTORATE OF CENSUS OPERATIONS, GUJARAT**  
**Census Bhavan, Sector 10/A, Gandhinagar – 382 043**

**TENDER FORM FOR PURCHASE OF 2001 CENSUS RECORD**

NAME : .....

(Agent/ Paper Mill)

FULL DETAILED OFFICE : .....

ADDRESS : .....

TELEPHONE NO. (OFFICE) : .....

MOBILE NO. : .....

INCOME TAX NO. (PAN) : .....

WITH LAST THREE YEARS' RETURNS : .....

VAT (Value Added Tax) Registration No. : .....

DATE : .....

**OUR RATES ARE AS UNDER**

<b>Sr. No.</b>	<b>ITEMS</b>	<b>UPSET VALUE PER 1000 Kgs.</b>	<b>RATES PER 1000 Kgs. FOR PULPING</b>
1	USED CENSUS RECORDS	Rs.10000/-	

1. I have read the terms & conditions of the tender notice & accept the same.
2. The Mill has ..... Pulper & it has capacity of Pulping ..... Tonnes of paper per day.
3. If My /Our above rates for pulping are accepted, I/We shall agree to pulp the same in the presence of the DCO authorized representative.
4. Information of tender fee Rs. 500/- : Cash receipt/DD No. ....Dated.....  
If DD, Name of the Bank : .....  
Branch ..... Dated.....
5. Information for EMD Rs. 1,00,000/-  
Demand Draft No. : .....  
Name of the Bank : .....  
Branch ..... Dated.....
27. We also give undertaking that the waste paper sold to us will be utilized only for pulping and will not be used for any other purpose (Certificate for pulping facilities has been enclosed).

Place:

Date:

Signature of Tenderer

With seal of the firm