



Census of India

Office of the Registrar General & Census Commissioner, India



सत्यमेव जयते

**REQUEST FOR PROPOSAL FOR PROCUREMENT AND DELIVERY
OF CORRUGATED BOXES TO THE PRESSES FOR PACKAGING OF
SCHEDULES RELATING TO
THIRD ROUND OF ANNUAL HEALTH SURVEY (AHS)**

**GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA
2/A MAN SINGH ROAD, NEW DELHI**



Notice No: 14/08/2012 – VS (AHS), dated 15th October, 2012

1.	Tender inviting authority Designation / Address	Under Secretary (Hqrs.), ORGI, 2/ A, Man Singh Road, New Delhi – 110 011 Phone No.23070271
2.	Job requirement	Procurement and delivery of corrugated boxes to the Presses for packaging of Schedules relating to Third Round of Annual Health Survey (AHS)
3.	Date of Publication / Issue of the RFP	15 th October, 2012
4.	Clarifications and Queries	Any queries related to the RFP can be addressed to the Deputy Registrar General (AHS), Office of the Registrar General, Delhi, India on phone 011-26100678 or drg-srs.rgi@censusindia.gov.in . The queries would be entertained only upto 1700 hours on 22 nd October, 2012.
5.	Last Date for submission of the Proposal	1500 hours on 30 th October, 2012
6.	Date and Time of Opening of the bids	1530 hours on 30 th October, 2012 at the office of the Under Secretary (Hqrs.), ORGI, 2/ A, Man Singh Road, New Delhi – 110 011

Contents

1. BACKGROUND 3

2. PURPOSE/INTENT OF RFP 3

3. SCOPE OF WORK..... 3

4. SUBMISSION OF PROPOSAL 3

APPENDIX -1: FORWARDING LETTER 7

APPENDIX -2: TECHNICAL SPECIFICATIONS OF CORRUGATED BOX 8

APPENDIX -3: FORMAT FOR FINANCIAL PROPOSAL10

APPENDIX -4: ADDRESSES OF DESIGNATED PRESSES11

1. BACKGROUND

The Annual Health Survey (AHS) has been conceived at the behest of the National Population Commission, PMO and Planning Commission as an annual survey to yield benchmarks of core vital and health indicators at the district level and to map its rate of change on a continual basis to assess the efficacy of various health interventions including those under National Rural Health Mission (NRHM). The AHS would, inter-alia, generate indicators such as Crude Birth Rate (CBR), Crude Death Rate (CDR), Infant Mortality Rate (IMR), Total Fertility Rate (TFR), Maternal Mortality Ratio (MMR), Sex Ratio at Birth & host of other indicators on family planning practices, maternal & child care at appropriate level of aggregations.

The Third Round of AHS will be carried out in 284 districts of the Empowered Action Group (EAG) States (Bihar, Jharkhand, Madhya Pradesh, Chhattisgarh, Orissa, Rajasthan, Uttar Pradesh, and Uttarakhand) and Assam (henceforth referred as AHS States) during 2012-13.

The survey tools for the Third Round of the survey will comprise the following paper schedules:

- House listing schedule
- Household schedule
- Ever Married Woman Schedule
- Mortality schedule

The above mentioned paper schedules will be printed, packed in corrugated boxes and delivered to the respective State DCOs of the 9 AHS States for the timely commencement of the Third Round of the Survey.

2. PURPOSE/INTENT OF RFP

This request for proposal is for procurement and delivery of corrugated boxes to the Presses for packaging of the above mentioned printed schedules for the AHS project.

3. SCOPE OF WORK

The scope of work, as per this RFP, would include the procurement of corrugated boxes as per the specifications provided in **Appendix-2** and delivery to the designated Presses as given in **Appendix-4**.

(Approximately 31,300 corrugated boxes would be required in total. However, this is only an indicative figure and the actual numbers would be provided at the time of award of contract)

4. SUBMISSION OF PROPOSAL

The proposal will be submitted in the following format:

- Forwarding Letter, as given in **Appendix-1**
- Financial Quote, as per the format provided in **Appendix-3**

5. GENERAL CONDITIONS:

5.1 Amendments to the tender: ORGI reserves every right to amend any of the tender conditions or a part thereof before the last date for the receipt of the tender if found absolutely necessary. Any such amendment will be communicated to the tenderers. The decision of extending the due date and time for the submission of tender documents on account of amendments will be the sole discretion of ORGI. ORGI also reserves the right to cancel the tender at any stage without assigning any reason thereof. Cost of preparing the proposal and incidental expenses shall be borne by the tenderers and the ORGI will in no case be responsible or liable for these expenses regardless of the conduct or outcome of the tenders.

5.2 Earnest Money deposit: The tenderers should furnish an Earnest Money Deposit of **Rs. 75,000/-** (Rupees Seventy five thousand only) by means of Demand Draft / Banker Cheque drawn on any Nationalised Bank / Scheduled Bank payable to the '**Pay & Accounts Officer (Census), New Delhi**'. The Tenders received without the Earnest Money Deposit will be summarily rejected. In the case of successful tenderers, the Earnest Money Deposit will be adjusted towards the Performance Security to be payable on request. In case of unsuccessful tenderers, the Earnest Money Deposit will be refunded within a reasonable time. The amount remitted towards Earnest Money Deposit is liable to be forfeited in the case the tenderer resiles from his offer after submission of the tender or after the acceptance of the offer by ORGI or fail to remit the Security Deposit on receipt of the Supply Order. No interest will be payable by the ORGI on the Earnest Money.

5.3 Opening of tender: No proposal shall be accepted unless it is properly sealed. Agency shall not be allowed to fill in or seal their proposal at the ORGI office. The documents should be sent by speed post / registered post / courier or **hand delivered**. Sealed tenders received **upto 1500 hours on 30th October, 2012** will be taken up for opening. Tenders received after specified date and time will not be accepted. ORGI reserves the right to disqualify any of the tender in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. Any efforts by a bidder to influence the ORGI personnel or representative on matters relating to proposals under study in the process of examination, clarification, evaluation and

comparison of proposal and in decision concerning award of contract, shall result in the rejection of the proposal and it may also lead to blacklisting of the organization.

5.4 Documents to be furnished: Besides the documents mentioned in the bid, the following should invariably be enclosed in the tender:

- **Earnest Money Deposit** of Rs. 75000/-
- Attested copy of the **firm's Registration** renewed up to date.
- A copy of latest **Sales Tax/VAT clearance Certificate or VAT/TIN Number on the name of the firm** duly self attested/ stamped.
- **Certified copies of orders of similar works done during last three years.**
- Copies of **Income Tax returns for three Assessment Years 2009-10, 2010-11 & 2011-12**
- **Self Certificate** duly signed by the tenderer that the tenderer has not been blacklisted either by ORGI or any other Central/State Government or its undertakings.
- **Bank's name, Branch and Account No. with IFSC/RTGS/MICR code of the branch.**
- **PAN No. and Copy of the PAN Card.**
- **Sample of the corrugated box** in conformity to the prescribed specification in the Tender Document (Appendix-2), for which the bid is being submitted.

The bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of bid unless it is required by ORGI. The ORGI, however, reserves the right to call for additional information and clarification on information submitted by the bidders.

5.5 Performance security: The selected agency would be required to submit a performance security for a **sum of 10% of the cost of the ordered quantity of boxes, rounded upto the nearest thousand**, and valid for a period of 90 days beyond the date of completion of all contractual obligations. This security may be in the form of an account payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee etc. drawn on any Nationalized Bank / Scheduled Bank in favour of the '**Pay & Accounts Officer (Census), New Delhi**'.

5.6 Delivery Schedule: The delivery of boxes at the destinations shall be completed **within ten days** from the date of receipt of the work order.

5.7 Payment: Payment will be released against actual deliverables (completion of work) by the firm at different destination(s) and to the satisfaction of purchaser (ORGI). The firm should submit their pre-receipted bills, in triplicate, along with certificate(s) from the Presses concerned (as detailed in **Appendix-4**) that boxes have been received by them in full ordered quantity and in good condition as per the approved specification of the ORGI.

(Purnendu Kant)
Under Secretary (Hqrs.)
ORGI, 2/ A, Man Singh Road,
New Delhi-110 011

APPENDIX -1: FORWARDING LETTER

To
The Under Secretary (Hqrs.),
Office of the Registrar General, India,
2/A, Man Singh Road,
New Delhi - 110 011.

Dear Sir,

We, the undersigned, offer to provide the services for procurement and delivery of corrugated boxes to the Presses for packaging of schedules relating to Third Round of Annual Health Survey, in accordance with your Request for Proposal (RFP) dated 15th October, 2012. We hereby submit our Proposal enclosed in this envelope.

We hereby declare that all the information and statements submitted in this Proposal are true and accept that any misinterpretation contained therein may lead to our disqualification.

The prices quoted in the Financial Quote are valid till three months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that ORGI is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [*Insert Name of the Agency*] to submit the proposal and to negotiate on its behalf.

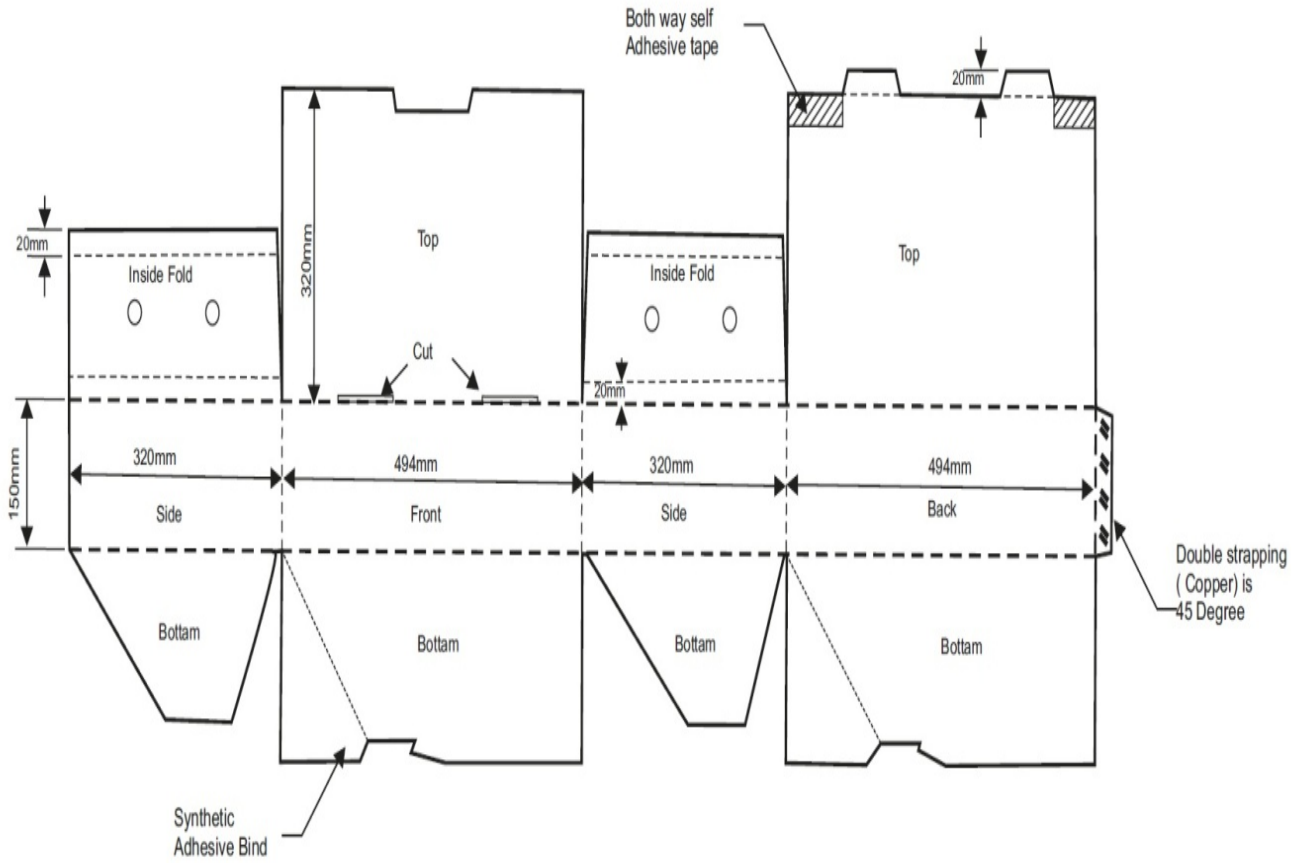
Yours faithfully,
Authorized Signature (in full and initials):

Name and Designation of Signatory:
Name of Agency:
Address:

APPENDIX -2: TECHNICAL SPECIFICATIONS OF CORRUGATED BOX

Particulars	Box Type (5-Ply) (To accommodate about 2000 A4 size sheets of paper)
Grammage (gm/m) <ul style="list-style-type: none"> • Outer Ply • 2nd Ply • 3rd Ply • 4th Ply • Inner Ply 	<ul style="list-style-type: none"> • 180 • 140 • 140 • 140 • 180
Type of Flute <ul style="list-style-type: none"> • Outer Ply • Inner Ply 	<ul style="list-style-type: none"> • B • C
Bursting Strength (kg/ cm²) <ul style="list-style-type: none"> • Minimum 	<ul style="list-style-type: none"> • 15.00
Edge Crust Test (kgf / m) <ul style="list-style-type: none"> • Minimum 	<ul style="list-style-type: none"> • 980
Moisture content (%)	7-10
Cobb Value (gm/ m²) <ul style="list-style-type: none"> • Maximum 	100
External Dimensions (mm) (L X W X H)	494 mm X 320 mm X 150 mm
Box Joint	Double copper staples
Style	As per the drawing attached
Adhesive	Starch based
Gap between two pair of staple pins (mm)	25
Angle of staples (degrees)	45 ⁰

Style: Corrugated Box



APPENDIX -3: FORMAT FOR FINANCIAL PROPOSAL

Description	Financial Quote (in INR)	
	In figures	In words
Cost of each Corrugated Box including all taxes and charges of delivery to the designated Presses	Rs.	

Date:

Authorized Signatory _____

Place:

Name:

Seal of the Organization:

Designation:

Tele/Fax No.

E-mail ID:

**APPENDIX -4: ADDRESSES OF DESIGNATED PRESSES AND NUMBER
OF CORRUGATED BOXES TO BE DELIVERED**

Addresses of the Presses	Approx. Number of Corrugated boxes to be delivered	Dateline for delivery of boxes at the destination
1. Gita Offset Printers, C-90, Okhla Industrial Area - Phase-I, New Delhi-110 020.	26000	Within a maximum of ten days from the date of receipt of supply order
2. New Printindia Pvt. Ltd., A-129, Okhla Industrial Area - Phase-II, New Delhi-110 020.	5300	