



# जनगणना कार्य निदेशालय, ओड़िशा

भारत सरकार, गृह मंत्रालय

## OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ODISHA

Government of India, Ministry of Home Affairs

No.64/01/RR-2011

Dt. 14.07.2015

### TENDER NOTICE

Tender in sealed covers are re-invited from intending registered firms / agencies for shifting, loading, unloading & placing of Census & NPR records in the Pre Fab building i. e the newly constructed record room at the premises of Census Directorate, Odisha, Bhubaneswar. At present the said records are being stored at the Godown No. 3A of Odisha State Warehousing Corporation, Jatani (approximately 100 tons) & stored in this Directorate (approximately 50 tons).

The shifting, loading, unloading of records from the Odisha State Warehousing Corporation, Jatani, Godown & record room of this Directorate will be done under the direct supervision of authorized Officers of this Directorate. Further, the records will be arranged & placed District/ Tahasil/ PS/ Town wise systematically with help of electronically operated lift/ trolley in the Pre-Fab building.

To assess the volumes of records, requirement of man power, requirement of vehicle, etc. the prospective bidders or their representative if any may visit this Directorate on any working day (Monday to Friday) between 11.00AM to 5.00PM & inspect the record room along with the records in presence of authorized Officers of this Directorate before submitting their bid.

The tender with valid documents i.e. copies of registration certificate, VAT, PAN/ TIN etc. indicating the rates for the entire work including of taxes etc. if any and the number of vehicle, type of vehicle & man power to be engaged in the prescribed proforma as available at **Annexure-A** should reach the undersigned by 2.00PM of 30<sup>th</sup> July, 2015 along with earnest money **five percent (5%) of total quoted amount in shape of Demand Draft drawn in favour of Director of Census Operations, Odisha, Bhubaneswar payable at Bhubaneswar**. The tender will be opened on the same day at 4.00PM in presence of the bidder or their representative if any.

The Tender & rates quoted shall remain valid for a period of 120 days from the last date of submission of tender. The successful bidder has to submit a Demand Draft/ Bank Guarantee of Rs.20,000/- (Rupees twenty thousand) only towards security performance deposit, which shall be retained by this Directorate till the completion of the work. The security performance deposit should be submitted before issue of final work order. Further, the successful bidder must complete the entire work within one month of issue of the work order failing which the amount deposited towards earnest money & performance security deposit stands forfeited.

The Directorate of Census Operations, Odisha however reserves the right to reject any or all the tenders without assigning any reason thereof.

Encl. Annexure-A

*D Mishra*

(D.MISHRA)  
DEPUTY DIRECTOR

Copy to:-

1. Office Notice Board
2. ORGI Website



2011



**Prescribed Proforma**

<b>Details of the Firm/ Agency</b>		
1.	Name of the firm	
2.	Address for correspondence	
3.	Telephone Number	
4.	Mobile Number	
5.	E mail	
6.	Registration No. (enclosed copy)	
7.	VAT/TIN (enclosed copy)	
8.	Service Tax Registration Number (enclosed copy)	
<b>Details about completion of Work.</b>		
1.	Number of Vehicle to be used	
2.	Type of Vehicle to be used	
3.	Number of Men/ Labour to be engaged for the said work.	
4.	(a) Total amount quoted for the said work in Rupees (b) Taxes etc. if any in Rs.	
<b>Details of EMD</b>		
1.	EMD Amount in Rupees	
2.	Name of the Bank issued Demand Draft	
3.	Demand Draft Number and Date	

**(Signature with seal)****Name:****Date:****Place:**