



Phone /Fax- 0413-2334514

भारत सरकार / GOVERNMENT OF INDIA



गृह विभाग; / MINISTRY OF HOME AFFAIRS
मुख्य निदेशक; / DIRECTORATE OF CENSUS OPERATIONS
250, फर्स्ट फ्लोर, जवाहरलाल नेहरू स्ट्रीट, पुदुचेरी - 605 001
250, II Floor, Jawaharlal Nehru Street, Puducherry - 605 001
Email : dco-pon.rgi@censusindia.gov.in

No.D-31011/1/2011/Admn

Date: 22 .04.2015

TENDER NOTICE

Tenders in sealed covers are invited from intending firms for disposal of 2011 Census Records viz. Cancelled/Blank/Unused Schedules and Instruction Manuals lying in the premises of this office weighing approximately 2 (Two) tons on “as is where is basis”.

The materials can be inspected at any time during the working hours between 9.00 a.m. and 5.30 p.m. – Monday to Friday except Public Holidays up to 28-05-2015.

TERMS AND CONDITIONS

1. Submission of Tender:

Duly signed Tenders should be sent in a sealed cover addressed to the Deputy Director, Directorate of Census Operations, 250, II Floor, Jawaharlal Nehru Street, Puducherry – 605 001 superscribing on the cover as “Tender for purchase of used/unused Census 2011 Materials etc.” Tender should reach this office before 3.00 p.m. on 29-05-2015. **Tender will be opened at 4.00 p.m. on the same day i.e. 29.05.2015** by a Committee constituted in this office for the purpose in the presence of attending Tenderers. Tenders offered after the due date and time will summarily be rejected.

2. Price Indication:

The price per kg. for the purchase of materials should be given both in figures and words.

3. Earnest Money Deposit:

The tenders should be accompanied by an EMD for a sum of Rs.5000/- (Rupees five thousand only) by way of Demand Draft/Bankers Cheque drawn in favour of “The Assistant Director of Census Operations, Puducherry” payable at Puducherry. Any other mode of payment such as Cheque, Money Order, Postal Order, Cash, etc. will not be accepted. The EMD of the unsuccessful tenderers will be refunded after finalization of tender. For successful tenderer, it will be adjusted in the sale value. Tenders received without EMD will not be considered and liable to be rejected.

4. Acceptance or rejection of Tender:

The Deputy Director of Census Operations, Puducherry is under no obligation to accept the highest or any tender. He reserves the right to accept or reject any tender in whole or in part without assigning any reason therefor and his decision will be final in case of dispute.

5. Removal of Tender Items:

The successful Tenderer should remove the materials from the office premises at his own risk and cost immediately, failing which the office will not be held responsible either for the safe custody or loss or damage of the materials once the tender is finalized. The successful Tenderer should arrange his own service personnel for loading and unloading of materials, to bring gunny bags etc. for packing the materials and to arrange for weighing at his own cost.

6. Pulping of materials:

According to the Provisions of Census Act, 1948, all the Census records/forms/schedules are confidential in nature and should not be used for any other purpose except pulping. Hence, the records so purchased by the successful Tenderer should be made into pulp at his own risk and cost. A nominated Gazetted Officer of this office will accompany the materials to the paper mill and pulping should be done in the presence of the Officer. A Certificate to this effect should be obtained from the paper mill where pulping is done and handed over to the Officer accompanying the materials, which is mandatory for record purpose.

7. Payment:

The cost of the materials (100% value) should be paid once the materials are weighed after finalization of tender before leaving for pulping. The successful Tenderer should pay the entire cost of the materials after deducting the EMD by way of Demand Draft/ Bankers Cheque drawn in favour of "The Assistant Director of Census Operations, Puducherry" payable at Puducherry.

8. Sales Tax:

Sales Tax payable to Puducherry UT Government will be charged extra as per the rate applicable at the time of finalization of tender for the total sale amount.

9. Special Note:

- i) Any ambiguity in the offer may lead to disqualification.
- ii) Conditional offer shall be summarily rejected.
- iii) The Tender Notice is also posted on www.censusinida.gov.in

Intending Tenderers may submit their tender in the format appended herewith.

(J. JAYAPRAGASAM)
DEPUTY DIRECTOR

FORMAT

**QUOTATION FOR THE PURCHASE OF USED/UNUSED CENSUS,2011
MATERIALS BELONGING TO DIRECTORATE OF CENSUS OPERATIONS,
PUDUCHERRY**

With reference to Tender Notice No. _____
dated _____ the rate for the purchase of used/unused Census, 2011 materials,
weighing approximately 2 (Two) Tons, lying in the premises of Directorate of Census
Operations, Puducherry is given below.

Rate quoted per kg. : Rs. _____

EMD for Rs.5,000/- (Rupees five thousand only) by way of Demand Draft bearing
No. _____, dated _____ drawn in favour of "The Assistant Director
of Census Operations, Puducherry" payable at Puducherry is enclosed.

I fully agree to the terms and conditions specified in the Tender Notice

Signature _____

Name of the Tenderer _____

Complete Address _____

Contact Number: _____

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