



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

जनगणना कार्य निदेशालय, असम

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ASSAM

अच्युतप्लाज़ा, जी. एस. रोड, भंगागड़, गुवाहाटी - 781005

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No.DCO/CEN/DCHB/248/2015/ 3006

Dated: 29.12.2015

Limited Tender Notice

Sub: Quotation Notice for Printing of District Census Hand Book Part B, Census of India, 2011 for 14 Districts of Assam.

Sealed Tenders are hereby invited from interested reputed Registered Firms/Agencies specialized in Printing and Book-binding for photocopying (Colour, Black & White) and Binding of District Census Hand Book Part B (14 Districts of Assam) Census of India, 2011.

The Firm/Agencies should submit their quotations in a sealed cover super-scribing as "Quotation for Printing of DCHB Part B". It should be completed in all respect and be dropped in the Tender Box kept in the 3rd floor of this Directorate by 3.00 pm on 13.01.2016. The Quotation should also indicate the response time and service commitment.

The quotations will be received by Shri B. Rabha, Assistant Director (HO) till 3.00 pm on 13.01.2016 and will be opened on the same day at 4.00 pm by the Chairman & Members of the Purchase Committee. For printing/binding/ cover page, interested firms may contact to Smti Nijora Sharma, Assistant Director.

Required specification is as follows:

Sl. No.	Description of work	Number of Districts	Rate per Pages/Book
1.	Photocopy (Colour)	14 (fourteen)	
	Photocopy (B&W)	14 (fourteen)	
2.	Binding	14 (fourteen)	
3.	Cover Page (Multi Colour)	14 (fourteen)	

Terms & Conditions of the contract will be as follows:-

1. The firm will have to work in consultation with the Directorate.
2. The work must be completed in fixed time.
3. No deviation from the work will be allowed without prior consent from the Directorate.
4. Firm have to submit a copy of VAT Clearance Certificate upto date, a copy of Trade License/ Registration Certificate of the firm and a copy of the performance Certificate

from concerned Deptt. alongwith tender documents. A copy of the PAN card of the proprietor of the firm.

5. Service Tax Registration Certificate also have to submit.
6. The rate should be inclusion of all kinds of Taxes, etc. whatsoever and Directorate will not pay any claims of the firm in this respect. Taxes will be deducted at source (TDS) from bills as per prevailing rates.
7. The firm will deliver the item after successful completion at their own arrangement to this Directorate and during office hours.
8. The payment will be made only after successful completion of the job and after due verification.
9. The equipments to be used must be of required quality and specification and if the equipments do not conform to the specified quality, the same will be rejected and the cost of which will be borne by the firm.
10. All the pages of the tender document should be signed by the authorized signatory before submitting.
11. Tender document should be sealed.
12. Firms are also advised not to erase or mutilate the figures etc. otherwise the quotation may be ignored. Any over writing will not be allowed.
13. Preference will be given to the firm have well experience in this field/area. The entire work must be done very carefully and in a very systematic manner to avoid loss of time.
14. Firm/agencies should submit a self certificate to the effect that the tenderer is not blacklisted by any Central Govt./State Govt./PSU/Semi Private/Private Organizations.
15. This Directorate reserves the right to select or reject any or all the Quotations without assigning any reasons thereof.
16. Canvassing in any form will prejudice the quotations.
17. The Firm will prepare a sample copy for finalization.

(BHARATI CHANDA)

Joint Director

Dated: 29.12.2015

Memo No. DCO/CEN/DCHB/248/2015/ 3006-A
Copy to:

1. The Members & Chairman, Purchase Committee, DCO, Assam
2. Smti. Nijora Sharma, Assistant Director
3. Official website of ORGI(Censusindia.gov.in)
4. Office Notice Board
5. M/s.....
6. M/s.....
7. M/s.....
8. M/s.....


Joint Director 29/12/15