

**OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
First Floor, R K Puram, West Block - 1,
New Delhi - 110 066**

E-Tender No. D-29012/002/2018(Ptg)RG_Sch, Dated 19 /04/2019

**E-TENDER DOCUMENT FOR PRINTING
AND PACKAGING OF ICR SCANNABLE
SCHEDULES WITH VARIABLE &
BARCODE PRINTING**

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SECTION-1

Notice for Inviting e-Tender

1. Online bids are invited by the Office of the Registrar General, India (ORGI), an attached office of the Ministry of Home Affairs, for and on behalf of the President of India under two bid system from state of the art *presses* having the capacity and capability to print A3 size (43 cms x 30 cms) ICR Scannable Schedules with variable & barcode printing of about 10.0 Lakh schedules for Pre Test Census-2021.
2. Tender documents may be downloaded from the CPPP e-Procurement Portal <https://eprocure.gov.in/eprocure/app> or the Office of the Registrar General, India website www.censusindia.gov.in as per the schedule given in following **DATE SHEET**:

DATE SHEET

Published Date & Time	19-04-2019 at 1745 hrs
Bid Document Download Start Date & Time	19-04-2019 at 1800 hrs
Bid Submission Start Date & Time	19 -04-2019 at 1800 hrs
Start date & Time for submission of Pre-Bid queries	20-04-2019 at 1100 hrs
Last date & Time for submission of Pre-Bid queries	23-04-2019 at 1800 hrs
Date & time of Pre-Bid Meeting	26-04-2019 at 1600 hrs
Bid Document Download End Date & Time	03-05-2019 at 1500 hrs
Bid Submission End Date & Time	03-05-2019 at 1600 hrs
Technical Bid Opening Date & Time	06-05-2019 at 1500 hrs
Financial Bid Opening Date & Time	14-05-2019 at 1500 hrs

1. Manual bids shall not be accepted except the original documents/instruments as mentioned in this tender.
2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
3. Bidders are advised to follow the 'Instructions for online bid submission' available through the link 'Help for bidders' at the e-Procurement Portal <https://eprocure.gov.in/eprocure/app>

4. Bidder **shall not modify the downloaded tender form, including downloaded price bid template in any manner.** In case any tender form/Price bid template is found to be tampered with/modified in any manner, such bid will be summarily rejected, Bid Security would be forfeited, and bidder is liable to be banned from doing business with ORGI.
5. Bidders are advised to check the CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to the closing date of submission of tender for any corrigendum, addendum, or amendment to the tender document.
6. **Bid Security:** Bid Security (EMD) of Rs. 40,000/- (Rupees Forty Thousand only), in the form of an Account Payee Demand Draft/Banker's Cheque or Fixed Deposit Receipt from a Commercial bank or Bank Guarantee (**in Form 8**) from a Commercial bank in favour of *PAO (Census), MHA, New Delhi* is to be delivered in original to the Deputy Director (Printing & Logistics), ORGI, 1st Floor, Printing Division, West Block-I, R K Puram, New Delhi-110066 before the time stipulated against ' Bid Submission End Date and time ' as mentioned in the 'Date Sheet'. Name & full address of the bidder may be written at the back of the Demand Draft/Banker's Cheque, Fixed Deposit Receipt, Bank Guarantee. Signed and scanned soft copy of the Bid Security instrument must be uploaded to the e-Procurement portal along with other bid documents as prescribed below at Para 8. Bids not received with Bid Security as mentioned above (except exempted firms, as per GFR) shall be summarily rejected. Bid security shall remain valid for a period of 45 days beyond the final bid validity period.
7. **Bid Opening:** Bids will be opened as per date/time mentioned in the **Tender Date Sheet**. The results of the bid and the bidder selected for work will be notified later on.
8. **Submission of Tender:**
 - 8.1 **The tender shall be submitted online only under two bid systems, i.e. technical bid and financial bid.**
 - 8.2 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.
 - 8.3 **Technical Bid Packet:** Should contain the following documents:
 - 8.3.1 Signed and scanned copies of the documents, to be uploaded as per the requirements for the technical qualification bid conditions.
 - 8.3.2 Signed and scanned copies of the documents, to be uploaded for the Technical bid as per the checklist given at Para 8.5.1.
 - 8.4 **Financial Bid Packet:** Signed and scanned copies of the documents, to be uploaded, as per the checklist for the Financial bid.

8.5 Checklist of documents for submission of bid response: Please check whether following have been attached for Technical Bid & Financial bid:

8.5.1 Checklist of documents/supporting documents to be enclosed with the Technical qualification bid (Please refer to clause 3.1.1 of Section 3):

Sl. No.	Technical-qualification condition	Documents required	Whether enclosed (Yes/No) Page No.
a.	Company should be registered under Companies Act, 2013 or a partnership firm registered under LLP Act, 2008 Registered with the Service Tax Authorities Should have been operating for the last three years.	Copy of Certificates of incorporation and Copy of Registration Certificates	
b.	Annual Sales Turnover during each of the last three financial years (as per the last published Balance sheets), should be at least Rs. 2 Crores	Certificate from the statutory auditor or Certificate signed by the Company Secretary, along with the Balance Sheets of the last three financial years which are available publicly (Form 2)	
c.	Must have successfully completed one of the following covering the variable data and barcode printing activities using non-impactable printers for Government or Corporate sector in last three financial years: i. One Project costing not less than Rs. 90 lakhs ii. Two Projects each costing not less than Rs. 60 lakhs iii. Three Projects each costing not less than Rs. 45 lakhs	Copy of work order and completion certificate from client Or Certification by the Company Secretary of having delivered the project(s) and the project(s) having Gone-Live (Form 3)	

d.	Should have valid ISO 9001 certification as on the date of submission of bid	Copy of certificate valid on the date of submission of the response	
e.	The Bidder should not be blacklisted by Central / State Government or any undertaking/institution under government control in India.	Undertaking from an authorized signatory of the firm to this effect as per format placed at Form 5	
f.	Permanent Account Number	Copy of the PAN	
g.	Operational account in any commercial bank	Certificate from bank that account is operational for last three Financial Years	
h.	Power of Attorney in the name of the Authorized Signatory is required		

8.5.2 Checklist of Annex/Appendix to be enclosed with the Technical Bid:

Sl. No.	Description	Whether enclosed (Yes/No) Page No.
(a)	Scanned copy of the Technical Bid Submission Letter in Form 1	
(b)	Scanned copy of Account Payee Demand Draft/Pay Order/Fixed Deposit Receipt from a Commercial bank/Bank Guarantee (in Form 8) from a Commercial bank as in Para 6 of Section 1	
(c)	Scanned copy of the compliance to the specification sheets of the product being offered	
(d)	Scanned copy of Bidder's bank account details in Form 4 , along with a cancelled cheque	
(e)	Scanned copy of Non -Disclosure agreement as per format at Form 6 .	

8.5.3 Checklist of Annex/Appendix to be enclosed with the Financial Bid:

Sl. No.	Description	Whether enclosed (Yes/No)
(a)	Scanned copy of the Financial Bid Undertaking in the format at Form 7	
(b)	Schedule of Financial Bid in the format of BOQ_ORGI_Ptg.xls. The financial bid format given in Section 7 is provided as BoQ_ORGI_Ptg.xls along with this tender document at https://eprocure.gov.in/eprocure/app . Bidders are advised to download this BoQ_ORGI_Ptg.xls as-is, and quote their offer/rates in the permitted column and upload the same in the financial bid. Bidder shall not modify the downloaded financial bid template in any manner. In case it is found to be tampered/modified in any manner, such bid will be rejected outright, Bid Security would be forfeited, and bidder is liable to be banned from doing business with ORGI.	

9. **Contact Information:** For any clarifications, bidder may contact:
The Joint/Deputy Director (Printing & Logistics), ORGI (Ministry of Home Affairs), 1st Floor, Printing Division, West Block-I, R K Puram, New Delhi-110066, Phone: 011-26104012, e- mail: dineshm.rgi@nic.in
10. **Verification of documents:**
For verification of documents, the firm shall be required to produce/show the original documents if required on receiving request (s) from ORGI. The firm shall report with all originals to our office on specified date and time. Failure on the part of the firm to report on specified date and time may result in rejection of the tender submitted without further communication.



(Dinesh Kumar)
Deputy Director (Ptg.)
Ph: 011-26104012

SECTION - 2

2. Background

2.1. The Office of the Registrar General, India is responsible for the conduct of the decennial Population Census in the country. The Census of India 2021 (16th in the unbroken series and 8th after independence) will take a count of the population of more than 130 crores individuals cross-classified by several key demographic and socioeconomic variables.

2.2 Census operations in India are carried out in two phases, i) Houselisting & Housing Census and ii) Population enumeration. To capture the data, two main schedules viz. 'Houselist & Housing Census Schedule' and Household Schedule' are canvassed during the census operations.

2.3 Capturing field data for Census of India 2021 would be through specifically designed, A3 size (43 cms x 29.7 cms), ICR enabled schedules with variable & barcode printing. The schedule, in two colours, would be printed in Hindi, English and other major Indian languages. The overall printing requirement of the Census of India 2021 would be nearly 50.0 Crore, A3 size (43 cms x 29.7 cms) ICR scannable schedules with variable printing, which would be printed for collection of field data during the two phases of census taking. Printed schedules will have to be gathered into pre-counted packets and packed in corrugated boxes as specified by ORGI and transported to the consignee through the Department of Posts DoP.

2.4 A Census Pre-Test is conducted in advance of the actual Census to test

- i) the validity of census instruments (schedules) to be used for capturing the field data;
- ii) the technological and logistical support needed for the census taking;
- iii) the infrastructure(s) required, etc..

2.5 With these objectives, the Pre-Test for the Census of India 2021 would be conducted in the selected enumeration blocks across the country during July-August, 2019. It will also be a full dress rehearsal of all census procedures to be followed at the Census 2021. The present tender is called for the supply of about 10.0 lakh Schedules that would be required for this Pre- Test.

2.6 Job Requirement

- i) **Current requirement** (for the purpose of this tender):

About 10.0 lakh, A3 size (43 cms x 30 cms), ICR scannable schedules with variable & barcode printing are to be printed for use during the Pre-Test. The schedules, in two colours, are to be printed in multiple languages. Printed schedules are to be gathered into pre-counted packets and packed in corrugated boxes for transportation to the consignee through the Department of Posts.

SECTION - 3

3. INSTRUCTIONS FOR ONLINE BID SUBMISSION

3 . 1 General Instruction: The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app> using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

3.1.1 a . Registration:

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrollment” option available on the home page. Enrolment on the CPP Portal is free of charge.
- ii. During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- iii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iv. For e-tendering, possession of a valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from any Certifying Authority recognized by CCA India.
- v. Upon enrolment on the CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- vi. Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- vii. Bidders can then login to the site through the secured user ID and the password of the DSC/ eToken.

b. Preparation of bids

- i. For preparation of bid, Bidders shall search the tender from the published tender list available on site and download the complete tender document and should take into account corrigendum, if any, published before submitting their bids.
- ii. After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.
- iii. Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and the content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iv. Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document at Para 9 of Section 1 of Tender Notice.
- v. Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- vi. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details, etc., under "My Space/ Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

c. Submission of Bids:

- i. Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.
- ii. Bidder should prepare the EMD as per the instructions specified in the tender document. The details of the DD/BC/BG/ others physically sent should tally with the details available in the scanned copy and the data entered during the bid submission time. Otherwise the uploaded bid will be rejected.

- iii. While submitting the bids online, the bidder shall read the terms & the conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- iv. Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BC/BG/others.
- v. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- vi. Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- vii. If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/modification of the price schedule shall render it unfit for bidding.
- viii. Bidders shall download the Schedule of Quantities & Prices in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.
- ix. Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- x. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- xi. Bidders should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- xii. All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket

Layer 128 bit encryption technology.

d. ASSISTANCE TO BIDDERS:

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. Toll Free Number 1800-3070-2232. Mobile Nos. 91-7878007972 and 91-7878007973.

SECTION - 4

Instructions to Bidders

4.1 Procedure for Submission of Bids:

4.1.1 The Bid response should be submitted online only as per instructions for Online Bid submission contained in Section 3 of Tender Document. The tender response shall be submitted online only under two bid systems.

a) Technical Bid Packet

b) Financial Bid Packet: should contain signed and scanned copies of the documents, including those required as per checklist provided.

4.1.2 The document in Technical and Financial Bids should be page numbered in respective Bid and contain the list of contents with page numbers. Deficiency in documentation may result in the rejection of the Bid.

4.2 Cost of Bid Document

The Bidder shall bear all costs associated with the preparation and submission of its bids, including cost of presentation for the purposes of clarification of the bids, if so desired by the ORGI. The ORGI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

4.3 Contents of the Bid Document

4.3.1 The Schedule of Requirements of the Goods required, Bid procedures and contract terms are prescribed in the RFP Document which contains the following sections:

- a) **Section 1** - Invitation to Bid;
- b) **Section 2** - General Background
- c) **Section 3** -Instructions for online bid submission;
- d) **Section 4** - Instructions to bidders;
- e) **Section 5** - Job and Schedule of Requirements
- f) **Section 6** - General Conditions of Contract;
- g) **Section 7** - Price Bid/Financial Bid
- h) **Section 8** - Standard Forms
- i) **Section 9** - Appendix

4.3.2 The Bidder is expected to examine all instructions, forms, general terms & conditions, and Schedule of requirements in the Bid Document. **Failure to furnish all information required by the Bid Document or submission of a bid not substantially**

responsive to the Bid Document in every respect will be at the Bidder's risk and may result in rejection of the Bid.

4.4 Clarification of Bid Document

A prospective Bidder requiring any clarification of the Bid Document may notify ORGI in writing at the ORGI's mailing address indicated in **Para 9 of Section 1**. The queries must be submitted in **Microsoft Excel** format as follows:

Sl. No	Section No.	Clause No.	Page number in Section	Existing Provision in the Clause	Clarification Sought

ORGI will respond in writing, to any request for clarification of the Bid Document, received not later than the date prescribed at Para 2 of **Section-1** of this Bid document. The ORGI's response (**including an explanation of the query, but without identifying the source of inquiry**) to clarifications will be uploaded on e-Procurement Portal.

4.5 Amendment of Bid Document

At any time prior to the last date and time for receipt of bids, the ORGI, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.

The amendment will be notified through e-Procurement Portal and will be binding on the bidders.

4.6 Extension of bid submission Date

In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the ORGI may, at its discretion, extend the last date for the receipt of Bids.

4.7 Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged between the Bidder and the ORGI, shall be written in the **English language only**, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the **English translation** shall govern.

4.8 Documents Comprising the Bids: The Bids prepared by the Bidder shall comprise of the following components:

4.8.1 Technical Bid Packet: Should contain the following documents:

4.8.1.1 Signed and scanned copies of the documents, to be uploaded as per the requirements for the technical qualification bid conditions mentioned at 8.5.1 of section 1 .

4.8.1.2 Signed and scanned copies of the documents, to be uploaded as per the checklist for the Technical bid at para 8.5.2 of section 1.

4.8.2 Financial Bid Packet: Signed and scanned copies of the documents, to be uploaded, as per the checklist for the Financial bid at Para 8.5.3 of section 1.

4.9 Bid Prices

The Bidder shall provide, in the proforma prescribed at **Section 7**, the unit prices and total Bid Prices of the Goods/ Services in Indian Rupees (INR), it proposes to provide under the Contract. Total cost also be mentioned in the words.

In the absence of the above information, as requested above, a bid **may be considered incomplete and summarily rejected**.

The Bidder shall prepare the bid based on details provided in the Bid documents. Bidder shall carry out the design in accordance with the requirements of the Bid document and it shall be the responsibility of the Bidder to fully meet all the requirements of the Bid document. If during detailed study any upward revisions of the specifications and sizes given in the Bid documents, specifications etc. felt necessary, all such changes shall be carried out within the lump sum contract price without any impact on ORGI.

4.10 Firm Prices

Prices quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. The Bidder shall, therefore, indicate the prices in **Financial/Price Bid Form of the Bid** document. The Bid Prices shall be indicated in **Indian Rupees (INR)** only.

The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, etc. and other charges as may be applicable in relation to the activities proposed to be carried out. Such charges should be shown separately in the Financial Bid. However, should there be a change in the applicable taxes; the same will have to be paid on actual.

4.11 Discount

The Bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be the lowest, the ORGI shall avail such discount at the time of award of contract.

4.12 Bidder Qualification

The individual(s) signing the Bid or other documents in connection with the Bid must attach the Power of Attorney in his/their name as a part of Pre-qualification Bid. In case of non-submission of valid Power of Attorney with Pre-qualification Bid, the Bid is liable to be rejected.

4.13 Bid Security

4.13.1 The Bidder shall furnish, as part of its bid, **a bid security of the amount mentioned in Clause 6 of Section-1.**

4.13.2 The bid security is required to protect the ORGI against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to **Clause 4.13.7.**

4.13.3 The bid security shall be denominated in Indian Rupees, and shall be in the form of an Account Payee Demand Draft/Pay Order/Fixed Deposit Receipt from a Commercial bank/Bank Guarantee (**in Form 8**) from a Commercial bank in favour of *PAO (Census), MHA, New Delhi.*

4.13.4 **Any bid not secured in accordance with Clauses 4.14.1 and 4.14.2 will be treated by ORGI as non-responsive and would be liable to be rejected.**

4.13.5 Unsuccessful Bidder's bid security will be discharged/ returned as promptly as possible, but not later than 30 days after the expiration of the period of bid validity prescribed by the ORGI, pursuant to **Clause 4.14.**

4.13.6 The successful Bidder's bid security will be discharged upon the bidder executing the contract, pursuant to **Clause 4.13.5** and furnishing the performance security, pursuant to **Clause 4.36.**

4.13.7 The bid security may be forfeited:

- a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid; or
- b) in the case of a successful Bidder, if the Bidder fails;
 - i. to sign the Contract in accordance with **Clause 4.35**; or
 - ii. to furnish performance security in accordance with **Clause 4.36.**

4.13.8 Bid security shall remain valid for a period of 45 days beyond the final bid validity period.

4.14 Period of Validity of Bids

4.14.1 Bids shall remain valid for 90 **days** after the date of opening of Technical Qualification Bids **prescribed** by the ORGI. **A bid valid for a shorter period may be rejected by ORGI.**

4.14.2 In exceptional circumstances, the ORGI may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The validity of bid security provided under **Clause 4.13** shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder agreeing to the request will not be required, nor permitted to modify its bid.

4.15 Format and Signing of Bid

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

4.16 Revelation of Prices

Prices in any form or by any reason before opening the Financial Bid should not be revealed, failing which the offer shall be liable to be rejected.

4.17 Tax Registration Certificate

Bidder shall submit the copy of the GST registration certificate as per technical qualification Bid requirement.

4.18 Terms and Conditions of Bidders

Any deviation proposed in terms and conditions of the Bidders will not be considered as forming part of their Bids. In case terms and conditions of the contract applicable to this RFP are not acceptable to any Bidder, he should clearly specify deviation in his Technical Bid.

The Bidder should note, that, in case any of the deviation (s) or assumption (s), indicated by the Bidder in its Technical/ Financial Bid is/are not acceptable to the ORGI, in such eventuality the Bidder shall have to withdraw such deviation (s)/ assumption (s) failing which the Bid (s) of the Bidder shall be liable to be rejected.

4.19 Local Conditions

It will be imperative on each Bidder to fully acquaint himself with the local conditions and factors, which would have any effect on the performance of the contract and / or the cost.

It will be imperative for each Bidder to fully inform themselves of all legal conditions and factors which may have any effect on the execution of the contract as described in the bidding documents. The ORGI shall not entertain any request for clarification from the Bidder regarding such local conditions.

It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever, including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the ORGI and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the ORGI on account of failure of the Bidder to appraise themselves of local laws / conditions.

4.20 Headings

The headings of conditions hereto shall not affect the construction thereof.

4.21 Conditions for Technical Qualification of Bidders

(i) The table below details the required technical qualification criteria. The bidders should submit the documents as required for meeting the requirements.

	Basic requirements	Specific requirements	Documents required
	Legal Entity	The company should be registered under the Companies Act, 2013 or a partnership firm registered under LLP Act, 2008 Registered with the Service Tax Authorities Should have been operating for the last three years.	Copy of Certificates of incorporation and Copy of Registration Certificates
	Annual Sales Turnover	Annual Sales Turnover during each of the last three financial years (as per the last published Balance sheets), should be at least Rs. 2 Crore from printing work undertaken by printer.	Certificate from the statutory auditor or Certificate signed by the Company Secretary, along with the Balance Sheets of the last three financial years, which are available publicly (Form 2)
	Technical Capability	The Printer should have in house ; i) Offset Printing Machines to print Static Form; ii) Digital Printers for Barcode & Alphanumeric numbering; iii) Power Backup (Generator backup) for uninterrupted power supply; iv) IT equipment for production, controlling and monitoring v) Efficient inventory Management for sufficient and secured storage for bulk supply	Certificate to this effect.
	Quality Management Certification	Should have ISO 9001 certification as on the date of submission of bid	Copy of certificate valid on the date of submission of the response
	Blacklisting	The Bidder should not be blacklisted by Central / State Government or any undertaking/ institution under government control in India.	Certificate by authorized signatory to this effect as per format placed at Form 5

- (ii) The tenderer should submit documentary proof of invoices for purchase of all requirements mentioned in the table above.
- (iii) The tenderer should submit the area (in sq. meters) available for secured storage.
- (iv) The company should have the required infrastructure as indicated in the tender at the time of opening of bid. ORGI, through their representatives, may conduct a physical verification of the assets indicated before the opening of the financial bid.
- (v) Certificate from Indian Banker's Association (IBA) for the company being certified to print security documents or certified for ISO 27001 compliance: Certificate to be presented with the technical bid. The currency of the certificate should be up to March, 2021 a minimum.
- (vi) The bidder should have expertise in carrying out variable data and barcode printing activities using non-impactable printers for Government or Corporate sector as evidenced from past experience.
- (vii) The tenderer should submit documentary proof that they have a daily capacity to print a minimum of 1 lakhs A3 size (42 cms × 29.7 cms) ICR Scannable Schedules with variable printing.
- (viii) The tenderer should submit documentary proof that they are capable of printing the schedules through 'Single Pass Operation'.
- (ix) In addition to the documents required for pre-qualification, Power of Attorney in the name of the Authorized Signatory is required.
- (x) Based on these conditions and documents furnished in the Technical Bid of the tender, the technical evaluation would be done by the Committee. The Price Bid would only be opened in respect of the tenderers who qualify in the technical evaluation.
- (xi) The paper as well as packaging material of the finished product will be tested, if required, in the Govt. Labs. / Govt. Institutes. Any deviation in the paper and packaging material will attract the penalty on the total cost of Work Order issued by the ORGI and will be deducted from the printer's bill as per penalty clause of this tender.

4.22 Last Date for Receipt of Bids

The Bidder should submit their online bids well before last date and time specified in **DATE SHEET** of Section 1 of Tender Document to avoid any technical issues at the last moment. However, the ORGI may, at its discretion, extend the last date for the receipt of bids.

4.23 Late Bids

Any bid received by the ORGI after the last date and time for receipt of bids prescribed by the ORGI, **will be rejected and/or returned unopened to the Bidder.**

4.24 Modification and Withdrawal of Bids

A bidder may modify or withdraw his bid after submission provided that the

written notice of modification or withdrawal is received by the ORGI prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by email, but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the ORGI not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

4.25 Address for Correspondence

The Bidder shall designate the official mailing address, place, e-mail id and fax number to which all correspondence shall be sent by ORGI.

4.26 Opening of Bids

ORGI will open the Bids at the time, date and place, as mentioned in **Section 1** of this Document. On the basis of information furnished in the **Technical Qualification Bid**, Bidders will be qualified.

4.27 Clarifications

When deemed necessary, the Tender Committee/ORGI may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid submitted or price quoted.

4.28 Preliminary Examination

ORGI will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, then either of the price, whichever is beneficial to ORGI, will be accepted and bid shall be finalized accordingly.

A bid determined as not substantially responsive will be rejected by the ORGI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

ORGI may waive any minor informality or nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

4.29 Contacting ORGI

No Bidder shall contact the ORGI on any matter relating to its Bid, from the time

of the Bid opening to the time the Contract is awarded.

Any effort by a Bidder to influence the ORGI's Bid evaluation, Bid comparison or Contract award decisions **may result in the rejection of the Bidder's Bid.**

4.30 Post Qualification

ORGI will determine to its satisfaction whether the Bidder selected as having submitted the best evaluated responsive bid is qualified to satisfactorily perform the Contract.

This determination will take into account the Bidder's financial, technical, implementation and post-implementation capabilities. It will be based upon an examination of the documentary evidence submitted by the Bidder as per Bid requirement and **check list** as well as such other information as the ORGI deems necessary and appropriate.

An affirmative determination will be a prerequisite for the award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event; the ORGI will proceed to the next best evaluated bid to make a similar determination of that Bidder's capability to perform satisfactorily.

4.31 Criteria for Evaluation of Bids

4.31.1 TECHNICAL EVALUATION: The responsive bids will first be evaluated for technical compliance. Non-submission of essential documents will result in, a bid liable for disqualification at the technical evaluation stage.

4.31.2 EVALUATION OF FINANCIAL BIDS :

a. Bids determined to be substantially responsive will be checked by ORGI for any arithmetical errors in computation and summation. Errors will be dealt with by ORGI as follows :-

If there is a discrepancy between the unit price and the total price, then either of the price, whichever is beneficial to ORGI, will be accepted and bid shall be finalized accordingly.

b. Financial bids of only technically qualified firms will be opened.

ORGI shall evaluate the financial bids of eligible bidders (qualifying technical bids) to determine the L-1 bidder asunder:

L1= lowest of (Col. 3+Col. 4) annexure I or II as the case may be.

ORGI will award the Contract to the successful Bidder whose bid has been determined to be technically qualified and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The ORGI will however not bind itself to accept the lowest evaluated bid or any bid and reserves the right to accept any

bid, wholly or in part on reasonable ground.

Note: ORGI reserves the right to ask the bidder to validate any technical parameter in a laboratory environment at the time of evaluation of the Technical bid, at the cost of the bidder.

4.32 ORGI's Right to Vary Scope of Contract at the time of the Award

ORGI may at any time, by a written order given to the Bidder pursuant to **Clause 6.15.18 of Section 6 – GC of Contract**, make changes within the general scope of the Contract. Accordingly, ORGI reserves the right to place repeat order (s) of upto 30% of the Contract value. In case of any increase/ decrease in quantities of any item, the Technical Service Charges, if any quoted, shall be correspondingly increased/ decreased on pro-rata basis.

4.33 ORGI's Right to Accept Any Bid and to Reject Any or All Bids

The ORGI reserves the right to accept any bid, and to annul the Bid process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the ORGI's action.

4.34 Notification of Award (NoA)

Prior to the expiration of the period of bid validity, the ORGI will notify the successful Bidder in writing by letter, email or by fax that its bid has been accepted.

The successful Bidder shall furnish Letter of Acceptance (LoA) to ORGI conveying acceptance of award of work in accordance with the provisions of this tender and NoA.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder's furnishing of performance security pursuant to **Clause 4.36.1**, the ORGI will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to **Clause 4.13.5**.

4.35 Signing of Contract

Within 7 days of submission of Letter of Acceptance, the successful bidder shall prepare and submit to ORGI the Contract Agreement on the basis of the format provided. After receipt of Performance Security as per clause 4.36 below, ORGI shall return the Agreement after scrutiny, and the successful bidder shall get the same embossed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his own cost, within two weeks from the receipt of the approved Agreement.

4.36 Performance Security

4.36.1 The successful bidder should arrange to have performance security amounting to 10% of the contract value furnished within 7 days of submission of

Letter of Acceptance.

4.36.2 Subject to any provision elsewhere in the contract regarding forfeiture or appropriation in full or part thereof, the performance security shall be released at the time of expiry / non-renewal / termination of the contract.

4.36.3 The performance security may be either in the form of Demand Draft in favour of **PAO (Census), ORGI, New Delhi**, or as Bank Guarantee in the format at **Form 9** of this document

4.36.4 In case Bank Guarantee is furnished as performance security, the same should be valid by more than sixty (60) days after the expiry of contract.

4.36.5 In case Bank Guarantee is furnished as performance security, it should be sent to ORGI by the concerned Bank, and not by the bidder itself.

4.36.6 The performance security amount is interest free.

4.36.7 ORGI has the right to encash/appropriate the whole amount of performance security in accordance with the contract conditions and also to deduct any amount due from the contractor at the time of the termination/expiry of the contract.

4.37 Confidentiality of the Document

This Bid Document is confidential and the Bidder is required to furnish an undertaking (as per Form 6 of this document) that anything contained in this Bid Document shall not be disclosed in any manner, whatsoever.

4.38 Rejection Criteria

4.38.1 Technical Rejection Criteria

The following vital technical conditions should be strictly complied with failing which the bid will be rejected:

- Only the Bidders who quote for the complete Scope of Work and Supply of Goods/Services as indicated in this Bid Document, addendum thereof (if any) and any subsequent information given to the Bidder shall be considered. **Incomplete bids will be rejected summarily.** Evaluation will be carried out for the total scope of work covered in the Bid document.
- The Bidder shall be deemed to have complied with all clauses in the Bid document under all the sections/chapters of the Bidding document, including Bid Evaluation Criteria (BEC), Schedule of Requirements, Technical specifications, Timelines and General Terms and Conditions of Contract unless otherwise stated in the deviation statement. Evaluation will be carried out on the information available in the bid.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Bidding Process.

4.38.2 Financial Bid Rejection Criteria

The following vital commercial conditions should be strictly complied with failing which the bid will be rejected.

- a) **Financial Bid should be submitted online only strictly as per the**

Financial/Price Bid format. The Technical Bid shall contain no prices or commercial bid details. However a blank copy of the Price bid should be enclosed with the Technical Bid with the price column of the price bid format blanked out. A tick mark (√) shall be provided against each item of the price bid format to indicate that there is a quote against this item in the Price bid. **Offers with Technical Bid containing prices shall be rejected outright.**

- b) Bids/Offeres of following kinds will be rejected:**
- i. Offers made without Bid Security/Bid Bond/Bank Guarantee along with the offer (except exempted firms under GFR rules).
 - ii. Any bid submitted as physical or hard copy/Fax/Email
 - iii. Offers which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid.
 - iv. Offers where prices are not firm during the entire duration of the contract and / or with any qualifications.
 - v. Offers which do not confirm to ORGI's price bid format.
 - vi. Offers which do not confirm to the completion period indicated in the bid.
- c) Total lump sum prices quoted by the Bidder must be inclusive of all taxes including excise duty, sales tax, except GST.**

Section - 5

5.1 Job Requirement

5.1.1 About 10.0 lakh schedules in A3 size (42 cms × 29.7 cms) are to be printed and packed. Printing would be in two colours - both side, with variable data & barcode on the front side (Side A), in multiple languages. The bar code would be printed in pdf417 format and should be scalable and recognizable. A specimen of the schedule is given at ANNEXURE-X.

5.1.2 Having printed the schedules, the left hand top corner (Side A of the schedules) would have to be cut (size 1.3 cms × 1.3 cms) to enable uni-directional feeding of the schedules at the time of scanning.

5.1.3 The Printed schedules will generally be made into pre-counted packets. Thereafter, two paper-tapes, one on each side, would be applied to each packet for keeping the packets intact. In case of the Household Schedules, precounted packets of 120/50/20 schedules would have to be made. House list Schedules would be gathered to make packets of 50/10 schedules. The packets would thereafter be packed in corrugated boxes of prescribed specifications & size to consignees address-wise. For example, if say 5,500 schedules are to be dispatched to some consignee (Charge Office), six corrugated boxes will have to be made for the purpose. Before closing a box, i) return address tag in duplicate (size: 7" × 5"; ANNEXURE - VII) and ii) an A4 size sheet giving box contents and instruction for return packing of the filled-in schedules would have to be printed and kept inside it. Having prepared the corrugated box in the manner described above, the box will be sealed with adhesive tape (size 1.5") and consignee's address slip (size 7" × 5"; specimen at ANNEXURE-VI) printed and pasted firmly on the front side of the box. Since, the corrugated boxes are to be re-used for transporting the filled-in schedules back from the Charge Office to the Scanning Centre a slip (size 7" × 5"; specimen at ANNEXURE - VIII) mentioning 'BOX TO BE RE-USED; DO NOT TEAR/CUT OPEN' will have to be printed and pasted firmly on top of the corrugated box. Thereafter, the corrugated box would be strapped cross-wise (two straps each, breadthwise and length wise). The box would then be weighed and its weight together with box number recorded at appropriate space on the consignee address slip. For example, if 3 boxes are to be sent at some specified location, the three boxes would be numbered as 1/3, 2/3 and 3/3. Finally the corrugated box would be secured by shrink wrapping. One such box when fully packed would weigh about 12 kgs (excluding the weight of the box). In case the corrugated box is not full to capacity, the empty space in the box would have to be suitably filled up with paper cuttings to avoid collapsing of the box during transportation. The ready to dispatch corrugated boxes so made would be kept in the Press premises for being picked up by representatives of the Department of Posts (DoP) /Postal Agency. The printing press shall be responsible for storing the printed and packed material in good condition, till the same is lifted for dispatch. The storage period may vary from 1 to 2 weeks.

5.1.4 Transportation of schedules to specified locations across the length & breadth of the country will be handled by the DOP. The successful bidders will have to make suitable

arrangements to provide sufficient space and necessary support to the DOP officials so as to facilitate them to execute the dispatch work, in time.

5.2 Design of the Schedule and paper to be used

5.2.1 The Schedule has been designed in 'In-design' CS-4 Version from Adobe. Soft copy of the Schedule, Fonts, etc. would be provided by ORGI. The printer will have to use paper as specified at annexure-III

5.3 Printing of the Schedule

5.3.1 The State wise number of 'Houselist and Household Schedule' to be printed is given at ANNEXURE V.

- Printing of schedule is to be ensured through 'Single Run Operation'.
- The schedule has both static and variable printing matter. The variable matter ('Side - A' of the schedule) includes Name and Code of i) State/UT,ii)District,iii) Tahsil/Taluk/ P.S./Dev. Block/Circle/Mandal, and iv) Town/Village, and falls in the area 'Location Particulars'. Besides, a Barcode in pdf417 format and the unique Form Number is also to be printed. The printed barcode should be scannable and recognizable. The database giving the number of schedules to be printed - 'Charge wise', 'language wise' along with other relevant details, would be provided by ORGI.
- The schedules will be printed :
 - ◆ in two colour on both sides with variable printing, barcode & form number on the front side (Side A) (To ensure 'Colour Dropout during scanning of schedules, specific Pantone shades as finalized by ORGI will have to be used), and
 - ◆ in multiple Languages.
 - ◆ Language wise printing requirement of schedules will be provided at the time of giving the 'Work Order'.
- At each change of language, the printer shall draw 5 printed sample specimen schedules and send them for use in the Data Processing Division in ORGI.
- The printers who qualify for award of the contract will within 7 days of the award of the contract and before the start of actual printing work, print 50 schedules [A3 size (42 cms × 29.7 cms) ICR scannable with variable/barcode printing] and submit for test scanning and approval to :

**The Technical Director,
Ministry of Home Affairs,
Office of the Registrar General & Census Commissioner, India,
Data Processing Division,
First Floor, West Block-1, R. K. Puram, New Delhi 110066.**

- Before giving the final strike order to print the schedule the Printer shall:
 - ◆ certify that the static printing matter and design of the schedule conforms to the specimen and would also ensure the same till the entire printing work is completed, and
 - ◆ run the database (to be provided by ORGI) comprising of state/district/tahsil/ town and language wise number of schedules and provide 5 copies of proof
 - ◆ prints for each variation of 'language' at tahsil/town level for verification and clearance by ORGI.

- The Printer(s) shall have to give a warranty that there will be no defects arising from printing that may affect the subsequent process of scanning.

5.4 Matters for Static/Variable Printing

5.4.1 Static printing

5.4.1.1 A specimen of the schedule is given at Annexure - X. The static matter would be printed in multiple languages.

5.5 Dispatch of schedules to the consignees

5.5.1 The corrugated boxes, duly packed, containing the printed schedules would be picked up by the Department of Posts from the Printing Press for dispatch to the consignees. The Department of Posts will arrange for the Mail van/Pick-up vehicle up to Press gate or up to the point entry is granted by the Press. The Press would provide requisite manpower to bring the packed corrugated boxes up to the Mail Van and arrange/assist the representatives of the Department of Posts in loading the boxes in the Mail Van. Thereafter, they would obtain a signed receipt of having loaded the boxes from the representative of the Department of Posts (specimen of the Receipt at ANNEXURE - IX). The Press will make all arrangements for proper addressing of the boxes as per procedure to be specified by the Department of Posts.

Section - 6

6. General Conditions of Contract (GC)

6.1 Definitions: Unless the context otherwise requires, the following terms whenever used in this contract have the following meanings:

- a. 'ORGI' shall mean Office of the Registrar General, India, Ministry of Home Affairs, New Delhi, with office situated at 1st Floor, West Block - I, R K Puram, New Delhi - 110066.
- b. 'Other Offices' shall mean the offices of concerned stakeholders for this project situated in Delhi.
- c. 'Bidder' shall mean the individual or firm who participates in this tender and submits its bid.
- d. 'Contractor' / 'Agency' / 'Firm' shall mean the successful bidder in this tender and shall include its legal representatives, successors.
- e. 'Performance Security' shall mean monetary guarantee furnished by the successful bidder for due performance of the contract concluded with it.
- f. 'Goods' shall mean all components whether paper, printed material, packaging material incl. corrugated boxes and incidental services in the scope of the bidder.

6.2 Notices: Any notice, instruction, or communication made pursuant to this Contract shall be in writing, and shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified in the Technical Bid.

6.3 Taxes and Duties: The firm shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

6.4 **Fraud and Corruption**

- a) **Definitions:** For the purpose of this clause, the terms set forth below have meanings as follows:
- b) "Corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;

- c) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- d) “collusive practices” means a scheme or arrangement between two or more Contractors, with or without the knowledge of ORGI, designed to establish prices at artificial, non-competitive level;
- e) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

6.5 Measures to be taken by ORGI

- a) ORGI may terminate the contract if it determines at any time that representatives of the Contractor were engaged in corrupt, fraudulent, collusive or coercive practices during the tender process or the execution of that contract, without the Contractor having taken timely and appropriate action satisfactory to ORGI to remedy the situation;
- b) ORGI may also sanction against the Contractor, including declaring the Contractor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Contractor has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

6.6 Commencement and Expiration of Contract

- a) **Effectiveness of Contract:** This Contract shall come into force and effect on the date (the “Effective Date”) as specified in the GC. In case effective date is not so stipulated, the contract shall be effective from the date it is signed by both parties.
- b) **Effective Date:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
- c) **Expiration of Contract:** Unless terminated earlier pursuant to Clause GC 6.11 hereof, this Contract shall expire at the end of such time after the Effective Date as specified in the GC.

6.7 Entire Agreement: This Contract contains all covenants, stipulations and

provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for any other statement, representation, promise agreement doesn't set forth herein.

6.8 Modifications or Variations: Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. Each Party shall give due consideration to any proposal for modification or variation made by the other Party.

6.9 Force Majeure

6.9.1 For the purpose of this Clause, "Force Majeure" means an event beyond control of the affected Party and not involving the affected Party's fault or negligence and not foreseeable. The Force Majeure reasons may be listed as, but are not restricted to, war or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"). For the avoidance of doubt, it is expressly clarified that the failure on the part of the SI under the agreement or the SLA to implement any disaster contingency planning and back-up and other data safeguards in accordance with the terms of the agreement or the SLA against natural disaster, fire, sabotage or other similar occurrence shall not be deemed to be a Force Majeure event. For the avoidance of doubt, it is further clarified that any negligence in the performance of services which directly causes any breach of security like hacking aren't the forces of nature and hence wouldn't be qualified under the definition of "Force Majeure". In so far as applicable to the performance of services, the SI will be solely responsible to complete the risk assessment and ensure implementation of adequate security, hygiene, best practices, processes and technology to prevent any breach of security and any resulting liability therefrom (wherever applicable).

6.9.2 If, during the continuance of the agreement, the performance in whole or in part by either party of any obligation under the agreement is prevented or delayed by such Events, the affected party (Printer) shall promptly notify of happenings of any such event in writing, seeking concession as soon as practicable, but within five days from the date of occurrence.

6.9.3 Upon cessation of the situation which led the Party claiming Force Majeure, the claiming Party shall, within seven days thereof, notify the other Party in writing of the cessation and the Parties shall as soon as practicable thereafter continue performance of all obligations under the agreement.

6.9.4 In case of a force Majeure, parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of services and

implementation of the obligations under the contract and to minimize any adverse consequences of such event.

6.9.5 If the affected party satisfies the other Party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled make any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist.

6.9.6 If the performance in whole or in part or any obligation under the agreement is prevented or delayed by reason of any such event for a period exceeding sixty days, the purchaser may at its option, terminate the contract.

6.9.7 Upon occurrence of a Force Majeure Event after the effective date, the costs incurred and attributable to such event and directly relating to the Project ('Force Majeure Costs') shall be borne by the respective Force Majeure Costs and neither Party shall be required to pay to the other Party any costs thereof.

6.10 Suspension: ORGI may, by written notice of suspension to the Contractor, suspend all payments to the Contractor hereunder if the Contractor fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall allow the Contractor to remedy such failure, if capable of being remedied, within a period not exceeding seven (7) days after receipt by the Contractor of such notice of suspension.

6.11 Termination

(a) By ORGI: ORGI may terminate this Contract in the case of the occurrence of any of the events specified in paragraphs (i) to (viii) below:

(i) If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GC 6.2 hereinabove, within seven (7) days of receipt of such notice of suspension or within such further period as ORGI may have subsequently approved in writing.

(ii) If the Contractor becomes insolvent or go into liquidation or receivership whether compulsory or voluntary.

(iii) If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 6.14 (b) hereof.

(iv) If the Contractor, in the judgment of ORGI, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.

(v) If the Contractor submits to ORGI a false statement which has a material effect on the rights, obligations or interests of ORGI.

(vi) If the Contractor places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to ORGI.

(vii) If the Contractor fails to provide the quality services as envisaged under this Contract.

(viii) If ORGI, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

(b) In any event such as at (i) to (vii) above ORGI shall give seven (7) days' written notice of termination to the Contractor, and seven (7) days' in case of an event referred to in (viii) above.

(c) **By the Contractor:** The Contractor may terminate this Contract by not less than thirty (30) days' written notice to ORGI, in case of occurrence of any of the events specified in paragraph(s) (i) to (iii) below.

(i) If ORGI fails to pay any money due to the Contractor, pursuant to this Contract and the same is not subject of dispute under Clause GC 6.13 hereof within forty-five (45) days after receiving written notice from the Contractor that such payment is overdue.

(ii) If ORGI fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 6.13 (b) hereof.

(iii) If ORGI is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Contractor may have subsequently agreed in writing) following the receipt by ORGI of the Contractor's notice specifying such breach.

6.12 Cessation of Rights and Obligations: Upon termination of this Contract pursuant to Clauses GC 6.6 (ii) or GC 6.11 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GC 6.12 hereof, and (iii) any right which a Party may have under the Law.

6.13 Cessation of Services: Upon termination of this Contract by notice of either Party to the other pursuant to Clauses under GC 6.11 hereof, the Contractor shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner.

- 6.14 **Payment upon Termination:** Upon termination of this Contract pursuant to Clauses under GC 6.11 hereof, ORGI shall make the following payments to the Contractor:
- a) If the Contract is terminated pursuant of Clause 6.11(a)(vii), 6.11(a)(viii) or 6.11(b), payment for Services satisfactorily performed prior to the effective date of termination;
 - b) If the agreement is terminated pursuant of Clause 6.11(a)(i) to (vi), the Contractor shall not be entitled to receive any agreed payments upon termination of the contract. However, ORGI may consider payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to ORGI.
- 6.15 **Disputes about Events of Termination:** If either Party disputes whether an event specified in paragraph (i) to (vii) of Clause GC 6.11(a) or in Clause GC 6.11(b) hereof has occurred, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter for dispute settlement under Clause GC 6.22(b) hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.
- 6.16 **Forfeiture of Performance Security:** In the event of breach of this Agreement, ORGI shall have the right to invoke and appropriate the proceeds of the performance security, in whole or in part, without separate notice to the Contractor.
- 6.17 **Change in the Applicable Law Related to Taxes and Duties:** If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the Contractor for providing the services i.e. GST or any such applicable tax from time to time, which increases or decreases the cost incurred by the Contractor in performing the Services, then the amount otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto.
- 6.18 **Payment:** In consideration of the services provided by the firm under this Contract, ORGI shall make to the firm such payments and in such manner as is provided in the GC.
- 6.19 **Fairness and Good Faith:** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
- 6.20 **Operation of the Contract:** The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the currency

of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause GC 6.22(b) hereof.

6.21 **Confidentiality:** Except with the prior consent of ORGI, the Contractor shall not at any time communicate to any person or entity any information acquired in the course of performance of this Contract. By agreeing to enter into this Contract, the Contractor also agrees to sign and abide with the Non-Disclosure Agreement placed as form 6 of Section 8.

6.22 Settlement Of Disputes

- (a) **Amicable Settlement:** In case dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 07 days after receipt. If that party fails to respond within 07 days, or the dispute cannot be amicably settled within 15 days following the response of that party, clause GC 6.22(b) shall become applicable.
- (b) **Arbitration:** In the case of dispute arising upon or in relation to or in connection with the contract between ORGI and the Contractor, which has not been settled amicably, any party can refer the dispute for Arbitration under the Arbitration and Conciliation Act 1996.
1. The Arbitration proceedings shall be held in New Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
 2. The decision of the arbitrator(s) shall be final and binding upon both parties. The expenses of the arbitrator(s) as determined by the arbitrator(s) shall be shared equally by ORGI and the Contractor. However, the expenses incurred by each party in connection with the preparation & the presentation of their cases shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.
- (c) **Jurisdiction of Courts, etc.:** The courts/any other Tribunal or Forum in New Delhi alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out of this contract.

6.23 Liquidated Damage (LD):

- (a) In the event of the Printer's failure to supply the printed material etc. as specified in this contract, the ORGI may, at his discretion, withhold any payment until the completion of the contract. The BUYER may deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the price of any portion of goods delivered late, for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of the delayed goods of the project.
- (b) The amount charged as liquidated damages would be deducted by the Purchaser from the amount due for payment to bidder. If the amount of such LD exceeds the payments due to the Seller, the Seller shall within 30 (thirty) days make payment to the Purchaser the FULL amount of claims less the value of the bank guarantee if encashed.

6.24 Miscellaneous:

- (i) All payments will be made electronically.
- (ii) The personnel engaged by the Contractor are subject to a security check by the ORGI Security Staff at any time.
- (iii) All personnel deputed by the Contractor should bear upon his/her person due authorisation from the Contractor, and should produce the same for inspection in order to be allowed to enter ORGI premises, and during their stay within the premises.
- (iv) Within ORGI premises, the Contractor's personnel shall restrict their activities to performance of this contract.
- (v) The Contractor shall be directly responsible for any dispute arising between him and his personnel and ORGI shall be kept indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
- (vi) The tenderer shall be solely responsible for payment of wages/salaries, other benefits and allowances etc. in r/o the personnel deputed for ORGI. ORGI shall have no liability whatsoever in this regard and the Contractor shall indemnify ORGI against all claims in this regard.
- (vii) The tenderer shall be fully responsible for theft or burglary or any damage to ORGI property directly attributable to any acts of commission or omission on the part of the tenderer's personnel.
- (viii) **Cost Details & Validity:** The quoted Rate/Cost should be inclusive of all levies/taxes except GST. The Bid submitted against this Tender should remain valid for not less than 180 days from the last date of submission of bid;
- (ix) **Delivery and Delivery Schedule:** Delivery of goods shall be completed within 15 days of signing of the contract. The Contract can be cancelled unilaterally by the ORGI in case items are not received within the contracted

delivery period. Extension of tenderer delivery period will be at the sole discretion of the ORGI, with the applicability of LD clause. Delivery of items shall be done at tenderer site within Delhi NCR.

- (x) **Purchaser's right to vary quantities:** ORGI will have the right to increase or decrease up to 30% of the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions at the time of award of contract within a period of 45 days from commissioning & acceptance by ORGI at the same rate or a rate negotiated (downwardly) with the existing vendor considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc. and supplies to be obtained within delivery period scheduled afresh.
- (xi) **Non-disclosure of Contract documents:** Except with the written consent of the ORGI/Tenderer, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party. The bidder will certify that all information and data available to him as a part of the project will remain the exclusive property of ORGI and will not be disclosed to any person not authorized by ORGI. Failure to comply with this clause will make the bidder liable to action as per law. The non - disclosure agreement is attached as **Form-6**.
- (xii) **Performance cum Guarantee/Warranty security deposit**
The successful bidders shall submit as performance cum guarantee an amount equivalent to 10% of the value of the order in the form of Bank Guarantee (valid for 1 year) drawn on any Nationalized Bank/Scheduled Bank, within 7 days from receipt of work order from ORGI. On the request of the successful tenderer, the Earnest Money Deposit will be returned to the tenderer on receipt of the Security Deposit payable by him. If the Security Deposit is not paid within time specified, the Earnest Money Deposit remitted by the tenderer shall be forfeited. In such case, the ORGI shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the tenderer due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering.
- (xiii) **Penalty for delay and deviation in the quality of paper and packaging material.**

Time is the essence of this contract as Census 2021 is the project of national importance. As has been mentioned in the aforesaid paragraphs, printing and packing of the schedules should commence within 15 days from the date of placement of the work order and has to be completed within 15 days thereafter. In extraordinary circumstances, ORGI may allow extension of a few days. Please note that any delay in meeting the timelines beyond the likely date of completion of work will invite a penalty of Rs. Ten (10) thousands per day for a delay of up to one week. Thereafter, the work would be withdrawn

and got executed through other printer(s) at the risk and expense of the defaulting printer. Any deviation in the quality of paper and packaging material will invite a penalty of 5-20% of the total bill raised by the printer.

(xiv) Payment Terms

Payment will be made based on (i) bills raised for the quantity of printing & packing completed during a fortnight, (ii) subsequent handing over of the above said packed material to the representatives of the Department of Posts for dispatch and (iii) on receipt of certificate from the DCO that there were no shortages in the number of schedules stated to have been packed in the box & actually found and that the schedules were not mutilated/torn, on production of the following documents :

a) 40 % of the bills raised for the quantity printed and packed during the fortnight on production of:

I. Invoice

II. Warranty Certificate by the Press as to the quality of printing and quantity printed

III. Report from representative of ORGI/DCO confirming the quantity printed and packed

b) 40 % of the balance of a) above on production of:

IV. Copy of Delivery Chalan(s) of having handed over the corrugated box containing the printed and packed schedules to the Department of Posts

V. Receipt from the Department of Posts of having received the material for dispatch.

c) The balance of 20% shall be released during September (after 5th), 2019 subject to receipt of a certificate from respective DCOs mentioning that there were no damages/shortages of schedules received from the Press. In such cases, the balance payment shall be released only after the cases are settled in accordance with the provisions of the P.O (Print Order).

(xv) Indemnification:

(a) A Selected bidder to indemnify, hold harmless ORGI from and against all claims, liabilities, losses, expenses (including reasonable attorneys' fees), fines, penalties, taxes or damages (Collectively "Loss") arising in favour of any person, corporation or other entity (including ORGI) attributable to the bidder's negligence or willful default in performance or non-performance under this Agreement.

(b) If ORGI promptly notifies the selected bidder in writing of a third party claim against ORGI that any service provided by the selected bidder infringes a copyright, trade secret or patents incorporated in India of any third party, the selected bidder will defend such claim at its expense and will pay any costs or damages, that may be finally awarded against ORGI.

Section - 7

Price Bid/ Financial Bid

7.1 The Financial bid would consist of the following:

- (a) Scanned copy of the Financial Bid Undertaking in the format at **Form 8**.
- (b) Schedule of Financial Bid in the format of **Annexure.doc**. The financial bid format given below is provided as **Annexure.doc** along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this **Annexure.doc**, and quote their offer/rates in the permitted column and upload the same in the financial bid. Bidder shall not modify the downloaded financial bid template in any manner. In case it is found to be tampered/ modified in any manner, such bid will be rejected outright, Bid Security would be forfeited, and bidder is liable to be banned from doing business with ORGI.

7.2 ORGI will examine the bids for completeness, computational errors, (whether required bid security has been furnished), whether the documents have been properly signed, and whether the bids are generally in order.

If there is a discrepancy between the unit price and the total price, then either of the price, whichever is beneficial to ORGI, will be accepted and bid shall be finalized accordingly.

7.3 The bidder has to quote for all the items mentioned in the price bid failing which the bid is liable to be rejected. The cost of the items mentioned in the price bid should include warranty charges.

7.5 **The formula for determining the lowest evaluated bid (L1) will be as under:**

Per 1000 schedules rate of paper, printing and packaging (Col. 5, annexure -I &II) would be arrived at by adding
[Column 3 +4]

Section - 8
Standard Form

Form-1

Bid Submission Letter
(Signed copy on company letterhead)

[Date]

To
The Joint Director (HoO)
Office of the Registrar General, India,
First floor NDCC-II Building, Jai Singh Road,
New Delhi - 110001

Dear Madam/Sir,

Ref: **Response** to *e-TENDER DOCUMENT FOR PRINTING OF ICR SCANNABLE SCHEDULES WITH VARIABLE & BARCODE PRINTING.*

Having examined the Tender, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the goods and services sought under *e-TENDER DOCUMENT FOR PRINTING OF ICR SCANNABLE SCHEDULES WITH VARIABLE & BARCODE PRINTING* and agree to abide by this response for a period of 180 days from the last date PRINTING OF ICR SCANNABLE SCHEDULES WITH VARIABLE & BARCODE PRINTING.

The following persons will be the authorized representative of our company/organization for all future correspondence between the Office of the Registrar General, India and our organization till the completion of the process.

Correspondence Details	Primary Contact	Secondary Contact
Name:		
Title:		
Company Name:		
Address:		
Phone:		
Mobile:		
Fax:		
E-mail:		

We fully understand that in event of any change in our contact details, it is our responsibility to inform the ORGI about the new details. We fully understand that the ORGI shall not be responsible for non-receipt or non-delivery of any communication and/or any missing

communication from the ORGI to us in the event of reasonable prior notice of any change in the authorized person(s) of the company is not provided to the ORGI.

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to the ORGI is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not, in whole or in part, mislead ORGI in its short- listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the shortlisting process, we are liable to be disqualified from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the Tender document.

We agree that you are not bound to accept any response you may receive. We also agree that you reserve the right in an absolute sense to reject all or any of the products/ services specified in the bid response.

It is hereby confirmed that I/We are entitled to act on behalf of M/s..... and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of <Month>

<Year> (Signature of

Authorized Signatory)

Name:

Designation:

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Bidder)

Seal/Stamp of bidder

Form 2

Financial Information (as per Audited Balance Sheets)

	2015-16	2016-17	2017-18
Annual Sales Turnover (in Crores)			
Net worth (in Crores)			
Other Relevant Information			

The copies of respective balance sheets are enclosed.

*It is confirmed that I am/we are the statutory auditors / Company Secretary of M/s

< Statutory Auditor/ Company Secretary's Name with seal >

<Signature of Statutory Auditor/ Company Secretary>

Name:

Date & Place:

Note: The above certificate should be from the statutory auditor or the Company Secretary of the bidder organization.

* Strike out whichever is not applicable

Form 3

Details of similar works during the last three years

The bidder must have successfully completed one of the following covering the Printing of ICR scannable schedules with variable & barcode printing etc as printer in last three financial years:

- i. One Project costing not less than Rs. 50 lakhs, or
- ii. Two Projects each costing not less than Rs. 20 lakhs, or
- iii. Three Projects each costing not less than Rs. 10

lakhs The details are to be provided in following format:

S. No.	Name and address of the organisation, telephone/fax number of the officer concerned	Value of Contract (Rs.)	Duration of the contract	
			From (dd/mm/yy)	To (dd/mm/yy)
Details of the Project				
Nature of the work		Brief description of scope of work with supporting documents (if any)		
Staff Deployed				

Note: If any information provided by the bidder by way of self-certification or otherwise is found to be false, the bidder would be disqualified at any stage.

[Bidder's Name with seal]

<Applicant's Name with seal>
 seal> Name: <<Insert Name of Contact>>
 Title: <<Insert Title of Contact>>
 Signature: <<Insert Signature>>

<Company Secretary's Name with
 Name: <<Insert Name of Contact>>
 Title: <<Insert Title of Contact>>
 Signature: <<Insert Signature>>

Form 4

DETAILS OF BANK ACCOUNT
(RTGS/NEFT facility for receiving payments)

Sl.No	Particulars	To be filled by the bidder
1.	Name(s) of Account Holder(s)	
2.	Address of Account Holder(s)	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we would not hold ORGI responsible.

(Signature(s) of account holder(s))
Name(s) of Account holder(s)

SIGNATURE OF BIDDER/ Authorized representative

Form 5

Format to indicate no Blacklisting

(To be given on Company Letterhead)

In response to the e-Tender Id_____dated_____for printing of ICR scannable schedules with variable barcode printing, I/We hereby declare that presently our Company/ Firm_____is having unblemished record.

I/We further declare that presently our Company/ firm_____is not blacklisted and not declared ineligible for reasons of corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, our Bid to the extent accepted (if any) may be cancelled.

Bidder's Name with seal]
<Applicant's Name with seal>
Name: <<Insert Name of
Contact>> Title: <<Insert Title of
Contact>> Signature: <<Insert
Signature>>

Form 6

**NON DISCLOSURE OF CONTRACT DOCUMENTS
(To be given on Company letterhead)**

Except with the written consent of ORGI, we M/s.....
shall not disclose the contract or any provision, specification, plan, design, pattern,
sample or information thereof to any third party.

(Authorized signatory of Company)

Form 7

**Financial Bid Undertaking (on letterhead of the bidder)
(Proper format for financial bid)**

UNDERTAKING

I submit the Financial Bid for **Printing of ICR scannable schedules with variable and barcode printing** as envisaged in the Tender document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.

3. I offer the price(s) as indicated in the Financial Bid inclusive of Warranty support and all applicable taxes.

(Signature of the Bidder/ Authorized representative)

BID Security Form

Whereas..... (hereinafter called 'the Bidder') has submitted its bid dated.....for **Printing of ICR scannable schedules with variable and barcode printing** (herein after called "the Bid").

KNOW ALL MEN by these presents

WE.....of.....

having our registered office at(herein after called "the Bank") are bound unto the Chief Executive Officer, Office of the Registrar General, India (ORGI) (herein after called "the ORGI") in the sum of for which payment well and truly to be made

to the said ORGI, the Bank binds itself, its successors and assigns by these presents. THE CONDITIONS of this obligation are:

1. If the Bidder, having its Bid during the period of validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the ORGI during the period of bid validity.
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidder;

We undertake to pay to the ORGI up to the above amount upon receipt of its first written demand, without the ORGI having to substantiate its demand, provided that in its demand the ORGI will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
..... (Signature of the authorized officer
of the Bank)

.....
..... Name and
designation of the officer

.....
..... Seal, name & address of the Bank and
address of the Branch

[To be filled in by the successful Bidder only]

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The President of India

WHEREAS(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated for **Printing of ICR scannable schedules with variable and barcode printing** (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS, we have agreed to give the supplier such a bank guarantee;

NOW, THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

.....
(Signature of the authorized officer of the Bank)

.....
..... Name and
designations of the officer

.....
..... Seal, name & address of the Bank and
address of the Branch

ANNEXURE-I

BID SUBMISSION FORM
Printing & packing of 'Household Schedules'

Item to be printed/Number/Size/GSM	Number of schedules for which bid is made (in lac)	Cost of Printing and paper of 1,000 schedules with variable & barcode printing (in Rs.)	Cost of packaging of schedules in a corrugated box of required Specifications*(Annexure-IV) meant for packing 1,000 Schedules inclusive of cost of box. (in Rs.)	Per 1000 schedules rate incl. packing (in Rs.) (for determining the L1 tenderer) = (Col.3+Col4)
1	2	3	4	5
Household schedule' (Total number for printing - about 9.0 lakh; A3 size; 90 GSM ICR/OCR paper)	9.0 lakh (Nine lakh)			

Note : 1. The price quoted should be inclusive of all applicable taxes and duties except GST.

2. Rate would be calculated on the basis of per one thousand sheet cost of paper, printing and packing as worked out in Col.5 of the table above.
3. No conditional bid will be accepted.

Signature of the Bidder with seal

ANNEXURE-II

BID SUBMISSION FORM
Printing & packing of 'Houselist Schedules'

Item to be printed/Number/Size/GSM	Number of schedules for which bid is made (in lac)	Cost of Printing and paper of 1,000 schedules with variable & barcode printing (in Rs.)	Cost of packaging of schedules in a corrugated box of required Specifications*(Annexure-IV) meant for packing 1,000 Schedules inclusive of cost of box. (in Rs.)	Per 1000 schedules rate incl. packing (in Rs.) (for determining the L1 tenderer) = (Col.3+Col.4)
1	2	3	4	5
Houselist schedule' (Total number for printing - about 1.0 lakh; A3 size; 90 GSM ICR/OCR paper)	1.0 lakh (One Lakh)			

Note : 1. The price quoted should be inclusive of all applicable taxes and duties except GST.

2. Rate would be calculated on the basis of per one thousand sheet cost of paper, printing and packing as worked out in Col.5 of the table above.
3. No conditional bid will be accepted.

Signature of the Bidder with seal

'Annexure - III'**1. Specifications of Paper:****I. General:**

- Paper manufactured by paper mills having integrated pulp and paper will have the facility from chemical virgin pulp made out of raw materials. No unbleached pulp, recycled/waste paper cutting shall be used.
- Both sides of the paper shall be surface sized to avoid fluff.
- Paper shall be uniform, evenly finished, totally clean, free from specks to prevent of misreading of any data during scanning/transferring to computer.
- Paper shall have good dimension stability, thermal stability and shall not have any static charge.
- Paper shall have uniform thickness throughout the surface of sheet.
- Paper shall not have ink feathering while using ink pen.

II. Technical Parameters:

Sl.No.	Test	Requirement
1.	Substance (GSM), gm/m ²	90+/-2.5%
2.	Thickness (Micron)	110+/-5%
3.	Bulk (cc/gm), Min	1.25
4.	Brightness(%), Min	85%
5.	Opacity (%), Min	90%
6.	Smoothness (Bendsten) ml/min	150-200
7.	Tensile Index mN/g Min	
	MD	40.0
	CD	25.0
8.	Tear Index mN.m ² /g Min	
	MD	4.0
	CD	5.0
9.	Cobb 60 (Avg.) Max.	20
10.	Stiffness Test (Taber)	
	MD	3.0+/-1
	CD	1 - 1.5
11.	Surface Strength Wax Pick (Dennison)	No Pick on 12 A

Annexure-IVspecifications of the corrugated box

<u>Particulars</u>	10 Kg (5 – Ply box) Outward distribution	10 Kg (5 – Ply box) Outward and Return distribution
Grammage (gm/m ²)	180	180
Outer ply		
2 nd ply	140	140
3 rd ply	140	140
4 th ply	140	140
Inner ply	180	180
Type of flute		
Outer ply	B	B
Inner ply	C	C
Bursting strength (Kg/cm ²) Minimum	15	15
Edge Crush Test (Kg/m) minimum	980	980
Moisture content (%)	7-10	7-10
Cob Value (gm/m ²) Maximum	100	100
External Dimensions (MM) (LXWXH)	494*320*150	494*320*150
Box Joint	Double copper staples	Double copper staples
Style		
Adhesive	Starch based	Starch based
Gap between two pair of staple pins (mm)	25	25
Angle of staples	45 ⁰	45 ⁰

General Specifications

- In case of 10 Kg. Boxes, multi layer craft paper (28 BF) to be used for inner and outer ply and 2nd, 3rd, and 4th ply, semi-kraft (22BF) paper to be used.
- Bottom to be pasted with interlock in 10 Kg. Parcel boxes.
- Both side self adhesive tapes of specified dimension as per the drawing to be placed in the respective positions. The adhesive strength to steel of minimum 13N/10 MM on the inner side and 7N/10 MM on outer side should be used.
- Reference:

A. IS: 1060(Part-I)	B. IS:7028 (Part VI)	C. IS:7063 (Part-I)	D. IS:4006(Part-I)
E. IS:2771(Part-I)	F. ASTM: D-2658	G. IS:8402	H. IS:7063(Part-II)

QUANTITY OF SCHEDULES TO BE PRINTED
Print Size A-3(42cms*29.7cms) 90 GSM

Sl. No.	India/State/ UT	Approx quantity (in crore)
1	India	
2	JAMMU & KASHMIR	
3	HIMACHAL PRADESH	
4	PUNJAB	
5	CHANDIGARH	
6	UTTARAKHAND	
7	HARYANA	
8	NCT OF DELHI	
9	RAJASTHAN	
10	UTTAR PRADESH	
11	BIHAR	
12	SIKKIM	
13	ARUNACHAL PRADESH	
14	NAGALAND	
15	MANIPUR	
16	MIZORAM	
17	TRIPURA	
18	MEGHALAYA	
19	ASSAM	
20	WEST BENGAL	
21	JHARKHAND	
22	ODISHA	
23	CHHATTISGARH	
24	MADHYA PRADESH	
25	GUJARAT	
26	DAMAN & DIU	
27	DADRA & NAGAR HAVELI	
28	MAHARASHTRA	
29	ANDHRA PRADESH	
	TELANGANA	
30	KARNATAKA	
31	GOA	
32	LAKSHADWEEP	
33	KERALA	
34	TAMIL NADU	
35	PUDUCHERRY	
36	ANDAMAN & NICOBAR ISLANDS	

Signature of the tenderer with seal of the firm/company
Name & designation of the authorised person

LOGISTICS POST
(RGI Census Project)

Box No. 0000 of 0000
Bar Code (as per specifications dt.)

National BNPL A/c.No. : LPNA-01/2010
(Payments will be made by RGI at Delhi

Office of Booking	
Weight (in kg.)	12.000

Schedule:- Houselist
Language :- Hindi

To,

(Address ID)
The Director of Census Operations, West Bengal,
20-B, Abdul Hamid Street, 10th Floor,
Kolkata
PIN : 700 069

From :- (As per press particulars)

Signature of the tenderer with seal of the firm/company Name & designation of the authorised person

2

2

ANNEXURE-VII

LOGISTICS POST
(RGI Census Project)

Box No. 0000 of 0000
Bar Code (as per specifications dt.)

National BNPL A/c. No.	: LPNA – 01/2019
(Payments will be made by RGI at Delhi)	

Office of Booking	
Weight (in kg.)	12.000

Schedule :- Household
Language :- English

To,

(Address ID)The Manager
Central Warehousing Corporation, Konena Agrahara, Vimanapura post, Old HALAirport, Bagaluru-560017

From :- (As per Charge Office particulars)

Signature of the tenderer with seal of the firm/company Name & designation of the authorised person

**BOX TO BE RE-USED
DO NOT TEAR OPEN**

Signature of the tenderer with the seal of the firm/company Name & designation of the authorized person

ANNEXURE-IX

Logistics Post Air – Way Bill (To be filled in five copies)

Consignor's name & Address: Registrar General & Census Commissioner, India C/o Tel.No.			Airway Bill No.		
National BNPL Account No. – LPNA – 01/2019					
Consignee Name : Designation : Address : Tehsil: Town/City : State: PIN			Office of Booking		
Date of Booking					
No. of boxes containing Census Material	Physical W eight [in kg]	No. of empty Boxes	Physical weight	Total weight[in kg]	Nature of content
Census Material of Registrar General of India					
Certificate : Certified that the consignment contains only the Census material of Registrar General of India to be used in Census India Project 2021. Name & Signature of consignor (Printer)					
Office of Booking Signature of Booking Asistant: Stamp of Booking Office :			Delivery Post Office : Signature of Delivery Assistant/Postmaster Stamp :		
Received in Good condition Signature of recipient: Name : Designation: Date & Time: Stamp					

Signature of the tenderer with seal of the firm/company

24 Name & designation of the authorized person

ANNEXURE-X

SPECIMEN DRAFT SCHEDULES

(The final Schedule will be given to the successful bidders along with the work order)

Houselist and Household Schedule

Signature of the tenderer with seal of the firm/company
Name & designation of the authorised person