To

________________________________________

Sub: Scanning of Layout Maps with its printing on A3 size and providing scanned images in DVDs

Limited tenders are invited for the scanning of Layout Maps with its printing on A3 size and providing scanned images in DVDs in large quantity.

Quotation along with Earnest Money Deposit / Security Deposit in sealed cover addressed to the Director of Census Operations, Maharashtra, 2\textsuperscript{nd} Floor Exchange Building, Sir Shiv Sagar Ram Gulam Marg, Ballard Estate, Mumbai 400 001 should reach to the above address by Speed Post / Courier / Registered Post or may be dropped in the Tender Box on or before 14.00 Hrs pm of 27/02/2012. Quotation received after stipulated time and date will be rejected. Quotation will be opened at Directorate of Census Operations, Maharashtra Mumbai on 27/02/2012 at 17.00 Hrs.

The envelope should be superscripted with, "Tender for Scanning of Layout Maps A3 size" with Quotationer’s name, address with phone and fax number. A copy of enclosed Terms and Conditions duly signed should be returned along with the quotation. The Department at the time of award of work under the contract, reserves the right to decrease or increase the work by up to 25 % of the total quantum-of work specified in the schedule of requirements without any change in the rates or other terms and conditions.

limited-tender-for-layout-maps
The tender is completely on “as and when required basis”. The successful tenderer is responsible for Scanning of Layout Maps with its printing on A3 size and scanned images in DVDs in large quantity with specifications as stated in Annexure. The tender will be summarily rejected without E.M.D.

The undersigned reserves all the rights to reject any or all the quotations without any reason.

(D L Mendhe)
Dy. Director of Census Operations
Maharashtra Mumbai
Directorate of Census Operations, Maharashtra, Exchange Building, Sir Shiv Sagar Ram Gulam Marg, Ballard Estate, Mumbai 400 001

No. D 15020/01/2011-12 (551) Dated: 20/02/2012

**Limited Tender Notice**

Deputy Director O/o the Directorate of Census Operations, Maharashtra, Mumbai invites properly sealed Tender for **Scanning of Layout Maps with its print on A3 size and scanned images in DVDs in large quantity.**

<table>
<thead>
<tr>
<th>Tender No</th>
<th>Description of Job</th>
<th>Quantity</th>
<th>EMD</th>
</tr>
</thead>
<tbody>
<tr>
<td>D 15020/01/2011-12 (551)</td>
<td>Scanning of Layout Maps with printing it in A3 size &amp; scanned images in DVDs</td>
<td>2,62,964</td>
<td>10,000/-</td>
</tr>
</tbody>
</table>

Last date of submission of Tender 27/02/2012 up to 14:00 hours

Opening date of Tender : 27/02/2012 at 17:00 hours

Deputy Director of Census Operation, Directorate of Census Operations, Maharashtra, reserves the right to accept the lowest quotation or any quotation without assigning any reason for rejecting any or all the quotations.

Dy.Director of Census Operations
Maharashtra Mumbai

limited-tender-for-layout-maps
Section - I
INFORMATION ABOUT TENDERER
(To be furnished with the tender)

1. Name of the Firm:

2. Registered Address:

3. Sole proprietary or partnership firm:

4. Telephone/Telex/Fax No.:

5. Name of sole Proprietor / Partners/Directors:

6. Permanent Income Tax No.:

7. Sales Tax registration No. Central and State

0. Brief profile of the company

9. Annual turn over:
(Provide copies of last 3 years Income Tax return filed)

Signature of Tenderer

limited-tender-for-layout-maps
DECLARATION - I
I / we hereby declare that I / we have carefully gone through the terms and conditions of the Tender Notice No D 15020/01/2011-12 (551) Dated 20th February 2012 in details and agree in full to abide by these terms and conditions.

(1) Signature of the party:
Full Name (In block letters)

Capacity in which the
Tender is signed
(Rubber stamp is required)

(2) Full Address:
Telephone No. :

Tender No. :
Dated 20/02/2012
Issued to :

DECLARATION - II
(To be signed by the Tenderer)
I / We hereby declare that my/our firm has / have not been declared debar for taking part in tender anywhere. I / We am / are aware that any breach of this condition would result in immediate termination of contract / cancellation of the existing contract / contracts and also forfeiting of my / our security deposit held by Directorate of Census Operations, Maharashtra.

Signature of Tenderer

Name of the Tenderer
(Capacity in which signing)

Station:

Date:
DECLARATION – III
(To be signed by the Tenderer)

I/We hereby declare that none of my/our relatives are employed in any capacity in Directorate of Census Operations, Maharashtra. I/We shall also intimate the name of the person(s) who is/are working with us in any capacity or is/are subsequently employed by us and who are near relatives to any officer in Directorate of Census Operations, Maharashtra. I/We am/are aware that any breach of this condition would result in immediate termination of contract/cancellation of the existing contract/contracts and also forfeiting of my/our security deposit held by Directorate of Census Operations, Maharashtra.


Signature of Tenderer

Name of the Tenderer
(Capacity in which signing)

Station:

Date:
Terms & Conditions

1. 100% of the payment shall be made by cheque on completion of work to our satisfaction. For claiming 100% of the payment, the following documents are to be produced before paying authority.

   i) Invoice.
   ii) Completion certificate.
   iii) Signature of the consignee for completion of work at their satisfaction
   iv) Copy of the work order.

2. No payment shall be made for the job of non standard and inferior quality of scanning.

3. All the taxes and surcharges at source at the prevailing rates at the time will be recovered from the bill amount. The firm should quote the rates inclusive of all taxes and expenses. The contractor should furnish the APGST Registration number and PAN numbers on the bills.

4. Time Response: The work should be completed within stipulated time as specified from the date of issue of work order.

5. A penalty of 1.5% on the total amount of work order shall be imposed for each week delay after stipulated period subject to a maximum of 9% in case the delay exceeds four weeks, the contract will be terminated and security deposit will be forfeited.

I have gone through the Terms and Conditions thoroughly and they are acceptable to me.

Stamp & Signature of the Supplier