



भारत सरकार/GOVERNMENT OF INDIA
गृह मंत्रालय/MINISTRY OF HOME AFFAIRS
जनगणना कार्य निदेशालय झारखण्ड
DIRECTORATE OF CENSUS OPERATIONS, JHARKHAND
जियाडा केन्द्रीय कार्यालय भवन, द्वितीय तल, औद्योगिक क्षेत्र नामकुम, राँची-834010
JIADA Central Office Building, 2nd Floor, Industrial Area, Namkum, Ranchi-834010
Phone No.- 0651- 2460340/2460170/2460410/ 2460383, E-mail: dco-jha.rgi@censusindia.gov.in

Short e-Tender Notice
For
Printing and supplying Flex Banners, T-shirts, Caps &
Plastic Water Bottles for urgently requirements of
Publicity of Census 2027-1st Phase.

TENDER Ref No: D15019/1/2026 -206 dated 15 May 2026

SECTION-1 NOTICE INVITING TENDER (NIT)

TENDER Ref No: D15019/1/2026

dated 15 May 2026

1. Tender schedule is as follows:

1.	Earnest Money Deposit	Rs. 1,24,000.00
2.	Document availability Starts	16/05/2026 at 09:00 AM
3.	Closing date and time for submission of tender online	21/05/2026 at 09:00 AM
4.	Tender opening date & time (Technical Bid)	22/05/2026 at 09:00 AM
5.	Tender opening date & time (Financial Bid)	After evaluation of technical bid

2. Earnest Money Deposit (EMD): Rs. 1,24,000/- (Rupees One Lakh Twenty-Four Thousand only). EMD shall be accepted from the participating agency only in the form of an Account Payee Demand Draft/Pay Order/Fixed Deposit Receipt/ Bank Guarantee from a Commercial/nationalized bank in favour of DDO, DCO Jharkhand payable at Ranchi.

3. Security Deposit

Performance Security Deposit for an amount equivalent to 5% of the Agreement Value rounded off shall be furnished before signing of the contract in form of a Bank Guarantee substantially in the form specified in this document.

For the successful bidder, the Security Deposit shall be retained by the Tender Inviting Authority until the completion of the Event and be released within 90 days after the completion of the Event. The Security deposit shall be forfeited in the following cases:

- a) If a Bidder engages in any of the Prohibited Practices specified in this TENDER
- b) If the Bidder is found to have a Conflict of Interest as specified in this TENDER
- c) If the Selected Bidder commits a breach of the terms and conditions prescribed in this TENDER.

4. The bidder shall download the **Tender Enquiry Document** from CPPP Portal. Bidder shall upload their tender ONLINE through CPPP Portal, along with scanned copies of EMD as Demand Draft/ Pay Order/Fixed Deposit Receipt as mentioned in 20 below.

5. Accepting Authority: Head of Office

Directorate of Census Operations, Jharkhand
JIADA Central Office Building, 2nd Floor,
Namkum Industrial Area, Namkum, Ranchi-834010.

SECTION-2 TERMS AND CONDITIONS

6. The rate contract through two bid systems is invited by the Head of Office, Directorate of Census Operations, Jharkhand, Ranchi for selection of an agency/firm of repute and only firm who satisfy the terms and conditions fully for Printing and supplying Flex Banners, T-shirts, Caps & Plastic Water Bottles for the publicity of Census-2027 (1st Phase).

Eligibility and Qualification of the bidder:

- The bidder should be a **Private/Public Ltd** company registered under the company's act, 1956/2013 or Shop establishment Certificate or a sole proprietorship firm.
- The Company/Firm should have experience in similar field for at least 03 years as on the date of tender and must have a dedicated office in Ranchi with all required services and machinery to undertake such work. The Company which has the Work Orders / Invoices / Agreements directly from Government / State Government / Semi- Government / PSUs / Departments / Chambers of Industry Associations / Private Companies in its own name, pertinent to the 'Eligible Assignments' as below, shall only be considered for this purpose.
- The Bidder shall have undertaken 3 (Three) similar nature of outdoor advertising orders where the orders should be of minimum order value of Rs.10 Lakhs each or more. Sub-contracted or sublet jobs on their names will not be considered towards eligibility.
- Sub-contracted or sublet jobs on their names will not be considered towards eligibility.
- Proof of GST Number and Copy of Pan Card.
- Audited Balance Sheet of the last three years 2022-23,2023-24 & 2024-25 and Copy of Income Tax Return (ITR) for the last three years.
- Successful Bidder/Bidders must supply all the items within 03 (Three) days of issuance of supply order.
- The turnover shall be 20 lakhs annually in last three years.
- An undertaking that the firm is not blacklisted/debarred from any Government organization/Department Section-3 Tender Form.

7. Scope of Work

A. Flex Banner

Size	Quantity	
10 x 15	1060 Nos.	159000 Sqft.
15 x 8	6 Nos.	720 Sqft
30 x 15	3 Nos.	1350 Sqft
Total	1069 Nos.	161070 Sqft

GSM : 220

Colour : Multicolour

- a) Printing matters will be provided by the office.
- b) The successful bidder must submit two advanced samples of banner with imprinted creatives as per specifications mentioned in the BID before clearance for bulk supply.
- c) After approval of the advanced sample, one of it will be handed over to the successful Bidder for Further printing/action and second sample will be kept at this Directorate for comparison with bulk supply.

- d) The bulk supply must be as per the approved sample.
- e) District-wise packing of flex banners, as per number provided by this Directorate, should be made available at the delivery time and packing should be adequate to avoid transit damage or loss in transit.
- f) Inlets should be fixed in all four corners as well as upper and lower centers.
- g) Rate should be quoted in per square feet only and **Cost ceiling is Rs.19.47 per Sqft. (inclusive GST) Financial bids of any bidder exceeding these limits will be outrightly rejected**

B. COTTON T-SHIRT HALF SLEEVES WITH COLLAR & CENSUS LOGO & SLOGAN

- a. Product type: cotton polo T-Shirt.
 - i. Collar- polo T-Shirt type, white, Size-XL
 - ii. Colour- white
 - iii. Sleeve type- half
 - iv. Material- 100% pre-washed good quality cotton fabrics to be used.
 - v. packet- on left side of the T-Shirt.
 - vi. printing of logo in front on packet (size 2 x 2 sq inches) & slogan in back (size 8 x 4 sq inches) must be crisp and of befitting size to look proportionate, impressive & color proof.
- b. Each T-Shirt should be packed individually in a transparent packet as per standard practices to avoid any short of stain etc.
- c. Each cartoon / box should be sealed & packed properly mentioning item detail, quantity packed and packing should be adequate to avoid transit damage or loss in transit.
- d. The bidder must submit two advanced samples of T-Shirt with imprinted logo as per specifications mentioned in the bid before clearance for bulk supply.
- e. After approval of the advanced sample, one of it will be handed over to the successful Bidder for further printing/action and second sample will be kept at this Directorate for comparison with bulk supply.
- f. The bulk supply must be as per the approved sample and free from any damage & stain.
- g. Quantity: **2000** nos.
- h. Rate should be quoted in per pcs only and **Cost ceiling is Rs. 200/- (inclusive GST) per pc. Financial bids of any bidder exceeding these limits will be outrightly rejected**

C. CAP, POLYESTER CLOTH WITH LOGO

- a. Material: GOOD QUALITY MATERIALS/CLOTH TO BE USED.
 - i. 100% Polyester, Sleek, lightweight performance Cap
 - ii. Climacool technology to keep cool and dry with ventilation in the mesh panels
 - iii. UPF protection to inhibit harmful UV rays
 - iv. Colour: White
- b. The size of Caps should be of adult wearing i.e. the diameter & the depth of the cap should be adequately big with adjustable Velcro straps for comfortable use by adult person.
- c. Caps should be supplied as per the color & quantity requirement
- d. Cap should be printed with Census-2027 Logo.
- e. Each cartoon/box should be sealed & packed properly mentioning item detail, quantity packed.
- f. Packing should be adequate to avoid transit damage or loss in transit.
- g. The successful bidder must submit two advance samples of Cap with imprinted creatives as per specifications mentioned in the BID before clearance for bulk supply.
- h. After approval of the advanced sample, one of it will be handed over to the successful Bidder

for further printing/action and second sample will be kept at this Directorate for comparison with bulk supply.

- i. The bulk supply must be as per the approved sample.
 - j. Quantity: 3500 nos.
 - k. Rate should be quoted per pcs only and Cost ceiling is Rs.60/- (inclusive GST) per pc.
- Financial bids of any bidder exceeding these limits will be outrightly rejected**

D. Plastic Water Bottles

- a) 1000 ml good quality BPA free plastic coloured bottle
 - b) Bottle should be printed with Census-2027 Logo.
 - c) Quantity: **3600 nos.**
 - d) Water Bottle cap should have wrist strips.
 - e) It should be packed in 6 nos. in a box.
 - f) The successful bidder must submit two advanced samples of Water Bottle with imprinted creatives as per specifications mentioned in the BID before clearance for bulk supply.
 - g) After approval of the advanced sample, one of it will be handed over to the successful Bidder for further printing/action and second sample will be kept at this Directorate for comparison with bulk supply.
 - h) The bulk supply must be as per the approved sample.
 - i) Packing should be adequate to avoid transit damage or loss in transit.
 - j) Rate should be quoted per pcs only and Cost ceiling is Rs.100/- (Inclusive GST) per pc.
- Financial bids of any bidder exceeding these limits will be outrightly rejected**

Note:

(i) The Creatives (Logo & Slogan) shall be designed by the agency and draft of creatives will be provided by this Directorate and shall be printed on T-shirt, Caps and Water Bottles after acquiring approval of Tender Inviting Authority.

(ii) The make of both T-shirt and Cap should be ISO certified and the color may be changed by the Tender Inviting Authority

8. Rates and Quotes

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. The rates should be valid for 6 months, which may be extendable from time to time.

9. Uploading of Tender

The bidder shall upload the mandatory documents of the tender on CPPP Portal and the other related documents on the portal.

10. Opening of Tenders

The Tender Inviting Authority will open the tenders at the specified date and time as indicated in the NIT.

11. Tender Evaluation

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the lowest bidder (L-1) based on total cost provided by each bidder.

12. Scrutiny of Tenders Unresponsive bids:

The tenders will be scrutinized before further evaluation to determine whether they complete and meet the essential and important requirements, conditions etc. as prescribed in the Tender Document. The tenders received are liable to be treated as non – responsive and will be summarily ignored, if following documents are not attached along with the bid.

- (i) Tender form (Section 3) not duly signed and stamped. (i.e. all the terms & conditions of tender document are acceptable.)
- (ii) Tender is unsigned and incomplete in any aspect.
- (iii) Tender validity is shorter than the required period.

13. Tender Validity

The tenders shall remain valid from acceptance for a period of 180 days (One Hundred Eighty days) after the date of tender opening prescribed in the Tender Document.

14. Contacting to DCO Jharkhand: No Bidder shall contact DCO Jharkhand on any matter relating to its Bid, from the time of the financial bid opening to the time the Contract is awarded. Any effort by a Bidder to influence the DCO Jharkhand's Bid evaluation, bid comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

15. DCO Jharkhand 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 DCO Jharkhand 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 grounds.

16. In pursuance to Govt. of India's Public Procurement Policy for MSE (Micro and Small Enterprises), following conditions will be applicable:

(a) (i) In tenders, participating MSEs quoting a price within price band of L1 + 15% shall be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSEs can be together ordered up to 25% of the total tendered value.

(ii) The sub-target for procurement from MSEs owned by SC/ST shall remain at 4% and for MSEs owned by women the sub-target shall be 3%, out of the total 25%. In case of failure of MSE owned by SC/ST or women enterprise to participate or to bring down their prices to L1, it will be procured from other MSEs.

(b) MSEs who are interested in availing themselves of these benefits must enclose with their offer the proof of their being MSE registered with any of the agencies mentioned in the notification of Ministry of MSME (notification No.1875 dated 26.06.2020 & notification No 4714 dated 18.10.2022 as printed in Gazette of India) failing which such offers will not be liable for consideration of benefits detailed in MSE notification of Government of India dated 23.03.2012

17. Bids/Offers of following kinds will be rejected:

- Offers made without Bid Security/Bid Bond/Bank Guarantee along with the offer (except exempted firms under GFR).
- Any bid submitted as physical or hardcopy/Fax/E-mail.
- Offers which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid.
- Offers where prices or any condition is not firm during the validity of offer will be rejected.
- Offers which do not confirm DCO Jharkhand's price bid format.
- Offers which do not confirm the completion period indicated in the bid.

18. Award of work

- (a) Award of work against the tender is at the sole discretion of the Tender Inviting Authority. Proposal of the successful bidder would form the basis for future negotiations and lead to issuing of a Work Order. The award of contract may be issued to the successful bidder/bidders for the item(s) qualified.

Note:

- a) After selection, a Award of Contract (AOC) shall be issued by the Tender Inviting Authority to the Selected Bidder(s). In the event of the AOC duly accepted by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the AOC and as per GFR may be considered.
- b) The Tender Inviting Authority reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of situation.

19. Tender Contents

The Tenders are to be submitted online on CPPP Portal only.

- a) Technical Proposal (signed and stamped Tender document and mandatory document)
b) Financial Proposal in BOQ

20. Technical Proposal

The Technical proposal should contain

- a) Tender Document
b) **Mandatory documents** as mentioned below to be uploaded online along with financial bid:
- I Earnest Money Deposit of Rs. 1,24,000/- in the form of a Demand Draft/Pay Order/Fixed Deposit Receipt/ Bank Guaranty from any nationalized bank in favour of DDO, DCO Jharkhand payable at Ranchi.
 - II Company registration Certificate under the company's act, 1956/2013/Shop

- establishment Certificate or a sole proprietorship Firm.
- III. Proof of GST Number.
 - IV. Copy of Pan Card number.
 - V. Audited Balance Sheet for the last three years.
 - VI. Copy of Income Tax Return (ITR) for the last three years.
 - VII. All related work orders and other documents required and mentioned as per the eligibility criteria/Qualification of the bidder (as mentioned in Section 2(10)
 - VIII. An undertaking that the firm is not blacklisted/debarred from any Government Organization/Department which is Section -3 Tender Form

21. The Financial bid would consist of the following:

- (a) DCO Jharkhand 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 DCO Jharkhand, will be accepted and bid shall be finalized accordingly.*
- (b) The bidder must quote for all the items mentioned in the price bid failing which the bid is liable to be rejected.
- (c) The award of contract may be issued to the successful bidder/bidders for the item(s) qualified.

22. Right to accept / reject tender

No tender will be considered unless the tender documents are fully filled in. All information that may be asked by a bidder must be unequivocally furnished.

The Office reserves to itself the right to accept or reject any tender or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders.

The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein.

23. Commencement of work

The date of receipt of Work order shall be the date of commencement of work.

24. Escalation of Prices

The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labor prices or due to any other reasons

25. Bidders are strictly advised to go through all the documents in connection with this contract carefully.
26. The work shall be carried out in appropriate stages under the direction and supervision of the Tender Inviting Authority.
27. The Successful Bidder shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work whatever the cause for such delays may be including delays in procuring Government controlled or other materials.
28. The Tender Inviting Authority decision with regard to the material and the workmanship will be final and binding and any material rejected by the Tender Inviting Authority shall be immediately removed from the Site.

29. Damage to Persons and Property

The Successful Bidder shall indemnify and keep indemnified the Tender Inviting Authority against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.

30. Compliance with the Law

The Successful Bidder shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and keep the Tender Inviting Authority informed of the said compliance with the by-laws, payments made, notices issued and received.

If any conflict arises between the selected bidder and the Tender Inviting Authority during the period of execution or after completion of work, Hon'ble Courts of Jharkhand shall have the jurisdiction, and the venue of arbitration shall be Ranchi and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

31. Payments

Successful Bidder can claim the payment only after completion of the job against invoice. The selected agency shall be ready to take up work beyond the scope mentioned if felt necessary and asked by the Tender Inviting Authority and the Tender Inviting Authority shall give effect to such payment arising out of the additional work

32. Work treated as Completed

The work shall not be treated as complete until and unless

- a. All items should be delivered to the office i.e Directorate of Census Operations Jharkhand, Jiada Building, 2nd Floor, Namkum, Ranchi-834010.

- b. The site is clear from all unused, excess, waste material etc.
- c. The Successful Bidder to the satisfaction of the Tender Inviting Authority has rectified any damage caused by the Successful Bidder to the location where the work is executed.

33. Scope of Contract

The Successful Bidder shall carry out and complete the said work in every respect in accordance with this contract.

- a The removal/re-execution of any works executed by the Successful Bidder.
- b The amending and making good of any defects after completion.

34. Prices for Extra Work, Ascertainment of

Should it be found that after the completion of the work that some extra work has been carried out on due instruction from the Tender Inviting Authority, the price for such extra work will be ascertained on mutually negotiated terms.

P. Dasgupta
15/5/26
(Parnalekha Dasgupta)
Joint Director (HO)
DCO Jharkhand Ranchi

SECTION-3 TENDER FORM

(For all the terms & conditions of tender document are acceptable to bidder)

To
The Head of Office,
Directorate of Census Operations, Jharkhand
JIADA Central Office Building
Namkum, Ranchi.

Ref No. _____

Dated _____

I/We, the undersigned have examined the above mentioned tender document, including amendment/corrigendum no. _____, dated *(if any)*, the receipt of which is hereby confirmed. We now offer to supply and deliver the *goods and services* in conformity with your above referred document.

If our tender is accepted, we undertake to supply the goods and perform the services (Installation & commissioning etc.) as mentioned in tender document with the delivery schedule specified in the "List of Requirements" of tender document.

I/We further confirm that, if purchase order is placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

To Be Signed By the Proprietor / All Partners of the Firm / Directors of the Company under Its
Common Seal

APPENDIX-I
Financial Bid
(To be submitted online only)

Sr No	Particular	
1.	Printed Flex Banners (Size 15x 10-1060Nos., 15x 8- 6 Nos. & 30x15-3 Nos.)	Rate per Sq ft (in Rupees)
2.	Cotton T-Shirts with logo & Slogan (Size: XL)	Rate per unit (in Rupees)
3.	Cap with logo made of Polyester cloth good quality	Rate per unit (in Rupees)
4.	Plastic Water Bottles (Size 1000ml) with logo	Rate per unit (in Rupees)

Inclusions:

- a. Please note that all the prices quoted above must be for the specifications/ quality of work as specified in Scope of Work of the Tender Document.
- b. Authority can increase or decrease any item to any extent.
- c. Rates quoted above shall be the final rate for all the above-mentioned items and services to be provided as mentioned in the Scope of Work in the TENDER along with all applicable taxes or any other tax / levy if required to be paid.
- d. Rate should be inclusive of taxes, labor cost, delivery cost and other charges.







जनगणना 2027



हमारी जनगणना, हमारा विकास





जन्मजात से जन कल्याण