2011
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भारत सरकार • Government of India
गृह मंत्रालय • Ministry of Home Affairs
जनगणना कार्य निदेशालय, पश्चिम बंगाल
Directorate of Census Operations, West Bengal

ENSURE REGISTRATION OF
EVERY BIRTH AND DEATH

जनगणना भवन
आई. बी. - 199, सेक्टर- III, सॉल्ट लेक सिटी, कोलकाता-700 106
JANGANANA BHAWAN
IB-199, SECTOR-III, SALT LAKE CITY, KOLKATA-700 106
Phone : (0033) 2335 9273 3029 • Tele-Fax : (0033) 2335 9238 • e-mail : dco-wbl.rgi@censusindia.gov.in

No.D-15019/6/Estt/2014/2585

Date: 12.11.2014

NOTICE INVITING TENDER

Sealed quotations superscribing " Bid for Stationery items for ISI Workshop" is invited by the Directorate of Census Operations, West Bengal from reputed firms for supply of below mentioned Stationeries to this office for the Workshop of Census Data Dissemination to be conducted on 28th November,2014 at Indian Statistical Institute, 203, B.T. Road, Kolkata 700 108.

Sl. No.	Description of items	Within the price ceiling per pc. (inclusive of all)	Requirement
1	2	3	4
1	Conference Bag	300/-	200 Nos.
2	Pen	50/-	200 Nos.
3	Note Book	100/-	200 Nos.
4	Pen Drive 8GB/ 16GB (HP)	400/-	200 Nos.

The Tenders should reach the undersigned by 3.00 PM of 14.11.2014. Bids will be opened at 4.00 PM on the same day by the members of the Tender Purchase Committee of this Directorate in presence of representative from participating firms.

The Tenders must be accompanied by the photocopies of the following:

1. Registration No. of the Firm/ Trade Licence / VAT Registration.
2. PAN AND TIN No.
3. Acknowledgement of latest VAT Return
4. A self-attested certificate specifying that the firm has not been blacklisted by any Government organization.

A Demand Draft of Rs. 10000/- (Rupees Ten thousand) only towards EMD in the form of Demand Draft drawn from a nationalized Bank in favour of the Directorate of Census Operations, West Bengal payable at Kolkata should be enclosed with the bid is also required to be submitted. No tender will be entertained unless accompanied by the requisite documents.

The bidders are required to quote their competitive rates for the above items in the prescribed format (Annexure I) along with samples of each item inclusive of all taxes and transportation / delivery charges to this office within 14.11.2014.

The items are to be supplied positively within 21.11.2014

This Directorate of Census Operations, West Bengal, however reserves the right to reject any or all the Tenders without assigning any reasons thereof.

12/11/2014,
(Dr. P.C. Coomar)
Joint Director & Controlling officer

To
All Prospective Bidders
Copy to:

1. Notice Board, Salt Lake office
2. ORGI, New Delhi website.
3. Sri Prashant Kumar for uploading in website.

Annexure –I

Prescribed proforma for submission of Bid as per NIT No. No.D-15019/6/Estt/2014/2585 dated 12.11.2014

With reference to Tender Notice No. D-15019/6/Estt/2014/2585 dated 12.11.2014 the undersigned furnished below / enclose herewith the following details / documents for consideration:

1. Name of Agency:
2. Details of Earnest Money deposited (EMD):
   a. Draft No. with amount:
   b. Date of issue:
   c. Name of the Bank:
3. Details of Documents submitted with Tender (self-attested / stamped):
   a. Registration No. of the Firm/ Trade Licence / VAT Registration.
   b. PAN AND TIN No.
   c. Acknowledgement of latest VAT Return
   d. A self-attested certificate specifying that the firm has not been blacklisted by any
   e. Supporting Documents showing eligibility of exemption from EMD, if so desired

Proforma of submission of Tenders:

Sl. No.	Description of items	Within the price ceiling per pc. (inclusive of all)	Requirement	Rate quoted per Unit Incl.of all Taxes (Rs.)	Total amount (Rs.)
1	2	3	4		
1	Conference Bag	300/-	200 Nos.		
2	Pen	50/-	200 Nos.		
3	Note Book	100/-	200 Nos.		
4	Pen Drive 8GB/ 16GB (HP)	400/-	200 Nos.		

Net price in words:_____

I / We agree to the terms and conditions as mentioned in the Tender Notice No.D-15019/6/Estt/2014/2585 dated 12.11.2014 .

Signature with Date: _____

Name (in Capital Letters) : _____

Name of the Agency: _____

Tel. No. / FAX No. / Email ID: _____

Office Seal of the agency