OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
2/A, Man Singh Road, New Delhi – 110 011

2011

Tender Notice No. D-19013/07/2014-GS Dated: 08.01.2015

This office proposes to purchase 1000 Nos. (approx.) of 16 GB Pen drives of reputed brand like HP, Kingston, SanDisk etc., as per details given below:-

Sl. No.	Items	Specification	Estimated quantity
1.	16 GB	Hardware Platform : Windows and Mac	1000

2. Intending firms, who will be in a position to supply the above mentioned item, may submit their sealed quotations, containing their best rates **(in the attached profoma)** along with an **EMD of Rs. 20,000/-** in form of Demand Draft or Pay Order drawn in any nationalized Bank in favour of **"Pay and Accounts Officer (Census), New Delhi"** Failure of the selected firm to comply with the requirement/ Job Order will lead to forfeiture of the EMD.

3. Other terms and conditions are as given below:-

a) Sealed Quotations along with sample should reach the undersigned latest by **3:00 PM of 19.01.2015** Quotations received after the specified date/ time shall not be entertained.
b) Quotations shall be opened on the same day at **3:30 PM** in presence of the firms or their representatives, if any.
c) The details of maximum days of delivery & installation should be mentioned in the quotations.
d) **Quoted rate should be valid for minimum period of six months.**
e) A copy of latest Sales Tax/ VAT clearance certificate duly self-attested should be submitted along with the quotation.
f) Bank charges, if any shall be borne by the successful tenderer.
g) The material should be properly delivered in conformity with the specification to the satisfaction of the concerned authority.
h) This office reserves the right to reject any or all without assigning any reason therefore.

Yours faithfully,

6.1.15

(G.C. Joshi)
Deputy Director (HQ)

Copy to:

1. As per list of the firms.
2. Notice Board.
3. ORGI's web site.

Annexure I

No. D-19013/07/2014-GS

Performa for the rates of 16 GB Pendrive:

Sl. No.	Description of items	Warranty in years, if any	Rate per unit (in Rs.)	Taxes (in % and in Rs.	Total amount per unit (including all) 6 = 4+5
1	2	3	4	5	6
1.	USB Pen drive 16 GB				
				Grand Total	

Total amount in words:_____

(Signature of the firm's representative)

Name of the Firm_____

Seal of the Firm_____

Email Id_____

Telephone No._____

Fax No._____