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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, साल्ट लेक सिटी, कोलकाता-700 106
JANGANANA BHAWAN
IB-199, SECTOR-III, SALT LAKE CITY, KOLKATA-700 106
Phone (033) 2335 9273/3029 • Tele-Fax : (033) 2335 9238 • e-mail : dco-wbl.rgi@censusindia.gov.in

No. D-15019/3/2015/Estt./1935

Date: 20.1.2017

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from reputed firms for supply of good quality Pen, Writing pad and Plastic Folder to this office for One Day Refresher Training to 555 nos. of PTEs under SRS.

The quotations are to be submitted in Annexure – I enclosed within price ceiling specified as under:-

Sl.No.	Item	Ceiling Rate (Inclusive of all Taxes)	Requirement	Remarks
1	2	3	4	5
1.	Pen(Blue ink) – Ball Point *	10.00	555 nos.	
2.	Pen(Black ink) – Ball Point*	10.00	555 nos.	
3.	Writing Pad- 100 pages,good quality	18.00 – 40.00	555 nos.	
4.	Folder(Plastic)	35.00 – 60.00	555 nos.	

*Leading Brands like Reynolds, Montex, Link.

The following documents are to be submitted alongwith the tender.

a. Copy of Registration Certificate/Trade Licence:
b. Copy of PAN No. of the firm/agency:
c. Self-Certificate duly signed by the agency stating that it has not been black listed by any Central Govt./State Govt./Public Sector Undertaking:
d. Work Experience:
e. Sample(s) of each item is necessary for consideration of Bids.
f. The rate of **writing pad and folder may be clubbed to a maximum of Rs.78/-**

The bids should reach this office by 27.01.2017 before 3.00 P.M. The same will be opened by the Tender Purchase Committee on 27.01.2017 at 3.30 PM in the presence of representatives of participating firms.

Quotations received after the specified date and time and found incomplete in any respect will not be entertained . Payment will be released on submission of bills in triplicate, duly certified for satisfactory supply of goods duly certified by office authority.

Items are to be supplied within 03.02.2017 positively.
The office, however, reserves the right to reject any or all of the quotations without assigning any reason thereof.

20.1.17
(P. P. JOY)
Deputy Director and Controlling Officer

To,
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Copy to:-
1. All the members of Tender Purchase Committee/Dealing Hand.
2. Office Notice Board(Behala/Badu/Salt Lake).
3. Shri Prashant Kumar,DPA, Gr.A for uploading in official website.

Annexure – I

Prescribed proforma for submission of Bid as per NIQ No.D-15019/6/Estt./2014/1935 dated 20.1.2017

With reference to Tender Notice NO. D-15019/6/Estt./2014/1935 Dated 20.01.2017 the undersigned furnishes below/enclose herewith the following details/documents for consideration:

1. Name of the agency :

2. Details of Documents submitted with Tender(Self attested/stamped):

   a. Copy of Registration certificate/Trade License of the agency:
   b. Copy of PAN No. of the firm/agency:
   c. Self-Certificate duly signed by the agency stating that it has not been black listed by any Central Govt./State Govt./Public Sector Undertaking:
   d. Work experience :

3. Proforma of submission of Quotations :

Sl.No.	Item	Rate per Unit inclusive of all Taxes (Rs.)	Total Amount for 555-555 nos.
1	2	3	4
1.	Pen-Blue ink(Ball-Point)		
2.	Pen-Black ink(Ball-Point)		
3.	Writing Pad-100 pages good quality		
4.	Folder(Plastic)		

I/We agree to the terms and conditions as mentioned in the Tender Notice No.D-15019/6/Estt./2014/1935 Dated 20.01.2017 issued by the DCO, West Bengal.

Signature with date:----------

Name (In Capital Letter) :----------

Name of the Agency :----------

Tel. No./Fax No./Email ID :----------