



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

No. D-15014/6/2010-/GS
To

Dated: 26.02.2010

Sub: Quotations for supply of stationery and store items-reg,

Dear Sir,

Please arrange to supply your best competitive rates of different items as per
Details given below:-

Sl.No.	Name of the item		
	AS PER LIST ENCLOSED		

The terms and conditions are as given below:

1. Items mentioned in enclosed list are required tentatively for each quarter.
2. **In the items put as “*” marked (Sl.No 3,4,, 6,11,24 &25 of Annexure-I and Sl. No.20,56&80 of Annexure II), the new Census logo in single contrasting colour will be printed. The logo can be seen as in this letter at top left corner.**
3. The quality and rates offered would remain valid till 31.01.2011.
4. The price should be quoted in respect of all the items in the enclosed list and it **should be inclusive of all taxes/duties.**
5. The firm offering lowest rates for maximum no. of items of each group (items at Annexure-I & Annexure-II) would be given the offer to supply other items in the group at the lowest rates of other firms.
6. The suppliers will replace any faulty item on site immediately.
7. Any quotation received beyond the prescribed date and time shall not be entertained.
8. The Income Tax Clearance Certificates and CST number should also be submitted with the quotation failing which the tender will not be considered.
9. The rates with sample may please be submitted **in sealed cover to this office by 3.00 p.m. on 22.03.2010.**
10. The quotations shall be opened at 3.30 pm on the same day in the presence of quotationers or their representative, if any.
11. This office reserves the right to cancel any or all the quotations without assigning any reason thereof.

Yours faithfully

PURNENDU KANT
UNDER SECRETARY (Hq.)