



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

Tender Notice No.D-15014/10/2009-G.S. dated 11.11.2010

This office intends to procure and distribute following items for its use by the officers of ORGI, Senior Officers of various Central Govt. Ministries/Departments, top level officers of State/UT Governments etc. Each of the items shall include 12-16 pages (6-8 additional sheets) containing census related information and important telephone numbers etc. out of which about 4-6 pages (2-3 sheets) will be of multi colour. Census related matters and important telephone numbers etc. shall be provided by the ORGI in hard/soft copies while printing of matters on additional sheets (alongwith paper) and stitching/binding of Diary and Address book etc. shall be the responsibility of the concerned firm to whom the work will ultimately be awarded.

Sl. No.	Items with Description	Estimated quantity	Rate per piece (inclusive of all taxes etc.)
1	2	3	4
1.	Diaries - 2011 big size (with printing and insertion of census data/information, important telephone numbers and census 2011 Logo etc.)	1800	
2.	Diaries - 2011 Small size (with printing and insertion of census data/information, important telephone numbers and census 2011 Logo etc.)	600	
3.	Address book/Telephone Index (with printing and insertion of census data/information, important telephone numbers and census 2011 Logo etc.) (size 20 cmx12 cm)	2200	

2. Intending firms may quote their best competitive rates for each of the items mentioned above as per the terms and conditions given below:-

- (a) 2011 Diary and Address Book/Telephone Index should be of good quality and it should have better finishing after insertion of additional sheets (containing census information and telephone numbers etc.) and binding. The firm will be required to submit samples of minimum 2 Diaries for each category (big and small) and two samples of Address Book/Telephone Index alongwith their quotations.
- (b) The firm will also be required to deposit EMD (Earnest Money Deposit) of Rs.15,000/- in the form of Demand Draft/Pay Order drawn on any Nationalised Bank in favour of "Pay & Accounts Officers (Census)" payable at 'New Delhi' failing which quotation will not be entertained.
- (c) The selected firm will be required to supply the requisite quantity at the Office of RGI, 2-A, Mansingh Road, New Delhi within a maximum period of 15 days after placement of supply order.
- (d) The Supplier would be responsible to replace the defective Diaries & Address Book/Telephone Index within two days. The EMD of the firm shall be forfeited and deposited in Govt. account in the event of the failure of the firm to supply the items within the stipulated period or to replace the defective items within given time to the satisfaction of the office.
- (e) EMD of the unsuccessful bidders will be returned within 15 days after finalization of the tender. In case of successful bidder, the EMD shall be returned after successful execution of the order by the firm.
- (f) The firm shall submit the copies of the following documents alongwith their quotations:-
 - (i) Latest Income Tax Clearance Certificate
 - (ii) VAT/Sales Tax No. of the Firm

3. The quotation in sealed cover should reach the undersigned on or before 22.11.2010 at 3.00 p.m. and the quotation will be opened at 3.30 p.m. on the same day in presence of the representatives of the firms, if any.

4. Quotations received beyond the prescribed date and time or not accompanied by the EMD and/or other desired documents shall not be entertained.

5. This office reserves the right to cancel any or all the quotations without assigning any reason therefor.

(Purnendu Kant)
Under Secretary (HQ)

To

As per the list.