



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-15014/15/2011-G.S. dated 18.10.2011

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 16-20 pages (8-10 additional sheets) material (to be properly stitched in the Diary) containing census related information and important telephone numbers etc. out of which about 8-10 pages (4-5 sheets) will be of multi colour. The front and back under-cover pages will also be of multi-colour material provided by this office. 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 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 - 2012 big size (with printing and insertion of census data/information, important telephone numbers and census 2011 Logo etc.)	1500	
2.	Diaries - 2012 Small size (with printing and insertion of census data/information, important telephone numbers and census 2011 Logo etc.)	300	

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) 2012 Diary should be of good quality and it should have better finishing after insertion of additional sheets (containing census information and telephone numbers etc.) with proper binding. The firm will be required to submit samples of minimum 2 Diaries for each category (big and small) as samples, along with their quotations.

- (b) **The firm will also be required to deposit EMD (Earnest Money Deposit) of Rs.10,000/- in the form of Demand Draft/Pay Order drawn on any Nationalised Bank in favour of “Pay & Accounts Officer (Census)” payable at ‘New Delhi’, failing which quotation will not be entertained.**
- (c) The selected firm will be required to supply the requisite quantity of the Diaries at the Office of RGI, 2-A, Mansingh Road, New Delhi within a maximum period of 15 days after placement of supply order and receipt of the material to be printed/inserted/stitched in the diaries.
- (d) The Supplier would be responsible to replace the defective Diaries 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 14.11.2011 at 1500 Hrs** and the quotation **will be opened at 1530 Hrs 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

1. As per list.
2. Notice Board
3. ORGI's web-site