



**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.35401/1/2009-DPD Dated 08-02-2010**

Sealed tenders are invited for supply of one A3 size Duplex Production Scanner as per the following specification & technical details given in Annex-I. Intending firms, who will be in a position to supply the above mentioned Scanner (as per the specification details) immediately may submit their sealed quotations containing their rates, inclusive of taxes etc. alongwith technical specification, warranty etc. of the product and EMD of Rs.20,000/- in the form of Demand Draft or Pay Order drawn in any nationalized Bank in favour of 'Pay and Accounts Officer(Census)' and payable at 'New Delhi'. Failure of the selected firm to comply with the requirement/Job Order will lead to forfeiture of the EMD.

Other terms and conditions are as given below:-

1. Sealed Quotations should reach the undersigned latest by 3.00 P.M. of 18-02-2010. Quotations received after the specified date/time shall not be entertained. Quotations sent by post/courier should reach at least one day before the closing date, so that the same can be opened on the schedule date/time alongwith other tenders, in presence of authorized representatives of tenderers.
2. Quotations shall be opened on the same day at 4.00 P.M. in presence of the firms or their representatives, if any.
3. The successful Bidder awarded with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the work order rounded up to next thousand within seven days from the date of receipt of work order, in the form of Account Payee Demand Draft / Bank Guarantee from a Nationalised / Scheduled Commercial Bank in favour of 'Pay & Accounts Officer (Census)' payable at New Delhi. On request of the Bidder, the Earnest Money Deposit will be adjusted against the Security Deposit payable by the bidder and bidder shall deposit the balance amount in the prescribed mode and specified time limit. If the Security Deposit is not paid within time specified, the Earnest Money Deposit of the bidder shall be forfeited. In such case, the ORGI shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering. The "Performance Security", shall be

released by the Registrar General, India after two months of the date of completion of the supply as per Supply Order. No interest will be payable for "Performance Security". In the event of non-providing the items, the Performance Security shall be forfeited to the extent the items not provided. Further, if the Purchaser has to get the items from any other Bidder because of failure to provide in full or part by the successful Bidder, the difference in payment may be made from such amount.

4. A copy of latest Sales tax/VAT clearance certificate duly self attested should be submitted alongwith the quotation.
5. Bank charges, if any, shall be borne by the successful tenderer.
6. The material should be properly delivered in conformity with the specification and properly installed to the satisfaction of the concerned authority.
7. This office reserves the right to reject any or all without assigning any reason therefor.

Yours faithfully

**(PURNENDU KANT)**  
UNDER SECRETARY (HQ)

Copy to:-

1. As per list of the firms.
2. Notice Board.
3. ORGI Web Site.