



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

No. D-15014/2/2004 –GS (Vol.II)

Dated: 16.07.2012

To

M/s

(As per list enclosed)

Sub: Quotations for supply of file covers- regarding

Sir

Please arrange to supply your best competitive rates of the File covers as per details below:-

Sl, No.	Name of the Items	Presently Estimated Quantity
1.	File cover (Hand Made) in different colours with census 2011 logo and office name etc. duly printed on each as per sample.	4500

1. Item mentioned above is required tentatively for each quarter.
2. The quality and rates offered would remain valid at least till 31.03.2013.
3. The suppliers will replace any faulty piece on site immediately.
4. The income Tax clearance certificate and CST number should also be submitted with the quotation, failing which the tender will not be considered.
5. The rate with sample may please be submitted in sealed cover to this office by **3.00P.M.** on **07.08.2012**. The quotations will be opened on the presence of the representative of questioners on the same day at **3.30.P.M.**
6. Any quotation received after the prescribed date and time shall not be entertained.

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

Yours Faithfully,

**(Purnendu Kant)
Under Secretary (HQ)**