



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-19013/10/2014-GS Pt. Dated: 08.07.2015**

This office proposes to purchase **33 Nos. (approx) 24 port un-manageable (10/100 Mbps) switches** of reputed brand like Cisco, D-Link etc. to be delivered at Directorate of census Operations (one each) located at State Capitals across the country.

2. Intending firms, who will be in a position to supply the above mentioned item at Directorate of Census Operations, may submit their sealed quotations, containing their best rates **(in the attached profoma Annexure 'A')** along with an **EMD of Rs. 10,000/-** in form of Demand Draft or Pay Order drawn in any Nationalized Bank in favour of **"Pay and Accounts Officer (Census), New Delhi"** Failure of the selected firm to comply with the requirement/ Job Order will lead to forfeiture of the EMD.

3. Other terms and conditions are as given below:-

- a) Sealed Quotations along with sample should reach the undersigned latest by **4:00 PM of 23.07.2015**
- b) Quotations received after the specified date/ time shall not be entertained.
- c) Quotations shall be opened on the same day at **4:30 PM** in presence of the firms or their representatives, if any.
- d) The details of maximum days of delivery should be mentioned in the quotations.
- e) **Quoted rate should be valid for minimum period of six months.**
- f) A copy of latest Sales Tax/ VAT clearance certificate duly self-attested should be submitted along with the quotation.
- g) Each and every page of the tender document should be stamped and ink signed.
- h) Bank charges, if any shall be borne by the successful tenderer.
- i) The material should be properly delivered in conformity with the specification to the satisfaction of the concerned authority.
- j) This office reserves the right to reject any or all without assigning any reason therefore.
- k) Performance Security: the successful bidder 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 hundred, in the form of Account payee demand Draft/ Bank Guarantee from a Nationalized/ Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Census)" payable at New Delhi. If the Security deposit is not deposited within time specified, the Earnest Money Deposit of the bidder shall be forfeited.
- l) The successful bidder should be in position to supply the above item within 20 days from the date of issue of the work order.

Yours faithfully,

(M.S. Bhati)  
Deputy Director (HQ)

Copy to:

1. As per list of the firms.
2. Notice Board.
3. ORGI's web site.

**Performa for the rates Servers:**

| Sl. No. | Description of items                    | Warranty in years, if any | Rate per unit (in Rs.) | Taxes (in % and in Rs. | Total amount per unit (including all)<br>6 = 4+5 | Total amount for 33 Switches |
|---------|---|---------------------------|------------------------|------------------------|--|------------------------------|
| 1       | 2                                       | 3                         | 4                      | 5                      | 6  | 7                            |
| 1.      | 24 port un managed switch (10/100 Mbps) |                           |                        |                        |  |                              |

**Total amount in words:** \_\_\_\_\_

**(Signature of the firm's representative)**

**Name of the Firm** \_\_\_\_\_

**Seal of the Firm** \_\_\_\_\_

**Email Id** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**Fax No.** \_\_\_\_\_