



भारत सरकार
Government of India

गृह मंत्रालय
Ministry of Home Affairs

जनगणना कार्य निदेशालय, पश्चिम बंगाल
Directorate of Census Operations, West Bengal

जनगणना भवन, आई.बी.- 199, सेक्टर-III, साल्ट लेक, कोलकाता-700106.
Janganana Bhawan, IB-199, Sector-III, Salt Lake, Kolkata -700106.

दुरभाष/Phone- 033-23359503, फैक्स/Fax-033-23359503 ई-मेल/e-mail- dco-wbl.rgi@censusindia.gov.in
वेबसाईट/Website- www.censusindia.gov.in



पत्र संख्या / No: D-15021/06/2020/ 808

दिनांक/ Date: 30-08-2022

RE- TENDER NOTICE INVITING QUOTATIONS

Sealed quotations are hereby re- invited from Local Vendors/Co-operative Societies/Firms etc. for selling of unused papers/Forms/Registers etc. (List attached) of this Directorate as and when basis in LOT. The unused materials will be carried out from this office within next 02 (Two) working days from the date of acceptance of rates.

The quotation are to be submitted in two bid system into seal envelope superscripting, "Technical Bid" and "Financial Bid" for selling of unused papers/Forms/Registers/Roll copy paper etc. latest by 13th September, 2022 (Tuesday) up to 3.00 p.m. and quotation will be opened on the same day at 4.00 p.m. in this office, in presence of bidders or their representatives.

The quotations are to be dropped in the "Tender Box" placed in the right-hand side of the office entrance at Ground Floor of Directorate of Census Operations, West Bengal, Janganana Bhawan, IB-199, Sector – III, Salt Lake City, Kolkata – 700106 or through speed post to be received on or before due date. If any successful bidder denies supplying as per their offered rate, action will be taken as per Government of India Rules & Regulations. Each page of the rate quotation must have sealed and signed of the bidder. Quotation received after the specified date and time will not be entertained.

The Directorate of Census Operations, West Bengal, however reserves the right to reject any or all quotations without assigning any reason thereof.

-: Technical Bid Criteria :-


1. Certified copy of PAN card shall be attached with the Bid document.
2. The agency should be registered with GST. Certified copy of the registration shall be attached with the Bid Document.

Financial Bid Criteria: -

1. Financial Bid will be considered if the Bidder qualifies the Technical Bid. The rate of items are to be put in the Annexure and will be submitted in financial bid.

Terms & Conditions:-

- a) All tender documents and enclosures are to be signed and stamped.
- b) Unused papers/Forms/Registers/Roll copy paper etc. will be carried out within next 02 working days after ordering by this office.
- c) Payment mode by Cash/Cheque/Demand Draft in favour of "DIRECTORATE OF CENSUS OPERATIONS, WEST BENGAL"


(P.P. Bhadra)
Deputy Director

1. All members of Tender/purchase committee.
2. ORGI website www.censusindia.gov.in/tender.
3. Office notice board.
4. Shri Binod Kumar, S.I. Gr.II for uploading in e-office

LIST OF ITEMS FOR DISPOSAL :-

Sl. No.	Items	Items Category	Total Rate	Remarks
1	Drafting Paper (A4 size)	General		As and when basis in LOT
2	Rule Book Paper	General		
3	CL/RH Forms	General		
4	Dry Stamp Pad (Small)	General		
5	Big White Paper	General		
6	TA Bill for Transfer	General		
7	Fully vouched Contingent Bill G-29/TR-30	General		
8	Roll Gestetner Copy Paper	General		
9	Challen Form TR-6 GAR-7	General		
10	Form of Leave Account	General		
11	Register 2 Quire	General		
12	Register 3 Quire	General		
13	Register 5 Quire	General		
14	Register 6 Quire	General		
15	Ledger Contingent Form-49	General		
16	Last Pay Certificate Form	General		
17	SE-8 (Envelope)	General		
18	SE-7A (Envelope)	General		
19	SE-7 (Envelope)	General		
20	SE-5 (Envelope)	General		
21	Peon Book	General		
22	Despatch Register	General		

(P.P. Bhadra)
Deputy Director

30/8/22