



2011

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 / 5 / 2011-GS

Dated: 11.05.2011

**QUOTATION-CALL- NOTICE**

**Subject: Quotation for procurement of Hard Board and cotton flag rope for use in binding/tightening of files in ORGI's Record Room – Regarding.**

This office proposes to purchase the following item urgently for use in this office: -

| S. No. | Items                             | Specification  | Estimated Quantity |
|--------|-----------------------------------|--|--------------------|
| 1      | Hard Board<br>(without clip)      | Thickness – 3.0 mm<br>Size – 14 ¼ " x 9 ¼ " (36 cm x 23.75 cm)<br>The Hard Board would be extra hard with one side glazed and other side rough.<br><br>(As per our sample) | 3000 pieces        |
| 2      | Cotton Flag rope<br>(Cotton Dori) | Size – 6 mm dia<br><br>(As per our sample)   | 2000 meters        |

Interested bidders are required to quote their best rates inclusive of all (taxes, transportation charges, etc., if any) of above items as per specifications indicated above, in attached proforma in sealed envelopes along with the sample. They may see the sample kept in the ORGI's office at 2-A, Mansingh Road before submitting their quotations. The rates should be valid for a minimum period of one year. The rate/quotation in sealed cover should reach this office by 25.05.2011 by 3.00 P. M. which would be opened on the same day at 3.30 P. M. Quotations received beyond the prescribed date and time will not be entertained. This office will have the right to reject any or all quotations without assigning any reason therefor.

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

**Encl.  
List of the Firms.**

Sub: - Procurement of Hard Board and Cotton Flag Rope.

## **PROFORMA**

| <b>S. No.</b> | <b>Items</b>   | <b>Unit</b> | <b>Rate per unit including all (taxes, transportation, etc.)</b> |
|---------------|--|-------------|--|
| 1             | Hard Board<br>Thickness – 3.0 mm,<br>Size – 14 ¼ " x 9 ¼ " or<br>36 cm x 23.75 cm,<br>without clip | piece       |  |
| 2             | Cotton Flag rope<br>(Cotton dori)  | meter       |  |

Signature of the representation of the firm

Name:

Stamp/Seal of the firm: