



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

No. D-15014/17/2011 – GS

Dated: 16.04.2013

QUOTATION FOR CD-R & RW and DVD-R & RW

This office proposes to purchase CD-R & RW and DVD-R&RW of reputed makes like Moser Baer, Sony & HP and envelopes/jewel cases for CDs (used as CD container) as required from time to time by this office. The specification of the items is as given below: -

S. No.	Items	Specifications
1	CD-R with jewel case (Company's Single pack)	80/700 MB/52X
2	CD-RW with jewel case (Company's Single pack)	80/700 MB/4X-10X
3	CD-R without jewel case	80/700 MB/52X
4	Paper envelopes	used as CD container
5	Jewel Case of standard make	used as CD container
6	DVD-R with jewel case (Company's Single pack)	4.7GB/1 X-16X
7	DVD-RW with jewel case (Company's Single pack)	4.7GB/4X

You are, therefore, requested to quote your best rates including all **(in the attached proforma)** for supply of the above mentioned items to this office. The rate should be valid for the minimum period of six months. The rate/quotation should reach this office by **25.04.2013 by 3.00 P. M.** and **opened on the same day at 3.30 P. M.** Sealed 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)
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Encl. – List of the Firms/Suppliers

PROFORMA

S. No.	Items	Rate per piece including all (taxes, freight, transportation, etc.) for ORGI at New Delhi
1.	CD-R with jewel case: [80/700 MB/52X (Company's Single pack)] (i) Moser Baer (ii) Sony (iii) HP	
2.	CD-R without jewel case: [80/700 MB/52X (Company's Single pack)] (i) Moser Baer (ii) Sony (iii) HP	
3.	CD-RW with jewel case: [80/700 MB/4X-10X (Company's Single pack)] (i) Moser Baer (ii) Sony (iii) HP	
4.	Paper envelopes (used as CD container)	
5	Jewel Case of standard make (used as CD container)	
6	DVD-R with jewel case: [4.7GB/1 X-16X (Company's Single pack)] (i) Moser Baer (ii) Sony (iii) HP	
7	DVD-RW with jewel case: [4.7GB/4X (Company's Single pack)] (i) Moser Baer (ii) Sony (iii) HP	

Signature & Stamp
of the firms/Supplier