

No. CFPB(105)/ FPI/06/2012(1)-NCRB
 Government of India
 Ministry of Home Affairs
 National Crime Records Bureau
 East Block -VII, R. K. Puram New Delhi -110 066

Date: 27.06.2012

Tender Notice

To

All the vendors

Sealed quotations, as per the 'Proforma for quoting rates for printing of *Finger Print in India-2011* (in English language) and *Bharat Me Anguli Chinh-2011* (in Hindi Language)', the two annual publications of Central Finger Print Bureau, National Crime Records Bureau', are invited from the reputed firms having minimum five years experience in the field of publications. The following are the details of the publications

Sl. No.	Specification	PUBLICATION	
		Finger Print in India -2011 (E N G L I S H)	<i>Bharat Me Anguli Chinh</i> - 2011 (H I N D I)
1.	Total no. of pages* (approx) (Black & White and Coloured)	Total 130* B&W 122; Col. 8	Total 130* B&W 122; Col. 8
2.	Paper quality for Black & White pages	95 GSM Map litho Paper	
3.	Paper quality for Coloured pages	90 GSM Glazed Paper	
4.	Cover pages (back to back, photographs on both the covers inside and outside)	300 GSM Indian Art Paper	
5.	Lamination	Cover pages (back to back)	
6.	Binding	Perfect	
7.	Paper size	A4	A4
8.	No. of copies	200	100
9.	No. of leaf to be perforated	0	0

* As the number of pages may vary, vendors must quote rates per page separately for Black & White pages and Coloured pages.

The firm should be registered with tax / VAT authorities. A sample copy of each report can be seen / discussed in the office of the In-Charge, CFPB, (Tel. No. 011-2617 2324, Ext. 261), NCRB, with prior appointment on any working day between 2 PM and 5 PM. The rates quoted should clearly indicate the applicable taxes and other terms and conditions.

Terms and Conditions :

- (1) The rates should be quoted as per the 'Proforma for quoting rates for printing Finger Print in India & Bharat Me Anguli Chinh of CFPB, NCRB' enclosed herewith. The undertaking and other information as indicated in the proforma must be furnished.
- (2) The quotation must be accompanied by an **EMD** of an amount equal to **four percent** of maximum quoted amount in the form of bank draft drawn in favour of **A.O. PAO, DCPW payable at New Delhi**. Quotation without EMD would not to be entertained.
- (3) **Sample sheets of paper proposed to be used for cover page, black & white pages and coloured pages should be enclosed with the quotation mentioning the specifications of the paper on each such sample sheet. Other documents mentioned in the 'Proforma for quoting rates for printing Finger Print in India of CFPB, National Crime Records Bureau' shall also be enclosed with the quotations.**
- (4) Quotations must be superscribed "**Quotation for printing the Finger Print in India -2011 & Bharat Me Anguli Chinh -2011**" clearly mentioned on the envelope.
- (4) The quotation should be addressed to **The In-Charge, CFPB, NCRB, East Block -7, R. K. Puram, New Delhi – 66.**
- (5) The quotation should reach on or before **18. 07. 2011** upto **4:30 PM**. Tender will be **open at 4:45 PM on the same day.**
- (7) Quotations received after the due date and time will not be entertained.
- (8) One master hard copy of ready-to-print printing material along with soft copy compiled in MS-Word will be supplied.
- (9) A draft of the report, using same colour and material as is to be used for actual report, will have to be submitted to the In-Charge, CFPB for approval before final printing at the earliest preferably within 10 days of the handing over of the manuscript.
- (10) The final copies of the report have to be delivered within **15** days after approval of colour draft subject to the condition that the total time taken in submission of draft for approval and the copies of the final report, excluding the time taken by NCRB for checking the draft, should not exceed 25 days from the day the manuscript of the report is handed over to the firm. **A penalty of Rs 1,000/-would be imposed for each day of delay beyond the specified time-limit.**
- (11) The firm must deliver the final copies of the report at a storage place in NCRB designated by, or on behalf of the In-Charge, CFPB. NCRB. Failure to do so would result in the imposition of a penalty of 15% of the total cost of the printing of the report.
- (12) The firm must depute a representative to NCRB within 24 hours of being so required by, or on behalf of, the In-Charge, CFPB for collecting the manuscript, collecting the approved version of the draft and any other matter incidental to the printing of the report. Any delay beyond 24 hours will be counted in the 25 days period specified in (10) above.
- (13) The DG, NCRB reserves the right to accept or reject the rates quoted by any/all firm(s) without assigning any reason.
- (14) The DG, NCRB reserves the right to cancel the contract awarded to any firm at any time without assigning any reason.
- (15) Rates would remain valid for one year after approval by the DG, NCRB.

In-Charge,
CFPB, NCRB

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Copy to JAD (DCT) for uploading on NCRB website please (soft copy sent through 'Polnet')

In-Charge,
CFPB, NCRB

Performa for quoting rates for printing "Finger Print in India" (in ENGLISH) & "Bharat Me Anguli Chinh" (in HINDI) of CFPB, NCRB

Sl. No.	Specifications	Publication	
		Finger Print in India -2011 (ENGLISH)	Bharat Me Anguli Chinh - 2011 (HINDI)
1.	Printing of Coloured pages (90 GSM Glazed paper) (rates per page) - enclose sample paper		
2.	Printing of Black & White pages (95 GSM Maplitho paper) (rates per page) - enclose sample paper		
3.	Printing and Lamination of Cover Pages (300 GSM Indian Art Paper) (rates per copy) - enclose sample paper		
4.	Binding (perfect) (rates per copy)		
5.	Taxes, if any, in percent		
6.	Copy of TIN No.		
7.	Copy of the last Income Tax return filed		
8.	A documentary proof giving details of the firm for existence in the field for more than 5 years.		

If the other side of a Coloured page is Black & White, whether it will be taken as Coloured? **Yes / No**
(Please strike off the inapplicable option)

Telephone No(s): _____ (Mandatory)

Fax No(s). _____ (If any)

E-mail Address(es): _____ (Mandatory)

Undertaking :

I/We have read and understood the terms and conditions mentioned in the tender documents. I/We agree to abide by the terms and conditions mentioned in the tender documents.

(Signature of the proprietor / manager)

Name of the signatory

Designation

Address

Stamp of the firm

(Stamp is mandatory if not quoted on the firm letter head)