

No. GEN(037)/PRO/22/08/NCRB
 Government of India
 Ministry of Home Affairs
 National Crime Records Bureau

East Block - VII, R. K. Puram
 New Delhi - 110 066

Date: 03.02.2012

Tender Notice

To As per list attached.

Sealed quotations, as per the 'Proforma for quoting rates for printing of annual publications of National Crime Records Bureau' (enclosed herewith), are invited from reputed firms having minimum 5 years experience in the field of publications. The following are the details of publications :-

Sl. No.	Specification	PUBLICATION			
		Crime in India Part I	Crime in India Part II	Accidental Deaths and Suicides in India	Prison Statistics India
1.	Total no. of pages (approx) (Black & White and Coloured)	204*	466*	314*	206*
2.	Paper quality for Black & White pages	90 GSM Glazed Paper and / or 80 GSM Maplitho 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	26 cm X 18 cm	A4	27 cm X 20 cm	
8.	No. of copies	1200	1200	1000	400
9.	No. of pages to be perforated	1	-	1	1

* 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 Chief Statistical Officer (CSO) (Tel. No. 011 - 2617 7378), 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 some annual publications of National Crime Records Bureau' 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 some annual publications of National Crime Records Bureau' shall also be enclosed with the quotations.
- (4)** The quotation should be addressed to the Assistant Director (A & G), NCRB, East Block – VII, R. K. Puram, New Delhi – 110 066.
- (5)** The quotation should reach NCRB on or before **27.02.2012 upto 5:00 PM**.
- (6)** Quotations must be superscribed 'Quotation for printing the annual publications of NCRB' clearly mentioned on the envelope.
- (7)** Quotations received after due date 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 CSO for approval before final printing within 10 days of the handing over of the manuscript.
- (10)** The final copies of the report have to be delivered within 14 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/- will 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 CSO. 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 CSO 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 21 days period specified in (10) above.
- (13)** DG / Director, NCRB reserves the right to accept or reject the rates quoted by any or all firm(s) without assigning any reason.

(14) DG / Director, 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 DG / Director, NCRB.

(16) DG/Director, NCRB reserves the right to impose penalty for poor quality of printed report(s). The amount of penalty will be decided by DG/Director NCRB.

(N.K. Singh)
Asstt. Director (A&G)

Copy to: JAD (DCT) for uploading on NCRB website (softcopy e-mailed) and CPPP.

Proforma for quoting rates for printing of annual publications of National Crime Records Bureau

Sl. No.	Specification	Publication			
		Crime in India Part I (approx 204 pages)	Crime in India Part II (approx 468 pages)	Accidental Deaths and Suicides in India (approx 314 pages)	Prison Statistics India (approx 208 pages)
1.	Printing of Coloured pages (90 GSM Glazed paper) (rates per page)				
2.	Printing of Black & White pages (90 GSM Glazed paper) (rates per page)				
3.	Printing of Black & White pages (80 GSM Maplitho paper) (rates per page)				
4.	Printing and Lamination of Cover Pages (300 GSM Indian Art Paper) (rates per copy)				
5.	Binding (perfect) (rates per copy)				
6.	Perforation (rates per page)				
7.	Taxes, if any (in percent)				

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)

Checklist of documents to be submitted :

Sl. No.	Document	Tick (√) if submitted
1.	Sample of 90 GSM Glazed paper	
2.	Sample of 80 GSM Maplitho paper	
3.	Sample of 300 GSM Indian Art Paper	
4.	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, New Delhi	
5.	Copy of license issued by DCP (Licensing)	
6.	Copy of license under Factory Act	
7.	Copy of firm registration if listed with ESI/PF authorities	
8.	Copy of TIN No.	
9.	Copy of last Income Tax return filed	
10.	A documentary proof giving details of firm for existence in the filed for more than 5 years	

Undertaking :

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

(Signature of the proprietor / manager)

Name of the signatory

Designation

Address

Stamp of the firm

(Stamp of the firm is mandatory if the rates are not being quoted on a letter-head of the firm)

Date: _____