

No. GEN (037)/PRO/22/PUBLICATIONS/2017/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block VII, R.K.Puram
New Delhi 110 066
Date 01.09.2017

Tender Notice

Subject: Inviting proposals for printing of various publications of NCRB - regarding

1. The Bureau is publishing annual reports and Magazines as stated above. The Bureau intends to award the work of publishing/printing to the registered vendors for a period of one year with effect from date of awarding the contract.

2. Approach

(a) The printing of reports would be awarded to the registered Institution(s)/Vendor(s) through open two envelopes bidding process. The Institution(s)/Vendor(s) are required to submit the technical and financial bids separately. The technical bid should include documentation proof of the following for assessment.

- i. Complete infrastructure for planning, designing, formatting and complete back up set up for publishing the reports. Details of infrastructures/facilities available with the vendor's firm in this regard.
- ii. Profile of the institution/vendor, credentials, track record and previous experience of minimum five years of work related to printing/publishing of Government Report(s) (Central/State/PSUs/Autonomous body).
- iii. Annual turnover of at least Rs.50 lakh per annum for the last 3 years and copy of audited balance sheet for last 3 years.
- iv. Registration details of Institution/Vendor. The firm should be registered with tax authorities. Copy of GST/TIN/TAN/PAN, Service Tax number should be attached with the tender.
- v. Details of the penalty / fine imposed by any government agency on the Institution/Vendor's firm due to sub-standard or poor quality of printing materials, if any, in the last 5 years.

Umeswari

- vi. Details of any instances of forfeiture of EMD money of the Institution/Vendor's firm by any governmental agency for violation of tender agreement.
- vii. The Institution/Vendor should have carried out at least three work orders in the past one year, worth minimum of Rs.5 lakh each relating to publishing of government (Centre/State/PSUs/Autonomous body) reports.

(b) The selected institution(s) /vendor(s) would be required to perform the following functions:-

- i. To collect the compiled draft for designing, formatting and printing along with one master hardcopy and softcopy compiled in MS Word/PDF.
- ii. The firm must depute a representative to NCRB within 24 hours of being required by this Bureau for collecting the manuscript, collecting the approved version of the draft and any other matter incidental to the printing of the report(s). Any delay beyond 24 hours will be counted in the 10 days period specified in Para 3 as below.
- iii. A sample copy of each report can be checked / discussed in the Bureau with prior appointment with authorized officer on any working day between 2 PM to 5 PM.
- iv. 2 to 3 drafts of the report with all designs and formatted text/layout, using same colour and material as is to be used for actual report, will have to be submitted to the Bureau or officer, as designated, on behalf of the Bureau for approval till it is found to be satisfactory before final printing.
- v. The final copies of the report have to be delivered within 5 days after approval of the draft.
- vi. A penalty of Rs 2000/- will be imposed for each day of delay beyond the specified time limit.
- vii. The firm must deliver the final copies of the report(s) at a storage place in 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(s).
- viii. The firm must execute a non-disclosure agreement with NCRB.

3. Time Frame

1. The institution(s)/Vendor(s) will submit printed reports within a period of One month days (including non-working days) from the awarding the tender.
2. The time period also includes time taken by vendor(s) in submitting draft to the Bureau for approval as follows :
 - i. 10 draft copies of each publications should be submitted with in 5 days for proof reading.
 - ii. 10 copies of corrected draft of each publications should be re-submitted with in 5 days for reviewing.
 - iii. 10 copies of each publications of final draft should be submitted with in 3 days.
 - iv. Final Print of the publications will be provided with in 5 days after the final draft.

4. **Monitoring/Supervision of the printing work**

The institution(s)/consultant(s) should have mechanism for conducting check/ supervision over the quality of printing report(s). Besides, the officers of the Bureau may also visit the premises of Institution(s)/Vendor(s) under physical monitoring (Refer Rule 205 GFR 2017).

5. **Evaluation Procedure**

The following aspects will be considered while evaluating the bids:-

Evaluation Procedure: The Bureau would follow two envelopes bid system wherein all the technical bids received from the institution(s)/vendor(s) would be opened and evaluated in terms of the parameters mentioned in para 2(a) and conditions specified in technical bid(Annexure-II). The **Quality-cum-Cost Based System (CQCCPBS)** would be followed by the Bureau. An Evaluation Committee of the Bureau constituted for the purpose will evaluate the technical proposals on each of the technical parameters mentioned in para 2(a). A bidder who has been found defaulter or fined by any office may not be considered for award of printing work. Hence the bid(s) falling under clause 2(a)(v) will be rejected summarily while fulfilling other clauses under para 2(a) are minimum requirement. The institutions/organizations who meet all the requirements mentioned under para 2(a) will qualify technically.

Note: The vendors may be called to present or demonstrate before the committee about quality and other issues, if any.

James

The Technical Committee will also evaluate the track record and performance of previous work done by bidders in order to assess the capacity of the bidders, in respect of

- Blacklisted by government office(s) (Central/State/UT/PSU) will not be considered.
- The fine or penalty imposed on bidder by government office(s) (Central/State/UT/PSU).
- Accusation of sub-standard printing by government office(s) (Central/State/UT/PSU).

Upon these circumstances, a bidder may not be considered for the award of printing work.

The Bureau shall open the financial bids of only those bidders who have been declared technically qualified by the Evaluation Committee (Please refer Rule 189 & 190 GFR 2017)

6) Earnest Money Deposit

- a. Each bid would have to be accompanied by an Earnest Money Deposit of 50,000/- in the form of Bank Guarantee or Demand draft in favour of **A.O. PAO, DCPW**, payable at **New Delhi** should be sent to the **Jt. Assistant Director (G), National Crime Records Bureau, NH-8, Mahipalpur, New Delhi** from any of the scheduled banks in Delhi/New Delhi in acceptable form.
- b. The Earnest Money Deposit would be refunded to the successful bidder on receipt of performance security.
- c. The Earnest Money Deposit of the unsuccessful bidders would be returned to them within 30 days of finalization of the bids. The performance security would remain valid for a period of completion of all contractual obligations of the vendor.

7. Other Conditions

- a. The work requires that the institution(s) / vendor(s) should have expertise in printing work and should have the capacity to accomplish the work in specified time frame. In view of the sensitivity of the report(s), it is important that the institution(s) / vendor(s) maintain confidentiality of the information contained in the report(s) and should have maintained high level of integrity.

Ummer

- b. No outsourcing of the printing work by the successful bidders would be permitted.
- c. Payment to the agency will be made after receipt of printed report(s).
- d. The rates quoted will remain in force for a period of one year (12 months from the date of awarding tender). No demand for revision of rates on any account shall be entertained during the contract period and would be extent able for another 6 months at the discretion of NCRB.
- e. The report(s) generated from the printing would be the property of the NCRB. It is for the NCRB to decide on the dissemination of the reports. The institution(s) / vendor(s) will not divulge any information to any agency.
- f. The Bureau reserves the right to terminate the contract with the institution(s)/vendor(s) at any point of time without assigning any reasons. Any dispute in this regard would be subject to jurisdiction of courts in Delhi.
- g. The Bureau may penalize the selected vendor(s) for substandard quality of printing & formatting and poor designing of printed materials. The amount of penalty will be decided by competent authority.

10. How to Bid

a. The bid document should contain two sealed envelopes one containing the technical bid and the other containing the financial bid. Both these envelopes should be sealed in one envelope on which it should be mentioned "**Quotation for printing the annual publication(s) of NCRB**". The first sealed envelope superscripted as '**Technical Bid**' should contain the following items:-

- I. The Proformae at **Annexure II**, duly filled in, along with relevant documents/information.
- II. Acceptance form of terms and conditions at **Annexure IV**.
- III. Earnest Money Deposit (EMD).
- IV. Signed Sample sheets of each paper proposed should also be enclosed with the quotation mentioning the specifications of the paper on each such sample sheet.

The second sealed envelope superscripted as '**Financial Bid**'. The proformae at **Annexure III**, duly filled in, should contain the total bid amount for the whole work of report printing including submission of report at the Bureau, which the bidder is willing to undertake. The envelope should also mention the name of the bidder agency/institution with address.



- b. The format for the **Technical Bid, Financial Bid** and the **Acceptance Form** are enclosed at **Annexure II, Annexure III and Annexure IV** respectively. However the specifications of report are enclosed at **Annexure I**.
- c. The bid document should reach to the following address, **latest by 3 P.M on 21/09/2017,:**

Jt. Assistant Director (G)
National Crime records Bureau
Ministry of Home Affairs,
NH-8, Mahipalpur
New Delhi (India)

The late bids i.e. bid(s) received after the specified date and time of receipt will not be considered (Refer Rule 188 GFR 2017).

- d. The Technical Bids will be opened by the Evaluation committee at **11:00 AM on 22/09/2017 at National Crime Records Bureau, NH-8, Mahipalpur New Delhi**, in the presence of the participating Bidders/Venders, who may wish to be present.

11. The Tender document can be downloaded from the website of the www.eprocure.gov.in and www.tenders.gov.in, apart from NCRB website www.ncrb.gov.in



(Umesh Kumar)
Joint Assistant Director(G)

Copy to :

1. JAD(DCT) – to upload on NCRB website and CPP portal.

Specification of annual reports/materials

The numbers of pages, copies and specification of materials to be printed are as: Number of annual reports/materials:

1	Crime in India(Compendium)	1500 copies with 200 pages (1200 English+300 Hindi)
2	Crime in India(Statistics)	1500 Copies with 450 pages (All English with few pages of Glossary Content in Hindi)
3	Accidental Deaths & Suicides in India	1500 copies with 320 pages (1200 English+300 Hindi)
4	Prison Statistics India	600 copies with 250 pages (400 English+200 Hindi)
5	Anti Human Trafficking	1000 copies with 100 pages (800 English+200 Hindi)
6	Finger Print in India	500 copies(400 in English & 100 in Hindi) with 150 pages
7	NCRB Journal (half yearly)	500 copies with 150 pages (Half yearly)
8	Quarterly Crime Trends	250 copies with 75 pages (quarterly)

Amesw



Annexure II

TECHNICAL BID FOR PRINTING OF REPORT(S)

The technical bid should include:

Sl. No.	Particulars	To be filled by the Vendor(s)
1.	(a) Name of the Firm/Agency	
	(b) Address	
	(c) Telephone No.	
	(d) Mobile No.	
	(e) E-mail Address	
	(f) Type of firm (Propriety/Private/Private Ltd./MNC/Cooperative/Pvt. Undertaking)	
2.	PAN Number (copies to be enclosed)	
3.	GST Number (copies to be enclosed)	
4.	Service Tax Registration No. (copies to be enclosed)	
5.	Relevant experience/proven track record and previous experience (last five years work order) in the field of printing work of similar Government (Central/State) report publication (Copies of contracts/orders placed on the agency during last 5 years should be attached along with one samples of jobs executed).	
6.	Whether copies of Income Tax return for last 2 years attached.	
7.	Signed Sample sheets of paper proposed to be used for 300 GSM (Indian art paper) cover page, 100 GSM bond paper and 90 GSM glazed paper should also be enclosed with the quotation mentioning the specifications of the paper on each such sample sheet	
8.	Details of EMD (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
9.	Whether terms and conditions of the Tender is acceptable or not(Please also fill up Acceptance Form, Annexure IV)	
10.	Whether the firm is blacklisted by an Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (if no, an undertaking to this effect is to be attached in this regard.)	
11.	The penalty / fine imposed due to sub-standard or poor quality of printing materials by any government agencies in the last three years, if any, is also required to be mentioned.	
12.	If one side of a page is colour and the other side of page is Black & White, it will be treated as one page colour and one page Black & White. Do you agree for this condition? Yes/No	
13.	Apart of above mentioned publications and material, Vendor whom contract awarded will also asked to print other items on the above quality of papers irrespective to number of pages and copies during the contract period.	
14.	The firm will be expected to keep complete inputs / processing material for a minimum of six months for possible re-prints. The number of copies for reprint may vary after one year of awarding of tender.	

(Signature of the authorized person)

Date:
Place:

Name:
Designation:
Seal:

(5)

FINANCIAL BID FOR PRINTING OF REPORT(S)

B.I The rate should be quoted as per given specification in **Annexure I** for both offset type printing and digital printing in separate sheets.

S.N.	Publication	Cover pages (300 Indian Art Paper Laminated with 15 microns) including binding		Cover pages (200 GSM Indian Art Paper Laminated with 15 microns) including binding		Single colour paper			Two colour paper			Four Colour paper			Taxes if any (in percentage)			
		Rate Per copy	Total Cost	Rate Per page	Total Cost	100 GSM Bond Paper		90 GSM Glazed paper		100 GSM Bond Paper		90 GSM Glazed paper		90 GSM Glazed paper				
						Rate Per page	Total Cost (Rate per page x no. of pages x no. of copies)	Rate Per page	Total Cost (Rate per page x no. of pages x no. of copies)	Rate Per page	Total Cost (Rate per page x no. of pages x no. of copies)	Rate Per page	Total Cost (Rate per page x no. of pages x no. of copies)	Rate Per page		Total Cost (Rate per page x no. of pages x no. of copies)	Rate Per page	Total Cost (Rate per page x no. of pages x no. of copies)
1	CII Compendium	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
			x 1500 =	x 1500 =	x 1500 =	x 20% 1500 =	x 20% 1500 =	x 20% 1500 =	x 20% 1500 =	x 20% 1500 =	x 20% 1500 =	x 20% 1500 =	x 20% 1500 =	x 20% 1500 =	x 20% 1500 =	x 20% 1500 =	x 20% 1500 =	x 20% 1500 =
2	CII Statistics		x 1500 =	x 1500 =	x 1500 =	x 95% 1500 =	x 95% 1500 =	x 95% 1500 =	x 95% 1500 =	x 95% 1500 =	x 95% 1500 =	x 95% 1500 =	x 95% 1500 =	x 95% 1500 =	x 95% 1500 =	x 95% 1500 =	x 95% 1500 =	x 95% 1500 =
3	ADSI		x 1500 =	x 1500 =	x 1500 =	x 80% 1500 =	x 80% 1500 =	x 80% 1500 =	x 80% 1500 =	x 80% 1500 =	x 80% 1500 =	x 80% 1500 =	x 80% 1500 =	x 80% 1500 =	x 80% 1500 =	x 80% 1500 =	x 80% 1500 =	x 80% 1500 =
4	PSI		x 600 =	x 600 =	x 600 =	x 75% 600 =	x 75% 600 =	x 75% 600 =	x 75% 600 =	x 75% 600 =	x 75% 600 =	x 75% 600 =	x 75% 600 =	x 75% 600 =	x 75% 600 =	x 75% 600 =	x 75% 600 =	x 75% 600 =
5	AHT		x 1000 =	x 1000 =	x 1000 =	x 60% 1000 =	x 60% 1000 =	x 60% 1000 =	x 60% 1000 =	x 60% 1000 =	x 60% 1000 =	x 60% 1000 =	x 60% 1000 =	x 60% 1000 =	x 60% 1000 =	x 60% 1000 =	x 60% 1000 =	x 60% 1000 =
6	FPI		x 500 =	x 500 =	x 500 =	x 80% 500 =	x 80% 500 =	x 80% 500 =	x 80% 500 =	x 80% 500 =	x 80% 500 =	x 80% 500 =	x 80% 500 =	x 80% 500 =	x 80% 500 =	x 80% 500 =	x 80% 500 =	x 80% 500 =
7	NCRB Journal		x 1000 =	x 1000 =	x 1000 =	x 70% 1000 =	x 70% 1000 =	x 70% 1000 =	x 70% 1000 =	x 70% 1000 =	x 70% 1000 =	x 70% 1000 =	x 70% 1000 =	x 70% 1000 =	x 70% 1000 =	x 70% 1000 =	x 70% 1000 =	x 70% 1000 =
8	Quarterly Crime Trends		x 1000 =	x 1000 =	x 1000 =	x 50% 1000 =	x 50% 1000 =	x 50% 1000 =	x 50% 1000 =	x 50% 1000 =	x 50% 1000 =	x 50% 1000 =	x 50% 1000 =	x 50% 1000 =	x 50% 1000 =	x 50% 1000 =	x 50% 1000 =	x 50% 1000 =

Note:

1. It is to be noted that number of copies for above said reports/materials may vary up to 20%.
2. It is also mentioned that number of pages in each reports/materials may vary upto 20%. The Institutions/Vendors are required to quote rate per page separately for colored and single colour pages.
3. The number of two or four colour pages may vary upto 20% so accordingly single colour pages may vary.
4. The printing materials may be either in Hindi or English subject to this Bureau's requirement.
5. No. of Publications/Journal/Reports can be increased or decreased.
6. Quarterly Crime Trend will be printed once in 3 months, NCRB Journal will be printed once in 6 months and rest publications once in a year.
7. Rate of cover page will include its lamination and binding of report(s). Sides (front and back) of cover pages will not be treated as glazed pages with single coloured printing (B&W).
8. Last page of each report should be perforated.
9. As the number of pages varies from report to report, the rates per page are mandatory for printing. Further, since the number of coloured pages may be varied later, the rates of each of the two qualities of coloured pages should be quoted separately. If the other sides of coloured pages are blank, it will be treated as glazed pages with single coloured printing (B&W).
10. Total cost will also include transportation charges. It will be responsibility of vendor to supply the printed copies of reports.
11. The rates quoted should indicate including all taxes and other terms and conditions, if any.
12. All fields are mandatory and rates should be quoted in above format only.
13. Binding of all publications should be perfect format.

(Signature of the authorized person)
Designation:

Seal:

Date: _____
Name: _____
Place: _____



Annexure-IV

ACCEPTANCE FORM

It is certified that:

1. I/We have read and understand the terms and conditions mentioned in the tender document.
2. I/We agree to abide by the terms and conditions mentioned in the tender document.
3. If one side of a page is color page and other side of page is black & white, I/we) count one colour page and one black & white page.

I am competent to sign this Certificate.

Authorized

(Signatory of the proprietor/ Manager)

Name of signatory_____

Designation_____

Address_____

(Seal of the organization)

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

Date:_____

Place:_____

Unesw