

**No. GEN (037)/PRO/22/2013/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau**

East Block VII, R.K.Puram
New Delhi 110 066
Date 15.05.2014

Tender Notice

Subject: Inviting proposals for printing of NCRB`s Annual reports viz. Crime in India, Accidental Deaths & Suicides in India, Prison Statistics India, Finger Print in India - regarding

The Bureau is publishing annual reports 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 31st May, 2014.

2. Approach

(a) The printing of reports would be awarded to the registered Institution(s)/Vendor(s) through open two envelops 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.70 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 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.
- 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.
- viii. If one side of a page is colour page and other side of page is black & white, whether vendor(s) count one colour page and one black & white page or not.

- (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. A draft 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 before final printing within 5 working days of the handing over of the manuscript.
- v. The final copies of the report have to be delivered within 5 working days after approval of the draft subject to the condition that total time taken in submission of the draft for approval and the copies of the final report(s), excluding the time taken in submission of draft, should not exceed 10 days (excluding non working day(s)) from the day the manuscript of the report is handed over to the firm. A penalty of Rs 5000/- will be imposed for each day of delay beyond the specified time limit.
- vi. 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).
- vii. The firm must execute a non-disclosure agreement with NCRB.

3. Time Frame

The institution(s)/ Vendor(s) will submit printed reports within a period of 10 days (including non-working days).

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 177 GFR 2005).

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.

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).
- 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 175 GFR 2005)

6) Earnest Money Deposit / Bid Security

- 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 **Assistant Director (Administration), National Crime Records Bureau, East Block - VII, R. K. Puram, New Delhi - 110 066** from any of the scheduled banks in Delhi/New Delhi in acceptable form.

- b. The successful bidders will be awarded the printing work only after they deposit performance security for a value of 10% of maximum bid amount (Under GFR there is a provision for performance security of 5-10% of the bid amount) in the form of Bank Guarantee in favour of A.O. PAO, DCPW, payable at New Delhi should be sent to the Assistant Director(Admin), National Crime Records Bureau, East Block-7, R.K. Puram, New Delhi -110066. From any of the scheduled Bank in Delhi/New Delhi in acceptable form.
- c. The Bid Security/Earnest Money Deposit would be refunded to the successful bidder on receipt of performance security.
- d. The Bid Security/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.
- 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.
- 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 superscribed 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 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.

The second sealed envelope superscribed 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 5 P.M on 11/06/2014**,:

Assistant Director (Administration),
National Crime records Bureau
Ministry of Home Affairs,
East Block-7, R K Puram, New Delhi-110 066
(Tel No. 011-26105353(Ext. 221)

The late bids i.e. bid(s) received after the specified date and time of receipt will not be considered (Refer Rule 182 GFR 2005).

d. The Technical Bids will be opened by the Evaluation committee at **4:00 PM on 12/06/2014 in Conference Hall, East Block-7, R. K. Puram, National Crime Records Bureau, New Delhi 110066**, 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 <http://ncrb.gov.in>

(N. K. Singh)
Assistant Director(Adm.)

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) | - 1200 copies with 204 pages |
| 2. Crime in India(Statistics) | - 1200 Copies with 470 pages |
| 3. Accidental Deaths & Suicides in India | - 1000 copies with 314 pages |
| 4. Prison Statistics India | - 400 copies with 258 pages |
| 5. Finger Print in India | - 450 copies(350 in English & 100 in Hindi) with 155 pages |

The paper specification of reports/materials:

S.N.	Publication/Materials	Cover pages (300 GSM Indian Art Paper Laminated with 15 microns)	Single colour paper (B&W)		Four Colour paper (Coloured pages)	Paper Size	Remarks
			100 GSM Bond Paper	90 GSM Glazed paper			
1	Crime in India (Compendium)	✓	x	✓	✓	A4	All glazed pages
2	Crime in India (Statistics)	✓	✓	✓	✓	A4	Colored printing on glazed paper and B&W printing on bond paper
3	Prison Statistics India	✓	✓	✓	✓	A4	Colored printing on glazed paper and B&W printing on bond paper
4	Accidental Deaths & Suicides in India	✓	✓	✓	✓	A4	Colored printing on glazed paper and B&W printing on bond paper
5	Finger Print in India	✓	✓	✓	✓	A4	Colored printing on glazed paper and B&W printing on bond paper

Note: (1) It is to be noted that number of copies for above said reports/materials may vary.

(2) It is also mentioned that number of pages in each reports/materials may vary. The Institutions/Vendors are required to quote rate per page separately for colored and Black & White pages (single colour).

(3) The printing materials may be either in Hindi or English or in any language, subject to this Bureau requirement.

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.	TIN 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 (<u>if no, an undertaking to this effect is to be attached in this regard.</u>)	
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	

(Signature of the authorized person)

Name:

Designation:

Date:

Place:

Seal:

FINANCIAL BID FOR PRINTING OF REPORT(S)

B.I The rate should be quoted as per given specification in **Annexure I**

S. N.	Publication	Cover pages (300 Indian Art Paper Laminated with 15 microns) including binding		Single colour paper (B&W)				Four Colour paper (Coloured pages)		Total gross Cost (sum of col.3, 5, 7 & 9)	Taxes if any (in percentage) (percentage of col. 10)	Total Final Cost (Sum of col. 10 and 11)
		Rate Per copy	Total Cost	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)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
1	CII Compendium		__x 1200 =				__x 107x 1200 =		__x 97x 1200 =		At __% =	
2	CII Statistics		__x 1200 =		__x 464x 1200 =		__x 3x 1200 =		__x3x 1200 =		At __% =	
3	PSI		__x 500 =				__x 179x400 =		__x 79x400 =		At __% =	
4	ADSI		__x 1000 =				__x 247x1000 =		__x 67x1000 =		At __% =	
5	FPI(English)		__x350 =		__x 140x350 =				__x 14x350 =		At __% =	
6	FPI(Hindi)		__x100 =		__x 140x100 =				__x 14x100 =		At __% =	

Note: (1) It is mentioned that number of pages in each report may vary. The Institutions/Vendors are required to quote rate per page separately for coloured and Black & White pages.

B.II 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 different pages and hence costing of cover pages per copy should be quoted.

BIII Last page of each report should be perforated.

- B.IV 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).
- B.V Total cost will also include transportation charges. It will be responsibility of vendor to supply the printed copies of reports.
- B.VI The rates quoted should clearly indicate applicable taxes separately and other terms and conditions, if any.
- B.VII 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.
- B.VIII All fields are mandatory and rates should be quoted in the attached format at Annexure-III only, as instructed.

(Signature of the authorized person)

Name:

Designation:

Date:
Place:

Seal:

ACCEPTANCE FORM

It is certified that:

I/We have read and understand the terms and conditions mentioned in the tender document.

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

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:_____