

No. Gen(037)/PRO/22/Printing/2015/NCRB

Government of India
Ministry of Home Affairs
National Crime Records Bureau

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

Dated: 02.09.2015

Subject: Quotation for Printing of Writing Pads & Various Registers etc.

Sir,


Sealed quotations are invited from reputed vendors having minimum 3 years experience in the field of Printing of various items listed below. The samples for the items can be seen at NCRB during any working day between 2 P.M. to 4 P.M. with prior appointment with JAD(G) telephone no. 26172324 Extn. 208. The rates quoted should clearly indicate applicable taxes and conditions. The details of the items are given below:

SL. No.	Item	Specification	Quantity
1.	Writing Pad (With NCRB Logo)	7"x5.25"	500
2.	Registers (As per sample)	600 pages both sides	5
3.	Registers (As per sample)	1000 pages both sides	10

1. The quotation details are also available on NCRB website <http://ncrb.gov.in>.
2. The quotation should be accompanied by an EMD for an amount of 5% of the quoted rates in the form of bank draft drawn in favour of A.O. PAO, DCPW, payable at New Delhi.
3. Quotations which are not accompanied by EMD will not be entertained.
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 25.09.2015 up to 4:00 PM.
6. Quotations must be superscripted '**Quotation for Printing of Various Items**' clearly mentioned on the envelope.
7. Quotations received after due date will not be entertained.

Director General, NCRB, reserves the right to accept or reject any or all of the quotations without assigning any reason.

Yours faithfully,



(N.K.SINGH)
ASSTT. DIRECTOR (A&G)