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 14.05.2013

Tender Notice

Subject: Inviting proposals for printing of NCRB's Annual reports

and other publications viz. Crime in India, Accidental Deaths & Suicides in India, Prison Statistics India,

Training/Capacity Building study materials, News Letter

etc. - regarding

The Bureau is publishing annual reports and other training/study materials

as stated above. The Bureau intends to award the work of publishing/printing to

the registered vendors for a period of one year.

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).

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- iii. Annual turnover of atleast Rs.70 lakhs per annum for the last 3 years and copy of audited balance sheet for 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.
- v. Details of the penalty / fine imposed by any government agency (State or Central) on the Institution/Vendor's firm due to substandard 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 (state or centre) for violation of tender agreement.
- vii. The Institution/Vendor should have carried out at least three work orders in the past one years, worth minimum of Rs.5 lakhs each relating to publishing of government (Centre/State) reports.
- viii. If one side of a page is colour page and other side of page is Black & White, whether Vendor(s) cost one colour page and one B&W 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 2PM and 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 days of the handing over of the manuscript.
- v. The final copies of the report have to be delivered within 5 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 from the day the manuscript of the report is handed over to the firm. A penalty of Rs 5,000/- 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 nondisclosure 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). The **Quality-cum-Cost Based System (CQCCPBS)** would be followed by the Bureau. A 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 the 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 and Performance Security

- a. Each bid would have to be accompanied by an Earnest Money Deposit of Rs 50,000 in the form of Bank Guarantee on 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 value*) in the form of Bank Guarantee 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.
- 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 60 days beyond the date of completion of all contractual obligations of the vendor.

7) Others

- 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. 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.

8. 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).

The second sealed envelope supercribed 'Financial Bid' at Annexure III 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 Annex IV** respectively.
However the specifications of report are enclosed at **Annexure I**. The financial bid should

indicate 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 bid document should reach to the following address latest by 3 P.M
 on 29st May, 2013:

Assistant Director (Administration), National Crime records Bureau Ministry of Home Affairs, East Block-7, R K Puram, Sector 1, 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 on the same day i.e. at **4:00 PM on 29.05.2013 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.
- 9. 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.)

Sl.	Specification	PUBLICATION					Other materials		
No.		Crime in India Part I	Crime in India Part II	Accidental Deaths and Suicides in India	Prison Statistics India	Finger Print in India	News Letter/ Training or capacity building study materials	Pamphlets	Posters
1.	Total no. of pages (approx)	125	450	314	206	150	500-3000	500-3000	
2.	Paper quality for black & white pages	100 GSM Bond Paper NA					A		
3.	Paper quality for coloured pages		(a) 80 GSM Glazed (b) 90 GSM Glazed imported art glossy sheet.					(a) 170 GSM imported art glossy sheet. (b) 130 GSM imported art glossy sheet.	(a) 170 GSM imported art glossy sheet. (b) 220 GSM imported art glossy sheet.
4.	Cover page (back to back, photographs on both the covers)		3	300 GSM Indian Art	Paper			NA	
5.	Lamination	Cover page (back to back)(40 microns)							
6.	Size				A4 (appr	ox)			23x36 inches
7.	No. of copies	1200	1200	1000	350	500	500-3000	500-3000	
8.	No. of pages to be perforated				1			N.	A

Annexure-I

Specification of annual reports

Sl.	Specification]	PUBLICATI	Other materials				
No.		Crime in India Part I	Crime in India Part II	Accidental Deaths and Suicides in India	Prison Statistics India	Finger Print in India	News Letter/ Training or capacity building study materials	Pamphlets	Posters
1.	Total no. of pages (approx)	125	450	314	206	150	500-3000	500-3000	
2.	Paper quality for black & white pages			100 GSM	Bond Paper	r		NA	Λ
3.	Paper quality for coloured pages		`	a) 80 GSM GI b) 90 GSM GI			170 GSM imported art glossy sheet.	(a) 170 GSM imported art glossy sheet. (b) 130 GSM imported art glossy sheet.	(a) 170 GSM imported art glossy sheet. (b) 220 GSM imported art glossy sheet.
4.	Cover page (back to back, photographs on both the covers)		300 (GSM Indian <i>A</i>	Art Paper			NA	
5.	Lamination			Cove	r page (back	to back)	(40 microns)		
6.	Size				A4 (appro				23x36 inches
7.	No. of copies	1200	1200	1000	350	500	500-3000	500-3000	
8.	No. of pages to be perforated				1			NA	Λ

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.

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

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.	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 cover page, black & white pages and each type of coloured pages 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 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</u> 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	

	(Signature of the authorized person)
	Name:
Date:	Designation:
Place:	Seal:

(Date of tender opening....29/5/2013;4:00 PM)

FINANCIAL BID FOR PRINTING OF REPORT(S)

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

Sl.	Specification			PUBLICATION	Other materials				
No.		Crime in India Part I	Crime in India Part II	Accidental Deaths and Suicides in India	Prison Statistics India	Finger Print in India	News Letter/ Training or capacity building study materials	Pamphlets	Posters
1.	Paper quality			100 GSM	Bond Paper	1		NA NA	1
	for black & white pages	Rate per	page						
2.				80 GSM Glaz	ed		170 GSM in	nported art glos	sy sheet.
	Doman avalita	Rate per	page				Rate per pag		
	Paper quality for coloured pages			90 GSM Glaz	ed			130 GSM imported art glossy sheet	GSM imported art glossy sheet.
		Rate per	page					Rate per page	Rate per page
3.	Cover page (back to back, photographs on both the covers)(300 GSM Indian Art Paper)	Rate per	page					NA	
4.	Lamination (Cover page (back to back)(40 microns))	Rate per					I		
5.	Size				A4 (appro	ox)			23x36 inches Rate per
6.	Perforated(Per Page)	Rate per Rate per						NA	page
7.	Taxes if any (in percentage)	•							

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.

⁽²⁾ The printing materials may be either in Hindi or English or in any language, subject to this Bureau requirement.

B.II The coloured pages include maps and graphs. Vendors may quote rates per page

for black and white pages, each of the two qualities of coloured pages, cover page,

lamination and perforation separately.

B.III 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 will be decided

later, the rates of each of the two qualities of coloured pages should be quoted

separately.

B.IV The rates quoted should clearly indicate applicable taxes separately and other terms

and conditions.

Date:

Place:

B.V The firm will be expected to keep complete inputs/processing material for a minimum

of six months for possible re-prints.

B.VI All fields are mandatory and rates should be quoted as instructed.

(Signature of the authorized person)

Name:

Designation:

Seal:

Annexure-IV

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: