

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: 13.07.2016

Subject: Quotation for Printing of Writing Pads & Certificates etc.

Sir,

Sealed quotations are invited from reputed vendors 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"	1000
2.	Certificate of Participation (As per sample)	As per sample	500
3.	Certificate of Completion (As per sample)	As per sample	300

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 Joint Assistant Director (G), NCRB, East Block - VII, R. K. Puram, New Delhi - 110 066.
5. The quotation should reach NCRB on or before 28.07.2016 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,



(M.P.Sharma)

Joint ASSTT. DIRECTOR(G)