

**No. Gen(037)/PRO/13/06/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau**

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

**Dated: 27.02.2014**

**Subject: Quotation for Office Stamping Products/Name Plates & Boards**

Sir,

Sealed quotations are invited from reputed vendors having minimum 5 years experience in the field of maintenance of Office Equipments such as preparation of Stamps, DO letters, Name Plates etc. for a period of one year. The rates quoted should clearly indicate applicable taxes, other terms and conditions. The details of services required may be provided in the below format:

SL. No.	Name of Products	Rate / Pc.	Applicable Taxes	Any other Information
1.	Logo Stamps			
2.	Office Stamps			
3.	Self inking Stamps			
4.	Date Printing Stamp			
5.	Pre ink Stamps			
6.	DO letters A4/Executive Bond Paper 100 GSM			
7.	DO letters A4/German 100 GSM			
8.	Visiting Cards			
9.	Name Plates PVC			
10.	Flex Boards			
11.	Name Plates Brass letters Bilingual(Eng/Hindi) 1" Size- 1 ½" Size- 2" Size-			

2. The quotation details are also available on NCRB website <http://ncrb.gov.in>.
3. The quotation should be addressed to the Assistant Director(A&G), NCRB, East Block-VII, R.K. Puram, New Delhi-110 066.
4. The quotation should reach NCRB on or before 28<sup>th</sup> March, 2014 up to 5:00 PM.
5. Quotations must be superscribed 'Quotation for Office Stamping Products/Name Plates & Boards' clearly mentioned on the envelope.
6. Rates should be quoted for one year alongwith terms and conditions and applicable taxes of each item in the format.
7. Quotations received after due date will not be entertained.
8. Director General, NCRB, reserves the right to accept or reject any or all of the quotations without assigning any reason.

Yours faithfully,

Sd/  
(N.K.SINGH)  
ASSTT. DIRECTOR(A)