

No. CCTNS (103)/Tender-CT/70/NCRB/2018  
Government of India  
Ministry of Home Affairs  
**National Crime Records Bureau**

NH 8, Mahipalpur,  
New Delhi 110 037  
Date 26.04.2018

**Tender Notice**

**Subject: Inviting proposals for printing of Coffee-Table Book for NCRB - regarding**

1. The National Crime Records Bureau (NCRB) is publishing a Coffee-Table Book. The Bureau intends to award the work of design and publishing/ printing of the Book to the registered institution/ Vendor.

**2. Approach**

(a) The printing of Coffee-Table Book would be awarded to the registered institution/Vendor through open two envelopes bidding process. The institution/Vendor is 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 such reports/ works. Details of infrastructures/ facilities available with the institution/ vendor's firm in this regard. Photographs may be attached.
- 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)/ Books (Central/ State/ PSUs/ Autonomous body).
- III. Annual turnover of at least Rs. one crore 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 GST/ TIN/ TAN/ PAN, Service Tax number should be attached with the '**Technical Bid**'.
- 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 or materials or services, 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 government agency (Central/ State/

PSUs/ Autonomous body) 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. 15 lakhs each or total relating to publishing/printing of government (Centre/ State/ PSUs/ Autonomous body) reports/ Books.

(b) The selected institution/vendor would be required to perform the following functions:-

- I. To collect the compile draft for designing, formatting and printing along with one master hardcopy and softcopy and picture files.
- II. The firm must depute a representative to NCRB within 2 working days for collecting draft and any other matter incidental to the printing of the Book.
- III. A sample copy of Book can be checked /discussed in the Bureau with prior appointment with authorized officer i.e Deputy Director (Admn) on any working day between 2 PM to 5 PM.
- IV. 2 to 3 drafts of the Book with various designs and formatted text/layout, using same colour and material as is to be used for actual printing, will have to be submitted to the Bureau or officer, as designated, on behalf of the Bureau for approval till it is found to be satisfactory before final printing.
- V. The final copies of the Book have to be delivered within two weeks after approval of the draft.
- VI. A penalty of Rs 3000/- will be imposed for each day of delay beyond the specified time limit.
- VII. The firm must deliver the final copies of the Book at a storage place in NCRB, NH-8, Mahipalpur, Delhi along with softcopy used for printing of the Book in Pen Drive/CD-ROM. The loading/unloading and cartage will be borne by the firm. Failure to do so would result in the imposition of a penalty of 15% of the total cost of the printing of the Book.

### **3. Time Frame**

1. The Institution/Vendor will submit printed Book within a period of **45 days** from the award of the tender.
2. The time period also includes time taken by institution/vendor in submitting two draft and one final copy (each time 3 copies) of Book for proof reading to the Bureau before the printing the Book.

### **4. Monitoring/Supervision of the printing work**

The institution/vender should have mechanism for conducting check/ supervision over the quality of printing Book. Besides, the officers of the Bureau may also visit the premises of institution/Vendor under physical monitoring (Refer Rule 205 GFR 2017).

## 5. Evaluation Procedure

**Evaluation Procedure:** The Bureau would follow two envelopes bid system wherein all the technical bids received from the institution/vendor 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 Selection (QCBS)** would be followed by the Bureau. 50% weightage to each technical and financial bid will be basis for deciding the L-1 firm. **Firms have to qualify technical process by securing at least 60% marks in Technical Bid Evaluation.** 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 institution/vendor who meet all the requirements mentioned under para 2(a) will qualify technically.

**Note:** The vendors may be called to present or demonstrate before the committee about quality and other issues, if any.

The Technical Committee will not 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) will not be considered.
- The fine or penalty imposed on bidder by government office(s) (Central/State/UT/PSU).
- Accusation of sub-standard printing or material or poor services by government office(s) (Central/State/UT/PSU).

The Bureau shall open the financial bids of only those bidders who have been declared technically qualified by the Evaluation Committee.

## 6. Earnest Money Deposit

- a) Each bid would have to be accompanied by an Earnest Money Deposit of **Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of Bank Guarantee or Demand draft in favour of A .O. PAO, DCPW, payable at New Delhi enclosed with Financial Bid should be sent to the Joint Assistant Director (Gen), National Crime Records Bureau, NH-8, Mahipalpur, Delhi-110037 from any of the scheduled banks in Delhi/New Delhi in acceptable form. No interest will be paid on the earnest money deposit (EMD).
- b) The Earnest Money Deposit would be refunded to the successful bidder on receipt of performance security in the form of Bank Guarantee or Demand Draft which is the 10% of the bid amount. The performance security would

remain valid for a period of completion of all contractual obligations of the institution/vendor.

- c) The Earnest Money Deposit of the unsuccessful bidders would be returned to them within 30 days of finalization of the bids.

## 7. Other Conditions

- a) No outsourcing of the printing work by the successful bidders would be permitted.
- b) Payment to the agency will be made after receipt of the printed Books.
- c) 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.
- d) The Book generated from the printing would be the property of the NCRB. It is for the NCRB to decide on the dissemination of the Book.
- e) The Bureau reserves the right to terminate the contract with the institution/vendor at any point of time without assigning any reasons. Any dispute in this regard would be subject to jurisdiction of courts in Delhi.
- f) The Bureau may penalize the selected institutions/vendor for substandard quality of material, printing & formatting and poor designing of printed materials. The amount of penalty will be decided by competent authority.
- g) Rate and taxes as applicable to be quoted correctly and should be signed by the firm with seal. Over writing / cutting should be avoided.

## 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 Coffee-Table Book of NCRB**". The first sealed envelope superscripted as '**Technical Bid**' should contain the following items:-
  - i. The Proforma at **Annexure II** duly filled in, along with relevant documents / information.
  - ii. Acceptance form of terms and conditions at **Annexure IV**.
  - iii. Evaluation Criteria for technical bid to be filled by tendered as mentioned in **Annexure V**.
  - iv. Earnest Money Deposit (EMD).
  - v. Signed Sample sheets of each paper proposed should also be enclosed with the quotation mentioning the specifications of the paper on each such sample sheet.

The second sealed envelope superscripted as '**Financial Bid**'. The Proforma at **Annexure III**, duly filled in, should contain the total bid amount for the whole work of Book printing including delivery of the Books 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 Book are enclosed at **Annexure I**.
- C.** The bid document should reach to the following address, latest by 3 PM on 10/05/2018:

Joint Assistant Director (Gen.)  
National Crime records Bureau  
Ministry of Home Affairs,  
NH-8, Mahipalpur, Delhi -110037

The late bids i.e. bid(s) received after the specified date and time of receipt will not be considered (Refer Rule 188 GFR 2017).

- D.** The Technical Bids will be opened by the Evaluation committee at 11 AM on 11/05/2018 at National Crime Records Bureau, NH-8, Mahipalpur, New Delhi, in the presence of the participating Bidders/Venders, who may wish to be present. Financial Bids will be open after who meet the criteria of the Technical Bids.
- 9.** The Tender document can be downloaded from the website of the [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.tenders.gov.in](http://www.tenders.gov.in), apart from NCRB website <http://ncrb.gov.in>

S K Saxena  
Deputy Director(Admn)

## Specification of Coffee-Table Book

Sr. No.	Item	Specification
a)	Quantity	500 Copies with +/- 20% variation in quantity
b)	Layout/Concept Designing	To be designed by agency as per Requirements/ briefings of the Bureau - 3 options for cover and 3 options for layouts for inside papers  <b>Four- Four Colour (Offset Printing)</b>
c)	Size/Layout	12" x 15" or 8 1/2 x 13 1/2 inch (Foolscap) <b>Separate Quote for each size.</b>
d)	Paper & Pages	(i) Inner Pages: 225 GSM Imported Matte (ii) Cover Jacket – 170 GSM Imported Matte with single side lamination/Coat + Logo leaf printing and UV coating on cover and embossing
d)	Cover	Hardcover
e)	Photographs Charts & Drawings	To be designed/ created/ retouching/ enhancement etc by the agency as per requirement /design of the book.
f)	No. of Pages	100 pages with +/- 20% variation in pages
g)	Language	English
h)	Binding	Perfect binding section sewing
i)	Proof Reading	It will be the sole responsibility of the Agency /firm/printer to provide <b>three draft copy and one final copy</b> before final printing.
j)	Liaison	It will be the responsibility of the Institution/Vendor to Collect & deliver the proofs and each & every related job.

## TECHNICAL BID FOR PRINTING OF BOOKS

Sl. No.	Particulars	To be filled by the Vendor(s)
1.	(a) Name of the Institution/ Vendor/ 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.	GST 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 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 Government Department or any criminal case is registered against the firm or its owner/ partners anywhere in India (if 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 blank, it will be treated as one color page. Do you agree for this condition? Yes/ No	



13.	Apart of above mentioned publications and material, Vendor whom contract awarded will also asked to print other items on the above quality of papers irrespective to number of pages and copies during the contract period.	
14.	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 after one year of awarding of tender.	

(Signature of authorized person)

Date:  
Place:

Name:  
Designation:  
Seal:

## FINANCIAL BID FOR PRINTING OF REPORT(S)

B.I The rate should be quoted as per given specification in **Annexure I** for both colour offset type printing and colour digital printing and for both the sizes i.e. **12 × 15 inch and 8 ½ × 13 ½ inch (Foolscap) in separate sheets**. Bidder may provide the rate for more upto 3 type of specified papers.

Cover Jacket for specified size (170 GSM Imported Matte with single side lamination/Coat + Logo leaf printing and UV coating on cover and embossing)	225 GSM Imported Matte	Hardcover including side pasted pages	Binding and other expenses including of taxes if any, for 500 copies (separately)	Loading/unloading and cartages (including taxes, if any)	Total Cost	Taxes if any (in percentage & actual)	Total Final Cost	Total Final Cost for one Book including all taxes
Rates for 500 copies	Rates for 500 copies (100 pages=50 sheets)	Rates for 500 copies						
(1) Rate x 500	(2) Rate × 50 x 500	(3) Rate x 500	(4)	(5)	(6)= (1)+(2)+ (3) + (4)+(5)	(7)	(8)	(9)
						At ___% =		

**Note:** It is mentioned that number of pages in Book may vary. The Institutions/Vendors are required to quote rate per sheet single including printing for both sides.

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

(Signature of the authorized person)

Date:

Name:

Place:

Designation:

Seal:

**ACCEPTANCE FORM**

It is certified that:

1. I/We have read and understand the terms and conditions mentioned in the tender document.
2. 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: \_\_\_\_\_

**Evaluation Criteria for technical bid (To be filled by tenderer)**

**Technical evaluation will be based on the points mentioned by tenderer.**

Sr No	Elements	Weightage criteria	Point (to be filled by tenderer)
1	<b>Experience</b> : Experience in number of year(s) in Government work	2-5 years            2 5-10 years            6 more than 10 years    10	
2	<b>Financial health</b> : Average turnover for last 3 financial year in Indian rupees (INR).	1 - 2 crore            2 3 - 4 crore            4 5 - 6 crore            6 7 - 8 crore            8 more than 10 Crore    10	
3.	<b>Manpower</b> : No. of the person engaged on payroll of the firm as on 31-3-2018	5-10                    2 10-20                   4 20-30                   6 30-40                   8 More than 40           10	
4.	<b>Works</b> : No. of the coffee table book printed by the firm in last 3 years	0-5                     2 5-10                    4 10-15                  6 15-20                  8 More than 20           10	
5.	<b>Equipment</b> : No of 'Four - Four colour' offset printing machine	1                        2 2-3                     4 4-6                     6 7-9                     8 More than 10           10	
6.	<b>Area</b> : Total area of establishment	0-100 sq mtr        2 100-250 sq mtr     4 250-500 sq mtr     6 500-1000 sq mtr    8 More than 1000 sq m    10	
7.	Sample observation by Evaluation committee	40	To be filled by Evaluation committee
	Total	<b>100</b>	

**Qualifying Score = 60**

The bidder must cooperate in verification of the information provided in the **Annexure V**.

### Evaluation Criteria for financial bid

- Quality-cum-Cost Based Selection (QCBS), the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points.
- Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal;  $T + P = 100$ ;  $T = P = 50$ ).
- $S = St \times T\% + Sf \times P\%$ .
- $Sf = 100 \times Fm/F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration
- Eligible Technical Score (St) should be 60% & above.
- The values for T & P shall be 50% & 50% respectively.
- The firm achieving the highest combined technical and financial score will be invited for negotiations.

(Signature of authorized person)

Date:

Name:

Place:

Designation:

Seal:

## Check List

1. One big envelope containing two envelopes a) Technical Bid and b) Financial Bid
2. Earnest Money Deposit (EMD).
3. Annexure-II - Technical bid for printing of report(s)
4. Annexure-III- Financial bid for printing of report(s)- Separate bid for different size
5. Annexure-IV- Acceptance form
6. Annexure-V- Technical evaluation mentioned by tenderer
7. The Sample sheets as mentioned in para 8A(v).
8. Last Date : 10.05.2018 3 PM.