

TRG(011)/STORE/04/2010/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

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

Dated 18.01.2012

To

AS per list attached

**Sub: Quotation for printing and supply of Multi- colored certificates with folders, writing pad and big plastic folders.**

Sir,

Sealed quotations are invited for printing and supply of the following items:

Sl. No.	Name of Items	Specification	Requirement
1.	Writing pad NO. 33 (with NCRB Logo) (80 pages)	5.5" X 8.5"	630 pads
2.	Big plastic folders (with NCRB logo)	10"X12.5"	630 folders
3.	Multicolor Certificates	8.5" X 11.5"	700 certificates
4.	Certificate Folders	8.75" X12"	630 folders

**Terms & Conditions:**

1. Quotation received after due date and time will not be entertained.
2. EMD in the form of Demand Draft of 10% of the amount quoted by the firm drawn in favour of PAO, DCPW payable at New Delhi should accompany the quotation. Quotation without EMD would not be entertained.
3. The rates quoted should inclusive of all taxes and other charges.
4. Quotation should reach the Assistant Director (A&G), NCRB, East Block-7, R.K.Puram, New Delhi-110 066 on 10.02.2012 latest by 4.00 pm. The envelope should be superscribed with "Quotation for printing of plastic folders and certificates".
5. The quotation should be valid for 90 days.
6. The firm would be liable to complete the job within 20 days from the date of placing the formal order.
7. The printing material on front of the plastic folder and certificate can be seen during any working day before 2.00 pm to 5.00 pm with prior appointment with JAD(A&G) telephone no.26172324 ext. 208. Details are also available on the NCRB website : <http://ncrb.nic.in>
8. Director General, NCRB reserves the right to accept or reject any quotations without assigning any reason.

Yours faithfully,

**(M.P.SHARMA)**  
**Jt. Asstt. Director(G)**