Sub: Submission of sealed quotation for “New Year Diary-2018” –reg.

Interested firms/vendors may send their sealed quotations for “New Year Diary-2018” to “The Director, CENTRAL FORENSIC SCIENCE LABORATORY, Central Bureau of Investigation, Block No. 4 CGO Complex, Lodhi Road, New Delhi 110003 on or before 18/12/2017 (3PM). The general specifications of the “New Year Diary-2018” are as follows:-

a. Number of diaries to be printed is 200
b. Cover: Black, imported quality leatherette, both side cushioning with magnetic clip
c. Diary with 6 clips (inside to hold the pages) with one internal pockets and one ID pocket and pen holder on the inside cover of the diary.
d. Name of the department, slogan or logo * with government of India Logo on the front cover of the diary and the same on the title page (in glossy paper) of the diary as well.
e. Name of about 40 officers to be printed on the front cover (names will be provided)
f. 12 Coloured photographs in art paper to be inserted before every month * with text at the back side.
f. Two days per page with a planner at the beginning of every month
h. 8 pages for CFSL CBI information to be printed and attached in the beginning of the diary (content will be provided)
i. Three full pages of planner (Scene of Crime, Court Evidence and Lecture & Conferences etc.) to be attached before the few pages of notes at the end.
k. General information regarding STD ISD codes, weights & Measurements, Maps of Indian Cities Delhi, Mumbai, Kolkata, Chennai, Bangalore and Hyderabad
l. Page size 5.75” X 8.5”, GSM 80, Colour off-White

m. One glossy page for message from the Director, CFSL and on the back side some photographs.

(* Text and photographs will be provided by the office)

The envelope containing quotation should be properly sealed and super scribed as “Quotation for New Year Diary-2018”. These diaries are to be supplied within one week of receiving the supply order. The sample piece of page/cover may also be attached with the quotations. For any clarification, the laboratory may be visited with prior permission of undersigned during 5th-14 Dec. 2018 (10 AM to 5 PM)

(N.Ravi)
I/c Director
CFSL(CBI) New Delhi