

2-48/2010-CFSL/Store/  
CENTRAL FORENSIC SCIENCE LABORATORY  
Central Bureau of Investigation  
Block No. 4 , CGO Complex , Lodhi Road  
New Delhi 110003


**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.\*
- g. 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.
- j. Personal information page, list of holidays, calendar for the year 2017, 2018 and 2019.
- 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 5<sup>th</sup> -14 Dec.2018 (10 AM to 5 PM)

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