

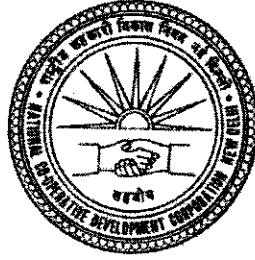
निगम की वार्षिक डायरी 2019

की

छपाई एवं आपूर्ति हेतु

निविदा दस्तावेज

**Tender Document
For
Printing and Supplying
of
NCDC YEARLY DIARY 2019**



राष्ट्रीय सहकारी विकास निगम

4, सिरी इंस्टीट्यूशनल एरिया, हौज़ खास, नई दिल्ली-110016

National Cooperative Development Corporation
4, Siri Institutional Area, Hauz Khas New Delhi- 110016

वेबसाईट: <http://www.ncdc.in>

निविदा की लागत - मुफ्त

सूचकांक
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राष्ट्रीय सहकारी विकास निगम
(सामान्य प्रशासन अनुभाग)

सा०एनसीडीसी::7-8/2017-सामान्य

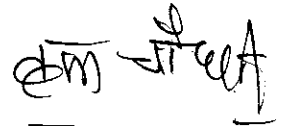
दिनांक: 09.11.2018

निविदा सूचना

राष्ट्रीय सहकारी विकास निगम 4, सीरी इन्स्टीट्यूशनल एरिया, हौज़ खास, नई दिल्ली -110016, वार्षिक डायरी 2019 की छपाई व आपूर्ति हेतु सीलबंद निविदाएँ आमंत्रित करता हूँ।

पात्रता मापदंड:

1. DAVP / DOP / MSME पंजीकृत मुद्रक जिनके पंजीकृत कार्यालय व इकाइयाँ दिल्ली तथा/ अथवा राष्ट्रीय राजधानी क्षेत्र में स्थित हो।
 2. वैध बैंक और जीएसटी पंजीकरण की अनिवार्यता।
 3. पिछले 3 वर्षों के दौरान सरकारी विभागों / सार्वजनिक क्षेत्र उपक्रमों / स्वायत्त निकायों / वित्तीय संस्थानों और अन्य प्रतिष्ठित निजी फर्मों में डायरी की छपाई और आपूर्ति करने का अनुभव।
 4. पिछले 3 वित्त वर्षों में प्रति वर्ष न्यूनतम ₹100.00 लाख का वार्षिक वित्तीय कारोबार होना चाहिए। (संबंधित वित्तीय दस्तावेज जैसा कि वार्षिक टर्नओवर, नफा-नुकसान खाते की पूर्ण जानकारी चार्टर्ड अकाउंटेंट द्वारा सत्यापित कर संलग्न करना अनिवार्य है।
2. मुद्रक नमूना डायरी का निरीक्षण सभी कार्यदिवसों में प्रातः 11:00 से सायं 4 बजे (सोमवार से शुक्रवार) तक कार्यकारी निदेशक (सा०प्र०) के कार्यालय में कर सकते हैं।
 3. निविदा विधिवत भरी हुई और हस्ताक्षरित, बंद कवर में दो लिफाफे अर्थात् पूर्व अर्हता बोली और वित्तीय बोली अलग-अलग, दिनांक 29.11.2018 को सायं 3.00 बजे तक एनसीडीसी कार्यालय में पहुँच जाने चाहिए। पूर्व योग्यता बोली, उसी दिन 3.30 बजे खोली जाएंगी। केवल उन फर्मों की निविदा समिति द्वारा वित्तीय बोलियाँ खोली जाएंगी, जिनको पूर्व अर्हता बोली निविदा दस्तावेज में उल्लिखित पात्रता मानदंड के अनुसार स्वीकार्य होना पाया जाएगा। वांछित सूचना संलग्न किये गए प्रोफोर्मों में ही भरे जाए। मूल्य बोली खुलने का समय और तारीख अलग से पात्र फर्मों को सूचित की जाएंगी।
 4. राष्ट्रीय सहकारी विकास निगम, 4, सीरी इन्स्टीट्यूशनल एरिया, हौज़ खास, नई दिल्ली 110016, के पक्ष में बयाना राशि ₹15,000/- (पंद्रह हजार रुपये) डिमांड ड्राफ्ट, के रूप में - पूर्व अर्हता बोली के साथ ही प्रस्तुत की जाए। बिना बयाना राशि के निविदा को अस्वीकार कर दिया जाएगा।
 4. निगम के पास किसी भी निविदा को बिना कोई कारण बताए स्वीकार करने अथवा सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित है।



कृष्ण कुमार

कार्यकारी निदेशक (सा०प्र०)

प्रतिनिधि:

निदेशक)एम.आई.एस(: निविदा दस्तावेज को निगम की वेबसाइट तथा भारत सरकार के सीपी .पी. पोर्टल पर अपलोड करने हेतु।

**National Cooperative Development Corporation
(General Administration Division)**

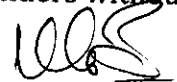
No. NCDC: 7-8/2017-Genl.

Date: 09 /11/2018

TENDER NOTICE

National Cooperative Development Corporation (NCDC), 4, Siri Institutional Area, Hauz Khas, New Delhi - 110016 invites sealed bids for "Printing and Supplying of NCDC Yearly Diaries for the year 2019". The prospective bidder shall fulfill the following mandatory eligibility criteria:

- i) Printers registered with DAVP / DOP/ MSME , having both of their registered offices and printing press in Delhi and/ or NCR region can only apply.
 - ii) Should have valid PAN and GST registration.
 - iii) Should have executed printing and supply of Diaries in Government Departments / Public Sector Undertakings / Autonomous Bodies / Financial Institutions and other reputed Private Firms during the last 3 years.
 - iv) Should have average annual financial turnover of minimum ₹100 Lakh during the previous three financial years. (Copy of Financial Statements viz trading account, profit & loss account, balance sheet duly signed by CA be enclosed).
2. Prospective Bidder may inspect the model Dairy available at the office of Executive Director (GA) and accordingly submit their offers in the bidding document specified for the purpose in his office at National Cooperative Development Corporation (NCDC), 4-Siri Institutional Area, Hauz Khas, New Delhi-110016, 4th Floor, West Wing from 11.00 AM to 4.00 P.M. on all working days (Monday to Friday). The bid document is also available on NCDC's website www.ncdc.in. Each page of the tender document should be signed by the bidder.
 3. The bidding document is required to be submitted in two parts viz. 'Pre-qualification Bid' and 'Financial Bid' in separate sealed envelopes put into one bigger envelop superscribed as "Tender for printing and supplying of NCDC Yearly Diary 2019".
 4. The offer (duly filled in & signed), in sealed covers, duly marked "Bid for Printing of NCDC Diary 2019" must reach the office of Executive Director (GA), NCDC by **3.00 P.M on 29 /11/2018** and the Pre-qualification Bid shall be opened at 3.30 P.M on dated 29 /11/2018 in the office of Executive Director (GA). Bidders or there Authorized representative may present at the meeting held for opening of Pre-qualification.
 5. The tender should be accompanied with earnest money deposit(EMD) amounting to **₹15,000/- (Rupees Fifteen thousand only)** in the form of demand draft in favor of National Cooperative Development Corporation payable at New Delhi. The tenders without earnest money shall be rejected.
 6. The price bid of only those firms shall be opened whose pre-qualification bid are found to be acceptable as per eligibility criteria mentioned in the tender document. The time and date of opening of price bid shall be fixed and intimated to the eligible firms separately.
 7. The Corporation reserves the right to accept any or reject all the tenders without assigning any reasons thereof.



(Krishan Kumar)
Executive Director (GA)

Copy To:

Director (MIS): With request to upload tender on NCDC website & CPP Portal of Govt. of India.

पूर्व अहर्ता बोली

Pre-Qualification Bid

PARTICULARS OF THE FIRM

Annexure-I

1.	Name of the firm	
2.	Office address	
3.	Telephone No.	
4.	Mobile No.	
5.	E-mail address	
6.	Fax No.	
7.	Name/residential address/Phone No. (Mobile & Landline) of Contact person	
8.	Whether the firm proprietary/ partnership	
9.	Name & Address of partner, in case of partnership firm please enclose a copy of partnership deed/power of attorney	
10.	Date of establishment of the firm :	
11.	Annual turnover for financial years a). 2015-16 b). 2016-17 c). 2017-18 (Please attach copy(s) of audited financial statement, accounts and balance sheets for the last three years 2015-16 to 2017-18)	
12.	Registration of Printer with DAVP / DOP/ MSME (Encl. Certificate)	
13.	Particulars of DD/Banker's Cheque towards EMD of ₹15,000/-	
14.	GST no. of the Firm: (photocopy to be enclosed)	
15.	PAN No: (photocopy to be enclosed)	
16.	Location of the printing press	
17.	Any other relevant information	

Signature of the Bidder/Firm**(Name & Address of the Bidder/Firm with seal)****(Please attach self attested separate sheet/s, if required)**

DETAILS OF EXPERIENCE

Name/Address of Institution	Contact No.	Description of Supply order	Year of supply	Total cost of supply
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Signature of the Bidder/Firm

(Name & Address of the Bidder/Firm with seal)

(Important Note: Please attach self attested copies of award letters)

TECHNICAL SPECIFICATION

NCDC invites Bids for the printing and supplying of its Yearly Diary for the year 2019 as per the technical specification given below:

a)	No. of Diaries	5,000 (Five Thousand only)
b)	Size Cover	7.25" (w) X 9.75" (h)
c)	Size Inner Pages	7" (w) X 9.25" (h)
d)	<u>Sample Diary</u>	Sample paper for inside pages and cover shall be strictly according to NCDC's specification. Model diary be seen at the office of Executive Director (GA), NCDC at NCDC, New Delhi (4 th Floor-West Wing), Phone: 26962385, between 11AM to 4 PM on any working day (Monday to Friday).
e)	Cover & Paper	(i) Cover: 210 GSM Crystal UV Thermal metallic printing with soft pad cover and Velvet lamination on 2mm imported kappa board. (ii) Inner Paper : 80 GSM Maplito paper with date (A Grade) (iii) Embossing of Year, Logo, name of the Organization on the cover with with crystal UV effect & composing in 600 DPI. (iv) Printing of logo of NCDC and date on each & every inner pages. (v) About 14 pages (both side) of information about NCDC in bilingual form to be printed in NCDC Diaries. (vi) Monthly Planner (130 GSM) as page break for each month. 12 pages of leaflet containing various schemes of NCDC printing in 4 colours after every month. (vii) 300 Diary with names of the officers/ dignitaries with golden/ silver color EP print and metal divider with laser engraving. (Please note that selected bidder shall finalize this in consultation with Executive Director- GA after the award of the work)
f)	Calendar	a) Calendar for 2018, 2019 & 2020 shall be given. Government holidays will be distinctively marked in the calendar for the year 2018. (b) For mentioning telephone numbers, 4 pages be provided at the end of the diary.
g)	Binding	32 ounce star hard board covered with pastlesheet.
h)	Packing	Each diary will be packed in white card board box and then wrapped into self adhesive transparent polythene with NCDC name & Logo printed there on it.
i)	Delivery	The delivery of 3000 diaries shall be made in NCDC office premises at 4- Siri Institutional Area, Hauz Khas, New Delhi-110016 within Fifteen days (15) from the date of issue of work order.
j)	Dispatch	2000 diaries within Twenty days (20) of placement of order are required to be dispatched to 18 Regional Offices of NCDC as per list enclosed as Annexure-V. These diaries should be suitably packed in corrugated boxes and delivered to 18 Regional Offices of NCDC. The number of diaries to be packed for each Regional Office will be intimated by the Corporation. Dispatch of diaries will be undertaken from the office/ premises of the printer.

General Terms and Conditions

1. The sealed bids for the printing and supplying of the NCDC yearly Diaries 2019 are to be submitted super-scribing "Tender for printing and Supplying of NCDC Yearly Diary 2018" addressed to Executive Director (GA), 4, Siri Institutional Area, Hauz Khas, New Delhi 110016. The bid shall be submitted in two parts in separate sealed envelopes clearly marking "Prequalification Bid" and "Financial Bid".
2. **Earnest Money Deposit:**
EMD of ₹15,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft/ Banker's Cheque in favour of "**National Cooperative Development Corporation**" and payable at New Delhi has to be submitted along with tender documents, failing which the bid will be rejected. Earnest Money shall be forfeited in the event of any of the following situations:
 - a) If the bidder withdraws or amends his Tender or increases the rates after deadline for submission of the Tender but before the validity of the tender expires.
 - b) On refusal to do job after award of contract.
 - c) If the work is not commenced on the date of starting the work after the work is awarded to the contractor.
 - d) Once the tender is submitted, no tenderer will be allowed to withdraw the tender. Even if, any tenderer withdraws the tender, E.M.D. of that tenderer will be forfeited in full.
 - e) Any error on the part of the tenderer while quoting the rates will not be accepted as an excuse for refusal to execute the order for any or all items, if order is placed on the basis of the quoted rates. For refusal of the order, the E.M.D. of the tenderer will be forfeited in full.
 - f) No interest is payable on the Earnest Money Deposit under any circumstances and will be returned on completion of tendering process.
3. Sample paper for inside pages and cover shall be strictly according to NCDC's specification. Model diary be seen at the office of Executive Director (GA), NCDC.
4. Each Bidder will submit only one tender either by himself or as a partner in Joint venture firm/ company.
5. **SECURITY DEPOSIT**
The successful bidder shall furnish a refundable security deposit of **₹35,000/- (Rupees Thirty Five Thousand Only)** in the form of DD in the favor of "**National Cooperative Development Corporation**" and payable at New Delhi" within 07 days of award of contract.. If successful bidder fails to comply obligations of contract in that case Security Deposit will be forfeited. No interest shall be payable on the Security Deposit.
6. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.
7. If the Bidder deliberately/ knowingly provide wrong/false information/credentials / documents in support, the Corporation reserves the right to terminate the contract at any stage, forfeit the EMD/Security Deposit and other dues of the Bidder, if any, and to take any other action as may be deemed fit.
8. **CANCELLATION OF CONTRACT:** In the event of printer's failure to manufacture and supply the Diaries 2019 of acceptable quality and as per stipulated delivery schedule and specifications, the Corporation reserves the right to cancel the Work Order by giving three days notice and get the work done from any other source at printer's risk and cost. In the event of the cancellation of Work Order, the

- Corporation shall have the right to take into possession from the printer's premises all positives, negative plates, papers, etc. and any other material/manuscript required for completion of the Work Order and the Earnest Money Deposit and Security Deposit lying with the Corporation will be forfeited.
9. CHECKING OF QUALITY OF MATERIAL USED: The Corporation has the right to get the quality checked for paper, cover, binding, lamination, printing, packing and publishing etc. by a team of officers of the Corporation or Paper Testing Institute so as to ensure that good quality product is delivered and in case of any defect or any variation in quality, the Corporation has the right to reject the material or impose the penalty as deemed fit by the Corporation and its decision would be final and binding on the Bidder.
 10. The bidder should submit a copy of their Registration, GST number and the PAN number along with the bid – including complete address and telephone/ mobile numbers and E-mail Ids. In case this information is not indicated, NCDC reserves the right to reject the bid.
 11. Cover design, page – proofs and format etc. should be shown to the Corporation at the above address for final approval before printing.
 12. The print production should be of first grade/ fine quality as per the prescribed sample.
 13. The Corporation reserves the right to reject the supplies in whole or in part if the same is found sub-standard and the decision of the Corporation in this regard will be final.
 14. No change in the rates shall be allowed under any circumstance in any item once quoted by the bidder.
 15. The bidder should have executed printing and supply of Diaries in Government Departments / Public Sector Undertakings / Autonomous Bodies / Financial Institutions and other reputed Private Firms during the last 3 years. The bidder should enclose necessary proofs in this regard such as copies of orders/ work completion certificates and samples of the diaries made by them if available.
 16. The payment shall be made on presentation of bill after satisfactory printing and supply of total ordered copies of diary.
 17. The Corporation at its discretion may impose a penalty as under on the bill of the party in case of delay in delivery, deficiency in quality of material or work, and the decision of the Corporation in this case shall be final and binding on the successful bidder.: In case no supply is made within 10 days after handing over the material for printing by the NCDC, Corporation reserves the right to forfeit the EMD and may cancel the award. No further correspondence will be entertained in this regard.
 18. The Corporation reserves the right to cancel the contract at any time in case the job is not found satisfactory and supply are not made as per the time schedule given by the Corporation.
 19. Validity of the rates quoted in the bid shall be for 120 days from the date of opening of financial bid.
 20. Performa for furnishing rates for printing and supplying of Diaries 2019 is enclosed. In case bidders need any clarification, the office of Executive Director (GA), NCDC as indicated above may be visited on any working day (Monday to Friday) between 11.00 AM to 4.00 PM.
 21. Printers registered with DAVP / DOP/ MSME having both of their registered offices and printing press in Delhi and/ or NCR region are eligible for this tender.
 22. The Technical Specification have been intended to be descriptive only and not restrictive. Bidders offering goods of substantially higher quality may provide a commentary as to superiority of the product offered.
 23. The quantity of the goods as specified for procurement could be enhanced or reduced up to 20% of the quantity as mentioned in the financial bid.

24. **The bidder shall place his Technical & Financial Bid in two separate covers, clearly mentioning at the envelop covers. This should be treated as mandatory since otherwise the bid shall be treated as rejected. Each and every page of the Bid submitted shall have to be mandatorily signed by the authorized signatory of the prospective bidder and seal of the firm affixed along with, since non compliance in this regard will make bid ineligible for consideration.**
25. Rate should be quoted both in figures & in words in English in the Financial Bid.
26. Opened/stapled/improperly sealed/ tenders or received after expiry of last date shall not be entertained.
27. Since it is a time bound job, firm shall give proper attention for successful completion of project and be available for any assistance relating to the assignment.
28. During the process of evaluation of applications, NCDC reserves the right to award full or part of work as per the urgency and requirement.
29. The rates quoted by the bidder shall be valid till the completion of the project.
30. No advance payment shall be given for this job.
31. It will not be permissible for the firm/agencies to which the work is outsourced to further outsource the work.
32. NCDC reserves the right to select or reject any or all bids without assigning any reasons thereof. Conditional & incomplete bids shall summarily be rejected.
33. **Completion of assignment:**

Time is the essence of the contract. The time period for completion of printing & supplying of NCDC Diary 2019 is **20 Days** from the date of issue of award letter for NCDC Head Office and **25 Days** for NCDC Regional Offices as per the list enclosed at Annexure-V.
34. The Evaluation Criteria:

Stage 1 (Pre-Qualification Bid):-
Evaluation will be undertaken for those bids who have submitted bids with all required information with documents.

Stage 2 (Financial Bid):-
The bid will be scrutinized with respect of eligibility conditions. The financial bid of only those firms shall be opened whose pre-qualification bid are found to be acceptable as per eligibility criteria mentioned in the bid document.
35. NCDC reserves the right to omit any of the item(s) and increase/ decrease the quantities of items to any extent given in the schedule and no claim in this regard shall be entertained.
36. Bidder should submit certificate/undertaking to the effect that firm is neither blacklisted by any government department nor any criminal case is registered against the firm.
37. **ARBITRATION**

In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or claim of liability, the same will be referred to an arbitrator to be appointed by the Managing Director, NCDC, whose decision shall be final and binding upon both the parties. Such reference shall be deemed to be a submission to arbitration under the Arbitrations and Conciliations Act 1996. The venue of arbitration shall be New Delhi. Subject here to the court in New Delhi shall have exclusive jurisdiction to the exclusion of all other courts.

Signature of the Bidder/Firm

(Name & Address of the Bidder/Firm with seal)

वित्तीय बोली

FINANCIAL BID

FINANCIAL BID

S.No.	Description	Quantity	Rate(₹)	GST	Amount(₹)
1.	Composing, designing, layout and printing of 5,000 copies of NCDC Yearly Diary 2019 as per the technical specification Annexure-III and sample.	5000			
2.	<p>a) Around 300 Diary with names of the officers/ dignitaries with golden/ silver color EP print and metal divider with laser engraving as per list provided by NCDC.</p> <p>b) Embossing of Year, Logo & name of the organization in Golden/silver color on the diary cover.</p>				
3.	Apart from supplying 3000 number of copies at NCDC Head office, remaining 2000 copies of diaries to be packed in corrugated boxes with iron strips for 18 Regional Offices and to be delivered to the NCDC Regional offices as per the enclosed list (Annexure -V).				
Total Cost (Including GST) (₹)					
Total Amount (in Words) :					

1. Certified that the above rates are inclusive of statutory taxes, cartage, loading, unloading and proper stacking etc. of diaries at NCDC premises. as may be applicable
2. Certified that I agree to all the terms & conditions of the tender document

Signature of the Bidder/Firm

(Name & Address of the Bidder/Firm with seal)

NCDC Regional Directorates



BENGALURU

3rd Floor, Karnataka Housing Board
Shopping Complex, National
Games Village, Koramangla,
Bengaluru-560047
Ph. : 080-25702112,
Fax : 080-25701860
Email : RO.Banglore@ncdc.in

BHOPAL

A-8, Third Floor, Platinum Plaza,
T.T. Nagar, Bhopal-462003,
Ph.: 0755-4902397
Fax: 0755-4902392
Email: RO.Bhopal@ncdc.in

BHUBANESWAR

Alok Bharati Complex (G.F),
Sahid Nagar
Bhubaneswar-751007
Phone.: 0674-2542107
Fax: 0674-2545874
Email: RO.Bhubaneswar@ncdc.in

CHANDIGARH

S.C.O. No.150-152
Ground Floor, Sector - 34-A,
Chandigarh-160022
Phone : 0172-2660127
Fax : 0172-2660227
Email : RO. Chandigarh@ncdc.in

CHENNAI

Module No. 34 & 35
Garment Complex, 2nd Floor,
Industrial Estate Guindy,
Chennai-600032
Phone : 044-22500034
Fax : 044-22500034
Email : RO.Chennai@ncdc.in

DEHRADUN

B-2, Friend Enclave,
Shah Nagar, Gorakhpur
Post Office, Defence Colony Road,
Dehradun-248001 (Uttarakhand)
Phone : 0135-2665945
Fax : 0135-2665945
Email : RO.Dehradun@ncdc.in

GANDHINAGAR

No.272-273, Sector-16,
G.H. Road,
Gandhinagar - 382016
Ph. : 079-23222293
Fax : 079-23238292
Email:RO.Gandhinagar@ncdc.in

GUWAHATI

Bora Service Station Bldg.
2nd Floor G.S.Road, Ulubari,
Guwahati -781007
Ph. : 0361-2526327
Fax : 0361-2525427
Email : RO.Guwahati@ncdc.in

HYDERABAD

No. 5-10-193, H.A.C.A
Bhavan, 2nd Floor Opp.
Telangana Assembly, Saifabad
Hyderabad - 500004
Ph. : 040-23233760
Fax : 040-23240615
Email : RO.Hyderabad@ncdc.in

JAIPUR

1st Floor, Central Block,
Nehru Sahakar Bhawan,
Bhawani Singh Road,
Jaipur-302001
Ph. : 0141-2740327
Fax : 0141-2740320
Email : RO.Jaipur@ncdc.in

KOLKATA

P-161/1, V.I.P. Road, 4th Floor
Kolkata - 700054
Ph. : 033-23555538/4943
Fax : 033-23555538
Email : RO.Kolkata@ncdc.in

LUCKNOW

Sahakarita Bhawan,
14, Dr.Bheemrao Ambedkar Marg,
Lucknow - 226001
Ph. : 0522-2613093
Fax : 0522-2211565
Email : RO.Lucknow@ncdc.in

PATNA

Block - A, Room No.20-21,
(2nd Floor), Mouryalok Complex,
Dak Bunglow Road
Patna - 800001
Ph. : 0612-2221467
Fax : 0612-2211604
Email : RO.Patna@ncdc.in

PUNE

5, B.J.Road, 1st Floor
MRSS Building, Pune-411001
Ph. : 020-26127049
Fax : 020-26128027
Email : RO.Pune@ncdc.in

RAIPUR

House No. 194, 1st Floor,
Main Road, Samta Colony
Raipur-492001
Ph. : 0771-2252086
Fax : 0771-2442086
Email : RO.Raipur@ncdc.in

SHIMLA

Kay Kay House Upper Kailhu,
Near Tara Hall School
Shimla-171003
Ph. : 0177-2657689
Fax : 0177-2658735
Email : RO.Shimla@ncdc.in

THIRUVANANTHAPURAM

Regional Office, Co. Bank Towers,
5th Floor, Palayam, Vikas Bhawan (PO)
Thiruvananthapuram - 695033
Ph. : 0471-2318497
Fax : 0471-2311673
Email : RO.@ncdc.in

RANCHI

Block-M, No. 23/DS,
Harmu Housing Colony,
Near BJP Office,
Ranchi - 834012
Ph. : 0651-34171496
Fax : 0651-2241494
Email : RO.Ranchi@ncdc.in