

निगम की वार्षिक डायरी 2018

की

छपाई एवं आपूर्ति हेतु

निविदा

**Tender
for
Printing and Supplying
of
NCDC DIARY 2018**



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

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Pre-Qualification Bid

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

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

Date: 23/11/2017

NOTICE INVITING TENDER

National Cooperative Development Corporation (NCDC), 4, Siri Institutional Area, Hauz Khas, New Delhi – 110016 invites sealed bids for "Printing and Supplying of NCDC Diaries for the year 2018". The prospective bidder shall fulfill the following mandatory eligibility criteria:

- i) Class A & B category printers registered with DAVP & / DOP having both of their registered offices and printing press in Delhi and/ or NCR region can only apply.
- ii) Should have valid PAN, Aadhaar 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 ₹20 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 2018".
4. The offer (duly filled in & signed), in sealed covers, duly marked "Bid for Printing of NCDC Diary 2018" must reach the office of Executive Director (GA), NCDC by 3.00 P.M on 06/12/2017 and the Pre-qualification Bid shall be opened at 3.30 P.M on dated 06/12/2017 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)

राष्ट्रीय सहकारी विकास निगम
(सामान्य प्रशासन अनुभाग)

सा०:एनसीडीसी:7-8/2017-सामान्य

दिनांक : २३.12.2017

निविदा आमंत्रण सूचना

राष्ट्रीय सहकारी विकास निगम 4, सिरी इन्सटीट्यूशनल एरिया, हौज खास, नई दिल्ली-110016 "वर्ष 2018 की वार्षिक डायरी की छपाई तथा आपूर्ति" हेतु संलग्न अनुसूची अनुबंध - III के अनुसार सीलबंद निविदाएँ आमंत्रित करता हूँ।

पात्रता मापदंड:

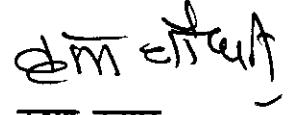
1. DAVP तथा DOP द्वारा पंजीकृत श्रेणी 'A' तथा 'B' मुद्रक जिनके पंजीकृत कार्यालय तथा इकाइयाँ दिल्ली तथा/ अथवा राष्ट्रीय राजधानी क्षेत्र में स्थित हो।
2. PAN, आधार कार्ड तथा GST पंजीकृत।
3. पिछले 3 वर्षों के दौरान सरकारी विभागों/ सार्वजनिक क्षेत्र उपक्रमों/ स्वायत्त निकाय/ वित्तीय संस्थानों और अन्य प्रतिष्ठित निजी कंपनियों में डायरी में छपाई और आपूर्ति हेतु 3 वर्ष का अनुभव।
4. पिछले 3 वर्ष वित्त वर्षों में न्यूनतम ₹ 20 लाख का औसत 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।

मुद्रक(प्रिंटर) नमूना डायरी का निरीक्षण सभी कार्यदिवसों में (सोम. से शुक्र.) प्रातः 11 बजे से सायं 4 बजे तक कार्यकारी निदेशक (सा.प्र.) विभाग के कार्यालय में कर सकते हैं।

निविदा (विधिवत भरी हुई और हस्ताक्षरित), बंद कवर में दो लिफाफे अर्थात् पूर्व अर्हता बोली और वित्तीय बोली अलग-अलग, दिनांक ०६.12.2017 को सायं 3.00 बजे तक एनसीडीसी कार्यालय में पहुँच जाने चाहिए। पूर्व योग्यता बोली, उसी दिन 3.30 बजे ०६.12.2017 खोली जाएंगी। केवल उन फर्मों की वित्तीय बोलियां 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 जाएं। मूल्य बोली खुलने का समय और तारीख अलग से पात्र फर्मों को सूचित की जाएंगी।

राष्ट्रीय सहकारी विकास निगम, 4, सिरी इन्सटीट्यूशनल एरिया, हौज खास, नई दिल्ली 110016, के पक्ष में बयाना राशि ₹ 15000/- (पंद्रह हजार रुपये) डिमांड ड्राफ्ट, के रूप में - पूर्व अर्हता बोली के साथ प्रस्तुत की जाए। निविदा बिना बयाना राशि के अस्वीकार कर दी जाएगी।

निगम के पास किसी भी निविदा को बिना कोई कारण बताए स्वीकार करने अथवा सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित हैं।



कृष्ण कुमार
कार्यकारी निदेशक (सा.प्र.)

PARTICULARS OF THE FIRM

1.	Name of the firm	
2.	Office address	
3.	Telephone No.	
4.	Mobile phone 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). 2014-15 b). 2015-16 c). 2016-17	
12.	Categorization as Printer with DAVP & / DOP: (Please specify whether class A & B)	
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.	Aadhaar No : (photocopy to be enclosed)	
17.	Location of the printing press	
18.	Please attach copy(s) of audited financial statement, accounts and balance sheets for the last three years 2014-15 to 2016-17.	
19.	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 2018 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)	Internal Design	<u>Sample Diary may be seen at the office of Executive Director (GA) at NCDC, New Delhi (4th Floor-West Wing), Phone: 26962385, between 11AM to 4 PM on any working day (Monday to Friday).</u>
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, names of the officers/ dignitaries etc on the cover with with crystal UV effect. (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. (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 2017, 2018 & 2019 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 2018 are to be submitted super-scribing "Bid 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 enter into contract after award of contract.
 - c) on failure to furnish the required performance security or
 - d) If the work is not commenced on the date of starting the work after the work is awarded to the contractor.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 according to NCDC's specification (Model diary be seen at the office of Executive Director (GA), NCDC) shall also be required to be submitted along with the tender.
4. Each Bidder will submit only one tender either by himself or as a partner in Joint venture firm/ company.
5. 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.
6. 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.
7. **CANCELLATION OF CONTRACT:** In the event of printer's failure to manufacture and supply the Diaries 2018 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.
8. **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.
9. 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.
 10. Cover design, page – proofs and format etc. should be shown to the Corporation at the above address for final approval before printing.
 11. The print production should be of first grade/fine quality as per the prescribed sample.
 12. 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.
 13. No change in the rates shall be allowed under any circumstance in any item once quoted by the bidder.
 14. The bidder should have supplied a minimum of 5000 diaries each year during last three years to Govt. organization/Cooperatives/ Private Companies of repute. 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.
 15. The payment shall be made on presentation of bill after satisfactory printing and supply of total ordered copies of diary for the year 2018.
 16. 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.
 17. 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.
 18. Validity of the rates quoted in the bid shall be for 60 days from the date of opening of financial bid.
 19. Performa for furnishing rates for printing and supplying of Diaries 2018 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.
 20. Only DAVP & /DOP registered Printers of 'A' & 'B' category are eligible for this tender.
 21. 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.
 22. 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.
 23. **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.**
 24. Rate should be quoted both in figures & in words in English in the Financial Bid.

25. Bidders shall inspect the sample of Diary at the office of Executive Director (GA) at National Cooperative Development Corporation, August Kranti Marg, New Delhi 110016 (4th Floor), [Phone No. 26962385] on any working day (Monday to Friday) between 10.00 A.M. to 5.00 P.M.
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. The firm must start the work within 7 days from the date of signing the Agreement failing which the EMD will be forfeited and NCDC will take further necessary action as it deems fit.
31. No advance payment shall be given for this job.
32. It will not be permissible for the firm/agencies to which the work is outsourced to further outsource the work.
33. NCDC reserves the right to select or reject any or all bids without assigning any reasons thereof. Conditional & incomplete bids shall summarily be rejected.
34. **Completion of assignment:**

Time is the essence of the contract. The time period for completion of printing & supplying of NCDC Diary 2018 is **15 Days** from the date of issue of award letter for NCDC Head Office and **20 Days** for NCDC Regional Offices as per the list enclosed at Annexure-V.
35. 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.
36. After receiving the confirmed offer from NCDC, the successful bidder will give his acceptance. The selected firm will be invited to sign a contract with NCDC on a non-judicial stamp paper of appropriate value within 7 days from the date of award letter and terms & conditions etc. will form part of the agreement. In case the selected firm fails to sign the contract, the earnest money deposit money will be forfeited and award may be offered to the next lowest evaluated bidder.
37. 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.
38. **ARBITRATION**

Except where otherwise provided in contract all questions and disputes arising out of or relating to the contract, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after completion or abandonment thereof shall be referred to the sole Arbitration of the person appointed by the Managing Director, NCDC. There will be no objection to any such appointment that the Arbitrator so appointed is an owner's representative that he had to deal with the matter to which

the contract relates and that in the course of his duties as owner's representative he had expressed views on all or any of the matter in dispute or difference. Subject to as aforesaid the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration proceedings under this clause. It is also a term of the contract that the party invoking Arbitration shall specify the dispute to be referred to Arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The award of the Arbitrator shall be final and binding on both the parties. The venue of Arbitration shall be Delhi and only Delhi Court will have jurisdiction in the matter. The fees, if any, of the Arbitrator shall be required to be paid before the award is made and published and will be paid equally by the parties. The costs of the reference and of the award including the fees, if any, of the Arbitrator shall be at the discretion of the Arbitrator

Signature of the Bidder/Firm

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

FINANCIAL BID

S.No.	Description	Quantity	Rate(₹)	GST	Amount(₹)
1.	Composing, designing, layout and printing of 5,000 copies of NCDC Yearly Diary 2018 with NCDC Logo as per the technical specification (Annexure-III) and sample.	5000			
2.	a) Around 350 names of the officers and dignitaries will be embossed on the diary cover in golden/ silver color with crystal UV effect as per list provided by NCDC. b) Embossing of Year, Logo & name of the organization in Golden/silver color on the diary cover.				
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/ Offices where Diaries are to be dispatched

<p>BENGALURU 3rd Floor, Karnataka Housing Board Shopping Complex, National Games Village, Vivekanagar Post, BENGALURU – 560 047 Ph: 080-25702112, Fax: 080-25701860, E-mail: RO.Banglore@ncdc.in</p>	<p>BHOPAL A-8, Third Floor, Platinum Plaza, T T Nagar BHOPAL - 462006 Ph.: 0755-2774175 Fax: 2763647 E-mail: RO.Bhopal@ncdc.in</p>
<p>BHUBANESWAR Alok Bharati Complex (G.F.), Sahid Nagar BHUBANESWAR - 751 007 Phone: 0674-2542107, Fax: 0674-2545874 E-mail: RO.Bhubaneswar@ncdc.in</p>	<p>CHANDIGARH S.C.O. No. 150-152, Ground Floor, Sector 34-A, CHANDIGARH-160022. Phone: 0172-2660127 Tel. Fax. : 0172-2660227 E-mail: RO.Chandigarh@ncdc.in</p>
<p>CHENNAI Module No. 34 & 35, Garment Complex, 2nd floor, Industrial Estate, Guindy, Chennai - 600 032 Phone No. : 044-2250 0034, 2250 0824 Fax No. : 044-2250 0034 E-mail: RO.Chennai@ncdc.in</p>	<p>DEHRADUN Friends Enclave, B-2 Friends Enclave, Shah Nagar, Gorakhpur Post Office, Defence Colony DEHRADUN - 248 001 (Uttarakhand) Phone 0135-2665125 Fax No. 0135-2674900 E-mail : RO.Dehradun@ncdc.in</p>
<p>GANDHI NAGAR No. 272-273, Sector – 16, G.H. Road, Gandhinagar – 382 016 E-mail: RO.Gandhinagar@ncdc.in</p>	<p>GUWAHATI Bora Service Station Bldg., G.S. Road, Ulubari GUWAHATI - 781007 Ph. : 0361-2526327 Fax : 2525427 E-mail: RO.Guwahati@ncdc.in</p>
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