

To

NIDM/Printing/Booklet/2011-12

Dated: 16/12/2011

Sir/Madam

Quotation Letter

Sub: Printing of Directory NIDM

NIDM invites sealed quotations for printing of 500 Copies of "Directory NIDM" with following specifications.

- (i) **Size : 5.5X 8.5**
- (ii) **Cover & Back**
 - a. 300gsm imported Art Matt in multi colour
- (iii) **Inside Pages**
 - a. 100gsm sunshine in BW Printing
- (iv) **Binding**
 - a. Wiro
- (v) **Layout and Designing Charges, if any**
- (vi) **Tax if Any**
- (vii) **Lamination**
 - a. Matt

Note: Document to be provided by NIDM is having about 160 pages (A4Size one sided)


Terms and Conditions:

- (i) Quotations submitted should be valid for a minimum period of six months from date of Submission.
- (ii) Quotations should be free from cutting, erasing, etc.
- (iii) A minimum of one samples of book/documents printed in last five year
- (iv) All prices quoted must be firm and no revision in the price quoted is allowed after Quotations are opened.
- (V) Institute reserves the right to reject any or all bidders without assigning any reasons thereof.
- (iv) All the bidders should indicate clearly "Quotation for Book **Directory-NIDM**" on the top of the envelope.

Note: Quotations should be in unit cost (i.e cost per leaf/4 inside pages)

Quotation, addressed to the Executive Director , National Institute of Disaster Management , IIPA Campus I.P. Estate Mahatma Gandhi Marg New Delhi -110 002, Should be submitted along with the list of clients preferably Govt/UN agencies so as to reach the institute on or before 22nd December ,2011. Quotation will be opened by the committee on 23rd Dec.2011 at 11 A.M in institute premises. You are requested to send only one representative during opening of quotations on specified time, place and date.

You're sincerely


(Dr. Sujata Satapathy) 16/12/11
Asst. Professor