

NIDM/Printing/Book FF /2013-14/17  
22<sup>nd</sup> August, 2013

**Quotation**

Dear Sir/ Madam,

**Sub: Printing of NIDM Publications "Leaflets containing Disasters-Do's & don't" and "NIDM Folder"**

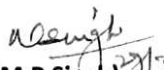
NIDM invites sealed quotations from empanelled printers of DAVP and Directorate of Printing (Govt of India) for printing of following **NIDM Publication** as per the quantity and specification as given below:

S.No.	Publication	Quantity	Specification
1	Leaflets containing Disasters & Do's & don't	3000-copies	<ul style="list-style-type: none"> <li>➤ Size: 14 cm x 21 cm</li> <li>➤ Paper quality: 350 gsm art card</li> <li>➤ Lamination: Gloss in all pages</li> <li>➤ Color: Multi color ( both side printing of leaf)</li> <li>➤ Total no. of pages: 1-16 pages</li> <li>➤ Layout or designing : Required</li> <li>➤ Binding: Center Pin</li> <li>➤ Drum scanning : Required</li> </ul>
2	NIDM Folder	3000-copies	<ul style="list-style-type: none"> <li>➤ Size: 22.5cmX30.5cm (Fold size ) , 30 cm x78.5cm (open size )</li> <li>➤ Self Pocket</li> <li>➤ Three fold</li> <li>➤ Paper quality: 350 Pearl Graphics / Megno Matt</li> </ul>

- ❖ Unit Cost of items must be mentioned in quotation.
- ❖ The Drum scanning, layout designing charges, if any, must be mentioned separately in the quotation.
- ❖ Taxes, if any, may be mentioned separately in the quotation.
- ❖ **Vendor should also provide publication wise total cost of printing.**
- ❖ Printer shall provide the soft copy of the final print version of the IEC material along with hard copies to the institute.
- ❖ Sample of materials to be printed can be seen at NIDM library.
- ❖ The rates in the quotation should be valid for a period of one year.
- ❖ Sample paper & Print quality should be attached
- ❖ NIDM Reserves the right to reject / cancel the quotation without assigning any reason
- ❖ Quotation should be free from cutting, erasing, etc.

Quotations should be addressed to Executive Director, National Institute of Disaster Management, IIPA Campus, IP Estate, Ring Road, New Delhi-110002 and posted / couriered so as to reach the Institute on or before **11/09/2013 (before 5 p.m.)**. Envelope containing quotation should be superscribed as "**Leaflets containing Disasters -Do's & don't**" and "**NIDM Folder**". Quotations shall be opened at **3 pm on 12/09/2013** at Institute's building. You are requested to send only one representative during opening of quotations on specified time, place and date.

Yours sincerely

  
(M.P.Singh)

Administrative Officer