



Towards a Disaster Free India

National Institute of Disaster Management
(Ministry of Home Affairs)

5 B, Indraprastha Estate, Ring
Road, New Delhi-110002

To

NIDM/Lib/TM/01/2011-12

August 30, 2011

Quotation Letter

Sir/ Madam,

Sub.: Printing of Training Modules

Quotations are invited for designing and printing 1000 copies each of 7 Training Modules each having about 170 pages (8"x11" size) approximately. Quotations should be submitted for the following specifications:

- (i) **Cover & Back pages**
 - a. 300 gsm Imported Art Matt Finished with lamination and Dippon pressure Die creasing in Multi colour
- (ii) **Inside pages**
 - a. 100gsm Imported Art paper matt Finished in single colour; or
 - b. 100gsm Imported Art paper matt Finished in two colours; or
 - c. 100gsm Imported Art paper matt Finished in multi colours
- (iii) **Binding**
 - a. Perfect with lamination and creasing
- (iv) **Layout and Designing charges, if any**
- (v) **Taxes, if any**

- Notes: (i) Quotations should be submitted separately for the following sizes of the document (a) 8"x11" and (b) 7"x9.5"
- (ii) Quotations should be in unit cost (i.e. cost per leaf/4 inside pages)

Essential attachments to be submitted along with the quotations:

- (i) Quotations submitted should be valid for a minimum period of six months from date of submission; and
- (ii) Quotations should be free from cutting, erasing, etc.
- (iii) A maximum of two samples of book/documents printed in last five years.

Quotations, addressed to **The Executive Director, National Institute of Disaster Management, IIPA Campus, IP Estate, Ring Road, New Delhi-110002**, should be submitted in sealed envelopes along with the list of clients preferably Government/ UN agencies so as to reach the Institute on or before **20 September 2011**.

Yours sincerely


(Arun Sahdeo)
Consultant