

To

NIDM/LIB/TM/01/2011-12

Dated: 8/11/2011

Sir/Madam

**Quotation Letter**

**Sub: Printing of Training Modules**

It is proposed to print 1000 Copies of Training Modules. Quotations are invited for designing and printing of 7 training modules each having about 170 pages (7"X 9.5"size and one sided) approximately specifications of printing are as under.

**(i) Cover & Back**

300gsm imported Art Matt finished with lamination and Dippon pressure Die creasing in multi colour

**(ii) Inside Pages**

100gsm imported Art paper matt finished in Multi colour

**(iii) Binding**

Perfect with lamination and creasing

**(iv) Layout and Designing Charges, if any**

**(v) Tax if Any**

**(vi) Duration of Validity of rates**

**(vii) sizes of the document**

7"X9.5"

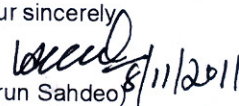
**Terms and Conditions:**

- (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 two 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) We reserve ourselves unfetter right to reject any or all bidders without assigning any reasons thereof.
- (W) All the bidders should indicate clearly quotation for Book "Training Modules" on the top of the envelope.

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

Quotations, addressed to the Executive Director , National Institute of Disaster Management , IIPA Campus I.P. Estate Nee Delhi -110 002, Should be submitted in sealed envelopes along with the list of clients preferably /UN agencies so as to reach the institute on or before 21<sup>st</sup> November ,2011.

Your sincerely

  
(Arun Sahdeo)  
Consultant