

NIDM /Printing/IITF/2014-15  
Date: 2/09/2014

**Quotation**

**Sub: Printing of: Wall Calendar IITF: 2014-15**

NIDM invites sealed quotations from empanelled printers of DAVP and Directorate of Printing (Govt. of India) for printing of NIDM wall calendar IITF 2014-15, as per specification and quantity given below.

S.No.	Publication	Quantity	Specification
1	Wall Calendar IITF: 2014-15	5000-copy	<ul style="list-style-type: none"><li>➤ Page Size:24" (H) X 17" (W)</li><li>➤ No. of sheets : 7 sheets (including fly leaf)</li><li>➤ Colour: 4+4</li><li>➤ Paper : 170 GSM Bilt royal Art Papers</li><li>➤ Binding: Wiro at top</li><li>➤ Dum scanning : Drums scanning required for all pictures</li><li>➤ As per sample available in NIDM library</li></ul>

- ❖ **Unit Cost** of Printing of Wall Calendar must be mentioned in quotation.
- ❖ The Drum scanning, layout designing, typing charges, on site design work / off site design work ...Etc. must be mentioned separately in the quotation.
- ❖ Taxes, if any, may be mentioned separately in the quotation.
- ❖ Vendor should provide total cost of printing.
- ❖ **Any extra /less pages will be charged /discounted on pro-rata basis.**
- ❖ Printer shall provide the soft copy of the final print version of the Wall Calendar 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 any or all the quotations without assigning any reason

Quotations should be addressed to Executive Director, National Institute of Disaster Management, IIPA Campus, IP Estate, Ring Road, New Delhi-110002, and should be posted /couriered so as to reach the Institute on or before **15/09/2014 (before 5 p.m.)** Envelope containing quotation should be superscribed as Quotation for "**Printing of: Wall Calendar IITF: 2014-15.**" Quotations shall be opened at **3 pm on 16/09/2014** at Institute's building. You are requested to send only one representative during opening of quotations on specified time, place and date

  
(S.P. Sharma)  
Administrative Officer