

NIDM /Printing /Directory /2014-15/4  
Date: 26/05/2014

**Quotation**

**Sub: Printing of NIDM Directory**

NIDM invites sealed quotations from empanelled printers of DAVP and Directorate of Printing (Govt. of India) for printing of NIDM Directory as per specification and quantity given below.

S.No.	Publication	Quantity	Specification
1	NIDM Directory	500-copy	<ul style="list-style-type: none"><li>➤ Size: Size: 14 cm x 21.5 cm</li><li>➤ Total no. of pages : 200 ± <b>per leaf cost</b></li><li>➤ Inside Text papers : 130 gsm Art paper multicolour printing</li><li>➤ Cover page : Multicolor , 350 gsm multicolour printing</li><li>➤ Saprayers : multicolor 300 gsm glosse</li><li>➤ Layout or designing : Required</li><li>➤ Binding : spiral</li></ul>

- ❖ **Unit Cost** of book must be mentioned in quotation.
- ❖ The Drum scanning, layout designing, typing charges..Etc, and extra **page /per leaf cost**, if any, must be mentioned separately in the quotation.
- ❖ Taxes, if any, may be mentioned separately in the quotation.
- ❖ **Vendor should provide total cost of printing.**
- ❖ Printer shall provide the soft copy of the final print version of the Book 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

Quotations should be addressed to Executive Director, National Institute of Disaster Management, IIPA Campus, IP Estate, Ring Road, New Delhi-110002, should be posted /couriered so as to reach the Institute on or before **09/06/2014 (before 5 p.m.)** Envelope containing quotation should be superscribed as Quotation for "**NIDM Directory**" Quotations shall be opened at **3 pm on 10/06/2014** 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