

**NIDM/Printing/SS/2014-15**  
**November 7, 2014**

**Quotation**

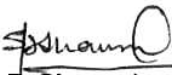
**Sub: Printing of 'Guidelines for formulation of School Safety Plan for Disaster Management'**

NIDM invites sealed quotations from empanelled printers of DAVP and Directorate of Printing (Govt. of India) for printing of 'Guidelines for formulation of School Safety Plan for Disaster Management " as per specification and quantity given below.

S.N.	Publication	Suggested Specification
1	<b>Guidelines for formulation Plan for School Safety Plan for Disaster Management</b>	<ul style="list-style-type: none"> <li>➤ Page Size: <b>18cm X24.3 cm</b></li> <li>➤ Front Cover and Back: 350 gsm imported art matt finished with thermal lamination and dippon pressure die creasing multi color printing.</li> <li>➤ Inside Text Pages : 100 gsm imported art paper matt finished with multicolor printing (both side)</li> <li>➤ Layout designing: Required;</li> <li>➤ Binding : Perfect ,with lamination and creasing</li> <li>➤ Special golden colour, Govt. of India emblem by foiling mode on front cover.</li> <li>➤ No of pages : 150 nos and</li> <li>➤ As per sample available</li> <li>➤ <b>No. of copy :1000 each</b></li> </ul>

- ❖ **Unit Cost** of Report must be mentioned in quotation.
- ❖ The Drum scanning, layout designing, typing charges, on side 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 Report 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 **24/11/2014 (before 5 p.m.)** Envelope containing quotation should be subscribed as Quotation for "Guidelines for formulation of **"School Safety Plan for Disaster Management."** Quotations shall be opened at **3 pm on 25/11/2014** You are requested to send only one representative during opening of quotations on specified time, place and date

  
(S.P. Sharma)  
Administrative Officer