



Towards a Disaster Free India

**National Institute of Disaster Management
(Ministry of Home Affairs)**

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

**NIDM/Printing/AnnualReport/2014-15
December 23, 2015**

Quotation

Sub: Printing of 'NIDM Annual Report 2014-15

NIDM invites sealed quotations from empanelled printers of DAVP and Directorate of Printing (Govt. of India) for printing of 'NIDM Annual Report': 2014-15 as per specification and quantity given below :-

S.N.	Publication	Quantity	Suggested Specification
1	NIDM Annual Report : 2014-15(Hindi)	200	<ul style="list-style-type: none">➤ Page Size:21.3 cm x 26.4cm➤ Front Cover and Back:350 GSM imported art card With multi color printing➤ Inside Text Pages : 100 gsm imported art paper with multicolor printing (both side)➤ Layout designing: Required;➤ Binding : Perfect ,with lamination on cover and back➤ No of pages : 150 nos➤ As per sample available
2	NIDM Annual Report : 2014-15(English)	200	<ul style="list-style-type: none">➤ Page Size:21.3 cm x 26.4 cm➤ Front Cover and Back:350 GSM imported art card With multi color printing➤ Inside Text Pages : 100 gsm imported art paper with multicolor printing (both side)➤ Layout designing: Required;➤ Binding : Perfect ,with lamination on cover and back➤ No of pages : 150 nos➤ As per sample available

- ❖ Unit Cost of Booklet 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 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 **06/01/2016 (before 5 p.m.)** Envelope containing quotation should be subscribed as Quotation for "**Printing of NIDM Annual Report 2014-15**" Quotations shall be opened at **3 pm on 08/01/2016** You are requested to send only one representative during opening of quotations on specified time, place and date.

(P.K.Pathak)
Administrative Officer