

NIDM / Printing/IITF/2013-14/29  
16<sup>th</sup> December, 2013

**Quotation**

Dear Sir/ Madam,

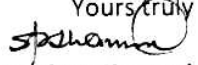
**Sub: Printing of NIDM Annual Report materials**

NIDM invites sealed quotations from empanelled printers of DAVP and Directorate of Printing (Govt of India) for printing of **NIDM Annual Report: 2012-13**, as per the quantity and specification given below:

S.No.	Publication	Quantity	Specification
1	<b>NIDM Annual Report :2012-13 ( Hindi)</b>	400	<ul style="list-style-type: none"> <li>➤ Page Size:18cm X24.3 cm</li> <li>➤ Front Cover and Back: 350 GSM imported art Card With multi colour printing</li> <li>➤ Inside Text Pages : 100 GSM imported art paper With multicolor printing (both side)</li> <li>➤ Layout designing: Required;</li> <li>➤ Binding : Perfect ,with lamination on cover and back</li> <li>➤ No of pages : 100 nos and ± <b>per leaf( 2-pages ) cost</b></li> <li>➤ As per sample available</li> </ul>
2	<b>NIDM Annual Report :2012-13 ( English )</b>	400	<ul style="list-style-type: none"> <li>➤ Page Size:18cm X24.3 cm</li> <li>➤ Front Cover and Back: 350 GSM imported art Card With multi colour printing</li> <li>➤ Inside Text Pages: 100 GSM imported art paper With multicolor printing (both side)</li> <li>➤ Layout designing: Required;</li> <li>➤ Binding : Perfect ,with lamination on cover and back</li> <li>➤ No of pages : 100 nos and ± <b>per leaf( 2-pages ) cost</b></li> <li>➤ As per sample available</li> </ul>

- ❖ Unit Cost of items must be mentioned in quotation.
- ❖ The Drum scanning, layout designing, typing charges if any must be mentioned separately in the quotation.
- ❖ Taxes, if any, may be mentioned separately in the quotation.
- ❖ **Vendor should also provide publication wise total cost of printing.**
- ❖ Printer shall provide the soft copy of the final print version of the each document 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
- ❖ Quotation should be free from cutting, erasing, etc.

Quotations should be addressed to Executive Director, National Institute of Disaster Management, IIPA Campus, IP Estate, Ring Road, New Delhi-110002 and posted/couriered so as to reach the Institute on or before **30/12/2013 (before 5 p.m.)**. Envelope containing quotation should be superscribed as **Quotation for "Printing of NIDM Annual Report: 2012-13"**. Quotations shall be opened at **3 pm on 31/12/2013** at Institute's building. You are requested to send only one representative during opening of quotations on specified time, place and date.

Yours truly  
  
(S.P.Sharma)  
Administrative Officer