



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 /IEC/2014-15/03
Date: 03/09/2015

Quotation

Sub: Printing of IEC Materials for IITF: 2015

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

S.No.	Publication	Quantity	Specification
1	Wall Calendar 2016-17	3000- copy (HINDI) 3000-copy (English)	1. Page Size: 24" (H) X 17" (W) 2. No. of sheets : 7 sheets (including fly leaf) 3. Colour: 4+4 4. Paper : 170 GSM Bilt royal Art Papers 5. Binding: Wiros at top 6. Drum scanning : Drums scanning required for all picture 7. As per sample available in NIDM library
2	NIDM leaflets English	5000-copy	1. Size: 36 cm x 23cm 2. Color: Multi color (both side printing of leaf) 3. Total no. of pages: two pages in two fold with creasing 3. Text paper Quality" 170 gsm (Art paper- Gloss) 4. Layout or designing : Required
3	School fire safety (leaflets)	5000-copy	1. Size: 36 cm x 23cm 2. Color: Multi color (both side printing of leaf) 3. Total no. of pages: two pages in two fold with creasing 4. Text paper Quality" 170 gsm (Art paper- Gloss) 5. Layout or designing : Required
4	Paper Carry Bags	5000-Copy	1. Size: 29 cm x 40cm 2. Printing: single Color both side and 4 inch in spine die English and Hindi 3. Paper quality: 250 gsm white duplex 4. Lamination : Matt lamination 5. Fabrication: Fancy Threading , Brace repet and Base strips 6. Layout and design: required

- ❖ **Unit Cost** of each items must be mentioned in quotation.
- ❖ The Drum scanning, layout designing charges, if any, must be mentioned separately in the quotation.
- ❖ Taxes, if any, may be mentioned separately in the quotation.
- ❖ **Vendor should provide publication wise total cost of printing.**
- ❖ Printer shall provide the soft copy of the final print version of the IEC material 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



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Sealed 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 **18/09/2015 (before 5 p.m.)** Envelope containing quotation should be superscribed as "Quotation for IEC Materials. Quotations shall be opened at **3 pm on 21/09/2015** at Institute's building. You are requested to send only one representative during opening of quotations on specified time, place and date.

(P.K. Pathak)

Administrative Officer -in charge