

NIDM /Printing /EAS/2014-15/9

Date: 07/08/2014

Quotation

Sub: Printing of: EAS-India Workshop Materials.

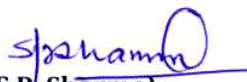
NIDM invites sealed quotations from empanelled printers of DAVP and Directorate of Printing (Govt. of India) for printing of **EAS-India Workshop Materials** as per specification and quantity given below.

S.No.	Publication	Quantity	Specification
1	EAS-India Event Booklet	500-copy	<ul style="list-style-type: none"> ❖ Size: 21cm x28cm ❖ Number of Page : 40 pages (± 4 page leaf cost) ❖ Color: Multi color printing (both side) ❖ Paper quality: 130gsm Imp. Art Paper (gloss) ❖ Layout designing: Required ❖ Cover and Back : 300 gsm Art paper ❖ Binding : Center pin ❖ Drum scanning : Required ❖ Govt. of India emblem should be printed ❖ As per sample available in NIDM library
2	3- Speech booklets	500 -each total copy 1500	<ul style="list-style-type: none"> ❖ Size: 14 x 21.5cm ❖ Color: Multi color (both side printing of leaf) ❖ Total no. of pages: 8 ± 4 page leaf cost) ❖ Text paper Quality" 170 gsm (Mat art paper - Gloss) ❖ Layout or designing : Required ❖ Drum scanning : Required ❖ Binding : Center pin ❖ Govt. of India emblem should be printed ❖ As per sample available in NIDM library
3	Card: 1.Inaugural session 2. Valedictory	500 each copy (500x2=1000) and 500 envelop Note: envelop are common for all three cards s S. no.. 3 & 4	<ul style="list-style-type: none"> ❖ Size : 12.2cm x17cm ❖ Quantity : 500 x2 and 500 envelop ❖ Printing : Multi colour both side ❖ Papers quality Card : Rendezvous (250 gsm) ❖ Paper quality envelop : rendezvous (130 gsm) ❖ Govt. of India emblem should be printed ❖ Layout designing : Required ❖ As per sample available in NIDM library
4	Card : Technical Session	500 copy card only	<ul style="list-style-type: none"> ❖ Size : 24.5 cm x17cm ❖ Printing : Multi colour both side ❖ Papers quality Card : Rendezvous (250 gsm) ❖ Paper quality envelop : rendezvous (130 gsm) ❖ Govt. of India emblem should be printed ❖ Layout designing : Required ❖ Binding : creasing (one fold) ❖ As per sample available in NIDM library
5	Card and Envelop Dinner	500 card and 500 envelop	<ul style="list-style-type: none"> ❖ Size : 11.5cm x16.5cm (landscape) ❖ Printing : Single site multicolor ❖ Papers quality Card : Rendezvous (250 gsm) ❖ Paper quality envelop : rendezvous (130 gsm) ❖ Govt. of India emblem should be printed ❖ As per sample available in NIDM library

6	Writing Pad	500 copy	<ul style="list-style-type: none"> ❖ Size : 14cm x21.8cm ❖ No. of Page : 80 (water mark) ❖ Cover:: 300gsm Imp. Art Paper (multicolor printing) ❖ Layout designing : Required ❖ Other logo and Govt. of India emblem should be printed in cover ❖ As per sample available in NIDM library
7	Docket Folder	500 copy	<ul style="list-style-type: none"> ❖ Size : 23cm x 30.5cm ❖ No. of Pocket inside :2 ❖ No. of page :4 ❖ Multicolor printing 350 gsm imported are card matt finish ❖ Lamination : Mat Lamination ❖ Other logo and Govt. of India emblem should be printed in cover ❖ As per sample available in NIDM library
8	Leaflets	500 copy	<ul style="list-style-type: none"> ❖ Size: 23cm x 36.5cm ❖ Color: Multi color (both side printing of leaf) ❖ Total no. of pages: two pages in two fold with creasing. ❖ Text paper Quality" 170 gsm (Art paper- Gloss) ❖ Layout or designing : Required ❖ Other logo and Govt. of India emblem should be printed ❖ As per sample available in NIDM library

- ❖ **Unit Cost** of each material must be mentioned in quotation.
- ❖ The Drum scanning, layout designing, typing charges , on side design work / off site design work ...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 all the materials 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, and should be posted /couriered so as to reach the Institute on or before **21/08/2014 (before 5 p.m.)** Envelope containing quotation should be superscribed as Quotation for "**EAS-India Workshop Materials**" Quotations shall be opened at **3 pm on 22/08/2014** 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