

NIDM/Printing /EAS-India/2014-15

Date: 26/08/2014

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

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

- ❖ **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 , must be mentioned separately in the quotation.
- ❖ Taxes, if any, may be mentioned separately in the quotation.
- ❖ **Any extra /less pages will be charged /discounted on pro-rata basis.**
- ❖ **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 **08/09/2014 (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 09/09/2014** at Institute's building. You are requested to send only one representative during opening of quotations on specified time, place and date.



**(Ramesh kumar )  
Accounts Officer**