

NIDM/Printing/leaflet/2012-13.
April 11, 2013

Quotation

Dear Sir/ Madam,

Sub: Printing of Leaflets containing Do's & Don't of Disasters.

NIDM invites sealed quotations from empanelled printers of DAVP and/or 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	Leaflets containing Do's & don'ts of Disasters	5000- copies	<ul style="list-style-type: none"> ❖ Size: 5.75" X 8.25" ❖ Paper quality: 300 gsm art card ❖ Total no. of pages : 16 pages ❖ Lamination: Gloss in all pages ❖ Printing: Multi-Color (Both side printing) ❖ Binding: Center Pin

- ❖ **Unit Cost** of item must be mentioned in quotation.
- ❖ The Drum scanning, layout designing charges, if any, must be mentioned separately in the quotation.
- ❖ Taxes, if any, must 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 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

Quotations should be addressed to Executive Director, National Institute of Disaster Management, IIPA Campus, IP Estate, and Ring Road, New Delhi-110002 and should be posted / couriered so as to reach the Institute on or before **22/4/2013 (before 11 A.m.)**. Envelop containing quotation should be superscribed as "Quotation for **Leaflets containing Do's & Don't of Disasters.** Quotations shall be opened at **3 pm on 23/4/2013** at Institute's building. You are requested to send only one representative during opening of quotations on specified time, place and date

Yours sincerely,


(Surya Parkash) 11/4/13
Head Printing Committee
On behalf Executive Director