



**National Institute of Disaster Management  
(Ministry of Home Affairs)**

5 B, Indraprastha Estate, Ring  
Road, New Delhi-110002

NIDM /KMCD/IEC/2016-17  
Date: 10/01/2017

**Quotation**

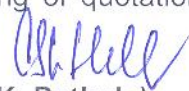
**Sub: Printing of: NIDM Diary: 2017**

NIDM invites sealed quotations from empanelled printers of DAVP and Directorate of Printing (Govt. of India) for printing of NIDM Diary: 2017, as per specification and quantity given below.

S.No.	Publication	Quantity	Specification
1	NIDM Diary	500 (Nos)	1. Size 6.5"x 8.5" 2. Colours: Four colours throughout 3. Total Number of Pages : 224 (192 Main Pages, Imported Art sunshine 90gsm) (24 Separators Art Sunshine 130gms) (8Primary pages Imported Art sunshine 90gsm) 4. Binding: Viro bound along with 300 gsm imported art paper gloss ( cover)

- ❖ **Unit Cost** of each Diary must be mentioned in quotation.
- ❖ The Drum scanning, layout designing, typing charges, on site design work / off site design work ... Etc. must be mentioned separately in the quotation.
- ❖ Taxes, if any, may be mentioned separately in the quotation.
- ❖ Vendor should provide total cost of printing.
- ❖ **Any extra /less pages will be charged /discounted on pro-rata basis.**
- ❖ Printer shall provide the soft copy of the final print version of all 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 any or all the quotations 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 **17/01/2017 (before 5 p.m.)** Envelope containing quotation should be superscribed as Quotation for "**Printing of: "NIDM Diary: 2017"** Quotations shall be opened at **3 pm on 18/01/2017** 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 (I/C)