



Towards a Disaster Free India

National Institute of Disaster Management (Ministry of Home Affairs)

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

NIDM /Lib/Printing /IEC 2015-16
Date: 14/01/2016

Quotation

Sub: **Printing of IEC Materials**

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	Table Calendar 2016-17	500 copy (English)	<ol style="list-style-type: none"> 1. Size:6.5" X 8.5" 2. Colours : Four Colours throughout 3. Number of Pages : 26 (130 gsm Imported Art ,gloss) 4. Binding : Viro along with Star Board stand and lamination 150 imported art paper gloss on (TLC) 5. Quantity :500 6. Sample available in NIDM Library
2	Dairies	500-copy	<ol style="list-style-type: none"> 1. Size:6.5" X 8.5" 2. Colours : Four Colours throughout 3. Total Number of Pages : 224 <ul style="list-style-type: none"> -(192 Main pages ,Imported Art sunshine 90 gsm) - (24 Separators Imported Art sunshine 130 gsm) - 8 (Primary pages Imported Art sunshine 90 gsm) 4. Binding: Viro bound along with Star Board stand (1.8mm) and lamination 150 imported art paper gloss on (TLC). 5. Quantity :500 6. Sample available in NIDM Library

- ❖ **Unit Cost** of each item 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.
- ❖ 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.

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 **28/01/2016 (before 5 p.m.)** Envelope containing quotation should be superscribed as "Quotation for IEC Materials" Quotations shall be opened at **3 pm on 29/01/2016** 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