

**NIDM/Printing/SS/2014-15**  
**January 29, 2015**

**Quotation**

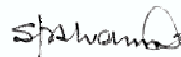
**Sub: Printing of 'Guidelines for formulation of School Safety Plan for Disaster Management'**

NIDM invites sealed quotations from empanelled printers of DAVP and Directorate of Printing (Govt. of India) for printing of 'Guidelines for formulation of School Safety Plan for Disaster Management' as per specification and quantity given below.

S.N.	Publication	Suggested Specification
1	<b>Guidelines for formulation Plan for School Safety Plan for Disaster Management</b>	<ul style="list-style-type: none"> <li>➤ Page Size: <b>18cm X24.3 cm</b></li> <li>➤ Front Cover and Back: 350 gsm imported art matt finished with thermal lamination and dippon pressure die creasing multi color printing.</li> <li>➤ Inside Text Pages : 100 gsm imported art paper matt finished with multicolor printing (both side)</li> <li>➤ Layout designing: Required;</li> <li>➤ Binding : Perfect ,with lamination and creasing</li> <li>➤ Special golden colour, Govt. of India emblem by foiling mode on front cover.</li> <li>➤ No of pages : 150 nos and</li> <li>➤ As per sample available</li> <li>➤ <b>No. of copy :200 Copies</b></li> </ul>

- ❖ **Unit Cost** of Report 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 the Report 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 **13/02/2015 (before 5 p.m.)** Envelope containing quotation should be subscribed as Quotation for "'Guidelines for formulation of '**School Safety Plan for Disaster Management.**'" Quotations shall be opened at **3 pm on 16/02/2015** You are requested to send only one representative during opening of quotations on specified time, place and date

  
(S.P. Sharma)  
Administrative Officer