



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS  
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)**  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
(Ministry of Social Justice & Empowerment, Government of India)  
Manovikas Nagar, Secunderabad-500 009  
(An ISO 9001:2015 Institution)



NIEPID/Pur.10(04)/2017-18/

01.01.2018

Sir,

**Sub: Quotation for Printing and Supply of papers for Annual Report - reg**

You are requested to submit your offer as per our specification and terms and conditions as mentioned below:

Sl.No.	Description	Qty	Rate for each Book	GST for each book	Total Amount
	<p><b><u>Specifications for Printing</u></b></p> <p>Size – 1/4<sup>th</sup> Demmy Total pages: 135 pages inner pages (approx) out of which 20 pages are multi colour and 115 pages are double colour + 4 cover pages are multicolour.</p> <p>Paper (Outer) – 300 GSM Art Card Paper (Inner) – 130 GSM Art paper</p> <p>The printing should include paper, DTP, Filming, Plate making, Binding per sheet (section stitching), designing</p>	200 Nos (100 Nos in English Language and 100 Nos in Hindi Language)			

**Terms & Conditions**

1. The basic price and GST to be indicated separately as given above.
2. Delivery should be made by you free of cartage at this Institute.
3. The material should conform to the specification given.
4. The work should be completed within 30 days which includes DTP, proofing, re-proofing and printing.
5. Material should be in good condition.
6. All the new firms should submit their copies of previous three similar work orders and copy of the firm registration details.
7. Submit the GST registration number
8. No advance payment will be made. However, the payment will be made after receipt of material.

9. The successful agency should collect the materials from NIEPID without any additional cost and submit the proofs till the finalization of printing.
10. The number of pages may increase or decrease as per the requirement.
11. The payment to the successful agency will be made as per the actual number of pages printed.
12. The decision of competent authority is final to accept or reject the quotation or relax the conditions of the tender.
13. TDS will be deducted as per rules.

Your quotation should be addressed to The Director, NIEPID, Secunderabad. The quotation shall reach the Director, NIEPID, Manovikas Nagar, Secunderabad - 500 009 latest by 10.01.2018 by 4:00 PM in a sealed cover superscribed as Quotation for Printing and supply of paper for Annual Report. The sealed cover without superscribing will be rejected. The quotation received after 10.01.2018 4:00 PM will not be considered.

Yours faithfully,

Office Superintendent