



**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 9001:2008 Institution)



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

05.12.2017

Respected Sir,

Subject: Printing and Supply of papers for Annual Report
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 / No. of pages In Hindi Lang.	No. of pages in English Lang.	Brand to be quoted by the firm	Rate Rs.	Amount Rs.
	Specifications for Printing : 1/4 th Demmy, Total pages: 98 pages inner pages (approx) + 4 cover pages, Multi colour, No. of copies 200 books (i.e. Hindi 100 books and English 100 books)					
	DTP (Desk Top publishing)	100	100	--		
1	Filming	100	100	--		
2	Plate making	100	100	--		
3	Printing (Inner)	100	100	--		
4	(Cover)	4	4	--		
5	Lamination	4	4	--		
6	Binding per sheet (section Stitching)	52	52	--		
7	Designing Inner	100	100	--		
8	Cover	1	1	--		
Specifications for Paper						
1	300 GSM Art card, Size 22" x 28" – for cover / Title pages	100 sheets				
2	130 GSM Art paper Size 23" x 36" – for Inner pages	1250 sheets (2.50 reams)				

अनुबंधन व शर्तें/Terms & Conditions

1. The price quoted should be inclusive of all taxes.
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. GST registration number
8. Quotation should be computerized and not hand written.
9. No advance payment will be made. However, the payment will be made after receipt of material.
10. The successful agency should collect the materials from NIEPID without any additional cost and submit the proofs till the finalization of printing.
11. The decision of competent authority is final to accept or reject the quotation.
12. TDS will be deducted as per rules.

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Your quotation should be addressed to The Director, NIMH Secunderabad. The quotation shall reach the **Director, NIEPID, Manovikas Nagar, Secunderabad - 500 009** latest by **15.12.2017** 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 **15.12.2017** will not be considered.

ÖÖÖ Yours faithfully,

Sd/-

कार्यालय अधीक्षक / Office Superintendent