



**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/Enq No. 05.(Annual Report2020-21)//2021-22/

26.10.2021

Sir,

**Sub: Quotation for Printing and Supply of Annual Report including paper for the year 2020-21- reg  
-oOo-**

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

Sl. No	Description	Qty	Rate	GST	Total Amount
1.	<b>Specifications for Printing</b> Size – 1/4 <sup>th</sup> Demmy Total pages: 160 pages (156 pages inner pages (approx) out of which 46 pages are multi colour and 110 pages are double colour + 4 cover pages are multicolour). Paper (Outer) – 300 GSM Art Card Paper (Inner) – 130 GSM Art paper The printing should include paper, DTP, Filming, Plate making, Binding per sheet (section stitching), designing	200 Nos (100 Nos in English Language and 100 Nos in Hindi Language)			

**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 15 days after final proof 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/shops and establishment registration details.
7. GST registration copy to be submitted.
8. Quotation should be computerized and not hand written.
9. No advance payment will be made. However, the payment will be made after completion of the work and receipt of material to our satisfaction.
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. GST/IT TDS will be deducted as per rules.
13. The number of pages to be printed may increase or decrease. However the payment will be made as per actual pages printed including paper.
14. GST No. of the Institute should be indicate in the Invoice/Bill

Your quotation should be addressed to The Director, NIEPID Secunderabad. The quotation shall reach the Director, NIEPID, Manovikas Nagar, Secunderabad - 500 009 latest by 16.11.2021 in a sealed cover superscribed as Quotation for **Printing and Supply of Annual Report for the year 2020-21**. The sealed cover without superscribing will be rejected. The quotation received after 16.11.2021 will not be considered.

Yours faithfully,

Sd/-  
**Office Superintendent**