



NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED

Department of Empowerment of Person with disability, Ministry of Social Justice & Empowerment,

Govt. of India B.T. Road, Bon-Hooghly, Kolkata-700090

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ENQUIRYNO:ANNUAL-REPORT/1749/P.C./09/NIOH

Date:16-07-2015

Last date of receiving quotation: 14-08-2015

Delivery required within : 30 Days after receiving the P.O.

TO

ENLISTED SUPPLIERS

NIOH NOTICE BOARD

NIOH WEBSITE

SUB: LIMITED TENDER NOTICE

REF: INVITING OF QUOTATIONS FOR PRINTING OF ANNUAL REPORT FOR 2014-2015

SL NO	NAME OF THE ITEM	SPECIFICATION	QTY
01	ANNUAL REPORT 2014-2015 (200 BOOKS FOR HINDI AND ENGLISH EACH)	Required Specification: <ul style="list-style-type: none">• Page size : A-4;• APPROX 150 PAGES BOOK IN HINDI & IN ENGLISH.• GRAPHIC DESIGNING.• PAGE WITH BLACK & WHITE PRINTING.• PAGE COLORS WILL BE DIFFERENT FOR DIFFERENT SECTIONS.• 300 GSM REAL ART BOARD WITH MATT LAMINATION FOR COVER PAGES.• 120 GSM REAL ART PAPER FOR INNER PAGES.• GOOD QUALITY THERMAL BINDING.• PRINTING OF MULTICOLOUR PHOTOGRAPHS TO BE INSERTED WITHIN THE TEXT.• <u>RATE PER PAGE TO BE QUOTED SEPERATELY:</u><ul style="list-style-type: none">i. WITH COLOR PHOTO FOR INNER PAGESii. WITHOUT COLOR PHOTO FOR INNER PAGESiii. COLOR COVER PAGES WITH PHOTO ON BOTH SIDESIV. MULTICOLOR PAGESV. SINGLE COLOR PAGES	400Pcs

1. Quote the rate according to our specification in the given format along with all relevant documents i.e. Vat /Sale Tax/ IT/ Product.

2. **EMD for Rs. 5000/-** to be deposited through DD drawn in favour of “ **National Institute for the Orthopedically Handicapped**” payable at Kolkata, along with sealed Tenders. **Without EMD**, quotation will be summarily rejected.

3. Submit the quotation for the above items in a sealed envelope to the Purchase Section / Tender Box **within** 14-08-2015 between 10am to 4 pm addressed to ‘**The Director, NIOH, B. T. Road, Bon-Hooghly, Kolkata – 90**’ with the word “**TENDER FOR PRINTING OF ANNUAL REPORT -2014-2015**” **boldly super scribed on the top of the envelope.**

NOTE:1. TRANSLATION OF ABOVE PRINTING MATERIALS AND PROOF READING MUST BE DONE BY THE SUPPLIER WITH THEIR OWN COST. HOWEVER, FINAL READING SHALL BE DONE BY THE INSTITUTE BEFORE FINAL PRINTING.

2. Suppliers should have their own printing set up.

3. In case of page increase or decrease, amount will be adjusted from the final bill Accordingly.

Terms & Conditions:

1. Rates will remain valid for 3 months.
2. Delivery period : within 30 days of receiving valid P.O.
3. Any delay in supply will attract Liquidated damage as per GOI rules.
4. Failure to supply in time may also lead to cancellation of Purchase order and forfeiture of Bid Security.
5. Terms of payment: Payment will be made after receiving of satisfactory certificates from indenter.
6. Free delivery at NIOH MAIN STORE. Rate should be quoted in the given format

Sl. No	Name of the item	Specification as per our NIT	Unit Price	Vat	Total price
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Thanking you.

Yours faithfully

OFFICER- IN-CHARGE
MATERIAL MANAGEMENT