



राष्ट्रीय गतिशील दिव्यांगजन संस्थान
National Institute for Locomotor Disabilities (Divyangjan)
(दिव्यांगजन सशक्तिकरण वभाग, सामाजिकन्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
**Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and
Empowerment, Govt. of India**
B.T. ROAD, BON-HOOGHLY, KOLKATA-700090



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Ref No: National Conference-IIT-Guwahati/2615/P&O/2018/NILD

Date: 17.12.2018

NOTICE INVITING QUOTATION

Sub: Invitation of Quotations for Printing of CONFERENCE PROCEEDING "NATIONAL CONFERENCE-IIT- GUWAHATI."

The reputed agencies having relevant experience for printing and **having their own designing & printing set up are requested to submit their sealed quotations before 24.12.2018** up to 3.00 p.m for printing of CONFERENCE PROCEEDING "NATIONAL CONFERENCE-IIT- GUWAHATI." Detail of printing is given below:-

SL NO	NAME OF THE ITEM	SPECIFICATION	QTY
01	CONFERENCE PROCEEDING (English)	Required Specification: <ul style="list-style-type: none">• Page size : Length-24 cm and Width-15 cm• Approximate- 150 Pages (English)• Graphic Designing• 300 GSM real art board with matt lamination for cover pages with colour photo on both sides• 80 GSM real art paper for inner pages (B&W).• Good quality thermal binding.• Printing of diagram/picture to be inserted within the text.• Rate per page to be quoted separately: (Black & white Separately)	500Pcs

NOTE:

1. Printing and proof reading must be done by the printer on their own cost. However, final reading shall be done by the institute before final printing.
2. Suppliers should have their own designing & printing set up.
3. In case of page increase or decrease, amount will be adjusted in the final bill accordingly.
4. The work must be carried out as per specification given in NIT
5. Rate should be quoted as per serial no. 15 of T & C mentioned below.

GENERAL INSTRUCTION AND TERMS & CONDITIONS

1. Submit the quotation for the above mentioned items in a sealed envelope, to the Purchase Section / Tender Box within 27.12.2018 between 10 am to 4 pm addressed to 'The Director, NILD, B.T.Road, Bon-Hooghly, Kolkata – 90' with the word "Printing of Conference Proceeding "NATIONAL CONFERENCE-IIT-GUWAHATI."- along with NIT No. National Conference-IIT-Guwahati/ 2615/P&O/2018/NILD dated 17.12.2018 boldly super scribed on the top of the envelope.
2. **EMD for Rs. 4000 /-(Rs. Four thousand only) and tender cost Rs. 500/-**-to be deposited through DD drawn in favour of " National Institute for the Orthopedically Handicapped" payable at Kolkata, along with sealed Tenders.

THE FOLLOWING DOCUMENTS SHOULD BE ENCLOSED IN THE BID:-

3. Quotation should be enclosed with complete details.
4. Details of infrastructure available for designing, proof reading & printers should be enclosed along with quotation.
5. Compliance sheet with desired and quoted specifications.
6. Copy of latest and valid Trade license, Income Tax, GST / Sales Tax Clearance certificate Pan card etc all in the name of the firms should be submitted along with quotation.
7. **Proof of ownership/ partnership etc. shall be submitted along with address, telephone & fax no**
8. The price / rates for the item quoted must be valid for **04 months**.
9. Any other relevant information that the bidder may like to furnish so as to add the credibility, financial solvency client list and past performance of the bidder.
10. Delivery period: within 10 days after issuing of P.O.
11. Any delay in supply will attract Liquidated damage as per General Financial Rules of GOI.
12. Failure to supply in time may also lead to cancellation of Purchase order and forfeiture of Bid Security.
13. The bidder should provide the complete details of Bank Account like Name of the account holder, Account No., Name of the Bank and Branch, IFS code for online transaction.
14. Free delivery at NILD MAIN STORE. Rate should be quoted in the given format
15. Financial bid proforma (Strictly as per proforma)

Sl. No	Description of the financial bid to be quoted	Unit Price
01	150 pages book with black & white printing including colour front and back cover page as per NIT specification	
02	Additional black & white pages as per requirement (Rate per page)	

16. GST as applicable.

Thanking you

Yours faithfully

Officer-In-Charge
Material Management