

No. D- 15020/01/2007-C&G

Government of India

NDMA Bhawan,

A-1, Safdarjung Enclave, New Delhi-110001

Dated:-

REQUEST FOR PROPOSAL

NDMA invites sealed proposal under two bid systems from 'A' category reputed printers of DAVP/ITDC meeting the eligibility criteria set forth in the proposal for the following work:-

1. Name of work : Printing of guidelines/Manuals/Annual Reports as per Specification given in Annex-1
2. Earnest Money Deposit (EMD) : Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of DD or Pay order drawn In favour of DDO, NDMA, New Delhi.
3. Proposal Due Date(PDD) : 5.7.2011 at 12.00 Hrs.
4. Opening of Technical Bids : 5.7.2011 at 16.00 Hrs.
5. Eligibility Criteria and Instructions to Applicants are given in Annex-2 and 3 respectively. Sealed offer may be sent as per format in Appendices 1, 2 and 3. The envelope containing the offer (the Technical Bid, Financial Bid and the EMD in separate covers) should be superscribed as "**Tender for NDMA Guidelines/Manuals/Annual Reports**". The applicant should submit the Annexure 1, 2 and 3 duly signed and accepted in the sealed cover containing the technical Bid along with Appendix 1&2, duly signed and filled. The Financial Bid in the format prescribed in Appendix 3 duly filled and signed should be sealed in a separate cover. The EMD should be put in a separate cover. The details of Annexure 1,2, and 3 & Appendix 1,2 and 3 may be downloaded from NDMA's Site www.ndma.gov.in.
6. Technical bids will be opened first on the prescribed date and time evaluated on the basis of meeting all the eligibility criteria prescribed in Annex -2.
7. The financial bids of only those Applicants who meet all the technical eligibility criteria would be considered for evaluation.

8. The sealed offer along with EMD must reach the undersigned at NDMA Bhawan, A-1 Safdarjung Enclave, New Delhi by 5.7.2011 at 12.00 Hrs.

9. The Competent Authority reserves the right to cancel any or all of the offers without assigning reasons thereof.

Your's faithfully

(P.Thakur)
Under Secretary, NDMA
Tel.:- 011 - 26701832

ANNEXURE

National Disaster Management Authority
Printing Specifications/ for Printing of
NDMA Guideline/Manual/Annual Report in English/Hindi

Sl. No.	Details	Specifications	
1.	Size	8.5x11.5	
2.	No. of pages (i)NDMA/Guidelines/Manuals (ii)Annual Report	(i) (1) Up to 48 (2) 49 to 100 (3)101 to 148 (4) 149 to 200 (ii) 76 to 100	
3.	Colour	4+0 (Cover) 4+4 (Inside)	
4.	Cover	4 Colour on outer side on 300 GSM of Magno matt art card gold leaf logo of Govt. of India and NDMA with matt lamination and embossing.	
5.	Quality of Paper	130 GSM Magno matt imported art paper for text pages	
6.	Binding	Section sewing of inside pages with drawn on covers. Outer covers to have mat plastic lamination with gold leaf printing of Crest and NDMA logo with embossing thereof.	
7.	Scope	Typesetting, Designing, Layout, Editing, Scanning, Digital Image Processing, Computer printouts, Proofing of cover, Proof reading, Embossing, Printing.	
8.	Time Scheduled for printing work for each order	(a) Editing of material supplied by the NDMA.	07 Days.

		(b) Submission of 25 dummy copies exactly as per aforesaid specifications.	07 days from approval given by the NDMA on work done at (a) above.
		(c) Supply of 30 copies in digital print.	05 days from final approval given by NDMA on (b) above.
		(d) Supply of entire order.	15 days from final approval given by NDMA on (b) above.

- Packaging : All guideline are to be packed and delivered in Corrugated Vermin proof boxes.
- Forwarding : To be delivered at NDMA, A-1, Safdarjung Enclave, New Delhi.
- Sample : Can be seen during office hours in the office of the Section Officer (G) , NDMA, A-1 Safdarjung Enclave, New Delhi.

Approxmate Quantum of work to be done during the 12 months from the date of award of Tender.

A. Printing of NDMA guideline in English:-

- i) **Digital Printing** of 30 copies each of 5 NDMA guideline in English.
- ii) **Offset printing** of 3000 copies each of 5 NDMA guideline in English.

B. Printing of NDMA guideline in Hindi:-

- i) Offset printing of 3000 copies each of 9 NDMA guideline in Hindi.

C. Printing of Annual Report:-

- i) **Offset printing** of 1000 copies of Annual Report in English.
- ii) **Offset printing** of 500 copies of Annual Report in Hindi.

2. The above work will also include related jobs of editing , designing, layout composing, proof – reading etc.

3. Rates quoted shall hold good for the entire duration of the currency of the contract. The contract will stand extended for such further period(s) as may be required to complete the projected work in case due to any reason it is not possible to place the order(s) in 12 months, period.

4. The NDMA reserves the right to increase the quantity of the projected number of copies by 30%

Date –

Signature of Printer

ELIGIBILITY CRITERIA

The firm should meet the following technical eligibility criteria and provided documentary evidence for each of the following items.

- i) Should be a DAVP/ITDC reregistered 'A' category offset printer (Certificate to be submitted).
- ii) The firm should have an annual turnover of Rs. 1 crore (Rupees one crore) in the financial years 2008-09 and 2009-10. (Relevant certificate to be submitted)
- iii) The firm should have executed at least 2 jobs each costing over Rs. 10 Lakhs (Rupees ten lakh) in the last 3 years preferably from Government agencies. (Relevant documents to be submitted).

Instructions to Applicants

1. Preparations of proposal

(A) Technical proposal

- (i) The Technical proposal of the applicant, complete in all respects, shall be made in the form of specified in Appendix 1. While submitting the Technical proposal, the applicant shall in particular ensure that all the details in the prescribed format are duly filled in. The Technical proposal along with Appendix 2 and Annex 1,2 and 3 duly signed must be sealed in the proposal containing the “ Technical Bid”
- (ii) The Technical proposal must not include any financial information.

(B) Financial Proposal

- (i) The Financial Proposal of the applicant complete in all respect, shall be made in the form specified in Appendix -3
- (ii) While submitting the financial Proposal the applicant shall ensure the following:-
 - (a) All items indicated in Appendix 3 are filled in.
 - (b) The total amount for formatting and printing etc. of guidelines/manuals/annual reports as per specification in Annex-1 are correctly filled in Appendix -3.

2. Submission of proposal

- i. The proposal will be sealed in a large envelope which will bear the address of NDMA, and name of the work i.e. **‘Printing of Guidelines/Manuals/Annual Reports for NDMA’**.
- ii. NDMA assumes no responsibility for the misplacement or premature opening of the contents of the proposal submitted in case the envelope is not sealed and marked as instructed above.
- iii. This outer envelope will contain three separate envelopes, one clearly marked ‘Technical Proposal’, the other clearly marked ‘ Financial Proposal’ and the third containing the EMD marked as “EMD”
- iv. The Technical proposal and Financial Proposal must be prepared in indelible ink and must be signed by the Authorized Representative of the Applicant. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialed by the person of persons signing the Proposal.

- v. The proposal must contain no interlineations of overwriting except as necessary to correct errors made by the Applicants themselves, in which cases such correction must be initialed by the person or persons signing the Proposal.
- vi. The complete Proposal must be delivered on or before the specified time on the Proposal Due Date.
- vii. The Proposal shall be made in the forms specified in this document. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.
- viii. Proposals submitted by fax or telegram or e-mail will not be accepted. NDMA reserves the right to reject any Proposal that is not submitted according to instruction stipulated in the tender format.
- ix. The rates quoted shall be valid throughout the period of execution of the work and entire duration of the currency.

3. Evaluation Process

- i. Evaluation of Proposals – NDMA would open the proposal within half an hour of the designated timeline for receiving proposals. The packets marked “Technical Proposal” will be opened in front of the representatives of the applicants who choose to be present. The packets marked “Financial Proposal” shall be sealed for opening at a later date.
- ii. After Technical Evaluation, NDMA would prepare a list of prequalified applicants for opening of their financial proposal. A date, time and venue will be notified to all applicants for announcing the results of evaluation and opening of financial proposals.
- iii. The financial bids of only the technically qualified applicants would be opened. The financial offers of the applicants will be arranged in accordance with the rates quoted for each of the Items – in the format specified in Appendix-3 of the Financial Bid.

APPENDIX

Appendix -1

National Disaster Management Authority
Government of India

TECHNICAL BID

1. FIRMS DETAILS:

a) Name of the firm

b) Address

c) Telephone No.:

Mobile No.:

d) Type of firm:

Proprietary/Private/Private Ltd/MNC/
Co-operative/Govt. Undertaking.

e) Name of the Proprietor/Partners

f) Empanelment with DAVP/ITDC
(Enclose copy of certificate)

YES/NO

2.) Annual Turnover(2008-09)
(2009-10)

Rs.....

Rs.....

(Enclose documents)

3.) No. of jobs costing over Rs. 10 Lakhs
Completed in the last 3 years
(Provide details of the job including the
Name of the agency and the cost of work)
(Copies of work order to be enclosed)

4. Has the firm ever been debarred/ Black
Listed by any Organization? If ' yes'
The Details thereof.

YES/NO

5. Details of Award/Certificate of Merit etc.
Received from any Organization, if any
(Please attach the copy)

YES/NO

6. Earnest money details bank draft:

DD/Bank draft No..... Dated..... Rs. 50,000/- (Fifty
Thousand Only)

Name of Drawee.....

Name of the bank.....

TERMS AND CONDITIONS FOR PRINTING OF GUIDELINES/MANUALS.

1. The printer will be responsible for printing, binding and delivery of the jobs assigned to it, to be carried out in workmanlike manner and as per the specifications given at Annex-1. The NDMA will be the sole judge of satisfactory execution of the job. If the execution of the job is not in accordance with the specifications, the bulk supply is liable to be rejected without any compensation, to the printer. The printer might be called upon to rectify the errors or defects at his own cost and to the satisfaction and within the time fixed by the NDMA. The NDMA will have no liability whatsoever for rejected supply. The printer shall give all assistance and information to the NDMA as may be required in connection with jobs assigned to him, failing which the work can be withdrawn. After the printing job is over the printer will have to provide NDMA soft copy of each Guideline/Report/Manual in CD of high resolution CMYK PDF with crop mark.
2. The printer will carry out correction/mistakes pointed out by the NDMA at any stage without any extra cost. While carrying out the proof reading in NDMA, if any, correction is inserted or deleted, the printer has to accept the same within the quoted cost. No extra money can be demanded.
3. The applicant will deposit an amount of Rs.50,000/- (Rupees Fifty Thousand only)(refundable) as account payee bank draft or banker's cheque, drawn in favour of DDO, NDMA Payable at New Delhi as Earnest Money Deposit (EMD). In case, the successful Applicant shows inability at any stage, after the contract is finalized or awarded, for whatsoever reason(s), to honour the contract, the performance security deposit would be forfeited, The EMD of the unsuccessful Applicants would be refunded after finalization of the tender. The EMD of the successful applicant may be adjusted against the performance security.
4. The successful Applicant shall be required to deposit a sum equivalent to 5% of the accepted value of the Contract as Performance Security in the form of account payee bank draft or banker's cheque drawn in favour of DDO, NDMA. The successful bidder can also submit bank guarantee from the nationalized banks instead of Demand Draft or banker's cheque No individual cheque will be accepted. The same would be refunded after successful completion of the term of the contract. In case the printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, card, printing or layout etc., the Performance Security is liable to be forfeited.

5. Bidders may quote their minimum rates strictly as per format at Appendix -3. Conditional rates will not be accepted. There should be no cutting/overwriting in the quotations. Taxes, if any, should be shown separately, given full details otherwise it will be presumed that the rates are inclusive of all Taxes. The rates should be quoted both in words/figures.
6. Payment Terms 100% Payment shall be released on completion of work and submission of bill for each items indicated in the Financial Proposal. No. part payment for any item shall be allowed.
7. NDMA may terminate/cancel the agreement at any point of time without assigning any reason. The decision of NDMA will be binding on the firm.
8. Correction or overwriting in the tender document is not permissible. Every sheet of the Tender document should be signed and stamped by authorized signatory of the firm.
9. The NDMA will have exclusive rights to cancel the contract at any time during the currency of the contract, without assigning any reasons whatsoever and without any compensation to the firm.
10. The NDMA reserves the right to reject goods which do not confirm to the specifications. The defective printed material, if found, will be replaced by the Agency.
11. In case of any dispute, the jurisdiction of Delhi court shall apply
12. The NDMA reserves the right to increase or decrease the quantity of the projected number of copies by 30%.
13. In case any ring formation is noticed among the printers NDMA will reserve the right to cancel the tender and re-invite the same form other printers.

(Signature of the Printer
with seal of Acceptance of
the terms and conditions)

Place:
Date:-

NATIONAL DISASTER MANAGEMENT AUTHORITY
Government of India

FINANCIAL BID

Appendix -3

Sl. No.	Description	Quantity	Rate	Amount
A	Editing/designing/layout-composing/proof-reading/printing/ translation in case of Hindi printing.			
A	Printing of NDMA Guideline in English			
1.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Digital Printing 30 Copies		
1.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Digital Printing 30 Copies		
1.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Digital Printing 30 Copies		
1.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Digital Printing 30 Copies		
2.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 500 Copies		
2.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49to 100	Offset Printing 500 Copies		

2.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 500 Copies		
2.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 500 Copies		
3.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 1000 Copies		
3.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 1000 Copies		
3.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 1000 Copies		
3.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 1000 Copies		
4.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1to 48	Offset Printing 2000 Copies		
4.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 2000 Copies		
4.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101to 148	Offset Printing 2000 Copies		
4.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 2000 Copies		

5.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 3000 Copies		
5.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 3000 Copies		
5.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 3000 Copies		
5.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 3000 Copies		
6.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 4000 Copies		
6.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 4000 Copies		
6.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101to 148	Offset Printing 4000 Copies		
6.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 4000 Copies		
B	Printing of NDMA Guidelines in Hindi:-			
1.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 500 Copies		
1.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1	Offset Printing 500 Copies		

	Pages + end leaves + hard case cover +jacket 49 to 100			
1.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 500 Copies		
1.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 500 Copies		
2.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 1000 Copies		
2.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 1000 Copies		
2.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 1000 Copies		
2.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 1000 Copies		
3.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 2000 Copies		
3.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 2000 Copies		
3.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 2000 Copies		
3.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1	Offset Printing 2000 Copies		

	Pages + end leaves + hard case cover +jacket 149 to 200			
4.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 3000 Copies		
4.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 3000 Copies		
4.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 3000 Copies		
4.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 3000 Copies		
5.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 4000 Copies		
5.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 4000 Copies		
5.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 4000 Copies		
5.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 4000 Copies		
C	Printing of Annual Report:- (In English)			
1.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 1000 Copies		
1.b	Guidelines/Manual/Annual Report	Offset Printing		

	as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	1000 Copies		
1.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 1000 Copies		
1.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 1000 Copies		
	In Hindi			
2.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 500 Copies		
2.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 500 Copies		
2.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 500 Copies		
2.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 500 Copies		

Total for Items _____

In word (Rupees) _____

Contd.....

RATES FOR PRINTING OF ADDITIONAL PAGES

D	Rates for Printing Additional Pages			
	Printing of additional four pages or reduction of four pages above /below as Indicated in items.			
	Printing of NDMA Guidelines in English:-			
1	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Digital Printing 30 Copies		
2	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 500 Copies		
3.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 1000 Copies		
4.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 2000 Copies		
5.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 3000 Copies		
6.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 4000 Copies		
	Printing of NDMA Guidelines in Hindi :-			
1.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 500 Copies		
2.	Guidelines/Manual/Annual Report	Offset Printing		

	as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	1000 Copies		
3.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 2000 Copies		
4.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 3000 Copies		
5.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 4000 Copies		
	Printing of Annual Report:-			
1.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 500 Copies		
2.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 1000 Copies		

Total for Items _____

In word (Rupees) _____

Note

1. Rates should be inclusive of all taxes, packaging and delivery charges as specified.
2. The applicant would be evaluated on the basis of the rates quoted for individual items as given in Appendix -3.
3. For Item D () only Rates is to be indicated. This item will not be used for evaluating the lowest Applicant. The item would be operated in case the number of pages (in blocks of 4 pages) either falls below or exceeds the total mentioned in the specification, but not exceeding a total of the pages indicating in note 4.
4. NDMA reserves the right to add or subtract pages from the above guidelines/manuals/annual report. The addition/reduction will be in multiple of 4 pages. The total additional/reduction will be restricted to 152 pages.
5. NDMA may also adjust additional/reduced pages between books.

Authorised Signatory
(With full name and designation seal)

