

**File No. 66/24/2011-12 Media Division/ Specification**  
**National Institute of Social Defence**  
WEST BLOCK-1, WING -7, GR. FLOOR  
R. K. PURAM, NEW DELHI-66

**Date: 6<sup>th</sup> July, 2011**

(As per list)

**Sub: Printing of Annual Report.**

Sealed quotations are invited for printing of **Annual Report** of National Institute of Social Defence for the year 2008-09 in Hindi and English as per the following specifications:

**Specification for Printing of Annual Report 2008-09**

S.No	Items	Specifications
1.	No of copies	500 English+500 Hindi (Total 1000 copies)
2.	No of pages	112 pages (Approx) including cover page.
3.	Size	A-4 (8.5"X11.75")
4.	Paper	Cover: Cover 300GSM matt finish imported art card. Inner Pages: 135 GSM matt finish imported paper.
5.	Binding	Perfect
6.	Colour	4+4

**Terms and conditions for Printing:**

1. The cost should include designing and layout of Annual Report in consultation with the Media Division of the Institute.
2. The quotation should be submitted with an earnest money of Rs.5000/- through Demand Draft drawn in favour of Director, National Institute of Social Defence.
3. In case of increase / decrease in the pages numbers the cost would be calculated on pro-rata basis, as the case may be.
4. The printed copies will have to be delivered to the Institute within five days of its final approval.
5. The printer will give CRC on DVD to the Institute at the time of delivery of the copies.
6. The firm will have to provide competent lay-out designer at the convenience of the Institute to complete the job.

**Specification for Translation, Proof Reading and Typing in Hindi of the Annual Report 2008-09**

1	No. of Pages in draft Annual Report in English	Approx 90
2	No. of total word in draft Annual Report in English	16,815 Words.

**Terms and conditions for Translation, Proof Reading and Typing work:**

1. The quotation should have breakup about the cost for Translation, Proof Reading and Typing in Hindi with total cost also.
2. In case of increase / decrease in number of words the cost would be calculated on @ per 1000 word basis, as the case may be.

3. The soft copies will have to be delivered to the Institute within five days of the work order.
4. The agency will give soft copy with font on DVD /CD to the Institute along with the hard copy.

You are, therefore, requested to deposit your sealed quotations in the **Tender Box** of the Institute. **The last date for submission of quotation will be one month from the issuing date of this letter.**

The quotations will be accepted till 3 pm of the last date and they would be opened on the same day at 3.30 pm in front of the representatives of firms present at that time.

The tender should be addresses to **Sh. D.C. Jaya Raju, Dy. Director. (Admn.), National Institute of Social Defence, West Block-1, Wing-7, Gr. Floor, R. K. Puram, New Delhi-66.**

The National Institute of Social Defence, reserves the rights to reject any or all of the tenders without assigning any reason there of, and is not liable to accept the lowest tender and would not be responsible for any postal delay.

**(D C Jaya Raju)**  
**Dy. Dir.( Admn.)**  
Ph. 26106325

#### **Format for Submission of Technical Bid**

1. Name & Address of the agency.
2. Type of organization whether, proprietorship/firm/company.
3. Name of owner/partner/Director.
4. Year,since working in similar jobs.
5. List of important similar jobs undertaken in the last three years.

Name and Address of the clients	Nature of Job viz Govt./PSU etc.	Year of Publications*	Value of the contract

\*Attach documentary evidence from the concerned clients.

6. Turnover during last three financial years.
7. Details of available infrastructure/organizational structure.
8. Mention whether your agency empanelled in Directorate of Printing and Directorate of Advertising and Visual Publicity, Govt. of India.

Signature.