



राष्ट्रीय गतिशील दिव्यांगजन संस्थान  
**National Institute for Locomotor Disabilities (Divyangjan)**  
(दिव्यांगजन सशक्तिकरणविभाग, सामाजिकन्याय एवं अधिकारिता मंत्रालय, भारत सरकार)  
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and  
Empowerment, Govt. of India



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बी.टी. रोडबनहुगली, कोलकाता-700090

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Ref No: ANNUAL-REPORT/1749/PC/09/NIOH/I  
Last date of submission of quotation:23.02.2021  
Delivery period-21 Days

Date:02.02.2021

TO  
DIRECTOR  
NILDKOLKATA

SUB: LIMITED TENDER NOTICE  
REF: INVITE QUOTATION FOR THE PRINTING OF ANNUAL REPORT-2019-2020

SL NO	NAME OF THE ITEM	SPECIFICATION	QTY
01	ANNUAL REPORT 2019-2020  Nos. of English books-100 Nos. of Hindi books-100	<ul style="list-style-type: none"><li>PAGE SIZE : A-4</li><li>APPROX 190 PAGES ( APPROXIMATE 140 COLOUR PAGES &amp; 50 BLACK&amp;WHITE) IN HINDI &amp; IN ENGLISH SEPARATELY</li><li>GRAPHIC DESIGNING</li><li>300 GSM REAL ART BOARD WITH MATT LAMINATION FOR COVER PAGES WITH COLOUR PHOTO ON BOTH SIDES.</li><li>120 GSM REAL ART PAPER FOR INNER PAGES.</li><li>GOOD QUALITY THERMAL BINDING.</li><li>PRINTING OF MULTICOLOUR PHOTOGRAPHS TO BE INSERTED AFTER PROPER EDITING PAGE AND PROFESSIONAL DESIGNING WITHIN THE TEXT.</li><li>SOFT COPY COMPATIBLE TO WEBSITE ALONG WITH ORIGINAL FILE OF GRAPHIC SOFTWARE ARE NEEDED TO BE SUBMITTED AT THE TIME OF DELIVERY OF ANNUL REPORT.</li><li><b>RATE PER PAGE TO BE QUOTED SEPERATELY:</b><ol style="list-style-type: none"><li>MULTICOLOR PAGES (HINDI &amp; ENGLISH BOOK SEPARATELY)</li><li>SINGLE COLOR PAGES (HINDI &amp; ENGLISH BOOK SEPARATELY)</li></ol></li></ul>	200 Pcs

## General Terms & Conditions

1. Tender document can be downloaded from the web site. The Tender cost of amounting Rs.500/- should be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through online mode, on or before the last date of bid submission date of quotation. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned below. The original copy of the transaction slip, duly signed by the tenderer, must be attached along with tender document.

**Bank account detail for deposit of tender cost**

Name of the Account Holder	National Institute for the Orthopaedically Handicapped
A/c No	53015297593
Name of the Bank	State Bank of India
IFSC	SBIN 0030468

2. Submit the quotation for the above mentioned items in a sealed envelope, to the Purchase Section / Tender Box within 23.02.2021 between 10 AM to 4 PM addressed to 'The Director, NIOH, B.T.Road, Bon-Hooghly, Kolkata – 90' with the word "Printing of Annual Report- 2019-2020 along with NIT No.ANNUAL-REPORT/1749/PC/09/NIOH dated 02.02.2021" boldly super scribed on the top of the envelope.
3. 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.
4. Suppliers should have their own designing & printing set up.
5. In case of page increase or decrease, amount will be adjusted in the final bill accordingly.
6. The work must be carried out as per specification given in nit.
7. The final proof of annual report should be submitted within 2 weeks of receipt of the complete matter of annual report (English & Hindi) separately.
8. The final printed copy must be supplied within 3 weeks of the receipt of final copy (after proof reading from the office).
9. Suppliers are requested to quote their rate (i.e. Hindi & English) together in single quote.
10. Quotation will be rejected without tender cost.
11. Quotation should be enclosed with complete details.
12. Details of infrastructure available for designing, proof reading & printers should be enclosed along with quotation.
13. Compliance sheet with desired and quoted specifications.
14. Copy of latest and valid Trade license, Income Tax, GST / Sales Tax Clearance certificate, Pan Card etc. should be submitted along with quotation.
15. The price / rates for the item quoted must be valid for 06 months.
16. 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.

17. Payment-The successful bidder needs to submit triplet copy of Invoice/Bills along with the Original receipted challan to the Director, NILD, B.T.Road, Bon-Hooghly, Kolkata-700090. Payment will be made after final satisfactory certificate from the concern department

18. Liquidated damages will be deducted @ 0. 5% per week of the order value in case of delay.

19. Rate should be quoted as per given format:-

SI No	Name of the items	QTY	Specification	Unit Rate	GST	Unit price with GST
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Thanking you

Yours faithfully

Officer-In-Charge  
Material Management