



NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH

INDIAN COUNCIL OF MEDICAL RESEARCH

Department of Health Research, Ministry of Health and Family Welfare, Government of India
NirmalBhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road,
Kannamangala Post, Bengaluru-562 110 (India)

No. NCDIR/BEU/Guidelines Printing/7/2017

02 November 2017

Sir / Madam,

Sub: Sealed quotation for printing and supply of 2500 copies of 'National Ethical Guidelines for Biomedical Research on Human Participants, 2017' for National Centre for Disease Informatics and Research, Bengaluru.

With reference to the above, sealed quotations are invited for printing and supply of 2500 copies of 'National Ethical Guidelines for Biomedical Research on Human Participants, 2017' for NCDIR, Bengaluru with the following specifications.

Sl. No.	Specifications	Quantity
1.	Finishing Size: 7.25"X9.5" (186 pages approximately): Printed on 100 GSM imported mat art paper in four colours. Book cover page: Finishing Size: 7.25"X9.5" finishing size printed on 300 GSM imported mat art card in multi colour with glossy lamination and perfect binding.	2500 Nos.

Terms and conditions

1. The rates should be quoted for finishing size 7.25"X9.5".
2. Perfect matching for colour shades between pages should be ensured.
3. Proof of text, graphs and tables including colour proofs should be provided for verification before printing.
4. Approximate estimated pages 186 plus or minus 10 pages.
5. Specific rate with reference to extra pages if any should be quoted. Such pro-rate is also applicable for lesser pages if any than estimated pages.
6. Rates should be quoted only for printing. The rate should not include DTP charges.
7. The persons responding to quotation should have modern facility for four colour printing such as direct computer to plate transfer machine etc.
8. The books should be bounded with stitching and perfect binding.
9. No extra charge will be paid for the proof.
10. Each book has to have shrink packing (clinging transparent cover) and packed in individual card board package (25 books per box).
11. The sample of the papers to be used for printing in accordance with the prescribed specification should accompany the quotation duly signed on behalf of the firm with detailed specification i.e. Name of the paper, GSM and ream weight etc.
12. Printer is required to submit a proof copy of the material along with cover design (in 3 days) to the undersigned for necessary scrutiny and approval

13. The quotation should be valid at least for a period of one year from the date of closing of quotation.
14. **Validity:** The rates to be quoted are valid for minimum period of one year and any further orders during the period holds good for repeat orders. The rates once quoted should not be altered for any reasons during the period.
15. **Time limit:** Within one week from the date of issue of work / purchase order for printing.
16. **Taxes:** Government taxes as applicable should be clearly mentioned in your quotations.
17. The printing work will be entrusted to the lowest tenderer.

The quotation should be submitted in sealed cover and so as to reach this office on or before 13.11.2017 (12:00 Noon) by speed post / registered post / courier and addressed to **The Director, National Centre for Disease Informatics and Research, National Cancer Registry Programme (ICMR), Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, Off N.H. – 7, Adjacent to Trumpet Flyover of BIAL, Kannamangala Post, Bangalore – 562 110.** Please mention the enquiry number and due date on the left hand side top corner of the envelope.

Yours faithfully,

Administrative Officer
For Director, NCDIR