

# राष्ट्रीय नाट्य विद्यालय

संस्कृति मंत्रालय, भारत सरकार की एक स्वायत्त संस्था



# National School of Drama

An autonomous Institution of the Ministry of Culture, Govt. of India

Ref. No. NSD/ACAD/2713 /2015-2016

25 January , 2016

## Sub:- Quotation for printing of NSD Prospectus with Admission Form & Envelop

Dear Sir/Madam.

The National School of Drama is a premier institute, imparting training in Dramatic Arts leading to three-year diploma course in Acting and Design. The institute comes under Department of Culture, Ministry of Culture, Government of India and fully financed by Department of Culture.

We would like to invite the quotations from reputed printers of Delhi & NCR for printing of NSD Prospectus with Admission Form and its Envelope. The following are the detailed work to be undertaken.

<b>Prospectus – 2015</b>	:	<b>(1000 Nos.)</b>
Size	:	A4
Color	:	4+4
Pages	:	80 + 4 pages & cover
Paper	:	300 Gsm Art Paper Color : 4 + 4
	:	170 Gsm Art Paper for inside, Color : 4 + 4
	:	Coating : Scuff Proof
Fabrication	:	Perfect Binding, Coating: Scuff Proof
<b>Envelop for Prospectus Kit</b>	:	<b>(1000 Nos.)</b>
Size	:	9 x 12"
Color	:	1 + 1
Paper	:	170 Gsm Art Paper
<b>6 Pages Folder (Application Form)</b>	:	<b>(1000 Nos)</b>
Size	:	A4
Paper	:	100 gsm Super print
Fabrication	:	Perfect binding
<b>Envelop</b>	:	
Size	:	9 x 4"
Color	:	1 + 0
Paper	:	100 Gsm super printing
Fabrication	:	Die cutting, envelop making

बहावलपुर हाऊस, भगवानदास रोड, नई दिल्ली-११०००१ ( भारत ) दूरभाष ०११-२३३८९४०२, २३३८७९१६ फैक्स २३३८४२८८

Bahawalpur House, Bhagwandas Road, New Delhi-110001 (INDIA) Ph.: 011-23389402, 23387916 Fax : 23384288

E-mail : nationalschoolofdrama@gmail.com; Website : nsd.gov.in



**Apart from above, we would like to include few more aspects:**

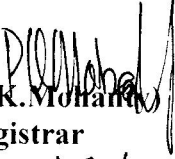
1.	NSD will provide all the material including photographs etc.
2.	The design of the Prospectus and Admission form will be given in CD after all designed lay out.
3.	One DTP operator may also be invited from approved firm in the institute to help the NSD time to time as and when required.
4.	The approved firm has to depute one skilled messenger for taking and delivering the proof and draft matter as per our need and no extra payment will be made for his visit.
5.	The rates in all respect should be actual and there should not be any hidden rates.
6.	The delivery of the material would be at the institute only.
7.	If there is any change in the paper material other than above, the rates will be discussed thoroughly and a fresh rates will be invited by the firms.
8.	If there is any extra charge (if any), the firm must quote the same in their quotations.
9.	The quoted rates will be valid for six months only.
10.	The higher authorities of NSD can reject or cancel any quotation or quotations as such without assigning any reason whatsoever.

In case, you are interested in taking up the printing job of the Prospectus – 2016 of the NSD, please quote your rates keeping in view of the above scope of work. The text matter for the prospectus along with necessary photographs will be provided by the School.

A pre-bid meeting will be held in the institute on **10<sup>th</sup> February, 2016** for discussions and resolving query, if any. No further correspondence on the subject will be entertained after the pre-bid meeting. Any ambiguity in deciding the L1 due to the conditions in the bid, which will hinder in deciding the L1, the quotations of the such bidders will be out-rightly rejected and no claim to this aspect would be entertained.

The quotations should reach the **Dean, Academics, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi – 110001** on before 15<sup>th</sup> February, 2016 till 3.00 p.m. kindly note, no quotation will be accepted after the due date and time.

Thanking you,

  
(P.K. Mohanty)  
Registrar  
