



Ref.No.NSD/REG/2020-21/611

19 October, 2020

**Sub: Quotation for printing of Annual Report 2019-20.**

**Sir/Madam,**

The National School of Drama is an autonomous organization under Ministry of Culture, Govt. of India. It is a premier theatre institute imparting training in dramatic arts leading to 3-years diploma. The NSD intends to get printed 150 copies of Annual Report for the year 2019-20, both in English and Hindi each including balance sheet, separately as per following specifications:-

**Specifications**

Size – 8.5” x 10.5”

Text pages – 120 (in 4 colour)

Paper 130 GSM Imported Art Paper

Paper Cover 300 GSM Art Card

Lamination on cover matt Thermal

Binding: Sections, Sewing & perfect binding

Including designing work

In this context, the quotations are invited from the reputed and experienced firms in the field in two parts, i.e. Technical Bid and Financial Bid, as per the proforma at Annexure-I and Annexure-II.

The Technical Bid and Financial Bid should be submitted by the bidder in separate sealed envelope duly super scribed as quotation for Annual Report (Technical Bid/Financial Bid) as the case may be and both these sealed envelope should be kept in a bigger envelope which should also be sealed and duly superscribed ‘**Quotation for printing of Annual Report 2019-20 of NSD**’, addressed to the Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi-110001 to be dropped into the quotation box on or before 02.11.2020 till 3:00 pm kept at the Reception counter of NSD. Please note, no quotation will be accepted after the due date and time.

If a firm qualifies in the technical bid, then only its financial bid shall be opened. The technical bids shall be opened by a Committee constituted by the NSD on 02.11.2020 at 4:00 pm in the presence of such tenderers who wish to be present. In case, if you are interested to take up the job of printing of the Annual Report- 2019-20 of the NSD, please quote your rates keeping in view the Scope of Work and Specifications given above. The material for the Annual Report and Balance Sheet along with the necessary photographs will be provided by the NSD.

The Director, National School of Drama reserves the right to accept or reject any & all quotation(s) without assigning any reason(s) thereof. No vendor shall have any cause of action or claim against the NSD for rejection of his quotations.

Encls. Annexure I & II

Yours faithfully,

  
(P. K. Mohanty)  
Registrar

**NATIONAL SCHOOL OF DRAMA, NEW DELHI**

**TECHNICAL BID**

**Technical Bid to be kept duly signed in Envelope-I**

Bidders are required to forward the following documents. Any discrepancy in details and the enclosed documents will be liable to rejection of the quotation.

**(DETAILS TO BE FILLED WITH PAGE NO.)**

1. Name of the Firm :

Address of the Firm  
(with Tel.No. & Email)

Enclose a copy of Letterpad of the firm.

2. Minimum five years' experience to print Annual Report of any Govt. Organization Autonomous Body

Copy of work order to be attached or any other suitable proof.

3. Turnover of the firm for the last three Financial Years should not be less than 25 lacs per annum.

Enclose a certificate issued by Chartered Accountant/ Copy of Income Tax Return

4. PAN No.

Enclose copy.

5. GST No. of the firm.

Enclose copy.

6. Demand Draft for Rs. 10000/-, towards EMD.

DD No.....  
(enclose DD also in original)

Date :.....

Signature of the proprietor of the firm along with Seal

Date.....

NATIONAL SCHOOL OF DRAMA, NEW DELHI

**FINANCIAL BID**

Financial Bid to be kept duly signed in Envelope-II

1. Name & Address with telephone no.  
of the Registered Firm / Agency :
  
2. Quote rates in Rs. to print 150 copies of Annual Report in English and Hindi each  
including balance sheet.

Specifications

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Paper 130 GSM Imported Art Paper

Paper Cover 300 GSM Art Card

Lamination on cover matt Thermal

Binding : Sections, Sewing & perfect binding

(including designing work.)

Rs.....

3. Additional Charges per page  
If no. of pages exceeds more than 120 pages.

Rs.....

4. Reduced rates per page  
If no. of pages less than 120 pages.

Rs.....

Signature of the proprietor of the firm along with Seal

Date.....