## Permanent Campus, P O Umshing Shillong-793022 (Meghalaya)

No.EX/S/QTN/Binding/17-18/608

Dated Shillong the 4/7/17

## **QUOTATION NOTICE**

Quotations under sealed cover are invited from the registered Printing Press for binding of the under mentioned items as per details shown against them.

Items.

Rate to be quoted.

- Binding of Registration Form with full Rexin Hard Board Binding.
- Per Book of 100; 150; 200 sheets
- 2. Binding of Old Question Papers with full Rexin and Hard Board Binding.

Per Book of 100; 150; 200 sheets

Envelopes containing the quotation should be Superscribed "QUOTATION FOR BINDING" and should reach the Undersigned latest by 25<sup>th</sup> July, 2017 before 1.P.M. Quotations received will be opened at the office of the undersigned on the same date at 2.30 P.M. Quotations that are not sealed will not be accepted. Representative of the firms may be present at

the time of opening of quotations.

## TERMS AND CONDITIONS.

- 1. The binding materials should be submitted along with the quotation, without which quotation will not be accepted.
- 2. Binding should be done only at the Office Premises of the Examination Department during Office hours i.e. 10.30 AM to 4.30 PM.
- 3. The standard of binding should be satisfactory and the quality of the binding materials should be as per sample.
- 4. Quotation should be accompanied alongwith the Earnest Money of Rs.5000/- (Rupees five thousand) in the form of Bank Draft/Bankers, Cheque through SBI,NEHU; Shillong only and drawn in favour of Finance Officer,NEHU.
- 5. The details of the work can be collected from Office of the undersigned on all working days during office hours.

6. The University does not bind itself to accep the lowest and to reject any quotation without assigning any reason thereof.

Controller of Examinations.

Copy to:-

Finance Officer, NEHU, Shillong.

2. Notice Board.