

F.No.5-6/Annual Report Cell/2018-19/ - 524

Date: 15/10/2024

**NOTICE FOR INVITING QUOTATION**

This is a Notice for Inviting Quotation for supply of 50<sup>th</sup> Annual Report 2023-24 English and Hindi Version to, NEHU Administration Building, Shillong as per the specification given below:

Sl. No.	Specification	Unit
1.	Page setup & page making in Page Maker	800 pages (approx..)
2.	Paper Size	1/8 <sup>th</sup> Double Crown
3.	Cover page	300 GSM, Art Board Paper Both side colour printing with lamination
4.	Binding	Perfect Binding
5.	Preliminary pages and Dean's Report	30 pages approx. Colour printing both side, Art paper 130 gsm
6.	Main Text	Both side Black and White Printing 70 gsm, Maplitho paper
7.	Quantity	100 English Final Version 30 Hindi Final Version 25 Draft copy (English version)

Only the prospective registered bidders of known credentials are eligible to participate. All the bidders who are interested to quote need to approach the office along with samples on or before **22/10/2024** with a formal request letter along with requisite documentation as specified below:

1. Name of Firm (Capital letters):
2. Full Address :
3. Name of contact person:
4. Telephone No:
5. Tenderer should submit their valid **Trading License for Non-Tribal and Provisional Tax for Tribal issued by the Khasi Hills Autonomous District Council** (As applicable), without which their tender will be disqualified.
6. GSTIN:



7. Income Tax/Sales Tax Clearance certificate:
8. Dealership Certificate :
9. Firm Registration.

**Terms and Conditions**

10. Envelope containing the quotations should be sealed with wax or cello tapes and duly superscripted "QUOTATION FOR SUPPLY OF 50<sup>th</sup> Annual Report 2023-24 English and Hindi Version " to be addressed to "The Incharge Annual Report Cell, NEHU, Permanent Campus, Shillong-793022 and should reach on or before **22/10/2024** latest by 1:00 pm. The quotations will be opened on the same day at 3:00pm. Interested firms may send their representatives to witness the opening of the quotations. However, if the date for receiving and opening of tenders is subsequently declared as holiday(s) the tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
11. All the rates quoted should be in INR and inclusive of GST. The rate quoted, however should include all taxes, design, packing, binding, transportation, labour charges and delivery charges to the Administrative Building/Concerned Department of the University and no man power will be provided by the University.
12. Only one rate should be quoted against a particular item/brand. Overwriting/overtyping in the rates quoted against any items will not be accepted.
13. Selected firm will supply as per sample or specification only.
14. Defects, if any during the warranty period have to be rectified and replaced free of cost by the supplier.
15. The University reserves the right to reject any or all quotations without assigning any reasons thereof and does not bind itself to accept the lowest quotations.
16. The payment will be released only on supply of goods.
17. Any dispute arising out of or in connection with this contract, the legal jurisdiction will be Shillong, Meghalaya State, India..
18. Bidder should have PAN, GST Registration and service Tax number, Email Id (Mandatory).

  
In-Charge

Annual Report Cell