



No.Lib/BookFair/2024-25-5905

8<sup>th</sup> October 2024

## NOTICE INVITING QUOTATION

Quotations in sealed cover are invited from reputed/authorized/registered suppliers/contractors for hiring and installation of the following items required for setting up of stalls, sitting/reading spaces etc. during a Book Fair to be held in NEHU, Shillong during 7-8 November 2024.

### Items Description/Specifications

1. Canopy Tent to be enclosed on 3-sides using cloth covers with accessories to support and accommodate tables, chairs etc. and to be well lighted using LED lights with plug points for the following sizes in feet:  
10x10, 20x10, 20x20 & 30x20
2. Additional Tables and Chairs of different sizes.
3. Custom-made barricade/fence and stand using wooden frame/plank and cloth.
4. LCD/LED TV display with VGA & HDFI interface along with cables for the following sizes 32, 48 & 64 inches.
5. Good quality Audio/PA system for an indoor environment.

### Terms and conditions:

1. Items quoted should be of good quality, durable with offer of various shades/colour, and should be suitable for the proposed event.
2. The quoted price should be unit price for each item/set of items of different sizes available and should be inclusive of all taxes applicable and F.O.R the Central Library, NEHU, Shillong 793022.
3. Unit prices including taxes applicable and installations charges should be clearly specified.
4. The quoted price should be valid for at least a period of 6 months from the date of opening of the quotations.
5. Quotations should be supported with relevant documents viz. authorization letters/certificates/registration, product catalogues/photographs etc.
6. The sealed quotations addressed to "The University Librarian, North- Eastern Hill University, Shillong 793022" should be submitted to the office of the undersigned, during office hours, on or before 23<sup>rd</sup> October 2024.
7. The Department/University reserved the right to order only a few selected items and not all and accept/reject or cancel any quotation(s) without assigning any reason(s) thereof.

Sd/-  
University Librarian  
Central Library  
North-Eastern Hill University  
Shillong 793022, Meghalaya(India)