



पूर्वोत्तर पर्वतीय विश्वविद्यालय  
पू० प० विवि० परिसर, शिलांग-७९३०२२ (मेघालय)  
**North-Eastern Hill University**  
NEHU Campus, Shillong - 793 022 (Meghalaya)

F.No.3-3/P&S/2019-20 (Vol.I)/514

Dated: 25/11/24

**NOTICE FOR INVITING QUOTATION**

This is a Notice for Inviting Quotation for supply for **Printing of NEHU Wall Calendar and NEHU Engagement Pad**, NEHU, Shillong as per the specification given below:

1.	NEHU Wall Calendar (1200 nos)	Multi-page Calendar (Two Months per page); Size 17"x 25" 250 gsm Art Board Paper, both side colour printing, with Wiro Binding	To contact the office of the undersigned for picture content
2.	Engagement Pad (750 nos)	13.5 cm x 21 cm	sample available for inspection in the office of the undersigned during office hours on all working days

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 on or before 6<sup>th</sup> December, 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 issued by the Competent Authority (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 "**PRINTING OF NEHU WALL CALENDAR AND ENGAGEMENT PAD,**" to be addressed to "The Assistant Registrar (P&S), NEHU, Permanent Campus, Shillong-793022 and should reach on or before 6<sup>th</sup> December, 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.

.....2/-

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 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).

*G. R. S.*  
*22/11/2024.*  
**Astt. Registrar (P&S)**