



F.No. 8-3/DSW/2022/ 1855

Dated: 11th March 2025

Notice Inviting Quotation
Tender Notice

Sealed quotations are invited for printing of NEHUSU Magazines, NEHU, Shillong. The sealed quotation shall be submitted to the office of the Dean Students Welfare, NEHU, Shillong-793022 on or before 2:00 P.M. of 21.03.2025 (Friday). In the event of the specified date for the submission of quotations being declared a holiday, the offers will be received up to the appointed time on the next working day.

The envelope should be superscripted in bold letters with "QUOTATION FOR PRINTING OF NEHUSU MAGAZINE".

Terms and conditions will be as mentioned below.

1. The rates should be quoted without any conditions and should be inclusive of GST.
2. The rates should be quoted for 2000 copies of the magazines.
3. Contract will be awarded to the bidder whose offer has been determined to be the lowest evaluated offer.
4. This office shall be under no obligation to accept the lowest or any other offer, including those received late or incomplete offers, without assigning any reason whatsoever.
5. This office reserves the right to increase or reduce the number of copies to be printed. The proportionate amount of contract will be increased or decreased accordingly.
6. The specifications of the magazine are as follows:

| SI No | Description/specification of magazine | quantity | Rate |
|-------|--|-------------|------|
| 1. | 140 pages A4 Size including cover page: Inside pages 140 GSM Glossy and cover page 300 GSM with matfinished laminated; | 2000 copies | |

7. Qualification criteria:

- a. The firm should be registered with Goods & Services Tax (GST) Department and should submit a copy of a GST Registration Number. Also, self-attested photocopies of documents related to registration Number, PAN Number etc. should be submitted along with the quotation.

R L Nongkhlaw