



F.No.2-4/Hindi/Magazine/2013- 571

Dated: 14-08-2026

**NOTICE FOR INVITING QUOTATION**

This is a Notice for Inviting Quotation for supply 10<sup>th</sup> Edition of the Hindi magazine "NEHU JYOTI" to, NEHU Administration Building, Shillong as per the specification given below:

|                  |   |                                                                      |
|------------------|---|----------------------------------------------------------------------|
| a. Pages         | - | 120-130 (approx.)                                                    |
| b. Cover Page    | - | Both side colour printing (300 GSM)<br>Art Board with Mat Lamination |
| c. Size          | - | 16.5 cm X 24 cm                                                      |
| d. Paper Quality | - | 70 GSM Maplitho                                                      |
| e. Inner text    | - | black and white                                                      |
| f. Page set up   | - | 120-130 (approx.)                                                    |
| g. Quantity      | - | 100 Copies                                                           |

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 **21-08-2026** 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 cellotapes and duly superscripted "QUOTATION FOR SUPPLY OF 10<sup>th</sup> Edition of the Hindi magazine "NEHU JYOTI" " to be addressed to "The Hindi Officer, Hindi Cell, NEHU, Permanent Campus, Shillong-793022 and should reach on or before **21-08-2026** 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).

Hindi Officer  
Hindi Cell