NOTICE INVITING QUOTATIONS FOR PRINTING JOB

The North-Eastern Hill University (NEHU), Shillong, India is an autonomous Institute established under University Grants Commission, Government of India.

Quotations are invited from the reputed & *bona fide* Publishers / Printers, as per applicable rules, for printing the following items:

1. Abstract Book

Sl.	Details	Qty	Specification
1.	Number of Copies	100 copies	
2.	Main body pages	96 pages per copy	80 or 85 gsm art paper
3.	Cover page (Colour)	4 pages per copy	200/250 gsm, smooth paper
4.	Final Size	-	8.5 x 11 inch
5.	Printing Time		One week maximum
6.	Paper colour		White or off-white

The quote prices (including GST) should be shown in detail for paper cost (with options), printing cost for B&W pages and colour pages separately, and binding cost. The payment shall be processed immediately on raising the bill after delivery of the items, and expectedly be remitted withing 2-3 weeks.

Bidders must have undertaken the similar job earlier and shall furnish a list of up to three such jobs undertaken in the immediate past.

The quotations complete in all respects with supporting documents shall be submitted in hardcopy in sealed envelope to the undersigned latest by **February 13, 2023**. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for the receipt of quotations. Price should be quoted in Indian rupees only.

A duly authorized committee shall evaluate the quotations received and finalize the acceptable offer. The selected bidder shall be contacted by the undersigned or his representative to undertake the job. The decision to award the print job may be cancelled without assigning any reason.

The Convenor, National Seminar on FDRL
Department of Botany, North-Eastern Hill University, Shillong 793022
(Please drop in an email informing submission of your quotation to **fraseminar@gmail.com** to help trace your quotation from the office).