

GOVERNMENT OF MEGHALAYA
OFFICE OF AGRICULTURE INFORMATION OFFICER
MEGHALAYA :: SHILLONG

SHORT QUOTATION NOTICE

Quotations duly affixed with Court Fee Stamp of 100/- (Rupees One Hundred) only are hereby invited from interested Printing Firms for design, printing and supply of under mentioned printing works for the year 2019-20 and will be received by the undersigned up to 01:30 PM. on the 9th July 2019. The quotation will be opened on the same day at 2:30 PM. in the office of the undersigned in presence of the quotationer(s) or their representative if any. If the last date for receipt of quotation happens to be a holiday, the quotation will be received and opened on next working day at same time and same venue.

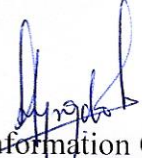
Item	Specification	Quantity /Unit to be quoted	Rates per unit (₹)
			Rates should be quoted exclusive of GST
1. Designing and Printing of Black and White leaflets a. Single Sheet (both sides printing) b. 2 sheets (4 Pages both sides printing) c. 4 Sheets (8 pages both sides printing)	A4 size, 90 gsm on maplitho paper	Per 1000 sheets	(Sample of printing leaflets and Folder can be obtained from the office of the undersigned during office hours)
2. Design and Printing of Color Folder with pockets	29 x 42 cm size on 300 gsm paper	Per No.	
3.Design and Printing of Color inserts	A5 size (Minimum of 8 Nos. in each set)	Per Set	

Terms & conditions:

- 1) Rates should be quoted in figures and in words
- 2) The rates quoted should also mention taxes, transport charges etc if any.
- 3) The undersigned is not bound to accept any lower rate and reserve the right to reject any of all quotations without assigning any reasons thereof.
- 4) The quotation should be accompanied with valid up-to date documents in support of the quotation.
- 5) Non-Tribal contractors should furnish valid trading licenses from District Council.
- 6) The quotation shall be received on or before till 12.00 Noon and will be opened on the same date in the presence of the quotationers or their representatives if any.
- 7) 7. Intending Quotationers should also submit/enclose samples of work/materials as per specifications mentioned in the quotation notice, along with their bid submission.

Quotation must be accompanied by:

- Affixed non-refundable Court Fee Stamp of 100/- (Rupees:- One Hundred) only.
- Attested copies of valid GST Registration.
- Attested copies of SC/ST Certificate issued by the concerned Competent Authority (for Tribal Tenders).
- Attested copies of valid Trading License from KHADC, JHADC and GHADC (for – non Tribal).
- The attested copies of upto date Certificates 1) Income Tax (in case of Non-Tribal) 2. Professional Tax and 3) PAN Card should be attached with the quotation(s).
- The envelope containing quotation documents should be secured and sealed and superscribed with the words “Quotation for designing & Printing works for the year 2019-20.


Agriculture Information Officer
Meghalaya, Shillong

Memo No. Agri/Info-338/Quo/2013-14/Pt.1/756

Dated Shillong, the 21st June 2019

Copy to:-

1. Local Firms for information
2. Department website for uploading
2. Office Notice Board.