

MEGHALAYA STATE POLLUTION CONTROL BOARD



Forests & Environment Department

GOVERNMENT OF MEGHALAYA

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No. MPCB/ESTT-19(Pt-V)/2018-2019/20,

Dated Shillong, the 26th November 2018

SHORT TENDER NOTICE

Sealed quotations in plain paper are hereby invited from the reputed firms/printers for the mentioned work below. The quotations shall be received by the undersigned upto **1.00 P.M** within **15 days** from the date of issue of this Notice and will be opened on the same day and time in presence of the tenderers or the authorized representatives who desires to be present.

Sl. No.	ITEMS	QUANTITY
1.	Making and Printing of report entitled " Annual Report of the Board for 2016 – 2017 " with following specifications :- <ul style="list-style-type: none">• No. of pages to be printed – 134 pages (approx)• Multicolour printing for 2016-2017 in Art Paper.• Multicolour Cover in UV Coated Art Board• Side Binding.	300 (Three Hundred) Copies

TERMS & CONDITIONS:-

1. Rate quoted should be inclusive of layout and design.
2. Rates are to be quoted clearly in figures and in words.
3. Rates quoted should be inclusive of all taxes, cost packing, forwarding and freight and other charges.
4. The rate for the printing of the Annual Report will be valid for the current financial year 2018-2019. Request for the enhancement of rate during the contract shall not be considered under any circumstances.
5. The tenderer should submit a specimen of similar works done with statement of work/experience/profile indicating details thereof.
6. Up-to-date Sales/Professional Tax Clearance Certificate and valid trading license (issues by Competent Authority) should be accompanied with the tender.
7. Earnest money at the rate of 2% of the total Amount quoted in the form of Demand Draft of any Nationalized Bank in India pledged in favour of the Member Secretary, Meghalaya State Pollution Control Board, Shillong. The Earnest money is refundable to unsuccessful tenderers.
8. The Earnest money of the successful tenderer will be retained with the Board as security deposit till satisfactory completion of the printing work and delivery of the same.

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