

GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF TOURISM

No.M/D-Tour.108/2001/

.....  
Dated Shillong, the 22<sup>nd</sup> August, 2011.

**NOTICE INVITING QUOTATION**

Sealed Quotation in plain paper affixing Non Refundable Court Fee Stamp amounting to Rs.300/- (Rupees Three Hundred) only is hereby invited from Printing/Publishing Firm/Agency for the following mentioned work.

Sl.No.	Item of Works	Size	Specification
1.	Printing of Pictorial Table Book	1/4 <sup>th</sup> Demy	1)No.of copies 1 <sup>st</sup> 1000 copies/Sub 1000 copies 2) Paper-Text -170 GSM art paper (Matt finish) Cover (Jacket)-170 GSM Art Paper. 3) No. of pages 52 4) Printing: Multi Colour 5) Binding- Hard Binding with Jacket on top. 6) Designing & Layout of the book. 7) Jacket with spot lamination matt finish lamination.
2.	Printing of Travels Guide	1/8 <sup>th</sup> Demy	1)No. of copies 1 <sup>st</sup> 5000 copies/Sub 1000 copies. 2) Paper Text : 150 GSM art paper cover:270 GSM art cover 3) Printing : Multi Colour 4) Cover with matt finish & Spot Lamination 5) Designing & Layout to be provided. 6) No of Pages 40
3.	Printing of Brochure Mesmerizing Meghalaya	1/8 <sup>th</sup> Demy	1) No of Pages 32 2) Paper: 170 GSM art paper 3) Printing: Multi Colour 4) Printing: Centre Pinning (Stiching) 5) Cover with Spot & Matt finish Lamination. 6) Layout & Designing & be provided.

4.	Printing of Posters	Double Crown	1) Paper: 220 GSM art paper 2) Printing: Multi Colour 3) Designing & layout to be provided.
5.	Printing of File Cover	12" x 14"	1) Paper 270 GSM art card 2) Design: as per sample 3) Printing: Multi Colour 4) Binding: Tie cut & pasting (as for sample) 5) Front & Back cover to be spot & Matt finish Lamination.

The last date of receipt of Quotation Complete in all respects will be on the 13<sup>th</sup> September 2011. The Quotation will be opened on the same date at 4.00 P.M. in front of the Quotationers or their Authorized Representative. Details can be obtained from the website : [www.megtourism.gov.in](http://www.megtourism.gov.in).

Director of Tourism,  
Meghalaya, Shillong.

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Memo No.M/D-Tour.108/2001/ -A,  
Copy to :-

Dated Shillong, the 22<sup>nd</sup> August, 2011.

- 1) The Director of Information & Public Relation Govt. of Meghalaya, Shillong with a request to kindly publish in leading Local News Paper for 1(One) issue.
- 2) NIC, for displaying in the Tourism Website.
- 3) Office Notice Board.

Director of Tourism,  
Meghalaya, Shillong.

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GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF TOURISM.

No.M/D-Tour. 108/2009/47

Dated Shillong, the 22<sup>nd</sup> August 2011.

DETAILED NOTICE INVITING QUOTATION FOR PRINTING OF PUBLICITY  
MATERIALS  
TERM AND CONDITIONS

The Tender/Quotation must fulfilled all the terms and condition below:-

1. Successful Quotation will have to deposit Earnest money calculated @ 2% (Two percent) for non tribal and 1%(One percent ) for tribal of then total value of the Work in the form of Deposit at call from any nationalized bank payable at Shillong, duly pledged in favour of Director of Tourism,Meghalaya,Shillong.
2. The Agency/Firm Printing House must be professionally capable of undertaking photography assignments of high standards of any places of interest in the State or as per the directive of the Directorate within a short notice. These photographs will be selected for use in the proposed publicity materials meant for promotion of Tourism.
3. The Agency/Firm Printing House must furnish specimen of quality jobs executed for the Tourism Department and also other Departments.
4. No photographs will normally be supplied from this end
5. The Directorate will have also the right to make suitable changes in the design of any layout which shall be binding upon the quotationer.
6. The rate of the materials should be in the form of 1<sup>st</sup> 1000 copies and subsequent 1000 copies
7. Court fee stamp of Rs.200/- (Rupees Two Hundred)only non refundable should be affix alongwith the quotation.
8. Attested copy of Valid and current Meghalaya Value added Tax clearance certificate issued by the Superintendent of Taxes,Meghalaya.
9. Attested copy of Valid and current Meghalaya Value added Tax certificate alongwith list of items for which rate are offered,with tax payer identification. No. (TIN No.)
10. Attested copy of Valid and current Central Sales Tax Registration certificate
11. Attested copy of Valid and current Professional Tax clearance certificate issued by District Council
12. Attested copy of Valid Tax clearance certificate

13. Attested copy of Scheduled Tribe Certificate.
14. Attested copy of Valid and current District Council Trading License for Non-Tribals Tenderer.
15. Self attested photograph of the tenderer.
16. Attested copy of Valid and current Financial Stability Certificate, issued by any Nationalised Bank certifying that the firm/supplier is capable to undertake the supply.
17. An Undertaking that the supply work will be carried out by the tenderer only.
18. Tender should be addressd to the undersigned by designation and not by name. Sealed envelope containing the tender should be superscribed as QUOTATION FOR PRINTING AND SUPPLY OF PUBLICITY MATERIALS FOR DIRECTORATE OF TOURISM
19. The Director of Tourism is not bound to accept the lowest quoted rates.
20. The successful tenderer will be intimated by a letter of acceptance by the Director of Tourism, Meghalaya, Shillong. Till then no tenderer has any right to assume that his/her tender has been accepted. For any expenditure incurred by any tenderer in anticipation of issue of letter of acceptance there shall be no claim whatsoever for compensation.
21. Once the rate offered are accepted, no enhancement of rates will be allowed under any circumstances and the tenderer will be liable to supply at the rate accepted by the Director of Tourism, Meghalaya, Shillong. Failure to supply at the accepted rate will entail cancellation of the Work order.
22. Delivery shall have to be completed within 8 weeks from the date of receipt of supply order. No extension of delivery period will be entertained beyond the stipulated period with out genuine reason.
23. Payment will be made to the supplier directly on completion of supplies and on correct receipt of goods by the respective consignee.

Director of Tourism  
Meghalaya, Shillong.