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कार्यालय, महालेखाकार (लेखापरीक्षा),

मेघालय, शिलांग - 793 001

Office of the Accountant General (Audit),

Meghalaya, Shillong - 793 001.

NOTICE INVITING QUOTATION

*Sealed quotations are invited from Agencies under two bid system (Technical & Price) separately for printing of a **Commemorative Monograph** on a 'turn key' basis. The Monograph shall be in good quality paper, and shall include colour photographs.*

Agencies may quote prices giving comprehensive details with break-up of costs for various items involved in such a production, such as (i) Designing (ii) Copy writing (iii) Photography and editing (iv) Proof reading (v) Printing and (vi) Packaging and delivery (at A.G.(Audit)Office in Shillong). Venders should also submit their production experience (list of projects accomplished and undergoing) and customer feedbacks for the similar works done in the past. The bids will be assessed for the technical capability first and only then the financial bid will be considered.

TERMS AND CONDITIONS:

1. Interested agencies may see a specimen in this office before submitting quotations and may contact **Record Section** of this office;
2. Technical requirements of the Monograph are as follows:
 1. Size : 10 X 15 inch 130 GSM in matte finish
 2. Text Pages : 120 GSM
 3. End Paper : 170 GSM matte finish
 4. Quantity : 500 Binding, Hard case
3. This would be a lump-sum contract. However, venders should quote the cost of the items separately as per following format

Item Description	Rate	Nos.	Total
Photographers (and other persons)	(₹ per person)		
Equipments (Camera, Light etc)	(₹ per equipment)		
Photo Editing			
Graphic Designing			
Content Writing			
Proof Reading			
Printing (as per technical requirements)			
			Total

4. The **sealed** quotation superscribed with the words “ **QUOTATION FOR PRINTING OF MONOGRAPH** ” should be addressed to **THE SR. AUDIT OFFICER (RECORD), O/o THE ACCOUNTANT GENERAL (AUDIT), MEGHALAYA, SHILLONG 793 001** ;
5. The quotation must reach the above mentioned address by 17:00 hrs Friday, 22 January 2016;

6. The rates quoted should be inclusive of all taxes;
7. The cost shall be inclusive of delivery of printed materials to Record Section of this Office;
8. The Accountant General reserves the right to allot the work to the lowest or any other vendor without assigning any reasons whatsoever;
9. The successful bidder will have to complete the work **within 30 days** from the date of work order;
10. The successful bidder should submit the proof of the Monograph and get the same approved before final printing.

Sd/=

Dy. Accountant General (Admn.)

No.Record/Audit/4-9/2015-16/163-173

Dated 12/01/2016

Copy forwarded to the :

1. CALRON IMPRESSSIONS, Nongthymmai, Shillong 793 014.
2. SINGHANIA OFFSET PRESS, Thana Road, Shillong 793 001.
3. PRINTING ZONE, 1st Floor, New Shopping Complex, Barapathar, Shillong.
4. ARIÖN MARKETING, Shillong 793 004.
5. MILLENIUM PRINTERS, Police Bazar, Shillong 793 001.
6. ALIENLEAF Studio, QEL Complex, Opp- Poinisuk Hotel, Laitumkhrah, Shillong - 793003
7. TUNE IN INFOTAINMENT, Dong Nogram (brei), Nongrah, Shillong 793 006.
8. NATIVE EYES, Pohkseh, Near Children's Hospital, Shillong 793006.
9. ARTFIX DESIGNS, Jaiaw Main Road, Jaiaw , Shillong 793002.
10. Website of A.G.(Audit), AG(A&E), Meghalaya AG(Audit) Assam, P.D. RTI Shillong.
11. NOTICE BOARDS.


Sr. Audit Officer (Record)