



Gram: AGAUDIT  
Fax No. (0364) 222 3494  
EPABX 2228861 219  
PH.NO. 0364 2222458  
E-mail: [agauMeghalaya@cag.gov.in](mailto:agauMeghalaya@cag.gov.in)

कार्यालय, महालेखाकार (लेखापरीक्षा),  
मेघालय, शिलांग – 793 001  
Office of the Accountant General (Audit),  
Meghalaya, Shillong - 793 001.

### NOTICE INVITING QUOTATION

1. *Sealed quotations are invited from Agencies under two bid system (Technical & Financial) 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.*
2. *Technical Bid: The Technical Bid should invariably contain the following information:*
  - a) *Name(s) of the proprietor(s).*
  - b) *Types of photography to be used, for eg: high resolution SLR photography, drone cameras etc.*
  - c) *Types of printing machines to be used, giving details of machines such as brand, models, year of manufacture, resolution etc, which can be verified on the internet.*
  - d) *Experience of such work in past three years, preferably for government agencies.*
  - e) *Letters of appreciation (if any) from previous customers.*
  - f) *Acceptance of condition of completion of work within 30 days of work order.*

*IT MAY PLEASE BE ENSURED THAT THE 'TECHNICAL BID' DOES NOT CONTAIN ANY PRICING DETAILS. Failure to comply with the above condition may result in summary rejection of the bid.*

3. *Financial Bid: 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). The bids will be assessed for the technical capability first, and only then the financial bid will be considered.*
4. *The Technical Bid will be opened on Friday, 29<sup>th</sup> April 2016 at 11.30Hours.*

### 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, bidders should quote the cost of the items separately, as per following format, in the Financial Bid

P.T.O

| <b>Item Description</b>                           | <b>Rate</b>       | <b>Nos.</b> | <b>Total</b> |
|---|-------------------|-------------|--------------|
| Photographers (and other persons)                 | (₹ per person)    |             |              |
| Equipments (Camera, Light etc)                    | (₹ per equipment) |             |              |
| Photo Editing                                     |                   |             |              |
| Graphic Designing                                 |                   |             |              |
| Content Writing                                   |                   |             |              |
| Proof Reading                                     |                   |             |              |
| Printing ( <i>as per technical requirements</i> ) | (₹ per copy)      | 500         |              |
| <b>Total</b>                                      |                   |             |              |

4. The **sealed** quotation (containing the Technical and Financial Bids in separate sealed covers) **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 outer envelope should contain the name and full address of the bidder and phone number also;
6. The quotation must reach the above mentioned address by 17:00 hrs Thursday, 28<sup>th</sup> April 2016;
7. The rates quoted should be **inclusive of all taxes**;
8. The cost shall be inclusive of delivery of printed materials to Record Section of this Office;
9. The Accountant General reserves the right to allot the work to the lowest or any other bidder without assigning any reasons whatsoever;
10. The successful bidder will have to complete the work **within 30 days** from the date of work order;
11. The successful bidder should submit the proof of the Monograph and get the same approved before final printing.

Sd/=

**Sr. Dy. Accountant General (Admn.)**