

GOVERNMENT OF MEGHALAYA
INSPECTORATE OF ELECTRICITY:: SHILLONG

NOTICE INVITING QUOTATIONS

Dated Shillong, the 20th of February, 2020

No.IEL.IX/166/2019-20/05: Sealed Quotations affixing non-refundable Court Fee Stamp of Rs. 25/- (Rupees Twenty Five) only are invited from reputed firms, suppliers, advertising firms for designing, printing and supply of brochures on Energy Conservation in three languages i.e. English, Khasi & Garo. The brochures should be as per the following requirements:

Sl. No.	Description of the Work	Specifications	Unit
01	Designing of brochures	The brochures should carry messages on Energy Conservation, promotion of Energy Efficient products and promotion of Star Labeled appliances as directed by this office.	Each
02	Printing & supplying of brochures	Size: A4	10000 copies(English)
		Colour: Multi- Colour	3000 copies(Khasi)
		Grammage: 185 GSM	3000 copies(Garo)
		Printing: Legible and clean printing on both sides is required	

Terms and conditions:

1. Validity of proposal: 90 days.
2. Clarification & amendments: During processes of evaluation of the proposals, MSDA may, at its discretion, ask Applicants for clarifications on their proposal. The Applicants are required to respond within the prescribed time-frame. MSDA may for any reason, modify the NIQ documents before the date of submission of proposal.
3. The Cost indicated in the Quotation shall be inclusive of GST and other taxes and nothing extra will be paid by MSDA.
4. The successful Applicants shall have to complete the work as mentioned within 20 days from the issue of work order.
5. Penalty: For any kind of delay in adhering to the time schedule, Applicants shall be liable to pay 5% of the total amount of the bill for every weeks of delay and multiples thereof.
6. Entire payment will be made by us, upon your submitting the bill / delivery challan after completion of the dispatch and receipt of confirmation in good condition as per specification given herewith.

Evaluation will be done on the basis of total quoted amount. Quotations will be received up to 2:00 P.M of 6th of March, 2020. The quotations should be submitted in sealed envelope. Quotation which is conditional/ incomplete/ belated will not be entertained.

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Senior Electrical Inspector & Head
State Designated Agency on Energy Conservation
Meghalaya, Shillong

Memo No.IEL.IX/166/2019-20/05(a)

Dated Shillong, the 20th of February, 2020

1. Notice Board
2. Senior energy consultant to the msda to upload in website.

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Senior Electrical Inspector & Head
State Designated Agency on Energy Conservation
Meghalaya, Shillong