

**F.No. NEC/IPR/344/2012**  
**Government of India**  
**Ministry of Development of North Eastern Region**  
**North Eastern Council**  
**Nongrim Hills, Shillong-793003 (Meghalaya)**

**Notice for inviting Tender**

Sealed Tenders are invited from Printers/ Firms /advertising agencies for a) **Typesetting, Design and Production of a Newsletter for NEC**, and b) **Provision/procurement of high quality colour photographs of NEC's Completed Projects, Events, Success Stories, Ongoing Projects etc. from time to time for the said Newsletter**. Specification and technical details as well as the terms and conditions may be had from NEC website [http: necouncil.gov.in](http://necouncil.gov.in).

Interested agencies may submit their bid with the required documents by 3:00 PM 22<sup>nd</sup> August , 2017 to the Director, Information and PR, North Eastern Council Secretariat, Nongrim Hills, Shillong-793003 in a sealed cover with an application fee of Rs.500/- ( Rupees five hundred only) in shape of DD in favour of DDO, North Eastern Council payable at Shillong. The bids will be opened at 3:30 PM on the same day.

## NORTH EASTERN COUNCIL

### Tender Form

1.	Size of the Newsletter:	20 x 28 cms ( Demy Quarto)
2.	No. of Pages:	16 pages
3.	No. of copies:	2000 (Two thousand) copies (centre stitched)
4.	Frequency:	Quarterly
5.	Quality of Paper:	130 GSM Art Paper
6.	Design:	To be done by the firm ( Multi Color Printing)
7.	Contents:	NEC Newsletter will consist of write-ups and photographs. The firm may need to procure some high quality colour photos of NEC- projects (completed/ongoing), success stories, events etc. for which payment will be made by NEC as per the approved rate.
8.	Delivery Date	First Date of each Quarter, January, April, July and October
9.	Charges per copy of the newsletter including typesetting, design, paper, printing and delivering of bulk	
10.	Charges for photographs ( per copy inclusive of all expenses)	

Date:

Signature of the Party with seal of the Firm

#### Notes:

- The Firm should submit upto date GST return with the bid.
- Copyright of the photographs used in this case will remain with North Eastern Council.
- One copy of the sample work of similar nature need be enclosed with the Tender. Preferences will be given to Printers/ Firms who have done similar Newsletters.
- Sealed tender should be submitted by 3:00 PM on 22<sup>nd</sup> August, 2017 to Director, Information and PR, NorthEastern Council, Nongrim Hills, Shillong-793003