

**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 DAVP approved agencies for a) **Typesetting, Design and Production of a Newsletter for NEC**, and b) **Provision of high quality colour photographs of NEC's Completed Projects, Events, Success Stories, Ongoing Projects etc from time to time.** Details about specification, layout, design, 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 31<sup>st</sup> May, 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.



(M.R. Mahapatra)  
Director, Information & PR

## NORTH EASTERN COUNCIL

### Details of the Tender

1. Size of the Newsletter:	A 4 Size
2. No. of Pages:	8 Pages
3. No. of copies:	5000 ( Five thousand) copies
4. Frequency:	Quarterly
5. Quality of Paper:	130 GSM Art Paper
6. Design:	To be done by the firm
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 at per rules.
8. Delivery Date	First Date of each Quarter, January, May, September,
9. Charges (per copy of the newsletter including typesetting, design, paper, printing and delivering at Shillong and Delhi.)	
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 Service Tax Return with this bid.
- The firm should submit copy of the DAVP letter appointing the firm as a Creative and Multi-Media Agency with the bid.
- Copyright of the photographs used in this case will remain with North Eastern Council.