

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF COMMERCE & INDUSTRIES**

*2nd Floor, Administrative Building, Lower Lachumiere, Shillong-793001, Ph & Fax: 0364-2226253
Email : industries-meg@gov.in*

SHORT NOTICE INVITING QUOTATION

Dated Shillong, the 11th September, 2019.

No.M/Dind/Genl.40/2019/44:- Sealed tender affixing court fee stamp of ₹25/- (Rupees twenty five) only are invited from reputed Firm/Authorized Dealer for supplying the following article to the office of the undersigned.

1. Supply of trophies with the following specification :
 - (a) Crystal type 3-dimensional cubes or similar structures to fit the logo and particulars of Awardee.
 - (b) Minimum size of trophy should be (17cmx13cmx3cm).

The last date for submission has been fixed on or before 27th September, 2019 at 3:00 p.m. and the tender papers will be opened on the same date in the presence of the Suppliers/Firm or their Representatives.

Detailed information and other terms and conditions etc. can be log-in from the department website www.megindustry.gov.in and also can be had from the office of the undersigned.

Director of Commerce & Industries,
Meghalaya, Shillong

Terms and Conditions:-

1. Rate should be quoted for **“supply of Trophy”** which should be inclusive for casing of the trophy and also the cost for the logo and the particulars of the Awardee to be engraved in the trophies which shall be provided by the Department to the selected Suppliers/Firm and also should indicate separately in the GST component.
2. The tender should be accompanied with photo/video/visual or actual samples of the trophies.
3. The copy of GST registration should be enclosed.
4. A copy of PAN Card of the Supplier/Firm should be enclosed.
5. The copy of Professional Tax Registration from concerned District Council of Meghalaya to be enclosed.
6. In case of Non-Tribal Supplier/Firm, a copy of up to-date valid Trading License from concerned District Council of Meghalaya should be enclosed.
7. The Party is allowed to quote two or three specimens/types for the trophy/logo.
8. Delivery must be completed within 30(thirty) days from the date of receiving the supply order.
9. The undersigned reserve the right to accept or reject any quotation without assigning any reasons thereof or to change the supplier at any time if the supplies of the items are found to be inferior quality or bad workmanship, or not suit with the trophy meant exclusively for Handicrafts Awards of the state of Meghalaya.
10. The Director of Commerce & Industries is not bound by the lowest tendered rates.
11. Once the items is approved no change of the selected design, size of the Trophy etc would be entertained.
12. The Quotation should be addressed to the **Director of Commerce & Industries, Administrative Building, Lower Lachumiere, Shillong – 793001**. The word **“Quotation for Supply of Trophies”** should be super scribed on the sealed cover containing the Quotation and other documents.


Director of Commerce & Industries,
Meghalaya, Shillong