

QUOTATION NOTICE

No.JHADCSID/3/2021/48

DATED JOWAI THE 1st OCTOBER, 2026

Sealed quotations accompanied with a non-refundable District Council Stamp Fee of Rs. 200/- (Rupees Two Hundred) only are invited from interested and experienced Individual/firms for the printing and supply of Diaries, Calendars and Engagement Pads, as well as the supply of photographs required for printing on the Calendars, as per the details given below:-

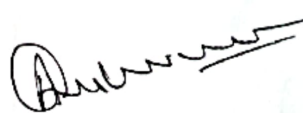
- | Sl. No. | Description of Items |
|---------|---|
| 1. | Printing and supply of good quality Diaries
The Diaries should be of good quality, with size of 15cm by 23cm approx., hardbound cover and good quality leather cover materials; minimum 75 GSM paper quality; Good quality printing, binding and finishing. The Diaries should contain at least 370 pages. The first four pages shall contained the list of Representatives (MDCs) and Officers, their designations along with their Mobile Numbers. The year 2026 & 2027 Calendars are to be printed on the backside of the front cover & the year 2028 Calendar to be printed on the backside of the back cover. The words "Jaintia Hills Autonomous District Council,Jowai" along with the Official Logo and the year 2027 should be printed on the front cover. |
| 2. | Printing and supply of good quality Calendars
Six sheet Wall Calendar of size 61cm by 43cm approx. plus plain cover; high quality art paper, preferable above 200 GSM. Full-Colour printing with Sundays & Holidays in bold distinct red colour and restricted holidays in light blue colour. High-resolution printing with suitable photographs on each month; wire-o binding at top; provision for hanging with attractive and durable finishing. |
| 3. | Supply of photographs for printing on the Calendars
Photograph shall be clear, properly composed and of sufficient resolution for the required calendar size and supplied in high-resolution digital format. The photographs shall be taken from within the Jaintia Hills region, depicting Places of Interest, Tourist Spots, Heritage site, Scenic landscapes, Agricultural produces, flora & fauna, rare Animal species found in Jaintia region etc. |
| 4. | Supply of Engagement Pads
Approximately A5 size; good quality paper preferable 70-80 GSM, 50 - 100 pages per pad with a quality hard cover. |

N.B: The quantity requirement in the previous year was 200 Nos for Diaries, 2100 Nos for Calendar and 100 Nos for Engagement Pad.

Sd/-
Head Computer & System Engineer
Statistic & Information Department
Jaintia Hills Autonomous District Council,
Jowai.

Memo No. JHADCSID/3/2021/48-A Dated Jowai, the 1th October, 2026
Copy forwarded to:-

1. All MDC's JHADCS, Jowai.
2. All Heads of Department, JHADCS, Jowai.
3. ✓ Smt. P. Langstang, Computer Engineer, with a request to upload in the Official Website.
4. Cashier, Receipt Cell, JHADCS, Jowai.
5. Office Notice Board.

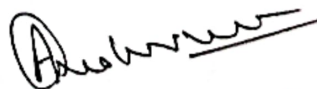

Head Computer & System Engineer
Statistic & Information Department
Jaintia Hills Autonomous District Council,

A. Document Required:

1. The individual/firms should submit the Professional Tax Clearance Certificate issued by this Council and the registered GST Certificate.
2. Trading License issued by this Council for Non - Tribal individual.

B. Terms & Conditions:

1. The quotation should clearly indicate the rate per unit, applicable taxes, and the total amount for each item.
2. The individual/firm should submit samples copies before undertaking the final printing.
3. The quoted rates should be inclusive of all applicable charges, including printing, packaging, transportation and delivery to the Office premises.
4. The successful bidder shall be responsible for supplying the items within 45 (forty five) days from the date of issuing the Supply Order and as per the given specifications.
5. The Executive Committee reserves the right to change the quantity as per its requirement. Further the Office reserves the right to place order either all the items or only some of the items. The supplier shall have no right to claim any compensation in such cases.
6. The Executive Committee reserves the right to select the Photograph supplied by the individual/firm either fully or in part/reject all of it and the individual/firm have no right to claim compensation in such cases. The Office will be liable to pay only for the selected photograph intended to be used in the Office Calendar.
7. The Design, layout, logos and other contents of the Diary/Calendar shall be provided by this Department.
8. Any defective or incorrectly printed item shall be replaced by the supplier with no additional cost.
9. No advance/part payment shall be made by the Office.
10. Payment shall be made only after satisfactory supply and acceptance of the items by the Department.
11. The Executive Committee reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason thereof.
12. The quotation should be submitted to the Office of the Undersigned in a sealed cover clearly superscribed "QUOTATION FOR PRINTING AND SUPPLY OF DIARIES, CALENDARS AND ENGAGEMENT PADS"
13. The last date and time for submission of quotations is 27th October 2026 at 3:00 P.M and will be opened on the same date and time.
14. Quotations received after the stipulated date and time shall not be considered.



Head Computer & System Engineer
Statistic & Information Department
Jaintia Hills Autonomous District Council,
Jowai.