IN THE HIGH COURT OF MEGHALAYA
AT SHILLONG

No.HCM.II/129/2013-Estt/   Dated ..... April, 2018

SHORT TERM NOTICE INVITING QUOTATION

       Sealed Quotation affixing non-refundable Court Fee stamp of Rs. 100/- (Rupees one hundred) only are invited from intending firms (Government registered) for catering to all printing and supply needs of the High Court of Meghalaya as and when required for a period of 1 (one) year which may be extended as per requirement.

  i. Printing of letterheads and envelopes for the Hon'ble Judges (on which High Court logo is to be **embossed**).

  ii. Printing of letterheads and envelopes for the Registrar General.

  iii. Printing and supply of Office file covers/meeting file folders.

  iv. Printing of invitation cards and greeting cards.

  v. Printing of Telephone Directory.

  vi. Printing of banners.

  vii. Printing of newsletters, etc.

       Interesting firms are to bear in mind that the printing tasks will occasionally be required to be taken up on an urgent basis and, therefore, speedy delivery of the goods will be expected.

       The Quotation in sealed cover addressed to the **REGISTRAR GENERAL**, High Court of Meghalaya, Shillong – 793001 superscripting thereon "Catering to all necessary printing and supplying needs of the High Court of Meghalaya" must reach the office of the undersigned by 1.00 PM on or before the **4th day of May, 2018**, and the Quotation will be opened at 2.00 PM on the same day in the Office Chamber of the Registrar General, High Court of Meghalaya, Shillong.

<div align="right">

REGISTRAR GENERAL

</div>

Memo No.HCM.II/129/2013-Estt/17l0A   Dated..8. April, 2018

Copy to:

1. The Joint Registrar-cum-secretary to the Hon'ble the Chief Justice (Acting), High Court of Meghalaya, Shillong, for favour of his Lordship's kind information.
2. The Director, Directorate of information and Public Relations, Lower Lachumiere, Shillong with a request to cause publication of the same, in two local news papers (one English and one Khasi)
3. The System Analyst for uploading on the official Website.
4. Office Notice Board.
5. Account Section.
6. Office File.

<div align="right">

REGISTRAR GENERAL

</div>