

THE HIGH COURT OF MEGHALAYA AT SHILLONG

No. HCM.II/129/2013-Estt/

Dated ____ March, 2017

NOTICE INVITING QUOTATIONS

Sealed Quotations affixing non-refundable Court Fee stamp of ₹ 100/- (Rupees one hundred only) are invited from intending firms (Govt. registered) for catering to all printing needs of the High Court of Meghalaya as and whenever required for a period of 1(one) year which may be extended as per requirement, among which may be included the following :-

- (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.

Interested 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 Quotations in sealed cover addressed to REGISTRAR GENERAL, High Court of Meghalaya, Shillong - 793001 superscripting thereon "Catering to all necessary printing needs of the High Court of Meghalaya" must reach the office of the undersigned by 1.00 PM on or before the 9th of March, 2017 and the Quotations will be opened at 2.00 P.M. on the same day in the Office Chamber of the Registrar General.

REGISTRAR GENERAL

Dated 2nd March, 2017

Memo No. HCM II/129/2013-Estt/ 670A

Copy to:

1. The Joint Registrar-cum-Secretary to Hon'ble the Chief Justice, 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 newspapers (one English and one Khasi).
3. The Systems Analyst for uploading in the Official Website.
4. Office Notice board.
5. Accounts Section.
6. Office File.


REGISTRAR GENERAL