



NOTICE INVITING QUOTATION FOR RATE CONTRACT

Sealed quotations are hereby invited from reputed and experienced printing agencies/firms for entering into a **Rate Contract for a period of one (1) year** for printing of **banners, certificates and other related printing materials** required for workshops, training programmes, seminars and other official programmes etc.

The rate contract shall remain valid for **one year from the date of award of the contract**, subject to the terms and conditions prescribed by the Institution.

1. Scope of Work

The selected firm shall be required to undertake printing and supply of items including, but not limited to:

1. Flex/vinyl banners of various sizes and specifications.
2. Participation/attendance/completion certificates for workshop participants.
3. Certificates for resource persons/experts, wherever required.
4. Other printing works related to workshops, training programmes and official events, as and when required.

The quantity and specifications of each item shall be communicated by the Institution at the time of placing individual orders.

2. Submission of Quotation

Interested firms/agencies may submit their quotations in the prescribed format, clearly indicating the **unit rate for each item**, applicable taxes/GST, if any, and other charges.

The quotation should be submitted in a sealed cover superscribed in the given below addressed to:

1. The Director

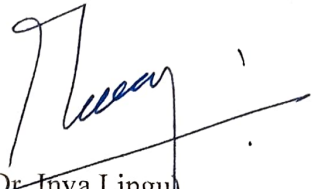
North Eastern Institute of Ayurveda & Folk Medicine Research (NEIAFMR)
Near APST Bus Terminal, High Region
Pasighat – 791102

The quotation must reach the office on or before **08.09.2026 at 1:30 PM**

3. Terms and Conditions

1. The quoted rates shall remain valid for the entire period of the rate contract, i.e. **one year**, unless otherwise agreed in writing.
2. The rates should be inclusive of all costs such as printing, designing, cutting, finishing, packing, transportation and delivery, as applicable.
3. GST/taxes, if applicable, should be clearly indicated separately.
4. The Institution reserves the right to place orders as and when required during the contract period. **There shall be no guarantee of any minimum quantity of work.**
5. The selected firm shall supply the printed materials within the stipulated time specified in each order.
6. The quality of printing, paper/flex material, colour, size and finishing shall conform to the specifications approved by the Institution.
7. Samples/proofs may be required for approval before bulk printing.
8. Payment shall be made after satisfactory completion and delivery of the work, subject to submission of the required bill/invoice and supporting documents.

9. The Institution reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason.
10. The decision of the Institution regarding selection of the firm and acceptance of rates shall be final and binding.
11. Any correction/overwriting in the quotation must be duly authenticated by the authorised signatory.
12. The selected firm shall comply with all applicable statutory requirements, including valid GST registration, wherever applicable.


(Dr. Inya Lingu)
Director(i/c), NEIA/FMR

Copy to: -

1. The Chairman, Local Purchase Committee for information and necessary action
2. The IT-in-Charge for uploading in the website
3. Notice Board
4. Office copy