

4: 53pm

**GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE DISASTER MANAGEMENT AUTHORITY
LOWER LACHAUMIERE, SHILLONG
<>0<>**

No. SDMA.48/2012/Pt-I/26

Dated Shillong, the 26 October, 2026

Short Quotation Notice

Sealed Quotation in plain paper affixed with non-refundable court fee stamp of ₹ 25/- (Rupees Twenty-Five) only are invited from registered Government Supplier/ Contractors/ Firms for printing of the following IEC Materials in the office of State Disaster Management Authority, Lower Lachauimiere, Meghalaya between 26th October 2026 – 09th November, 2026 during office hours. Interested parties are requested to submit the documents along with the quotation which will be accepted up to 05:00 P.M.

The Quotation will be opened in the presence of Quotationers / Representatives or without on the date to be specified.

Booklet on Dos' and Don'ts During Disaster			
Particular	Quantity	Specification	Remarks
Booklet on Do's and Don'ts during Disaster – English version	13,000 Nos	Colour & A4 size	Details attached at Annexure- A
Total	13,000 Nos		

Leaflets for 12 different Hazards			
Particular	Quantity	Specification	Remarks
Leaflets for 12 different hazards namely – Landslide, Earthquake, Floods, Urban Floods, Cyclone / Storm, Hailstorm, Lightning, Cold Wave, Fire, Drowning, Road Safety and Heat Wave		Colour & A4 size	Details attached at Annexure- B
SDMA			
English - 500 copies x 12 different hazards = 6000 Khasi - 500 copies x 12 different hazards = 6000 Garo - 500 copies x 12 different hazards = 6000	18,000 Nos		
District		Colour & A4 size	
Khasi – 18,000 copies for 12 different hazards	2,16,000 Nos		
Garo – 22,150 copies for 12 different hazards	2,65,800 Nos		
Total	4,99,800 Nos		

TERMS & CONDITIONS

1. Tender must be accompanied by: -
 - a. Affixed Non-Refundable Court Fee Stamp of Rs.25/-.
 - b. All the relevant documents/certificates pertaining to GST, that is GST registration certificates and GST rate of the items quoted.
 - c. An attested copy of photograph.
 - d. A Financial Stability Certificate from the 1st Class Magistrate or of a scheduled Bank, certifying that the Firm/Supplier is capable to undertake the supply.
 - e. Attested copy of valid Trading License from the District Council in the case of Non-Tribal and attested copy of Schedule Tribe Certificate in the case of Tribals.

2. Rates should be quoted FOR Destination, Office of the Executive Director, Meghalaya State Disaster Management Authority, Lower Lachau miere, Shillong - 793001 and in all the 12 (twelve) District Headquarters and must be inclusive of transportation cost of item and should be valid for one calendar year from the date of acceptance of the tender.
3. The rate quoted should (a) also be inclusive of all charges, packing, insurance, transit risk and other incidental charges and only GST and local taxes (if applicable) should be shown separately. (b) Rates quoted should be clearly and neatly written, both in figures and in words and any overwriting shall be rejected.
4. Delivery will have to be completed within 90 (Ninety) days from the date of issue of work order. No extension of time will be entertained beyond the stipulated time.
5. Payment will be made to the suppliers directly on completion of supplies and on correct receipt of goods by the undersigned.
6. Tenders should be addressed to the Executive Director, Meghalaya State Disaster Management Authority, Lower Lachau miere, Shillong - 793001, by designation and not by name. The sealed envelopes containing the Tenders should be super scribed "Quotation for Printing of Disaster Awareness Leaflets and Booklet on Do's and Don'ts during Disaster" and be posted by registered cover or by hand.
7. The Executive Director, Meghalaya State Disaster Management Authority reserves the right to reject the lowest rate or all Tenders, without assigning any reasons thereof.
8. The Quantities mentioned in the list may be increased/reduced or omitted at the time of finalization of orders subject to the availability of fund and requirement.
9. An undertaking must be furnished that the work will be done by the Contractor/Tenderer himself/herself.
10. At the time of opening the Tender, if there be any objection by a majority of the Tenderers/Representatives present, as to the validity of any Tender, these will be duly recorded and put up to the Executive Director, Meghalaya State Disaster Management Authority for consideration. The decision of the Executive Director, Meghalaya State Disaster Management Authority will be final and binding.
11. Samples submitted must clearly bear the Tenderer's marking and specification.


**Executive Director,
State Disaster Management Authority
Meghalaya, Shillong**

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Dated Shillong, the 26th October, 2026

Memo. No. SDMA.48/2012/Pt-I/26-A

Copy to: -

- 1) The SIO, NIC, Meghalaya, Shillong for uploading the same on the official website www.msDMA.gov.in
- 2) Office Notice Board
- 3) Office Copy


**Executive Director,
State Disaster Management Authority
Meghalaya, Shillong**

Note: Content and design will be shared by MSDMA

TOTAL NUMBER OF BOOKLET
REQUIRED TO BE DISTRIBUTED TO STATE & DISTRICTS

<i>BOOKLET ON DO'S & DON'TS DURING DISASTER</i>			
<i>TO BE DISTRIBUTED TO STATE & DISTRICTS</i>			
<i>Sl. No</i>	<i>NAME OF THE STATE / DISTRICT</i>	<i>No. of Booklet required for printing (English Version)</i>	<i>Total Nos of Booklet to be distributed for State & Districts</i>
1.	<i>SDMA</i>	1000	1000
2.	<i>East Khasi Hills – Shillong</i>	1000	1000
3.	<i>West Khasi Hills – Nongstoin</i>	1000	1000
4.	<i>Ri-Bhoi – Nongpoh</i>	1000	1000
5.	<i>West Jaintia Hills – Jowai</i>	1000	1000
6.	<i>East Jaintia Hills – Khliehriat</i>	1000	1000
7.	<i>South West Khasi Hills – Mawkyrwat</i>	1000	1000
8.	<i>Eastern West Khasi hills – Mairang</i>	1000	1000
9.	<i>West Garo Hills - Tura</i>	1000	1000
10.	<i>East Garo Hills – Williamnagar</i>	1000	1000
11.	<i>North Garo Hills - Resubelpara</i>	1000	1000
12.	<i>South Garo Hills – Baghmara</i>	1000	1000
13.	<i>South West Garo Hills - Ampati</i>	1000	1000
Total			13,000 Nos

REQUIREMENT OF IEC MATERIALS OF 12 DIFFERENT HAZARDS

Sl. No	Name of The State / District	Total Nos required for 1 Hazard			
		No. of IEC required for printing (English Version)	No. of IEC required for printing (Khasi Version)	No. of IEC required for printing (Garo Version)	Total No of IEC required for 12 Different Hazards
1	SDMA	500	500	500	1,500 x 12 Hazards =18,000
2	East Khasi Hills - Shillong	-	5,400	2000	7,400 x 12 Hazards =88,800
3	West Khasi Hills Nongstoin	-	2,300	500	2800 x 12 Hazards =33,600
4	Ri- Bhoi- Nongpoh	-	2,200	500	2,700 x 12 Hazards =32,400
5	West Jaintia hills - Jowai	-	2,600	50	2,650 x 12 Hazards =31,800
6	East Jaintia Hills Khechriat	-	1,400	50	1,450 x 12 Hazards =17,400
7	South West Khasi Hills Mawkyrwat	-	2,000	500	2,500 x 12 Hazards =30,000
8	Eastern West Khasi Hills Mairang	-	1,600	50	1,650 x 12 Hazards =19,800
9	West Garo Hills - Tura	-	100	6,300	6,400 x 12 Hazards =76,800
10	East Garo Hills Williannagar	-	100	2,800	2,900 x 12 Hazards =34,800
11	North Garo Hills Resubelpara	-	100	3,500	3,600 x 12 Hazards =43,200
12	South Garo Hills Baghmara	-	100	3,400	3,500 x 12 Hazards =42,000
13	South West Garo Hills Ampati	-	100	2,500	2,600 x 12 = Hazards 31,200
TOTAL		500	18500	22650	4,99,800