



**NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED**  
( A Miniratna I, Government of India Enterprise)  
Brookland Compound, Lower New Colony, Shillong- 793003

**NIQ No.:2 dated 11/12/2019**

Bids are invited from eligible bidders for Empanelment of Photographers at Corporate Office, Shillong. Detailed Bid Documents may be downloaded from NEEPCO website [www.neepco.co.in](http://www.neepco.co.in) with effect from 12<sup>th</sup> December 2019. Last date and time of submission of bids is 8<sup>th</sup> January 2020 at 2 P.M.



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**NOTICE INVITING QUOTATIONS**  
**NIQ SHG-02/2019 Dated 11/12/2019.**

Sealed quotations are invited from the reputed & experienced firms for photography for a period of One(1) year for NEEPCO Corporate Office, Shillong as per details given below:-

**The rates may be given as indicated below:**

- A. a. Photograph (pass port size) colour-Rs.(each)  
b. Photograph (pass port size) Black & White-Rs. (each)  
c. Photograph (Post Card Size)-Rs. (each)  
d. Photograph (4"x6")-Rs.(each)  
e. Photograph (5"x7")- Rs.(each)  
f. Photograph (any size)-Rs. (each) (Rates to be given per Sq. Inches)

**B. Album rates for (5" x 7") photograph**

- a. 50 Photographs-Rs. (each)  
b. 100 Photograph-Rs. (each)  
c. 150 Photograph-Rs. (each)

**C. a. Assignment Charges-Rs. (for each occasion) (up to 4 hours)-Soft Copy Only.**

- b. Assignment Charges-Rs.(for each occasion) (above 4hours)- Soft Copy Only.

**Earnest Money** amounting to **Rs. 2000/-** only may be enclosed with the sealed tender in the form of **Demand draft/Bankers cheque** in favour of NEEPCO Ltd. from any Nationalised/Scheduled Bank. Bids not accompanied by the requisite EMD tender document shall be rejected.

Complete set of tender/bid document containing detailed terms and conditions will be available for download in the website [www.neepco.co.in](http://www.neepco.co.in) from **12/12/2019**.

Interested bidders are requested to submit the quotation along with a **copy of PAN Card** in a sealed envelope indicating **NIQ no.** and name & address of the bidder to the Corporate Office Shillong in the name of **Smti L.A. Kharmawphlang, DGM (CC), by 08/01/2020 at 2 P.M.**

Cover containing the quotation should be superscribed:- "**QUOTATION FOR ANNUAL CONTRACT FOR PHOTOGRAPHY WORK**" and sent personally or by ordinary post.

Late receipt due to postal delay will not be the responsibility of the Corporation.



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Terms and Conditions:

1. The rates quoted should be clearly written and in no case rates be overwritten otherwise the quotation will not be entertained.
2. The quotation should be for full one year and no change in the rates will be accepted during this period.
3. The Permanent Account Number and GST Number may be indicated. The firms who do not have Permanent Account Number and GST Number will not be considered.
4. Only those with minimum 5 years' experience of providing similar service in Govt./PSU need apply. Experience Certificate may also be enclosed.
5. Tender will be decided in favour of Lowest bidders who has fulfilled all the Criteria.
6. If the contract is awarded to your firm, the Security Deposit of Rs. 2000/- (Rupees Two Thousand Only) will have to be deposited through Demand Draft drawn in favour of NEEPCO Ltd., Shillong. No interest will be paid to the firm for the Security Deposit. If the work is not found satisfactorily the contract will be cancelled and the amount of Security Deposit will be forfeited.
7. The Corporation reserves the right to accept or reject any or all the bids without assigning any reason thereof.

(L.A. Kharmawphlang)  
DGM (CC)