



No. MITS 27/2025/226

Dated Shillong, the 8th July, 2026.

NOTICE INVITING QUOTATION

Quotations in sealed envelope are invited from experienced vendors in 3D printing for fabrication, printing, supply, and installation of approved branding creatives and graphics as per the specifications, Scope of Work and Additional Terms & Conditions given below, by 5 P.M on or before the 15th of July,2026.

1. Location: Shillong Polytechnic, Shillong

A. Shillong Polytechnic, Shillong					
Area - 1200 sq ft					
Sl No.	Filename	Dimension (in inches)	Unit	Material/ Type	Description
1	3dboard Five Stage Skilling Journey	72*48	1	Acrylic with lighting	3D and it should be displayed on the entrance or near the entrance of the lab
2	Branding Near Screen	36*24	1	Acrylic	
3	Collaboration Zone	36*8	1	Acrylic	Nameplate type
4	Course Branding (Hindi)	36*48	1	Acrylic	
5	Course Branding (English)	36*48	1	Acrylic	
6	Development And Inference Zone	36*8	1	Acrylic	Nameplate type
7	Inauguration Board	24*36	1	Acrylic	
8	IndiaAI Lab	36*8	1	Acrylic	Nameplate type which can be displayed at the entrance
9	Learning Zone	36*8	1	Acrylic	Nameplate type
10	Other Branding	36*48	1	Sun board	
11	Outside Entry Board	60*36	1	Acrylic	
12	Skill Map Data Curation & annotation	72*48	1	Acrylic	Displaying the courses
13	Wall Branding 1	36*48	1	Sunboard	



	(Sun board)				
14	World Cloud Banner	102*7	1	Acrylic	

2. Location: ITI-Rynjah, Shillong

B. ITI-Rynjah, Shillong					
Area - 840 sq ft					
Sl No.	Filename	Dimension (in inches)	Unit	Material/ Type	Description
1	3dboard Five Stage Skilling Journey	72*48	1	Acrylic with lighting	3D and it should be displayed on the entrance or near the entrance of the lab
2	Branding Near Screen	36*24	1	Acrylic	
3	Collaboration Zone	36*8	1	Acrylic	Nameplate type
4	Course Branding (Hindi)	36*48	1	Acrylic	
5	Course Branding (English)	36*48	1	Acrylic	
6	Development And Inference Zone	36*8	1	Acrylic	Nameplate type
7	Inauguration Board	24*36	1	Acrylic	
8	IndiaAI Lab	36*8	1	Acrylic	Nameplate type which can be displayed at the entrance
9	Learning Zone	36*8	1	Acrylic	Nameplate type
10	Other Branding	36*48	1	Sun board	
11	Outside Entry Board	60*36	1	Acrylic	
12	Skill Map Data Curation & annotation	72*48	1	Acrylic	Displaying the courses
13	Wall Branding 1 (Sun board)	36*48	1	Sunboard	
14	World Cloud Banner	102*7	1	Acrylic	

3. Location: ITI- Tura



C. ITI-Tura					
Area- 1000 sq ft					
Sl No.	Filename	Dimension (in inches)	Unit	Material/ Type	Description
1	3dboard Five Stage Skilling Journey	72*48	1	Acrylic with lighting	3D and it should be displayed on the entrance or near the entrance of the lab
2	Branding Near Screen	36*24	1	Acrylic	
3	Collaboration Zone	36*8	1	Acrylic	Nameplate type
4	Course Branding (Hindi)	36*48	1	Acrylic	
5	Course Branding (English)	36*48	1	Acrylic	
6	Development And Inference Zone	36*8	1	Acrylic	Nameplate type
7	Inauguration Board	24*36	1	Acrylic	
8	IndiaAI Lab	36*8	1	Acrylic	Nameplate type which can be displayed at the entrance
9	Learning Zone	36*8	1	Acrylic	Nameplate type
10	Other Branding	36*48	1	Sun board	
11	Outside Entry Board	60*36	1	Acrylic	
12	Skill Map Data Curation & annotation	72*48	1	Acrylic	Displaying the courses
13	Wall Branding 1 (Sun board)	36*48	1	Sunboard	
14	World Cloud Banner	102*7	1	Acrylic	

Scope of Work

The Department of IT & Communications, Government of Meghalaya is establishing Data & AI Labs in the three institutions listed below:

1. Shillong Polytechnic, Shillong
2. ITI-Rynjah, Shillong
3. ITI-Tura



The establishment of the Data & AI Labs under the IndiaAI Mission, Ministry of Electronics & Information Technology (MeitY) as a dedicated facility to promote innovation, research, learning, collaboration, and development of AI-enabled solutions for governance and socio-economic development. To operationalize the space and create an immersive, engaging, and educational environment, there is a requirement for printing, fabrication, supply, and installation of branding elements, thematic displays, learning panels, wayfinding signage, and collaborative workspace graphics within and outside the Lab premises for which the selected vendor shall undertake site inspection, measurement verification, fabrication, printing, supply, transportation, installation, and finishing of all approved designs and graphics.

A. External Branding and Signage

- 3D printing for the Main entrance of the Data & AI Lab signage.
- Data & AI Lab display.

B. Internal Branding

- Wall graphics.
- Vision, Mission, and Objectives wall.
- Naming Signage for different zones - Learning zone, Collaborative zone
- AI timeline and milestones display.

C. Learning Zone

The Learning Zone shall serve as an educational and awareness area showcasing AI concepts and emerging technologies.

The displays shall be designed for easy understanding by students, government officials, researchers, and visitors.

D. Collaborative Zone: The Collaborative Zone shall promote creativity, innovation, and teamwork.

E. Experience and Showcase Zone

4. Deliverables

The selected vendor shall provide:

1. Site survey and measurement report.
2. Fabrication and printing of all approved creatives.
3. Supply of installation hardware and accessories.
4. Professional installation and finishing.
5. Quality assurance and inspection.
6. Documentation.
7. Warranty support.



5. Technical Specifications

The vendor shall utilize high-quality materials suitable for long-term indoor and outdoor use.

Indicative materials include:

- Acrylic sheets.
- 3D Acrylic Letters.
- LED backlit signage.
- High-resolution vinyl graphics.
- Frosted vinyl films.
- Sunboard panels.
- MDF fabricated elements.
- Metal fabricated signage.
- UV-resistant outdoor prints.
- Laminated educational panels.

All materials shall be durable, easy to maintain, and aesthetically aligned with the approved AI Lab branding.

6. Eligibility Criteria

The agency/vendor should:

- Be a legally registered entity.
- Have a minimum of 2 (two) years of relevant experience.
- Have completed similar signage, branding, or exhibition projects.
- Possess fabrication and installation capabilities.
- Submit portfolio and client references.

Additional Terms & Conditions:

- Rates should be valid for one year from the date of finalisation of the bid
- Rates should be quoted in both figures and words, inclusive of all inevitable taxes, transportation charges, loading, offloading & other service charges, if any
- The rate should be quoted strictly as per the given specifications and Bill of Materials above and also include Transportation, installation and finishing charges in each location including GST.
- Warranty should be comprehensive for 3 years or more unless stated otherwise, and should be indicated clearly in the quotation.
- Items should be delivered and completely installed as per the Scope of Work within 3 weeks from the date of issue of the Purchase Order to the following:
i) Shillong Polytechnic, Shillong ii) ITI Rynjah, Shillong iii) ITI Tura, West Garo Hills



Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001

- Materials must be supplied with a delivery challan
- Payment will be made on presentation of bills in triplicate as per the following payment terms: after successful completion of Supply, Installation and acceptance from MITS

Sl. No	Particulars	Percentage of Payment	Supporting Documents
1	Successful delivery of all the materials as per the Scope of Work at ITI - Rynjah	10% of the Contract Amount	Acceptance letter/note from the Point of Contact of the Institution
2	Successful delivery of all the materials as per the Scope of Work at Shillong Polytechnic	10% of the Contract Amount	Acceptance letter/note from the Point of Contact of the Institution
3	Successful delivery of all the materials as per the Scope of Work at ITI - Tura	10% of the Contract Amount	Acceptance letter/note from the Point of Contact of the Institution
4	Successful Installation of all the materials as per the Scope of Work at ITI - Rynjah	20% of the Contract Amount	Acceptance letter/note from the Point of Contact of the Institution/MITS
5	Successful Installation of all the materials as per the Scope of Work at Shillong Polytechnic	20% of the Contract Amount	Acceptance letter/note from the Point of Contact of the Institution/MITS
6	Successful Installation of all the materials as per the Scope of Work at ITI - Tura	30% of the Contract Amount	Acceptance letter/note from the Point of Contact of the Institution/MITS

(Shri K.L Nongbri, MCS)

Joint Secretary to the Govt. of Meghalaya
Information Technology & Communications Department
& Member Secretary
Meghalaya IT Society



Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001

Memo No. MITS 27/2025/226

Dated Shillong, the 8th July, 2026.

Copy to:

1. P.A. to the Commissioner & Secretary, Information Technology & Communications Dept., Govt. of Meghalaya, for the kind information of the Commissioner & Secretary.
2. Deputy Secretary to the Govt. of Meghalaya, Information Technology & Communications Dept., Govt. of Meghalaya, for kind information and necessary action.
3. Director, Information Technology & Communications, Govt. of Meghalaya for kind information and necessary action.
4. IT&C Department Website and social media handles.
5. Notice Board.
6. Office File

(Shri K.L Nongbrn, MCS)

Joint Secretary to the Govt. of Meghalaya
Information Technology & Communications Department
& Member Secretary
Meghalaya IT Society