



PRIME
Start Up Hub,
J. N. Stadium,
Polo, Shillong,
Meghalaya,
PIN: 793001

PH/2024/184/1678

Dated: Shillong the 22nd August, 2025

Letter of Empanelment

In response to your Interest for empanelment with PRIME-MBMA, under the CM Elevate Program vide No. PH/2024/184/583 dated 30th June 2025, for which, you have accepted the standardised rates for the designing of booklets, printing, content writing, photography and other services. We are pleased to inform that you are hereby empanelled with PRIME-MBMA under the CM Elevate Program, for providing the following service/scope of works :

Sl No.	Name of Vendors/ Agencies	Address	Scope of works	Contact Details	
				Phone No	Email ID
1	The Roots-Ki Thied Tynrai	Umshing, Umjapung, Shillong, Meghalaya - 793002	Design and Development of Booklet on Success Stories under CM Elevate Program	8974894165/ 8413037245	theroots shillong @gmail. com

1. PRIME-MBMA intends to award the contract of empanelment to the vendor/agency for a period less than 5 years from the date of issuance. You are requested to adhere to this agreement upon review of performance and on mutually agreed terms as per the EOI.
2. Engagement: This empanelment does not confer any right for permanent engagement or continued business. However, PRIME-MBMA, Shillong has the right to change or terminate the engagement of the empanelled Agencies/Firms/Proprietors if found that the agency is incompetent to provide the required services
3. The payment shall be made after the submission of bills in Triplicate through Bank Transfer PFMS/Cheque within 30 days from the date of completion of works and submission of bills.
4. Termination of empanelment for dissolution/insolvency: PRIME HUB, Shillong may at any time terminate the empanelment by giving written notice of at least 15 days to the Agency/Firm/Proprietor without any compensation.
5. Confidentiality: The empanelled Agency/Firm/Proprietor and their personnel shall not disclose any proprietary or any confidential information relating to the Services, contract or business, or operations.
6. The empanelled rates for Design and Development of Booklet on Success Stories under CM Elevate Program is enclosed in Annexure (I)

(Smt. Saloni Verma, IAS)

Executive Director

Meghalaya Basin Management Agency
PRIME HUB Shillong

ANNEXURE (I)

Empanelled rates for Design and Development of Booklet on Success Stories under
 CM Elevate Program

Design and Development of Booklet		
Sl No.	Component	Rate in Rs. (exclusive of GST)
1.	Research and Data Collection (per district)	8,000
2.	Photography (per day)	6,355
3.	Content Writing (per page)	1,000
	Page Layout Design (per page)	255
4.	Cover Design (front and back)	3,000
5.	Travel, Food and Accommodation (per day per district)	10,000
6.	Miscellaneous (lump sum)	10,000
7.	Colour Printing (55 pages with front and back cover) <ul style="list-style-type: none"> • Dimensions: 5.5 x 8.5 in • Paper Type: High Quality Matte Finish • Paper Weight: 130 GSM (Art Paper) • Cover Paper Weight: 250 GSM (Art Paper) • Binding Type: Perfect Binding 	350