



NATIONAL HEALTH MISSION

Government of Meghalaya

DHS/MCH&FW/NHM/OR/72/2020 (XII)
08.09.2026

Notice Inviting Tender

REQUEST FOR PROPOSAL (RFP) For Modification, Refurbishment, Furnishing, Supply and Installation Works at the Office of the Mission Director, National Health Mission, Meghalaya

The **National Health Mission (NHM)**, Department of Health & Family Welfare, Government of Meghalaya, invites **Requests for Proposals (RFPs)** from suitable, experienced and competent firms/contractors for undertaking the following works at the Office of the Mission Director, National Health Mission, Meghalaya:

Sl. No.	Location/ Room	Name of Work	Timeline
1	Conference Room	Modification/Refurbishment of the Existing Conference Hall at the Office of the Mission Director, National Health Mission, Meghalaya, including interior flooring, conference table, chairs, whiteboard, Electrical and allied works	1 month
2	Conference Room	Supply and Installation of Active LED/LCD Video wall in the Existing Conference Hall at the Office of the Mission Director, NHM Meghalaya, including audio speakers, LED/LCD video Wall Screen and Mounting Structure	1 month
3	Room 3 & 7	Wall-Mounted File Cabinets – Room 3 & Room 7, Office of the Mission Director, NHM Meghalaya, Wall-Mounted Filing Cabinet with Lockers	1 month

1. The Bid Documents for publish in NHM Office Notice Board and NHM Website (Notice Board Tender) <https://nhmmeghalaya.nic.in/tenders.html>
2. The **National Health Mission (NHM)**, Department of Health & Family Welfare, Government of Meghalaya, invites RFPs from eligible and competent firms/contractors for the above-mentioned works.
3. Interested Bidders may obtain further information from the NHM office during office hours on all working days or send an email to admnhmmegh@gmail.com for any clarifications.
4. Bidders may download the **Bid Documents** from <https://nhmmeghalaya.nic.in> in the Tender section.
5. Bidders shall be solely responsible for checking the above website for any **Corrigendum/Addendum/Amendment** issued after this NIT publication and should consider any such updates in preparing and submitting their bids.
6. Bids in the prescribed format provided in the document must be submitted separately in sealed envelopes for each work on or before the **Bid Due Date** at the Office of the Mission Director, NHM Meghalaya, Room-8, Ground Floor, Directorate of Health Services, Health Complex, Red Hill Rd, Nongkynrih, Laitumkrah, Shillong, Meghalaya 793003.

The **last date for receipt of Bids** for the Project **21st September 2026 by 12:00 p.m.**

Shri. RamKumar S, IAS
Mission Director



REQUEST FOR PROPOSAL (RFP)
BID DOCUMENT

**For Modification, Refurbishment, Furnishing, Supply and
Installation Works**

Office of the Mission Director, National Health Mission

**Department of Health & Family Welfare
Government of Meghalaya**

**Directorate of Health Services
Health Complex, Upper New Colony, Laitumkhrah
Shillong – 793003**

Document No.: DHS/MCH&FW/NHM/OR/72/2020 (XII)

Date: 08.09.2026

Bid Due Date: 21st September 2026

Bid Due Time: 12:00 Noon

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1. Invitation for Request for Proposal

The **Mission Director, National Health Mission (NHM), Department of Health & Family Welfare, Government of Meghalaya**, invites sealed **Request for Proposals (RFPs)** from eligible, experienced and competent firms/contractors for undertaking **modification, refurbishment, furnishing, supply and installation works** at the Office of the Mission Director, National Health Mission, Meghalaya.

The works broadly comprise the following:

Sl. No.	Location/Room	Name of Work	Timeline
1	Conference Room	Modification/Refurbishment of the Existing Conference Room , including interior works, flooring, conference table, chairs, whiteboard, electrical works and allied works.	1 Month
2	Conference Room	Supply and Installation of Active LED/LCD Video Wall in the Existing Conference Hall , including audio speakers, LED/LCD video wall screen and mounting structure.	1 Month
3	Room 3 & 7	Supply and Installation of Wall-Mounted File Cabinets , including filing cabinets with lockers.	1 Month

Bidders are required to inspect the site, assess the existing conditions and submit their proposal based on actual site measurements and requirements.

2. Information

Particular	Details
Procuring Entity	National Health Mission, Meghalaya
Issuing Authority	Mission Director, NHM Meghalaya
Bid Type	Sealed Request for Proposal
Proposal	Technical Proposal + Financial Proposal
Site Inspection date	14th to 17th September 2026 from 10:00 AM to 5:00 PM
Bid Due Date	21st September 2026
Bid Due Time	12:00 Noon
Bid Validity	90 Days from the Bid Due Date
Clarification Contact	Manager (Administration), NHM Room No. 8
Email	admnhmmegh@gmail.com
Place of Submission	Office of the Mission Director, NHM Meghalaya, Room No. 8, Ground Floor, Directorate of Health Services, Health Complex, Red Hill Road, Nongkynrih, Laitumkrah, Shillong – 793003

3. Scope Of Work

3.1 Modification, Refurbishment and Furnishing of the Conference Room

1. Flooring – Carpet Tiles

Supply and installation of good-quality, durable and latest-available carpet tiles suitable for a conference room, including:

- i. Surface preparation;
- ii. Laying and fixing;
- iii. Finishing;
- iv. Cutting and edge treatment; and
- v. All allied works required for satisfactory completion.

2. Conference Table

Design, supply and installation of a modern, spacious and functional conference table suitably designed to:

- i. Maximise seating capacity;
- ii. Maintain adequate circulation;
- iii. Provide comfortable use;
- iv. Accommodate electrical/data requirements; and
- v. Suit the overall interior design of the Conference Room.

3. Executive Chair: Supply of **01 No. Executive Chair** suitable for use at the head of the conference table, including all necessary accessories.

4. Conference Chairs: Supply of comfortable, durable and good-quality conference chairs in the required quantity based on the approved seating arrangement and actual room dimensions.

5. White Board: Supply and installation of a good-quality magnetic/marker whiteboard, including:

- i. Wall mounting;
- ii. Fixing accessories;
- iii. Suitable frame;
- iv. Installation; and
- v. Finishing.

6. Electrical Works

Minor electrical modifications required for the conference table and associated facilities, including:

- i. Electrical plug points;
- ii. Switches;
- iii. Sockets;
- iv. Relocation/provision of electrical points;
- v. Cable management; and
- vi. Other necessary electrical connections.

7. Allied Works

Minor allied works required for proper completion and integration of the refurbishment, including:

- i. Fixing;
- ii. Finishing;
- iii. Cable management;
- iv. Relocation/adjustment of existing fixtures;
- v. Minor repair works; and
- vi. Other incidental works required for a complete and functional Conference Room.

3.2 Supply and Installation of Active LED/LCD Video

1. Active LED/LCD Video Wall Screen

Supply, installation, testing and commissioning of **Active LED/LCD Video Wall Screen** of appropriate size, configuration and technical specification, as per the **actual room dimensions, viewing distance, proposed seating arrangement and functional requirements of the Department.**

The work shall include, but not be limited to:

1. Active LED/LCD Video Wall Screen and display modules;
2. Structural/supporting and mounting arrangement;
3. Required controller, processor and other associated equipment;
4. Power and signal cabling;
5. All necessary accessories, connectors and mounting hardware;
6. Installation, alignment and integration;
7. Testing and performance verification; and
8. Commissioning of the complete system.

Indicative Technical Specifications:

Sl. No	Parameter	Minimum Requirement
1	Module Dimension	320 × 160 × 16 mm
2	Pixel Pitch	≤ 1.5 mm
3	Module Resolution	208 × 104 pixels
4	Pixel Density	≥ 422,500 pixels/m ²
5	Display Type	Fine-pitch LED Video Wall
6	Mounting	Suitable wall/floor mounting system as per approved design
7	UPS/ Adapter	Online UPS of required capacity with min. 30-min backup & high-efficiency (≥ 90%) power supplies with over-load & short-circuit protection.
8	Installation	Complete supply, installation, testing and commissioning

The bidder shall verify site dimensions before installation and provide all components/ accessories necessary for a complete and functional system.

Mounting Structure: Supply and installation of a suitable heavy-duty wall-mounted or other approved mounting structure, including: -

- i. Brackets;
- ii. Frames;
- iii. Supports;
- iv. Fixing accessories;

- v. Safety arrangements; and
- vi. Necessary installation works.

2. Audio Speakers

Supply, installation, testing and commissioning of suitable **professional-grade audio speakers** capable of providing **clear, intelligible and uniform sound coverage** throughout the Conference Room, as per the actual room dimensions, seating arrangement, acoustic requirements and approved 3D design.

The work shall include, but not be limited to:

1. Professional-grade conference room speakers;
2. Speaker wiring and required cabling;
3. Connectors, terminals and associated accessories;
4. Suitable mounting brackets/hardware and mounting arrangements;
5. Amplifier/DSP interface and other associated components, wherever required;
6. Installation, positioning and alignment of speakers;
7. Testing and sound-level verification; and
8. Complete commissioning and demonstration of the system.

Minimum Technical Requirement:

Parameter	Requirement
Speaker Type	Professional full-range conference/ceiling speaker
Power Handling	Minimum 30 W RMS per speaker
Frequency Response	Approx. 80 Hz – 18 kHz or better
Coverage	Wide and uniform coverage throughout the room
Installation	Ceiling/wall mounted as per approved design
Quantity & Positioning	As per room size, seating arrangement and acoustic design

The bidder shall be responsible for determining the **required number, wattage and positioning of speakers** to achieve clear and uniform speech coverage throughout the Conference Room. All necessary components for a complete and operational system shall be included in the quoted price.

3.3 Wall-Mounted File Cabinets – Room 3 & Room 7

Supply, fabrication and installation of good-quality wall-mounted filing cabinets with:

- i. Adequate storage capacity;
- ii. Internal compartments/shelves;
- iii. Locking arrangement;
- iv. Durable materials;
- v. Suitable finish; and
- vi. Dimensions as per actual site conditions.

4. Site Inspection

Interested firms/contractors **shall inspect the existing Conference Room and relevant locations before submitting their proposal.**

The bidder shall:

1. Take all necessary site measurements.
2. Assess the existing condition of the Conference Room.
3. Assess the available space and circulation.
4. Assess the existing electrical provisions.
5. Assess existing furniture and fixtures.
6. Develop a suitable interior layout.
7. Determine the appropriate size and configuration of furniture and equipment.
8. Determine suitable location and mounting arrangement for the LED/LCD Video Wall.
9. Incorporate the requirements of the Department into the proposed design.

The bidder shall be deemed to have satisfied itself regarding the site conditions before submitting its proposal.

No claim arising solely from failure to inspect the site shall ordinarily be entertained after award of the work.

A. 3D Design and Interior Concept

Each participating firm shall submit a **3D interior design/layout of the proposed Conference Room** along with the Technical Proposal.

The proposal shall include:

1. 3D views/rendered images of the proposed Conference Room.
2. Proposed furniture layout.
3. Proposed seating capacity.
4. Proposed location of the conference table.
5. Proposed location of LED/LCD Video Wall.
6. Proposed location of audio speakers.
7. Proposed electrical/cable-management arrangement.
8. Material specifications.
9. Colour and finish details.
10. Sample/reference images of proposed furniture and materials.

The dimensions, quantity, design, materials, colour, finish and configuration may be proposed by the bidder based on actual site dimensions and overall design concept.

The final design shall be subject to **review and approval by the Department**. The Department may require reasonable modifications to the proposed design, layout, material or specifications before final approval.

5. Eligibility And Qualification Requirements

The bidder shall submit the following documents:

1. Firm registration/incorporation/constitution document.
2. PAN Card.
3. GST Registration Certificate.
4. Details of relevant experience.
5. Copies of work orders/completion certificates for similar works, wherever available.
6. Firm profile.
7. Details of key personnel/resources proposed for the work.
8. Self-declaration regarding non-blacklisting/debarment.
9. Technical Proposal.
10. Financial Proposal.
11. Bidder's Declaration.
12. Any other document required by NHM.

NHM may seek clarification or additional supporting documents from bidders, wherever necessary.

6. Bidder Instructions

A. Financial Turnover

- i. Bidders must submit certified Audited Balance Sheets and Profit & Loss Accounts for the **last 3 financial years**.
- ii. The minimum required average annual financial turnover must meet the threshold specified in the schedule of requirements.

B. Bid Security / Earnest Money Deposit (EMD) (Rule 170, GFR)

- i. Bidders must submit a Bid Security of **5% of the quoted amount** for each Scope of Work along with their bid submission.
- ii. Demand Draft, FDR, Banker's Cheque, Bank Guarantee / e-BG, Insurance Surety Bonds, or Online Payment.
- iii. The Bid Security shall remain valid for a period of **90 days from the last date of submission**, unless otherwise extended with the consent of the bidder.
- iv. The **Bid Security** is forfeited if the bid is withdrawn/modified during validity or if the winning bidder fails to sign the contract.

7. Proposal Submission

The proposal shall consist of two parts:

A. Technical Proposal

The Technical Proposal shall include:

1. Covering Letter.
2. Firm Profile.
3. Registration/constitution documents.

4. PAN and GST documents.
5. Relevant experience.
6. Previous/completed similar works.
7. Site inspection confirmation.
8. Proposed 3D design/layout.
9. Proposed furniture layout.
10. Proposed seating capacity.
11. Material specifications.
12. LED/LCD Video Wall specifications.
13. Audio Speaker specifications.
14. Proposed completion schedule.
15. Non-blacklisting declaration.
16. List of deviations, if any.
17. Any other relevant information.

B. Financial Proposal

The Financial Proposal shall include a detailed item-wise BOQ/Price Schedule containing:

1. Description of item;
2. Technical specification;
3. Quantity;
4. Unit;
5. Unit rate;
6. Amount;
7. Applicable GST/taxes; and
8. Total quoted amount.

The quoted rates shall include all costs towards:

1. Materials;
2. Labour;
3. Transportation;
4. Loading/unloading;
5. Fabrication;
6. Installation;
7. Accessories;
8. Testing;
9. Commissioning;
10. Finishing; and
11. Other incidental works.

8. Packing and Sealing of Proposals

The bidder shall submit:

Envelope 1 – TECHNICAL PROPOSAL

Clearly marked: **“TECHNICAL PROPOSAL – Modification, Refurbishment, Furnishing, Supply and Installation Works at the Office of the Mission Director, NHM Meghalaya”**

Envelope 2 – FINANCIAL PROPOSAL

Clearly marked: **“FINANCIAL PROPOSAL – Modification, Refurbishment, Furnishing, Supply and Installation Works at the Office of the Mission Director, NHM Meghalaya”**

Both envelopes shall be placed inside one outer sealed envelope.

The outer envelope shall contain:

1. Name of the bidder;
2. Address of the bidder;
3. RFP title;
4. Document No.; and
5. The words **“DO NOT OPEN BEFORE BID OPENING.”**

9. Submission Address and Date

The sealed proposal shall be submitted to:

The Mission Director, National Health Mission, Meghalaya
Directorate of Health Services, Health Complex, Red Hill Road
Nongkynrih, Laitumkhrach, Shillong, Meghalaya – 793003
Room No. 8, Ground Floor

Last Date and Time: 21st September 2026 up to 12:00 Noon

Proposals received after the stipulated date and time shall not be considered.

10. Evaluation of Proposals

The Department may evaluate proposals in the following stages:

Stage 1 – Preliminary/Technical Evaluation

The following may be considered:

1. Eligibility;
2. Completeness of documents;
3. Relevant experience;
4. Site inspection;
5. Technical compliance;

5. Eligibility And Qualification Requirements

The bidder shall submit the following documents:

1. Firm registration/incorporation/constitution document.
2. PAN Card.
3. GST Registration Certificate.
4. Details of relevant experience.
5. Copies of work orders/completion certificates for similar works, wherever available.
6. Firm profile.
7. Details of key personnel/resources proposed for the work.
8. Self-declaration regarding non-blacklisting/debarment.
9. Technical Proposal.
10. Financial Proposal.
11. Bidder's Declaration.
12. Any other document required by NHM.

NHM may seek clarification or additional supporting documents from bidders, wherever necessary.

6. Bidder Instructions

A. Financial Turnover

- i. Bidders must submit certified Audited Balance Sheets and Profit & Loss Accounts for the **last 3 financial years**.
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B. Bid Security / Earnest Money Deposit (EMD) (Rule 170, GFR)

- i. Bidders must submit a Bid Security of **5% of the quoted amount** for each Scope of Work along with their bid submission.
- ii. Demand Draft, FDR, Banker's Cheque, Bank Guarantee / e-BG, Insurance Surety Bonds, or Online Payment.
- iii. The Bid Security shall remain valid for a period of **90 days from the last date of submission**, unless otherwise extended with the consent of the bidder.
- iv. The **Bid Security** is forfeited if the bid is withdrawn/modified during validity or if the winning bidder fails to sign the contract.

7. Proposal Submission

The proposal shall consist of two parts:

A. Technical Proposal

The Technical Proposal shall include:

1. Covering Letter.
2. Firm Profile.
3. Registration/constitution documents.

13. Payment Terms

Payment shall be made against satisfactory delivery, installation and completion of the respective works/items.

Payment shall be subject to:

1. Submission of proper invoice/bill;
2. Verification of quantities;
3. Satisfactory inspection;
4. Completion/installation certification by the authorised officer;
5. Submission of warranty documents wherever applicable; and
6. Applicable statutory deductions.

No payment shall be made for unapproved additional works. Any additional work or variation shall require **prior written approval of the Department.**

14. Quality and Inspection

1. All materials shall be new, unused and of good quality.
2. Materials shall conform to the approved specifications.
3. The Department may inspect materials before installation.
4. Defective or non-conforming materials shall be replaced by the selected firm at its own cost.
5. Installed equipment shall be tested and demonstrated before acceptance.
6. The Department may reject any material not conforming to the approved specifications.
7. Final acceptance shall be subject to satisfactory completion of the work.

15. Warranty / Defect Liability

1. The selected firm shall provide manufacturer warranty for equipment/items wherever applicable.
2. Defects attributable to workmanship or installation shall be rectified by the selected firm at no additional cost during the applicable warranty/defect liability period.
3. Warranty certificates and manuals shall be handed over to NHM.
4. The warranty period for individual equipment shall be as per the manufacturer's standard warranty or as specified in the Work Order.

16. Deviations and Variations

No substitution or change shall be made in:

1. Approved materials;
2. Specifications;
3. Design;
4. Dimensions;
5. Equipment;
6. Furniture;
7. Quantity; or
8. Configuration

Any approved variation shall be dealt with as per the applicable rules and terms of the Work Order/Agreement.

17. General Terms and Conditions

1. The bidder shall inspect the site before submission.
2. The bidder shall be responsible for the accuracy of measurements and quantities considered in its proposal.
3. The 3D design and specifications shall be subject to Departmental approval.
4. The Department may seek reasonable modifications to the proposed design.
5. Final quantities and specifications shall be as approved by the Department.
6. Rates shall include all applicable costs, taxes, transportation, labour, installation and allied charges unless specifically stated otherwise.
7. The selected firm shall execute the work according to approved designs and specifications.
8. The bidder shall comply with applicable statutory and safety requirements.
9. The bidder shall protect existing building finishes, furniture, fixtures and equipment.
10. Any damage caused by the bidder shall be repaired/replaced at its own cost.
11. The bidder shall provide all tools, equipment, labour and supervision required for the work.
12. Work shall be carried out without unnecessary disruption to office functioning.
13. No unapproved additional work shall be undertaken.
14. The Department may seek clarification from any bidder.
15. Submission of a proposal shall not confer any right upon the bidder for award.
16. The Department reserves the right to accept or reject any or all proposals.
17. The Department may cancel the RFP in accordance with applicable rules and administrative requirements.

18. Deliverables by The Selected Firm

The selected firm shall be responsible for:

1. Final approved 3D design/layout.
2. Approved material samples/specifications wherever required.
3. Supply and installation of furniture.
4. Completion of flooring and interior works.
5. Installation and commissioning of audio speakers.
6. Installation and commissioning of LED/LCD Video Wall.
7. Fabrication and installation of wall-mounted filing cabinets.
8. Completion of all electrical and allied works.
9. Testing and demonstration of installed equipment.
10. Submission of warranty certificates/manuals.
11. Final cleaning of the work area.
12. Handing over the completed Conference Room and other works in fully functional condition.

19. Financial Bid / Price Schedule:

The bidder shall submit the Financial Proposal in the following format:

1. Modification/Refurbishment of the Existing Conference Room

Sn.	Description of Item	Specification	Qty.	Unit	Unit Rate (₹)	Amount (₹)	GST/Taxes (₹)	Total Amount (₹)
1	Carpet Tile Flooring			Sq. Ft.				
2	Conference Table		1	No.				
3	Executive Chair		1	No.				
4	Conference Chairs		As required	No.				
5	White Board		As required	No.				
6	Electrical Works		As required	No./ft.				
7	Allied Works		As required					
	TOTAL							

2. Supply and Installation of Active LED/LCD Video Wall in the Conference Hall

Sn.	Description of Item	Specification	Qty.	Unit	Unit Rate (₹)	Amount (₹)	GST/Taxes (₹)	Total Amount (₹)
1	Audio Speakers		As required	No.				
2	Active LED/LCD Video Wall Screen		1	Set				
3	Mounting Structure		1	Set				
4	Electrical Works / Allied Works		As required	No./ft.				
	TOTAL							

3. Supply and Installation of Wall-Mounted File Cabinets

Sn.	Description of Item	Specification	Qty.	Unit	Unit Rate (₹)	Amount (₹)	GST/Taxes (₹)	Total Amount (₹)
1	Filing Cabinet – Room 3		As required	Sq.Ft./No.				
2	Filing Cabinet – Room 7		As required	Sq.Ft./No.				
2	Electrical Works / Allied Works		As required					
	TOTAL							

Total Quoted Amount in Figures: ₹ _____

Total Quoted Amount in Words:

Rupees _____ only.

20. Bidder's Declaration

I/We, the undersigned, hereby certify that I/We have carefully read and understood the complete RFP/Bid Document and have examined the requirements, specifications and site conditions.

I/We confirm that:

1. The information submitted by us is true and correct.
2. We have inspected the site / satisfied ourselves regarding the site conditions.
3. We have considered all costs necessary for satisfactory completion of the work.
4. We agree to comply with all terms and conditions of the RFP.
5. We shall execute the work according to the approved design and specifications.
6. We understand that submission of this proposal does not guarantee award of work.

Details of Bidder

Name of Firm/Contractor: _____

Registered Address: _____

Name of Authorised Signatory: _____

Designation: _____

Mobile No.: _____

Email: _____

GSTIN: _____

PAN: _____

Signature: _____

Date: _____

Seal of Firm: _____

21. Bid Submission Checklist

Sl. No.	Document/Requirement	Submitted (Yes/No)
1	Signed RFP/Bid Document	
2	Covering Letter	
3	Firm Profile	
4	Registration/Constitution Document	
5	PAN Certificate	
6	GST Registration Certificate	
7	Relevant Experience Documents	
8	Previous Work Orders/Completion Certificates	
9	Site Inspection Confirmation	
10	3D Design/Layout	
11	Furniture Layout & Seating Plan	
12	Material/Technical Specifications	
13	LED/LCD Video Wall Specifications	
14	Audio Speaker Specifications	
15	Non-Blacklisting Declaration	
16	Technical Proposal	
17	Financial Proposal	
18	Bidder's Declaration	

22. Contact For Information And Site Inspection

Manager (Administration)

Email: admnhmmegh@gmail.com

Mob: +91 94023 20258

NHM Room No. 8 Ground Floor Office of the Mission Director, National Health Mission, Meghalaya Health Complex, Upper New Colony, Laitumkhrah Shillong – 793003

Site Inspection date: 14th to 17th September 2026 from 10:00 AM to 5:00 PM

-Sd-

**MISSION DIRECTOR
National Health Mission, Meghalaya
Department of Health & Family Welfare
Government of Meghalaya**