



ASSAM STATE BIODIVERSITY BOARD
ARANYA BHAWAN, 2nd FLOOR
PANJABARI, GUWAHATI-781037
www.asbb.gov.in

No. ABB/Website/2012/06/312

Telephone No. +91 70990 10729 (O)
Email: assambioboard@gmail.com

Date: 09/01/2023

Notice Inviting Quotation

The Assam State Biodiversity Board (ASBB) invites quotation from reputed firms having registered office in Assam for refurbishing the official website www.asbb.gov.in including modification of landing page, adding links and photographs, web count, putting up discussion portal, photographs grouping, dynamic photo gallery and video gallery, dynamic slide show and other new features as applicable.

The up-graded version of modified website must be supplied and installed within 30 days time from receipt of the work order.

Interested parties may submit their quotation affixing with non-refundable Court fee of Rs. 8.25 latest by 2nd February 2023 till 2.00 pm. The quotations will be opened on the same day at 3.00 PM in the office of the undersigned.

Terms & Conditions:

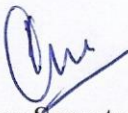
1. Quotation shall be addressed to the Member Secretary, Assam State Biodiversity Board, Aranya Bhawan, 2nd Floor, Panjabari, Guwahati.
2. The envelop should be super scribed with “**Quotation for Refurbishing the ASBB website**” and the quotation must be duly signed by the bidder.
3. The quotation with inadequate information and those which do not meet the eligibility criteria shall not be considered.
4. The service provider should have valid PAN, GST registration number & up to date Trade License (FY 2022-23) and must have to submit photocopy of the same along with the quotation.
5. The Board will not entertain any quotations after due date and time of submission. The bidders are advised in their own interest to ensure that their quotations are submitted before the closing date and time.
6. For evaluation/ selection of the quotations, decision of the evaluation committee shall be final. No correspondence in this regard will be entertained. The undersigned reserves the right to reject quotations deemed non-responsive.
7. Conditional quotations will not be accepted.
8. The prices should be quoted in Indian Currency only.
9. Payment will be made after completion of the aforementioned work.
10. The quoted amount should be inclusive of all prevailing taxes.
11. The quotations will be valid for 12 months from the last date of submission.
12. The Board reserves the right to reject any or all offers without assigning any reason thereof and no communication will be entertained in this regard.
13. Any dispute what so ever, will lie before the Courts having jurisdiction at Guwahati.

14. In case of any query, party may visit office during office hours in open days.
15. The selected party shall have to deposit performance security i.e. 5% of the total cost of the work in the form of Term Deposit Receipt (TDR)/ Fixed Deposit Receipt (FDR)/Bank guarantee of a scheduled bank in favour of Member Secretary, Assam, immediately after receipt of the work order.
16. Experience in similar nature of works is preferable. Proof of such experience to be attached.
17. The bidder must have registered office in Kamrup (M) district. Proof to be attached.
18. The bidder should not be blacklisted by any government organization in India, an undertaking in this regard to be submitted along with the quotation as per Annexure-II.
19. If the selected party failed to do the needful towards the refurbishing works within the stipulated duration and terms & conditions, in that condition, the Board will assign the work to the second lowest bidder.

Selection Procedure:

- i. The selection shall be done on the basis of lowest rates quoted by the bidders, and lowest quoted bidder will be declared as successful (L1) bidder.
- ii. In case of a tie, the Board may ask the bidders, who are tied to submit the revised quote with all the conditions of the NIQ remaining unchanged. The bidders who quote the lowest revised quote shall then be declared as the successful bidder.

Date: 09.01.2023
Place: Guwahati


Member Secretary
Assam State Biodiversity Board

Covering Letter (On Bidder's letterhead)

FROM: (Full name and address of the Bidder)

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.....
.....

To

The Member Secretary
Assam State Biodiversity Board
Aranya Bhawan, 2nd Floor,
Panjabari, Ghy-37

Sub: **“Quotation for Refurbishing the ASBB website”**

Ref: NIQ No.

Dated:

Sir,

We hereby submit our document. A copy of the NIQ document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions.

Yours Faithfully,

Signature of the authorized signatory of the Bidder with name, designation, seal and date

Certificate for not being blacklisted
(On Bidder's letterhead)

To

The Member Secretary
Assam State Biodiversity Board
Aranya Bhawan, 2nd Floor,
Panjabari, Ghy-37

Date:

Sub: Self Certification

Sir,

I, the undersigned hereby certify that neither the M/s _____ nor
any of its directors/constituent partners have been blacklisted by any State or Central
Government or Government Undertaking / Enterprise, prior to the date of submission of this
Proposal for the purpose of the **“Refurbishing the ASBB website”**.

Yours faithfully,

Signature of the authorized signatory of the Bidder with name, designation, seal and date

Annexure- III

To,

The Member Secretary
Assam State Biodiversity Board
Aranya Bhawan, 2nd Floor,
Panjabari, Ghy-37

Sub: Rate for the Work **for Refurbishing the ASBB website.**

Ref: NIQ no.

Date

Sir,

With reference to the subject cited above, I hereby quote my rate as given below.

Sl. No.	Description of the work	Total cost inclusive of all prevailing tax (in Rs.)
1	Refurbishing the ASBB website with modification of landing page, adding links and photographs, web count, putting up discussion portal, photographs grouping, dynamic photo gallery and video gallery, dynamic slide show and other new features as applicable	

Total cost of the aforementioned works in Rs.

Total cost of the aforementioned works in Words

Yours faithfully

Seal & Signature