



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

No. ABB/Publication/2012/Pt2/170/

Phone: +91-7099010729 (O)
Email: assambioboard@gmail.com
Date: 12/12/2022

NOTICE INVITING QUOTATION (NIQ)

Sealed quotations are invited from interested parties for the following work of Assam State Biodiversity Board:

Sl. No	Name of Work	Specification	Quantity
1	Designing, Printing and Supply of Wall Calender for the Year 2023	i. Calender Size: 19 ^{1/2} X 29 ^{1/2} inches ii. Bilingual Multicolour printing iii. Paper Quality:220GSM art Paper iv. Mounting: Top and bottom good quality mounting	1000 Nos.

Terms and Conditions:

1. The Bidder must be Government Registered.
2. The Bidder must have a valid GST registration.
3. The Bidder must have a valid Trade License of Assam.
4. The Bidder must be an Indian Origin having its registered office in Assam.
5. The rate should be quoted in INR and inclusive of all taxes and cost.
6. The Bidder must not be blacklisted by any State/Central Govt. Department or Agency/PSU.
7. The rate quotation along with supporting documents should be submitted in a sealed envelope superscribed as "**Rate for Designing, Printing and Supply of Calender of ASBB for the Year 2023**, addressed to the **Member Secretary**, Assam State Biodiversity Board, Aranya Bhawan, 2nd Floor, Panjabari, Guwahati-781037.
8. The undersigned reserves the right to accept or reject any quotation without assigning any reason whatsoever.
9. Designing of the Wall Calender will be done in consultation with ASBB and photographs for designing the Calender will be provided by the ASBB.
10. The Wall Calender has to be supplied to this office within 10 days from the issue of work order.

All interested parties may submit their quotation in the prescribed format at **Annexure-I**, latest by **23rd December 2022 by 3.00pm**. The quotations will be opened on the same day at 4.00 PM in the office of the undersigned.

-Sd-

Member Secretary
Assam State Biodiversity Board

Copy to:

1. Notice Board, ASBB
2. Official Website of ASBB

-Sd-

Member Secretary
Assam State Biodiversity Board

Annexure-I

(to be submitted on the letter head of agency / service provider under Seal & signatures of the authorised signatory)

To:
The Member Secretary,
Assam State Biodiversity Board
2nd Floor, Aranya Bhavan,
Panjabari, Guwahati- 781037

I / we wish to submit our quotation for designing, printing and supply of Wall Calender for the year 2023 of Assam State Biodiversity Board in the prescribed format at the following rates:

Description of Work	Amount (in INR)	GST (Rate & Amount)	Total Amount in INR (including GST)
Designing of the Bilingual, Multicoloured ASBB Wall Calender 2023			
Printing and supply of multicoloured bilingual Calender (1000 copies)			
Grand Total in INR (in figures)			
Grand Total in INR (in words)			

* We have carefully read and understand the terms and conditions of the NIQ and agree to abide by these in letter and spirit.

* I/We hereby declare that M/s....., has never been blaclisted either indefinitely or for a prticular period of time by any State/Central Government Department or Agency/PSU.

Signature and seal/stamp of the Authorised Signatory

Place & Date