

Assam State Biodiversity Board (ASBB)

Notice Inviting Tender for “Documentation of unique traditional cultural practices through short video documentaries in selected areas of Assam”

Location: Guwahati, Assam, India

Dated the **16th June 2025**

The Assam State Biodiversity Board (ASBB) (hereinafter called "Client" or “Purchaser”) invites sealed tender affixing with non-refundable court fee of Rs 8.25 to provide consulting services for “**Documentation of unique traditional cultural practices through short video documentaries in selected areas of Assam**” from reputed firms/organizations subject to the Terms & Conditions in the tender document.

Tender Notification No.	ABB/APFBC-II/BMP/2025/248/169
Name of the Work	Documentation of unique traditional cultural practices through short video documentaries in selected areas of Assam
Earnest Money Deposit Amount	Rs. 34000.00 (Rupees thirty four thousand only)
Period of Contract	3 months
Deadline for Submission	7th July 2025, 15:00 Hrs
Address for submission of Bids	Member Secretary, Assam State Biodiversity Board, 2nd Floor, Aranya Bhavan, Panjabari, Guwahati- 781037 email: assambioboard@gmail.com Tel: +91 70990 10729

1. Interested bidders should ensure that they fulfil all the terms and conditions mentioned in the tender before sending their bids.
2. Details of Service to be engaged, including the Terms of Reference and General Terms & Conditions are as prescribed in Annexure – I, II. Interested bidders may prepare tender in two parts. “Technical Bid” containing Annexure III, IV, EMD, Form 1 and supporting documents must be placed in a sealed cover named “Technical Bid”. The financial bid in Annexure V should be in another sealed cover marked “Financial bid”. Both the bids containing Technical and Financial Bids should be placed in an envelope and addressed to the Member Secretary, Assam State Biodiversity Board, 2nd Floor, Aranya Bhavan, Panjabari, Guwahati – 781037 superscripted as “DOCUMENTATION OF UNIQUE TRADITIONAL CULTURAL PRACTICES THROUGH SHORT VIDEO DOCUMENTARIES IN SELECTED AREAS OF ASSAM”. THE EMD SHOULD NOT BE PUT IN THE COVER CONTAINING “FINANCIAL BID”
3. “Technical Bid” is only qualifying in nature
4. If any clarification is required regarding tender conditions, technical/financial bids bidders may seek clarification through email (assambioboard@gmail.com) on or before **27th June 2025**. The reply will be uploaded on the website <https://asbb.gov.in>
5. The last date/time for the receipt of sealed tenders shall be **7th July 2025, 15:00 Hrs**. The Technical Bids will be opened on the next working day at **14:30** hours, in the presence of the bidders or their authorized

representatives. The date of opening of financial bids will be notified later. If the office happens to be closed on the last date of receipt of the tender as specified, the tenders will be received and opened on the next working day at the same time and venue.

6. ASBB reserves the right to relax, modify and expand the conditions, restrict, scrap, re-float or cancel in whole/part, the tender process at any stage without assigning any reasons. Decision of ASBB in this regard shall be final and binding. Delivery of the responses (along with documents) to this notice inviting tender at the prescribed address will be the sole responsibility of the bidder.
7. Conditional bids being not permissible shall be summarily rejected.

-Sd-

(Anurag Singh, IFS)

**Addl. Principal Chief Conservator of Forest
(Biodiversity) & Member Secretary,**

Assam State Biodiversity Board

**2nd Floor, AranyaBhavan, Panjabari, Guwahati-
781037, Tel: +91 70990 10729.**

email: assambioboard@gmail.com

TERMS OF REFERENCE

Background

This interrelated web of challenges being faced by the state of Assam regarding environmental and biodiversity conservation needs urgent solutions. To support the Forest Department of Assam in its endeavour to effectively manage its forest and biodiversity, the French Development Agency – Agence Française de Développement (AFD) and the State Government of Assam co-funded “Assam Project on Forest and Biodiversity Conservation (APFBC)”. Phase – I of the project was implemented between February 2012 and May 2019. Phase II of the project commenced in August 2019.

The Assam Project on Forest and Biodiversity Conservation Society (APFBCS), a Special Purpose Vehicle created by the Government of Assam and registered under the Societies Registration Act is mandated with overall execution, management, and coordination of the project activities in Phase II through a Project Management Unit (PMU) established to implement the project. Project implementation sites - Forest Divisions and other entities – would be considered Field Implementation Units (FIUs). The PMU is supported by technical assistance from a Project Management and Monitoring Bidder (PMMC).

The overall vision of the project is that it contributes through the Forest Department to the conservation of nature for a healthier ecosystem and happier communities. Participatory biodiversity management, sustainable livelihoods of communities dependent on forests and biodiversity, and institutional strengthening are key objectives under Biodiversity Conservation. These actions would support larger goals under the Conservation of Ecosystems component and the overarching vision of the project.

Objective

India has enacted the Biological Diversity Act, in 2002 with the overall goal of biodiversity conservation and sustainable utilization of biodiversity. The Government of Assam had introduced the Assam Biodiversity Rules, 2010 for implementation of the Act in Assam. Under Section 25 (16) of the Assam Biodiversity Rules 2010, each BMC is mandated to prepare a Biodiversity Management Plan (BMP), using output from People’s Biodiversity Registers. Under the Collaborative Biodiversity Management component of APFBC Phase II, 50 high priority lighthouse Biodiversity Management Committees (BMC)s have been selected for strengthening through capacity building, updation of Peoples Biodiversity Registers (PBR) and preparation and implementation of Biodiversity Management Plans (BMP).

The Biodiversity Management Plans include activities to be implemented in respective BMC areas for a five-year period, focusing on aspects of assessment and documentation of biodiversity, ecological restoration, capacity building, sustainable livelihood enhancement. Based on the priority and conservation values of respective areas, the ASBB has selected 30 BMPs for implementation of selected activities within the BMC areas. Based on the same, the proposed interventions under this tender consist of video documentation of unique traditional cultural practices in selected BMC areas in Assam, for sensitization and documentation of traditional ecological knowledge. **The Bidder must produce 4 (four) Video Documentaries of 15 minutes duration (each) in both English and Assamese language versions (narration) covering the stipulated subjects as detailed out in the Scope of Work,**

The ASBB therefore, invites bids from suitable agencies (hereafter referred to as “The Bidder”) to implement these activities in an effective and timebound manner.

Scope

The Bidder would undertake implementation of the selected activities, consisting of video-documentation and production of video-documentaries on unique traditional practices, in specific BMC areas across the state. The work would be carried out under the guidance and supervision of the Assam State Biodiversity Board, and in close cooperation with the respective BMCs.

The detailed scope of work is as follows:

Scope of Work:

- I. The Bidder must produce 4 (four) video documentaries of 15 minutes (each) duration on unique cultural and traditional practices
- II. The video documentaries must be based on the following subjects in the selected BMC areas:
 - a. **Majuli Anchalik Panchayat:** Unique socio-religious practices in Satras, traditional handicraft making including Masks
 - b. **Ujoni Majuli Anchalik Panchayat:** The manufacturing process, significance and socio-cultural use of various traditional beverages of the Mising community.
 - c. **Maibang Forest Range (Dima Hasao):** Oral folklores/ stories regarding the origin of the Dimasa community in the region and their unique socio-religious practices in connection with natural resource management
 - d. **Mayong Anchalik Panchayat (Morigaon):** Traditional ecological knowledge regarding forests/ wildlife/ natural resource management/ and unique religious and socio-cultural practises of the local communities in the area
- III. The documentaries must showcase the unique cultural practices in a sensitive manner and add segments of the landscape and biodiversity richness of each area, to highlight the close ties between communities and natural resources.
- IV. The documentaries must be of 15 minutes duration (each) and must be prepared in both Assamese and English versions with professional quality narration.
- V. The draft or first cut of the finished documentary (with narration) must be presented to the client well in advance of the deadline, to ensure its finalization based on client inputs.
- VI. All final documentaries in both English and Assamese versions, as well as raw footage and still photographs, must be submitted to the client within **90 days (3 months)** from the contract signing date.

Duration of the assignment

Duration: 03 months

Deliverables and schedule of payment

Sl. No.	Deliverables/Milestone	Submission Timeline	% of payment
1.	Storyboard <ul style="list-style-type: none">Draft Storyboards and Script Outlines for each video documentaryFinalized Storyboards and Script Outlines for each video documentary, based on client inputs.	Within 30 days of contract signing	20%
2.	Draft Video Documentaries <ul style="list-style-type: none">Draft Video Documentaries (4 nos) with both English and Assamese narration	Within 75 days of contract signing	45%
3.	Final Video Documentaries <ul style="list-style-type: none">Based on client inputs on the draft versions, Final Video Documentaries (4 nos) with both English and Assamese versionsAll stock/ raw footage and still photographs	End of month 3	35%

* * * * *

ANNEXURE II

GENERAL CONDITIONS OF THE TENDER AND SCOPE OF SERVICE

1. Qualifying criteria for Technical Bid

Sl. No.	Minimum Eligibility Criteria	Documentary evidence to be submitted along with the proposal
1.	Registration with TAN/ GST / IT (PAN): The bidders should have registered with Income Tax for PAN, concerned authorities for GST, etc., as applicable to them	Self-Certified Copy of: a) GST Registration Certificate b) PAN Card Copy c) IT return Acknowledgement for last 3 years (i.e., FY 2022-23 2023-24 & 2024-25)
2.	Average Annual Turnover of Rs.25 Lakhs in last three financial years (i.e.FY 2022-23 2023-24 & 2024-25)	Self-Certified Copy of: a) Copy of the Audited Statement of Accounts (Balance Sheet and Profit & Loss Account) for the last three FY (i.e., FY 2022-23 2023-24 & 2024-25) Certificate by a Chartered Accountant to this effect must be submitted as per Form 2.
3.	The service provider should have a minimum relevant experience of five years including experience in: a) The number of completed/ ongoing projects in the North-Eastern Region of India (NER) on cultural/ecological/social documentations [10 marks] (Per project 5 marks) b) The number of completed/ ongoing video documentation projects covering similar aspects in the NER [20 marks] (Per project 10 marks)	Self-Certified Copy of: a) Work order from the client mentioning details of the service and cost of service b) Work completion certificate (if available)

Team composition

SL No.	Position	Qualification	Area of Specific expertise desired / prerequisite	Person months required
1.	Team Leader/ Video Documentation Expert	Graduation in any discipline	<ul style="list-style-type: none"> Total Exp: At least 5 yrs. Languages known – English and Assamese Demonstrable experience of coordinating/ implementing similar assessments, preferably in NER preferably in Assam Demonstrable experience of producing similar video-documentaries, preferably covering the NER of India 	3

2.	Community Engagement Expert	Graduation in Social Sciences	<ul style="list-style-type: none">• Minimum of 5 years of work experience in the social sector• Demonstrable experience of community engagement and socio-economical / cultural assessments in the NER of India	3
3.	Non-key experts to be proposed by the bidder as per their approach and work plan			-
Total				6

2. Criteria, sub-criteria, and point system for the evaluation of the technical Proposals:

Criteria	Marks
1. Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TOR)	30
2. Key Experts' qualifications and competence for the Services: <ul style="list-style-type: none"> Position K-1: <i>Team Leader (30 marks)</i> Position K-2: <i>Community Engagement Expert (10 marks)</i> 	40
3. Specific experience of The Bidder (as a firm) relevant to the Assignment	30
a) The number of completed/ ongoing projects on cultural / ecological/ social documentations in the NER of India (10 marks) (Per project 5 marks) b) The number of completed/ ongoing video documentation projects covering similar aspects in the NER [20 marks] (Per project 10 marks)	
TOTAL	100
<u>Evaluation of criterion N°1:</u> The number of points to be assigned for this criterion shall be determined considering the following four sub-criteria and relevant percentage weights:	
(i) The methodology is clear and complete: all services, an organization described, resources mobilized, list of activities, risks and assumptions	15%
(ii) The methodology is relevant: it brings an added value to the TOR and contains innovations	30%
(iii) The work plan is detailed, realistic and in line with the TORs and proposed methodology	30%
(iv) The number of experts and the expected number of working days for each expert is adequate to satisfactorily perform each activity.	25%
Total	100%
<u>Evaluation of criterion N°2:</u> The number of points to be assigned to each Key Expert mentioned above shall be determined considering the following three sub-criteria and relevant percentage weights:	
(i) General qualifications (general education, training, and experience)	30%
(ii) Adequacy for the Services (relevant education, training, experience in the sector/similar services)	60%
(iii) Relevant experience in the north-east region	10%
Total Weight	100%
<u>Evaluation of criterion N°3:</u> The number of points to be assigned for this criterion shall be determined considering the following four sub-criteria and relevant percentage weights:	
(i) Experience and amount of projects in the social development sector	20%
(ii) Experience in NER in Social Development	20%
(iii) Experience in NER in video documentation	60%
Total Weight	100%

Criteria	Marks
<p>The minimum technical score (St) required to pass is: 75 on a scale of 1 to 100</p> <p><i>Note: Bidders may be asked to make a presentation via video conference to explain their methodology, key experts profile and their approach for this project if required.</i></p>	

3. Financial Bid

- 3.1 The rates should remain firm till execution of the contract except for statutory levies. The service charges should be quoted in figures and words in Financial Bid (Annexure – V). Any overwriting / correction should be attested by the Bidders. In case of variation in figures and words of the bid amount, the amount quoted in figures shall be taken as valid.
- 3.2 Financial Bids of technically qualified bids will be opened. The bidders who are declared technically qualified will be notified about the date and time of opening of financial bid at least one week in advance. Such bidders or authorised representatives may choose to attend the bid opening at the scheduled time. The rates in the financial bid will be read aloud.

4. Final Evaluation

- 4.1 The overall evaluation of bids would be done following the **Quality-cum-Cost Based Selection (QCBS)** method, where the Technical Proposal would carry weightage of 70% and the Financial Bid would constitute 30% of the final marks given to each bid.
- 4.2 Technical criteria is only qualifying criteria and accordingly the L1 will be decided based on the financial bid.
- 4.3 In the event of tie in financial bid, the bidder with a higher technical score will be declared as L1
- 4.4 In the event of a financial bid exceeding the allocated budget for the tender, The Board may reject the proposal. However, based on the merit of the Technical Proposal, The Bidder may be asked to re-submit the financial proposal.

5. Conditions of Contract

- 5.1 *Application* – The Conditions of Contract for procurement of service shall apply in the contract made by the client
- 5.2 *Standards* – The services to be offered under this contract shall conform to the standards prescribed in the Terms of Reference.
- 5.3 *Delivery* – Delivery of the services and documents shall be made by the agency / service provider in accordance with the terms specified by the client in its Terms of Reference.
- 5.4 *Warranty* – The agency / service providers shall warrant that the services to be provided shall exclusively be free from all disputes shall be of the highest order and consistent with the established and generally accepted standards for such services and shall perform in full conformity with the specifications of the job described hereinbefore. The agency / service provider shall be responsible for any dispute whatsoever that may develop under the conditions provided by the agency / service provider and, arising from faulty decision, plan, and shall solve such disputes at their own cost when called upon to do so by the client who shall state in writing in what respect the services are faulty.
- 5.5 *Payment Terms* – Payment of the cost of service as mentioned in the “Deliverables and schedule of payment” in the Terms of Reference will be effected on completion of the deliverable and their acceptable by the client, and after completion of any other obligation arising out of the tender subject to relevant certificate from the client on the bills.
- 5.6 *Sub-contracts* – Sub-contracting of the service either in full or part is not allowed.

5.7 *Duration* – 3(Three) months from the date of issue of work order.

5.8 *Force Majeure* – If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the purchaser as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

5.9 *Termination for Default* – The client may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the agency / service provider, terminate this contract in whole or in part:

- If the agency/service provider fails to deliver any or all of the services within the time period(s) specified in the Contract or extension thereof granted by the purchaser, if any. OR
- If the agency/service provider fails to perform any other obligation(s) under Contract. OR
- If the agency/service provider, in either of the above circumstance (s) does not remedy his failure within a period of 30 days (or such longer period as purchaser may authorize in writing) after receipt of the default notice from the purchaser

5.10 *Termination for Insolvency* – The purchaser may at any time terminate the contract by giving written notice to the agency / service provider, without compensation to service provider, if the service provider becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued thereafter to the purchaser.

5.11 *Arbitration*

5.11.1 In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Member Secretary, ASBB. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is a ASBB Employee or that he was to deal with the matter to which the agreement relates or that in the course of his duties as a ASBB Employee he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Member Secretary, ASBB or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

5.11.2 The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act 1996 and the Rules made there- under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause

5.11.3 The venue of the arbitrator proceeding shall be the office of the Member Secretary, ASBB or such proceeding places as the arbitrator may decide.

5.12 *Set Off* – Any sum of money due and payable to the agency / service provider(including performance security deposit refundable to him) under this contract may be appropriated by the purchaser/ASBB or

any other person or persons contracting through ASBB and set off the same against any claim of the purchaser or ASBB or such other person or persons for payment of a sum of money arising out of this contract made by the agency / service provider with Purchaser or ASBB or such other person or persons contracting through ASBB.

- 5.13 *Indemnity* – The Service provider should agree to keep ASBB indemnified and hold harmless against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of the Contract or arising from any breach or non-compliance whatsoever by the Service provider or any of the persons deployed by it pursuant thereof or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether wilful or not, and whether within or outside the premises.

5.14 *Performance Guarantee*

- 5.14.1 The successful bidder must submit performance security deposit irrespective of status of company/firm/Service provider equal to 10% of the value of the contract in the form of bank guarantee/fixed deposit receipt (FDR)/Banker's Cheque/Demand Draft made in from a Scheduled Bank favouring of Member Secretary, Assam State Biodiversity Board covering the entire period of the contract.
- 5.14.2 The Performance Security Deposit must remain valid for a period of 30 days beyond the stipulated date of completion of the contract.
- 5.14.3 The performance security deposit will be forfeited in case of noncompliance of the terms of the agreement by the service provider.

5.15 *Bid submission & rejection*

- 5.15.1 Tender must be submitted in two parts. "Technical Bid" containing Annexure III, IV & EMD with supporting documents must be placed in a sealed cover named "Technical Bid". The financial bid should only be mentioned in Annexure V and placed in a sealed cover marked "Financial bid". Both the covers containing Technical and Financial Bids should be placed in another envelope addressed to the Member Secretary, Assam State Biodiversity Board, 2nd Floor, Aranya Bhavan, Panjabari, Guwahati-781037 superscribed as "Documentation of unique traditional cultural practices through short video documentaries in selected areas of Assam".
- 5.15.2 Tenders are liable to be rejected if (i) received after the stipulated date; (ii) complete requisite information is not provided; (iii) not accompanied by prescribed documents including EMD; (iv) the prescribed proforma have not been used; (v) any miscalculation is made in the financial bid (Annexure V); (vi) not following instructions given in 5.15.1.

ANNEXURE III

Technical Bid for Documentation of unique traditional cultural practices through short video documentaries in selected areas of Assam

Full Name and address of the applicant in addition to address and other relevant information needed for the complete Address:

From:

To:

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

Sir,

1. I / we have read all the particulars regarding the general information and other terms and conditions for *Documentation of unique traditional cultural practices through short video documentaries in selected areas of Assam* and agree to provide the services as detailed in the NIT or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure V to this TENDER. I / we shall be bound by a communication despatched by ASBB.

2. I / we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this TENDER. The documents to accompany this TENDER are at page Nos.....

4. Every page so attached with this TENDER bears my signature and the official seal.

5. The Offer shall remain valid for acceptance for a minimum period of 30 days from the date of Technical bid opening.

Signature & Seal of Bidder with date

Address

Name & Signature of witness

Address

ANNEXURE IV

Technical Bid

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

Name of the Bidder	
Name of the Contact Person (s)	
Address of the Registered Office	
Email ID	
Telephone Numbers	
Constitution (whether Firm/Company Govt./Public/Society/Partnership/ Proprietorship) and year of constitution. (attach documents for proof)	
Whether the service provider or its Sole Proprietor/ Partner/Director has been convicted in any criminal case?	Yes / No
Whether any litigation is pending against Government Institution(s)	Yes / No
Earnest Money Deposit	DD No. ... Dated ... Amount ... (in INR)
Registration with TAN/ GST / IT (PAN) Attach - Self Certified Copy of: a) GST Registration Certificate b) PAN Card Copy c) (c) IT return Acknowledgement for last 3 years (i.e., FY 2022-23, 2023-24 & 2024-25)	Documents attached: Yes / No
Average Annual Turnover – (Minimum of Rs. 25 lakhs) Attach: a) Copy of the Audited Statement of Accounts (Balance Sheet and Profit & Loss Account) for the last three FY (i.e., 2022-23, 2023-24 & 2024-25). b) Certificate by Chartered Accountant to this effect must be submitted	Average annual turnover... (in INR) Documents attached: Yes / No
Having experience in carrying out similar type of work as defined in clause 3 of General Terms and conditions. Submit details as Form-1 and attach proof	No. of Years of Relevant Experience: ... Documents attached: Yes / No

Signature and seal/stamp of the Authorised Signatory

Place & Date:

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the bid.

ANNEXURE V

Financial Bid

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

To:

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

I / we wish to submit our TENDER for Documentation of unique traditional cultural practices through short video documentaries in selected areas of Assam as prescribed at the following rates:

Description of Work	Amount (in INR)
Documentation of unique traditional cultural practices through short video documentaries in selected areas of Assam	
GST @...%	
Grand Total in INR (in figures)	
Grand Total in INR (in words)	

* No extra or additional cost will be taken into consideration.

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

Signature and seal/stamp of the Authorised Signatory

Place & Date

Relevant Experience

The Bidder's relevant past experience should be provided as per the requirements specified for meeting eligibility criteria as specified in Annexure - I. Bidder should submit the details of experience of successfully carrying out similar type of services in the table provided below and necessary supporting documents such as work order/contract / client citation/ confirmation for work done should be enclosed.

Name of Assignment (mention work Order No. with date)	Name of the Client / Organization	Nature of services rendered along with duration of assignment	Work Order Value (In INR)

Signature and seal/stamp of the Authorised Signatory

Place & Date

Note: The bidders are requested to submit the Past Experience under SI. No. 1 (3) of Annexure - II. The bidders need to submit the respective work order copies along with the work completion certificate from the respective work assignees/organization for verification.

Company's Financial Information

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

1. Name of the Firm:
2. Average annual turnover for last three financial years i.e. FY 2022-23, 2023-24 & 2024-25 from the business based on Audited Accounts (duly certified by a Chartered Accountant)

Financial Year	Audited Annual Turnover (in INR)
Average Annual Turnover	

Signature of the Chartered Accountant (Statutory Auditor): Seal

Full Name:

Name of the CA Firm:

Membership No:

Address:

Phone No:

E-mail Id:

Note: Consolidated Audited Annual Reports/Financial Statements for last three financial years have to be provided as proof for turnover. The above certificate should be obtained from the Statutory Auditor of the Company/Firm.

Self-certification

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

To

Member Secretary,
Assam State Biodiversity Board
2ndFloor, Aranya Bhavan,
Panjabari, Guwahati- 781037

Dear Sir,

I / We the company/Firm, M/s _____, hereby declare that “neither the Company/Firm nor any of its director/s or partner/sole proprietor have been convicted by any court of law nor any criminal case is pending against them before court of law. Our Company/ Firm had not been blacklisted / barred / disqualified by any Government organisation / regulatory / statutory body from future participation in any such tender in any manner whatsoever on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice”.

Place:

Date:

Bidder's Company Seal:

Signature of Company Secretary / Managing Director of firm

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation: