



**ASSAM STATE BIODIVERSITY BOARD**  
**ARANYA BHAWAN, 2<sup>nd</sup> FLOOR**  
**PANJABARI, GUWAHATI-781037**

No. ABB/Annual Report/2012/Pt.1/241/209

Telephone No. +91 70990 10729 (O)

Email: [assambioboard@gmail.com](mailto:assambioboard@gmail.com)

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**Notice Inviting Quotation**

The Assam State Biodiversity Board (ASBB) invites sealed quotation from reputed interested parties affixing with non-refundable Court fee of Rs. 8.25 for the following work of Assam State Biodiversity Board:

Sr. No	Items/particulars	Quantity	Specification
1	Re-printing of "ASBB Logo printed handbook"	1000	<ul style="list-style-type: none"><li>i. Proposed size: 11 cm X 17 cm.</li><li>ii. No of pages: 100 pages</li><li>iii. Paper: not less than 120 GSM.</li><li>iv. Cover: The hard cover must be in bicolor. The bicolor hard cover must be designed with Biodiversity theme and a message to be printed on the cover.</li><li>v. The pages would be one ruled and one blank with ASBB logo printed on one side.</li><li>vi. Binding: spiral binding.</li></ul> <p>(Note: Interested party may check sample copy of the ASBB Logo printed handbook from the Board office during office hours.)</p>
2	Designing, printing and supply of Annual Report for FY 2020-21 (in English)	150	<ul style="list-style-type: none"><li>i. Printing: Multicolour printing including layout &amp; designing, composing, photo incorporation, binding etc.</li><li>ii. Size: 27cm X 21cm.</li><li>iii. Number of pages: 40 (approximate; including Cover &amp; photographs with ± 10 pages).</li><li>iv. Paper: Inside pages: 130 GSM art paper.</li><li>v. Paper: Cover: 250 GSM art board.</li><li>vi. Cover lamination: Matt finish.</li><li>vii. Binding: Centre pin.</li></ul> <p>(Note: Photographs will be supplied from this office in JPG format.)</p>

Interested parties may submit their quotation latest by 31<sup>st</sup> August 2024 till 2.00 pm.

The quotations will be evaluated and opened on the same day at 3.00 PM in the office of the undersigned. In case, the day happens to be a holiday or unavoidable circumstances arises, the quotations will be opened in the next working day.

**Terms & Conditions:**

1. Quotation shall be addressed to the Member Secretary, Assam State Biodiversity

Board, Aranya Bhawan, 2<sup>nd</sup> Floor, Panjabari, Guwahati.

2. Sealed quotation should be submitted separately in 2 (two) bids:
  - i. **Technical Bid:** Following documents are to be submitted along with the Technical Bid:-
    - a. Non-refundable Court fee of Rs. 8.25.
    - b. Samples of paper mentioned in above table.
    - c. Sample copies of recent such works already printed by the firm. At least one sample copy should be submitted along with the Technical Bid.
    - d. Valid and authenticated photocopies of PAN, GST and Trade license.
    - e. Valid and authenticated certificate of Government registration.
    - f. Valid and authenticated document having registered office in Kamrup (M) district.
  - ii. **Financial Bid:** Sealed Financial Bid is to be submitted in the prescribed format at **Annexure- I** separately, and the same will be considered/ opened of those firms/ parties who would duly qualify in the Technical Bid i.e. who have submitted each and every required documents along with the Technical Bid.
3. Both the 'Bids' shall be sealed separately and submitted in a common sealed envelope superscribed as '**Quotation for various printing works of ASBB**', and addressed to '**The Member Secretary, Assam State Biodiversity Board**', Aranya Bhawan, 2<sup>nd</sup> floor, Panjabari, Guwahati-37.
4. The quotation with inadequate information and those which do not meet the eligibility criteria shall not be considered.
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 rate should be quoted in Indian Currency only and inclusive of all taxes and cost.
9. Payment will be made after completion of the aforementioned work.
10. The rates should be valid for 12 months from the last date of submission.
11. The Board reserves the right to reject any or all quotations without assigning any reason thereof and no communication will be entertained in this regard.
12. Any dispute what so ever, will lie before the Courts having jurisdiction at Guwahati.
13. In case of any query, party may visit office during office hours in open days.
14. The bidder should not be blacklisted by any State/ Central government Department or Agency/PSU.
15. The final design, layout of the aforementioned works should be authenticated and pass by the ASBB office before final print.
16. In the event of defective execution of work leading to rejection of work, the firm will have to re-print the same and carry out corrections and improvements as may be advised and no extra cost/charges shall be entertained against such work.

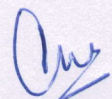
17. The final product of the aforementioned works has to be supplied to this office within 30 days from the issue of work order.
18. The selected party shall have to deposit performance security i.e. 5% of the total cost of the work in the form of Term Deposit Receipt (TDR)/ Fixed Deposit Receipt (FDR)/Bank guarantee of a scheduled bank in favour of Member Secretary, Assam, immediately after receipt of the work order.
19. If the selected party failed to do the needful 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 technically qualified bidders, and lowest quoted bidder will be declared as successful (LI) bidder.
- ii. In case of a tie, the Board may ask the technically qualified bidders, who are tied to submit the revised quote with all the conditions of this NIQ remaining unchanged. The bidders who quote the lowest revised rate shall then be declared as the successful bidder.
- iii. Note: The lowest rates will be the lowest total of aforementioned two works.

Date:

Place: Guwahati

  
(Member Secretary- ASBB)

**Annexure- I**

**Financial Bid**

(To be submitted on the letter head of Agency/ service provider under Seal & Signature of the authorized signatory)

To,

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

Sir,

I/ we wish to submit our quotation for various printing works of Assam State Biodiversity Board in the prescribed format at the following rates:

Description of the work	Amount (in INR)	GST (Rate & amount)	Total amount in INR (including GST)
<b><u>Work no.1</u></b>			
Re-printing of 1000 nos of ASBB logo printed handbook including binding			
Total in INR (in figures)			
Total in INR (in words)			
<b><u>Work no.2</u></b>			
Designing of Annual Report for FY 2020-21 (in English)			
Printing and supply of 150 nos Annual Report for FY 2020-21 (in English) including binding			
Total in INR (in figures)			
Total in INR (in words)			
Grand Total of Work 1 & 2 in figure including GST			
Grand Total of Work 1 & 2 in words including GST			

\* 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 blacklisted either indefinitely or for a particular period of time by any State/ Central Government Department or Agency/PSU.

Place and date

Signature, Seal & stamp of the Authorized