



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

No. ABB/ PBR-CAMPA/2023/236

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Date: 06/11/2025

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:

Specification of work: Printing and supply of 129 numbers of People's Biodiversity Registers (PBRs)

- i. Printing: Multicolour printing including photo incorporation, binding etc.
- ii. Size: Legal size.
- iii. Quantity required: 129 numbers of PBRs as per the details at **Annexure-I**.
- iv. Total numbers of pages: 30192 pages of Legal size (excluding cover page, approximate; \pm 300 pages).
- v. Number of B/W pages: 22281 pages of Legal size (excluding cover pages, approximate; \pm 100 pages).
- vi. Number of colour pages: 7911 pages of Legal Size (including cover pages, approximate; \pm 100 pages).
- vii. Paper- Inside pages: 100 GSM paper.
- viii. Cover lamination: Matt finish.
- ix. Binding: Hard binding.

(Note: The PBRs will be supplied from this office.)

Interested parties may submit their quotation latest by 15/11/2025 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, 2nd 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 above.
 - c. Sample copies of recent such works (such as; printing of any Government reports, magazines, annual reports, financial reports, brochures etc.) already printed by the firm in the year 2022 to 2025 etc. 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- II** 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 '**Printing and supply of 129 numbers of People's Biodiversity Registers (PBRs)**', and addressed to '**The Member Secretary, Assam State Biodiversity Board, Aranya Bhawan, 2nd floor, Panjabari, Guwahati-37.**
 4. The PBR details with total page numbers, B/W pages and colour pages are at **Annexure-I**. The Bidder may refer the details list before quoting any figure.
 5. The quotation with inadequate information and those which do not meet the eligibility criteria shall not be considered.
 6. 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.
 7. 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.
 8. Conditional quotations will not be accepted.
 9. The rate should be quoted in Indian Currency only and inclusive of all taxes and cost.
 10. Payment will be made after completion of the aforementioned work.
 11. The rates should be valid for 12 months from the last date of submission.
 12. 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.
 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 bidder should not be blacklisted by any State/ Central government Department or Agency/PSU.
 16. The final printing of these 129 PBRs will be done in consultation with the ASBB and soft copies of these 129 PBRs along with the photographs will be provided by the ASBB.
 17. The final draft of these 129 nos PBRs must be authenticated by the ASBB office before final print.
 18. 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.
 19. These PBRs has to be supplied to this office within 30 days from the issue of work order.
 20. 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.
 21. 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.

Date: 06/11/25

Place: Guwahati


(Member Secretary- ASBB)

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, 2nd Floor,
Panjabari, Ghy-37

Sir,

I/ we wish to submit our quotation for **printing and supply of 129 numbers of People's Biodiversity Registers (PBRs)** of Assam State Biodiversity Board in the prescribed format at the following rates:

Particulars	Amount (in INR)	GST (Rate & amount)	Total amount in INR (including GST)
Printing of 1 (one) B/W page legal size			
Printing of 1 (one) colour page legal size			
Hard binding of 1 (one) PBR			
Total in figure			
Total in words			

* We have carefully read and understand the terms and conditions of the Notice Inviting Quotation 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.

Signature, Seal & stamp of the Authorized Signatory

Place and date

Annexure-I

Details of PBRs with respect to total pages number, total number of colour pages and total number of B/W pages				
Sl No	Name of the PBR	Total Page Number	Total nos of Colour page	Total nos of B/W page
1	BARPETA ZP PBR	353	66	287
2	BONGAIGAON ZP PBR	340	79	261
3	GOALPARA ZP PBR	286	114	172
4	KARIMGANZ ZP PBR	520	121	399
5	CACHAR ZP PBR	315	70	245
6	DHUBRI ZP PBR	239	61	178
7	NALBARI ZP PBR	247	58	189
8	CHARAIDEO ZP PBR	187	58	129
9	DARRANG ZP PBR	170	43	127
10	SOUTH SALAMAR MANKACHAR ZP PBR	114	36	78
11	HAILAKANDI ZP PBR	234	29	205
12	BISWANATH ZP PBR	316	51	265
13	DHEMAJI ZP PBR	223	46	177
14	HOJAI ZP PBR	253	72	181
15	LAKHIMPUR ZP PBR	254	96	158
16	NAGAON ZP PBR	226	69	157
17	SONITPUR ZP PBR	381	94	287
18	MAJULI ZP PBR	209	39	170
19	GOLAGHAT ZP PBR	244	58	186
20	DIBRUGARH ZP PBR	345	79	266
21	TINSUKIA ZP PBR	265	69	196
22	JORHAT ZP PBR	597	115	482
23	SIVSAGAR ZP PBR	302	57	245
24	NUNOI PBR	123	36	87
25	TAMULPUR PBR	137	48	89
26	KUMARIKATA PBR	132	40	92
27	EASTERN RANGE ATHIABARI PBR	119	45	74
28	RUNIKHATA PBR	193	56	137
29	MAZBAT PBR	112	39	73
30	KUKLUNG PBR	168	46	122
31	KHORAGHAT PBR	266	66	200
32	BATABARI PBR	178	68	110
33	DIPLAI PBR	185	42	143
34	NAYEKGARH PBR	192	53	139
35	GAURANG RANGE PBR	145	52	93
36	GUMA PBR	161	45	116
37	AMTEKA RANGE PBR	157	48	109
38	RUPSI PBR	166	40	126
39	SALBARI PBR	179	74	105
40	SANFAN RANGE	170	59	111
41	WESTERN RANGE RAIMONA PBR	164	54	110
42	Guijan Anchalik Panchayat BMC	176	55	121
43	Majuli Anchalik Panchayat BMC	321	91	230
	Total	10064	2637	7427
		X 3	X 3	X 3
	Grand Total	30192	7911	22281

Note: 43 PBR shall print in 3 copies i.e. 129 numbers in total PBR copy.

And the details of pages, colour and black and white is shown in the table and please note that the figures of this list are tentative only as per details shown in NIQ.