



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

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Date: 19/11/2025

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:

i. Name of the work: Designing, printing and supply of ASBB Annual Calendar for the year 2026 with fly leaf.

a. Specification of the Calendar:

1. Size: Demy size
2. Quantity: 1000 nos/ 2000 nos *
3. Binding: Wire binding
4. Paper: 220 GSM Art paper
5. No of pages: 6 pages, both sides
6. Other Specification: Multicolored Annual Calendar design, layout, printing with both Assamese and English months with some almanac details like waxing and waning moon information along with list of Government of Assam holidays, restricted holidays, important days for individual months starting from January to December with photographs.

b. Specification of the fly leaf:

1. Size: 19cm X 44 cm
2. Quantity: 1000 nos/ 2000 nos *
3. Binding: Wire binding along with the Calendar
4. Paper: 220 GSM Art paper
5. No of pages: 1 page
6. Other Specification: Multicolored design in English

* Note: Each party should submit their financial bid as per the prescribed format i.e.

Annexure- I with 1000 and 2000 quantities of Calendar and fly leaf.

Interested parties may submit their quotation latest by 28/11/2025 till 2.00 pm.

The quotations will be evaluated and opened on 28/11/2025 at 3.00pm 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 alongwith 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 (similar size and page numbers) already printed by the firm in the year 2023 to 2025. 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:**

- a. Sealed Financial Bid is to be submitted in the prescribed format at **Annexure-I**, separately and each party should submit their financial bid as per the prescribed format with 1000 and 2000 quantities of Calendar and fly leaf.
- b. 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 Designing, printing and supply of ASBB Annual Calendar for the year 2026 with fly leaf'** and addressed to **'The Member Secretary, Assam State Biodiversity Board', Aranya Bhawan, 2nd 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 whatsoever 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 designing of the Calendar will be done in consultation with the ASBB and photographs for designing the calendar will be provided by the ASBB.

16. The calendar has to be supplied to this office within 30 days from the issue of work order.
17. 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 (L1) 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:19/11/2025

Place: Guwahati



(Member Secretary)
Assam State Biodiversity Board

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 designing, printing and supply of Wall Calendar for the year 2026 with fly leaf of Assam State Biodiversity Board in the prescribed format at the following rates:

A) Designing, printing and supply of ASBB Annual Calendar for the year 2026 with fly leaf 1000 nos.

Description of the work	Quantity	Amount (in INR)	GST (Rate & amount)	Total amount in INR (including GST)
A) Designing of: i. Bilingual, multicolor ASBB Calendar 2026	-----			
ii. Multi colored fly leaf	-----			
B) Printing and supply of multicolored bilingual calendar	1000 nos			
C) Printing and supply of Multi colored fly leaf	1000 nos			
Grand total in INR (in figures)				
Grand total in INR (in words)				

Annexure- I

B) Designing, printing and supply of ASBB Annual Calendar for the year 2026 with fly leaf 2000 nos.

Description of the work	Quantity	Amount (in INR)	GST (Rate & amount)	Total amount in INR (including GST)
A) Designing of: i. Bilingual, multicolor ASBB Calendar 2026	-----			
ii. Multi colored fly leaf	-----			
B) Printing and supply of multicolored bilingual calendar	2000 nos			
C) Printing and supply of Multi colored fly leaf	2000 nos			
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 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