



**ASSAM STATE BIODIVERSITY BOARD
ARANYA BHAWAN, 2nd FLOOR
PANJABARI, GUWAHATI-781037**

No. ABB/APFBC-II/Publication & Printings/2022/2025 Telephone No. +91 70990 10729 (O)

Email: assambioboard@gmail.com

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:

Specification of work: Designing, printing and supply of 'ASBB Awareness Handbook':

- i. Size: A5
- ii. Quantity: 1000/2000 nos.*
- iii. No of pages: 100 pages, where initial 15 pages, including both side shall be about the Board and its various activities. Contents will be provided by the Board.
- iv. Paper: 120 GSM.
- v. 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.
- vi. Binding: Wire Binding (or Twin-Loop/Double-Loop Wire Binding).
- vii. The pages would be one ruled and one blank with ASBB logo printed on one side.

* Note: Each party should submit their financial bid as per the prescribed format i.e. **Annexure- I** with 1000 and 2000 quantities. Interested party may check sample copy of the same in the Board office during office hours.

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 4.00pm 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 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:**

- 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.
 - 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 '**Designing, printing and supply of 'ASBB Awareness Handbook'**', 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 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.

Date: 19/11/2025

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, 2nd Floor,
Panjabari, Ghy-37

Sir,

I/ we wish to submit our quotation for designing, printing and supply of 'ASBB Awareness Handbook' of Assam State Biodiversity Board in the prescribed format at the following rates:

A) Designing, printing and supply of 'ASBB Awareness Handbook' 1000 nos.

Description of the work	Quantity	Amount (in INR)	GST (Rate & amount)	Total amount in INR (including GST)
A) Designing of ASBB Awareness Handbook	-----			
B) Printing and supply of ASBB Awareness Handbook	1000 nos			
Grand total in INR (in figures)				
Grand total in INR (in words)				

B) Designing, printing and supply of 'ASBB Awareness Handbook' 2000 nos.

Description of the work	Quantity	Amount (in INR)	GST (Rate & amount)	Total amount in INR (including GST)
A) Designing of ASBB Awareness Handbook	-----			
B) Printing and supply of ASBB Awareness Handbook	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