



ASSAM STATE BIODIVERSITY BOARD

ARANYA BHAWAN, 2nd FLOOR

PANJABARI, GUWAHATI-781037

www.asbb.gov.in

No. ABB/APFBC-II/ Publications & Printings/2022/205 Telephone No. +91 70990 10729 (O)

Email: assambioboard@gmail.com

Date: 11/06/2024

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 50 numbers of People's Biodiversity registers (PBRs)

Printing: Multicolour printing including photo incorporation, binding etc.

Size: Legal size.

Quantity required: 3 copies of each 50 nos of PBRs. (the details are at **Annexure-I**)

Total numbers of pages: 32,055 Legal size (excluding cover page, approximate;
± 100 pages).

Number of B/W pages: 23,277 pages of Legal size (excluding cover pages, approximate;
± 100 pages).

Number of colour pages: 8,778 pages of Legal Size (including cover pages, approximate;
± 100 pages).

Paper- Inside pages: 120 GSM paper.

Cover lamination: Matt finish.

Binding: Hard binding.

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

Interested parties may submit their quotation latest by 01/07/2024 till 3.00 pm.

The quotations will be evaluated and opened on the same day at 4.00 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 2019, 2020, 2021, 2022, 2023 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 50 nos 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 PBRs will be done in consultation with the ASBB and soft copies of these PBRs along with the photographs will be provided by the ASBB.
 17. The final draft of these 50 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.

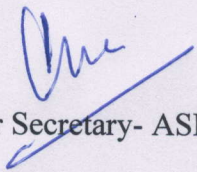
Selection Procedure:

- 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 (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: 11/06/2024

Place: Guwahati


(Member Secretary- ASBB)

Sl No	Name of Bidder	Price	Total Price	Rank
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Total		10685	2916	7759
Grand Total		32059	8778	23277

Note: The figures of this list are tentative only as per details shown in Bidding.

Annexure-I

Annexure-II

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	Bokajan	321	159	162
2	Boko	237	59	178
3	Chandrapur	241	76	165
4	Chayani	215	69	146
5	Chaygaon	209	42	167
6	Dalamara	216	69	147
7	Dimoria	229	80	149
8	Dokmoka	198	73	125
9	Haflong	177	51	126
10	Hajo	141	45	96
11	Jorhat	341	85	256
12	Langfer	177	64	113
13	Langting	167	49	118
14	Mahur	184	44	140
15	Maibang	211	64	147
16	Manja	291	85	206
17	Mayong	272	50	222
18	Narayanpur	192	45	147
19	Raha	220	46	174
20	Rani	209	67	142
21	RK Nagar	186	42	144
22	Silonijan	224	65	159
23	Sonai	185	60	125
24	Tapang	152	46	106
25	Boitamari	181	41	140
26	Dangtol	204	54	150
27	Srijangram	178	42	136
28	Balijana	164	58	106
29	Rongjuli	155	50	105
30	Suryagiri	157	59	98
31	Binnakandi	179	29	150
32	Lumding	193	46	147
33	Udali	188	47	141
34	Bezera	213	90	123
35	Jharbari	207	40	167
36	Kochugaon	222	66	156
37	Ultapani	215	46	169
38	Bihpuria	187	55	132
39	Boginodi	190	53	137
40	Borjuli	136	37	99
41	Guijan	183	50	133
42	Hapjan	214	50	164
43	Itakhuli	173	43	130
44	Kakopathar	303	71	232
45	Majuli	354	83	271
46	Margherita	278	66	212
47	Soikhuwa	279	40	239
48	Ujani Majuli	388	89	299
49	Behali	169	46	123
50	Sootea	180	40	140
	Total	10685	2926	7759
		X 3	X 3	X 3
	Grand Total	32055	8778	23277

Note= The figures of this list are tentative only as per details shown in NIQ.

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 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