



WEST BENGAL BIODIVERSITY BOARD
(Department of Environment, Government of West Bengal)

No.: 600/2Z(Bio)-1/2022

Date:24/08/2022

NOTICE

Interested, bonafide and competent bidders are hereby invited to submit sealed offer rates for printing & supply of Annual Report 2020-21 & 2021-22 as per the following terms & conditions. The opening of quotations may be deferred in case of exigency. Tenderers may depute their representatives to attend the bid opening meeting at their own cost.

A. Scope of Work:

| S.No. | Particulars | Specification |
|-------|---------------|---|
| 1 | Job | : Printing of multicolor Annual Report (2020-21 & 2021-22) |
| 2 | Quantity | : 500 copies |
| 3 | Paper | : Cover: Art Board Multicolor (250 GSM) Inside: Multicolor printing on 120 GSM (Matt) Art Paper |
| 4 | Size | : 25.5 c.m. x 20 c.m. |
| 5 | No. of pages | : Cover: 4 pages (both sides) Text: 78 pages (\pm 2 pages) |
| 6 | Orientation | : Landscape |
| 7 | Lamination | : Matt with UV in front page |
| 8 | Design & Text | : Design, matter, layout to be provided by the Board |
| 9 | Printing | : Offset with CTP (CD to be deposited along with final bill) |
| 10 | Binding | : Sewing with perfect binding |
| 11 | Delivery | : Free delivery at the office of the Board within 15 days from the date of approved final proof (along with soft copy) |
| 12 | Proof | : 1 st proof to be checked by the printer, 2 nd proof to be submitted within 5 days from the date of order and to be checked by the consignee before issuing final print order. |
| 13 | Packaging | : In standard lot of 10 pieces per packet |
| 14 | Consignee | : Research Officer, W.B. Biodiversity Board |

Tender closing date & time : 05.09.2022 at 4.00 p.m.

Tender opening date & time : 06.09.2022 at 12.00 p.m.

B. Terms and conditions

1. The supply shall be made to the office of the Board at Prani Sampad Bhawan, 5th floor, LB 2, Sec-III, Kolkata – 700 106, within 10 days from the date of issuance of final printing order on approval of final proof. In case of delay in supply beyond the delivery period late delivery charge (LDC) will be levied @ 2% per week up to 3 weeks from the date of expiry of delivery period. After that the order will be cancelled without further notification.

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2. The bidder shall quote **per piece rate** inclusive of composing, binding, paper and printing etc. Offering multiple prices shall be liable for rejection of tender. Rate per page should be on pro-rata basis for variance (increase/decrease) in number of pages. Prices to be quoted in Indian Rupee.
The Board may not accept offer only on the basis of lowest price.
4. The quoted rate should be inclusive of cost of the items, all taxes & duties and that of free delivery, etc. The quoted rate should remain valid for 30 days from the date of opening of the tender. Bids quoting price excluding taxes, duties etc. shall be rejected. The quantity of items mentioned in this document is only approximate. The bidder shall be bound to supply the items quoted, at the same rate quoted in the bid, up to 30 days from the date of opening of the quotations.
5. Sealed envelope superscribed as '**Tender for Printing & Supply of Annual Report 2020-21 & 2021-22**' should be addressed to the **Member Secretary, W. B. Biodiversity Board, Prani Sampad Bhawan, 5th floor, LB-2, Sector-III, Salt Lake, Kolkata – 700106.** The Board reserves the right to reject any or all offer(s) without assigning any reason thereof and the decision of the Board will be final and not be liable to show any reason thereof. Offer rates received after the submission date and time will be rejected. In case of any dispute the decision of the Member Secretary of the Board will be final and binding.
6. **The Bidder shall submit self-attested copies of their valid Trade License, GST registration no., PAN along with the quotation.**
7. Payment will be made through NEFT/Crossed Account Payee Cheque after production of bills (in duplicate) accompanied by receipt copy of the delivery challan and satisfactory certificate duly signed by the consignee of the Board mentioned in the work order along with a stamped money receipt.



Member Secretary

No.: /1(8)/2Z(Bio)-1/2022

Date: /08/2022

Copy forwarded with a request to display in the Notice Board:

1. The Special Secretary, Department of Environment, Govt. of West Bengal.
2. Sr. Personnel Manager, W.B. Pollution Control Board, Paribesh Bhawan.
3. The Chairperson, Bidhannagar Municipality, Poura Bhawan, FD Block, Salt Lake, Kolkata –700015.
4. The Sub Divisional Officer, Office of the Sub Divisional Officer, Administrative Building, Salt Lake City, DJ-4, 2nd Avenue, DJ Block, Sector II, Bidhannagar, Kolkata, West Bengal 700091.
5. The Addl. PCCF, Finance, West Bengal Forest Department, Aranya Bhawan, LA-10A Block, Sector-III, Salt Lake, Kol-700 106
6. The Deputy Secretary, Animal Resource Development Department, Prani Sampad Bhawan, LB 2, Sec-III, Salt Lake, Kolkata – 700 106.
7. Notice Board of W.B.B.B.

Member Secretary