



# Pollution Control Board:: Assam

Bamunimaidam; Guwahati-21

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Website: [www.pcbassam.org](http://www.pcbassam.org)

## Specifications and other Terms & Conditions for Printing of Annual Report, 2016-2018 Pollution Control Board, Assam

<b><u>A. Specifications</u></b>		
1	Name of the work	Printing of Annual Report, 2016-2018, including – type setting, designing, scanning, layout setting, printing, binding and delivery of final product at Board Head Office at Bamunimaidam, Guwahati - 21
2	Number of copies	300 copies
3	Number pages	160 pages in each copy including cover pages (Approximately)
4	Language	English
5	Size	¼ demy
6	Paper quality	(a) Cover page – 300 GSM Matte Coated Paper with outer side Matte lamination; (b) Inside pages – 130 GSM Matte Coated Paper
	Printing Colour	4colour (all pages)
	Binding	Perfect
	Rate	Rate for printing etc. shall be quoted in 2 (two) separate heads as mentioned below – (a) Rate shall be quoted for the Report with 160 pages with all above specifications, (b) Rate for per extra 4 pages, which shall be applicable in case of increase or decrease of pages from the 160 pages, shall be mentioned separately.
	Last Date of Submission	The quotation – completed in all respects, shall reach the office of the Member Secretary of the Board by 2 PM of 5 <sup>th</sup> November, 2019
	Quotation opening	5 <sup>th</sup> November 2019 at 2.30 PM

### **B. Other Terms & Conditions**

1. For proof reading and layout setting good quality colour copy should be provided twice to the Board. The Board officials may visit the press for supervision/guidance etc.
2. Basic Rate quoted should be exclusive of GST. However, GST shall be shown separately in the quotation.
3. A Demand Draft amounting Rs 500.00 (Rupees five hundred) only (non-refundable) drawn in favour of 'Member Secretary' Pollution Control Board, Assam should be affixed with the Expression of Interest (Eoi).

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4. Turn over certificate of last two conjugative years along with up to date tax clearance certificate should be submitted along with the Eol.
5. Valid registration certificate should be attached with the Eol.
6. The under signed reserved the right to accept or reject any or all quotations received hereunder without assigning any reason thereof.
7. Bill shall be submitted in duplicate along with relevant documents to Pollution Control Board, Assam for payment after complete delivery of the report.
8. Any dispute arising in this matter shall be under jurisdiction of courts in Guwahati (Assam).



**MEMBER SECRETARY**  
Dated Guwahati, the 21<sup>st</sup> October, 2019