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Pollution Control Board:: Assam
Bamunimaidam; Guwahati-21
(Department of Environment & Forests :: Government of Assam)
Phone: 0361-2652774 & 2550258; Fax: 0361-2550259
Website: www.pcbassam.org

Memo No. WB/G-1715/21-22/23

Dated Guwahati, the 13th December, 2021

1191

SHORT QUOTATION NOTICE

Pollution Control Board, Assam invites Short Quotation from the reputed printing press having at least 2 years' of experience in the field of printing & designing for printing of Leaflets of the Board.

The quotation will be received upto 12.00 noon of 18th December, 2021 and will be opened on the same date at 2.00 PM in presence of the quotationers or their representatives who would like to be present.

Specifications and other Terms & Conditions for Printing of Leaflets for Pollution Control Board, Assam

Specification:

A. a) Leaflet in English

- | | |
|----------------------|--|
| 1. Number of Leaflet | : 1 No. (One leaf, both side printing) |
| 2. Number of copy | : 10000 copies |
| 3. Language | : English |
| 4. Size | : A4 |
| 5. Paper | : 130 GSM Art Paper |
| 6. Printing Colour | : 4Colour including designing, layout setting etc. |


b). Leaflet in Assamese

- | | |
|----------------------|---|
| 1. Number of Leaflet | : 1 No. (One leaf, middle folded, both side printing) |
| 2. Number of copy | : 14000 copies |
| 3. Language | : Assamese |
| 4. Size | : A4 |
| 5. Paper | : 130 GSM Art Paper |
| 6. Printing Colour | : 4Colour including designing, layout setting etc. |

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 quotation.
4. Up to date tax clearance certificate should be submitted along with the quotation.

5. Experienced certificate for minimum of 2 years in the field.
6. Valid registration certificate should be attached with the quotation.
7. No copy of the leaflets shall be released through any mean/media by the press
8. The undersigned reserved the right to accept or reject any or all quotations received hereunder without assigning any reason thereof.
09. Bill shall be submitted in duplicate along with relevant documents to Pollution Control Board, Assam for payment after complete delivery of the products.
10. Any dispute arising in this matter shall be under jurisdiction of courts in Guwahati city (Assam).
11. For detail terms & conditions please visit website of the Board – www.pcbassam.org or the Head Office of the Board at Bamunimaidam, Guwahati – 21 during office hours.


(Shantanu Kr. Dutta)
MEMBER SECRETARY

Memo No. WB/G-1715/21-22/23-A
Copy to:

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1. The P.A to the Chairman for kind appraisal of Hon'ble Chairman, PCBA.
 2. The Deputy Manager (F&A) PCBA for information and necessary action.
 - ✓ 3. The Head of IT, PCBA for information and to upload the notice in the Boards website.
 5. Notice Board of the Head Office.


(Shantanu Kr. Dutta)
MEMBER SECRETARY

Swajit (AE017)
Pl. do the needful.
13/12/21