



**Odisha Biodiversity Board**  
**Regional Plant Resource Centre Campus**  
**Nayapalli, Bhubaneswar-15, Odisha**  
**Forest & Environment Deptt. Govt. of Odisha**  
**Tel No.0674-2552006**

No. Estt. 65/2020 /OBB/2016

Dated the 06<sup>th</sup> March, 2017

**QUOTATION CALL NOTICE**

Sealed quotations are invited from reputed printing houses/printers/firms based at Bhubaneswar having valid registration certificates, PAN and VAT clearances certificates towards designing and printing of the 'ANNUAL REPORT' as per the specifications and quantity given below. Interested firm should submit sample copies of booklets/brochures printed by them for Govt. /Semi-Govt. Agencies/ Public Undertakings in sealed covers super scribed 'Bid for printing of ANNUAL REPORT' and addressed to Member Secretary, Odisha Biodiversity Board, Regional Plant Resource Centre Campus, Nayapalli, Bhubaneswar-15, Odisha. Unit cost for printing additional pages may also be quoted in the bid separately. The quotations along with all the enclosures should reach the undersigned on or before **3 PM of 16<sup>th</sup> March, 2017**. The firm should be able to complete printing within 15 days of issue of the work order. **Interested firms may collect sample text and photographs of the annual report from OBB office.** The soft copy of the final version of the report is to be submitted to OBB before final payment. The offer will be opened at **4.30P.M on 16<sup>th</sup> March, 2017** in presence of bidders who wish to remain present.

**SPECIFICATION:**

Title: **ANNUAL REPORT**

Size: 20x27 cm

No. of pages: Inner 32 pages (Approx.) + Cover 4 pages

Cover: Multicoloured offset print on 300 GSM art paper with mat lamination

Inner: Multicolour offset print on 170 GSM art paper

Quantity: 200 copies

Binding: Digital Gum Binding

sd/-  
**Member Secretary**

## TERMS & CONDITIONS OF THE CONTRACT

- The quotations which do not fulfill the conditions shall not be considered and OBB shall be entitled to accept or reject any offer in part or full without assigning any reason thereof.
- The quotations will be **received up to 3 PM of 06 March, 2017** and opened on **4.30 PM of 16<sup>th</sup> March, 2017** in the office Chamber of Chairman of Tender committee, OBB, Bhubaneswar in presence of the bidders or their authorized representatives, who may like to be present.
- The sealed quotations will be received by **Speed post/Registered post** and can also be put into “**Tender Box**” available in the office of the **C.E, RPRC**. Telegraphic tenders or tender received through fax/ e-mail / courier will not be entertained. Incomplete documents and documents received after due date & time shall not be considered.
- The sealed quotations shall be submitted and addressed to the **Member Secretary, Odisha Biodiversity Board, Regional Plant Resource Center Campus, Nayapalli, Bhubaneswar-751015**.
- The offers received shall **remain valid for 60 days** from the date of tender opening.
- Text and photographs of the report shall be obtained from OBB and the dummy of the annual report should be approved before final printing.
- Each page of the quotation documents must be duly signed and stamped by the quotationer as a token of acceptance of all the terms & conditions of the quotation.
- **Penalty can be levied** by authority of OBB on account of **delay, violation of conditions and non-performance** of the contractor. Decision of Chairman, OBB shall be final in this regard.
- No advance payment will be made by OBB. Full or Part payment will be released by the board only after finishing the item of work in all respect.
- Selected firm should complete the assigned job within **15 days** from issue of work order. However, OBB reserves the right to extend the time limit on valid grounds and decision of Member Secretary shall be final in this regard.
- Payment will be made after verification of the received materials and OBB is entitled to take suitable action as deemed proper on violation of conditions.
- The decision of the Member Secretary on short listing and selection of firm is final and no claim/ liability etc. would be entertained.