



**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](http://www.pcbassam.org)

No. WB/G-1715/21-22/20

Dated Guwahati, the 30<sup>th</sup> November, 2021

**SHORT QUOTATION NOTICE**

Pollution Control Board, Assam invites Short Quotation from the reputed 4colour off-set printing press having complete own 4 colour printing set-up with at least 3 (three) years' experience in the field of printing & designing for printing of Leaflets and Stickers of the Board.

The quotation will be received upto 12.00 noon of 8<sup>th</sup> 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.

For detail terms & conditions please visit website of the Board – [www.pcbassam.org](http://www.pcbassam.org) or the Head Office of the Board at Bamunimaidam, Guwahati – 21 during office hours.

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**(Dr. Shantanu Kr. Dutta)**  
**MEMBER SECRETARY**

Memo No. No. WB/G-1715/21-22/20-A  
Copy to: *1101*

Dated Guwahati, the 30<sup>th</sup> November, 2021

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

*Swajit (108)*  
*PA to Chairman*  
*30/11/21*

*SNL*  
**(Dr. Shantanu Kr. Dutta)**  
*h* **MEMBER SECRETARY**



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

**Specification:**

**1. Leaflet Printing.**

**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             | : 150 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.    |

**2. Stickers Printing.**

**a) Rectangular shape**

- |                      |  |
|----------------------|--|
| 1. Number of Sticker | : 1 No.  |
| 2. Number of copy    | : 2000 copies in rectangular shape               |
| 3. Language          | : English  |
| 4. Size              | : 7" x 9"  |
| 5. Paper             | : Normal sticker paper with one side lamination. |
| 6. Printing Colour   | : 4Colour (multicolor all pages).                |

**b) Circular shape**

- |                      |  |
|----------------------|--|
| 1. Number of Sticker | : 1 No.  |
| 2. Number of copy    | : 3000 copies in circular shape                  |
| 3. Language          | : English  |
| 4. Size              | : 6" Radius                                      |
| 5. Paper             | : Normal sticker paper with one side lamination. |
| 6. Printing Colour   | : 4Colour.                                       |

**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.

(contd. on page 2)

3. Price should be quoted separately item wise.
4. 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.
5. Turn over certificate of last two conjugative years along with up to date tax clearance certificate should be submitted with the quotation.
6. Experience certificate for minimum of 3 years in the field.
7. Valid registration certificate should be attached with the quotation.
8. No copy of the leaflets and stickers shall be released through any mean/media by the press
9. Tenderer should have their own 4 colour off-set printing setup in the name of the firm.
10. The undersigned reserved the right to accept or reject any or all quotations received hereunder without assigning any reason thereof.
11. Bill shall be submitted in duplicate along with relevant documents to Pollution Control Board, Assam for payment after complete delivery of the products.
12. Any dispute arising in this matter shall be under jurisdiction of courts in Guwahati city (Assam).

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**(Dr. Shantanu Kr. Dutta)**  
**MEMBER SECRETARY**

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*Smit (AP)*  
*Dr. do the work*  
*30/11/21*

*SD*  
**(Dr. Shantanu Kr. Dutta)**  
**MEMBER SECRETARY**  
*12*