



Goa State Biodiversity Board

(An Autonomous Statutory Body, Government of Goa)

No: 7/17/2014-15/GSBB/GEF-MoEF-ABS/029/

Date: 11th July 2017

EXPRESSION OF INTEREST (EoI)

Goa State Biodiversity Board (GSBB) is an autonomous statutory body of Govt. of Goa. Functions of GSBB includes advising the State Government, subject to any guidelines issued by the Central Government, on matters relating to the conservation of biodiversity, sustainable use of its components and equitable sharing of the benefits arising out of the utilization of biological resources. Regulate commercial utilization or bio-survey and bio-utilization of any biological resource in State of Goa. Perform such other functions as may be necessary to carry out the provisions of the Biological Diversity Act, 2002 and Biological Diversity Rules, 2004 or as may be prescribed by the State Government and Goa Biological Diversity Rules, 2017.

GSBB invites Expression of Interest in sealed envelope from vendors or agency for designing and printing of manuals, hand books, posters, brochures, booklets, Act and Rules, printing People's Biodiversity Registers (PBRs) and Tradable bio-resources of Goa in the State of Goa. The selected printing agency would be valid for one year from the date of appointment and may be extended for further period of one year if felt necessary. The nature of printing services should include black and white and multicolour printing with excellent designing, layout, scanning, paper quality (including printing on recycled paper), various types of binding etc. for publication of various description including reports, posters, pamphlets, newsletter, banner, glow sign, flex board, sun board, digital board etc. on the basis of modern facilities.

The specifications for the work as listed below:

1. Design and layout of publications: Contents will be provided by GSBB. The vendor selected for designing and layout should ensure capabilities and competency in preparing the best possible layouts of the matter containing data, charts, tables, photographs with proper mixing by using state-of-art

software/ programme such as Microsoft Office, Coral Draw, Photoshop, Auto Cad, etc.

2. Print publications of PBRs, TBRs document and other promotional items according to specifications and timelines provided by GSBB.
3. The vendor should be able to complete the work to the satisfaction of GSBB official deputed by Member Secretary.
4. Each printed and promotional items will have different timelines and set of technical specifications that will be provided by GSBB. GSBB shall in consultation with the vendor specify the timeline and the vendor shall abide by the same.
5. The expected sizes for printing shall be standard sizes between A5 and A0 or any other size in consultation with vendor.
6. As per the prevailing standard practices and the sizes, vendors are required to provide their rates for the items given below:

	Size	Thickness of Paper	Type of Paper	Digital/Offset/Screen Printing	Single Colour/Two Colour/Multicolour	Numbers of Pages	Rates
Posters							
Brochures							
Booklets							
Books							
Acts and Rules							
Rate of printing Black and White text on simple A4 paper							

[Note: Kindly add more rows & columns to ensure detailing of above format.]

7. The vendor may submit the rates in their available format, however, they should cover the criteria given above and during the actual presentation should be able to correlate the rates provided with the actual samples. (The rates negotiated during presentation shall be final and binding for the period of one year irrespective of the market changes, except for the legally binding government notifications and changes in the taxation system if any).
8. Quantities of books and other materials may vary from 3 to 500 copies; each copy may consist of 100 to 500 pages, for People's Biodiversity Registers,

Tradable Bio-resources document and for other documents/materials will be specified from time to time.

9. EoI from applicants failing to provide the completed information to fulfil the basic eligibility criteria will be rejected.
10. The vendor is required to have experience in printing Acts and Rules, books, booklets, brochures and posters related to biodiversity, wildlife, environment, climate change, ecology, etc. and the past experience at State and National level will be an added advantage.
11. EoI received after the given deadline will not be considered.
12. Agency should bring the samples of design and layouts to GSBB during actual presentation on 22nd July 2017 if selected on 20th July 2017 screening. Intimation of confirmation will be done by email on 21st July 2017.
13. Applicants will be scanned based on submission, experience in the desired sector. The copies of past work carried out shall be presented to the screening committee after which the vendors or agency shall be selected based on response during interaction. The decision of GSBB screening committee in this regards shall be final.
14. The decision will be taken after the second round of screening which will include actual inspection and interactive questioning session with the vendor.
15. After the selection, vendor will be appointed and separate order will be issued for each document to be printed based on the rates decided.
16. After placing order by GSBB, the vendor is required to deposit 5% of the order value which is refundable.
17. GSBB reserves the right to deduct suitable amount from the EMD if the job implemented is not satisfactory.
18. Decision of GSBB shall be final and binding in case of any further details in this EoI.
19. This EoI does not entail any commitment on the part of GSBB, either financial or otherwise. GSBB reserves the right to accept or reject any or all EoI without incurring any obligation to inform the affected applicant(s) of the grounds.

Submission Details:

1. This Expression of Interest and accompanying details must be received before 20/07/2017.

2. E-mail your EoI to the mandatory official submission E-mail address:
goanbiodiversity@gmail.com
3. The hard copies of the application with the supporting self-attested documents must be hand delivered or couriered on or before the closing date and time to the following address:

Goa State Biodiversity Board, c/o Department of Science, Technology & Environment, Opp. Saligao Seminary, Saligao, Bardez, Goa - 403511.

EoI shall be submitted in the prescribed format given below and additional testimonials / information may be furnished in sealed envelope marked as "EoI for printing of People's Biodiversity Registers (PBRs), Tradable Bio-resource documentation and other promotional items in the State of Goa"

For the terms and conditions, you may kindly visit our official website www.gsbb.goa.gov.in

For any query kindly contact this office on 0832-2407032, email: goanbiodiversity@gmail.com.



**Member Secretary
Goa State Biodiversity Board (GSBB)**

APPLICATION FORM

1. Name of the agency:
2. Registration Number (Certificate to be enclosed):
3. Valid registration details of Firm, LLP, Company, etc. (self-attested photocopies to be enclosed):
4. GST registration details:
5. Mailing address:
(With Tel.no. /Mobile no. and E-mail)

Affix Passport Size Photograph of the CEO or the competent person or representative of agency

6. Authorized person for making correspondence, his/ her contact details and ID proof (preferably Driving Licence and Aadhaar Card):
7. Work experience of the agency:

Sl. No	Name of the projects completed with brief description including name of agency who awarded the job	Period of		Remarks
		From	To	

6. Certified copy of balance sheet of at least immediate past one year.
7. Any other information, relevant to EoI:

Declaration

I hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or there is any material omission made in the document requested for by the organization, the agreement is liable to be cancelled / terminated at any stage without notice or any compensation in lieu thereof.

(Signature of the competent person / In-Charge person)

Note: The applicants are requested to supply documentary evidence in support of the statements made in the application form as above.