

**GOA STATE BIODIVERSITY BOARD**  
Department of Science, Technology & Environment  
Opp. Saligao Seminary, SaligaoBardez, Goa – 403511.  
Website: [www.gsbb.goa.gov.in](http://www.gsbb.goa.gov.in) E-mail: [goanbiodiversity@gmail.com](mailto:goanbiodiversity@gmail.com)

**No. 10-01-2022/GSBB/Purch/184**

**Date:16/06/2022**

**Invite for Quotation**

Quotations are invited by Goa State Biodiversity Board (GSBB), a statutory autonomous body of the Government of Goa for the following services required at the office of GSBB.

- Designing & printing of publications, posters, banners, outdoor boards, certificates, brochures and other printing related services for GSBB.
- Photography, Videography services, script writing and developing content for scientific information provided by the office of GSBB.
- Drone photography/Videography.
- Courier services.
- Global Positioning System (GPS) reading and data feeding.
- Supply of IT equipment with assemblies & consumables.
- Supply of Billing software for the Multi Product Processing Centre of GSBB.
- Supply of Solid Filling Machine suitable for pickle and other machineries for Multi food processing Centre of GSBB.
- Digging of Pits & Excavation.
- Providing Tree guards and signages for plantation/Various Garden/parks and related projects.
- Voluntary organization for implementation and maintenance of plantations taken up by GSBB
- Accounting Services for qualified/registered local C.A. firm/individual with necessary credentials for compensatory audit of Govt. statutory body.
- Appeal for Plantation.

**Note: Individual item specification to be furnished separately.**

Please log on to [www.gsbb.goa.gov.in](http://www.gsbb.goa.gov.in) for further details, immediate response will be appreciated. Last date of submission of quotation in sealed envelope is on 6<sup>th</sup> July 2022. The Decision of the GSBB quotation scrutiny committee shall be final and binding.

-Sd/-

Dr. Pradip Sarmokadam  
Member Secretary, GSBB

जीववैविध्यरक्षास्यात्जनानां भाविभूतये

**Sub- Quotations invited for various services by Goa State Biodiversity Board (GSBB).**

Goa State Biodiversity Board (GSBB) is a statutory autonomous body of the Government of Goa entrusted with the following functions

- a) Advise 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.
- b) Regulate by granting of approvals or otherwise request for commercial utilization or bio-survey and bio-utilization of any biological resource by Indians.
- c) Perform such other functions as may be necessary to carry out the provisions of this Act or as may be prescribed by the State Government.

- a. **Designing & printing of publications, posters, banners, outdoor boards and other printing related services for GSBB.** (Rates of various paper types, single colour and multicolored prints in each type, designing including illustrative designs, photographic collages and editing, specific poster designing, banner / ecofriendly boards on cloth, signages, long lasting outdoor boards, signages and boards for parks and garden trees, etc. item wise rates should be quoted with credentials and proofs of work executed including purchase / service orders, photos of jobs carries out and contacts to verify the same, selected vendor will also need to prepare urgent job works including transport , loading, unloading charges of outdoor boards should be mentioned to ensure ease of comparison and billing )

Sr. No.	Type / Nature of job	Size / Details	Minimum Quantity	Rate	Amount	Remarks
1						
2						
3						
4						
5						

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ध्यानसेसंवर्धनजैव-विविधताका  
उज्वलभवितव्यहोगाअगलीपीढीका

जतनायेनसांबाळजैव-विविधतायेचो  
परजळीतफुडारफुडलेपिळगेचो

काळजीपूर्वकजतनजैव-विविधतेचं  
उज्वलभवितव्यपुढच्यापिढीचं

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In case vendors have additional details to furnish they can use detailed format as per their convenience to enable exact compensation.

- b. **Photography, Videography services, script writing and developing content for scientific information provided by the office of GSBB.** (For Indoor/Outdoor photography/videography. These include videos or images for web-sites, web magazines, documentary films, reportages, institutional or educational films, television commercials and publicity, or any other visual or audio-visual report that may be used for public diffusion or telecast. The agency will submit the draft copy of the document in soft format to the office of GSBB. There shall be no compromise on quality of the work and work will be assigned on time bound basis. Before finalizing the proof shall be shared for the approval of Member Secretary, GSBB. The video captured, data/information and images collected shall not be used for any other purpose without permission of Member Secretary, GSBB in writing).
- c. **Drone photography/Videography** (Same as category b).
- d. **Courier services**(Shall apply with their respective format)
- e. **Global Positioning System (GPS) reading and data feeding.** (Per sq. unit of area covered for survey, authentic universally accepted, validated and properly calibrated methodology formats, gazettes, tools & techniques shall be deployed by engaging services of suitably qualified/trained expert and a proper certificate with evidences shall be furnished along with the jobs carried out in the compatible format.
- f. Supply of IT equipment with assemblies & consumables
- g. Supply of Billing software for the Multi Product Processing Centre of GSBB (As per prescribed Format)
- h. Supply of Solid Filling Machine suitable for pickle and other machineries for Multi food processing.

**The quotation should be submitted in the below given format:**

Sr.No	Item Specification	Quantity	Rate (₹) including GST	Other Charges include transport/installation/maintenance etc.

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No extra charges will be paid other than specified above.

**i. Digging of pits & excavation**

Sr.No	Work Description	Unit (m <sup>2</sup> )	Quantity	Rate (₹)	Minimum Qty (If any)

Rate shall be inclusive of Raw material, labour, transport, loading, unloading, other charges etc. No other extra charges will be paid by GSBB. Work assigned shall be completed within the time specified as per work order of the GSBB.

- j. Providing Tree guards and signages for plantation/Various Garden/parks and related projects.**(Providing various Cost effective and eco-friendly options to GSBB, tree guard shall be installed at the desired location in the manner as directed by GSBB in long lasting, non-corrosive and should not cause any harm to the livestock and should include loading and unloading cost and installing the same around the plant by ensuring sufficient setback and should be long lasting for more than five years. Also mention locations for. E.g in and around village panchayat only or ready to take nearby panchayat areas or taluka/state level. 1% Retention amount will be kept with GSBB as security deposit for the period of five years.)
- k. Voluntary organization for implementation and maintenance of plantations taken up by GSBB**(Maintenance and harvesting of plants / trees for the period 25 years, ensuring non-destructive and sustainable harvesting of fruits, supporting local livelihoods through this activity within nominal amount)
- l. Accounting Services** for qualified local CA form/individual with necessary credential required to conduct audit of Govt. Statutory Body. (Providing accounting services which includes internal audit on monthly basis, assist in maintaining books of accounts and return filling, financial year audit and other accounting services as required by GSBB. Certificate of incorporation or documents need to be furnished along with the application (Local Individual/firm can apply).

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## APPLICATION FORMAT

NAME OF THE FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NO. \_\_\_\_\_

Sr.No.	Work Description	Fees in (Rs.) including GST

The above quoted fee is inclusive of Professional Fee and Cost of manpower etc.

We are agreed to all the tender conditions and payment terms and the fee quoted above by the Firm will not change during the contract period.

**Authorized Signatory of the Firm & Seal**

**Date:**

**Place:**

m. **Appeal for plantation** (Voluntary organization with necessary credentials-maintained upkeep sustainability harvest by imparting livelihood training to the local people and involve in local people).

The quotations shall be submitted for the above-mentioned services from various vendors on or before 06/07/2022 at the office of Goa State Biodiversity Board (GSBB) in a sealed envelope. For the terms and conditions kindly log, on to [www.gsbb.goa.gov.in](http://www.gsbb.goa.gov.in) or may contact GSBB office address.

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## Other Terms & Conditions.

1. Individual item specification to be furnished separately.
2. All the raw data, information, video shall be the property of GSBB. The vendor shall submit everything to GSBB in hard copy as well the soft copy and shall not use any content shot or designed for any other project or work without the permission of GSBB. If found, same shall be liable for prosecution and necessary action will be taken against the agency or him/her.
3. The selection is for the period of three years. If there is an annual increment expected or enhancement in the rate is expected the same shall be mentioned and breakup for three years shall be submitted to the office of GSBB.
4. The quotations submitted shall be valid for the period of 06 months from the date of issue of work order/purchase order to the selected vendor.

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