



Guwahati Biotech Park

**Amingaon, Kamrup Near SP Office
Guwahati- 781 031**

GBP/8.5 /2026-27 / 7165

Date: 15.7.2026

NOTICE INVITING QUOTATION (NIQ) FOR DESIGNING OF ACHIEVEMENT REPORT OF GUWAHATI BIOTECH PARK

Guwahati Biotech Park invites sealed quotations from reputed firms/agencies having experience in designing annual reports, coffee table books, brochures, magazines and similar publications for Designing of the Achievement Report of Guwahati Biotech Park.

The detailed quotation document may be collected from the office of Guwahati Biotech Park or downloaded from the official website www.guwahatibiotechpark.com under Business/Tender section. The last date for submission of quotations is 21.7.2026 at 2:00 PM.

Terms and Conditions:

1. Quotations shall be submitted in a sealed envelope superscribed "Quotation for Designing of Achievement Report of Guwahati Biotech Park" and addressed to:

The Chief Executive Officer
Guwahati Biotech Park
Amingaon, Kamrup
Guwahati – 781031, Assam

The quotation should reach the office on or before 21.7.2026 at 2:00 PM.

2. The bidder should have prior experience in designing annual reports, coffee table books, brochures, magazines or similar publications for Government Departments, PSUs, Universities, Research Institutions or reputed organizations. Documentary evidence of similar assignments may be enclosed.
3. The bidder shall submit the details as per Annexure-I.
4. The financial quotation shall be submitted strictly in the format prescribed in Annexure-II.
5. Guwahati Biotech Park shall provide the text content, photographs, logos and other relevant materials required for preparation of the report.
6. The selected agency shall be responsible for:

- Concept development and creative design.
 - Cover (front and back) page design.
 - Layout design of all pages.
 - Image enhancement and color correction, wherever required.
 - Preparation of graphics, icons, charts and infographics.
 - Formatting, typesetting and page composition.
 - Proof correction and incorporation of revisions suggested by Guwahati Biotech Park.
 - Submission of final print-ready PDF and editable source files (Adobe InDesign/Illustrator/CorelDraw along with fonts and linked images).
7. The agency shall submit at least three cover design concepts and one sample inside layout for approval before proceeding with the complete report.
 8. The report design shall be finalized only after approval from Guwahati Biotech Park
 9. The completed design along with editable files and high-resolution print-ready PDF shall be submitted within 15 days from the date of award of work or as mutually agreed.
 10. All intellectual property rights of the designed report shall remain with Guwahati Biotech Park.
 11. Payment Terms: 100% payment shall be released within 15 days after successful submission and acceptance of the final approved design and editable source files.
 12. Guwahati Biotech Park reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Sd/

**Chief Executive Officer
Guwahati Biotech Park**

ANNEXURE-I

General Information about the Bidder

(To be filled and signed by the Authorized Signatory)

Sl. No.	Particulars	Details
1	Name of the Firm/Agency	
2	Postal Address	
3	Telephone/Mobile No.	
4	E-mail Address & Website	
5	Name of Authorized Signatory	
6	PAN No.	
7	GST Registration No.	
8	Years of Experience	
9	Details of Similar Assignments (Attach supporting documents)	

(Signature & Seal of Bidder)

ANNEXURE-II

SCHEDULE OF RATES

NOTICE INVITING QUOTATION FOR DESIGNING OF ACHIEVEMENT REPORT OF GUWAHATI BIOTECH PARK

Sl. No.	Description	Qty	Rate (Rs.)	Amount (Rs.)
1	Professional designing of the Achievement Report of Guwahati Biotech Park (up to a maximum of 100 pages), including concept design, cover design (front and back), page layout, graphics, infographics, photo enhancement, typesetting, formatting, incorporation of revisions and submission of print-ready PDF along with editable source files.	1 Job		
Total				
GST				
Grand Total				

Amount in Words: _____

(Signature & Seal of Bidder)

