



MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by

MUNICIPAL CORPORATION OF GREATER MUMBAI

Regd. No. 891/98



MDACS /Quo/O 22- / PO-ICTC

Date: 31, December, 2018

To,

Dear Sirs,

Sub: Invitation for Quotation for Printing of PID Slip Book and Stock Registers for ICTC

1. You are invited to submit your most competitive quotation for the Printing of PID Slip Books and Stock Registers:

Sr. No.	Description	Specifications	Quantity	Delivery Period	Place of Delivery
1	PID Slip Book	Separate Sheet attached	1500	Within 30 days from the receipt of approval of proof and GSM of Paper from MDACS	MDACS main office
2	Stock Register		100		

1. Bid Price

- a. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out
- b. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c. GST in connection with the sale shall be shown separately.
- d. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e. The Prices shall be quoted in Indian Rupees only.

2. Each bidder shall submit only one quotation.

3. Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission. The withdrawal of the offer before validity period will entail forfeiture of EMD.

4. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a) are properly signed; and
- b) conform to the terms and conditions and specifications

Acworth Complex, R. A. Kidwai Marg, Wadala (West), Mumbai – 400 031.
Tel No. 24100246/47 Telefax: 24100250 Email: mumbaimacs@gmail.com,



**Life is precious Stop HIV/AIDS
Keep the Promise**

The quotations would be evaluated for each item separately.

Sales Tax in connection with sale of goods shall not be taken into account in evaluation.

5. Award of Contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

5.1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

5.2. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

6. Payment shall be made within 30 days from the receipt of bill along with report of the delivery with stamp and signature of authorized person as acknowledgement.
7. As per prevailing rules TDS will deducted at source towards income tax from all the bills submitted to the department. The TDS certificate shall be given by AD (Finance) of Mumbai Districts AIDS Control Society.
8. Purchaser reserves the right at the time of contract award to increase or decrease the quantities indicated above by 15% without any change in the unit price or any other terms and conditions.
9. Incomplete, irregular, unsealed, unsigned and quotations received after the due date and time will not be considered.
10. The Quotationer must submit the **EMD of Rs. 2,910/- by Demand Draft. The Demand Draft should be drawn in favor of Mumbai Districts AIDS Control Society.** The withdrawal of the offer before validity period will entail forfeiture of EMD. The EMD should be paid upto 3.00 p.m. one day prior to the opening of the Quotation. A copy the EMD Receipt should be kept should along with quotation. EMD Receipt no. should be mentioned on the Envelope.
11. Attested copy of valid registration made by manufacturing firm for the offered product with Directorate General of Supplies & Disposal (D.G.S. & D) or Small Scale Industries (S.S.I of Maharashtra) or National Small Scale Industries Corporation (N.S.I.C) should be submit, if applicable. If firms of any of these Small Scale Industries categories wish to enjoy any preference declared by Maharashtra Government Resolution under which they are entitled for preferences should be submit along with Registration Certificates failing which they shall be treated at par with other bidders. This preference shall invariably be applicable to the manufacturers for the specific product as per technical specifications of this tender. Exemption for submission of EMD will also applicable to concern distributor
12. The quotationer must fill up the rates in the format given along with the quotations notice. If it is filled up in any other format, the same shall be rejected outright.
13. Copy of GST Certificate should be submitted.
14. Copy of PAN card with photographs should be submitted.

15. The Quotationers must paginate the quotation properly.
16. **Performance Security:**
The successful bidder will have to pay 5% as Security Deposit by Demand Draft / Cash on the cost of the purchase order within 15 days from the receipt of purchase order towards performance of contract. If fail to pay the Security Deposit within stipulated period, the contractor will be charged extra Rs. 100/- as a penalty.
Security Deposit will be refunded after 2 months from the completion of satisfactory supply.
17. **Penalty**
- For delay supply – ½ % per week or part thereof after the expiry of the delivery period subject to maximum 10%.
 - Failure of the supply – Earnest Money Deposit cum contract deposit will be forfeited and the material will be purchased at the risk and cost of the suppliers.
 - Variation in specification – material will be rejected and cost of the said material will be recovered from the supplier.
18. Last Date and time of receipt of quotations:
Quotationer should submit their sealed quotation duly super-scribed on the envelope as “**Quotation for Printing of PID Slip books and Stock Registers.**” due on 15 .01.2019 latest by 1.00 p.m. which will be opened on the due date at 3.00 p.m.
19. We look forward to receiving your quotations and thank you for your interest in this project.


Addl. Project Director
Mumbai Districts AIDS Control Society



Specifications & Terms and Conditions

Sr. No.	Description of Goods	Specification	Quantity
1	PID Slip Book	Size: 7.5 inches x 4.75 inches Paper: 300 leaves per book consisting of triplicates with 1 st copy white+ 2 nd + 3 rd Copy colour, with 5mm card board on front and of 5 mm hard board at back, perfect binding along with perforation, cover page with two color printing, coloured cover page stuck to hard board (Paginated). Paper Quality: 80 GSM, Map litho one side printing	1500
2	Stock Register	Size : 8.5 inches X 12 inches Colour : Single colour printing Paper : 80 GSM, map litho both side printing. 200 pages per book with hard board of 5 mm thickness at back and front. Perfect binding, cover page with two colour printing Coloured cover page stuck to hard board, (paginated)	100

Instruction for Quotation Providers :-

1. The Format will be provided by MDACS
2. After receiving approved proof from MDACS, Vendor should print and deliver the material to MDACS within 30 days.

The Cost Including :-

1. Printing of PID Slip books and Stock Registers.
2. The cost is also inclusive of Printing, delivery and all taxes.


Dy. Director (ICTC)
MDACS



FORMAT OF QUOTATION

Sr. No.	Description	Specification	Total Qty	Unit rate in Rs.	In Figures	In Words
1	PID Slip Book	Separate Sheet attached	1500			
2	Stock Register		100			
	Total ...					
	Add: GST					
	Gross Total ...					

Gross Total Cost: Rs. _____

We agree to supply the above material in accordance with the technical specifications for a total contract price of Rs. _____ (amount in figures) Rs.

_____ (amount in words) within the period specified in the invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

