



C-119

**MUMBAI DISTRICTS AIDS CONTROL SOCIETY**  
Established by  
**MUNICIPAL CORPORATION OF GREATER MUMBAI**



Regd. No. 891/980

MDACS /Quo/09/ PO - CST

Date: 15 May 2019

To,

Dear Sirs,

**Sub: Invitation of Quotation for Printing of Registers, White Cards and Green Books for ART Centers.**

1. You are invited to submit your most competitive quotation for the Printing of following Registers, White Cards and Green Books for ART Centers:

Sr. No.	Description	Specifications	Qty	Delivery Period	Place of Delivery
1	HIV TB Register	Separate Sheet attached	15	Within 30 days from the date of approval of proof	MDACS Office
2	PEP		5		
3	CD4		80		
4	Drug Dispensing Adult		90		
5	Drug Stock Register		25		
6	HIV Care Register		25		
7	SACEP		5		
8	Patient Visit Register (New Revised format by NACO)		80		
9	OI Registers		10		
10	White Cards (New Revised format by NACO)		4000		
11	White Cards for Pediatrics		2000		
12	Green Books		7000		

**2. Bid Price**

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out
- All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- GST in connection with the sale shall be shown separately.
- 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.
- The Prices shall be quoted in Indian Rupees only.

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**

3. Each bidder shall submit only one quotation.

4. **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.

5. **Evaluation of Quotations**

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

- a) properly signed; and
- b) Conform to the terms and conditions and specifications.

The quotations would be evaluated for each item separately.

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

6. **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.

6.1. 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.

6.2. 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

7. Payment shall be made within one month from the receipt of bill along with the report of with delivery reports.

8. As per prevailing rules TDS / SGST / CGST will deducted at source towards income tax / SGST / CGST from all the bills submitted to the department. The TDS / SGST / CGST certificate shall be generated on line by Finance section of Mumbai Districts AIDS Control Society.

9. Normal commercial warranty / guarantee shall be applicable to the supplies goods.

10. 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.

11. Incomplete, irregular, unsealed, unsigned and quotations received after the due date and time will not be considered.

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. The Quotationer must submit the **EMD of Rs. 5,750/- 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.

14. Copy of GST Certificate should be submitted.

15. Copy of PAN card with photographs should be submitted.

16. The Quotationers must paginate the quotation properly.

12/1

**17. Performance Security:**

The successful bidder will have to pay 5% as Security Deposit by Demand Draft only within 15 days on receipt of the purchase order. If they fail to pay the Security Deposit within stipulated period, they will be charged extra Rs. 100/- as a penalty.

Security Deposit will be refunded after two months from completion of satisfactory supply.

**18. Penalty**

- a. For delay supply – ½ % per week or part thereof after the expiry of the delivery period subject to maximum 10%.
- b. 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.
- c. Variation in specification – material will be rejected and cost of the said material will be recovered from the supplier.

**19. 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 Registers, White Cards and Green Books for ART Centers." due on 29.05.2019 latest by 1.00 p.m. which will be opened on the due date at 3.00 p.m.

20. We look forward to receiving your quotations and thank you for your interest in this project.

  
Addl. Project Director 13/5/19  
Mumbai Districts AIDS Control Society



### Specifications & Terms and Conditions

#### Specifications

Sr. No.	Name	Specifications	Quantity
1	ART Center HIV – TB Register	<ul style="list-style-type: none"> <li>• Size: 29 X 21 cm</li> <li>• No. of pages – 200 and 6 rows / page</li> <li>• Paper quality – Ledger paper, light green, 80 gsm</li> <li>• Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>	15
2	PEP	<ul style="list-style-type: none"> <li>• Size: 29 X 41 cm</li> <li>• No. of pages – 50 and 6 rows / page</li> <li>• Paper quality – Ledger paper, light green, 80 gsm</li> <li>• Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>	5
3	CD4	<ul style="list-style-type: none"> <li>• Size: 29 X 21 cm</li> <li>• Total pages: 200. 6 rows / page</li> <li>• Paper quality – Ledger paper, light green, 80 GSM</li> <li>• Binding: Hard wood binding, 4mm (Bottle Green colour)</li> </ul>	80
4	Drug Dispensing Adult	<ul style="list-style-type: none"> <li>• Size: 29 X 41 cm</li> <li>• Total pages: 200</li> <li>• Paper quality – Ledger paper, light green, 80 GSM</li> <li>• Binding: Hard wood binding, 4mm (Bottle Green colour)</li> </ul>	90
5	Drug Stock Register	<ul style="list-style-type: none"> <li>• Size: 29 X 21 cm</li> <li>• Total pages: 200 pages</li> <li>• Paper quality – Ledger paper, light green, 80 GSM</li> <li>• Binding: Hard wood binding, 4mm (Bottle Green colour)</li> <li>• Printing single colour</li> </ul>	25
6	HIV Care Register	<ul style="list-style-type: none"> <li>• Size: 29 X 41 cm</li> <li>• No. of pages – 200 and 6 rows / page</li> <li>• Paper quality – Ledger paper, light green, 80 gsm</li> <li>• Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>	25
7	SACEP	<ul style="list-style-type: none"> <li>• Size: 29 X 41 cm</li> <li>• No. of pages – 200 and 6 rows / page</li> <li>• Paper quality – Ledger paper, light green, 80 gsm</li> <li>• Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>	5
8	Patient Visit Register (New Revised format by NACO)	<ul style="list-style-type: none"> <li>• Size: 29 X 21 cm</li> <li>• Total pages: 200</li> <li>• Paper quality – Ledger paper, light green, 80 GSM</li> <li>• Binding: Hard wood binding, 4mm (Bottle Green colour)</li> </ul>	80
9	OI Registers	<ul style="list-style-type: none"> <li>• Size: 29 X 21 cm</li> <li>• Total pages: 200</li> <li>• Paper quality – Ledger paper, light green, 80 GSM</li> <li>• Binding: Hard wood binding, 4mm (Bottle Green colour)</li> </ul>	10
10	White Cards (New Revised format by NACO)	<ul style="list-style-type: none"> <li>• 3 fold wood paper (300 GSM white board), durable &amp; good quality</li> <li>• Size: 31 X 23 cm</li> <li>• Inner pocket – 1</li> <li>• Six printing sides</li> <li>• White colour</li> <li>• Item should be durable and of good quality</li> </ul>	4000

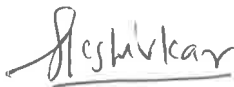
11	White Cards for Pediatrics	<ul style="list-style-type: none"> <li>• 4 fold wood paper (300 GSM white board), durable &amp; good quality</li> <li>• Size: 31 X 23 cm</li> <li>• Inner pocket – 1</li> <li>• Eight printing sides</li> <li>• White colour</li> <li>• Item should be durable and of good quality</li> </ul>	2000
12	Green Books	<ul style="list-style-type: none"> <li>• No. of pages – 20</li> <li>• Size: 21 X 15 cm</li> <li>• Inner side paper colour – White</li> <li>• Type of binding: Simple (stapled)</li> <li>• Cover page: Bottle green colour card board 13.2 kg, 100 GSM mablitho</li> </ul>	7000

**Note:****Instruction for Quotation Providers –**

1. The sample will be provided by MDACS
2. Sample of paper will be approved by MDACS at the time of proof approval.
3. After receiving approved proof from MDACS, Vendor should print and deliver the registers to MDACS within 30 days.
4. Payment will be released after 30 days from the receipt of bill along with report of the delivery with stamp and signature of authorized person as acknowledgement.

**The Cost Including:-**

1. Printing of following Registers, White Cards and Green Books for ART Centers.
2. Delivery at MDACS.
3. The soft copy of the proof should be submit to MDACS in form of CDR.
4. The above cost is also inclusive of all taxes.



DD (CST)  
MDACS



**FORMAT OF QUOTATION**

Sr. No.	Description of Goods	Specification	Total Qty	Unit rate in Rs.	In Figures	In Words
1	HIV TB Register	Separate Sheet attached	15			
2	PEP		5			
3	CD4		80			
4	Drug Dispensing Adult		90			
5	Drug Stock Register		25			
6	HIV Care Register		25			
7	SACEP		5			
8	Patient Visit Register (New Revised format by NACO)		80			
9	OI Registers		10			
10	White Cards (New Revised format by NACO)		4000			
11	White Cards for Pediatrics		2000			
12	Green Books		7000			
	<b>Total...</b>					
	<b>Add.: GST</b>					
	<b>Gross Total ...</b>					

We agree to supply the above goods 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**