



MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by

MUNICIPAL CORPORATION OF GREATER MUMBAI



Regd. No. 891/980

MDACS /Quo/020/ PO - CST

Date: 31, December 2020

To,

Dear Sirs,

Sub: Invitation of Quotation for Printing of Registers and Green Books for ART Centers.

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

Sr. No.	Description	Specifications	Qty	Delivery Period	Place of Delivery
1	Viral Load Register for ART	Separate Sheet attached	100 ✓	Within 30 days from the date of approval of proof	MDACS Office
2	Viral Load Laboratory Register		80 ✓		
3	ARV Drug Dispensing Register (Adult)		150 ✓		
4	ART Drug Stock Register		100 ✓		
5	HIV Care Register		40 ✓		
6	SACEP Register		20 ✓		
7	Patient Visit Register		150 ✓		
8	MDACS Drug Stock Register		10 ✓		
9	IPT Register		80 ✓		
10	Green Book		12000 ✓		

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.

3. Each bidder shall submit only one quotation.

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

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 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 30 days from the receipt of bill along with report of the delivery with stamp and signature of authorized person as acknowledgement.
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. Purchaser reserves the right at the time of contract award to increase or decrease the quantities indicated above by 25% without any change in the unit price or any other terms and conditions.
10. **The quotation shall be enclosed in sealed envelope sealed with sealing wax only Male pasting on envelope will not suffice and such quotations will not be accepted.**
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. The quotation must be stamp and signed by authorized person. **If it is filled up in any other format, the same shall be rejected outright.**
13. The Quotationer must submit the **EMD of Rs. 6,010/- 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 01.00 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 of Proprietor / Partners / Directors should be submitted.
16. Copy of Shop and Establishment (Gumasta) Certificate.
17. The Quotationers must paginate the quotation properly.
18. **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.

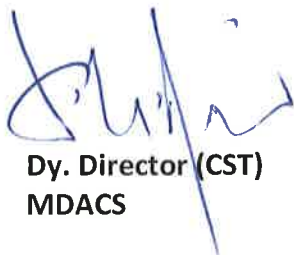
19. **Penalty**

- 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.

20. Last Date and time of receipt of quotations:

The Quotationer must fill up the rates in the format given along with the Quotations notice. Quotationer should submit their sealed Quotation in sealed envelope sealed with sealing wax only duly super-scribed on the envelope as **“Quotation for Printing of Registers and Green Books for ART Centers.”** due on 31.12.2020 latest by 1.00 p.m. which will be opened on the due date at 3.00 p.m.

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


Dy. Director (CST)
MDACS


Addl. Project Director
MDACS 

Specifications & Terms and Conditions

Specifications

Sr. No.	Name	Specifications	Qty
1	Viral Load Registers for ART (Landscape)	<ul style="list-style-type: none"> • Size: 29 X 21 cm • Total pages: 200 pages and 10 rows / page • Paper – Ledger paper, light green, 80 GSM • Binding: Hard wood binding, 4mm (Bottle Green colour) • Printing single colour 	100
2	Viral Load Laboratory Register (Landscape)	<ul style="list-style-type: none"> • Size: 29 X 21 cm • Total pages: 200 pages and 15 rows / page • Paper – Ledger paper, light green, 80 GSM • Binding: Hard wood binding, 4mm (Bottle Green colour) • Printing single colour 	80
3	Drug dispensing Adult (Landscape)	<ul style="list-style-type: none"> • Size: 29 X 41 cm • Total pages: 200 • Paper quality – Ledger paper, light green, 80 GSM • Binding: Hard wood binding, 4mm (Bottle Green colour) • Printing single colour 	150
4	Drug Stock Register	<ul style="list-style-type: none"> • Size: 29 X 21 cm • Total pages: 200 pages • Paper quality – Ledger paper, light green, 80 GSM • Binding: Hard wood binding, 4mm (Bottle Green colour) • Printing single colour 	100
5	HIV Care Register (Landscape)	<ul style="list-style-type: none"> • Size: 29 X 41 cm • Total pages: 200 and 6 rows / page • Paper quality – Ledger paper, light green, 80 GSM • Binding: Hard wood binding, 4mm (Bottle Green colour) • Printing single colour 	40
6	SACEP (Landscape)	<ul style="list-style-type: none"> • Size: 29 X 41 cm • Total pages: 200 and 6 rows / page • Paper quality – Ledger paper, light green, 80 GSM • Binding: Hard wood binding, 4mm (Bottle Green colour) • Printing single colour 	20
7	Patient Visit Register	<ul style="list-style-type: none"> • Size: 29 X 21 cm • Total pages: 200 pages • Paper quality – Ledger paper, light green, 80 GSM • Binding: Hard wood binding, 4mm (Bottle Green colour) • Printing single colour 	150
8	Stock Register at MDACS	<ul style="list-style-type: none"> • Size: 21 X 32 cm • Total pages: 400 pages with pagination • Paper quality – Ledger paper, light green, 80 GSM • Top and back pasting with rexin cloth to avoid early wear and tear ledger • Binding: Hard wood binding, 4mm (Bottle Green colour) • Printing single colour 	10

9	IPT Register	<ul style="list-style-type: none"> • Size: 29 X 21 cm • Total pages: 200 pages • Paper quality – Ledger paper, light green, 80 GSM • Binding: Hard wood binding, 4mm (Bottle Green colour) • Printing single colour 	80
10	Green Books	<ul style="list-style-type: none"> • No. of pages – 20 • Size: 21 X 15 cm • Inner side paper colour – White • Type of binding: Simple (stapled) • Cover page: Bottle green colour card board 13.2 kg, 100 GSM mablitho 	12000

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 Registers 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.


Dy. Director (CST)
MDACS

FORMAT OF QUOTATION

Sr. No.	Description of Goods	Specification	Total Qty	Unit rate in Rs.	In Figures	In Words
1	Viral Load Register for ART	Separate Sheet attached	100			
2	Viral Load Laboratory Register		80			
3	ARV Drug Dispensing Register (Adult)		150			
4	ART Drug Stock Register		100			
5	HIV Care Register		40			
6	SACEP Register		20			
7	Patient Visit Register		150			
8	MDACS Drug Stock Register		10			
9	IPT Register		80			
10	Green Book		12000			
	Total...					
	Add.: GST With HSN Code					
	Gross Total ...					

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