



# MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by

MUNICIPAL CORPORATION OF GREATER MUMBAI



Regd. No. 891/980

MDACS /Quo/21 / PO - ICTC

Date: 06 January 2021

To,

Dear Sirs,

**Sub: Invitation of Quotation for Printing of Registers for ICTCs.**

1. You are invited to submit your most competitive quotation for the Printing of Registers for ICTCs:

Sr. No.	Description	Specifications	Qty	Delivery Period	Place of Delivery
1	Confirmatory Laboratory Report Book	Separate Sheet attached	1500	Within 30 days from the date of approval of proof	MDACS Office
2	Screening Laboratory Report Book		2500		
3	PID Slip Book		1000		
4	ICTC Register for General Client		150		
5	Laboratory Register		150		
6	Facility Integrated / PPC / CTC Register		250		
7	Referral Slip Book RNTCP – ICTC		100		
8	ICTC Referral Slip Book		100		

**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.

**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

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**

- 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 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 25% without any change in the unit price or any other terms and conditions.
  11. **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.**
  12. **Incomplete, irregular, unsealed, unsigned and quotations received after the due date and time will not be considered.**
  13. 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.**
  14. The Quotationer must submit the **EMD of Rs. 13,900/- 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 1.00 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.
  15. Copy of GST Certificate should be submitted.
  16. Copy of PAN card with photographs of Proprietor / Partners / Directors should be submitted.
  17. Copy of shop and Establishment (Gumasta) Certificate.
  18. The Quotationers must paginate the quotation properly.
  19. Quotationer should submit the copies of past performance and work order.

20. **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.

21. **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.

22. **Last Date and time of receipt of quotations:**

The quotationer must fill up the rates in the format given along with the Quotation 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 for ICTCs.**” due on 16 .01.2021 latest by 1.00 p.m. which will be opened on the due date at 3.00 p.m.

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

  
Asst. Director (ICTC)  
MDACS

  
Dy. Director (Proc.)  
MDACS

  
Addl. Project Director  
MDACS

## Specifications & Terms and Conditions

### Specifications

Sr. No.	Particulars	Specification	Quantity
1	Confirmatory Laboratory Report Book	<p><b>Size:</b> 8.50 inches x 5.50 inches</p> <p><b>Paper:</b> 1st copy 80 GSM and 2nd copy 60 GSM, Map litho one side printing</p> <p><b>Colour:</b> Single colour printing</p> <p><b>Number of leaves:</b> 100 leaves per book in duplicate (1st copy White + 2nd copy Yellow) with hard board of 5 mm thickness at back &amp; front 10 kg card paper, perfect binding with first copy perforation, cover page with two color printing, coloured cover page stuck to hard board with paginate.</p>	1500
2	Screening Laboratory Report Book	<p><b>Size:</b> 8.50 inches x 5.50 inches</p> <p><b>Paper:</b> 1st copy 80 GSM and 2nd copy 60 GSM, Map litho one side printing</p> <p><b>Colour:</b> Single colour printing</p> <p><b>Number of leaves:</b> 100 leaves per book in duplicate (1st copy White + 2nd copy Yellow) with hard board of 5 mm thickness at back &amp; front 10 kg card paper, perfect binding with first copy perforation, cover page with two color printing, coloured cover page stuck to hard board with paginate.</p>	2500
3	PID Slip Book	<p><b>Size:</b> 7.5 inches x 5 inches</p> <p>Paper Quality: 80 GSM, Map litho one side printing</p> <p><b>Number of leaves:</b> 300 leaves per book consisting of triplicates with 1st copy (80 GSM) white+ 2nd copy (70 GSM) + 3rd copy (70 GSM) colour, with 10 kg card board on front and of 5 mm hard board at back, perfect binding along with first two copies perforation, cover page with two color printing, coloured cover page stuck to hard board (Paginated).</p>	1000
4	ICTC Register for General Client	<p><b>Size:</b> 11" X 17" Inside</p> <p>Pages: 100 Folios, 80 GSM, White Map Litho Paper, one colour printing on both sides Hard bound binding, 2 colour printed sheet pasted on cover page Landscape layout. Page No. 1 to 100 (each page has to give number on right)</p>	150
5	Laboratory Register	<p><b>Size:</b> 32 cm x 24 cm, Landscape</p> <p><b>Paper:</b> 80 GSM, Map litho both side printing</p> <p><b>Colour:</b> Single colour printing</p> <p><b>Number of leaves:</b> 100 leaves (200 pages) per book with hard board of 5 mm thickness at back &amp; front, perfect binding, cover page with two color printing, coloured cover page stuck to hard board (Paginated).</p>	150
6	Facility Integrated / PPC / CTC Register	<p><b>Size:</b> (L) 12" X (W) 8.5" Landscape</p> <p><b>Inside Pages:</b> Book has 50 leaves (100 pages), 80 GSM, white map litho paper, one colour printing on both side.</p> <p>Hard board binding back and front, cover page with 2 colour print. End paper printed separately.</p>	250
7	Referral Slip	<p><b>Size:</b> 9.5 inches (H) x 8.5 inches (L)</p>	100

	Book RNTCP – ICTC	<b>Paper:</b> 60 GSM, Yellow color printing Paper (Triplicate) (2+1) <b>Colour:</b> Single colour printing <b>Number of leaves:</b> 100 X 3 leaves per book. Hard board of 5 mm thickness at back & cover page 150 GSM cover paper (Pink Color), binding. <b>Numbering:</b> 1 to 100 in each book	
8	ICTC Referral Slip Book	<b>Size:</b> 10 inches (H) x 7.5 inches (L) <b>Paper:</b> 60 GSM, Yellow colour printing paper <b>Colour:</b> Single colour printing <b>Number of leaves:</b> 100 leaves with two perforation per book, Hard Board of 5 mm thickness at back and cover page 150 GSM two colour printing cover paper (Pink colour), binding. <b>Numbering:</b> 1 to 100 in each book	100

**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.

**The Cost Including:-**

1. Printing and Delivery at MDACS.
2. The soft copy of the proof should be submit to MDACS in form of CDR.
3. The above cost is also inclusive of all taxes.

*S. Chandra*  
24/12/20

Asst. Director (ICTC)  
MDACS

**FORMAT OF QUOTATION**

Sr. No.	Description of Goods	Specification	Total Qty	Unit rate in Rs.	In Figures	In Words
1	Confirmatory Laboratory Report Book	Separate Sheet attached	1500			
2	Screening Laboratory Report Book		2500			
3	PID Slip Book		1000			
4	ICTC Register for General Client		150			
5	Laboratory Register		150			
6	Facility Integrated / PPC / CTC Register		250			
7	Referral Slip Book RNTCP – ICTC		100			
8	ICTC Referral Slip Book		100			
	<b>Total ...</b>					
	<b>Add.: GST With HSN Code</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**