



# MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by

MUNICIPAL CORPORATION OF GREATER MUMBAI



Regd. No. 891/980

MDACS /Quo/ 12 / PO-TI

Date: 22.07. 2021

To,

Dear Sirs,

## Sub: Invitation of Quotation for Printing of various TI Reporting Registers

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

Sr. No.	Description	Specifications	Qty (in books)	Delivery Period	Place of Delivery
1	Referral Slip Book	Separate Sheet attached	2000	Within 15 days from the date of approval of proof	MDACS Office
2	IPC Chart Paper		4800		
3	Network Clinic Register		1680		
4	Counseling Register (Core Tis)		150		
5	Clinic Daily Summery Sheet		150		
6	STI Medicine Stock Register		75		
7	3A. Counseling Register		25		
8	3B. Counselor's Diary		25		
9	6. IPC SESSION REPORT (Peer Educator Session)		25		

## 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 Levis 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.

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**

## 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 Quotationers 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 Quotationers must submit the **EMD of Rs. 11,540/- by Demand Draft, Banker's cheque, Bank Guarantee from any bank or payment online in on acceptable form. 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. Notwithstanding the above, the MDACS 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 the contract without assigning any reason.
15. Copy of GST Certificate should be submitted.
16. Copy of PAN card with photographs should be submitted.

17. The Quotationers must paginate the quotation properly.

**18. Performance Security:**

The successful bidder will have to pay **3% as Security Deposit by Demand Draft, Banker's cheque or bank guarantee from any bank or payment online in on acceptable form only within 15 days on receipt of the purchase order.** If they 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 two months from completion of satisfactory supply.

**19. Penalty**

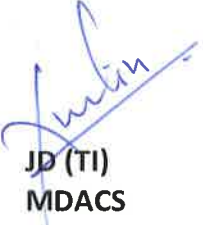
- a. For delay supply – ½ % per week or part thereof after the expiry of the delivery period subject to maximum 10%.
- b. Failure of the supply – Earnest Money Deposit cum contract deposit will be forfeited and the material will be purchased at the risk and cost of the suppliers.
- c. Variation in specification – 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 various TI Reporting Registers."** due on 03 . 08 .2021 latest by 1.00 p.m. which will be opened on the due date at 3.00 p.m.

21. Quotations will be opened in the presence of the bidders or their representative who choose to attend at 3.00 pm on 03 . 08 .2021 in the office of the Mumbai Districts AIDS Control Society, Wadala, Mumbai – 400 031

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

  
JD (TI)  
MDACS

  
DD (Procurement)  
MDACS

  
Addl. Project Director  
MDACS

### Specifications & Terms and Conditions

Sr. No.	Description	Specification	Qty
1	Referral Slip Book	Paper: White 70 GSM, Green 60 GSM and Yellow 60 GSM Size : 6.5" x 4.5" (1+2) 300 pages x 1 Book Type of Binding: Pink Cover Paper 5mm binding Board with Stitching and Cover Pasting	2000
2	IPC Chart Paper	Chart Paper Size: 22 X 28 inch	4800
3	Network Clinic Register	Paper : 80 GSM mapliitho paper with black color printing Leaves: 200 Sheets, Size A4, One Side Printing	1680
4	Counseling Register (Core TIs)	Paper : 80 GSM mapliitho paper with black color printing Leaves: 150 Sheets(300 pages), Size 9" X 11", Two Side Printing register cover binding hardbound register (Portrait)	150
5	Clinic Daily Summery Sheet	Paper : 80 GSM mapliitho paper with black color printing Leaves: 150 Sheets(300 pages), Size 10" X 15", Two Side Printing register cover binding hardbound register (Landscape)	150
6	STI Medicine Stock Register	Paper : 80 GSM mapliitho paper with black color printing Leaves: 100 Sheets(200 pages), Size 9" X 11", Two Side Printing register cover binding hardbound register (Portrait)	75
7	3A. Counseling register	Paper : 80 GSM mapliitho paper with black color printing Leaves: 200 Sheets(400 pages), Size 9" X 11", Two Side Printing register cover binding hardbound register (Landscape)	25
8	3B. Counselor's Diary	Paper : 80 GSM mapliitho paper with black color printing Leaves: 200 Sheets (400 pages), Size 9" X 11", Two Side Printing register cover binding hardbound register (Portrait)	25
9	6. IPC SESSION REPORT (Peer Educator Session)	Paper : 80 GSM mapliitho paper with black color printing Leaves: 200 Sheets(400 pages), Size 9" X 11", Two Side Printing register cover binding hardbound register (Portrait)	25

#### Instructions 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 15 days.
4. The soft copy of the proof should be submit to MDACS in form of CDR.

  
Jt. Director (TI)  
MDACS

**FORMAT OF QUOTATION**

Sr. No	Description of Goods	Specification	Total Qty (in books)	Unit rate per book in Rs.	In Figures	In Words
1	Referral Slip Book	Separate Sheet attached	2000			
2	IPC Chart Paper		4800			
3	Network Clinic Register		1680			
4	Counseling Register (Core Tis)		150			
5	Clinic Daily Summery Sheet		150			
6	STI Medicine Stock Register		75			
7	3A. Counseling Register		25			
8	3B. Counselor's Diary		25			
9	6. IPC SESSION REPORT (Peer Educator Session)		25			
	<b>Total...</b>					
	<b>Add.: GST 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**

**INFORMATION TO BE FILLED IN BY THE QUOTATIONER / TENDERER**

<b>Sr. No.</b>	<b>Particulars</b>	<b>To be filled by Quotationer / Tenderer</b>
1	Quotation / Tender No and Date	
2	EMD Amount, Receipt no. and date	
3	Quotationer / Tenderer Firm Name	
4	Quotationer / Tenderer Address	
5	Name of Contact Person and Contact No.	
6	E-mail ID	
6	If is proprietary concern if so name of the owner	
7	If it partnership concern Name of Each partner	
8	Partnership deed and copy of registration certificate	
9	If it is company if so the documentary proof to show that the company is registered Name of the Director	
10	Details of the bank	
	1) Name of the bank	
	2) Name of the Branch	
	3) Address of the branch	
	4) Type of bank Account	
	5) Bank account No.	
	6) IFC Code	
	7) MICR Code	
11	Registration under GST Act	<b>Yes / No</b>
12	GST Registration No.	
13	GST Registration Certificate	
14	The Certificate of PAN documents and Photograph	<b>Self-attested</b>

**Signature of authorized person of concern Company / Quotationer / Tenderer**

**Bank Details for online SD Payment**  
**MUMBAI DISTRICTS AIDS CONTROL SOCIETY**  
**Acworth Complex, R.A. Kidwai Marg,**  
**Wadala (W), Mumbai 400031**

Name of the A/c.	:	MUMBAI DISTRICTS AIDS CONTROL SOCIETY POOL FUND TI
Name of the Bank	:	BANK OF BARODA
Name of the Branch	:	WADALA
RTGS Code no.	:	BARB0WADALA (5th Character is Zero)
NEFT Code no.	:	BARB0WADALA (5th Character is Zero)
Saving Bank A/C No.	:	04210100017830

