



MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by

BRIHANMUMBAI MUNICIPAL CORPORATION



Regd. No. 891/980

MDACS /Quo/ 03 / PO-Prevention

Date: 03.08.2026

To,

Dear Sirs,

Sub: Invitation of Quotation for Printing of registers and books required for high risk groups of NGOs under Prevention division for 2026-27.

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

Sr. No.	Description	Qty (in books)	Specifications	Delivery Period
1	Network Clinic Register (Forms)	800	Separate sheet attached	Within 20 days from the date of approval of proof
2	High Risk Behavior Tools (HRB Tools) - Migrant	300		
3	3B Counselors Dairy	15		

1. 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.

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 are

- properly signed; and
- 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.

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. 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 / 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.
8. 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.
9. The quotation should be sealed with wax.
10. **Incomplete, irregular, unsealed, unsigned and Quotations received after the due date and time will not be considered.**
11. 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.**
12. The Quotationers must submit the **EMD of Rs. 5,410/- by Demand Draft, Banker's cheque, Bank Guarantee from any bank or payment online in an 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 on 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.
13. 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.
14. Copy of GST Certificate & PAN card 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, 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.

17. 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.
18. Last Date and time of receipt of quotations:
- The Quotationers must fill up the rates in the format given along with the Quotations notice. Quotationers should submit their sealed Quotation in sealed envelope sealed with sealing wax duly super-scribed on the envelope as "Invitation of Quotation for Printing of registers and books required for high risk groups of NGOs under Prevention division for 2026-27." due on 11.08.2026 latest by 3.00 p.m. which will be opened on the due date after 3.00 p.m.
19. Quotations will be opened in the presence of the bidders or their representative who choose to attend at 3.00 pm on 11.08.2026 in the office of the Mumbai Districts AIDS Control Society, Wadala, Mumbai – 400 031
20. We look forward to receiving your quotations and thank you for your interest in this project.


JD (Prevention)
MDACS


DD (Procurement)
MDACS


Addl. Project Director (I/c)
MDACS

Specifications & Terms and Conditions

Sr. No.	Name of the Register	Specification	Requirement Qty.
1	Network Clinic Register (Forms)	Paper : 80 GSM mapliitho paper with black color printing Leaves: 200 Sheets, Size A4, One Side Printing	800
2	High Risk Behavior Tools (HRB Tools) - Migrant	Paper – 70 GSM with numbering Leaves: 300 leaves x 1 Book x copies (1+1) Duplicate copy Colour – 1st copy – White colour, 2nd copy – Yellow Colour, Size : A5	300
3	3B Counselors Dairy	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)	15

Instructions for Quotation Providers –

1. The samples 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 material to MDACS within 20 days.

The Cost Including:-

1. Printing and Delivery at MDACS.
2. The above cost is also inclusive of all taxes.


30/7/26
JD (Prevention)
MDACS

FORMAT OF QUOTATION

Sr. No.	Description of Goods	Specification	Total Qty (in nos)	Unit rate in Rs.	Total amount (in Rs.)	Amount In Words (in Rs.)
1	2	3	4	5	6	7
1	Network Clinic Register (Forms)	Separate sheet attached	800			
2	High Risk Behavior Tools (HRB Tools) - Migrant		300			
3	3B Counselors Dairy		15			
Total Amount						
GST % (HSN Code:)						
Gross Total...						

We agree to supply the above goods in accordance with the 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.

Stamp & Signature of Supplier

INFORMATION TO BE FILLED IN BY THE QUOTATIONER / TENDERER

Sr. No.	Particulars	To be filled by Quotationer / Tenderer
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	Yes / No
12	GST Registration No.	
13	GST Registration Certificate	
14	The Certificate of PAN documents and Photograph	Self-attested

Signature of authorized person of concern Company / Quotationer / Tenderer

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

Name of the A/c .	:	MUMBAI DISTRICTS AIDS CONTROL SOCIETY DBS
Name of the Bank	:	BANK OF BARODA
Name of the Branch	:	WADALA
RTGS Code no.	:	BARBOWADALA (5th Character is Zero)
NEFT Code no.	:	BARBOWADALA (5th Character is Zero)
Saving Bank A/C No.	:	04210100016262

Note:

Kindly submit the details of Transaction ID to mdacs.procurement@gmail.com & mdacsfinance@gmail.com after online transfer of EMD/SD amount for further action

