



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



Regd. No. 891/980

MDACS /Quo/011 / PO - STI

Date: 08, August, 2019

To,

Dear Sirs,

Sub: Invitation of Quotation for Reprinting of Patient wise card and VDRL Booklets for designated STI/RTI Clinics (DSRC).

1. You are invited to submit your most competitive quotation for Reprinting of Patient wise card and VDRL Booklets for designated STI/RTI Clinics (DSRC):

Sr. No.	Description	Specifications	Qty	Delivery Period	Place of Delivery
1	Patient Wise Cards	Separate Sheet attached	700	Within 30 days from the date of approval of proof	MDACS Office
2	VDRL Booklet		1000		

2. Bid Price

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

- 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.

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

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. 3,400/- 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.

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 Reprinting of Patient wise card and VDRL Booklets for designated STI/RTI Clinics (DSRC)." due on 20.08.2019 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.



Dy. Director (STI)
MDACS



Addl. Project Director
MDACS



Specifications & Terms and Conditions

Specifications

Sr. No.	Particulars	Specification	Quantity
1	Patient wise card	Paper: 175 GSM ART Paper Size: 9" X 11" Leaves: 100 Leaves One side printing and spiral binding, front side colour logo	700 Cards
2	VDRL Referral Booklet	Paper: 60 GSM Size: 14 Height X 11 Width cm Leaves: 100 Leaves One side printing Cover paper, backside card paper 200 GSM	1000 Booklet

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 cards and booklet 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 Patient wise card and VDRL referral Booklet.
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 (STI)
MDACS

FORMAT OF QUOTATION

Sr. No.	Description of Goods	Specification	Total Qty	Unit rate in Rs.	In Figures	In Words
1	Patient Wise Cards	Separate Sheet attached	700			
2	VDRL Booklet		1000			
	Total...					
	Add.: GST					
	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

