



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



Regd. No. 891/980

MDACS / Quo / 09 / PO – IEC(MS)

Date: 30 July 2019

To,

Dear Sirs,

Sub: Invitation of Quotation for Designing / Art work of MDACS E – Newsletter, “Mumbai Talks”.

You are invited to submit your most competitive quotation for Designing / Art work of MDACS E – Newsletter, “Mumbai Talks”:

Sr. No.	Designing / Art Work	Specifications	Qty	Delivery Period	Place of Delivery
1	E – newsletter “Mumbai Talks”	Separate Sheet attached	4 issues	Within 15 days from the approval of proof	MDACS Office

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 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.

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

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) are 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.

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 in duplicate along 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 15% without any change in the unit price or any other terms and conditions.
 9. Incomplete, irregular, unsealed, unsigned and quotations received after the due date and time will not be considered.
 10. EMD Exempted.
 11. 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.
 12. Copy of GST Certificate should be submitted.
 13. Copy of PAN card with photographs should be submitted.
 14. The Quotationers must paginate the quotation properly.
 15. The contractor should have carried out maximum number of jobs in Govt., Semi Govt. not less than 2 lakh during last three years. Copies of relevant documents be allocated.
 16. The turnover on an average not less than 3 Lakhs during last 3 financial year in support thereof. The contractor should furnish documentary proof.
 17. **Performance Security:**
The successful bidder will have to pay 5% as Security Deposit by Demand Draft on the cost of the purchase order within 30 days from the receipt of purchase order

towards performance of contract. If 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 completion of satisfactory period of work order.

18. Penalty

- a. For delay submission – ½ % per week or part thereof after the expiry of the delivery period subject to maximum 10%.
- b. Failure of the designing / Art work – contract deposit will be forfeited and the designing / Art work will be purchased at the risk and cost of the suppliers.
- c. Variation in specification – designing / Art work will be rejected and cost of the said designing / Art work 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 Designing / Art work of MDACS E – Newsletter, “Mumbai Talks”.**” due on **14.08.2019** 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 (MS), IEC & MS
MDACS**



**Addl. Project Director
MDACS**




Specifications & Terms and Conditions

Specifications

Sr. No	Description	Scope Of Work	Quantity
1	E – newsletter (4 issues) 1. April 2019 to June 2019 2. July 2019 to September 2019 3. October 2019 to December 2019 4. January 2020 to March 2020)	4 HTML E - newsletter Design E Newsletter template in html format scaled to fit (Responsive), Within the standard Email Client Viewing Area (600 pixels wide or less). With photos on each page.	4 Newsletter

Instructions for quotationers (Creative Agency):-

1. Contents will be provided by MDACS and work shall be completed within 15 days from the approval of proof.
2. Agency should provide final ART work in HTML format.


Dy. Director (MS), IEC & MS
MDACS

FORMAT OF QUOTATION

Sr. No.	Designing / Art Work	Specification	Total Qty	Unit rate in Rs.	Total Amount	Total In Words
1	E – newsletter	As per Sheet attached	4 newsletter			
	Total....					
	GST					
	Gross Total ...					

We agree to provide the above service 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

