



# MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by

MUNICIPAL CORPORATION OF GREATER MUMBAI



Regd. No. 891/980

MDACS /Quo/040 / PO - IEC

Date: 04 March, 2020

To,

Dear Sirs,

**Sub: Invitation of Quotation for Printing of IEC Material for Basic Service Division and TI NGOs (MDACS)**

1. You are invited to submit your most competitive quotation for Printing of IEC Material for Basic Service Division and TI NGOs (MDACS):

Sr. No.	Description	Specifications	Qty	Delivery Period	Place of Delivery
1	Poster sets: 1 Set of 4 Posters (Both Hindi and Marathi language)	Separate Sheet attached	6740 Posters (Hindi – 935 sets = 3740 posters Marathi – 750 sets = 3000 posters)	Within 10 days from the date of approval of proof	MDACS Office

**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.

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**

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 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. EMD Exempted.**

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 – 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 Printing of IEC Material for Basic Service Division and TI NGOs (MDACS)" due on ~~09~~ 03.2020 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.

  
04/03/2020  
Dy. Director (IEC)  
MDACS

  
Addl. Project Director  
MDACS 

## Specifications & Terms and Conditions

### Specifications

Sr. No.	Particulars	Specification	Quantity
1	<b>Poster sets:</b> 1 set of 4 posters (Both Hindi and Marathi language)	<ul style="list-style-type: none"><li>• <b>Size:</b> 12 X 18 inch</li><li>• <b>Paper thickness:</b> 250GSM with lamination and 3 strips gummed paper sticking</li><li>• <b>Colour:</b> Multicolour printing</li></ul>	<b>Total Quantity</b> 6740 Poster <b>Hindi:</b> 935 sets = 3740 poster <b>Marathi:</b> 750 sets = 3000 poster

#### 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 10 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 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.

  
02/03/2020  
Dy. Director (IEC)  
MDACS

**FORMAT OF QUOTATION**

Sr. No.	Description of Goods	Specification	Total Qty	Unit rate in Rs.	In Figures	In Words
1	Poster sets: 1 Set of 4 Posters (Both Hindi and Marathi language)	Separate Sheet attached	1685 Poster Set (Hindi: 935 sets Marathi: 750 sets )			
	<b>Total...</b>					
	<b>Add.: GST</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**

