



MDACS / Quo / 19 / PO – DD (IEC)

Date: 09 .11.2021

To,

Dear Sirs,

Sub: Invitation of Quotation for Printing of Flipchart & PEP Posters for ART Centers.

You are invited to submit your most competitive quotation for Printing of Flipchart Posters for ART Centers.

Sr. No.	Particulars	Specifications	Delivery Period	Place of Delivery
1	Flipchart No. 1 (Viral Load ART Flipchart)	Separate Sheet attached	Within 15 days from the approval of proof	MDACS Office
2	Flipchart No. 2 (ART Medicine Flipchart)			
3	PEP Poster			

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



- 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 25% without any change in the unit price or any other terms and conditions.
 9. **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.**
 10. **Incomplete, irregular, unsealed, unsigned and Quotations received after the due date and time will not be considered.**
 11. The Quotationer 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. EMD Exempted
 13. 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.
 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. The contractor should have carried out maximum number of jobs in Govt., Semi Govt. not less than 1 lakh during last three years. Copies of relevant documents be allocated.

18. The turnover on an average not less than 1 Lakhs during last 3 financial years in support thereof. The contractor should furnish documentary proof.
19. **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 an 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 completion of two months from the satisfactory period of work order.
20. **Penalty**
- For delay Supply – ½ % per week or part thereof after the expiry of the delivery period subject to maximum 10%.
 - Failure of the Supply – EMD cum contract deposit will be forfeited and the material will be get done at the risk and cost of the suppliers.
 - Variation in specification – Material rejected and cost of the said material will be recovered from the supplier.
21. **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 only duly super-scribed on the envelope as "Quotation for Printing of Flipchart & PEP posters for ART Centers" due on 23rd November 2021 latest by 1.00 p.m. which will be opened on the due date at 3.00 p.m.
22. Quotations will be opened in the presence of the bidders or their representative who choose to attend at 3.00 pm on 23 . 11 .2021 in the office of the Mumbai Districts AIDS Control Society, Wadala, Mumbai – 400 031
23. We look forward to receiving your quotations and thank you for your interest in this project.


Dy. Director (IEC)
MDACS


Dy. Director (Proc.)
MDACS


Addl. Project Director
MDACS

Specifications & Terms and Conditions

Specification for Printing of ART Flipchart & PEP Poster

Sr. No.	Particulars	Specification	Qty.
1)	Flipchart No. 1 Viral Load ART Flipchart	Size: A4 Size, Front Back Printing (8.25" X 11.75") No. of Pages: Viral Load Flipchart – 12 leaves, 20 pages (with lamination from both the sides), wiro binding with hand Board in back & front OSP transparent sheet. Color - Multicolor printing. Paper – 170 gsm Art Card Language: Hindi	50
2)	Flipchart No. 2 ART Medicine Flipchart	Size: A4 Size, Front Back Printing (8.25" X 11.75") No. of Pages: ART Medicine Flipchart – 10 leaves, 18 pages (with lamination from both the sides), wiro binding with hand Board in back & front OSP transparent sheet. Color - Multicolor printing. Paper – 170 gsm Art Card Language: Hindi	50
3)	PEP Posters	Size: A2 (16.5 x 23.4) Paper Thickness: 250 GSM Others: With lamination & 3 strips gummed paper sticking Color - Multicolor printing. Language: English	500

Note:

Instruction for Quotation Providers –

1. The Artwork 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 Posters to MDACS within 15 days.

The Cost Including:-

1. Printing of Flipchart No. 1 Viral Load ART Flipchart, Flipchart No. 2 ART Medicine Flipchart, PEP Posters.
2. Delivery at MDACS.
3. The cost is also inclusive of all taxes.


8/10/21
Dy. Director (IEC)
MDACS

Bank Details for online EMD 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.	:	BARB0WADALA (5th Character is Zero)
NEFT Code no.	:	BARB0WADALA (5th Character is Zero)
Saving Bank A/C No.	:	04210100016262

Note:

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

FORMAT OF QUOTATION

Sr. No.	Designing / Art Work	Specification	Qty	Unit rate in Rs.	Total Amount	Total-In Words
1	Flipchart No. 1 Viral Load ART Flipchart	As per Sheet attached	50			
2	Flipchart No. 2 ART Medicine Flipchart		50			
3	PEP Posters		500			
	Total...					
	Add: GST % (With HSN Code)					
	Gross Total ...					

***As per MDACS requirement the quantity may vary**

We agree to provide the above service in accordance with the specification, Terms & conditions 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

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

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