

**OFFICE OF THE PROJECT DIRECTOR
ASSAM STATE AIDS CONTROL SOCIETY
KHANAPARA, GUWAHATI-22**

No. ASACS/NACP-IV/Proc/Printing/2016/966/12

Dated: 27.02.2017

Short Notice Inviting Tender

Sealed quotation in single bid system affixing non-refundable court fees Stamp worth of Rs. 8.25 (Rupees eight and paisa twenty five) only are invited by The Project Director, Assam State AIDS Control Society from reputed Printing Press for printing & supply of the items mentioned at Annexure –I in Assam State AIDS Control Society, Khanapara, Guwahati-22. The quotation must reach the undersigned on or before **15/03/2017** up to **1:00 P.M.** after which no quotation will be accepted. The quotation will be opened on the same day at **1:30 P.M.** in presence of the bidders or their authorized representatives, if any. No Complaint will be entertained and considered on the plea of postal delay or otherwise and also no correspondence will be made or entertained regarding non-compliance of any terms and conditions and submission of documents along with the quotations as required. An EMD @ 2% of the cost of quoted items is required to submit along with the tender. Submission of samples of papers is a must. The validity of tender will be 90 (ninety days) and the rate will be fixed for 1 (one) year. **Quantum of items may be increase/ decrease subject to the availability of fund.**

A. All quotations duly sealed must be addressed to the Project Director, Assam State AIDS Control Society, Khanapara, Guwahati-22, and super scribed as “**Tender for Printing & Supply of IEC Materials for Assam SACS**” on the top of the sealed cover. Full name and address of the bidder should be mentioned on the cover.

B. ELIGIBILITY CRITERIA

- a. Bidder should be a registered printing press from Printing & Stationery Department Govt. of Assam.
- b. The firm should have a minimum turnover of Rs.10,00,000/- p.a.
- c. Supply shall be affected directly by the bidder and not through any other agency.
- d. The bidder must have experience in working with reputed Govt. Organization/ departments/ Pvt. Companies the respective field for the past 3(three) financial years

C. Copy of following documents should be enclosed along with the quotation:-

- a. Up to date valid VAT Registration Certificate
- b. Up to date VAT Clearance Certificate.
- c. Photocopy of PAN Card.
- d. Up to date Trade License.
- e. Up to date Registration Certificate from Printing & Stationery Department.

D. BID PRICE

- a. Bidder should submit the quotation as per format enclosed herewith.
- b. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to change/ modification on any account.
- d. The prices shall be quoted in Indian Rupee only.

E. VALIDITY OF QUOTATIONS

Quotation shall remain valid initially for a period of 90 (ninety) days after the deadline date specified for submission of quotation.

F. VALIDITY OF RATES

The rate will be fixed for 1 (One) year from the deadline date specified for submission of quotation. The successful bidder(s) is/ are bound to supply the items at agreed rates during this period whenever necessary. This validity period may be further extended with mutual consent. However, the Tendering Authority reserve the right to reduce/ cancel the validity period

G. DELIVERY CONDITION

- i) The contract should be executed within 15 days from the date of receipt of the Purchase Order.
- ii) The units as per order shall be handed over to the authorized representative(s) of the purchaser at the specified location and the same shall be duly receipted.

H. EARNEST MONEY DEPOSIT

All bids must be accompanied with **EARNEST MONEY DEPOSIT** @ 2% of the cost of quoted items in the form of Demand Draft/Bankers Cheque in favour of the Project Director, Assam State AIDS Control Society, payable at Guwahati. EMD of the successful bidder shall be retained till completion of the contract but shall not carry any interest. In case the successful bidder fails to execute the contract and/ or withdraws the bid within the validity period of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned after finalization of the tender.

I. PERFORMANCE SECURITY DEPOSIT:

Performance Security Deposit @ 4% of the order value, will be deducted from bill at the time of payment. The Performance Security Deposit shall be released on completion of the validity of the tender. However, if the supplied materials get consumed earlier than this stipulated period, the Security Deposit will be released immediately.

J. ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD

Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for annulment of the award and forfeiture of the bid security.

Under such situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance.

K. DELAY IN DELIVERY

- a. In case there is delay in delivery beyond the stipulated period as mentioned in delivery clause, there shall be reduction in price @ 0.5% of the value of delayed goods per week of delay or part thereof subject to a maximum of 10% of the total order value.
- b. Once the maximum price reduction is reached, termination of the contract may be considered.
- c. Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of EMD and other penal provisions.

L. EVALUATION OF QUOTATIONS

The bidder to quote the lowest rate (L1) may not be the successful bidder if he fails to fulfill the technical/ specifications criteria. Bidder(s) to fulfill all technical/ specifications criteria shall only be recommended for Price Bid Evaluation. **The tender will be evaluated package wise as mentioned in Annexure-I.**

M. AWARDS OF CONTRACT

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who will be qualified to be the lowest evaluated bidder.

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

The bidder whose bid is accepted will be notified of the award of the contract by the purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

N. PAYMENT TERMS:

No advance payment shall be made. The paying authority on production of the following documents shall make payment:-

- a. The delivery challan in triplicate.
- b. Invoice in triplicate.
- c. On receipt of the above documents the paying authority shall make payment to the supplier after deduction of Performance Security Deposit amount @ 4% of the order value.

- O. The Project Director, Assam State AIDS Control Society reserves the right to accept or reject any or whole of the quotations without assigning any reason thereof. The decision of the Project Director, Assam State AIDS Control Society will be binding and final in all cases

TeleFax. 0361-2360524

**Project Director
Assam State AIDS Control Society
Khanapara, Guwahati-22**

Format of Price Bid

Sl. No.	Packages	Items with Specification	Qty	Unit Rate (Rs.)	Tax (Rs.)	Total Unit Cost (Rs.)
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**Project Director
Assam State AIDS Control Society
Khanapara, Guwahati-22**

Annexure - I**Package-1 (Registers):-**

SI No	Component	Items	Specifications	Quantity	Packing
1	IEC	Master Register (Truckers)	Size: 45cm × 30cm, Pages: 1000 (500 leaves) excluding cover, Both side Single Color Printing, Paper: 90 GSM adulate paper, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality black binding cloth.	2 nos.	1 no. X 2 pack
2		Counselling Register (OST)	Size- A4, Pages: 100 (50 leaves) excluding cover, Both side Bi-color Printing, Paper: 100 GSM (Maplitho), Binding: 32 ounce Staw Board, top and bottom wrapped with Best Quality rexene paper, Single side multi color printing, spine and corner with best quality binding cloth.	3 nos.	3 nos. X 1 pack
3	STI	Stock Register	Size- 30 cm X 25 cm, Pages: 300 (150 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM adulate paper, Binding: 32 ounce Staw Board top and bottom wrapped with rexene paper spine and corner with best quality binding cloth	56	1 X 56 pack
4	STI	Master Register (Doctor's)	Size- 30 cm X 25 cm, Pages: 300 (150 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM adulate paper, Binding: 32 ounce Staw Board top and bottom wrapped with rexene paper spine and corner with best quality binding cloth.	56	2 X 56 pack
5	STI	Counsellors Diary	Size- 30 cm X 25 cm, Pages: 300 (150 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM adulate paper, Binding: 32 ounce Staw Board top and bottom wrapped with rexene paper spine and corner with best quality binding cloth.	56	3 X 56 pack
6	IEC	HIVTB Register (Confirmed TB Cases)	Size- 45 cm X 60 cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 90 GSM adulate paper, Binding: 32 ounce Staw Board top and bottom wrapped with Marble Paper spine and corner with best quality binding cloth.	10	1 X 10 nos

Package-2 (Newsletter):-

1	IEC	Newsletter	Creative & Printing of Newsletter:- Size- A4, Pages- 16 (8 leaves) excluding cover, Paper for text- 170 GSM Matte Art Paper, Multicolour Offset Printing, Cover:- 250 GSM Glossy Laminated Art Paper, Centre stitching, Frequency- Yearly/ Quarterly, Quantity- 1000 nos. (Cost of increase/ decrease of \pm 4page to be provided by bidders)	1000 nos.	25 nos. X 40 pack
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Package-3 (Poster):-

1	IEC	Poster- Truckers	Full Demy Size, Paper for Text- 130 GSM Glossy Art Paper, Multicolor Offset Printing.	300 nos.	10 nos. X 30 pack
2		Poster- OST (One More Chance)	Full Demy Size, Paper for Text- 130 GSM Glossy Art Paper, Multicolor Offset Printing.	200 nos.	10 nos. X 20 pack
3		Poster- Gen Information	Full Demy Size, Paper for Text- 130 GSM Glossy Art Paper, Multicolor Offset Printing.	500 nos.	10 nos. X 50 pack
4		Poster- Condom use	Full Demy Size, Paper for Text- 130 GSM Glossy Art Paper, Multicolor Offset Printing.	500 nos.	10 nos. X 50 pack
5		Poster- Services	Full Demy Size, Paper for Text- 130 GSM Glossy Art Paper, Multicolor Offset Printing.	500 nos.	10 nos. X 50 pack
6	IEC	Poster- BTS (English)	Double Demy Size, Paper for Text- 130 GSM Glossy Art Paper, Multicolor Offset Printing.	13000 nos.	26 nos. X 500 pack
7		Poster- BTS (Assamese)	Double Demy Size, Paper for Text- 130 GSM Glossy Art Paper, Multicolor Offset Printing.	13000 nos.	26 nos. X 500 pack
8		Poster- BTS (Bengali)	Double Demy Size, Paper for Text- 130 GSM Glossy Art Paper, Multicolor Offset Printing.	3000 nos.	3 nos. X 1000 pack

Package-4 (Folders):-

1	IEC	Two Folder- BTS (English)	Size- 24 cm X 22 cm, Both side multi- color printing on Glossy Art Paper (200 GSM) with Lamination.	26000 nos.	100 nos. X 260 pack
2		Two Folder- BTS (Assamese)	Size- 24 cm X 22 cm, Both side multi- color printing on Glossy Art Paper (200 GSM) with Lamination.	26000 nos.	100 nos. X 260 pack
3		Two Folder- BTS (Bengali)	Size- 24 cm X 22 cm, Both side multi- color printing on Glossy Art Paper (200	5000 nos.	100 nos. X 50 pack

			GSM) with Lamination.		
4		Four Folder-FSW (Condom Byabaharor Sathik Dharana)	Size- 41 cm X 12 cm, Both side multi- color printing on Glossy Art Paper (200 GSM) with Lamination.	3000 nos.	100 nos. X 30 pack
5		Four Folder-MSM (Condom Byabaharor Sathik Dharana)	Size- 41 cm X 12 cm, Both side multi- color printing on Glossy Art Paper (200 GSM) with Lamination.	1000 nos.	100 nos. X 10 pack
6		Four Folder-IDU (Condom Byabaharor Sathik Dharana)	Size- 41 cm X 12 cm, Both side multi- color printing on Glossy Art Paper (200 GSM) with Lamination.	1000 nos.	100 nos. X 10 pack
7		Two Folder (Condom AIDS-r Hat Sorar Ekmatro Upai)	Size- 30 cm X 24 cm, Both side multi- color printing on Glossy Art Paper (200 GSM) with Lamination.	1000 nos.	50 nos. X 20 pack

Package-5 (Forms):-

1	IEC	Laboratory Test Report form for HCTS Confirmatory Facility - ICTC	Size-A4, Single page, Single side single colour printing, Paper for Text- 80 GSM. Binding in 100 nos.	3,00,000 nos.	(100 nos.X10) X 300 pack
2		Laboratory Report form for HCTS Screening Facility - ICTC	Size-A4, Single page, Single side single colour printing, Paper for Text- 80 GSM. Binding in 100 nos.	3,00,000 nos.	(100 nos.X10) X 300 pack
3		Linkage Form (in triplicate) - ICTC	Size-A4, Single page, Single side single colour printing, Paper for Text- 70 GSM. Binding in 100 nos.	3,00,000 nos.	(100 nos.X10) X 300 pack
4	IEC	IPC Session Report (single page)	Size-A4, Paper for Text- 80 GSM, Single side multi colour printing.	3000 nos.	200 nos. X 15 pack
5	BTS	Donor Questioner Form (Assamese-English):-	Legal Size, Paper for text- 100 GSM paper, Both side single colour printing.	80000 nos.	100 nos. X 800 books
6	BTS	Donor Questioner Form (Bengali-English):-	Legal Size, Paper for text- 100 GSM paper, Both side single colour printing.	10000 nos.	100 nos. X 100 books

Package-6 (Misc):-

1	IEC	Flash Cards	12 cards in one set, 3 mm thickness of the board. Box will be die-cut. Cards- 2 mm Sun Board, both side multi colour printing.	10 set	10 pack
2	BTS	Certificate of Appreciation	A4, Single side Multi-colour printing, Paper for text- 300 GSM Glossy Art Paper	60000 nos.	100 nos. X 600 books
3	BTS	Blood Donor Card (Blood Group- AB):-	Size- 19 cm X 8 cm, Paper for text- 300 GSM Glossy Art Paper, Both side multi colour printing.	7000 nos.	100 nos.X 70 pack
4	BTS	Blood Donor Card (Blood Group- O):-	Size- 19 cm X 8 cm, Paper for text- 300 GSM Glossy Art Paper, Both side multi	21100 nos.	100 nos. X 211 pack

			colour printing.		
5	STI	Patient Wise Record Card	Size-A4, Single page, Single side single colour printing, Paper- Century Art Board.	20000 nos	200 nos X 250 pack
6	IEC	Booklet (Assamese)	Size- 27 inches X 12 inches, small fold, Paper- 130 GSM Glossy Art Paper, Both side multi color printing	4000 nos.	100 nos X 40 pack
7	IEC	Booklet (Bengali)	Size- 27 inches X 12 inches, small fold, Paper- 130 GSM Glossy Art Paper, Both side multi color printing	1000 nos.	50 nos X 20 pack
8	IEC	Leaflet (Genral Information)	Size- A4, Paper for text- 130 GSM Glossy Art Paper, Both side multi colour printing. Assamese- 1 format	2000 nos.	50 nos X 40 pack

Package-7 (Leaflet):-

29	IEC	Leaflet- BTS (English)	Size- A4, Paper for text- 130 GSM Glossy Art Paper, Both side multi colour printing.	26000 nos.	100 nos. X 260 pack
30		Leaflet- BTS (Assamese)	Size- A4, Paper for text- 130 GSM Glossy Art Paper, Both side multi colour printing.	26000 nos.	100 nos. X 260 pack
31		Leaflet- BTS (Bengali)	Size- A4, Paper for text- 130 GSM Glossy Art Paper, Both side multi colour printing.	4000 nos.	50 nos. X 80 pack

**Project Director
Assam State AIDS Control Society
Khanapara, Guwahati-22**