



Govt. of Assam

ASSAM STATE BLOOD TRANSFUSION COUNCIL

(A Registered Society under Society Registration Act XXI of 1860)

Khanapara, Guwahati-22

No. ASACS/SBTC/BB/Register/2015/810/66

Dated:21/06/2017

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 Director cum Member Secretary, Assam State Blood Transfusion Council from reputed Printing Press for designing, printing & supply of the items mentioned at Annexure –I in Assam State Blood Transfusion Council, Khanapara, Guwahati-22. The quotation must reach the undersigned on or before **14/07/2017** 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 Director cum Member Secretary, Assam State Blood Transfusion Council, Khanapara, Guwahati-22, and super scribed as **“Tender for Printing & Supply of IEC Materials for ASBTC”** 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 GST Registration Certificate
- b. Photocopy of PAN Card.
- c. Up to date Trade License.
- d. 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 GST shall be shown separately.
- 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. However the Taxes will be paid as per prevailing tax rates at the time of order
- 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 Director cum Member Secretary, Assam State Blood Transfusion Council, 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 whole tender will be evaluated as a single package.**

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 Director cum Member Secretary, Assam State Blood Transfusion Council reserves the right to accept or reject any or whole of the quotations without assigning any reason thereof. The decision of the Director cum Member Secretary, Assam State Blood Transfusion Council will be binding and final in all cases

TeleFax. 0361-2360524

**Director cum Member Secretary
Assam State Blood Transfusion Council
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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**Director cum Member Secretary
Assam State Blood Transfusion Council
Khanapara, Guwahati-22**

Annexure – I

Package-1 (Registers):-

SI No	Items	Specifications	Quantity	Packing
1	Donor Master Record Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
2	Blood Collection Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
3	Blood Issue Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
4	Elisa Screening Register (HIV)	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
5	Elisa Screening Register (Hepatitis B)	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
6	Elisa Screening Register (Hepatitis C)	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
7	Rapid Screening Register (HIV)	Size: 35cm × 30cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
8	Rapid Screening Register (Hepatitis B)	Size: 35cm × 30cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack

9	Rapid Screening Register (Hepatitis C)	Size: 35cm × 30cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
10	Syphilis Screening Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
11	Malaria Screening Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
12	Register for Voluntary Blood Donation Camp	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
13	Donor Referral Register	Size: 35cm × 30cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
14	Donor Deferral Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
15	Blood discard register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
16	Cross Matching Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack

17	Blood Bank Equipment Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
18	Blood Bank consumable Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
19	Rare Group Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
20	Blood Recipients Register/ Master Register of Patients	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
21	Cell Grouping Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
22	Serum Grouping Register	Size: 35cm × 30cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
23	Donor Reaction Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
24	Blood Component Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack

25	Daily Stock Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
26	Transfusion Reaction Register	Size: 35cm × 25cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 100 GSM Maplito, Binding: 32 ounce Staw Board top and bottom wrapped with marble paper spine and corner with best quality binding cloth.	78 nos.	3 nos. X 26 pack
27	Transfusion Reaction Form	Size A4, Single Page, Single side single colour printing, paper for printing 70GSM (Binding in 100 forms)	5000 nos.	100 nos. X 50 pack

**Director cum Member Secretary
Assam State Blood Transfusion Council
Khanapara, Guwahati-22**