



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



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No. ASACS/NACP-IV/Proc/OST/2019/1161/169

Dated 28/02/2020

**Short Notice Inviting Tender**

Sealed tender in single bid system affixing non-refundable court fees Stamp worth of Rs. 8.25 (Rupees eight and paise twenty five) only are invited by Project Director, Assam State AIDS Control Society from reputed Printing Press for designing, printing & supply of the items mentioned at Annexure –I in Assam State AIDS Control Society, Khanapara, Guwahati-22. The tender must reach the undersigned on or before **06/03/2020** up to **1:00 P.M.** after which no tender will be accepted. The tender 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 tenders 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. Relevant details may be obtained from the website <https://asacs.assam.gov.in> or from the office of the undersigned at any working day between **10:00 AM** and **4:15 PM**.

A. All tenders duly sealed must be addressed to Project Director, Assam State AIDS Control Society, Khanapara, Guwahati-22, and super scribed as **“Tender for Designing, Printing & Supply of Forms/Register for ASACS”** on the top of the sealed cover. Full name and address of the bidder should be mentioned on the cover. **Financial bid should be submitted in separate sealed envelope. Financial bid of only those bidders will be opened who technically qualifies and the samples of paper found suitable by the technical committee members.**

**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 in the respective field for the past 3(three) financial years.

**C. Copy of following documents should be enclosed along with the tender, without which the tender will be rejected:-**

- 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.
- e. Samples of papers

**D. BID PRICE**

- a. **Financial bid should be submitted in separate sealed envelope. Financial bid of only those bidders will be opened who technically qualifies and the samples of paper found suitable by the technical committee members.**
- b. Bidder should submit the tender as per format enclosed herewith.
- c. All duties, taxes and other levies payable by the contractor under the GST 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 change/ modification on any account. However the Taxes will be paid as per prevailing tax rates at the time of order
- e. The prices shall be quoted in Indian Rupee only.

**E. VALIDITY OF TENDERS**

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

**F. VALIDITY OF RATES**

The rate will be fixed for 1 (One) year from the deadline date specified for submission of tender. 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 30(thirty) 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 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 TENDERS**

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.**

**M. AWARDS OF CONTRACT**

The purchaser will award the contract to the bidder whose tender 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 tender and to cancel the bidding process and reject all tenders 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 tender 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. Project Director, Assam State AIDS Control Society reserves the right to accept or reject any or whole of the tenders without assigning any reason thereof. The decision of Project Director, Assam State AIDS Control Society will be binding and final in all cases

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

**Format of Price Bid**

Sl. No	Package	Items with Specification	Qty	Unit Rate (Rs.)	GST (Rs.)	Total Unit Cost (Rs.)	Value
(1)	(2)	(3)	(4)	(5)	(6)	(7) = (5+6)	(8)=(4X7)

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

### Annexure – I

<b>Package- 1(OST Registers &amp; Forms):-</b>					
<b>Sl No.</b>	<b>Component</b>	<b>Item name</b>	<b>Item with specification</b>	<b>Quantity</b>	<b>Packing</b>
1	<b>IEC</b>	OST Forms	Size- 22cm X 29cm, Pages- 26 (13 leaves) excluding cover, Both side bi color printing, Paper for text- 100 GSM, Cover- Single side multi-color printing on 210 GSM Glossy Art paper, Side staple.	2400 nos.	100 nos. X 24 pack
2		Client Register (New Client)	Size- 22cm X 29cm, Pages: 150 (75 leaves) excluding cover, Both side single 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.	20 nos.	20 nos. X 1 pack
3		Client Register (Follow-up)	Size- 22cm X 29cm: 150 (75 leaves) excluding cover, Both side single 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.	20 nos.	20 nos. X 1 pack
4		Counselling Register	Size- 22cm X 31cm, 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.	25 nos.	25 nos. X 1 pack
5		Referral Register	Size- 22cm X 29cm, 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.	20 nos.	20 nos. X 1 pack
6		Other Services Register	Size- 22cm X 29cm, Pages: 100 (50 leaves) excluding cover, Both side single 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.	18 nos.	18 nos. X 1 pack
7		Daily Dispensing Register	Size: 28cm X 34cm, Pages: 200 (100 leaves) excluding cover, Both side single 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.	25 nos.	25 nos. X 1 pack

8		Central Stock Register	Size- 22cm X 29cm, Pages: 100 (50 leaves) excluding cover, Both side single 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.	25 nos.	25 nos. X 1 pack
9	<b>STI</b>	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	90	1 X 90 pack
10	<b>STI</b>	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.	150	2 X 75 pack
11	<b>STI</b>	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.	150	2 X 75 pack
12	<b>STI</b>	Patient Wise Record Card	Size-A4, Single page, Single side single colour printing, Paper- 300 GSM Century Art Board.	250000 nos	200 nos X 1250 pack

**Package-2 (Blood Bank Registers):-**

Sl No	Items	Specifications	Quantity	Packing
1	Donor Master Record Register	Size: 35cm × 25cm, Pages: 400 (200 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.	204 nos.	3 nos. X 68 pack
2	Blood Collection Register	Size: 35cm × 25cm, Pages: 400 (200 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.	204 nos.	3 nos. X 68 pack
3	Blood Issue Register	Size: 35cm × 25cm, Pages: 400 (200 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.	204 nos.	3 nos. X 68 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.	52 nos.	2 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.	52 nos.	2 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.	30 nos.	2 nos. X 15 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.	66 nos.	3 nos. X 22 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.	66 nos.	3 nos. X 22 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.	68 nos.	2 nos. X 38 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.	46 nos.	2 nos. X 23 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.	49 nos.	3 nos. X 16 pack + 1
12	Register for Voluntary Blood Donation Camp	Size: 35cm × 25cm, Pages: 400 (200 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.	66 nos.	3 nos. X 22 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.	63 nos.	3 nos. X 22 pack + 1
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.	61 nos.	3 nos. X 20 pack + 1
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.	66 nos.	3 nos. X 22 pack
16	Cross Matching Register	Size: 35cm × 25cm, Pages: 400 (200 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.	203 nos.	3 nos. X 67 pack + 2
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.	28 nos.	2 nos. X 14 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.	34 nos.	2 nos. X 17 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.	62 nos.	3 nos. X 20 pack + 2
20	Blood Recipients Register/ Master Register of Patients	Size: 35cm × 25cm, Pages: 400 (200 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.	198 nos.	3 nos. X 66 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.	55 nos.	3 nos. X 18 pack + 1
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.	46 nos.	3 nos. X 15 pack + 1
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.	31 nos.	3 nos. X 10 pack + 1
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.	30 nos.	3 nos. X 10 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.	64 nos.	3 nos. X 21 pack + 1

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.	30 nos.	3 nos. X 10 pack
27	Transfusion Reaction Form	Size A4, Single Page, Single side single colour printing, paper for printing 90GSM (Binding in 100 forms)	10000 nos.	100 nos. X 100 pack

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**Khanapara, Guwahati-22**