



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

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No. ASACS/NACP-V/Proc/Print/1396/13

Dated: 08/02/2023

**Notice Inviting Tender**

Sealed tenders in single bid system affixing non-refundable court fees Stamp worth 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. A pre bid meeting will be held on **13/02/2023** in the office of the undersigned at 3:00PM.

The tender must reach the undersigned on or before **22/02/2023** up to **3:00 P.M.** after which no tender will be accepted. The tender will be opened on the same day at **3:30 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. **Submission of samples of papers, boards 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 increased/ decreased subject to the availability of fund. The relevant details may be obtained from the office of the undersigned during any working days from 10:00AM to 5:00PM or may be downloaded from the official website <https://asacs.assam.gov.in>

A. All tender duly sealed and signed must be addressed to Project Director, Assam State AIDS Control Society, Khanapara, Guwahati-22, and super scribed as **“Tender for Designing, Printing & Supply of register, forms etc.- ASACS”** on the top of the sealed cover. Full name and address of the bidder should be mentioned on the cover. Financial bid may be submitted in separate sealed envelope.

**B. ELIGIBILITY CRITERIA**

- a. Bidder should be a registered printing press from Printing & Stationery Department Govt. of Assam. Copt of up to date registration certificate
- 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 tender:-**

- a. Up to date valid GST Registration Certificate
- b. Up to date GST return submission copy
- c. Copy of Income Tax Return Submission for the FY 2018-19, 2019-20 & 2020-21
- d. Photocopy of PAN Card.

- e. Up to date Trade License.
- f. Up to date Registration Certificate from Printing & Stationery Department.
- g. Samples of Papers & boards

**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 TENDER**

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 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 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**

The bidders required to submit Bid Security Declaration “Accepting that if I/We withdraw or modify my/our bids during period of validity etc., I/ We may be suspended for participating in any bid process of the department for next 1 (one) year, from the date of suspension.”.

**I. 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.

**J. 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 @ 0.05% 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.

**K. EVALUATION OF TENDER**

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.**

**L. 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.

**M. 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. E-way bill if applicable

- c. Invoice in triplicate.
- d. 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.
- N. 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 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**

Tele. 0361-2360524

**Format of Price Bid (To be provided in separate sealed envelope)**

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

**Package-1:- (ICTC/PPTCT)**

SI No	Specifications	Quantity	Packing
1	<b><u>Stock register at HCTS Confirmatory Facilities (SA-ICTC)</u></b> Size- 35 cm X 30 cm, 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 rexene paper spine and corner with best quality binding cloth. Register name must print on the cover	350	10 Nos X 35 bundle
2	<b><u>Laboratory Register at HCTS Confirmatory Facilities (SA-ICTC)</u></b> Size- 35 cm X 30 cm, 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 rexene paper spine and corner with best quality binding cloth. Register name must print on the cover	350	10 Nos. X 35 books
3	<b><u>Laboratory Test Report form for HCTS Confirmatory Facility -ICTC</u></b> Demy 1/4 size, Single page, Single side single colour printing, Paper for Text- 80 GSM. Binding in 100 nos.	7,00,000	(100 nos. X 10 books) X 300 pack
4	<b><u>Consent Form (ICTC)</u></b> Demy 1/4 size, Pages- 2 (1 leaf), Both side single colour printing (English & Assamese), Paper for Text- 80 GSM. Binding in 100 nos.	1,00,000	(100 nos. X 10 books) X 100 pack
5	<b><u>Triplicate Referral Format Linkage Form</u></b> Demy 1/4 size, Single Page, Single side single colour printing, Paper for Text- 80 GSM. Binding in 50 nos.	30,000	(50 nos. X 20 books) X 30 pack
6	<b><u>TRRF Form for EID</u></b> Demy 1/4 size, 3 leaf Triplicate (White, Yellow & Pink), Single side single colour printing, Paper for Text- 80 GSM. Binding in 50 nos.	1,000	50 nos. X 20 books
7	<b><u>Check list for DBS Kits/ Cards transportation</u></b> Demy 1/4 size, Single Page, Single side single colour printing, Paper for Text- 80 GSM. Binding in 50 nos.	500	50 nos. X 10 books

**Package – 2 (STI)**

1	Stock Register	Size: 22.5 cm x35.5 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	60	1 X 60 pack
2	Master Register (Doctor's)	Size: 22.5 cm x35.5 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.	60	2 X 60 pack
3	Patient Wise Record Card	Demy ¼ size, Single page, Single side single colour printing, Paper- Century Art Board.	29000 nos	200 nos X 145 pack

**Package – 3 (CST-Misc)**

SI No	Items	Specifications	Quantity	Packing
1	Patient Treatment Record (White Card)	Century board 12.5 KG, White Colour 3 fold both side print, Size 27”X12” with 5” pocketin Centre Folder	8,000 Nos	100 Nos X 80 bundle
2	Pediatric Antiretroviral Treatment (ART) Record (Green Card)	Century board 12.5 KG, Green Colour 3 fold both side print, Size 27” X 12” with 5” pocketin Centre folder	2,000 Nos	100 Nos X 20 bundle
3	Patient Booklet (Green Booklet)	Size- A4 size paper folded centre, Pages- 32 (16 leaves) excluding cover, Paper for text- mepletho 24, Cover:- 250 GSM Glossy Laminated Art Paper, both side single colour Offset Printing, colour of cover green, Centre stitching	8,000 Nos.	100 Nos X 80 bundle
4	Application format for one time Ex Gratia payment for widows affected and infected by AIDS	Paper-legal size, single side, single colour printing with sl no.in each starting from 1000 onwards, front and back covered with brown paper, paper for text = 75 GSM (10 Sheets each X 100 Books)	500 Nos.	10 Nos X 50 Books

**Package -4 (CST-Register)**

SI No	Items	Specifications	Quantity	Packing
1	CD4 Test Kits & Consumables Stock Register (CST)	Size: 21.5 cm x 35 cm, Pages: 200 (100 leaves) excluding cover, Both side Single Color Printing, Paper: 80 GSM adulate paper, Binding: 32 ounce Staw Board top and bottom wrapped with rexene paper spine and corner with best quality binding cloth.	25	Single
2	Post exposure Prophylaxis (PEP) Register (CST)	Size: 21.5 cm x 35 cm, Pages: 200 (100 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.	34	Single
3	Drug Stock Register (CST)	Size- 25 cm X 38 cm, Pages: 200 (100 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.	71	Single
4	ARV Drug Dispensing Register (Adult) (CST)	Size- 38 cm X 25 cm, Pages: 200 (100 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.	71	Single
5	ARV Drug Dispensing Register (Pediatric) (CST)	Size- 38 cm X 25 cm, Pages: 200 (100 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.	17	Single
6	CD4 Laboratory Register (CST)	Size- 21.5 cm X 35 cm, Pages: 200 (100 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.	25	Single

7	Drug LAC Register (CST)	Size- 21.5 cm X 35 cm, Pages: 200 (100 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.	16	Single
8	Patient Visit Register	Size- 21.5 cm X 35 cm, Pages: 200 (100 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.	63	Single
9	HIV Care (Pre ART) Register	Size- 21.5 cm X 35 cm, Pages: 200 (100 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.	71	Single
10	ART Enrollment Register	Size- 21.5 cm X 35 cm, Pages: 200 (100 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.	71	Single
11	OI Drug Dispensing Register	Size- 21.5 cm X 35 cm, Pages: 200 (100 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.	32	Single
12	Expired Drug Disposable Register	Size- 21.5 cm X 35 cm, Pages: 200 (100 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.	19	Single
13	Fixed Assets Register	Size- 21.5 cm X 35 cm, Pages: 200 (100 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.	17	Single

**Sd/-**  
**Project Director, ASACS**