



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

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No. ASACS/NACP-V/Proc/Printing/2022/1380/11

Dated: 20/10/2022

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 **28/10/2022** in the office of the undersigned at 3:00PM.

The tender must reach the undersigned on or before **15/11/2022** up to **1:00 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 IEC Materials-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

- Bidder should be a registered printing press from Printing & Stationery Department Govt. of Assam.
- The firm should have a minimum turnover of Rs.10,00,000/- p.a.
- Supply shall be affected directly by the bidder and not through any other agency.
- 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:-

- Up to date valid GST Registration Certificate
- Up to date GST return submission copy
- Copy of Income Tax Return Submission for the FY 2018-19, 2019-20 & 2020-21
- 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 @ 0.5% 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.

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

**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)

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

Annexure - I

Package	Name of Packages	IEC Materials Language (Assamese, Bengali, Hindi, English)	Quantity
1	Basic Service Division	Leaflets on EMTCT	10,000
		Leaflets on Index Testing	5000
		Leaflets on Partner Testing	5000
		Leaflets on STI	10,000
		Leaflets on HIV testing	10,000
		Leaflets on HIV & TB	10,000
		Leaflets on Gen Information	10,000
		Flipcharts on Gen Information	1000
		Service Facility Directory	1000
		Sinage Board for HIV Counseling Testing Services in Stand Alone ICTC Centres	600
		Information Panels	109
2	Care, Support & Treatment	Poster (Test & Treat)	3000
		ART Flow Charts	3000
		Poster on Assam Govt Schemes for PLHIV	3000
		Poster on Post Exposure Proliphixis (PPP)	3000
		Leaflets (Test & Treat)	10000
		Leaflet on Assam Govt Schemes	10,000
		Folder on ART (3 Fold)	10,000
3	Blood Transfusion Services	Leaflet on VBD	15000
		Poster on VBD	3500
4	Targetted Intervention	Leaflets on FSW	10,000
		Leaflets on MSM	10,000
		Leaflets on Truckers	10,000
		Leaflets on Migrants	10,000
		Leaflets on Condom use	10,000
		Leaflets on OST	20,000
		Poster on CBS	5,000
		Poster on FSW	5,000
		Poster on Migrants	5,000
		Poster on Truckers	5,000
		Posters on TG	5000
		Posters on MSM	5000
Posters on IDU	5000		

5	Mainstreaming	Filp Chart with Sheet Cover	200
		Information Booklet on HIV & Treatment updates	10,000
		HIV (Prevention & Control) Act 2017	10,000
		Vinyl Posters printed on sun boards for HIV message display	500
6	IEC	Leaflets on Youth & HIV	10000
		Leaflets on Drug Abuse	10000
		Leaflets on Red Ribbon Club	10000
		Leaflets on 1097	5000
		Leaflets on Stigma & Discrimination	5000
		Leaflets on HIV Act 2017	5000
		Poster on MMC	1000
		News Letters Half Yearly	300

	Items	Specifications
1	Leaflets	1/4 Demy size, 150 GSM Art Paper, Multi colour Offset Printing back to back
2	Posters	Size: 22.5 " x17.5", 130 GSM Art Paper , Multi Colour Offset Printing , Strip Gumming top and bottom back of the poster
3	Flip charts	Size: 22.5 x35.5, 10 leaves(20 pages), 250 GSM Art Paper, Multi Colour Offset Printing back to back, Wiro Binding
4	Folder	Size: 14"x19.5" 170 GSM Art Paper, Multi Colour Offset Printing Back to Back , 2 nos fold in the middle of the paper
5	Vynle Posters	Size : 2" x 3" Sun Board with vynle pasting
6	Newsletter	1/32 demy including cover, Text Paper 130 GSM Art Paper, Cover Page 300 GSM Art Paper ,Multi colour Offset printing , Cover Gloss lamination, Centre pin binding
7	Filp Chart with Sheet Cover	Size 24" x 36 " .Calendar model IEC material of 1x10 sheet each, Eco Solvent synthetic paper with top stitched and covered in a pipe and bottom mounting. Black colour non-detachable sheet cover with a strap to carry.
8	Information Booklet on HIV/AIDS with treatment updates	Size: 6" x 4", 20 leaves (both side printing) Text Paper (130 GSM Art Paper) , Cover Page (200 GSM Glossy Paper), Centre Pin binding
9	Assam Rules of HIV Act 2017	Size: 8" x 6" , 40 leaves (both side printing) Text Paper (130 GSM Art Paper) , Cover Page (200 GSM Glossy Paper), Centre Pin binding
10	Display board for HIV Act 2017	Size: 2' x 3', sun board with vinyl pasting
11	Information Panel	Size: 2' x 3', sun board with vinyl pasting

Project Director, ASACS