

AIDS-03/32/2012.

**Govt. of Bihar**

**Health Department**

**BIHAR STATE AIDS CONTROL SOCIETY**

State Institute of Health & Family Welfare Building,

Sheikhpura. Patna- 800014. Ph.: 0612-2290278

E-mail: ad\_procure@bsacs.in



**Invitation for Bid Regarding Printing and Supply of Different Types of registers, forms, Posters etc. and erection of Signages etc. for Bihar State AIDS Control Society.**

Bihar State AIDS Control Society, Patna is an autonomous body constituted for implementing National AIDS Control Programme (NACP). Sealed and Stamped bids are invited under two bids system **(Technical Bid (Cover A) & Financial Bid (Cover B))** from reputed, experienced and quality printers/ agencies for printing and supplying of different types of registers, forms, posters etc. and erection of signages for the STD component of Bihar State AIDS Control Society (BSACS).

Quotation forms including terms and conditions can be obtained from the Procurement cell of Bihar state AIDS Control Society, Patna on all working days (Monday to Friday) between 11.00 hours and 16.00 hours. It may also be downloaded from the website of BSACS (<http://www.bsacs.in>).

The last date and time for submission of the completed bid is 15.00 hrs on March 21, 2018. The bid must be submitted through Courier/Speed Post/Registered Post only at Dispatch Section of Bihar State AIDS Control Society. Bids submitted by hand or by any other means will not be accepted. The Society will not be responsible for any postal delay.

The technical bid will be opened on the last day of submission (ie March 21, 2018) at 16.00 hrs in presence of the bidders or their authorized representatives who choose to attend. The financial bids of the technically qualified bidders will be opened on March 26, 2018 at 16.00 hrs in presence of the bidders or their authorized representatives who choose to attend.

In the event of the date specified for bid receipt and opening being declared as a holiday for BSACS, the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

**Bihar State AIDS Control Society reserves the rights to cancel the bid without assigning any reasons.**

**Project Director**

सही और पूरी जानकारी दूर रखे एड्स की बीमारी।



To,

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Dear Sir/Madam,

**Sub:** Bid Regarding Printing and Supply of Different Types of registers, forms, posters, etc. and erection of signages.

Bihar State AIDS Control Society, Patna is an autonomous body constituted for implementing National AIDS Control Programme (NACP). Sealed and Stamped bids are invited under two bids system (**Technical Bid (Cover A) & Financial Bid (Cover B)**) from reputed, experienced and quality printers/ agencies for printing and supplying of different types of registers, forms, posters etc. and erection of signages for the STD component of Bihar State AIDS Control Society (BSACS).

The agency putting up the quotation should have minimum 3 (three) years of experiences in rendering similar type of services.

Category	S.N	Items	Specification	Qty.	Delivery Period	Delivery Place
A. Registers	1.	Stock Register for STI Clinics	Size- 27.5 cm x 40.5 cm, 200 pages/ 100 leaves book. Paper- 90 GSM green maplitho paper. Printing- Both side printing with single colour. Binding- Register binding, 5mm/24 ounce pulp board covered with green Rexine and Cream leather.	100		
	2.	Master Register for Doctors at STI Clinics & Gynae Clinics	Size- 27.5 cm x 40.5 cm, 200 pages/ 100 leaves book. Paper- 90 GSM green maplitho paper. Printing- Both side printing with single colour. Binding- Register binding, 5mm/24 ounce pulp board covered with green Rexine and Cream leather.	150		
	3.	Patient Register for SRL Lab	Size- 13.5" x 8.5"with 200 pages. Printing- single side printing with single colour Paper- 80 GSM maplitho paper hard board binding with thread stitching.	10		
	4.	Counsellor Patient Diary	Size- 13.5" x 8.5"with 200 pages. Printing- single side printing with single colour Paper- 80 GSM maplitho paper hard board binding with thread stitching.	100		

Category	S.N	Items	Specification	Qty.	Delivery Period	Delivery Place
B. Forms	5.	STI/ RTI Referral Form	<b>Size</b> -A4, 100 Pages book of 90 GSM papers, single side printing in single colour with central perforation making it in two halves. <b>Binding</b> - Pad Binding, A4 size front cover with 75 GSM Colour Paper and 12 mm pulp board at backside.	200		
	6.	Indent Form for STD Clinics	<b>Size</b> - 10.5" x 8.5" pages- 100 each (50x 2)booklet (one perforated and second office Copy) with Single side Printing in single colour. <b>Paper</b> - 70 GSM maplitho paper binding with perforated	100		
C.Reports / Formats	7.	Reporting Format for Syphilis Test	<b>Size</b> -A4, 100 Pages book of 90 GSM papers, single side printing in single colour with central perforation making it in two halves. <b>Binding</b> - Pad Binding, A4 size front cover with 75 GSM Colour Paper and 12 mm pulp board at backside.	500		
E. Posters	8.	STI/ RTI Syndromic Posters	Size- 18 x 33 inches Paper- 170 GSM art board with single side lamination with single side multi colour printing.	200	Within 30 Days	Store Office, BSACS, Sheikhpura Ptana
	9.	Counselling Check List Posters	Size- 17 x 23 inches (Demy Size) Paper- 170 GSM art board with single side lamination with single side multi colour printing.	100		
	10.	Condom Demo Poster	Size- 18 x 33 inches Paper- 170 GSM art board with single side lamination with single side multi colour printing.	100		
F.Signages	11.	Hospital Signages of STD Clinics with Hospital Name	Size- 30(Height) x 72 (width) inches. Should be printed on a flex and hung. It should be frontlit and backlit, also must be UV coated. Language- Hindi.	45		As per Annexure II
The Bidder has to submit the sample of paper free of cost for quality assurance						

### 1. Bid price

- a. Financial Bid must be submitted on the letterhead of the bidder in the format provided with this document (Annexure-I). Those bid/s which are not submitted on the letter head will not considered for financial evaluation. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- 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 adjustment on any account.
- d. The prices should be quoted in Indian Rupees only.
- e. Each bidder shall submit only one quotation.

## **2. General Terms & Condition:-**

- a. The agency putting up the quotation must have their registered office or branch office in Patna.
- b. The selected bidder must submit the proof of book for proof reading and must obtain certification from the authorized Officer before final printing of the registers/ forms/ posters etc.

## **3. Bidder has to submit following documents along with the Technical Bid (Envelope A)**

- a. Copy of the Registration Certificate of the agency.
- b. Copy of the Income Tax return for the last three Consecutive assessment years (2014-15, 2015-16 & 2016-17).
- c. Xerox Copy of PAN card.
- d. Xerox Copy of the GST Registration Certificate.
- e. Audited financial statement (Profit & Loss and Balance sheet) for the last three financial years (2014-15, 2015-16 & 2016-17).
- f. The agency putting up the quotation should have minimum 3 (three) years of experiences in rendering similar type of services.
- g. Document in support of the past performance must be attached.
- h. The Bid should accompany a DD of Rs. 20,000/- (Rupees Twenty thousand only) drawn on any Nationalized Bank in the Name of Project Director, Bihar State AIDS Control Society, Patna payable at Patna towards Earnest Money Deposit (EMD). The EMD of the successful bidder will be treated as security deposit and would be kept till satisfactory completion of jobs stipulated, failing which it would be forfeited. EMD of unsuccessful bidder will be returned after reasonable time.
- i. Bidder shall submit an affidavit from Notary that "The Company/Agency has not been blacklisted/de-registered/barred by the Central/ State Government/ Society".
- j. Sample of paper for printing registers & forms must be submitted free of cost for quality assurance to BSACS, Patna along with the Technical Bid Documents.
- k. Copy of signed tender documents.

## **4. Documents required to be submitted along with the Financial bid (Envelope B)**

Quotation on the letterhead of the bidder according to the format attached with the tender documents (Annexure I).

## **5. Bids Validity:**

The bid shall remain valid for acceptance for "**a period of not less than 120 days**" from the deadline specified for submission of the bids. The bidder shall not be entitled to modify, vary, revoke or cancel his bid during the said period.

## **6. Evaluation of Bids:**

The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which

- a. are properly signed; and
- b. Conform to the terms and conditions, Eligibility Criteria and specifications.
- c. Quotation would be evaluated separately for each and every registers & forms.

## **7. Award of Contract:**

BSACS will finalize the rate contract of the bidder whose quotation has been determined to be substantially responsive, passed the quality assurance and who has offered the lowest evaluated quotation price.

- a. **Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the whole 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 and condition of the accepted offer shall be incorporated in the purchase order.

The purchaser reserves the right at the time of award of contract to increase or decrease the quantities of items indicated by 15% without any change in the unit price or any other terms and conditions.

#### **8. Penalty:**

- a. For delayed in supply** – ½ % of the value of the contract per week or part thereof after expiry of the delivery period subject to a maximum 10% for a period of 04 weeks .
- b. Failure of the delivery** – If the supplier fails to deliver any or all of the above mentioned printing materials within the prescribed time or even fails to delivery within 04 weeks after the expiry of the delivery period, the purchaser may terminate the work order, forfeit the performance security, blacklist the supplier and the required printing materials will be procured from L2 or L3 bidder or from market. The extra or miscellaneous cost of the said material/(s) will be recovered from the supplier.
- c. Variation in specification** – The supplier shall replace minor defective material/s if found to be of sub standard quality, immediately at their own cost and Society may impose penalty charge.
- d.** Printing material/s supplied with major variation in specification will be completely rejected and action will be taken to blacklisting/debarring the printer/supplier and security money/performance security money will be forfeited or any other punitive action. No payment shall be made for such supplies.

#### **9. Delivery Period:**

Within 30 days from the date of award of contract.

#### **10. Payment:**

No advance payment will be made. Payment will be made after submission of the proper bill along with the copy of the certified proof reading and receipt certificate of the printing materials duly signed and stamped by the Store Officer.

#### **11. Submission of Bid:**

The last date and time for submission of the completed bids (Technical & Financial) is 15.00 hrs on March 21, 2018. The bid must be submitted through Courier/Speed Post/Registered Post only only at Dispatch Section of Bihar State AIDS Control Society. Bids submitted by hand or by any other means will not be accepted. The Society will not be responsible for any postal delay. The Technical Bid and the Price Bid should be sealed by the bidders in separate covers super scribing with "Technical Bid- Cover A" or "Financial Bid- Cover B" and "Tender Opening Date". Both the sealed covers are to be placed in a bigger cover which should also be sealed and duly super scribed with " Bid Regarding Printing and Supply of Different Types of registers, forms and booklet".

#### **12. Tender Opening**

The technical bid will be opened on the last day of submission (ie March 21, 2018) at 16.00 hrs in presence of the bidders or their authorized representatives who choose to attend. The financial bids of the technically qualified bidders and whose sample is passed with the quality assurance will be opened on March 26, 2018 at 16.00 hrs in presence of the bidders or their authorized representatives who choose to attend.

In the event of the date specified for bid receipt and opening being declared as a holiday for BSACS, the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

**Bihar State AIDS Control Society reserves the rights to cancel the bid without assigning any reasons.**

**Project Director**

Date:-.....

To,

The Project Director

Bihar State AIDS Control Society,

SIHFW Building, Sheikhpura,

PATNA-800014

**Sub:** - Invitation for quotation (IFQ) Regarding Printing and Supply of Different Types of registers, format & forms, posters and erection of signages.

**Ref:** - Your inquiry no. \_\_\_\_\_ date \_\_\_\_\_ Due on \_\_\_\_\_

#### Format for Quotation

S.N.	Description of the work	Unit Rate in ₹ inclusive of all printing , or any type of art work etc. and other charges	GST @.....%	Total Amount
1.	Stock Register for STI Clinics			
2.	Master Register for Doctors at STI Clinics & Gynae Clinics			
3.	Patient Register for SRL Lab			
4.	Counsellor Patient Diary			
5.	STI/ RTI Referral Form			
6.	Indent Form for STD Clinics			
7.	Reporting Format for Syphilis Test			
8.	STI/ RTI Syndromic Posters			
9.	Counselling Check List Posters			
10.	Condom Demo Poster			
11.	Hospital Signages of STD Clinics with Hospital Name			

We agree to supply the above goods in accordance with the specifications for a total contract price of Rs.....(Amount in figures ) (Rupees ..... ) (Amount in words)

**Name & Address of Agency**  
**Signature with of Agency**

**NAME AND ADDRESS OF THE STI CLINICS**

<b>Sl. No.</b>	<b>Name of the Districts</b>	<b>Name and Address of the STI/RTI Clinics</b>
1.	Araria	Sadar Hospital, Araria
2.	Arwal	Sadar Hospital, Arwal
3.	Aurangabad	Sadar Hospital, Aurangabad
4.	Banka	Sadar Hospital, Banka
5.	Begusarai	Sadar Hospital, Begusarai
6.	Bhagalpur	Jawaharlal Nehru Medical College, Bhagalpur
7.	Bhagalpur	Sadar Hospital, Bhagalpur
8.	Bhojpur	Sadar Hospital, Bhojpur
9.	Buxar	Sadar Hospital, Buxar
10.	Darbhanga	Darbhanga Medical College Hospital, Darbhanga
11.	East Champaran	Sadar Hospital, Motihari
12.	Gaya	Anugarh Narayan Memorial Medical College Hospital, Gaya
13.	Gaya	jai Prakash Narayan Hospital, Gaya
14.	Gopalganj	Sadar Hospital, Gopalganj
15.	jamui	Sadar Hospital, Jamui
16.	Jehanabad	Sadar Hospital, Jehanabad
17.	Kaimur	Sadar Hospital, Bhabua
18.	Katihar	Sadar Hospital, Katihar
19.	Khagaria	Sadar Hospital, Khagaria
20.	Kishanganj	Sadar Hospital, Kishanganj
21.	Lakhisarai	Sadar Hospital, Lakhisarai
22.	Madhepura	Sadar Hospital, Madhepura
23.	Madhubani	Sadar Hospital, Madhubani
24.	Munger	Sadar Hospital, Munger
25.	Muzaffarpur	Sri Krishna Medical College Hospital, Muzaffarpur
26.	Muzaffarpur	State Reference Laboratory, Sri Krishna Medical College Hospital, Muzaffarpur
27.	Muzaffarpur	Sadar Hospital, Muzaffarpur
28.	Nalanda	Sadar Hospital, Biharsharif
29.	Nawada	Sadar Hospital, Nawada
30.	Patna	Nalanda Medical College Hospital, Patna
31.	Patna	Patna Medical College Hospital, Patna
32.	Patna	Indira Gandhi Institute of Medical Science, Patna
33.	Patna	All India Institute of Medical Science, Patna
34.	Purnia	Sadar Hospital, Purnia
35.	Rohtas	Sadar Hospital, Sasaram
36.	Saharsa	Sadar Hospital, Saharsa
37.	Samastipur	Sadar Hospital, Samastipur
38.	Saran	Sadar Hospital, Chhapra
39.	Sheikhpura	Sadar Hospital, Sheikhpura
40.	Sheohar	Sadar Hospital, Sheohar
41.	Sitamarhi	Sadar Hospital, Sitamarhi
42.	Siwan	Sadar Hospital, Siwan
43.	Supaul	Sadar Hospital, Supaul
44.	Vaishali	Sadar Hospital, Hajipur
45.	West Champaran	Maharani Janki Kunwar Hospital, Bettiah