



GOVERNMENT OF MEGHALAYA  
HEALTH AND FAMILY WELFARE DEPARTMENT

GOVERNMENT OF MEGHALAYA  
HEALTH AND FAMILY WELFARE DEPARTMENT

OFFICE OF PROJECT DIRECTOR  
MEGHALAYA AIDS CONTROL SOCIETY  
SHILLONG



PD/MACS/IEC-Printing/613/2023/2490

Dated 14/09/2023

**NOTICE INVITING TENDER**

Sealed tender are invited from authorised dealers/registered suppliers for printing of materials for the office of the Project Director, Meghalaya AIDS Control Society, Pasteur hills, Lawmali, Shillong -793001, Meghalaya.  
Interested bidders can download the tender document from office website [meghalayasacs.com](http://meghalayasacs.com)  
Last date for submission of bids is 6<sup>th</sup> October 2023 at 2pm

In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day.

Project Director,  
Meghalaya AIDS Control Society,  
Shillong



GOVERNMENT OF MEGHALAYA  
HEALTH AND FAMILY WELFARE DEPARTMENT

GOVERNMENT OF MEGHALAYA  
HEALTH AND FAMILY WELFARE DEPARTMENT



OFFICE OF PROJECT DIRECTOR  
MEGHALAYA AIDS CONTROL SOCIETY  
SHILLONG

PD/MACS/IEC-Printing/613/2023/2490

Dated 14/09/23

**NOTICE INVITING TENDER**

Sealed quotations are invited from reputed firm/registered supplier for tentative requirement of stores/items for the FY 2023-2024

Description of Work	Last Date & Time for submission of bids	Date & Time for opening of bids	EMD in the form of D/D:Banker Cheque
Printing of Materials	Date:06 <sup>th</sup> October 2023 Time:2:00 pm	Date: 09 <sup>th</sup> October 2023 Time:12:00 PM	24000/-

The quotations in sealed cover addressed to the Project Director, Meghalaya AIDS Control Society, Shillong – 793001, should be submitted to the office of Meghalaya AIDS Control Society, Shillong – 793001.

Tender document can be downloaded from the office website [www.meghalayasacs.com](http://www.meghalayasacs.com)

In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day.

The undersigned reserves the right to accept or reject any of the proposals

Project Director,  
Meghalaya AIDS Control Society,  
Shillong

Meghalaya AIDS Control Society, Pasteur Hills, Lawmali, Shillong – 793001 | Regd No:SR/MACS-400/98

Contact No: 0364-2590824 | E-Mail Id: meghalayasacs@gmail.com/sacsmeghalaya@gmail.com

For Information on HIV and AIDS Dial National Toll Free Number 1097

### Tender Document

Supplier / Bidder should note that the following terms & conditions will apply specifically in the tendering process.

1. **ELIGIBLE CRITERIA:-**

Offers should be based in 2 bid systems -


- i) Technical and commercial bid. (Sealed Envelope-A) The first envelope marked 'Techno-Commercial' must be sealed with sealing wax and should contain the technical & commercial details.
  - ii) Price Bid (Sealed Envelope- B) The second envelope marked 'Financial Proposal' must also be sealed with sealing wax and should contain the detailed price offer for the Services. Both the sealed envelopes should again be placed in a sealed cover, which will be received in the office of the undersigned
2. The Tenders quoting as authorized representative of the firms shall have 3 (Three) years of experience in related work. Please note that no counter proposal is acceptable to us and conditional/late quotations are liable to be rejected
  3. The bidder should submit the Earnest Money Deposit of **Rs.24000/-** in the form of DD/BC drawn on any nationalized bank, pledge in favour of the Project Director, Meghalaya AIDS Control Society payable at Shillong with the quotations.
  4. The Earnest Money will be refunded to the unsuccessful bidders.
  5. Bidders/Tenderers should enclosed self-attested copies of Goods & Service Tax(GST) registration certificate, PAN Card, SC/ST certificate, EPIC(voter ID)
  6. No work will be allotted to Non-tribal bidders / supplier except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong, Jaintia Hills Autonomous District Council, Jowai & Garo Hills Autonomous District Council, Tura
  7. Exemption of Trading License will be applicable only to Scheduled Tribe who registered in the state of Meghalaya
  8. Tender is to be duly signed on all the pages as a token of having accepted all the terms & conditions (no thumb impression is to be affixed).
  9. Meghalaya AIDS Control Society reserved all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
  10. The tender rate shall remain valid for acceptance for a period of 1 (one) year after the date of tender opening prescribed in the document, subject to satisfaction the firm will be extended to another year with the same rates, terms and condition.
  11. Bidders /Tenderers shall have to produce sample of the items awarded, if asked by the Purchaser.
  12. Tender sent by fax/telex/cable/electronically shall be ignored.
  13. Bidders may quote the rate in Indian rupees only.
  14. The supplier shall be entirely responsible for all taxes, duties, fees, levies etc. Incurred until delivery of the contracted goods to the purchaser /final destination.
  15. All bids must be accompanied with Earnest Money Deposit (EMD) as specified in the bid document and must be furnished with the bid.
  16. Within Seven (7) days from date of the issue of notification of award by the purchaser, the supplier, shall furnish performance security to the purchaser for an amount equal to five percent (5%) of the total value of the contract, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations. Earnest Money Deposit (EMD) will be refunded after receiving the Performance Security from the successful bidder.
  17. Bids shall be opened in presence of bidder / representatives who intend to attend, on the specified date and time.
  18. In case there is delay in delivery beyond the stipulated period as mentioned; there shall be reduction in price @ ½ % of the value of delayed goods per week, subject to a maximum of 10%.
  19. Project Director, Meghalaya AIDS Control Society or his authorized representative shall be the final authority in all disputes and decision will be binding.
  20. The tender may be sent by post or delivered in person on above mentioned address; the responsibility for ensuring that the tenders are delivered in time would vest with the bidder.
  21. The envelope shall bear the Office name, Tender No, due date & time and the words **"DO NOT OPEN BEFORE THE DUE DATE AND TIME"**.
  22. Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, will be rejected and/or returned unopened to the Bidder.

23. The Supplier should also indicate the name & address of the firm on the envelope to enable the bid to be returned unopened in case it is declared late or rejected.
24. The purchaser reserves the right to blacklist a bidder/firm for a suitable period in case he fails to honour his bid without sufficient ground
25. Upon receipt of defective materials, the supplier shall replace the defective materials, free of cost, at the ultimate destination. The supplier shall take over the replaced materials after providing their replacements and no claim, whatsoever shall lie on the purchaser for such replaced materials thereafter
26. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that there is no vigilance/CBI case pending against the firm/supplier
27. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not supplying the same item at lower rates quoted in this tender to any Government/Private organization or any other institution during past one year, as per "FALL CLAUSE" adhered by DGS & D and other Government agencies.

**28. Corrupt or Fraudulent Practices:-**

It is required by all concerned namely the Consignee/Tenderers/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser: -

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
    - (ii) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
    - (iii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
  - (b) Will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
29. At any time prior to the date of submission of bid, Project Director, Meghalaya AIDS Control Society, Shillong, may, for any reason, whether at his /her own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders/tenderer who have received the bidding document will be notified of the amendment in the website and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Project Director, Meghalaya AIDS Control Society, Shillong,, may at his discretion, extends the date and time for submission of bids.

  
 Project Director,  
 Meghalaya AIDS control Society,  
 Shillong

## Annexure-A

## Format for Submission of Tender

(To be submitted on the agencies letter head)

Date \_\_\_\_\_

To,

Project Director

Meghalaya AIDS Control Society,

Pasteur Hills, Lawmali,, Shillong-793001

Sub - Submission of Tender for \_\_\_\_\_ (Indicate service)

Ref - Advertisement in the \_\_\_\_\_ Dt. \_\_\_\_\_ for NIT

Sir/Madam,

With reference to the advertisement published in \_\_\_\_\_ Dt. \_\_\_\_\_, we hereby submit sealed tender as below

1. Name &amp; Address of the Firm \_\_\_\_\_

2. Status of the Firm \_\_\_\_\_  
(Specify whether proprietary concern, partnership firm, or company and attach copy of registration certificate)

3. Experience in the area for which Tender is submitted (provide full details of past experience with certificates from the clients.)  
We hereby declare that our firm has not been disqualified or blacklisted by any Government Organization, Department and PSU for indulging in fraudulent activities or corruption.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature with seal: \_\_\_\_\_

Name &amp; Title of Signatory: \_\_\_\_\_

Meghalaya AIDS Control Society \_\_\_\_\_

**Annexure-B**

**No-Conviction Certificate**

(To be submitted on the agencies letter head)

This is to certify that ----- (Name of the organization), having registered office at -----  
- (Address of the registered office) has neither been black-listed nor issued a warning for its performance  
for any work undertaken by them for a Central or State Government, PSU or any other Governmental  
agency.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Annexure-C

**LETTER OF ACCEPTANCE**  
**CUM NOTICE TO PROCEED WITH WORK**  
(To be submitted on the agencies letter head)

Dated:

To: \_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam,

This is to notify you that your quotation dated \_\_\_\_\_ for execution of the \_\_\_\_\_ for the contract price of Rupees \_\_\_\_\_ (Amount in words & figures), is hereby accepted by us.

You are hereby requested to furnish performance security for an amount of Rs \_\_\_\_\_ (equivalent to 5% of the contract price) within 10 days of the receipt of the letter. The performance security in the form of Bank guarantee or a bank draft in favour of The Project Director, Meghalaya AIDS Control Society, Shillong shall be valid upto sixty days after date of completion of contractual obligations. Failure to furnish the Performance Security will entail cancellation of the award of contract.

Yours faithfully,

Authorize signature with seal

Meghalaya AIDS Control Society \_\_\_\_\_

\_\_\_\_\_

## Description of materials:-

Sl no	Particulars	Specifications	Total Qty	Minimum Requirement	Languages	Rates Rs.
1	Pamphlet/Leaflet (TI - Condom)	21cm x 15 cm, ART Glossy Paper, 80 gsm, Single Sheet Multi colour printing on both sides. Stacked in 100 each	25000	10000	English	
				5000	Hindi	
				5000	Khasi	
				5000	Garo	
2	Pamphlet/Leaflet (TI - OST)	Maplitho paper type, 70 gsm, 4 fold, 1/4 DFC size paper, Multi colour printing on both sides. Folded and Stacked in 100 each	7000	2000	English	
				1000	Hindi	
				3000	Khasi	
				1000	Hindi	
3	Pamphlets/Leaflets (TB-HIV)	Maplitho paper type, 70 gsm, 3 fold, 1/4 DFC size paper, Multi colour printing on both sides. Folded and Stacked in 100 each	10000	3000	English	
				5000	Khasi	
				2000	Garo	
4	Pamphlet/Leaflet (PPTCT)	21cm x 15 cm, ART Glossy Paper, 80 gsm, Single Sheet Multi colour printing on both sides. Stacked in 100 each	7000	2000	English	
				4000	Khasi	
				1000	Garo	
5	Pamphlet/Leaflet HIV/AIDS ACT	Maplitho paper type, 70 gsm, 3 fold, 1/4 DFC size paper, Multi colour printing on both sides. Folded and Stacked in 100 each	5000	2000	Khasi	
				2000	English	
				1000	Garo	
6	Pamphlet/Leaflet (Youths)	Maplitho paper type, 70 gsm, 3 fold, 1/4 DFC size paper, Multi colour printing on both sides. Folded and Stacked in 100 each	10000	5000	English	
				3000	Khasi	
				2000	Garo	
7	Pamphlet/Leaflet (STI)	Maplitho paper type, 70 gsm, 4 fold, 1/4 DFC size paper, Multi colour printing on both sides. Folded and Stacked in 100 each	15000	3000	English	
				8000	Khasi	
				2000	Garo	
				2000	Hindi	
8	Pamphlet/Leaflet (TI-IDU)	Maplitho paper type, 70 gsm, 4 fold, 1/4 DFC size paper, Multi colour printing on both sides. Folded and Stacked in 100 each	10000	2000	English	
				2000	Garo	
				5000	Khasi	
				1000	Hindi	
9	Pamphlet/Leaflet (TI-FIDU)	Maplitho paper type, 70 gsm, 4 fold, 1/4 DFC size paper, Multi colour printing on both sides. Folded and Stacked in 100 each	5000	1000	English	
				2000	Khasi	
				2000	Hindi	
10	Flip Chart (ICTC)	9"X12" size, 130 GSM ART paper, Multi colour digital on one side for inside pages, spiral binding, box stand, 72pages	25	25	English	
11	Leaflet (ART)	Maplitho paper type, 70 gsm, 3 fold, 1/4 DFC size paper, Multi colour printing on both sides. Folded and Stacked in 100 each	5000	2000	English	
				2000	Khasi	
				1000	Garo	



12	Flipbook (Condom)	Size – A5 (8.3 X 5.8 inch)	2000	1000	English	
		Cutting – Edge to edge (Condom Shape) Spiral Bind				
		Thick paper, 13 Pages (One side Printing Multicolour)				
13	Flip Chart (PPTCT)	9"X12" size, 130 GSM ART paper, Multi colour digital on one side for inside pages, spiral binding, box stand, 100 pages	20	20	English	
14	Flip Chart (STI)	9"X12" size, 130 GSM ART paper, Multi colour digital on one side for inside pages, spiral binding, box stand, 42 pages	25	25	English	
15	Posters	22"X17" size, 4 colour printing, ART paper, 130 GSM, one sided. Multi designs	10000	200	English/Khasi/Garo	Rates for 200 nos
16	Tell me the truth	4.5"X4.5" booklet size, ART Glossy 80 GSM paper type, 20 pages (both side printing) 10 Sheets, 4 colour printing, Stacked in 100 Each	20000	8000	English	
				5000	Khasi	
				5000	Garo	
				2000	Hindi	
17	Booklet TI-OST Passport	4.5"X4.5" booklet size, ART Glossy 80 GSM paper type, 44 pages (both side printing) 22 sheets, 4 colour printing, Stacked in 100 Each	2000	2000	English	
18	Booklet TI-OST Dairy	4.5"X4.5" booklet size, ART Glossy 80 GSM paper type, 40 pages (both side printing) 20 Sheets, 4 colour printing, Stacked in 100 Each	6000	2000	English	
				3000	Khasi	
				1000	Garo	
19	Booklet CST-ART	13.5cm X10.5cm booklet size, 80 GSM paper type, 88 pages (both side printing) 44 sheets, B/W Grayscale printing, Stacked in 100 Each	2000	2000	English	
20	Red ribbon badges	Each packet to contain 100 ribbons, Kindly enclose sample	5000			
21	Red Ribbon cut shape metal	1 inch height metal red ribbon with provision for pinning, Kindly enclose sample	1000			
22	Signage	Vinyl printed and pasted on a minimum 4 mm (thickness) sun board, Multi Colour printing. Kindly enclose sample.	-	-		Rates per sq.ft
23	Inside Glueing Stickers	12cm x 9cm (WidthxHeight), Inside Glueing, Kindly enclose sample.	1000	1000	English/Khasi	Rates for each

24	Mugs & Printing	Plain Coffee Mug ready to be customised, multi color printing, design may vary. Kindly enclose sample.		100	English	Rates for Each
25	T-Shirts & Printing	T-Shirt size S/M/L/XL Sizes Multi Colour Rubber printing, Both Sides and one sided printing. Materials Type 100% Cotton, 160 – 180 GSM. Kindly enclose sample.	Minimum 100 nos		Rates for one side printing	Each
					Rates for both sides printing	Each
26	Flex Banners	Inclusive of Banner Flex(Normal) material and printing. Kindly enclose sample.	-	-	English	Rates Per Sq. Ft.
27	Glueing Stickers	Plastic/Vinyl Self Adhesive Glueing sticker, Multi Colour / Bi-colour Print. Kindly enclose sample.	-	-	English/Khasi	Rate Per inch
28	Certificates	Certificate Size ¼ demi , 300 GSM, ART Paper. Multi color matt printing Kindly enclose sample.	-	-	English	Rates for each
29	Laboratory Report at HCTS Confirmatory Facilities (SA-ICTC & Screening Facilities)	A4 Size paper, 70 GSM paper, 200 pages, single side printing, B&W printing, one side binding with perforation on top	-	1000	English	
				500	English	
30	Comic Strip, FSW Condom Use	5"x6", Multi-coloured, , ART Glossy 130 GSM, 12 Pages Both sides Printing	1000	500	English	
				500	Hindi	
31	comic strip, IDU condom use	5"x6", Multi-coloured, , ART Glossy 130 GSM, 12 Pages Both sides Printing	1000	500	English	
				500	Hindi	
32	Comic strip, MSM condom use	5"x6", Multi-coloured, , ART Glossy 130 GSM, 13 Pages Both sides Printing	1000	500	English	
				500	Hindi	
33	Shaping our Lives Booklet	Size 25cmx19cm, Maplitho paper 70GSM, Multicolor both sides printing, 60pages (30Sheets), Centre Sticthing		500	Khasi	
				200	English	
				100	Garos	
34	Pamphlets/Leaflets (Blood)	Maplitho paper type, 70 gsm, 3 fold, 1/4 DFC size paper, Multi colour printing on both sides. Folded and Stacked in 100 each	10000	4000	English	
				4000	Khasi	
				2000	Garos	
35	Blood Donors Card	7cmx10cm size, ART Glossy Paper, 120 GSM, 8 pages (4-Sheet) both sides colour Printing.	5000	5000	English	
36	Information Card/Thank you Blood	Size 12cm x 9cm, Multi colour printing on front side only. Back side B/W Printing, 130 GSM ART Glossy paper, 2 Fold. Folded and Stacked in 100 each	5000	2000	English	
				1000	Khasi	
				1000	Garos	