



CHANDIGARH STATE AIDS CONTROL SOCIETY, UT, CHANDIGARH  
INTERNATIONAL HOSTEL, MADHYA MARG (NEAR PGIMER),  
SECTOR 15, CHANDIGARH  
PHONE NO. 2544563, 2783300, Fax No. 2700171

**CALLING FOR QUOTATIONS FOR PRINTING OF FORMS/REGISTERS FOR  
OST CENTERS CHANDIGARH**

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Memo no. CSACS/2022/  
Dated Chandigarh, the

2441-2455  
04.7.2022

Dear Sir/Madam,

**Subject :- CALLING FOR QUOTATIONS FOR PRINTING OF FORMS/REGISTERS FOR  
OST CENTERS CHANDIGARH**

You are requested to submit your most competitive quotation for the following work:-

S.No	Name of Register/Form	QTY	Specification
1.	Central Stock Register	4	Size of the Register A4 with 50 number of printed pages with both side two colour digital printing (25 leafs) 100.GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding
2.	Counseling Register	4	Size of the Register A4 with 100 number of printed pages with both side two colour digital printing (50 leafs) 100 GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding
3.	Daily Stock Register	4	Size of the Register A4 with 100 number of printed pages with both side two colour digital printing (50 leafs) 100 GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding
4.	Client Register : Follow-Up Clients	4	Size of the Register A4 with 100 number of printed pages with both side two colour digital printing (50 leafs) 100 GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding
5.	Group Discussion Register	4	Size of the Register A4 with 50 number of printed pages with both side two colour digital printing (25 leafs) 100 GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding
6.	Client Registers - New Client	4	Size of the Register A4 with 200 number of printed pages with both side two colour digital printing (100 leafs) 100 GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding
7.	Intake Performa - Counselor	750 forms (of 8 pages each)	Size A4 6000 Printed pages (300 leafs) one set consisting of 8 printed pages. Multicolour offset printing on 100 GSM paper with stapling

8.	Intake Performa – Doctor	750 forms (of 4 pages each)	Size A4 6000 Printed pages (300 leafs) one set consisting of 4 printed pages. Multicolour offset printing on 100 GSM paper with stapling
9.	Follow-up Forms – Psychosocial	10,000 forms	Size A4 10,000 forms Multicolour offset printing on 100 GSM paper
10.	Follow-up Forms – Clinical	10,000 forms	Size A4 10,000 forms Multicolour offset printing on 100 GSM paper
11.	Consent form	500 forms	Size A4 500 forms Multicolour offset printing on 100 GSM paper
12.	Prescription Slip	9600	Size A5 , 100 GSM Paper Multicolour offset printing with Gum pad
13.	Checklist for Side effects of Buprenorphine	750 forms	Size A4 Multicolour Digital printing Single side 100 GSM Paper
14.	Client Dose Sheet	12000	Size A4 Multicolour offset printing 100 GSM paper with Gum pad
15.	OST Referral Slip	200	Size A5, 100 GSM Paper Multicolour offset printing with Gum pad
16.	OST Centre Stock Register	4	Size of the Register A4 with 150 number of printed pages with both side two colour offset printing (75 leafs) 100 GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding
17.	Client Register OST Clients	4	Size of the Register A4 with 200 number of printed pages with both side two colour offset printing (100 leafs) 100 GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding
18.	Other Services Register	4	Size of the Register A4 with 200 number of printed pages with both side two colour offset printing (100 leafs) 100 GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding
19.	Referral Register	4	Size of the Register A4 with 200 number of printed pages with both side two colour offset printing (100 leafs) 100 GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding
20.	Daily Stock Register	4	Size of the Register A4 with 200 number of printed pages with both side two colour offset printing (100 leafs) 100 GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding
21.	Attendance/ Signature Register	20	Size of the Register A4 with 200 number of printed pages with both side two colour offset printing (100 leafs) 100 GSM Paper Title Page 300 GSM, Multicolour Digital Printing with perfect binding

## 2. BID PRICE

- A) The contract shall be for the full quantity as described above. 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 should 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 shall be quoted in Indian Rupees only.

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3. Each bidder shall submit only one quotation.

4. **VALIDITY OF QUOTATION**

The validity of the quotation will be 90 days.

5. **EVALUATION OF QUOTATION**

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

(i). are properly signed;

(ii) Conform to the terms and conditions and specifications and

(iii) the vendor should have an active GST/TIN/Service tax registration number.

6. **AWARD OF CONTRACT**

6.1 The CSACS will award the contract to the bidder whose quotation has been determined to be substantially responsive and offered lowest evaluated quotation price.

6.2 Notwithstanding the above, the CSACS 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.

6.3 The bidder whose bid is accepted will be notified of the award of the contract by the CSACS prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

7. The Vendor has to complete the printing within two weeks after approval of the final proof.

8. The successful vendor shall complete the entire work within 15 working days from the approval of the designs. In the event of delay in completion of work in the aforesaid stipulation, the vendor shall be liable for damages @0.5% of the value of the contract for each day of delay maximum 10% of the value of the contract.

9. Payment shall be made only after the satisfactory completion of work as per our specifications.

10. The undersigned reserve the right to accept or reject any or all the quotations without assigning any reason.

11. All disputes are subject to Chandigarh Jurisdiction.

12. Normal commercial warranty / guarantee shall be applicable.

13. You are requested to provide your offer latest by 2.00 P.M hrs. on 25.07.2022. preferably by Registered Post superscribing "QUOTATIONS FOR PRINTING OF FORMS/REGISTERS FOR OST CENTERS CHANDIGARH DUE ON- 25.07.2022" on the envelope. It may ensure that the quotation must be labeled properly.

14. Vendors may also drop quotation in quotation box lying at reception area of CSACS office.

15. Quotations will be opened in the presence of the Bidders or their representative who choose to attend at 3.00 p.m on 25.07.22 in the office of the CSACS, UT Chd. The representative of the firm who wish to witness the proceeding for Opening of quotations shall come with signed authorization and Identity proof.

We look forward to receiving your quotations and thank you for your interest in this project.

(Employer)

Name: Project Director

Address: Chandigarh State AIDS Control Society,

International Hostel,

Sector-15A, Chd.

Tel. No. 2544589, 2544563