



CHANDIGARH STATE AIDS CONTROL SOCIETY  
INTERNATIONAL HOSTEL, MADHYA MARG (NEAR PGIMER),  
SECTOR 15, CHANDIGARH  
PHONE NO. 2544563, 2783300  
Email :- [Chandigarhsacs@gmail.com](mailto:Chandigarhsacs@gmail.com),

INVITATION OF QUOTATION FOR PRINTING OF M&E TOOLS FOR CST DIVISION

To

13 vendors  
(Ltr)

Memo No. CSACS/CST/2022/  
Dated Chandigarh, the

3458-70  
03.10.2022

Dear Sir/Madam,

**Subject: - Invitation of quotations for printing of Registers (M& E Tools) for ART Centres.**

You are invited to submit your most competitive quotation for the following jobs.

S.No	Particulars	Specifications	Additional remarks	Total Qty.
1	Patient booklet (Green booklet)	<ul style="list-style-type: none"><li>No. of pages- 20, Total leaves:10</li><li>Size: 21 X 15 cm ( 21 length, 15 width)</li><li>Inner side paper colour- White</li><li>Type of binding: simple (stapled)</li><li>Cover page- Bottle green colour card board 13.2 kg 100 GSM mablitho</li></ul>	The size should be as per the actual proof and specification mentioned.	1200
2	Patient treatment record (White Card)	<ul style="list-style-type: none"><li>3 fold wood paper (300 GSM white board), durable &amp; good quality</li><li>Size: 31 X 23 cm ( 3 fold ) ( 31 width, 23 Length)</li><li>Inner pocket- 1</li><li>Six printing sides</li><li>White colour</li><li>Item should be durable and of good quality</li></ul>	The size should be as per the actual proof and specification mentioned.	500

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S.No	Particulars	Specifications	Additional remarks	Total Qty.
3	Patient Visit register	<ul style="list-style-type: none"> <li>Size: 29X 21 cm ( 29 length, 21 width)</li> <li>Total pages: 400, Total leaves: 200</li> <li>Paper quality- Ledger paper, light green, 80 gsm</li> </ul> <p>Binding: Hard wood binding, 4mm (Bottle Green colour )</p>	A4 size, Matter should be in portrait	18
4	HIV Care (Pre-ART ) register	<ul style="list-style-type: none"> <li>Size: 29 X 41 cm ( 29 length, 41 width)</li> <li>Total pages: 400, Total leaves:200 and 6 rows/ page</li> <li>Paper quality- Ledger paper, light green, 80 gsm</li> <li>Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>	The printing on both the pages should be mirror and equal. Column no. 1 to 26 should be on facing pages. 6 equal rows should be there on each page and width of rows should be increased as per space available.	2
5	ART enrolment register	<ul style="list-style-type: none"> <li>Size: 29 X 41 cm ( 29 length, 41 width)</li> <li>Total pages: 400, Total leaves:200 and 6 rows/ page</li> <li>Paper quality- Ledger paper, light green, 80 gsm</li> <li>Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>	The printing on both the pages should be mirror and equal. Column no. 1 to 20 should be on facing pages. 6 equal rows should be there on each page and width of rows should be increased as per space available.	2
6	Drug Stock Register	<ul style="list-style-type: none"> <li>Size: 29 X 21 cm ( 29 length, 21 width)</li> <li>Total pages: 400 Total leaves:200</li> <li>Paper quality- Ledger paper, light green, 80 gsm</li> <li>Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>	A4 size, Matter should be in portrait. Rows=26 + NACO summary at bottom	12
7	ARV Drug Dispensing register(Adult)	<ul style="list-style-type: none"> <li>Size: 29 X 41 cm ( 29 length, 41 width)</li> <li>Total pages: 400, Total Leaves:200</li> <li>Paper quality- Ledger paper, light green, 80 gsm</li> <li>Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>		15
8	ART Centre TB- HIV register	<ul style="list-style-type: none"> <li>Size: 29 X 41 cm ( 29 length, 41 width)</li> <li>Total pages: 400, Total leaves:200 and 9 rows/ page</li> <li>Paper quality- Ledger paper, light green, 80 gsm</li> <li>Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>	The printing on both the pages should be mirror and equal. Column no. 1 to 25 should be on facing pages. 6 equal rows should be there on each page and width of rows should be increased as per space available	1
9	SACEP Register	<ul style="list-style-type: none"> <li>Size: 29 X 41 cm ( 29 length, 41 width)</li> <li>Total pages: 400, Total leaves:200 and 9 rows/ page</li> </ul>	The printing on both the pages should be mirror and equal. Column no. 1 to 24	3





	2 <sup>nd</sup> line	<ul style="list-style-type: none"> <li>Paper quality- Ledger paper, light green, 80 gsm</li> <li>Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>	should be on facing pages. 6 equal rows should be there on each page and width of rows should be increased as per space available	
10	SACEP Register 3 <sup>rd</sup> line	<ul style="list-style-type: none"> <li>Size: 29 X 41 cm ( 29 length, 41 width)</li> <li>Total pages: 400, Total leaves:200 and 9 rows/ page</li> <li>Paper quality- Ledger paper, light green, 80 gsm</li> <li>Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>	The printing on both the pages should be mirror and equal. Column no. 1 to 21 should be on facing pages. 6 equal rows should be there on each page and width of rows should be increased as per space available	2
11	Viral load lab register	<ul style="list-style-type: none"> <li>Size: 29 X 21 cm ( 29 length, 21 width)</li> <li>Total pages: 400, Total leaves:200</li> <li>Paper quality- Ledger paper, light green, 80 gsm</li> <li>Binding: Hard wood binding, 4mm (Bottle green colour)</li> </ul>	A4 size, Matter should be in portrait	2
12	Lab.Test Requisition form	<ul style="list-style-type: none"> <li>Half of A-4 size</li> <li>Easy to tear at one side</li> <li>Paper of routine referral forms may be used.</li> </ul>		4000
13	Add on sheet Follow up and investigations extension sheets	<ul style="list-style-type: none"> <li>(300 GSM white board), durable &amp; good quality</li> <li>Size: 31 X 23 cm ( 3 fold) ( 31 width, 23 Length)</li> <li>White colour</li> <li>Item should be durable and of good quality</li> </ul>		4000

## 02. BID PRICE

- The contract shall be for the full quantity as described above as per lowest quoted rate. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- 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.
- The price shall be quoted in Indian Rupees only.

03. Each bidder shall submit only one quotation.

## 04. VALIDITY OF QUOTATION

Quotation shall remain valid for a period of not less than 90 days after the deadline date specified for submission.

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## 05. EVALUATION OF QUOTATION

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

- a) Are properly signed and
- b) Confirm to the terms and conditions and specifications.
- c) The quotations would be evaluated for all the items separately.
- d) GST/TIN number should be mentioned on letter head.

## 06. AWARD OF CONTRACT

- a) The CSACS will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
  - b) 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.
  - c) 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.
07. Delivery Period:- the printer shall submit the hard copy of the text for proof reading within 15 days from the issue of confirmed work order. Printing should be strictly as per the final proof reading. After the finalization of the proof reading by the officers(within one week from the date of providing proof from vendor) deputed by this office, the entire printing of work shall be executed within 15 days from the date of handing over proof of printed material.
08. In case of delay of supply:- Liquidated damages will be charged @ 0.5% per week subject to maximum deduction of 10% of contract price.
09. Payment shall be made after having the complete satisfactory supply and supply should be as per specifications.
10. TDS/GST will be deducted as per Income Tax Rules, the vendor shall submit copy of PAN card & GST number for this purpose.
11. You are requested to provide your offer latest by 2:00 P.M on 17/10/2022. Preferably by Registered Post super scribing "QUOTATIONS FOR Printing of M &E Tools for ART Centres due on 17/10/2022" on the envelop. Envelopes should be labeled. **Unlabelled envelopes are straight way rejected.**
12. If provided personally, suppliers are requested to drop quotation in quotation box lying at the reception.
13. Quantity can be increased or decreased as per requirement.
14. Quotation received after the due date and with condition shall not be accepted.
15. We look forward to receiving your quotations and thank you for your interest in this Project.

✓ Project Director  
Chandigarh SACS  
UT, Chandigarh