

# Maharashtra State Pharmacy Council

E.S.I.S Hospital Compound ,LBS Road,  
Mulund west Mumbai -400080,Maharashtra  
Website : [www.mspcindia.org](http://www.mspcindia.org) Email: [mspcindia@gmail.com](mailto:mspcindia@gmail.com)  
Phone : 022-25684291,Fax : 022-25684418

## TENDER DOCUMENT

## PART – I: TECHNICAL BID

### NAME OF WORK

Procurement of plastic folders and Printing of informative publications prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for distribution to Registered Pharmacists on occasion of World Pharmacists Day

TENDER NO. Ref: MSPC/tender/ 6899/2016

DATE: 10/08/2016

Tender Serial No :

M/s. \_\_\_\_\_

Tender Sold to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

Signature of the Authorized Officer

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Mumbai -400080,Maharashtra

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Phone : 022-25684291,Fax : 022-25684418

TENDER NO.: MSPC/6899/2016

DATE: 10/08 2016

## BRIEF TENDER NOTICE

The REGISTRAR, Maharashtra State Pharmacy Council, Mulund(w), Mumbai-80 invites, sealed tender in two parts (TECHNICAL and COMMERCIAL) from eligible Vendors, for the following work .

Sr no	Type or work for which tender is invited	Quantity	Estimated cost (INR)	Tender fee	Earnest money deposit
1	Procurement of plastic folders and Printing of informative publications prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for distribution to registered pharmacists on occasion of World Pharmacists Day	25000 each category	Rs 20 lacs	Rs 500/-	Rs 20,000/-

Following schedule may be noted for important dates

Sr no	Vendor stage	Start date	Expiry date and time	Place
1	Sale of tender/Tender download	11/08/2016	19/08/2016 16.00 hrs	MSPC office at address mentioned above or download from website <a href="http://www.mspcindia.org">www.mspcindia.org</a>
2	Bid preparation	11/08/2016	21/08/2016	At vendors end
3	Bid submission	22/08/2016 from 10.00 hrs	22/08/2016 till 16.00 hrs	At MSPC office at address mentioned above

4	Technical bid opening	26/08/2016	26/08/2016 till 12.00 hrs	At MSPC office at address mentioned above

Commercial bid will be opened on same day of opening technical bid or same will be notified on council's website [www.mspcindia.org](http://www.mspcindia.org) which will be treated as sufficient notice for bidders .

Cost of Tender documents: Rs.500/-. (Rupees five hundred only) Cost of Tender document is non-refundable. For further details and eligibility criteria, please refer to the Notice Inviting Tender and "Important specifications and information" and "General Guidelines for the tenderers" available in tender document. The Tender Documents will also be available for downloading from the website [www.mspcindia.org](http://www.mspcindia.org) from 11/08/2016 till 19/08/2016 till 16.00 hrs

Maharashtra State Pharmacy Council Mumbai reserves the right to accept or reject or cancel any tender or relax any part of the tender offer without assigning any reason thereof.

# Maharashtra State Pharmacy Council

E.S.I.S Hospital Compound, LBS Road, Mulund west

Mumbai -400080, Maharashtra

Website : [www.mspscindia.org](http://www.mspscindia.org) Email: [mspscindia@gmail.com](mailto:mspscindia@gmail.com)

Phone : 022-25684291, Fax : 022-25684418

TENDER NO.: MSPC/ 6899/2016

DATE: 10/08/2016

## NOTICE INVITING TENDER

The REGISTRAR, Maharashtra State Pharmacy Council, Mulund(w), Mumbai-80 invites, sealed tender in two parts (TECHNICAL and COMMERCIAL) from eligible Vendors, for the following work

Item no.	SCOPE OF WORK	Estimated job Value (In Lakhs INR)	Earnest Money (In INR)	Last Date of Submission	Period of work completion	Date and Time of bid opening (technical)
1	Procurement of plastic folders and Printing of informative publications prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for distribution to registered pharmacists on occasion of World Pharmacists Day	Rs 20 lacs	Rs 20,000/-	22/08/2016 16.00 hrs	This is one time job strictly time bound. Total quantity to be supplied within 10-12 days but latest by 09/09/2016 in lots as specified by MSPC at MSPC office or location in Mumbai	26/08/2016 12.00 hrs

Sale of Tenders: **11/08/2016 till 19/08/2016 on working days only up to 4.00 pm.(16.00hrs) at MSPC office**

The Tender Documents can also be available for downloading from the website [www.mspscindia.org](http://www.mspscindia.org) from 11/08/2016 till 19/08/2016

Commercial bid will be opened on same day of opening technical bid or same will be notified on council's website [www.mspcindia.org](http://www.mspcindia.org) which will be treated as sufficient notice for bidders .

## IMPORTANT SPECIFICATIONS AND INFORMATION

### 1. Introduction

The approximate volume of work is expected to be procurement of roughly 25000 plastic folders and printing of publications including books, brochures, handouts, posters and stickers in quantity of 25000 each which need to be completed and entire quantities to be delivered within

10-12 days but latest by 09<sup>th</sup> September 2016 at MSPC office or as per specifications given by MSPC authorities

**Brief about the job and project scope-** Maharashtra State Pharmacy Council (MSPC) is a statutory body constituted by Government Of Maharashtra under the provisions of Pharmacy Act -1948 to regulate the practice and profession of pharmacy .Basic function of office is to grant registration to eligible candidates and issue them registration certificate as Registered Pharmacist .Worldwide 25<sup>th</sup> September is celebrated as World Pharmacist Day .MSPC has set up its own Drug Information Centre(DIC) To mark the importance of this day, this year also DIC has prepared some informative publication including books ,brochures ,handouts posters and stickers which are to be given to Registered Pharmacists through different professional associations /organizations as per resolution of council with an intention that registered pharmacists will make use of same during executing their duties and ultimately will benefit the patient . This material is to be put in a plastic folder and to be sent all over Maharashtra as per directives from council On an average roughly around 25000 plastic folders containing this material are to be prepared This is a one time job to be completed strictly in definite time slot Soft copy of material to be printed and soft copy of screen printing to be done on plastic folders would be provided by MSPC.

### Job as specified below:-

ITEM	One time Tender Quantity	unit packing
<b>1 ) Printing of Book titled "Essentials of Disease and Disorder"</b>	25Thousand	100x1
book size -A5 (6.5 inchesx9.5 inches) with centre pinning		
Inside 52 Pages Maplitho 70 gsm four colour printing		
Cover page -4 Pages Art paper 170 gsm. Four colour Printing inside and outside		
<b>2 ) Printing of Booklet titled "Counselling on drugs at a glance"</b>	25 Thousand	
book size -4.5 inchesx3.5 inches (pocket book) with centre pinning		
Inside 24 pages Maplitho 70 gsm two colour printing		100 x 1
Cover page -4 Pages Art paper 170 gsm. Four colour Printing .Cover with single side glossy lamination		
<b>3) Printing of four(4) Poster on social health with top and bottom stiff gumming (horizontal or vertical)</b>	Total 100000 (25000x4 that is 25000 of each poster)	

Poster size- (13.5 inchesx8.5 inches) legal		500 x 1
Paper-170 gsm with four colour printing		
Top and bottom stiff gumming (horizontal or vertical)		
<b>4) Printing of four(4) handout on Disease, Disorder with top and bottom stiff gumming (horizontal or vertical)</b>	Total 100000 (25000x4 that is 25000 of each handout)	
Handout size- (13.5 inchesx8.5 inches) legal		
Paper-150 gsm with four colour printing		500 x 1
Top and bottom stiff gumming (horizontal or vertical)		
<b>5) Printing of four(4) brochures issued in public interest with top and bottom stiff gumming (horizontal or vertical)</b>	Total 100000 (25000x4 that is 25000 of each brochure )	
Brochure size- (13.5 inchesx8.5 inches) legal		
Paper-130 gsm with four colour printing		500 x 1
Top and bottom stiff gumming (horizontal or vertical)		
<b>6) Pharmacists oath (English and Marathi separately) with top and bottom stiff gumming (horizontal or vertical)</b>		
Size- (13.5 inchesx8.5 inches) legal	Total 50,000(25 Thousand English and 25000 Marathi )	500 x 1
Paper-150 gsm with two colour printing		
<b>top and bottom stiff gumming (horizontal or vertical)</b>		
<b>7) Mobile App user manual –one page</b>	25000	500x1
Size- 4 inches x 11.5 inches two colour printing front and back with 2 folds		
Paper- 130 gsm art paper		
<b>8)Pharmacists Green Cross Stickers (As per sample provided by MSPC office )</b>	50000	500x1
<b>Sticker size -4.5inchesx3.5inches ,2 colour with full self adhesive gumming</b>		
<b>Paper-130 gsm</b>		
<b>9)Plastic folder(As per sample provided by MSPC) which can accommodate above mentioned printed material from serial number 1 to 8</b>	25000	100x1
<b>10)Screen printing on plastic folders -2 color (As per soft copy provided my MSPC office)</b>	25000	100x1
<b>11) Inserting books, posters ,handouts ,brochures ,Pharmacists oath ,app user manual ,green cross stickers in screen printed folders and delivering to MSPC office or place designated by MSPC authorities in Mumbai in lots of 100 in each boxes</b>	25000	100x1

## GENERAL GUIDELINES FOR THE TENDERERS

1	<p><b>The bidders should submit the following information along with the bid.</b></p> <ul style="list-style-type: none"> <li>a) Details of different types of machinery possessed as per the table in Annexure- I</li> <li>b) Experience details for the last 3 years in the format given in Annexure-II. Copies of (i) Work order (ii) Satisfactory completion certificate indicating number of machinery deployed, scheduled date of start and completion and actual date of completion and gross value of job completed issued by the client for whom the work was carried out should be attached. Contact details with whom projects were completed to be provided</li> <li>c) An undertaking as per the format given in Annexure –III</li> <li>d) Bidder information Annexure-IV</li> <li>e) Financial Bid Annexure-V</li> <li>f) Check list for eligibility criteria</li> </ul>
2	<p><b>Cost of Tender Document:</b> Cost of Tender Document is Rs. 500/- (Rupees five hundred only) The cost of Tender Documents shall be payable by cash or crossed demand draft (non-refundable), drawn on any nationalized / scheduled bank in favour of the Registrar, Maharashtra State Pharmacy Council, Mulund, Mumbai. Cheques / Bank Guarantees and Postal Orders will not be accepted. Cost of Tender Document is to be submitted in a separate envelope along with Part-I of the tender in case of downloaded Tender Document. The tenders without cost of tender document in the prescribed manner are liable to be rejected.</p>
3	<p><b>Submission of Earnest Money Deposit (EMD):</b> EMD should be deposited in the form of crossed Demand Draft, drawn on any nationalized/scheduled bank in favour of The Registrar, Maharashtra State Pharmacy Council, Mulund, Mumbai. Cheque, Bank Guarantees and Postal Orders will not be accepted towards EMD. EMD should be enclosed in a separate envelop along with Part-I (Technical Bid). The tenders without Earnest Money Deposit in the prescribed manner are liable to be rejected.</p>
4	<p><b>General Instructions for Submission of Tender:</b> Bid should be submitted in sealed covers in the following manner.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The tender shall be in two parts viz. Part–I (i.e. Technical bid) and Part–II (i.e. Commercial bid). Part–I shall contain the documents in support, Cost of Tender Document (in case of downloaded tenders), EMD, the details of technical qualifications, competence of the tenderer supported by certificates as required vide eligibility criteria</li> <li><input type="checkbox"/> The part – II shall be the commercial bid containing the schedule of quantities issued along with tender documents, duly filled in by the tenderer.</li> <li><input type="checkbox"/> Part–I and Part–II bids shall be in separate sealed covers, duly super scribing on the covers with the details of bid i.e. “ Tender number, Name of the work, Part–I/Part–II, Name of the tenderer” etc. Both the sealed covers should be kept in a common sealed cover duly super scribing the details of the bid.</li> </ul> <p><b>No bid shall be considered unless accompanied by the Earnest Money and non- refundable Tender Document cost (in case of downloaded Tender Documents)</b></p>
5	<p><b>Receipt of Bids:</b> Tender to be submitted in inward department at <b>Maharashtra State Pharmacy Council E.S.I.S Hospital Compound, LBS Road, Mulund Mumbai -400080, Maharashtra</b> before 4 . 0 0 p m on the last date of submission.</p>
6	<p><b>Opening of Bids:</b> Technical bids of the tenders will be evaluated by Evaluation committee of Maharashtra State Pharmacy Council. Commercial bids of only those tenderers found technically suitable by a Committee of experts constituted by Maharashtra State Pharmacy Council will be opened. Commercial bids will be opened by Executive committee of Maharashtra State Pharmacy Council and evaluated for award of work.</p>

7	Quoted rate should be written both in figures and words. The rate should be inclusive of all Central/State taxes and duties except service tax.
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8	Sales-tax/VAT (except service tax), purchase tax, turnover tax or any other tax applicable in respect of this contract shall be payable by the vendor and Maharashtra State Pharmacy Council will not entertain any claim whatsoever in respect of the same. However, in respect of service tax, same shall be paid by the vendor to the concerned department on demand and it will be reimbursed to him after satisfying that it has been actually and genuinely paid by the vendor.
9	All corrections should be authenticated / signed.
10	Tenders with any conditions, including conditional rebate(s) shall be rejected. However, tenders with unconditional rebate will be accepted.
11	<b>Validity:</b> Validity of the offer should be for a minimum of 30 days from the last date of submission of the tender. In case validity period is not mentioned in the offer, the tender is deemed to be valid for 30 days from the last date of submission of the tender.
12	The Registrar, Maharashtra State PHARMACY Council, Mulund, Mumbai is not under any obligation to accept the lowest Bid/Bids and reserves the right to reject any or all the bids without assigning any reason what-so-ever and also to distribute the work and allot the work / works to more than one Bidder, at its sole discretion.
14	Bidders should provide a valid Email address of the authorized representative of their firm. All correspondence made with the email address (received/sent) will be considered as valid official and authenticated correspondence and binding.
15	Maharashtra State pharmacy Council would not be liable for any delay in submission of bid by a bidder on account of obstruction or delay by any outside element / agency and takes no responsibility for delay, loss or non-receipt of documents.
16	All the pages of tender document (Technical and Commercial bids) shall be signed with seal affixed.

The bidders are advised to quote their rates on the basis of costing / profitability of individual items because MSPC reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities required are only tentative in nature and actual procurement quantities of items may differ as per requirement.

**CHECK LIST FOR ELIGIBILITY CRITERIA**

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

SL. NO.	DESCRIPTION	Tick whichever applicable	
		YES	NO
1	Technical bid signed and seal affixed on all pages (The following documents from Sr. No 2 to Sr. No. 15 should be enclosed with Technical Bid.		
2	Annexure-I - Proof of ownership of printing Machineries duly filled and signed.		
3	List of supporting equipment and machinery owned. Proof to be Enclosed.		
4	List of technical staff.		
5	Annexure-II - Experience certificates / testimonials as mentioned above in "Important specifications, information and eligibility conditions" should be enclosed (duly filled and signed).		
6	Annexure-III - Undertaking by the bidder (duly filled and signed).		
7	Annexure-IV - Technical Bid		
8	Minimum Solvency Certificate of Rs 5 lacs		
9	Income tax returns for last three years		
10	Demand Draft towards the cost of Tender document (if tender downloaded from website)		
11	Demand Draft towards EMD		
12	Copy of Service Tax Registration Certificate		
13	List of projects with other details in support of having carried out Printing job for Government organizations / Reputed private Institutions		
14	Self certified copies for substantiation of the following documentary evidence in support of : i. PAN No. ii. Shop act/Registration number of the company		
15	A self-certificate for not been black listed by any institution of Central / State Government in the past three years.		
16	Annexure-V- Financial Bid to be enclosed in separate sealed cover		

Place:

Date :

Signature of the bidder/  
Authorized Representative

**DETAILS OF PRINTING AND OTHER ALLIED MACHINERIES UNDER POSSESSION**

Sr. No.	Type of Machinery	Make & Model	Size	Year of purchase	Present condition	* Present Deployment (if any)

- Additional paper may be attached to if required
- Present Deployment: If the machineries are presently deployed for another work, the details of the work may be indicated in Annexure-II under works-in-Hand.
- Documentary proof should be submitted for the machineries possessed

Signature of the Bidder

**ANNEXURE – II**  
**DETAILS OF WORK EXPERIENCE**

**A. COMPLETED JOBS DURING LAST THREE YEARS.**

Sr. No	Name & Address of the Client with contact phone numbers	Brief Description of Work Awarded	Work Order No. & Date	Quantity of BOOKS FOR PRINTING Awarded	Completion Time	Value of Work completed till date	Start Date	End Date	NUMBER of machineries Deployed	No. of BOOKS printed till date	Value Of Executed Work

**B. WORKS IN HAND OR AWARDED**

Sl. No	Name & Address of the Client with contact phone numbers	Brief Description of Work Awarded	Work Order No. & Date	Quantity of BOOKS FOR PRINTING Awarded	Completion Time	Value of Work completed till date	Start Date	Number of machineries Deployed	Value Of Balance Work	Expected Date of Completion

Certified that the above list of works is complete and no work has been left-out and the information given is correct to my knowledge and belief.

Signature of Bidder

Documentary proof should be submitted for above completed and works in hand/Awarded projects.

**ANNEXURE – III**  
**UNDERTAKING BY THE BIDDER**

I, \_\_\_\_\_ Partner/ Legal Attorney/ Accredited Representative of  
M/s. \_\_\_\_\_, solemnly declare that

1 We are submitting bid for “**Procurement of plastic folders and Printing of informative publications prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for distribution to Registered Pharmacists on occasion of World Pharmacists Day**”

|  
for Maharashtra State Pharmacy Council, E. S. I. S. Hospital Compound , Lal Bahadur Shastri Marg, Mulund West, Mumbai 400080

1. None of the Partners of our firm is relative of employee of Maharashtra State Pharmacy Council Mumbai.
2. All information furnished by us in respect of fulfilment of eligibility criteria and Qualification information of this Tender is complete, correct and true.
3. All documents / credentials attached along with this Tender are genuine, authentic, true and valid.
4. If any information and document submitted is found to be false / incorrect at any time, MSPC may cancel our Bid and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money Deposit and banning / de-listing of our firm and all partners of our firm etc.

Signature of the Bidder

Date -----

Seal

**ITEM RATE TENDER FOR WORK**

I / We hereby submit tender for Maharashtra State Pharmacy Council of that work specified in the underwritten memorandum within the time specified in such memorandum at the rates specified therein, and in accordance in all respects with the specifications and instructions in writing hereof and the Clause II of the conditions of the contract and with such materials as are provided for; by and in all other respects in accordance with such conditions so far as applicable.

**MEMORANDUM**

(A)	General Description  (if several sub-works are included they should be detailed in a separate list)	:	<b>Procurement of plastic folders and Printing of informative publications prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for distribution to Registered Pharmacists on occasion of World Pharmacists Day</b>
(B)	Estimated cost	:	Rs 20 lacs
(C)	Earnest Money	:	Rs 20,000/-
D)	Performance Guarantee	:	Performance Guarantee: 5% of the Tendered Cost should be submitted as Performance Guarantee in the form of Bank Guarantee.  Performance Guarantee can also be submitted in the form of Banker's Cheque / Demand Draft / Pay Order of a Scheduled bank.  Performance Guarantee shall be initially valid up to the stipulated date of completion plus 30 days beyond that. In case the time for completion of the work gets extended, the vendor shall get the validity of performance Guarantee extended to cover such extended time for completion of work plus 30 days beyond that.  After recording of the Completion Certificate for the work by competent authority, the Performance Guarantee shall be returned to the vendor, without any interest.
E)	Time allowed for	:	10-12 days Latest by 9 <sup>th</sup> September 2016 or as per specifications from MSPC authorities from time to time (from the date of issue of Work Order)

Should this tender be accepted I / we hereby agree to abide by and fulfill all the terms contained in the pamphlets named "Important specifications, information and eligibility conditions" and "General guidelines for the tenderers", "Check list", "Item Rate Tender", "General Rules and Directions for the guidance of vendors", "Conditions of Contract", "Additional Conditions of Contract", "Specifications for work" and "Location Map" contained in Part-I (Technical Bid) and "Schedule of Quantities" contained in Part-II (Commercial Bid) of tender document which has been read by me, read and explained to me so far as applicable, or in default thereof to forfeit and to the President of MSPC or his successors in office the sums of money mentioned in the conditions.

Demand Draft of the Bank----- is forwarded herewith for the sum of Rs. ----- only as earnest money, the full value of which is to be absolutely forfeited to the Registrar, Maharashtra State Pharmacy Council Mulund, Mumbai-80 should I/we fail to commence the work specified in the above memorandum.

Date:

Signature of the Bidder

Seal of the company

## RULES AND DIRECTIONS FOR THE GUIDANCE OF VENDORS

The Registrar, Maharashtra State Pharmacy Council, Mulund, Mumbai-80, invites in two parts sealed tender from firms of Maharashtra State for the following work:

**Procurement of plastic folders and Printing of informative publications prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for distribution to Registered Pharmacists on occasion of World Pharmacists Day**

Estimated Cost (approx.): Rs. 20 Lacs  
Earnest Money Deposit: 1% of tender value = Rs. 20,000/-  
Performance Guarantee: 5% of tender value = Rs 1 lac  
Solvency Certificate: Rs. 5 lacs  
Time period for completion: 10-12 days but latest by 09/09/2016

**Terms and Conditions:** 1) Bidder should be an Indian Firm with place of business and infrastructure located at Maharashtra 2) The bidder should have sufficient machinery along with accessories in adequate number to handle the printing job. 3) The bidder should have carried out printing job in projects promoted by Government / reputed private organization and has sufficient knowledge on the requirement of similar projects 4) Those offering bid for plastic folders with screen printing should have requisite experience in procurement of similar items

### 1. SCOPE OF WORK

#### Details of the Project Scope

The objective of this job is to make drug/disease related information easily available to Registered pharmacists through these publications including books, posters, brochures, handouts and stickers prepared by council's DIC for up gradation of their knowledge which may be utilized by them while executing their duty as Registered pharmacists and to mark importance of World Pharmacist Day by providing educational material to Registered Pharmacists through professional associations/organisations as per resolution of Council

#### Job as specified below:-

ITEM	One time Tender Quantity	unit packing
<b>1 ) Printing of Book titled "Essentials of Disease and Disorder"</b>	25Thousand	100x1
book size -A5 (6.5 inchesx9.5 inches) with centre pinning		
Inside 52 Pages Maplitho 70 gsm four colour printing		
Cover page -4 Pages Art paper 170 gsm. Four colour Printing inside and outside		
<b>2 ) Printing of Booklet titled "Counselling on drugs at a glance"</b>	25 Thousand	
book size -4.5 inchesx3.5 inches (pocket book) with centre pinning		
Inside 24 pages Maplitho 70 gsm two colour printing		100 x 1

Cover page -4 Pages Art paper 170 gsm. Four colour Printing .Cover with single side glossy lamination		
<b>3) Printing of four(4) Poster on social health with top and bottom stiff gumming (horizontal or vertical)</b>	Total 100000 (25000x4 that is 25000 of each poster)	
Poster size- (13.5 inchesx8.5 inches) legal		500 x 1
Paper-170 gsm with four colour printing		
Top and bottom stiff gumming (horizontal or vertical)		
<b>4) Printing of four(4) handout on Disease, Disorder with top and bottom stiff gumming (horizontal or vertical)</b>	Total 100000 (25000x4 that is 25000 of each handout)	
Handout size- (13.5 inchesx 8.5 inches) legal		
Paper-150 gsm wuth four colour printing		500 x 1
Top and bottom stiff gumming (horizontal or vertical)		
<b>5) Printing of four(4) brochures issued in public interest with with top and bottom stiff gumming (horizontal or vertical)</b>	Total 100000 (25000x4 that is 25000 of each brochure)	
Brochure size-(13.5 inchesx8.5 inches) legal		
Paper-130 gsm with four colour printing		500 x 1
Top and bottom stiff gumming ( horizontal or vertical)		
<b>6) Pharmacists oath (English and Marathi separately) with top and bottom stiff gumming (horizontal or vertical)</b>		
Size- (13.5 inchesx8.5inches) legal	Total 50,000(25 Thousand each English and 25000 Marathi )	500 x 1
Paper-150 gsm with two colour printing		
<b>top and bottom stiff gumming ( horizontal or vertical)</b>		
<b>7) Mobile App user manual –one page</b> Size- 4 inches x 11.5 inches two colour printing front and back with 2 folds Paper- 130 gsm art paper	25000	500x1
<b>8)Pharmacists Green Cross Stickers (As per sample provided by MSPC office )</b> <b>Sticker size -4.5inchesx3.5inches ,2 colour with full self adhesive gumming</b> <b>Paper-130 gsm</b>	50000	500x1
<b>9)Plastic folder(As per sample provided by MSPC) which can accommodate above mentioned printed material from serial number 1 to 8</b>	25000	100x1

10) Screen printing on plastic folders -2 color (As per soft copy provided my MSPC office)	25000	100x1
11) Inserting books, posters ,handouts ,brochures ,oath ,app user manual ,green cross stickers in screen printed folders and delivering to MSPC office or place designated by MSPC authorities in Mumbai in lots of 100 in each boxes	25000	100x1

### Specific Requirement of printers and accessories

- a) Single color/two colour offset machine
- b) 4 colour offset machine
- c) Paper cutting machine
- d) Folding machine
- e) Pinning machine
- f) Punching machine
- g) DTP set up

In the event of assigned work being carried out by the vendor not found satisfactory by MSPC, the contract would be liable to be terminated.

Bidders will have to submit all necessary documents in support of Eligibility Criteria along with the technical bid for qualifying for their eligibility failing which their offers will not be accepted.

### 2. IMPORTANT DATES

Date of Publication of Tender Notice	11/08/2016
Start of Sale of Tender Document or download from website <a href="http://www.mspcindia.org">www.mspcindia.org</a>	11/08/2016
End of Sale of Tender Document or download	19/08/2016 till 16.00 hrs
Bid submission start date and Time	22/08/2016 from 10.00 hrs
Bid submission end date and Time	22/08/2016 till 16.00 hrs
Date & time of bid opening (technical)	26/08/2016 at 12.00 hrs

### 3. ELIGIBILITY CRITERIA (Proof should be submitted for all)

The Bidders who desire to participate in this tender must qualify to the following Eligibility Criteria.

- 3.1 Only Indian firms having place of business and infrastructure at Maharashtra can participate in this tender
- 3.2 The bidder should have carried out printing job preferably in Government organizations or Reputed private Institutions (Please provide list of projects with completion certificate and other details in support of the statement)
- 3.3 The bidder should submit a solvency certificate for Rs. 5 lacs from Nationalized / Scheduled bank and the same shall not be older than one year on the last date of submission of the tender.

3.4 Income Tax returns for the last three financial years

3.5 *Experience for successful completion of works – Experience of works*  
Successfully completed in  
last 3 years

3.6 Bidder should enclose self certified copies for substantiation of the following Documentary evidence in support of:

- A. Service Tax Registration number
- B. PAN No.
- C. Shop act/Registration certificate

A self certificate that the bidder has not been black listed by any institution of Central / State Government in the past three years to be submitted

3.9 The bidders are requested to furnish documents to establish their eligibility for each of the above clauses.

Relevant portions in the documents submitted, in pursuance of eligibility criterion mentioned above, should be highlighted. If tender is not accompanied by all the above mentioned documents, the same is liable to be rejected. Undertaking, for subsequent submission, of any of the above documents will not be entertained. However, MSPC reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.

Upon verification, evaluation / assessment, **If in case any information furnished by the Bidder is found to be false / incorrect, their bid shall be summarily rejected** and no correspondence on the same shall be entertained.

The documents in support of eligibility criteria submitted by any bidder not fulfilling the eligibility conditions / criteria stipulated above will be rejected.

#### 4. TERMS & CONDITIONS

4.1 Earnest Money Deposit (EMD) of Rs.20,000/-- has to be submitted. The EMD is to be submitted through Demand Draft / Pay Order of any Nationalised / Scheduled Bank drawn in favour of Registrar, Maharashtra State Pharmacy Council, Mumbai payable at Mumbai

4.2 All the pages / bid documents should be signed stamped / seal by the authorized signatory.

4.3 All the pages of bid being submitted must be sequentially numbered by the Bidder.

4.4 MSPC will not be responsible for any delay on the part of the bidder in obtaining terms and conditions of the tender notice or submission of the bids.

4.5 The bids submitted by telex / telegram / fax / E-mail shall not be considered. No correspondence will be entertained on this matter.

4.6 The rates are to be quoted in strict compliance to the financial bid otherwise the bid is liable to be rejected.

- 4.7 Percentage (%) of taxes and duties etc are to be quoted in the commercial bid and no such inclusions are accepted in this regard after submission of the tender.
- 4.8 Conditional tenders shall not be accepted on any ground and shall be rejected straight away. If any clarification is required, the same should be obtained before submission of the bids.
- 4.9 No deviations in terms and conditions of the tender document will be accepted in any condition
- 4.10 All duties, taxes and other levies payable by the bidder under the work order may be taken into account while quoting except service tax.
- 4.11 Amendment of Bidding Document: At any time prior to the deadline for submission of bids, the MSPC may amend bidding documents by issuing addenda.
- 4.12 Any addendum thus issued, shall be part of the bidding document and shall be published on our website; it is bidders responsibility to check the website for updates.
- 4.14 MSPC may in exceptional circumstances and at its discretion, extend the deadline for submission of the bids by issuing an Addendum.

## 5. BID SUBMISSION:

The tenders shall be in two parts viz. part-I (i.e. Technical bid) and part- II (i.e. Commercial bid).

Bank Draft towards EMD to be submitted in a cover, sealed and super scribed, "EMD –for Procurement of plastic folders and Printing of publications prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for distribution to Registered Pharmacists on occasion of World Pharmacists Day

, due on ----22/08/2016 by 16.00 hrs". A letter specifying draft details should be submitted along with DD.

- (a) Part-I shall contain the details of technical qualifications, Cover containing DD against EMD, cost of tender document ,if downloaded then in the form of DD, competence of the tenderer supported by certificates as required vide eligibility and any other documents bidder wish to submit to prove his eligibility except commercial BID.
- (b) The part – II shall be the commercial bid with tender documents, duly filled in by the tenderer.
- (c) **Please do not put EMD DD in financial bid envelope .**
- (d) Part-I and part-II bids shall be in separate sealed covers, duly super scribing on the covers with the details of bid i.e. "Tender No., Name of the work, part-I/part-II, name of the tenderer," etc. Both the sealed covers should be kept in a common sealed cover duly super scribing the details of the bid.
- (e) No bid shall be considered unless accompanied by the earnest money deposit (EMD).

- (f) All the pages of tender document (Technical and commercial bids) shall be signed/stamped by the bidders with seal affixed.
- (g) One Bid per Bidder: Each bidder shall submit only one bid.
- (h) The price for items should be quoted in words and also in figures and shall match with each other. If rates in words do not tally with rates in figure then the rate which corresponds to the amount written in words shall be taken as correct.

## **6 FINANCIAL EVALUATION**

- A. Technical bids of the tenders will be evaluated by Evaluation committee of Maharashtra State Pharmacy Council.
- B. Commercial bids of only those tenderers found technically suitable by a Committee of experts constituted by Maharashtra State Pharmacy Council will be opened. Commercial bids will be opened by Expert committee or Executive committee of Maharashtra State Pharmacy Council as per discretion of MSPC and evaluated for award of work.
- C. To assist in the examination, evaluation and comparison of bids, MSPC may at its discretion, ask any bidder for clarification of its bids, including breakup of units, rate, etc. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought or offered or permitted except as required to confirm the correction of arithmetic errors discovered by MSPC in the evaluation of the bids.
- D. Financial evaluation committee (Executive committee) will evaluate the bidders offer and the contract shall be awarded to the bidder whose bid has been determined to be responsive to the bidding documents .
- E No commitment to accept lowest or any tender

The Purchaser MSPC shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late, or incomplete, without assigning any reason therefore. The Purchaser reserves the right to make changes in terms and conditions of the tender. The Purchaser will not be obliged to meet and have discussions with any of the Bidder and / or to give a hearing on their representations.

## **7 PLACING OF WORK ORDER**

- 7.1 MSPC reserves right to distribute the work and allot the work/works to more than one bidder, at its sole discretion.
- 7.2 Work order will be placed on the successful bidder on the basis of evaluation by the Technical Evaluation Committee and Financial Evaluation Committee(Executive committee)
- 7.3 MSPC reserves the right to split the purchase order to different bidders.
- 7.4 If the tenderer withdraws its tender, before the expiry of the validity period or before issue of letter of the acceptance, whichever is earlier or makes any modifications not acceptable to MSPC, in such case 100% of the EMD will absolutely be forfeited. In case, the tenderer fails to furnish the PBG or to commence the job after receipt of Work order, within the

specified period entire EMD shall be forfeited to MSPC.

7.5 Supply shall have to be made at time and place/s at Mumbai as directed by MSPC authority

## 8 Rights of MSPC

(i) MSPC reserves the right to accept or reject any tender in part or cancel whole tender proceedings without assigning any reason whatsoever.

Payment: (i) All payments due to the vendor for services rendered against this Work shall be made by cheque within 30 (thirty) days from the date of submission of bills after scrutiny by the office of the Registrar, MSPC, if found to be in order. (ii) Payment will be made after deduction of the Income Tax and any other dues, as applicable, at source.

(VIII) Penalty: (i) Any financial loss incurred by the MSPC authority arising due to any procedural lapses on the part of the vendor shall be recovered by the MSPC from the agency.

(ii) Delay in submission of printing item within the specified limit shall attract a penalty of Rs. 1000/- per day beyond the permitted time. The job is strictly time bound

(IX) Termination of the Work: (i) During the currency of the Work, if the services of the successful vendor are not found to be satisfactory, MSPC reserves the right to terminate the Work without payment of any compensation or whatsoever.

(ii) EMD will be forfeited in case of premature termination of the Work.

(X) Exit Clause: (i) The work between MSPC and the successful vendor can be terminated by MSPC without assigning any reason and with no liability on MSPC.

9 Any attempt of direct or indirect negotiations on the part of the bidder with the authority to whom he has submitted the tender or authority who is competent to finally accept / reject the same after he has submitted his tender or any endeavor to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular tender will render the tender liable to be rejected.

10 **Disclaimer:** This Tender is not an offer by MSPC, Mumbai, but an invitation for bidder's response. No contractual obligation whatsoever shall arise from this process.

11 **Declaration:** The bidder is required to give a certificate as below in his commercial (price) bid.

"I/we agree that in case of any change in the quantities required, I/ we would be supplying the same at the rates as specified in this price bid. I /we agree to adhere to the prices given above even if the quantities undergo a change".

**Annexure-IV**  
**TECHNICAL BID**

1. Name of the Tenderer with Address:

2. Name of the Contact person

Mobile / Telephone No(s).

FAX No. E-mail:

3. Bidders Registration Number:

4. Further details to be submitted as under:

(a) Description / Name of the Vendor (including legal status, ownership etc.)

(b) Date of inception of the bidder:

(Please furnish the copies of the annual Report, Balance Sheet and audited accounts and Income Tax clearance certificate for the last three years):

(c) Number of similar works undertaken in the past with names of Institutions (brief description of work is to be mentioned along with satisfactory execution certificate of the competent authority):

(d) Amount of work done since inception of the bidder (with supporting evidence)

(e) Details of single largest order completed during last year:

(i) Name of Client .....

(ii) Amount.....

(f) Proposed time schedule for completion of work.

(5) List your clientele with amount of work completed, their addresses and contact person's details.

(6) Any other relevant information (The information required is not exhaustive. Vendors are requested to include all information that may be necessary for such type of projects).

The technical bid should invariably contain the following aspects:

(i) Technical Specifications of the equipments to be used to accomplish the work and technical specifications of paper to be used in accordance with the requirements specified by MSPC

Signature of bidder (With seal)

**ANNEXURE-V**

**FINANCIAL BID**

**Procurement of plastic folders and Printing of informative publications prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for distribution to Registered Pharmacists on occasion of World Pharmacists Day**

(To be filled in by the tenderer with reference to Tender No. \_\_\_\_\_ MSPC Mumbai)

1. Name of the Tenderer with Address:

2. Name of the Contact person:

Mobile/Telephone No(s): FAX

No.:

E-mail:

Specifications/Composition of items	Quantity	Cost per item (INR)	Total Cost (Rs)
<b>1 ) Printing of Book titled “Essentials of Disease and Disorder”</b>	25000		
book size -A5 (6.5 inchesx9.5 inches) with centre pinning			
Inside 52 Pages Maplitho 70 gsm four colour printing			
Cover page -4 Pages Art paper 170 gsm. Four colour Printing inside and outside			
<b>2 ) Printing of Booklet titled “Counselling on drugs at a glance”</b>	25000		
book size -4.5 inchesx3.5 inches (pocket book) with centre pinning			
Inside 24 pages Maplitho 70 gsm two colour printing			
Cover page -4 Pages Art paper 170 gsm. Four colour Printing .Cover with single side glossy lamination			
<b>3) Printing of four(4) Poster on social health with top and bottom stiff gumming (horizontal or vertical)</b>	Total 100,000 that is 25000 x4 posters		
Poster size- (13.5 inchesx8.5 inches) legal			

Paper-170 gsm with four colour printing			
Top and bottom stiff gumming (horizontal or vertical)			
<b>4) Printing of four(4) handout on Disease, Disorder with top and bottom stiff gumming (horizontal or vertical)</b>	Total 100,000 that is 25000 x4 handouts		
Handout size- (13.5 inchesx 8.5 inches) legal			
Paper-150 gsm wuth four colour printing			
Top and bottom stiff gumming (horizontal or vertical)			
<b>5) Printing of four(4) brochures issued in public interest with top and bottom stiff gumming (horizontal or vertical)</b>	Total 100,000 that is 25000 x4 brochures		
Brochure size- (13.5 inchesx 8.5 inches) legal			
Paper-130 gsm with four colour printing			
Top and bottom stiff gumming ( horizontal or vertical)			
<b>6) Pharmacists oath (English and Marathi separately) with top and bottom stiff gumming (horizontal or vertical)</b>	Total 50,000 that is 25000 each English and Marathi		
Size- (13.5 inchesx 8.5 inches) legal			
Paper-150 gsm with two colour printing			
<b>top and bottom stiff gumming ( horizontal or vertical)</b>			
<b>7) Mobile App user manual –one page</b>	25000		
Size- 4 inches x 11.5 inches two colour printing front and back with 2 folds			
Paper- 130 gsm art paper			
<b>8)Pharmacists Green Cross Stickers (As per sample provided by MSPC office )</b>	50,000		
<b>Sticker size -4.5inchesx3.5inches ,2 colour with full self adhesive gumming</b>			
<b>Paper-130 gsm</b>			
<b>9)Plastic folder(As per sample provided by MSPC) which can accommodate above mentioned printed material from serial number 1 to 8</b>	25,000		
<b>10)Screen printing on plastic folders -2 color (As per soft copy provided my MSPC office)</b>	25,000		

11) Inserting books ,posters ,handouts ,brochures ,oath ,app user manual ,2 green cross stickers in screen printed folders and delivering to MSPC office or place designated by MSPC authorities in Mumbai in lots of 100 in each boxes	25,000		
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“I/we agree that in case of any change in the quantities required, I/ we would be supplying the same at the rates as specified in this price bid. I /we agree to adhere to the prices given above even if the quantities undergo a change”.

Signature with date and rubber stamp of the tenderer

## Display & Arbitration

In case of any dispute, the decision of MSPC will be final. The venue of arbitration, if any will be Mulund, Mumbai. MSPC reserves the right to terminate the contract at any time without assigning any reason(s) thereof.