

Dear Sir,

Sub:- "Invitation of Quotation for Social Awareness for Outdoor Media agency Metro/Rail Station Display Board for MSACS Office 2023-24"

- 1) We are invited to submit your most competitive Quotation for Social Awareness for Outdoor Media agency for MSACS Office 2023-24"

Sr. No.	Media	Details	Specification	Frequency
1	Metro/ Rail Station Display Board	No of 5 Display Only for Metro City	Display Board/ Light Or Led Board (Excluding Mumbai)	30 Days

2) **Bid Price :**

- a) The contract shall be for the service 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 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 the adjustment on any account.
- d) The prices shall be quoted in Indian Rupee- only.

3) **Validity of Quotation:**

Quotation shall remain valid for a period of not less than 30 days after the deadline date specified for submission.

4) **Each bidder shall submit only one quotation in prescribed format attached with this inquiry letter in a sealed envelope superscripting.**

"Invitation of Quotation for Procurement of HIV/AIDS Radio Sport Publication of following Program 2023-24"

5) **Evaluation of Quotations:**

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 and specifications.

The quotations would be evaluated for all the items together / would be evaluated separately for each item.

6) Following documents should be attached along with the quotation while submission:

1. Signed inquiry format
2. Pan card
3. Addhar Card.
4. Experience for Work Order

7) **Award of Contract:**

The purchaser 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.

- 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.2 The bidder whose quotation is accepted will be notified about the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

8) **Payment shall be made after submitting the bill on quarterly basis after completion of each quarter.**

9) **You are requested to provide your offer last by 28-02-2024 up to 5.00 p.m.**

10) **Quotations will be open in the presence of the bidders or their representative who choose to attend 11.00 pm on 29-02-2024 in the office of the MSACS.**

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

12) महत्वाची सूचना :- तक्त्यात नमूद केल्याप्रमाणे अनुक्रमांक 1 मध्ये दिलेल्या कामाच्या स्वरूपानुसार DAVP दर लागू असल्यास सदर दरात किंवा त्याहून न्यूनतम दर सादर करणाऱ्या कंपनीस कायदेशि देण्यात येईल. तसेच सदर प्रक्रिया स्पर्धात्मक होण्याकरिता प्रत्येक सेवेमध्ये कमीत कमी प्रत्येकी तीन सेवा पुरवठादारांचा सहभाग प्राप्त होणे गरजेचे आहे.

**Important Notice:-** As mentioned in the table, if DAVP rates are applicable as per the nature of work given in serial no. Also, for the said process to be competitive, it is necessary to get the participation of at least three service providers in each service.



Joint Director IEC  
MSACS



Assistant Director Procurement  
MSACS



Date :-

To,  
The Project Director  
Maharashtra AIDS Control Society  
R. A. Kidwai Marg, Near Wadala Over bridge,  
Wadala (W), Mumbai – 400 031.

Sub:- Quotation for Social Awareness for Outdoor Media agency for MSACS Office 2023-24''

Ref :- Your inquiry no. \_\_\_\_\_ date \_\_\_\_\_

**Quotation**

Sr. No.	Media	Details	Specification	Frequency
1	Metro/ Rail Station Display Board	No of 5 Display Only for Metro City	Display Board/ Light Or Led Board (Excluding Mumbai)	30 Days

We agree to provide above service in accordance with the requirements given in your inquiry letter for a contract price of Rs. \_\_\_\_\_ (amount in figures) Rupees- \_\_\_\_\_ (amount in words).

All other terms & conditions mentioned in the invitation of quotation are acceptable to us.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Name & Address of supplier**

**Signature of supplier**

**Note: on your letterhead**