

Date – 30-09-2019

**Minutes of Pre-bid meeting for Printing of IEC Material and supply at various locations in all districts of Maharashtra 2019-20**

Minutes of Pre-bid meeting for **Printing of IEC Material and supply at various locations in all districts of Maharashtra 2019-20** against : MSACS/Procurement/IEC/Printing/2019-20/E-Tender-2197 held on 30<sup>th</sup> September, 2019 at 3.00 pm at Procurement section, Maharashtra State AIDS Control Society, Acworth Leprosy Compound, Wadala (W), Mumbai – 400 031.

The following representative were present from MSACS

- Mr. Mahesh Shinde – Asst. Director -Procurement, MSACS
- Mr. Ramakant Gaykwad – Deputy Director IEC, MSACS

Representatives of the following company attended the pre-bid meeting.

- 1- Mr. Santosh Satav from M/s Neat Prints, Mumbai
- 2- Mr. Raj Jahagirdar from M/s ACME, Mumbai
- 3- Mr. santosh Uadke from Global Enterprises, Mumbai

Mr. Mahesh Shinde, Assistant Director Procurement welcomes all bidders & participants and briefed in detail about tender document for **Printing of IEC Material and supply at various locations in all districts of Maharashtra 2019-20**. Below points were discussed in meeting regarding

Sr. No.	Ref. Clause No.	Particulars	Remark
1	2.1	Eligibility Criteria: Valid Drug License and recent sales Tax Clearance certificate	This clause removed from tender document as the clause is not related to Printing. As per the current procedure GST registration and clearance should be submitted by bidder.
2	2.1 (d)	The bidder must evidentially establish the capacity to perform execution of the item of the bid for which he has offered with the existing installed capacity.	This clause is related to the eligibility criteria regarding capacity of production. It is evaluated as per the turnover statement for last three years, authorized by CA qualifying each year.
3	2.1 (e)	Annual qualifying turnover of the bidder for last three financial year <b>2015-16, 2016-17 &amp; 2017-18 OR 2016-17, 2017-18 &amp; 2018-19</b> by Printing sales and supply of similar items etc. The bidder must submit their audited & certified Balance sheets, profit & loss accounts for the Financial Year (i.e., <b>2015-16, 2016-17 &amp; 2017-18 OR 2016-17, 2017-18 &amp; 2018-19</b> ) along with copy of the Income Tax	Bidder are requested to produce documents as follows : <ul style="list-style-type: none"> <li>• Annual turnover Certificate from Chartered Accountant for last three financial year</li> <li>• Audited &amp; certified Balance sheets, profit &amp; loss accounts</li> <li>• Copy of the Income Tax Returns</li> <li>• PAN registration</li> </ul>



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		Returns. PAN registration documents attested copies and a Certificate from Chartered Accountant duly supported by Bank Statement of the Agent about current & operating business	
4	(5.2)	Any addendum/corrigendum as well as clarification thus issued shall be a part of the tender documents. It will be assumed that the information contained in the amendment will have been taken into account by the bidder in its tender.	Pre bid minutes will be considered as part & partial of tender documents. Hence, Bidder has attach the same while submitting the etender with sign and stamp.
5	(6.2.4)	Attested photocopy of printing press license duly approved by the Licensing authority. The license must have been duly renewed up to date and the items quoted shall be clearly highlighted in the license	As the agency should have registration with govt. authority in the form of Gumasta or any govt. registration where the certificate clearly stated that the agency is registered for printing.
6	(6.2.10)	GST Clearance Certificate up to 31st June 2019	Latest copy of GST return
7	(6.2.11)	Affidavit on non-judicial stamp paper of Rs. 100/- regarding the firm has not been found guilty of <b>malpractice, misconduct, or blacklisted/debarred</b> either by Public Health Department, Govt. of Maharashtra or by any local authority and other State Government /Central Government's organizations	Affidavit on non-judicial stamp paper of Rs. 100/- should be submitted by bidder.
8	(6.2.12)	Attested copy of valid registration made by manufacturing firm for the offered product Under Directorate General of Supplies & Disposal (D.G.S. & D) or Small Scale Industries (S.S.I) or National Small Scale Industries Corporation (N.S.I.C) should be submitted, if applicable. EM Part II certificate should be submitted in which name of products quoted has to be mentioned by the competent authority. If firms of any of these Small Scale Industries categories wish to enjoy any preference declared by Maharashtra Government, the Government Resolution under which they are entitled for preferences should submit along with Registration Certificates failing which they shall be treated at par with other tenderers. This preference shall invariably be applicable to the manufacturers for the specific product as per technical specifications of this tender.	For EMD exemption, bidder has to submit the attested copy of valid registration made by manufacturing firm under Directorate General of Supplies & Disposal (D.G.S. & D) or Small Scale Industries (S.S.I) or National Small Scale Industries Corporation (N.S.I.C) for the offered product.  Exemption is given only for EMD. Every bidder has to pay tender fees.
9	Annx B	Technical specifications of Printing Material	While discussion regarding technical specifications some changes are made. All the revised technical specifications attached herewith in annexure A ( 1 to 5)
10	Annx 6	Price schedule	Revised price schedule attached in annexure B



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These minutes will be considered as part & partial of tender documents. Meeting concluded with thanks to the participants for their active participation.

- Mr. Mahesh Shinde – Asst. Director -Procurement, MSACS
- Mr. Ramakant Gaykwad – Deputy Director IEC, MSACS
- Mr. Ravindra Shelke – Joint Director Finance, MSACS

Submitted for perusal.

Project Director, MSACS

**Annexure A**  
**Revised Technical Specifications**

Sr. No.	Previous technical specification	Revised technical specification
1	<b>Printing of leaflets/Pamphlet</b> <b>HIV/AIDS testing awareness (Know your status)</b> Size: 20cm (L) x 13.5cm (W) Paper : 70-80 GSM Maplitho paper quality : Glossy Paper Printing : Four color one printing Pack Size : as per distribution list	<b>Printing of leaflets/Pamphlet</b> <b>HIV/AIDS testing awareness (Know your status)</b> Size: 20cm (L) x 13.5cm (W) Paper : 80 GSM quality : Glossy Art Paper Printing : Four color one side printing Pack Size : as per distribution list
2	<b>Printing of leaflets/Pamphlet</b> <b>STI/RTI awareness</b> Size: 20cm (L) x 13.5cm (W) Paper : 70-80 GSM Maplitho paper quality : Glossy Paper Printing : Four color one printing Pack Size : as per distribution list	<b>Printing of leaflets/Pamphlet</b> <b>STI/RTI awareness</b> Size: 20cm (L) x 13.5cm (W) Paper : 80 GSM quality : Glossy Art Paper Printing : Four color one side printing Pack Size : as per distribution list
3	<b>Printing of Leaflets</b> <b>ART medicine calendar</b> Size: 21 cm X 9 cm Paper : 240 GSM glossy paper Printing : Four Color, Two side printing Pack Size : as per distribution list	<b>Printing of Leaflets</b> <b>ART medicine calendar</b> Size: 21 cm X 9 cm Paper : 250 GSM quality :Glossy paper Printing : Four Color, both side printing with 3 folds Pack Size : as per distribution list
4	<b>Printing of posters</b> <b>ICTC, ART, STD, Help line no., NGO &amp; youth</b> Size: 1.5 ft (W)X 2 ft (L) Paper : 80 GSM Glossy quality : maplitho paper Printing: Four Colour One side Pack Size : as per distribution list	<b>Printing of posters</b> <b>ICTC, ART, STD, Help line no., NGO &amp; youth</b> Size: 1.5 ft (W)X 2 ft (L) Paper : 80 GSM quality : Cromo Art Paper Printing: Four Colour One side Pack Size : as per distribution list
5	<b>Printing of Plastic I card cover</b> <b>For awareness among RRC, NSS, NYKS, NCC &amp; other youth etc.</b> Size: 9.5 cm (L) X 7 cm (W) Paper : Plastic PVC Printing : Four colour Front Side Printing Pack Size : as per distribution list	<b>Printing of PVC I card holder wallet</b> <b>For awareness among RRC, NSS, NYKS, NCC &amp; other youth etc.</b> Size: 9.5 cm (L) X 3.5 cm (W) ( Folded Size) Paper : PVC Printing : one colour Printing Left Side: Inside folder transparent plastic Right Site: card holder pockets Pack Size : as per distribution list



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**Annexure-B**  
**REVISED PRICE SCHEDULE**  
**Printing of Trifold Leaflets and Leaflets**

Sr. No.	Item Description	Qty.	Ex-factory price Rs. Per unit	Excise duty (in Rs.) Per unit	Incidental services Rs. Per unit	GST as applicable for Govt. supplies Per unit	Total unit price (3+4+5+6)=7 Rs.	Total cost (2*7)=8 Rs.	
	1	2	3	4	5	6	7	8	
1	Leaflets/Pamphlets HIV/AIDS testing awareness (Know your status)	11,92,000							
2	Leaflets/Pamphlets STI/RTI awareness	2,62,500							
3	Leaflets ART medicine calendar	3,75,000							
4	Posters (set of 6 posters) ICTC, ART,STD,Help line no., NGO & youth	20,000 posters							
5	PVC card cover For awareness among RRC, NSS, NYKS, NCC & other youth etc.	25,000							
	Total amount in Rs.								

Total tender price (in words)

Note:

- In case of discrepancy between unit price and total price, the unit price shall prevail.
- Price should be quoted in Indian rupees only.

**Signature of the tenderer**  
**Name**  
**Designation**  
**Business address**