



**Govt. of Bihar**  
**Health Department**  
**Bihar State AIDS Control Society**  
6<sup>th</sup> Floor, Swasthya Bhawan,  
Sheikhpura. Patna-800014. Ph.: 0612-2290278

**Request for Proposal  
for Empanelment of  
Agency regarding  
Supply of Printing Material, Promotional Items, Events Materials etc on Annual  
Rate Contract Basis**

Bihar State AIDS Control Society, Patna is an autonomous body constituted for implementing National AIDS Control Programme (NACP). Sealed Bids are invited under two bids system (Technical Bid & Financial Bid) from experienced & registered Agency, Company, distributors or their authorized representative for empanelment of agency regarding Annual Rate Contract (ARC) for supplying of Printing Material, Promotional Items, Events Materials etc under various category in Bihar State AIDS Control Society Sheikhpura Patna-14. The agency putting up the Bid should have minimum three (three) years of experiences in rendering similar type of services.

1. The detailed tender documents including terms and conditions, eligibility, quantity and Bid form can be obtained from the Procurement cell of Bihar state AIDS Control Society, Patna on all working days (Monday to Friday) between 11.00 hours and 16.00 hours. **It may also be downloaded from the website of BSACS ([bsacs.bihar.gov.in](http://bsacs.bihar.gov.in)).**

**2. Schedule of Selection Process:**

| S.N. | Event Description                           | Timeline               |
|------|---------------------------------------------|------------------------|
| 1.   | Pre Bid Meeting                             | 14.09.2026 at 04:30 PM |
| 2.   | Closing Date and Time for Submission of Bid | 21.09.2026 at 03:00 PM |
| 3.   | Date and Time for opening of Technical Bid. | 21.09.2026 at 04:00 PM |
| 4.   | Date and Time for opening of Financial Bid. | TO BE INFORMED LATER   |

3. **The bid must be submitted through Courier/Speed Post/Registered Post only at Dispatch Section of Bihar State AIDS Control Society.** Bids submitted by hand or by any other means will not be accepted. The Society will not be responsible for any postal delay.
4. The technical bid will be opened as per above mentioned timeline in presence of the bidders or their authorized representatives who choose to attend. The financial bids of the technically qualified bidders will be opened as per above mentioned timeline in presence of the bidders or their authorized representatives who choose to attend.
5. In the event of the date specified for bid receipt and opening being declared as a holiday for BSACS, the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

Bihar State AIDS Control Society reserves the rights to accept or reject any or all tender or change the terms and condition of bid or cancel the bid without assigning any reasons at any journey stage of this IFB.

*(Signature)*  
24/08/2024

**Additional Project Director**

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To,

Dear Sir/Madam,

**Sub:- Request for Proposal for Empanelment of Agency regarding Supply of Printing Material, Promotional Items, Events Materials etc on Annual Rate Contract Basis.**

**Introduction:**

Bihar State AIDS Control Society, Patna is an autonomous body constituted for implementing National AIDS Control Programme (NACP). The Society predominantly plays a crucial role in implementing of HIV/AIDS projects of the government. Further it works with various ministries in the government both at Central and State level. The Society leads HIV/AIDS projects of National importance with a focus on '**Overcoming Disruption- Transforming the AIDS Response**'. The Society is involved in flagship programs of Ministry of Health and Family Welfare Department Government of India.

In reference to the above sealed bids are invited under two bids system (Technical Bid & Financial Bid) from experienced & registered Agency, Company, distributors or their authorized representative for empanelment of agency regarding Annual Rate Contract (ARC) for supplying of Printing Material, Promotional Items, Events Materials etc under various category in Bihar State AIDS Control Society Sheikhpura Patna-14. The agency putting up the Bid should have minimum 3(three) years of experiences in rendering similar type of services.

**Objective:**

To engage a service provider for the supply of printing & designing of stationery items, promotional items & Event materials on an annual rate contract basis for a specified period. The registered agency, company, distributors or their authorized representative shall ensure high-quality production, timely delivery, and adherence to the Society's branding and quality standards.

**Scope of Work**

The registered agency, company, distributors or their authorized representative shall provide Printing services, Promotional items and Event materials as per the Society's requirements, ensuring adherence to branding guidelines, quality standard and timely delivery. The detailed scope of work is outlined below:

**CATEGORY A: Promotional Items**

- The registered empanelled agency, company, distributors or their authorized representative shall provide customized corporate gifts and promotional materials, including but not limited to:

**CATEGORY B: Apparel & Accessories**

- Custom-branded- T-shirts, Caps, Jackets, T-Shirts and uniforms.
- Good quality fabric and embroidery/printing as per branding guidelines.

**CATEGORY C: Event Materials (On Rental Basis)**

- Printing of banners, standees, backdrops, posters, event invitations, Black out Flex with Iron Frame Podium Flex, Executive/Plastic Chairs, Sofa Sets for VIPs, Green Plant and Selfie Stand, Welcome Gateway etc.
  - High-resolution printing for both indoor and outdoor use.
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- Eco-friendly and reusable material options.

1. Details of Items are as follows

**CATEGORY A: Promotional Items**

| S.N | Items                                    | Specification                                                                                                                                                                  | Estimated Annual Quantity |
|-----|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1   | Note Pad                                 | Number of Pages - 100 Inner Pages-90GSM with ruling and Logo & message printing Cover page - 350GSM 4 colour printing with matt lamination,Size - 8.5x5.5 Binding-Wiro         | 10000                     |
| 2   | Executive Diary                          | Cover-400GSM Craft paper Inner - 100 GSM Sunshine Printing:<br>Single colour printing<br>Size- 11.5"-x8"<br>No.of Pages:100 Binding- Wiro                                      | 600                       |
| 3   | Certificate with frame                   | Size: A4 size Paper:350 GSM<br>Frame with 3MM Acrylic Sheet                                                                                                                    | 200                       |
| 4   | Certificates                             | A4 size<br>Lamination:Matt lamination color: 4 Color<br>Paper 350 GSM German Kent                                                                                              | 5000                      |
| 5   | Tourist Trolley Bags with Branding       | Dimensions:32x9.5x40cm<br>Capacity: 21 Litres Material: Dobby Fabric                                                                                                           | 1000                      |
| 6   | Non-Woven Fabric Carry Bag with branding | Size:36cmx25.5cm<br>Material:Non-woven 120 GSM<br>Printing:4-Color Handle: Loop                                                                                                | 2000                      |
| 7   | Umbrella with branding                   | Size(inDiameter):24inches Material: Polyester<br>Frame Material: Steel Handle Material: Plastic<br>Technology: Automaticwith Push Button<br>Printing-Print andCut (waterproof) | 1000                      |
| 8   | Memento                                  | Memento Size - 10"x8.6"(excluding Base)<br>MementoThickness-5mm Polish - GPC Base-<br>3.5"x10"wooden base Name Plate - 9"x3" with 4<br>colour etching                          | 5000                      |
| 9   | Double Side Medal                        | Metal-Brass Size - 4" Polish- GPC                                                                                                                                              | 1000                      |
| 10  | Silver Plated Plate with stand boxes     | Mementoes with Event branding (Approx. 8")                                                                                                                                     | 1000                      |
| 11  | Jute Folders                             | Fabric-Imported jute Inner Pocket - 2                                                                                                                                          | 5000                      |
| 12  | Photo Frames                             | Size - 10"x14" Colour Brown<br>Printing-UV Printing on frame Borders<br>Printing area size-1"x9"(on 2 Border)                                                                  | 1000                      |
| 13  | Pin Badge                                | Material-Brass with JPC Gold polish, Size -<br>2.5x2.25"                                                                                                                       | 1000                      |
| 14  | Canvas Bag                               | Size:38cmX10cmX33cm                                                                                                                                                            | 1000                      |
| 15  | Coffee Mugs with branding                | Insulated Mugs                                                                                                                                                                 | 1000                      |
| 16  | Laptop Sling Bag with Branding           | Size- 16"x13"x4"Colour - Any Printing-DTF<br>Number of Pockets-4 Fabric:Jute                                                                                                   | 1000                      |
| 17  | Executive bags with branding             | Size- 16"x13"x4"Colour - Any Printing-DTF<br>Number of Pockets-4<br>Fabric: Leather                                                                                            | 500                       |
| 18  | Back Pack with branding                  | Size- 17x13, Stitching- Strong Nylon and<br>polyester thread to be used for stitching.<br>Double stitching to be done at load bearing<br>point.                                | 1000                      |

|    |                       |                              |      |
|----|-----------------------|------------------------------|------|
| 19 | Water Bottle (1 ltrs) | 1L/thermo steel Insulated    | 500  |
| 20 | Water Bottle (700 ml) | 700ml/thermo steel Insulated | 500  |
| 21 | Bluetooth Speaker     | 14 Watt                      | 1000 |
| 22 | Power Bank            | 20000 mah                    | 1000 |

#### CATEGORY B: Apparel & Accessories

| S.N | Items                               | Specification                                                                  | Estimated Annual Quantity |
|-----|-------------------------------------|--------------------------------------------------------------------------------|---------------------------|
| 1   | T-Shirt with Branding (Type I)      | PC Pique Economy with 65% Polyester 35% Cotton with 180 GSM                    | 1000                      |
| 2   | T-Shirt with Branding (Type II)     | PC Pique Premium with 65% Polyester 35% Cotton with 220 GSM                    | 1000                      |
| 3   | T-Shirt with Branding (Type III)    | 100% Cotton Pique with Combed Cotton 200-220 GSM                               | 1000                      |
| 4   | T-Shirt with Branding (Type IV)     | 100% Cotton Bio-Wash with combed cotton 200 GSM                                | 1000                      |
| 5   | T-Shirt with Branding (Type V)      | Blend Cotton with 96% Cotton 4% spondix with 200 GSM                           | 1000                      |
| 6   | T-Shirt with Branding (Type VI)     | Dry fit micro 100% polyster with 180 GSM                                       | 1000                      |
| 7   | T-Shirt with Branding (TypeVI I)    | Dry fit Jacquard with 100& Polyster with 180-200 GSM                           | 1000                      |
| 8   | T-Shirt with Branding (Type XIII)   | Interlock 100% Polyester with 180 GSM                                          | 1000                      |
| 9   | T-Shirt with Branding (Type IX)     | Bamboo Cotton 70% Bamboo, 30% Cotton with 200 GSM                              | 1000                      |
| 10  | T-Shirt with Branding (Type X)      | 100% Organic Cotton Pique with 200 GSM                                         | 1000                      |
| 11  | Track Suit with Branding (Type I)   | Fabric material-Terry, bio wash                                                | 500                       |
| 12  | Track Suit with Branding (Type II)  | Fabric material- Nylon Terry, bio wash                                         | 500                       |
| 13  | Track Suit with Branding (Type III) | Fabric material -NS Lycra, bio wash                                            | 500                       |
| 14  | Cap (Type I)                        | Material-Cotton, bio wash Style-with inner elastic, Closure type - Pull-On     | 500                       |
| 15  | Cap (Type II)                       | Material-PC, bio wash Style-with inner elastic, Closure type - Pull-On         | 1000                      |
| 15  | Cap (Type III)                      | Material-Polyster, bio wash Style-with inner elastic, Closure type - Pull-On   | 1000                      |
| 17  | Doctors Apron                       | Poly-cotton blends (65% polyester, 35% cotton) Half-sleeves with three pockets | 500                       |

#### CATEGORY C: Events Materials (Rental Basis)

| S.N | Items                          | Specification                                                                                           | Estimated Annual Quantity |
|-----|--------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------|
| 1   | Creation of Super Structure    | Super Structure must be created in sq. ft.                                                              | As per demand             |
| 2   | Wall for Super Structure       | The entire wall of the super structure made up of Plywood with prescribed cloth.                        | As per demand             |
| 3   | Flooring                       | Plywood Flooring including carpet covering.                                                             | As per demand             |
| 4   | Fabrication of Super Structure | Inside area of super structure must be fully glazed with aluminum frame with transparent glass fitting. | As per demand             |

|    |                         |                                                    |               |
|----|-------------------------|----------------------------------------------------|---------------|
| 5  | Welcome Gateway         | Decorative for various Occasion                    | As per demand |
| 6  | Standee and Podium Flex | Size as per requirement                            | As per demand |
| 7  | Selfie Stand            | NA                                                 | As per demand |
| 8  | Executive Chair         | Good Quality of executive chair                    | As per demand |
| 9  | Executive Sofa Set      | Good Quality of Sofa Set for VIPs with white towel | As per demand |
| 10 | Plastic Chair           | Fiber Chair                                        | As per demand |
| 11 | Fan                     | Standard Quality                                   | As per demand |
| 12 | Tube light              | Standard Quality                                   | As per demand |
| 13 | Halogen                 | Standard Quality                                   | As per demand |
| 14 | Generator with fuel     | Standard Quality                                   | As per demand |
| 15 | PA System with two mic  | Standard Quality                                   | As per demand |
| 16 | Table with Clothes      | Buffet Table with Clothes                          | As per demand |
| 17 | Stage                   | As per requirement                                 | As per demand |

**Note:- The bidders may submit their bids for any or all the items mentioned Under Category A, B & C.**

## 2. Bid price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- All duties, taxes and other levies including GST payable by the contractor under the contract shall be included in the total price.
- GST should be clearly mentioned separately in terms of percentage and amount in the price sheet.
- 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 prices shall be quoted in Indian Rupees only.
- Each bidder shall submit only one Bid.
- Financial Bids must be submitted on the letterhead of the bidder in the format provided with this letter **(Annexure-II)**. Bid/s which is not submitted on the letter head will not be considered for financial evaluation. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.

## 2. Eligibility Criteria

The agency putting up the quotation should have minimum 03 (three) years of experiences in rendering similar type of services.

## 3. Earnest Money Deposit (EMD)

| S.N. | Category   | Sub Category          | EMD Amount in Rs |
|------|------------|-----------------------|------------------|
| 1    | Category A | Promotional Items     | 15000.00         |
| 2    | Category B | Apparel & Accessories | 20000.00         |
| 3    | Category C | Events Materials      | 10000.00         |

## 4. Documents required to be submitted along with the Technical bid (Envelope A).

| S.N. | Eligibility Criteria for the Bidder                                                                                                                                                                                                  | Mandatory Documents                                                                                                                                                                                                                                                                                                                                                               |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | The Bidder should be established firm/agency/society/trust registered under Shops & establishment Act, Companies Act 1956/2013 or Society/Trust registration Act and should have been in operation for a period of at least 3 years. | <p><b>For Company-</b> Copy of the Certificate of Incorporation issued by the Registrar of Companies (ROC) under companies act 1956/2013.</p> <p><b>For Partnership Firm-</b> Registration Certificate issued by registrar of firm under partnership act 1932.</p> <p><b>For Society/Trust-</b> Certificate issued under society registration act 1860/Indian Trust Act 1882.</p> |

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>For Proprietorship firm-</b> Certificate issued under shop and establishment act.                                                                                                                                                                                    |
| 2. | The bidder should have experience of supplying/installation of similar types of services in the last three (03) financial years to Central or State Government/ Semi Government/ Public Sector Units (PSU)/ Autonomous Institution/organization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Copy of work order and experience certificate from the contracting agency (Central or state Government /Semi-Government /Public Sector Units (PSU))/ Autonomous Institution/ organization.                                                                              |
| 3. | Copy of the PAN card.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Self Attested Copy of PAN Card                                                                                                                                                                                                                                          |
| 4. | Copy GST Registration Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Self Attested Copy of GST Registration Certificate                                                                                                                                                                                                                      |
| 5. | Copy of Income Tax Return for the last three assessment years (2022-23, 2023-24 & 2024-25).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Copy of Income Tax Return for the last three assessment years (2022-23, 2023-24 & 2024-25).                                                                                                                                                                             |
| 6  | Copy of Audited profit and loss account and balance sheet for the last three years (2022-23, 2023-24 & 2024-25).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Audited Balance sheet & profit & loss for Company or Agency for the last three years (2022-23, 2023-24 & 2024-25).                                                                                                                                                      |
| 7  | Earnest Money Deposit (EMD) as per mentioned in the tender documents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Demand Draft as per the Category wise mentioned in Sl No 03 issued by a local Nationalized Bank in the Name of Project Director, Bihar State AIDS Control Society, Patna payable at Patna towards Earnest Money Deposit (EMD) as per mentioned in the tender documents. |
| 8  | The Bidder must not be<br>1. Blacklisted / banned/ convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self Government body or public undertaking in India for participation in future bids for unsatisfactory performance, corrupt fraudulent or any other unethical business practices or for any other reason during the last 03 years from the last date of submission of bids, and<br>2. No criminal/ vigilance case related to cheating, forgery, criminal breach of trust, theft and prevention of corruption act is pending in any court of law against the bidder.<br>3. The bidder shall declare all ongoing litigation it is involved in with any government agency/ state/ central department / PSU. | Copy of the Affidavit sworn before Public Notary/ Executive Magistrate.                                                                                                                                                                                                 |
| 9  | Copy of Tender Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Self Attested Copy of Tender Documents                                                                                                                                                                                                                                  |

## 5. Documents required to be submitted along with the Financial bid (Envelope B)

a) Financial Bid on the letterhead of the bidder according to the format attached with the tender documents (Annexure I)

## 6. Performance guarantee-

The successful bidder will submit the performance security for 5% of the total contract value in the form of Demand Draft/ Bank guarantee issued by a local nationalized bank in favor of Project Director, Bihar State AIDS Control Society, Patna payable at Patna within 07 (seven) days after awarding the work valid up to ninety (90) days after the date of completion of 03 years of warranty or all contractual obligations by the contractor.

## 7. General Terms and Conditions

- Contract Duration:** The contract will valid be for a period of two (02) years, subject to annual renewal, depending on the performance of the agency and their compliance of terms and conditions at the sole discretion of BSACS.
  - There is no fixed quantity commitment for the supply of items under this contract. Orders will be placed as per the requirements of the Society from time to time during the contractual period.
  - No claim on account of any price variation/Escalation on whatsoever ground shall be entertained during the contract period of two (02) years. All rates as per financial bid quoted by the agency shall be firm and fixed for entire contract period. No escalation
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price variation clause shall be applicable on this contract.

4. The supplied material must strictly conform to the specifications mentioned in the supply order and match the samples approved by the Society. Any deviation will result in rejection. The Society's Committee approved samples shall serve as the quality benchmark. The decision of the Project Director, BSACS regarding compliance with specifications and samples shall be final. In case of prolonged or unfeasible delays in supply, the supply order may be terminated.

#### 8. **Blacklisting/debarring:**

BSACS reserves the right to cancel the work order issued and debar the firm if it is discovered that the firm had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 10 days' prior written notice.

#### 9. **Delivery or Installation Period**

The ordered material must be delivered in proper packaging to the designated BSACS office within 7 days from the receipt of the communication from BSACS's authorized person. The agency shall be responsible for all necessary arrangements, including unloading and stacking the goods in the designated storage area at its own cost. Failure to comply may result in non-acceptance of the delivery.

#### 10. **Validity of Bids**

Bids shall remain valid for a period of not less than 120 days after the deadline date specified for submission. The bidder shall not be entitled to modify, vary, revoke or cancel his bid during the said period.

#### 11. **Evaluation of Bids**

The purchaser shall evaluate and compare the bids determined to be technically responsive i.e. these

- a. are properly signed; and
- b. conform to the terms and conditions and specifications.

**The quotations would be evaluated separately for each Category.**

#### 12. **Termination of Contract**

##### a. **Termination for Default**

The Society reserves the right to terminate the contract, without prejudice to any other remedy for breach of contract, by giving 10 days notice if the agency fails to perform any obligation(s) under the contract.

##### b. **Termination for Insolvency**

The Society may at any time terminate the contract by giving written notice without compensation to the agency if the agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to BSACS.

##### c. **Termination for Convenience**

The Society may, by written notice sent to the agency, terminate the contract, in whole or part, at any time for its convenience, by giving 10days' notice. However, the payment shall be released to the extent to which the performance of work executed as determined by the agency till the date upon which such termination becomes effective.

The agency may terminate this contract, or any particular services, by giving 15days' written notice to Society if the agency reasonably determines that it can no longer able provide the Services under applicable law or professional obligations.

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### 13. Award of Contract

1. The BSACS reserves the right to accept in part or in full any tender or reject any tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).
2. The final selection of the agency shall be as per the Least Cost Selection (LCS) method, and agency will be empanelled as per the below mentioned method.
  - a. **Discovery of L1 Rates:** The financial bids of all technically qualified agencies will be opened. The lowest rates (L1) discovered item-wise will be considered the benchmark L1 rate.
  - b. **Matching L1 Rates:** All other technically qualified agencies (such as L2, L3, etc.) will be given an unconditional opportunity to match the discovered L1 rates. Agencies that agree to work on L1 rates in writing will be empanelled. [1, 2, 3, 4].
  - c. **Distribution of Work:** Empanelment does not guarantee to allot work to empanelled agency/agencies. The Society reserves the right to give preference to the agency who quotes the lowest (L1) minimum cost (excluding GST) for item(s) under the " Supply of Printing Material, Promotional Items, Events Materials etc on Annual Rate Contract Basis ".
3. The BSACS will notify the successful bidder(s) in writing by issuing a Work Order, that its tender has been accepted, briefly indicating there in the essential details like description of item(s) and corresponding prices accepted, subject to the contract agreement to be signed between the parties having the terms and conditions etc., therein.
4. In case, the agency denies/fails to honour the contract/Work Order, the BSACS shall be at freedom to award the work to other empanelled responsive bidders to supply the item(s) as per requirement and for said denial/failure if any, the EMD/Performance Guarantee of the concerned selected bidder will be forfeited.
5. The BSACS reserves the right at the time of Contract award and/or during validity of contract, to increase or decrease the scope of services without any change in unit price or other terms and conditions.
6. The successful bidder must furnish to the BSACS the required Performance Security (PS), before executing the contract/signing of the contract document positively failing which the EMD will be forfeited and the award will be cancelled, and bidder will be blacklisted.

### 14. Penalty

- a. **For delayed in supply** – 2 % of the value of the contract per week or part thereof after expiry of the delivery period subject to a maximum 20%.
- b. **Failure of the delivery** – If the supplier fails to deliver any or all of the above mentioned items, the purchaser may initiate to blacklist the supplier and the required item/(s) will be procured from market.
- c. The supplier shall immediately replace defective item/(s) if any supplied items are found to be of sub Standard quality.

### 15. Payment

- a. No advance payment will be made. Payment will be made on receipt of POD (duly signed and stamped)/bills/ invoices (as prescribed under GST Act 2017).
- b. Payment will be made after submission of the invoices (as prescribed under GST Act 2017) along proof of goods acceptance certificate duly signed and stamped, after statutory deduction (like TDS, penalty etc).
- c. The payments will be made only through Public Financial Management System (PFMS) to agency.

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#### 16. Pre-Bid Meeting

In order to provide response to any doubt regarding terms and conditions, specification & description or any other matter given in the tender document, a pre-bid meeting has been scheduled to be held in the office of BSACS as per details given hereunder:

|              |                                                                                                                           |
|--------------|---------------------------------------------------------------------------------------------------------------------------|
| Date & Time: | 14.09.2026 (Monday) at 4:00 PM                                                                                            |
| Venue:       | Chamber of Project Director, Bihar State AIDS Control Society 6 <sup>th</sup> Floor Swasthya Bhawan, Sheikhpura, Patna-14 |

#### 17. Submission of Bid:

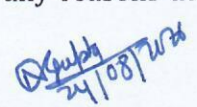
The last date and time for submission of the completed bids (Technical & Financial) is 15.00 hrs on September 21, 2026. The bid must be submitted through Courier/Speed Post/Registered Post only at Dispatch Section of Bihar State AIDS Control Society. The bid submitted by hand or any other means will not be accepted. The Society will not be responsible for postal delay. The Technical Bid and the Price Bid should be sealed by the bidders in separate covers super scribing with "Technical Bid" or "Price Bid" and "Tender Opening Date". Both the sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with "Annual Rate Contract for Promotional Items and Events Materials" to Bihar State AIDS Control Society".

#### 18. Tender Opening

Technical bid will be opened on the last day of submission of bid (i.e. on September 21, 2026) at 16.00 hrs in presence of the bidders or their authorized representatives who choose to attend. The opening of financial bids will be informed to technically qualified bidder/s.

In the event of the date specified for bid receipt and its opening being declared as a holiday for BSACS, the due date for submission of Bids and opening of Bids will be the following working day at the appointed time.

Bihar State AIDS Control Society reserves the rights to accept or reject any or all tender or change the terms and condition of bid or cancel the bid without assigning any reasons at any journey stage of this IFB.

  
Additional Project Director

## ON THE LETTER HEAD

22/1/C

Date:-  
To,  
The Additional Project Director  
Bihar State AIDS Control Society  
Department of Health and Family Welfare  
6<sup>th</sup> Floor Swasthya Bhawan  
Sheikhpura, Patna-800014

Sub: - Submission of Bid for .....

Ref: - AIDS No. - .....Dated.....

## FORMAT OF QUOTATION

## CATEGORY A: Promotional Items

| S.N | Items                                    | Unit | Quoted Unit rate in (Rs)<br>(inclusive of Supplying<br>& other charges) | GST @-----<br>-% | Total<br>Amount |
|-----|------------------------------------------|------|-------------------------------------------------------------------------|------------------|-----------------|
| 1   | Note Pad                                 | Pcs  |                                                                         |                  |                 |
| 2   | Executive Diary                          | Pcs  |                                                                         |                  |                 |
| 3   | Certificate with frame                   | Pcs  |                                                                         |                  |                 |
| 4   | Certificates                             | Pcs  |                                                                         |                  |                 |
| 5   | Tourist Trolley Bags with Branding       | Pcs  |                                                                         |                  |                 |
| 6   | Non-Woven Fabric Carry Bag with branding | Pcs  |                                                                         |                  |                 |
| 7   | Umbrella with branding                   | Pcs  |                                                                         |                  |                 |
| 8   | Memento                                  | Pcs  |                                                                         |                  |                 |
| 9   | Double Side Medal                        | Pcs  |                                                                         |                  |                 |
| 10  | Silver Plated Plate with stand boxes     | Pcs  |                                                                         |                  |                 |
| 11  | Jute Folders                             | Pcs  |                                                                         |                  |                 |
| 12  | Photo Frames                             | Pcs  |                                                                         |                  |                 |
| 13  | Pin Badge                                | Pcs  |                                                                         |                  |                 |
| 14  | Canvas Bag                               | Pcs  |                                                                         |                  |                 |
| 15  | Coffee Mugs with branding                | Pcs  |                                                                         |                  |                 |
| 16  | Laptop Sling Bag with Branding           | Pcs  |                                                                         |                  |                 |
| 17  | Executive bags with branding             | Pcs  |                                                                         |                  |                 |
| 18  | Back Pack with branding                  | Pcs  |                                                                         |                  |                 |
| 19  | Water Bottle (1 ltrs)                    | Pcs  |                                                                         |                  |                 |
| 20  | Water Bottle (700 ml)                    | Pcs  |                                                                         |                  |                 |
| 21  | Bluetooth Speaker                        | Pcs  |                                                                         |                  |                 |
| 22  | Power Bank                               | Pcs  |                                                                         |                  |                 |

## CATEGORY B: Apparel &amp; Accessories

| S.N | Items                             | Unit | Quoted Unit rate in (Rs)<br>(inclusive of Supplying<br>& other charges) | GST @-----<br>-% | Total<br>Amount |
|-----|-----------------------------------|------|-------------------------------------------------------------------------|------------------|-----------------|
| 1   | T-Shirt with Branding (Type I)    | Pcs  |                                                                         |                  |                 |
| 2   | T-Shirt with Branding (Type II)   | Pcs  |                                                                         |                  |                 |
| 3   | T-Shirt with Branding (Type III)  | Pcs  |                                                                         |                  |                 |
| 4   | T-Shirt with Branding (Type IV)   | Pcs  |                                                                         |                  |                 |
| 5   | T-Shirt with Branding (Type V)    | Pcs  |                                                                         |                  |                 |
| 6   | T-Shirt with Branding (Type VI)   | Pcs  |                                                                         |                  |                 |
| 7   | T-Shirt with Branding (Type VI I) | Pcs  |                                                                         |                  |                 |
| 8   | T-Shirt with Branding (Type XIII) | Pcs  |                                                                         |                  |                 |
| 9   | T-Shirt with Branding (Type IX)   | Pcs  |                                                                         |                  |                 |
| 10  | T-Shirt with Branding (Type X)    | Pcs  |                                                                         |                  |                 |
| 11  | Track Suit with Branding (Type I) | Pcs  |                                                                         |                  |                 |

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|    |                                     |     |  |  |  |
|----|-------------------------------------|-----|--|--|--|
| 12 | Track Suit with Branding (Type II)  | Pcs |  |  |  |
| 13 | Track Suit with Branding (Type III) | Pcs |  |  |  |
| 14 | Cap (Type I)                        | Pcs |  |  |  |
| 15 | Cap (Type II)                       | Pcs |  |  |  |
| 16 | Cap (Type III)                      | Pcs |  |  |  |
| 17 | Doctors Apron                       | Pcs |  |  |  |

### CATEGORY C: Events Materials (ON RENTAL BASIS)

| S.N | Items                          | Unit              | Quoted Unit rate in (Rs)<br>(inclusive of Supplying<br>& Installation) | GST @-----% | Total Amount |
|-----|--------------------------------|-------------------|------------------------------------------------------------------------|-------------|--------------|
| 1   | Creation of Super Structure    | Per sq ft         |                                                                        |             |              |
| 2   | Wall for Super Structure       | Per sq ft         |                                                                        |             |              |
| 3   | Flooring                       | Per sq ft         |                                                                        |             |              |
| 4   | Fabrication of Super Structure | Per sq ft         |                                                                        |             |              |
| 5   | Welcome Gateway                | Per sq ft         |                                                                        |             |              |
| 6   | Standee and Podium Flex        | Per sq ft         |                                                                        |             |              |
| 7   | Selfie Stand                   | Per sq ft         |                                                                        |             |              |
| 8   | Executive Chair                | Per pc<br>per day |                                                                        |             |              |
| 9   | Executive Sofa Set             | Per pc<br>per day |                                                                        |             |              |
| 10  | Plastic Chair                  | Per pc<br>per day |                                                                        |             |              |
| 11  | Fan                            | Per pc<br>per day |                                                                        |             |              |
| 12  | Tube light                     | Per pc<br>per day |                                                                        |             |              |
| 13  | Halogen                        | Per pc<br>per day |                                                                        |             |              |
| 14  | Generator with fuel            | Per pc<br>per day |                                                                        |             |              |
| 15  | PA System with two mic         | Per pc<br>per day |                                                                        |             |              |
| 16  | Table with Clothes             | Per pc<br>per day |                                                                        |             |              |
| 17  | Stage                          | Per pc<br>per day |                                                                        |             |              |

We agree to supply the above goods in accordance with the specifications for a total contract price of Rs. ....(Amount in figures) (Rupees ..... ) (Amount in words).

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

**Signature of Supplier  
With stamp & seal**

✓