Notice inviting Expression of interest (EOI) from development & printing agencies for Development of Flipcharts and Development & printing of Illustrated Information booklets for DR TB patients for Saksham, Tata Institute of Social Sciences(TISS)

Saksham *Pravaah* is a TISS project that implements counselling services for Drug Resistant (DR) TB patients in collaboration with the Mumbai District Tuberculosis (TB) Control Society (MDTCS). The goal is to strengthen National TB control program (with special focus on MDR and XDR TB) in states of Maharashtra, Gujarat, Karnataka and Rajasthan through structural and psycho-social support interventions.

The project will continue until December 31, 2017 and Saksham will place one DR TB counsellor for each district in the 4 states.

(https://www.tiss.edu/view/11/projects/all-projects/saksham-hivaids-counselling-programme-grant-to-tis/)

Requirements:

1. Development of 2 flipcharts:-

Saksham proposes to develop aids to facilitate the counselling process. Saksham plans to develop 2 flipcharts for Cough Hygiene and nutritional counselling specifically.
Details required:-

A. Content Development
B. Translation
C. Designing

The Material needs to be designed keeping in mind that the same will be uploaded on tablets.

2. Development & printing of 2 Illustrated Information Booklet for DR TB patients:-

Saksham also plans to develop a illustrative information booklet for DR-TB patients on:- **1.** TB care and treatment. 2. Patient survivors Testimonials. This illustrative information booklet for DR-TB patients will give positive messages for TB care and treatment**.**

A. Content Development
B. Translation
C. Designing

The Material needs to be designed keeping in mind that the same will be uploaded on tablets

Required documents to be submitted:

- Profile of the Organization
- Previous experience in the same area
- Copies of IEC material developed
- Time required to develop the documents

- Details of team who will anchor the development process
- Additional documents/information may be sought at a later stage.

PLEASE NOTE THAT DRAFT MUST BE SHOWN AND APPROVED BY SAKSHAM.

PROCESS:-

1. ***Last date for receipt of EOI submission –*** **August 2, 2016 by 3.00 p.m. Only hard copies sealed bids will be considered for comparison** by SPEED POST/REGISTERED POST/HAND DELIVERED in a sealed envelope super scribed "Expression of Interest **for Development of Flipcharts and Development & printing of Illustrated Information booklets for DR TB patients for Saksham.**
2. *The shortlisted agencies* ***will be invited*** *for Presentation & discussion at TISS* ***on August 11, 2016*** *.*
3. *The commercials will have to submit after that discussion. On receipt of commercial bids, the selected vendor will be asked to send the Commercial bids.*
4. *In certain event Saksham. TISS reserves right to cancel all bids.*
5. For any queries regarding EOI, please contact via email on shweta.gfatm@gmail.com. The envelope shall be addressed to the following:

Mr. Satish Phanse,
Dy. Finance & Administration Manager,
Saksham, Below Old Conference Hall
Tata Institute of Social Sciences,
V. N. Purav Marg,
Deonar, Mumbai – 400 088

PROCESS AFTER RECEIPT OF COMMERIAL BIDS:-

Please note that this offer is subject to the following terms and conditions:

1. Items mentioned above will be used as aids to the counselling process

2. TISS reserves the right to award the contract to one or more bidders. Please note that any enquiry received from any bidder will be sent to all bidders without disclosing the source of enquiry TISS reserves the right to cancel the bidding before or after the receipt of bids or also after opening of bid and call for fresh bids. TISS also has the right to reject any bid without assigning any reason.

3. All the information to be provided by the bidder should be on their letterhead, and all the pages to be signed and stamped by the authorized signatory.

4. The basic rates quoted against items should be effective **for a period of Three Months**. Rates given in quotation are to be maintained at a fixed cost for duration mentioned in the Commercial bids.

5. If there is delay in delivery of material, a penalty clause will be imposed as per TISS policy of 0.5% deduction on total value for delay of every week. TISS also reserves the right to cancel the entire order in case of delay of more than 7 days from the scheduled delivery dates.

6. Bids incomplete in any respect will not be considered.

7 Please mention your payment terms /condition in the bid.

8 Any query for clarification on the Commercial bid can be sort from the undersigned latest **by August 19, 2016.**

9 The bid should quote & enclose self attested **PAN Card copy**/ Payment will be released as per pan card registration only. If payment required on another name please attach relevant copies.

10 If service tax is charged on above services , please mention service tax registration number

11 Last date for receipt of quotation submission: - August 24, 2016 by 3.00 p.m. Only hard copies sealed bids will be considered for comparison.

12 Rate of partial item/ quantity will not be considered for comparison & such quotation will not be considered by us.

13 Commercial bid completed in all respects should reach by SPEED POST/REGISTERED POST/HAND DELIVERED in a sealed envelope super scribed "Financial bid **for Development of Flipcharts and Development & printing of Illustrated Information booklets for DR TB patients for Saksham.**

Important: Kindly note that the quotation is asked for 2 Flipcharts and 2 Booklets.

For any queries, please contact via email on phanse.tiss@gmail.com. The envelope shall be addressed to the following:

Mr. Satish Phanse,
Dy. Finance & Administration Manager,
Saksham, Below Old Conference Hall
Tata Institute of Social Sciences,
V. N. Purav Marg,
Deonar, Mumbai – 400 088

Thanks & Regards,
Saksham.