

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

Saksham Pravaah is a TISS project that implements counseling 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 counselor for each district in the 4 states.

(<https://www.tiss.edu/view/11/projects/all-projects/Saksham-hiv-aids-counselling-programme-grant-to-tiss/>)

Requirements:

1. Printing and Layout of Flipchart

Details required:

- A) Flipchart (Printing) A4 size (Qty 200)
19 Pages back to back, Paper 170GSM, Layout in 5 Languages.
- B) Annexure 1 to Flipchart (Printing) A5 size (Pamphlets) (Qty 20,000)
Paper 170 GSM, Layout in 5 Languages.
- C) Annexure 2 to Flipchart (Printing) A3 size(Posters) (Qty 2000)
Paper: 170GSM, Layout in 5 Languages.

Content, Translation in 5 Languages and Illustrations available.

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

2. Development & Printing of 1 Illustrated Information Booklet for DR TB patients:-

Details required:

- A. Illustrative Booklet (Design, Illustrate, layout in 5 languages and printing) A4 size (Qty 200)
14 pages back to back, Index on right: 10, Paper 250 GSM (cover), 130GSM pages.

Content and 5 Language translation available.

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

3. Following are the specifications for the report (Designing, layout and offset printing)

- 1) Total pages: 130 (approx.)
- 2) A4 size
- 3) Colour pages: 10 (approx)
- 4) Soft bound
- 5) Gloss finish pages
- 6) Total no. of copies: 100

PROCESS:-

1. **Last date for receipt of EOI submission – December 16, 2017 by 3.00 p.m.** Only through email on phanse.tiss@gmail.com “Expression of Interest’ for **Printing and Layout of Flipcharts, Development & printing of Illustrated information booklets for DR TB patients and Printing of Report for Saksham.**
2. The shortlisted agencies will be invited for presentation & discussion at TISS on **December 22, 2017.**
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 phanse.tiss@gmail.com

PROCESS AFTER RECEIPT OF COMMERCIAL 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 counseling 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 reasons.
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 / conditions in the bid.
8. Any query for clarification the commercial bid can be sort from the undersigned latest **by December 21, 2017.**
9. The bid should quote & enclose self attested **PAN Card Copy and GST Registration Copy.** Payment will be released as per pan card registration only. If payment required on another name please attach relevant copies.
10. **Last date for receipt of quotation submission – December 27, 2017 by 3.00 p.m. Only hard copies sealed bids will be considered for comparison.**
11. Rate of partial items / quantity will not be considered for comparison and such quotation will not be considered by us.



12. Commercial bid completed in all respect should reach by SPEED POST / REGISTERED POST / **HANDI S S** DELIVERED in a sealed envelope super scribed "*Printing and Layout of Flipcharts, Development & printing of Illustrated information Booklets for DR TB patients and Printing of Reports for Saksham*".

Important : Kindly note that the quotation is asked as per requirement.

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

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

Prof. S Parsuraman
Director,
Saksham – Program Director
Tata Institute of Social Sciences,
V.N. Purav Marg,
Deonar, Mumbai – 400 088

**Thanks & Regards,
Saksham.**