



# **TENDER DOCUMENT**



## **SUPPLY OF IEC MATERIALS ON ANNUAL RATE CONTRACT**

**DISTRICT PROGRAMME MANAGEMENT UNIT, NHM  
O/o CDM&PHO, BHADRAK**

**Procurement of Miscellaneous IEC materials on**  
**Annual Rate Contract Basis**

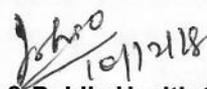
1. Sealed tender are invited from registered local firms/ suppliers / agencies having adequate experiences in taking up the works for supply of miscellaneous printing / branding and fixing of IEC materials at different location of the district & block level.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from the district website i.e. [www.bhadrak.nic.in](http://www.bhadrak.nic.in).
3. The tender will have to be submitted in two parts i.e. technical bid (cover-A) and financial bid (cover-B). The bidders should submit their technical and financial bid separately in two envelopes clearly marked as "**Technical Bid**" and "**Financial Bid**". And those two envelopes should be put into another outer envelope superscribed as "**Tender for printing & fixing of IEC material**" in reference to the Advt no. \_\_\_\_\_".
4. The tender should be addressed to:

**The Chief District Medical & Public Health Officer,  
O/o District Headquarter Hospital, Nuabazar,  
Bhadrak, PIN: 756 100, Odisha.**

5. The tender document should reach to the office of undersigned latest by 22<sup>nd</sup> December 2018 **up to 12.00 Noon** through **Speed Post/ Registered Post** only. The tender will be opened on the same day at 3.00 PM at DHH Conference Hall, O/o CDM&PHO, Bhadrak in presence of tenderers and their authorized representatives who may wish to be present.
6. It is requested that tender indicating the rate for different items be furnished in the specified format as mentioned in the format.
7. Preference will be given to local bidders first, in case of non-availability of local bidders outside bidders will be taken into consideration.
8. Bidders who qualify technical bid their financial proposal shall only be opened.
9. The authority has every right to accept or reject the tender without assigning any reason thereof.

**NB:-**

1. The rate should be inclusive of designing, fixing, pasting, tax & transportation cost.
2. Material is to be delivered at different institution at district & block level as per the purchase order.
3. Delivery schedule: Within 15days from the date of issue of purchase order or as per the need of the time.
4. Consignee: Chief District Medical & Public Health Officer Bhadrak.

  
**Chief District Medical & Public Health Officer, Bhadrak.**

## TERMS AND CONDITIONS

01. The organization should be a bonafied registered body.
02. The organization must be registered under GST.
03. The organization should have PAN / TIN holder & up to date GST Payment.
04. Annual turnover of the bidder must be  $\geq 3$  lakhs in each year of last three preceding years.
05. The organization will have to submit the Affidavit (on original stamp paper of relevant value) with following clauses:
  - a. Our organization has not been blacklisted by any Government organization.
  - b. Our organization does not have any legal suit / criminal case pending against it for violation of VAT / GST / CST Act or any other law.
  - c. The CDM&PHO, Bhadrak Office will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition and fixing the material at institution level. The defective or damaged printed material if any will be replaced by the organization.
  - d. That the organization agrees to abide by all terms & conditions of tender.
  - e. The organization will quote prices inclusive of all taxes.
06. The tender must be **accompanied by EMD of Rs.10,000/- in shape of Demand Draft** drawn on any Nationalized / Scheduled Bank in favour of CDM&PHO, Bhadrak, payable at Bhadrak. EMD of unsuccessful tenderer(s) will be returned without interest on finalization of bid. EMD of successful tenderer will be retained & will be refunded on successful completion of the job without interest. **Bids without EMD shall be treated as non-responsive and will not be accepted. And no exemption from submission of EMD is allowed.**
07. The approved supplier shall have to furnish a performance security of Rs.10,000/- in the shape of demand draft in favour of **Chief District Medical & Public Health Officer** payable at Bhadrak which will be retained till successful completion of the rate contract period. However, the EMD of Rs.10,000/- submitted by the approved bidder at the time of bid submission may be converted to Performance Security and in that case the approved bidder does not have to submit any additional performance security.
08. The tender must be accompanied by **non-refundable Tender paper cost** of Rs. 1000/- in shape of Demand Draft drawn on any Nationalized / Scheduled Bank in favour of CDM&PHO, Bhadrak, payable at Bhadrak. **Bids without tender paper cost will not be accepted. And no exemption from submission of tender paper cost is allowed.**
09. Only those firms/ Agencies should participate in the tender who are willing to supply all the items mentioned in the Annexure I & II. Firms/Agencies who don't quote the rates for all items as per the format mentioned in Annexure I & II are liable to be rejected.
10. The rate will be applicable for supply of IEC materials as per the specifications mentioned in the technical bid for one year on an **annual rate contract** basis. No request for increase in rates, if any, will be allowed or entertained during this period.
11. Supplier shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract.
12. The supply of the item shall be made immediately (within 15days from the date of issue of purchase order or as per the need of the time) after placement of supply order against the place mentioned in the supply order and supplier shall submit the bill for payment at the approved rate in respect to quantity of items supplied.
13. Conditional tenders are liable to be rejected. In the event of acceptance, CDM&PHO decision will be final. The tender, which is not as per the required specifications, will not be considered.

14. If the successful bidder fails to supply within the stipulated period i.e. 15 days or as per the supply order issued, liquidated damage @ 5% of the tender value, per week of delay shall be deducted from the final payment. Deduction shall be made upto 4% of purchase order rate. If the bidder still fails to supply the order, the Supply Order will liable to be cancelled without further notice.
15. The CDM&PHO will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard.
16. All information, documents and data coming in the possession of the organization as a result of execution of the job shall at all time remain the property of the CDM&PHO Bhadrak. The organization shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed by the Office. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.
17. Bidder must have sound knowledge of latest intellectual and property right. The authority who assigns the work would no way responsible for any deviation made by the supplier in this regard.
18. Under no circumstances shall the organization appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.
19. The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory
20. In case of failure on part of the approved supplier to supply the item as per the supply order within stipulated period the CDM&PHO, Bhadrak shall have the liberty to purchase those items from other sources and the approved suppliers shall be liable to pay the excess amount which this office may have to incur being the difference of actual amount of purchase minus the amount of approved rate. Accordingly, the difference as aforesaid shall be recovered from the approved supplier from the performance security deposit amount.
21. For any dispute, decision of CDM&PHO Bhadrak shall be final.
22. All legal disputes are subject to the jurisdiction of Bhadrak Court only.

The CDM&PHO reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.



**To be enclosed with the Technical Bid  
Undertaking/Declaration From  
(To be submitted in non-judicial stamp paper of Rs. 10/-)**

I/We.....havi  
ng my/our.....office at ..... Do  
declare that I/we have carefully read all the terms and condition of tender of the \_\_\_\_\_ Bhadrak  
for Printing and supply of different IEC material to CDM & PHO Bhadrak. The approved rate will remain valid for  
a period of one year from the date of approval .I/We abide with all the terms and condition set forth in the tender  
Reference No \_\_\_\_\_ dtd \_\_\_\_/\_\_\_\_/2018.

I/We do hereby declare I/We have not been de-recognized/blacklisted by any state Govt./Union Territory/Govt.  
Of India/Govt. Organization/Govt. Health Institutions due to not providing of standard Quality service /failure to  
provide service.

I/We agree that the Tender inviting Authority can forfeit the Earnest money Deposit and or performance security  
Deposit and blacklist me/us for a period of 3 year if any information furnished us proved to be false at the  
time of inspection/verification and not comply with the terms and condition.

I/We .....do hereby declare that I/We will carry out the order for print and supply of  
different IEC Material to CDM & PHO Bhadrak as per the terms and conditions of the above referred tender.

Signature of the Bidder

Seal  
Date

Name and address of the Firm



**Annual Turnover certificate for the last three financial years certified by Chartered Accountant**  
**(To be certified in the letter head of Chartered Accountant)**

SL. No	Year	Annual Turnover (Rs. in Lakh)
1	2015-16	
2	2016-17	
3	2017-18	

Membership no-  
Seal & signature of the CA



**TENDER FORMAT****PART – I  
(TECHNICAL BID) COVER - A  
(To be furnished in Cover – A Technical Bid)**

1	Name of the Organization	
2	Address of the organization	
3	Nam of authorized signatory (in Capital Letter)	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory/Organization	
6	GST registration number	(Self Attested photocopy to be attached)
7	GST payment Details (Upto date)	(Self Attested photocopy GSTR - 3B to be attached)
8	PAN	(Self Attested photocopy to be attached)
9	Annual turnover certificate duly signed by Chattered Accountant submitted for last 3 years	(Self Attested photocopy to be attached)
10	Audit Report last 3 Financial year (2015-16, 2016-17 & 2017-18)	(Self Attested photocopy to be attached)
11	Income Tax Return Acknowledgement for last 3 financial year (2015-16, 2016-17 & 2017-18))	(Self Attested photocopy to be attached)
12	Draft number and date of the Tender Paper Cost of Rs 1000/-	Original DD to be enclosed
13	Draft number and date of the EMD of Rs 10,000/-	Original DD to be enclosed in the technical bid.
14	Affidavit of declaration that the Organization does not have any legal suit/criminal case pending against it for violation of VAT / GST / CST Act or any other law and agree to abide by all terms and conditions of tender.	Affidavit in original non-judicial stamp paper of Rs.10/- certified by notary with clauses as mentioned in clause no. 05 of terms and conditions.
15	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	

**DECLARATION**

I/we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by/ our knowledge. I/we understand that in case of any deviation in the above statement at any state, the Firm/Agency will be blacklisted and will not have any dealing with our organization in future.

Place

Date

(Signature and seal of the authorized signature)



**PART - II**  
**(PRICE BID) - COVER-B**  
**(To be furnished in Cover – B - Price Bid)**  
**Annexure – I (List of Items with Specification)**

Sl. No.	Name Of Items	Specification	Unit Cost (Amount In Rs.) Inclusive Of All Taxes
1 (A)	Display Board / Branding Material	Size: 3' X 2' Sun Board, Thickness: 3mm Sun Board, Printing Process: Eco Solvent Vinyl Printing, Process: Multi Colour	
1 (B)		Size: 5ft X 3ft 6inch, Sun Board Vinyl Pasting Thickness: 3mm, Eco Solvent Printing	
2 (A)	Printing Of Poster Fixing With Adhesive Double Side Gum Tape In Back Side Of Poster	Size – 44cm X 56cm Process- Multi Colour Paper- 130 GSM Art Paper	
2 (B)		Size – 59 Cm X 45.5 Cm Process- Multi Colour Paper- 130 GSM Art Paper	
2 (C)		Size – 75 Cm X 50 Cm, Process- Multi Colour Paper- 130 GSM Art Paper	
2 (D)	Printing Of Poster (Non- Adhesive)	Size – 44cm X 56cm Process- Multi Colour Paper- 130 GSM Art Paper	
2 (E)		Size – 59 Cm X 45.5 Cm Process- Multi Colour Paper- 130 GSM Art Paper	
2 (F)		Size – 75 Cm X 50 Cm Process- Multi Colour Paper- 130 GSM Art Paper	
3	Calendar	Calender Size – 75cm X 50cm Process- Multicolour( Four Colour) Paper- 170 GSM Art Paper Fixing With Adhesive Double Side Gum Tape In Back Side Of Calendar	
4 (A)	Wall Painting	Size: 3' X 4' Process – Multi Colour Colour: Enamel Paint	
4 (B)		Size: 3'x5' Process – Multi Colour Colour: Enamel Paint	

Sl. No.	Name Of Items	Specification	Unit Cost (Amount In Rs.) Inclusive Of All Taxes
4 (C)		Size: 5' X 6' Process : Multi Colour Colour : Enamel Paint	
4(D)		Size: 8 Ft X 6 Ft Process – Multi Colour Colour: Enamel Paint	
4 (E)		Size: 10 Ft X 20 Ft Process – Multi Colour Colour: Enamel Paint	
4 (F)		Size: 5 Ft X 10 Ft. Process – Multi Colour Colour: Enamel Paint	
4 (G)		Process: Multi Color Size: Per Inch / Per Sq. Ft. Color: Water Proof Acrylic Multicolor As Per The Specification (To be collected from DPMU)	
5 (A)	Leaflet	Process: Multi Colour Paper: 90 GSM Art Paper Size: 22 Cm X 28 Cm	
5 (B)		Process: Multi Colour Paper: 90 GSM Art Paper Size: 28.5 Cm X 22.5 Cm	
5 (C)		Process: Multi Colour Paper: 80 GSM Maplitho Size: 22 Cm X 28 Cm	
5 (D)		Process: Multi Colour Paper: 80 GSM Maplitho Size: 28.5 Cm X 22.5 Cm	
6 (A)	Folder	Process: Multi Colour Paper: 220 GSM Art Paper Size: 14 Cm X 22 Cm Page: 4 Pages	
6 (B)		Size: 14cm X 28cm Color: Multicolor Paper: 220 GSM Art Paper Lamination : Glom Lamination Of Both Sides (All 4 Pages)	
7 (A)	Flex For Hoarding	Size: 8 Ft X 16 Ft Process: Multi Colour	
7 (B)		Size: 20 Ft X 10 Ft Process: Multi Colour	
7 (C)		Size: 6ft X 3ft Process: Multicolor	

Sl. No.	Name Of Items	Specification	Unit Cost (Amount In Rs.) Inclusive Of All Taxes
7 (D)		Size: 4ft X 3ft Process: Multicolor	
8 (A)	Erection Of Hoarding	Size: 8' X 16' Quality Of Surface Angel Frame To Be Used Should Be Of Good Quality Joist : 5" X 2.5" Angle: 3"X3" Angle : 2" X 2" Three Feet Deep Concrete On Each Pole Of The Board Along With Supporting Iron Angle Frame Should Be Made From Iron Angle Flex Should Be Of Best Quality With Digital Multicolored Printing Is To Be Pasted On The Frames Flex Should Be Of Fixed By Iron Pipes And Gi Wires Structure Of The Hoarding Will Be Of 5 Feet Height From Ground Level	
8 (B)		Size: 8' X 16' Quality Of Surface Angel Frame To Be Used Should Be Of Good Quality Joist : 5" X 2.5" Angle: 3"X3" Angle : 2" X 2" The Hoarding Will Be Made Up Of Tin Plate Of Size 8ft. X 4ft. Erected On A Iron Angle Frame Process: Four Colour Print Size Of Iron Angle Frame Of Hoarding: Base: 2.5 Ft. Concrete Inside Earth Hoarding Pillar – 3 Nos. Of Pillars Of Height 12.5 Ft. Including 2.5 Ft. Inside Earth (L Hoarding Frame: 8ft X 4 Ft. (L Shape Iron Angle Of 2 Inch)	
8 (C)	Erection Of Mini Hoarding	Display Area: 6ft X 3ft Display Materials :Preferably 18 Gauge Printed Or Painted Tin Plate Total Height From Inside The Ground: 10ft Iron Angel (2" L Iron Angle Should Be Used ) Base (Inside Ground):2.0"Inside Cement Concrete ) Above Ground (Ground To Top ):8.0 Ft Length: 6ft L Iron Angle (2" L Iron Angel Should Be Used ) Mid Joist Bar To Support Display Materials : 3ft L Iron Angle Should Be Used	

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Sl. No.	Name Of Items	Specification	Unit Cost (Amount In Rs.) Inclusive Of All Taxes
8 (D)		Display Area: 4ft X 3ft Display Materials :Preferably 18 Gauge Printed Or Painted Tin Plate Total Height From Inside The Ground: 10ft Iron Angel (2" L Iron Angle Should Be Used ) Base (Inside Ground):2.0"Inside Cement Concrete ) Above Ground (Ground To Top ):8.0 Ft Length: 4ft L Iron Angle (2" L Iron Angel Should Be Used )	
9 (A)	Banner	Size: 4 Ft. X 8ft. Process: Multi Colour	
9 (B)		Size: 6ft. X 3ft. Process: Multi Colour	
9 (C)		Size: 10 Ft X 5 Ft. Process: Multi Colour	
10	Sign Board	Size: 15' X 3' Height: 3' , Length: 15' Iron Box: 18' Iron Sheet Back Lid Print Quality Lighting	
11	Citizen Charter	Process: Multi Colour Print Size Of Iron Frame Hoarding: Base: 2.5' Concrete Inside Earth Hoarding Pillar: 2 No. Of Pillars Of Height Of 12.5' Including 2.5' Inside Eart (L-Shaped Iron Angle Of 3 Inch) Hoarding Frame: 8ft X 4 Ft (L-Shaped Iron Angle Of 2 Inch)	
12	Printing Of Formats	Process: Single Color Paper: 80 GSM Size: A3, Single Side	
		Process: Single Color Paper: 80 GSM Size: A3, Both Side	
		Process: Single Color Paper: 80 GSM Size: A4, Single Side	
		Process: Single Color Paper: 80 GSM Size: A4, Both Side	
13	Printing Of Voucher	Process: Multi Color Paper: 80 GSM Size: A4, Single Side In Triplet	
14	Integrated Asha Incentive Voucher Book, Each Of	Process: Single Color Paper: 60 GSM	

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Sl. No.	Name Of Items	Specification	Unit Cost (Amount In Rs.) Inclusive Of All Taxes
	100 Pages Like Receipt Book	Size: 8' X 4', A4, Single Side (Detail Incentive To Be Printed On Last Page)	
15 (A)	Register (Binding) Each Register Of 60 Pages Like Receipt Book	Process: Single Color Paper: 60 GSM Size: A4, Single Side	
15 (B)	Register (Binding) Each Register Of 80 Pages Like Receipt Book	Process: Single Color Paper: 60 GSM Size: A4, Single Side	
15 (C)	Register (Binding) Each Register Of 100 Pages Like OPD / IPD Register	Process: Single Color Paper: 60 GSM Size: A4, Single Side	
15 (D)	Register (Binding) Each Register Of 200 Pages Like OPD / IPD Register	Process: Single Color Paper: 60 GSM Size: A4, Single Side	
15 (D)	Register (Binding) Each Register Of 300 Pages Like OPD / IPD Register	Process: Single Color Paper: 60 GSM Size: A3, Single Side	
15 (E)	Register (Binding) Each Register Of 400 Pages Like OPD / IPD Register	Process: Single Color Paper: 60 GSM Size: A3, Single Side	
20 (A)	Signage	Process: Sun Board Vinyl Pasting Multi Color Size: 0ft 5inch X 1ft 6inch, Thickness: 3mm, Eco Solvent Printing	
20 (B)		Process: Sun Board Vinyl Pasting Size: Sq. Ft. Thickness: 3mm, Eco Solvent Printing	
21 (A)	Tin Plate	Process: Multi Colored printed Tin Sheet Made out of Tin Sheet of 0.20 mm thick as per IS 1993/93 5 times pre-printing chemical treatment 4 times multi colored printing Transparent coating and Heat treatment at 200°C after each operation Punching holes of diameter not more than 2mm at each corner and at the midpoint of each size of sheet of length 910 mm are to be provided. All total 6 nos. of punching holes are to be provided in each sheet Size: 910 X 605mm (5.94 sq. ft.)	
21 (B)		Process: Multi Colored printed Tin Sheet Made out of Tin Sheet of 0.20 mm thick as per IS 1993/93 5 times pre-printing chemical treatment 4 times multi colored printing Transparent coating and Heat treatment at 200°C after each operation Punching holes of diameter not more than 2mm at each corner and at the midpoint of each size of	

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Sl. No.	Name Of Items	Specification	Unit Cost (Amount In Rs.) Inclusive Of All Taxes
		sheet of length 910 mm are to be provided. All total 6 nos. of punching holes are to be provided in each sheet Size: Sq. ft.	

NB:-

1. The rate should be inclusive of cost of sheet, printing, pasting, transportation, fixing designing, DTP, as per specification & also inclusive of charges of GST & other taxes as applicable.

Place: -

Date :-

Signature of the Authorized signatory

