

Sl. No.

Date: / /2019

OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER & PUBLIC HEALTH OFFICER: RAYAGADA
District Headquarters Hospital Campus, Rayagada-765001
Phone No.:06856-235254
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TENDER SCHEDULE

OF

**PRINTING, SUPPLY OF IEC/BCC MATERIALS & FIXATION OF
HOARDINGS**

TENDER CALL NOTICE No. 236 dt 10-1-19
OPENING DATE OF SALE : 11/01/2019
LAST DATE OF SUBMISSION : 29/01/2019 UP TO 5.00 PM
OPENING OF TENDER PAPERS : 30/01/2019 AT 11.00 AM



CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER,
RAYAGADA.

INSTRUCTIONS TO BIDDERS

SPECIFICATIONS, TERMS AND CONDITIONS FOR PRINTING, SUPPLY OF IEC/BCC MATERIALS, & FIXATION OF HOARDINGS.

1. Sealed tenders are invited from interested/ bonafide /reputed agencies having adequate experience in printing, supply of different type of printing assignments & Fixing of Hoarding, to the Office of the CDMPHO cum DMD, Rayagada , Rayagada on Annual Rate Contract Basis.
2. Interested bidders may obtain detail terms and conditions from the website for taking up this assignment.

The interested bidder may down load the tender document from the district web site www.Rayagada.nic.in.

3. The tender will be in **Three parts** i.e. Technical Bid (Cover –A 1), Model Copy (Sample) of the Materials (Cover – A 2) and Financial Bid (Cover –B). The bidders should give their Technical, Model Copy (Sample) of the Materials and financial proposal separately in **Three Envelopes** and the **Three Envelopes** should be put into another Envelope (Cover- C) Superscribed as "**PROPOSAL FOR PRINTING, SUPPLY OF IEC/BCC MATERIALS, & FIXATION OF HOARDINGS**" with reference to the Advt. No. 1/ IEC/BCC Rayagada/2018-19.

4. The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The tenders should be addressed to:-

The Chief District Medical & Public Health Officer,
Rayagada,
At- District Head Quarter Hospital, Rayagada
Odisha.

5. Bidders who qualify technically [as per submission of relevant valid documents as asked to be submitted in Technical Bid – Part 1 - Tender Forms fulfilling all the terms & condition of the tender document and inspection of infrastructure of the bidder if required], their Financial Bid (Part 2) shall only be opened. The bidders are requested to clearly mention the type of tax & % of tax included in the price as mentioned in the price bid format (Part 2)


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TERMS AND CONDITIONS.

Sl. No.	Terms & Conditions	Documents to be submitted
1.	The Organization should be a bonafide registered body	Valid Registration Certificate
2.	The Organization should have GST holder	Valid GST Certificate
3.	The Organization should have PAN/GST holder & up to date with VAT Clearance Certificate valid up to 31 st March 2018. Old (Previous year) VAT Clearance Certificate Shall not be accepted.	Photo copy of PAN/GST/VAT Clearance Certificate.
4.	Annual turnover of the bidder Average turnover should be more than Rs. 20 lakhs Per Annum for last 3 years. F.Y : 2015-16. F.Y : 2016-17. F.Y : 2017-18.	a. To be issued in the letter head of chartered Accountant with Membership No. b. Also attach photocopies of the audited P/L account of each year highlighting the turnover in support of that.
5.	The organization will have to submit the affidavit with following clauses:- 1. It has not been blacklisted by any Government Organization. 2. The Organization does not have any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law. 3. The CDM&PHO Office will have no liability regarding transportation, loading and unloading of material and all the material order for shall be delivered at the designated place in good condition and fixing the material at institution level for Hoarding & change of flex. The defective/damaged printed material if any will be replaced by the organisation. The deliveries to destination place are all block CHC of Rayagada district. 4. That the organization agrees to abide by all terms & conditions of tender. 5. The organisation will quote prices inclusive of all taxes.	One Affidavit reflecting all the clauses will do.
6.	1. Tender must be accompanied by EMD / Bid Security Deposits of as mentioned by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of C.D.M & PHO Rayagada, Odisha. Tenders if not accompanied by Security Deposit will not be considered. Security of un- successful tenders will be returned without interest on finalization of the bid. EMDs / Bid Security of successful tenderer will be returned after submission of the Performance Security. The EMD shall be forfeited if the successful tenderer after getting the letter of award withdraws / Express his inability to execute the work.	Demand Draft for Rs.10, 000/- towards EMD & Rs.1,000/- towards Tender Paper Cost to be submitted.


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7.	If the successful bidder fails to supply the materials within the stipulated period i.e. 15 days or as mentioned in the purchase order, the order stands cancelled automatically and EMD will be forfeited. No further correspondence will be entertained. The order will be placed to next lowest bidder.	
8.	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.	
9.	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. 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 these materials commercially or otherwise, directly or indirectly except as agreed to by the Office. The organization shall also ensure complete confidentiality of the information and data provide to it in the course of carrying out the job.	
10.	Under no circumstance shall the Selected 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 EMD of the organization shall be forfeited.	
11.	The Agency must have experience in executing more than three assignments in a year, out of which one must be from Govt.	Document/ Proof to be submitted.
12.	Rates quoted against this tender enquiry shall remain valid up to 12 months after publication of approved rate for future requirement. No request for increase in rates, if any, will be allowed or entertained during this period.	
13.	The tender, which is not as per our required specifications or any deviations of the terms and conditions will not be considered.	
14.	The CDM&PHO reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.	
15.	Any legal matter should be under the jurisdiction of, Rayagada, District: Rayagada.	


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TENDER FORM
(Technical Bid)

1.	Name of the Organization	
2.	Address of the Organization.	
3.	Name of the authorized signatory (in capital letters)	
4.	Telephone number of authorized Signatory/ Organization.	
5.	VAT Clearance certificate valid up to 31/12/2018 with valid GSTIN.	
6.	PAN (Photo Copy to be Attached).	
7.	Annual turnover certificate duly signed by Chartered Accountant submitted for last 3 Years. Also attach photocopies of the audited P/L account of each year highlighting the turnover in support of that.	
8.	Draft number and date of the Tender Paper Cost of Rs.1, 000/-.	
9.	Draft number and date of the EMD Deposit of Rs.10, 000/-.	
10.	Affidavit regarding organization does not have any legal suit/ criminal case pending against it for violation of PF/ESI/MW Act or any other law and declaration that the organization agrees to abide by all terms & conditions of tender, Submit.	
11.	Model copy (Sample) of the material submitted must have signature and seal of the authorized bidder.	
12.	Whether all documents submitted signed by the authorized signatory of organization (Yes/No)	
13.	Proof of three assignments under taken out of which one is from Govt.	

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 my/our knowledge. I/We understand that in case of any deviation in the above statement at any stage, the Firm/Agency will be blacklisted and will not have any dealing in the future.

Place:

Signature and seal of the bidder/Authorised Signatory.


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Model copy (Sample) of the materials**ANNEXURE-II**

Note: Model copy (Sample) of the material submitted must have signature and seal of the authorized bidder.

SL. NO.	SAMPLE MATERIAL & SPECIFICATION	SAMPLE SUBMITTED FOR TECHNICAL BID
1.	Flex Star Quality- 300 GSM	1 Sqft.
2.	Flex Ordinary Quality-220 GSM	1 Sqft.
3.	Poster- 130 GSM Art Paper with self adhesive double side gum tap in the back sight of the poster.	One Poster (44 cm X 56 cm)
4.	Poster- 130 GSM Art Paper	One Poster A3 size
5.	Calendar-170 GSM Art Paper with self adhesive double side gum tap in the back sight of the Calendar.	One Calendar (75 cm X 50 cm)
6.	Leaflet-80 GSM Map litho	One leaflet (28cm X 22cm)
7.	Leaflet-54 GSM	One leaflet (28cm X 22cm)
8.	Handouts- 330 GSM Art paper	One Handout (42cm X 19.5cm)
9.	A4 copier- 70 GSM	One sheet
10.	Front cover-120 GSM colour paper	One sheet A4 Size
11.	Back cover- 24 no hard board	One Board A4 Size
12.	Tally sheet- 65 GSM A3 size	One Sheet A3 Size
13.	Sticker Paper - 90 GSM A4 Size	One Paper A4 Size
14.	Challan Book- 60 GSM colour	One Paper (20 cm X 14 cm)
15.	Demi Size white -90 GSM	One Sheet 1/8 Size
16.	Drawing Sheet white-90 GSM	One Sheet A4 Size
17.	Drawing Sheet Color-90 GSM	One sheet A4 Size
18.	Drawing Sheet white-110 GSM	One sheet A4 Size
19.	Drawing Sheet Color-110 GSM	One Sheet A4 Size
20.	Leaflet Art paper-90 GSM	One Sheet A4 Size
21.	Leaflet Art paper-110 GSM	One Sheet A4 Size
22.	Vinyl Board Ecosolvent - Thickness 3 MM	1 Sqft
23.	Sun Board- Thickness 3 MM	1 Sqft

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TENDER FORM
Financial Bid - I

Sl. No.	NAME OF THE ITEM	SPECIFICATION	Unit	Approx. Quantity	QUOTE D RATE PER UNIT
1	Hoarding (Size-10'x20') i.e. 200 Sqft. With flex	Size-10'X20' Joist-5''X2.5'' Angle-3'' of Thickness -6mm Stay Angle-2'' of Thickness -6mm 4 feet deep concrete on each pole of the board along with supporting Iron angle (20 ft stay angle with 3ft deep concrete) Frame should be made from Iron Angle (as per prototype) Flex should be of best quality with digital multicolored printing Flex should be fixed by pipes and GI wires Structure of the hoarding will be of 5 feet height from ground level	Each hoarding	As per requirement	
2	Hoarding (Size-8'x16') i.e. 128 Sqft. With flex	Size-8'X10' Joist-5''X2.5'' Angle-3'' of Thickness -6mm Stay Angle-2'' of Thickness -6mm 3 feet deep concrete on each pole of the board along with supporting Iron angle(15 ft stay angle with 3ft deep concrete) Frame should be made from Iron Angle Flex should be of best quality with digital multicolored printing Flex should be fixed by pipes and GI wires Structure of the hoarding will be of 5 feet height from ground level	Each hoarding	As per requirement	
3	Hoarding (Size-6'x10') i.e. 60 Sqft With flex	Size-6'X10' Joist-5''X2.5'' Angle-3'' Angle Thickness -6mm 2.5 feet deep concrete on each pole of the Hoarding. Frame should be made from Iron Angle Flex should be of best quality with digital multicoloured printing Flex should be fixed by pipes and GI wires Structure of the hoarding will be of 5 feet height from ground level.	Each Hoarding	As per requirement	
4	Hoarding Size 6'X5') i.e. 30 Sqft With flex	Size- 6'x5', Quality of surface angle should be of good quality, Joist-4'x2'; Angle- 3" Angle Thickness- 6 mm. 2.5 feet deep concrete on each pole of the Hoarding. Frame should be Iron Angle. Flex should be best quality with digital multicoloured printing. Flex should be fixed by iron pipes and GI wires. Structure of the hoardings will be 5 feet height from ground level.	Each Hoarding	As per requirement	
5	Hoarding Size 3'X6') i.e. 18 Sqft With flex	Size- 3'x6', Quality of surface angle should be of good quality, Joist-3'x2'; Angle- 2" Angle Thickness- 6 mm. 2.5 feet deep concrete on each pole of the			


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		Hoarding. Frame should be Iron Angle. Flex should be best quality with digital multicoloured printing. Flex should be fixed by iron pipes and GI wires. Structure of the hoardings will be 4 feet height from ground level.			
6	Change of Flex for Dynamic Hoarding at District and Sub District level & Health Institutions.	Star Quality- 300 GSM	Per Sqft.	As per requirement	
7	Flex street Banner	Star Quality- 300 GSM	Per Sqft.	As per requirement	
8	Flex Banner	Ordinary Quality- 220 GSM	Per Sqft.	As per requirement	
9	Poster & Calendar (12 types of Poster & 1 Calendar for each GKS)	POSTER Size-44cm X 56 cm Process- Multi colour (four colour) Paper 130 GSM art paper with self adhesive double side Gum tape in the back side of poster CALENDAR Size-75 CM X 50CM Process- Multi Colour (Four Colour) Paper-170 GSM Art Paper with adhesive double side Gum tape in the back side of calendar	Per Poster Per Calendar	As per requirement	
10	Poster	Poster Size-A3 Process-Multi Colour Paper-130 GSM Art Paper With self-adhesive double side Gum tape in the back side of poster.	Per Poster	As per requirement	
11	Poster	Poster Size-A3 Process-Multi Colour Paper-130 GSM Art Paper Without self-adhesive Gum tape in the back side of poster.	Per Poster	As per requirement	
12	Posters	19"X29", 130 GSM Art Paper Multicolour	Per Poster	As per requirement	
13	Leaflet	Leaflet Multicoloured Size-28 cm X 22 cm Paper-80 GSM Map litho	Per Leaflet	As per requirement	
14	Leaflet	Leaflet Single Colour Size-28 cm X 22 cm Paper- 54 GSM	Per Leaflet	As per requirement	
15	Handouts	Handouts size-42 cm X 19.5 cm Paper- 300 GSM Art Paper Both side Multicoloured with pictorial messages.	Per Handout	As per requirement	
16	Handouts	Handouts size-42 cm X 19.5 cm Paper- 300 GSM Art Paper One side Multicoloured with pictorial messages.	Per Handout	As per requirement	
17	Handouts	Handouts size- A3 Paper- 300 GSM Art Paper Both side Multicoloured with pictorial messages.	Per Handout	As per requirement	
18	Handouts	Handouts size- A3 Paper- 300 GSM Art Paper One side Multicoloured with pictorial messages.	Per Handout	As per requirement	


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19	Frequently Ask Question (FAQ)	Size- 22 cm X 14 cm Process-Both side Multi Colour print Paper-130 GSM Art Paper	Per FAQ	As per requirement	
20	Handouts	Handouts size-18 cm X 28 cm Paper- 300 GSM Art Paper Both side Multicoloured with pictorial messages.	Per Handout	As per requirement	
21	Handouts	Handouts size-18 cm X 28 cm Paper- 300 GSM Art Paper One side Multicoloured with pictorial messages.			
22	Demi (1/8)	Paper Thickness- 60 GSM One Side, Single Colour 100 Sheets PAD with paste binding excluding back & front cover of 120 GSM	Per Pad	As per requirement	
23	A4 copier	Paper Thickness- 70 GSM One Side, Single Colour 100 Sheets PAD with paste binding excluding back & front cover of 120 GSM	Per Pad	As per requirement	
24	A4 copier	Paper Thickness- 70 GSM Both Side, Single Colour Loose Sheets	Per Sheet	As per requirement	
25	A4 copier	Paper Thickness- 70 GSM One Side, Double Colour 100 Sheets PAD with paste binding excluding back & front cover of 120 GSM	Per Pad	As per requirement	
26	Legal Copier	Paper Thickness- 70 GSM One Side, Single Colour 100 Sheets PAD with paste binding excluding back & front cover of 120 GSM	Per Pad	As per requirement	
27	Legal Copier	Paper Thickness- 70 GSM Both Side, Single Colour Loose Sheets	Per Sheet	As per requirement	
28	Legal Copier	Paper Thickness- 70 GSM One Side, Double Colour 100 Sheets PAD with paste binding excluding back & front cover of 120 GSM	Per Pad	As per requirement	
29	Demi (1/6)	Paper Thickness- 70 GSM One Side, Single Colour 100 Sheets PAD with paste binding excluding back & front cover of 120 GSM	Per Pad	As per requirement	
30	Demi (1/6)	Paper Thickness- 70 GSM Both Side, Single Colour Loose Sheets	Per Sheet	As per requirement	
31	Demi (1/6)	Paper Thickness- 70 GSM One Side, Double Colour 100 Sheets PAD with paste binding excluding back & front cover of 120 GSM	Per Pad	As per requirement	
32	A3 Copier	Paper Thickness- 90 GSM Both Side, Double Colour 200 Sheets Quality Hard binding	Per Booklet	As per requirement	
33	A3 Copier	Paper Thickness- 70 GSM Both Side, Double Colour 200 Sheets Quality Hard binding	Per Booklet	As per requirement	
34	A3 Copier	Paper Thickness- 70 GSM One Side, Single Colour Loose Sheets	Per Sheet	As per requirement	
35	A3 Copier	Paper Thickness- 70 GSM Both Side, Single Colour Loose Sheets	Per Sheet	As per requirement	
38	Invitation Card	Size- Demi 1/16 Paper- 300 GSM One side Multicoloured Printing	Per Card	As per requirement	


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39	AVDS ILR point weekly Reporting Format / AVDS Monthly Reporting of ILR Point / Supervision format of ILR Point by CCT/ RI House to House monitoring format/ RI Session monitoring format	A4 Size 65 GSM Book Forms with one side printing with paste binding (one booklet contains 100 sheets excluding back & front cover of 120 GSM)	Per Book	As per requirement	
40	Supportive Supervision Format for CCVLM	A4 Size 65 GSM Book Forms with both side printing (3 Pages in 2 sheets is 1 set) with paste binding (one booklet contains 100 sheets excluding back & front cover of 120 GSM)	Per Booklet	As per requirement	
41	Challan book for DVS/ Challan book for BVS	22cm X 18 cm 60 GSM Book having 150 sheets (consecutive 3 diff. Colour page) and cover page 120 GSM colour board and back side 24 No Hard board binding.	Per Book	As per requirement	
42	Sub-Centre Pass Book	20 cm X 14 cm 65 GSM Book Book having both side bi-colour printing with 120GSM Glossy cover page with Plastic Cover	Per Book	As per requirement	
43	Temperature Record Book for ILR & DF	24 cm X 18cm 65 GSM Book Book having both side printing (28 pages) with thick cover page 120 GSM.	Per Book	As per requirement	
44	Vinyl Board Ecosolvent	Thickness 3 MM	Per Sqft.	As per requirement	
45	Sun Board	Thickness 3 MM	Per Sqft.	As per requirement	
46	Glow Sign Board	Size-3'X8'	Per Sqft.	As per requirement	

N.B:

1. Rate should be quoted inclusive of cost of Paper/Sheet, Printing, Pasting (Only Dynamic Flex Banner) transportation, fixing, designing, DTP, as per specifications & also inclusive of charges of GST & other taxes as applicable.
2. The rates will be applicable for purchase of the above mentioned items for the period of one year.
3. Material is to be delivered at different institution in District/Sub-District level/CHC.
4. The supplier selected shall have the responsibility to supply above mentioned items as per the supply order which is required for carrying out day to day official work.
5. Sample Copy of the above items are available at IEC BCC CELL, BARIJHOLA during office hours for bidder's reference.
6. **Delivery Schedule:** Within 15 days from the date of purchase order received by the successful bidder or as mentioned in the purchase order.
7. **Consignee:** Chief District Medical & Public Health Officer, Rayagada.

Date:

Place:

Signature and seal of the bidder/Authorised Signatory.


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