

INSTRUCTIONS TO BIDDERS

SPECIFICATIONS, TERMS AND CONDITIONS FOR RATE CONTRACT OF PRINTING & SUPPLYING OF IEC/BCC MATERIALS, & DIFFERENT LOGISTICS ETC FOR THE YEAR 2024-25.

1. Sealed tenders are invited from interested/ bonafide /reputed agencies having adequate experience in printing of Flex materials, Posters, Leaflets and Banners ,Fixing of Hoarding, wall painting & Tent house etc. to the Office of the CDM & PHO, Rayagada , Barijholra, Backside of Aurobinda School, Near GIACR College, Dist-Rayagada, Pin-765002 on Annual Rate Contract Basis.
2. Interested bidders may obtain detail terms and conditions from the District website for taking up this assignment. The interested bidder may down load the tender document from the district web site <https://rayagada.odisha.gov.in>

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 I, II, III & IV (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) Super scribed as “RATE CONTRACT OF PRINTING & SUPPLYING OF IEC/BCC MATERIALS, & DIFFERENT LOGISTICS ETC FOR THE YEAR 2024-25” with reference to the Advt. No. _____ Dt. _____ through Speed Post/Register Post only.

3. The bidders are requested to submit the sample of individual items as mentioned in **Annexure-II**, otherwise the expression of interest for the said items will not be taken into consideration for further process.
4. Bidders who qualify technically, their Sample envelop (Cover-A 2) will be opened and if the samples are as per specification as mentioned in Annexure-II, their financial proposal shall only be opened.

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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 PAN & GST (Regular)	Photo copy of PAN & GST(Regular)
3.	Annual turnover of the bidder Average turnover should be more than Rs. 30 lakhs for last 3 years. F.Y : 2020-21. F.Y : 2021-22. F.Y : 2022-23	a. To be issued in the letter head of chartered Accountant with Signature & Membership No. b. Also attach photocopies of the audited Profit & Loss account, Balance Sheet and Income Tax return of each year.
4.	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, Rayagada 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. 4. That the organization agrees to abide by all terms & conditions of tender. 5. The organisation will quote prices Exclusive of all taxes.	One Affidavit reflecting all the clauses will do.
5.	Tender must be accompanied by Earnest Money Deposit (EMD) of Rs.50,000/- by way of Demand Draft (Must be Submitted), drawn on any Nationalized Bank in favour of CDM & PHO, Rayagada payable at Rayagada. & Tender Paper Cost of Rs 5,600/- (not refundable) by way of Demand Draft (Must be submitted) drawn on any Nationalised Bank in favour of CDM & PHO, Rayagada payable at Rayagada. Tender if not accompanied by EMD and Tender Paper Cost will not be considered. EMD of unsuccessful tenders will be returned without interest on finalization of bid but Tender Paper Cost shall not be refunded. EMD of successful bidder will be retained & will be refunded on successful completion of the job without interest.	Demand Draft for Rs.50,000/- towards EMD & Rs.5,600/- (not refundable) towards Tender Paper Cost to be submitted.
6.	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.	
7.	The CDM &PHO will not pay any advance payment to the organisation. The organisation 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.	

8.	All information, documents and data coming in the possession of the organisation as a result of execution of the job shall at all time remain the property of the CDM & PHO. The organisation shall not make or allow any of his employee or agents etc. to make an unauthorised copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the Office. The organisation shall also ensure complete confidentiality of the information and data provide to it in the course of carrying out the job.	
9.	Under no circumstance shall the Selected organisation appoint any sub-contractor or sublease the contract. If it is found that the organisation has violated these conditions, the contract will be terminated forthwith without any notice and EMD of the organisation shall be forfeited.	
10.	The Agency must have minimum Three years (03) experience in executing the work in Govt. Sector.	Document/ Proof to be submitted.
11.	Rates quoted against this tender enquiry shall remain valid up to one year (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.	
12.	The tender, which is not as per our required specifications or any deviations of the terms and conditions will not be considered.	
13.	The CDM & PHO reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.	
14.	Any legal matter should be under the jurisdiction of, Rayagada, District: Rayagada.	
15.	The agency should have located in Rayagada District headquarter having all machineries to manufacture the product asked by the authority.	

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03-01-25

TENDER FORM
(Technical Bid)

1.	Name of the Organization	
2.	Address of the Organization.	
3.	Name of the authorised signatory (in capital letters)	
4.	Telephone number of authorized Signatory/ Organization.	
5.	GSTIN (Regular) (Photo Copy to be Attached).	
6.	PAN (Photo Copy to be Attached).	
7.	Annual turnover certificate duly signed by Chartered Accountant submitted for last 3 Years i.e (2020-21, 2021-22 & 2022-23). Also attach photocopies of the audited Profit & Loss account, Balance Sheet & Income Tax Return of each year highlighting the turnover in support of that.	
8.	Draft number and date of the Tender Paper Cost of Rs.5, 600/-. (Not Refundable)	
9.	Draft number and date of the EMD Deposit of Rs. 50,000/-.	
10.	Affidavit regarding organisation 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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03.01.23

Model copy (Sample) of the materials

ANNEXURE-II

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 (02inch) 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 (02inch) 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.	Treatment card- 300 GSM white	One Sheet A4 Size
13.	Front cover-150 GSM colour paper	One sheet A4 Size
14.	Register-90 GSM Map litho	One sheet A4 Size
15.	Register-95 GSM Super sun shine ledger paper light green colour	One Sheet A4 Size
16.	Training module of Demi paper- 300 GSM Art paper	One Sheet A4 Size
17.	Tally sheet- 65 GSM A3 size	One Sheet A3 Size
18.	Sticker Paper – 90 GSM A4 Size	One Paper A4 Size
19.	Challan Book- 60 GSM colour	One Paper (20 cm X 14 cm)
20.	Demi Size white -50 GSM	One Sheet 1/8 Size
21.	Demi Size white -52 GSM	One Sheet 1/8 Size
22.	Demi Size white -60 GSM	One Sheet 1/8 Size
23.	Demi Size white -65 GSM	One Sheet 1/8 Size
24.	Demi Size white -70 GSM	One Sheet 1/8 Size
25.	Demi Size white -80 GSM	One Sheet 1/8 Size
26.	Demi Size white -90 GSM	One Sheet 1/8 Size
27.	Demi Size white -110 GSM	One Sheet 1/8 Size
28.	Demi Size white -130 GSM	One Sheet 1/8 Size
29.	Drawing Sheet white-80 GSM	One sheet A4 Size
30.	Drawing Sheet Color-80 GSM	One sheet A4 Size
31.	Drawing Sheet white-90 GSM	One Sheet A4 Size
32.	Drawing Sheet Color-90 GSM	One sheet A4 Size
33.	Drawing Sheet white-110 GSM	One sheet A4 Size
34.	Drawing Sheet Color-110 GSM	One Sheet A4 Size
35.	Drawing Sheet white-130 GSM	One Sheet A4 Size
36.	Drawing Sheet Color-130 GSM	One sheet A4 Size
37.	Drawing Sheet white-220 GSM	One sheet A4 Size
38.	Drawing Sheet Color-220 GSM	One Sheet A4 Size
39.	Drawing Sheet white-250 GSM	One sheet A4 Size
40.	Drawing Sheet Color-250 GSM	One sheet A4 Size
41.	Leaflet Art paper-80 GSM	One Sheet A4 Size
42.	Leaflet Art paper-90 GSM	One Sheet A4 Size
43.	Leaflet Art paper-110 GSM	One Sheet A4 Size
44.	Leaflet Art paper-130 GSM	One Sheet A4 Size
45.	Leaflet Art paper-220 GSM	One Sheet A4 Size
46.	Leaflet Art paper-250 GSM	One Sheet A4 Size
47.	Vinyl Board Eco -solvent – Thickness 3 MM	1 Sqft
48.	Sun Board- Thickness 3 MM	1 Sqft
49.	Printable substrates hygiene frontlet fabric 150 GSM	1 Sqft

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

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TENDER FORM

Financial Bid - I

Sl. No.	NAME OF THE ITEM	SPECIFICATION	Unit	QUOTED RATE PER UNIT Excluding all Taxes
A.	Erection of New Hoarding			
1	Retro Hoarding :-	<p>Preferable Board Size: 4ft height x3ft Width.</p> <p>Providing, fitting, fixing up informative boards using upper high efficiency full cube Retro-reflective sheeting of white colour bonded on to 4mm aluminium sheet / ACP (0.25 +3.50+0.25-pdvf coated) over which alphabets and numerical are printed using oem matched component inks and UV laminated with oem approved over laminates (covers 3 years warranty from the date of manufacturing on colour fading , peel off) The board shall be provided with frame made out of 202 grade stainless pipes shall be mounted on two vertical posts made out of 50mm NB stainless pipe as have been installed including concreting / revelling reinforcement etc. The height of this post should be 10ft in which 1.5ft under the ground, rest will visible above of the ground.</p> <p>Fixing of the board including cost of the materials, conveyance, labour, transportation etc. required for the work.</p>	Per Unit	
2	Hoarding (size 15feet*12feet) i.e 180Sqft with flex	<p>Preferable Size of hoarding level is -</p> <p>15ft x 12ft (However, there is flexibility to decide it by concerned City/MC/District level keeping in view the provision of space and visibility.)</p> <p>*Quality: Angle/Joist frame used should be of good quality MS with epoxy painting.</p> <p>Joist -5" X2.5"</p> <p>Angle- 3"X3"</p> <p>Angle-2"X2"</p> <p>Base of each pole of the Hoarding should be buried at least 2½ feet M-15grade cement concrete</p>	Per Unit	
3	Hoarding (size 15feet*12feet) With Change of digital printable substrates hygiene frontlit fabric (150 GSM)	<p>Size-10'X20' , Joist-5"X2.5" , Angle-3" X3" of Thickness -6mm,Stay Angle-2" of Thickness -6mm</p> <p>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). Printing material should be of best quality with digital multicoloured printing & should be fixed by pipes and GI wires. Structure of the</p>	Per Unit	
3	Hoarding (Size-10'x20') i.e. 200 Sqft. With flex			
4	Hoarding (Size-10'x20') i.e. 200 Sqft. With Change of digital printable substrates hygiene frontlit fabric (150		Each hoarding	

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	GSM)		hoarding will be of 5 feet height from ground level.		
5	Hoarding (Size-8'x16') i.e. 128 Sqft. With flex		Size-8'X16', Joist-5"X2.5", Angle-3"X3" 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. Printing material should be of best quality with digital multicoloured printing & should be fixed by pipes and GI wires. Structure of the hoarding will be of 5 feet height from ground level.	Each hoarding	
6	Hoarding (Size-8'x16') i.e. 128 Sqft. With Change of digital printable substrates hygiene front lit fabric (150 GSM)				
7	Hoarding (Size-6'x10') i.e. 60 Sqft With flex		Size-6'X10', Joist-5"X2.5", Angle-3" X3", Angle Thickness -6mm 2.5 feet deep concrete on each pole of the Hoarding. Frame should be made from Iron Angle. Printing material should be of best quality with digital multicoloured printing & should be fixed by pipes and GI wires Structure of the hoarding will be of 5 feet height from ground level.	Each Hoarding	
8	Hoarding (Size-6'x10') i.e. 60 Sqft With Change of digital printable substrates hygiene frontlit fabric (150 GSM)				
9	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- 3X3", 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 /fabric flex should be fixed by iron pipes and GI wires. Structure of the hoardings will be 5 feet height from ground level.	Each Hoarding	
10	Hoarding Size 6'X5' i.e. 30 Sqft With Change of digital printable substrates hygiene frontlit fabric (150 GSM)				
11	Mini Hoarding (Size 4'x3') with Flex		Size- 4' x3', 18 Gauge tin plate with vinyl pasting 10 ft L Iron angle (2" L Iron angle should be sued) Base (inside Ground): 2.0 ft inside with cement concrete Above ground (Ground to Top) : 8.0 ft. Length : 4ft Iron angle (2" L Iron Angle should be used)	Each Hoarding	
12	Glow Sign Board		Different size Glow Sign Board Zinc box, Back lid Print with light system including permanent fixing with supporting 2" L Iron angle.	Per Sq Ft.	
13	LED Sign Board		P4 / P6 and P10	Per Sq Ft with Complete Installation	

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14	Welcome Board	<p>Suggestive Specifications: Welcome Board: 2ftX1ft size Printed 1mm thick tin sheet or 1 mm thick Tin sheet pasted with Matt laminated printed vinyl for longevity with frame of 1"x1" L angle MS rod fixed with 2 legs 2"x2" L angle MS rod of height 4.5 ft out of which 1ft to be inside ground with concrete reinforcements. All fixing of the display board should be done by applying welding for strength and longevity. As drawing of the welcome board is given below for reference. The budget allocated Rs. 1000/- per board.</p> <p>Preferable Specifications:</p> <ul style="list-style-type: none"> ✓ Size : 5ft X 3ft or 6ft X 3ft ✓ Frame: Aluminum frame with wide base (reusable) ✓ Multi Colour fabric media printing with mounting <p>Or</p> <p>Standeeds may be framed using 202 grade steel frames of 3" gauge square pipes with mounting of fabric banners</p> <ol style="list-style-type: none"> 1. Display Area : Width 10inch x Length 3ft 2. Display Material : Preferably 18 gauge printed Tin Plate. 3. Total Height from inside the ground : 6ft 1 iron Angel 1.5inch should be used) 4. Base (Inside Ground) - 2.0ft inside cement concrete 5. Above ground (Ground to Top) - 4ft. 	Each Board	
15	Dynamic Steel/Aluminum frame wide base Standee		Per Unit	
16	Directional Signage-Standee		Per Unit	
17	Display of signboard / Directional Signage	<p>Steel framed ACP with vinyl pasted Display Board: 4 mm ACP Board pasted with eco-solvent vinyl printing & matt lamination with 1" X 1" square 302 grade steel pipe frames for longevity with following dimensions:</p> <p>ACP Dimension: Thickness: 4 mm Right side panel - 4' Top panel - 2' Left side panel - 3' straight and 1' angle fixed to top panel Bottom panel - 3'</p> <p>Dimension of legs (Pole): Number of legs: 2 Legs Right Leg - 8' length made up of 2" round 302 grades 18 gauge round steel pipe including 2 ft inside ground level with concrete reinforcement Left Leg - 7' length made up of 2" round 302 grades 18 gauge round steel pipe including 2 ft inside ground level with concrete reinforcement</p> <p>Mounting & Installation of Display Panel: The display panels shall be fitted (as per the picture mentioned below) with two legs of 2" x 2" and 18 gauge round steel pipes welding with 302 grade 1" X 1" steel clamps maintaining a space of 3" between display panel and legs. Right leg fitted with 3 clamps and left leg fitted with 2 clamps</p>	Per Unit	

K. S. S. S.

25	Calendar (Table Top Spiral)	<p>Specifications for table top/Desk Health calendar:</p> <p>Size- 12 inch X 15 inch (Half Demy) Width :- 5inch</p> <p>b. Paper – 130 GSM Art Paper</p> <p>c. Process – Multicolour offset printing</p> <p>d. Binding – Spiral binding</p> <p>e. No of sheets: 4 sheets (8 pages) both side printing</p> <p>f. Lamination: 8 pages glossy lamination (Optional) /Non lamination.</p> <p>Stand-up calendar with thick paper prevent ink bleeding through white paper. The desktop calendar with durable double wire spiral binding to easily turn pages. The table calendar can stand well anywhere on the table (Quote the price bid both for with lamination / without lamination)</p>	Per Calendar	
26	Flipbook	<p>Suggested specifications:</p> <p>Size : 30 cm X 20 cm</p> <p>Pages : 50 pages (25 sheets) (Tentative)</p> <p>Paper : 300 GSM Art paper</p> <p>Printing: Multi colour</p> <p>Binding: - Wire-O binding</p> <p>- Inner pages both side glossy lamination</p> <p>Table Stand: 28 no. mill board with 130 GSM art paper cover pasting</p>	Per Book	
27	Poster	<p>Poster Size-A3</p> <p>Process-Multi Colour</p> <p>Paper-130 GSM Art Paper</p> <p>With self-adhesive (02inch) double side Gum tape in the back side of poster.</p>	Per Poster	
28	Poster	<p>Poster Size-A3</p> <p>Process-Multi Colour</p> <p>Paper-130 GSM Art Paper</p> <p>Without self-adhesive Gum tape in the back side of poster.</p>	Per Poster	
29	Posters	<p>19"X29", 130 GSM Art Paper Multicolour</p>	Per Poster	
30	Leaflet	<p>Leaflet Multicoloured Size-28 cm X 22 cm, Paper-80 GSM Map litho</p>	Per Leaflet	
31	Leaflet	<p>Leaflet Single Colour Size-28 cm X 22 cm, Paper-54 GSM</p>	Per Leaflet	
32	Leaflet	<p>Each</p>	Per Leaflet	
33	Broucher	<p>Each</p>	Per Broucher	
34	Handouts	<p>Handouts size-42 cm X 19.5 cm</p> <p>Paper- 300 GSM Art Paper</p> <p>Both side Multicoloured with pictorial messages.</p>	Per Handout	

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35	Handouts	Handouts size-42 cm X 19.5 cm Paper- 300 GSM Art Paper One side Multicoloured with pictorial messages.	Per Handout	
36	Handouts	Handouts size- A3 Paper- 300 GSM Art Paper Both side Multicoloured with pictorial messages.	Per Handout	
37	Handouts	Handouts size- A3 Paper- 300 GSM Art Paper One side Multicoloured with pictorial messages.	Per Handout	
38	Frequently Ask Question (FAQ)	Size- 22 cm X 14 cm Process-Both side Multi Colour print Paper-130 GSM Art Paper	Per FAQ	
39	Handouts	Handouts size-18 cm X 28 cm Paper- 300 GSM Art Paper Both side Multicoloured with pictorial messages.	Per Handout	
40	26Handouts	Handouts size-18 cm X 28 cm Paper- 300 GSM Art Paper One side Multicoloured with pictorial messages.	Per Handout	
41	Sticker	Multicolour, Paper 130 GSM paper with front lamination	Per A4 sheet	
	Sticker	Multicolour, Paper 90 GSM paper with front lamination	Per A4 sheet	
42	LABORATORY FORM BOOK / Annexure B	Demi 1/8 – 70 GSM – Line Perforation. Both Side Printing. (One booklet contains 100 sheets excluding front cover 120 GSM colour board & back cover 24 no. Hard Board with binding).	Per Book	
43	LABORATORY FORM - Annexure B	Demi 1/8 – 70 GSM Single side printing	Per sheet	
44	T. Shirt for awareness campaign or any other programme as required.	White with multi colour printing . Size- XL and XXL	Per T Shirt	
45	CAP	White Cap with digital colour printing	Per cap	
46	VISITING REGISTER / STOCK REGISTER	A4 Copier – 70 GSM Both Side Printing (One Register contains 100 sheets excluding front cover 120 GSM colour board & Back cover 24 no. Hard Board with binding)	Per Register	
47	Training Module Odia & English	Size: ½ Demi - Paper: 300 GSM Art Paper – Printing: Cover Multi Colour Inner Page: ½ Demi 70 GSM Paper (14 Sheets) Both Side Printing with Middle Switching Booklet.	Per Booklet	
48	Bill Book 1/8 Demi	Paper Thickness- 60 GSM One Side, Single Colour	Per Bill Book	

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		Book Size of 50 Sheets (With Triplicate)	
49	Yellow Colour Envelope Size (16"x13")	As per Sample, One Side Single Colour	Per Envelope
50	Gray Colour Envelope Size (11"x9")	As per Sample, One Side Single Colour	Per Envelope
51	Chest Badges	2.5"x3.00" Art paper 170 GSM	Per Badge
52	Vehicle Sticker	1.5"x10" 90 GSM Sticker Paper	Per Sticker
53	Invitation Card	Size- Demi 1/16, Paper- 300 GSM , One side Multicoloured Printing	Per Card
54	Printing of Certificate	Size : A4, 300 GSM, Multi color	Per certificate
55	Identity Card	Size : A3, 300 GSM, Multi color Executive Style with less	Per certificate Per card
56	Medicine Pouch	Size 4.5"x9" Paper: 90 GSM Maplitho Paper, Brightness : 77 (Minimum) Printing : Single Color printing (IEC Message with Logo)	Per pouch
57	ASHA incentive voucher for 13 assured activities (Booklet)	Size-A4 (70GSM), Total no of pages-36, Inner pages -32, Black & white single side printing (Perforated) Cover page-4 (160 GSM) single colour printing	Per Booklet
58	ASHA incentive voucher for rest 40 activities (Booklet)	Size-A4 (70GSM), Total no of pages-68, Inner pages -64, Black & white single side printing (Perforated) Cover page-4 (160 GSM) single colour printing	Per Booklet
59	HBNC format Booklet	Unit: Booklet Size : 1/4 Demy, Total No of Pages : 25 Paper (all Pages) : 80 GSM Maplitho Paper, Brightness: 77 (Minimum) Printing Both side Black Binding: Centre stitching with perforation of last page (2 nos. Of perforation in the last page)	Per Booklet
60	HBNC Format Booklet	Unit: Booklet Size : 1/4 Demy, Total No of Pages : 25 Paper (all Pages) : 80 GSM Maplitho Paper, Brightness: 77 (Minimum) Printing Both side Black Binding: Centre stitching with perforation of last page (2 nos. Of perforation in the last page)	Per Booklet

FV/10/15

61	Monthly meeting registers	Unit: register Size : 20 cm X 30 cm Inner pages: 84 Cover Pages: 4 Paper Inner: 70 GSM Paper (Cover): 70 GSM Maplitho to be pasted on the hard board bidding after printing Printing (Cover): Multi colour offset printing of front and back Binding: Zoo stitching with thick hard board & cloth binding at left side of the register	Per Register	
62	Grade Card	Unit: Card Size : 1/4 Demy, Printing : Single Side Multi colour offset printing Paper: 160 GSM Drawing Sheet	Per Card	
63	RBSK Micro plan Booklet	Size : A3, landscape 300 GSM sheet, Multi Colour Printing (4 sheet cover page), 80 GSM with numbering Printing : Single color inner page Both side, Spiral binding.	Per Booklet	
64	RBSK Docket Folder	A4 Size Folder 300 GSM Both side Colour Printing with inner Pocket	Per Folder	
65	Screening Register (RBSK) and DEIC Register	Size : 42 cm x 67 cm Inner pa138ge : 200 pages , conquest pa139per (Yellow Paper) 90 GSM with numbering Printing : Single 140color, Both side Cover : 32 No Board resin hard bidding	Per Register	
66	Treatment and referral Card	Size-1/2 demy, 300 GSM , Art Paper, Total no of pages-01 , Both side Multi color printing	Per card	
67	CBAC Format	Size-A3 (80 GSM), Total no of pages-01 , Both side black printing, Centre fold	Per format	

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68	Flip Book	<p>Suggested specifications for flipbook printing: Size : 30 cm X 20 cm Pages : 50 pages (25 sheets) (Tentative) Paper : 300 GSM Art paper Printing : Multi colour Binding : - Wire-O binding - Inner pages both side glossy lamination Flip Stand Cover : Flip Stand cover (1 ½ pound Mill board: 2 Nos. Connected with each other with base having folding arrangement for hand held as well as table top position) having white Art paper Table Stand : 28 no. mill board with 130 GSM art paper cover pasting.</p>	Per flip book
69	A4 Bulk Copier Printing	70 GSM (Single Side)	Per Sheet
70	A4 Bulk Copier Printing	70 GSM (Both Side)	Per Sheet
71	A4 Bulk Copier Printing	75 GSM (Single Side)	Per Sheet
72	A4 Bulk Copier Printing	75 GSM (Both Side)	Per Sheet
73	A3 Bulk Copier Printing	70 GSM (Single Side)	Per Sheet
74	A3 Bulk Copier Printing	70 GSM (Both Side)	Per Sheet
75	A3 Bulk Copier Printing	75 GSM (Single Side)	Per Sheet
76	A3 Bulk Copier Printing	75 GSM (Both Side)	Per Sheet
77	M Register under NVBDCP	A3 paper, paper thickness 70gsm, front & back side binding with hard board, contains 100 pages one side, number of pages 50 (White for main) & rest 50 pages for duplicate (Yellow colour)	Per Register
78	M1 Register under NVBDCP	A3 paper, paper thickness 70gsm, one side single colour, front & back side binding with flyleaf, contains 100 pages one side	Per Register
79	M3 Register under NVBDCP Stock Register/Stock Voucher	A4 paper, paper thickness 70gsm, one side single colour, front & back side binding with hard board, contains 100 pages one side	Per Register
80	M4 Format under NVBDCP	A3 paper, paper thickness 70gsm, one side single colour, (loose sheet)	Per Sheet
81	Patient Card under NVBDCP	Handout size 18X25 cm, paper 300 gsm art paper both side multi colour with pictorial message, (Loose Sheet)	Per Handout
82	Cross Checking Form	A4 paper thickness 70 gsm, one side single colour (Loose Sheet)	Per Sheet
83	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, unit: Booklet	Per Sheet
		Forms with one side printing with paste binding (one booklet contains 100 sheets excluding back & front cover of 120 GSM)	Per Booklet

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84	Supportive Supervision Format for CCVLM	A4 Size 65 GSM Booklet 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	
85	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 Booklet	
86	Sub-Centre Pass Book	20 cm X 14 cm 65 GSM Booklet Book having both side bi-colour printing with 120GSM Glossy cover page with Plastic Cover	Per Booklet	
87	Temperature Record Book for ILR & DF	24 cm X 18cm 65 GSM Booklet Book having both side printing (28 pages) with thick cover page 120 GSM.	Per Booklet	
88	Preventive Maintenance register	Paper Thickness- 70 GSM Both Side Printing Legal size 100 Sheets PAD with paste & hard binding excluding back & front cover of 120 GSM	Per Register	
89	SNCU docket folder with packet	Size:9.6"X12"(folding size)pages 4+inside1 pocket paper :350 GSM Art paper(Gloss Finish),Bright -80(Minimum),Multi colour offset printing(front &back of the folder)and on pocket.Folding &pasting(12X24 cm,pasting to contain9-10 nos sheets.	Per Set	
90	Discharge card	Size:8.5"X11"(Folding size)4 pages, paper:120 GSM maplitho,Brightness:77(Min),Printing both side multi colour offset printing, Folding-one fold	Per Set	
91	Neonatal Case Record Sheet	Size: 8.5"X11"(Folding size),Pages-4, Paper120 GSM. maplitho,Brightness:77(Min),Printing both side multi colour offset printing, Folding-one fold	Per Set	
92	Investigation sheet	Size:8.5"X11"(Folding size),Pages-2, Paper 90 GSM. maplitho,Brightness:77(Min),Printing Bi colour offset printing,	Per Set	
93	Treatment continuation & Clinical condition record sheet	Size: 8.5"X11"(Folding size),Pages-2, Paper 90 GSM. maplitho,Brightness:77(Min),Printing Bi colour offset printing,	Per Set	
94	Monitoring & Nurses order sheet	Size: 8.5"X11"(Folding size),Pages-2, Paper 90 GSM. maplitho,Brightness:77(Min),Printing Bi colour offset printing	Per Set	
95	Referral Summary	Size: 8.5"X11"(Folding size),Pages-Single page, Paper 90 GSM. maplitho,Brightness:77(Min),Printing Bi colour offset printing	Per Set	

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96	Discharge Notes: For SNCU Record	Size: 8.5"X11" (Folding size), Pages-single page, Paper 90 GSM. maplitho, Brightness: 77 (Min.), Printing: Bi colour offset printing	Per Set
97	Register (Birth Dose Vaccination/AEFI/Other)	Paper Thickness- 70 GSM Both Side Printing Legal size 100 Sheets PAD with paste & hard binding excluding back & front cover of 120 GSM	Per Register
98	Form-1 (CDR)	Unit: Booklet Size : 1/4 Demy, No. of Sheets: 50, Paper: 80 GSM Maplitho, Brightness: 77 (Min.), Printing Both side Black offset Printing Binding: Top Pad Binding with hard straw board (2 mm) on back side	Per Booklet
99	Form-2 (1st Brief Investigation Report for ANMs)	Unit: Forms Size : 1/4 Demy (Closing Size) Pages: 4 Paper: 80 GSM Maplitho, Brightness: 77 (Min.), Printing Both side Black offset Printing Binding: One folding at the middle	Per Form
100	Form-3a/3b (Verbal Autopsy Form Neonatal Deaths/post neonatal deaths))	Unit: Forms Size : 1/4 Demy Pages: 6 Paper: 80 GSM Maplitho, Brightness: 77 (Min.), Printing Both side Black offset Printing Binding: Side stapling (2 nos. side stapling)	Per Form
101	Form-3c (Social Autopsy Form)	Unit: Forms Size : 1/4 Demy (Closing Size) Pages: 4 Paper: 80 GSM Maplitho, Brightness: 77 (Min.), Printing Both side Black offset Printing Binding: One folding at the middle	Per Form
102	Form-4a/4b (Facility based neonatal/post neonatal death review form)	Unit: Forms Size : 1/4 Demy Pages: 6 Paper: 80 GSM Maplitho, Brightness: 77 (Min.), Printing Both side Black offset Printing Binding: Side stapling (2 nos. side stapling)	Per Form
103	NBSU- Docket Folder with Pocket	Unit: Nos., Size: 9.6" X 12" (Folding Size)	Per Set

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104	NBSU-Discharge Card	<p>Pages: 4 + inside 1 Pocket Paper : 350 GSM art paper (Gloss Finish), Brightness : 80 (Minimum) Printing: Multi Colour offset printing {(Front & Back of the folder) and on Pocket} Folding & Pasting : one Fold & one Pocket (12 X 24 cm.) pasting to Contain 9-10 nos. sheets Unit: Nos., Size: 8.5" X 11" (Folding Size) Pages: 4 Paper : 120 GSM Maplitho, Brightness : 77 (Minimum) Printing: Both side Multi Colour offset printing Folding : one fold</p>	Per Set	
105	NBSU-Neonatal Case Record Sheet	<p>Unit: Nos., Size: 8.5" X 11" (Folding Size) Pages: 4 Paper : 120 GSM Maplitho, Brightness : 77 (Minimum) Printing: Both side Multi Colour offset printing Folding : one fold</p>	Per Set	
106	NBSU-Treatment Continuation & Clinical Condition record sheet	<p>Unit: Nos., Size: 8.5" X 11" Pages: 2 pages back to back Paper : 90 GSM Maplitho, Brightness : 77 (Minimum) Printing: Bi colour offset printing</p>	Per Set	
107	NBSU-Monitoring & Nurses order Sheet	<p>Unit: Nos., Size: 8.5" X 11" Pages: 2 pages back to back Paper : 90 GSM Maplitho, Brightness : 77 (Minimum) Printing: Bi colour offset printing</p>	Per Set	
108	Gentamicin Treatment Card	<p>Size: 17 cm X 28 cm Printing Type: Both sided Multi-Colour offset printing Paper Quality: 250 GSM Art Paper (Matt Finish) Brightness : 80 Min.</p>	Per Card	
109	Treatment Card	<p>Size: 1/4 Printing Type: Single side Paper Quality: 180 GSM Art Paper (Matt Finish)</p>	Per Card	

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110	Treatment Card	Brightness : 80 Min. Size: 1/4 Printing Type: Both Side Paper Quality: 180 GSM Art Paper (Matt Finish) Brightness : 80 Min.	Per Card	
111	Form-1 (CDR)	Unit: Booklet Size : 1/4 Demy, No. of Sheets: 50, Paper: 80 GSM Maplitho, Brightness: 77 (Min.), Printing Both side Black offset Printing Binding: Top Pad Binding with hard straw board (2 mm) on back side	Per Booklet	
112	Form-2 (1st Brief Investigation Report for ANMs)	Unit: Forms Size : 1/4 Demy (Closing Size) Pages: 4 Paper: 80 GSM Maplitho, Brightness: 77 (Min.), Printing Both side Black offset Printing Binding: One folding at the middle	Per Form	
113	Form-3a/3b (Verbal Autopsy Form Neonatal Deaths/post neonatal deaths))	Unit: Forms Size : 1/4 Demy Pages: 6 Paper: 80 GSM Maplitho, Brightness: 77 (Min.), Printing Both side Black offset Printing Binding: Side stapling (2 nos. side stapling)	Per Form	
114	Form-3c (Social Autopsy Form)	Unit: Forms Size : 1/4 Demy (Closing Size) Pages: 4 Paper: 80 GSM Maplitho, Brightness: 77 (Min.), Printing Both side Black offset Printing Binding: One folding at the middle	Per Form	
115	Form-4a/4b (Facility based neonatal/post neonatal death review form)	Unit: Forms Size : 1/4 Demy Pages: 6 Paper: 80 GSM Maplitho, Brightness: 77 (Min.), Printing Both side Black offset Printing Binding: Side stapling (2 nos. side stapling)	Per Form	
116	HMIS Formats at Sub-Centra level	Paper Size: A4, paper quality: 60 GSM or more, each page of booklets with perforated duplicate copy, strong binding with coverpages (using drawing	Per Booklet	

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		sheet & Title of the booklet) & hardboard in backside	
117	HMIS Formats at PHC level	each booklet contains 12 sets each set contains 6 pages (Original) & 6 pages (Duplicate)+02 pages each at front +02 pages coverpage) Paper Size: A4, paper quality: 60 GSM or more, each page of booklets with perforated duplicate copy, strong binding with coverpages (using drawing sheet & Title of the booklet) & hardboard in backside each booklet contains 12 sets each set contains 7 pages (Original) & 7 pages (Duplicate)+02 pages coverpage)	Per Booklet
118	HMIS Formats at DHH/CHC/Other level	Paper Size: A4, paper quality: 60 GSM or more, each page of booklets with perforated duplicate copy, strong binding with coverpages (using drawing sheet & Title of the booklet) & hardboard in backside each booklet contains 12 sets each set contains 8 pages (Original) & 8 pages (Duplicate)+02 pages coverpage)	Per Booklet
119	Referral Cards for PHC/Sub-Centra Level	Unit: Booklet No. of Sheet: 100 (50 sheets marked as original +50 sheets marked as duplicate) Paper Size: 1/4 Demy Paper: Original sheet (White Colour)-75 GSM Maplitho Brightness: 80 (Minimum) Duplicate Sheet (Yellow Colour)-54 GSM Maplitho Binding Type: Top pad binding with stapling with hard board on back side	Per Booklet

+N.B :

1. Rate should be quoted inclusive of cost of Paper/Sheet, Printing, Pasting , Dynamic Flex /fabric Banner transportation, fixing, designing, DTP, as per specifications & also 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.
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 DPMU 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. The delivery time may be change as per requirement and depends upon the purchase order.
7. **Consignee:** Chief District Medical & Public Health Officer, Rayagada.

Date:

Place:

Signature and seal of the bidder/Authorised Signatory



FINANCIAL BID - II

Sl. No.	Item	Quoted Rate (in ₹) for 1000 pages Printing (Single / double side). Cost inclusive of all taxes, Transportation & Labour																						
		50		52		60		65		70		80		90		110		130						
	GSM --->	Single side	Double side	Single side	Double side	Single side	Double side	Single side	Double side	Single side	Double side	Single side	Double side	Single side	Double side	Single side	Double side	Single side	Double side					
1	Demi Size 1-16 (5x4.5) inch	Single Colour																						
		Multi Colour																						
2	Demi Size 1-8 (5x8.5) inch	Single Colour																						
		Multi Colour																						
3	Demi Size 1-4 (8.5x11) inch	Single Colour																						
		Multi Colour																						
4	Demi Size 1-5 (7x11) inch	Single Colour																						
		Multi Colour																						
5	Demi Size 1-6 (7x8.5) inch	Single Colour																						
		Multi Colour																						


 20/10/2025

Quoted Rate (in ₹) for 1000 pages Printing (Single double side). Cost inclusive of all taxes, Transportation & Labour

Sl. No.	Item	GSM → Printing of materials	80		90		110		130		220		250	
			Single side	Double side										
13	DFC Size 1-8 (16x26) inch - White	Single Colour												
		Multi Colour												
14	A4 Copier (210 x 297) mm	Single Colour												
		Multi Colour												
15	FS Copier (215 x 345) mm	Single Colour												
		Multi Colour												
16	A3 Copier (420 x 594) mm	Single Colour												
		Multi Colour												
17	Drawing Sheet (22 x 28) inch - White	Single Colour												
		Multi Colour												
18	Drawing Sheet (22 x 28) inch Colour	Single Colour												
		Multi Colour												

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FINANCIAL BID – III

Sl. No.	Items	Amount (In ₹) (Inclusive of Tax, Transportation and Labour charges)
1.	Sun board with Vinyl printing (2 mm Sun Board) Per Sq. Ft.	
2	Sun board with Vinyl printing (3 mm Sun Board) Per Sq. Ft.	
3	Sun board with Vinyl printing (4 mm Sun Board) Per Sq. Ft.	
4	Tin Printing (0.5 mm) Hot press Per Sq. Ft.	
5	Iron Pipe Framing (Rectangular 1 mm with hook) With fabric flex gumming per Sq. Ft.	
6	Acrylic Sheet 4 mm thickness (both side) Multi colour printing with imported colour tone with lamination and paddle pressing without air bubble inside with wall mount fitting with stainless stud all corner.	
7	Acrylic Sheet 3 mm thickness (both side) Multi colour printing with imported colour tone with lamination and paddle pressing without air bubble inside, with wall mount fitting with stainless stud all corner.	
8	Acrylic Sheet 2 mm thickness (both side) Multi colour printing with imported color tone with lamination and Paddle pressing without air bubble inside, with wall mount fitting with stainless stud all corner	
9	Wall Painting (Enamel paint) Single Colour without photo Per Sq. Ft.	
10	Wall Painting (Enamel paint) Single Colour with photo Per Sq. Ft.	
11	Wall Painting (Enamel paint) Multi Colour without photo Per Sq. Ft.	
12	Wall Painting (Enamel paint) Multi Colour with photo Per Sq. Ft.	
13	Standard Standee (folding type)withdigital star quality fabricflex printing(Aluminium frame size 6'x 3')	
14	Iron Standee (Fixed) with flex Printing (Aluminium Frame size 6'x3')	
15	LED Standee	
16	Canopy with Aluminium pipe folding frame size 6' (L) x6' (W) x 7' (H) & star quality fabric flex printing materials. Top & Back side cover as per specification for establishment of booth on IEC Activities	
17	Only change of Fabric banner for Canopy : star quality printing materials, Top & Back side cover as per specification for establishment of booth on IEC Activities size 6' (L) x6' (W) x 7' (H) including fitting.	
18	Video Graphy with HD camera for video Shooting purpose per hour.	
19	Video Documentation per minute	
20	Steel photo SLR camera (100 photo copy)	
21	Documentation	

Signature and seal of the bidder/Authorised Signatory & Date :

Handwritten signature and date: 23.01.25