

**OFFICE OF THE CHIEF DISTRICT MEDICAL & PHO- cum-DMD, CUTTACK**

**Department of Health & Family Welfare,  
Government of Odisha**

Adv. No 14226

Date: 14-11-20

**TENDER CALL NOTICE FOR PRINTING & SUPPLY OF VARIOUS ITEMS**

Sealed tenders are invited from registered printing agencies having adequate experience in taking up the works of composing / proof reading/ designing & printing. Details regarding the printing of various items as per need and terms & conditions may be downloaded from the website [www.cuttack.nic.in](http://www.cuttack.nic.in). The tender should reach the office of the undersigned by 25/11/2020 (till 12 PM). The Tender will be opened at 3.00 PM on 26 / 11/2020. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

**Chief District Medical &PHO  
cum DMD Cuttack**

  
Chief District Medical & PHO  
Cum-District Mission Director  
Cuttack

**INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS FOR  
PRINTING & SUPPLY OF IEC MATERIALS**

**Section – I (Instruction to Bidders)**

01. Sealed tenders are invited from registered printing agencies having adequate experience in printing & supply of different type of printing assignments.
02. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may down load the tender document from the website [www.cuttack.nic.in](http://www.cuttack.nic.in)
03. The tender should 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 separate envelopes** and the same should be put into **another cover envelop** super scribed as **“Tender for Printing & Supply of different material under NHM in reference to adv. no. 14226 Dated 14-11-2020”**. 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 CDM&PHO cum District Mission Director,  
Old secretariat, Cantonment Road  
Buxi Bazar, Cuttack-753001 Odisha.

04. Bidders who **qualify technically** (as per submission of relevant valid documents as asked to be submitted in Technical Bid – Part 1) – fulfilling all the terms & condition of the tender document, their **Financial Bid** (Part 2) shall **only** be opened. The circulars issued by the Finance Department, all Govt. of Odisha from time to time regarding tax matters shall be taken into account for evaluation and shall be binding on the bidders. 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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**05. Schedule of Requirement**

Sl. No	Name of the Item	Specification	Rate to be quoted excluding Tax
1	FLEX BANNER	First quality printing on two pass	RATE PER SQFT
2		First quality printing on four pass	RATE PER SQFT
3		Flex fit Installation charges of Flex Hoarding with existing structure at Health Institutions	Fitting Charges per hoarding
4	LEAFLET	Paper -90 GSM Art paper Demei-1/4(11"x8.5"), Single color (Glossy)	Rate Per Page
5		Paper -90 GSM Art paper Demei-1/4(11"x8.5"), Multi color (Glossy)	Rate Per Page
6		Paper -90 GSM Art paper Demei-1/4(11"x8.5"), Single color (Normal)	Rate Per Page
7		Paper -90 GSM Art paper Demei-1/4(11"x8.5"), Multi color (Normal)	Rate Per Page
8		Paper -80 GSM Map Litho Demei-1/4(11"x8.5"), Multi color (Normal)	Rate Per Page
9	POSTER	Paper -130 GSM Art paper Crown Size – (20"x15"), Single color (Glossy)	RATE PER UNIT
10		Paper -130 GSM Art paper	RATE PER UNIT
11		Paper -130 GSM Art paper	RATE PER UNIT
12		Paper -130 GSM Art paper Crown Size – (20"x15"), Single color (Normal)	RATE PER UNIT
13		Size: 44 cm X 56 cm Process- Multi color(four color) Paper-130 GSM Art paper Fixing with adhesive double side gum tape in the back side of poster.	RATE PER UNIT
14	Size: 59 cm X 45.5 cm Process- Multi color(four color) Paper-130 GSM Art paper Fixing with adhesive double side gum tape in the back side of poster.	RATE PER UNIT	
15	WALL PAINTING	Quality & Durable paints (Enamel paints). It has to prepare a primer coating on the wall before painting.( <b>Rate quoted should be as per sqft)</b>	RATE PER SQFT
16	STANDY TYPE	Iron frame angle with flex mounting ( <b>Rate quoted should be as per sqft)</b>	RATE PER SQFT
17		Aluminum standee width-3' aluminum Height flexible aluminum rod extendable maximum up to 6'with mounting of flex height	RATE PER UNIT

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18	FORMAT BINDING	Register-A3 paper binding minimum 200paper	RATE PER UNIT
19		Register-A4 paper binding minimum 200paper	RATE PER UNIT
20		Format- A3 paper single side	Rate Per Page
21		Format- A4 Paper single side	Rate Per Page
22	ERECTION OF HOARDING AT EVERY STRATEGIC LOCATION (TYPE-1)	<ul style="list-style-type: none"> <li>• Size (8'X16'=128 sqft) OR (10'X6'=60sqft)</li> <li>• Quality of surface angel frame using should be good quality</li> <li>• Joist- 5''X2.5''; Angle- 3''X 3''; Angle- 2''X 2''</li> <li>• Three feet deep concrete on each pole of the board along with supporting iron angle</li> <li>• Frame should be in iron angle</li> <li>• Best quality flex with digital multicolored printing is to be pasted on the frame</li> <li>• Flex should be fixed through iron pipes and GI ware</li> <li>• Height of the hoarding would be 5 feet height from ground level</li> <li>• The hoarding is inclusive of material cost, transportation, erection, mounting and AMC upto one year.</li> </ul>	RATE PER UNIT
23	ERECTION OF MINI HOARDING AT EVERY STRATEGIC LOCATION	<ul style="list-style-type: none"> <li>• Display Area=4' X 3'</li> <li>• Display Material= Preferably Flex banner or 18 gauge tin plate with vinyl pasting</li> <li>• Total Height from inside the Ground= 10' L Iron angle (2'' L Iron Angle should be used) <ol style="list-style-type: none"> <li>1. Base (Inside Ground): 2' inside with Cement concrete.</li> <li>2. Above Ground (Ground to Top): 8.0'.</li> </ol> </li> <li>• Length= 4' L Iron angle (2'' L Iron Angle should be used)</li> </ul>	RATE PER UNIT
24	CALENDAR	<p>Size: 75 cm X 50 cm</p> <p>Process- Multi color(four color)</p> <p>Paper-170 GSM Art paper</p> <p>Fixing with adhesive double side gum tape in the back side of calendar</p>	RATE PER UNIT
25	SINAGES	Size: 60 cm X 50 cm in plywood fixed	RATE PER SQFT
26	FOLDER	<p>Size: A4</p> <p>Process- Multi color</p> <p>Paper-170 GSM Art paper</p> <p>3 fold with six page</p>	RATE PER UNIT
27	FOLDER	<p>Size: A3</p> <p>Process- Multi color</p> <p>Paper-170 GSM Art paper</p> <p>3 fold with six page</p>	RATE PER UNIT

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28	FOLDER	Size: A4 Process- Multi color Paper-170 GSM Art paper 2 Page Folder	RATE PER UNIT
29	TIN PLATE	Multi colour Printed Tin Sheet a) Standard Size:910mm x 605mm(5.94 sq. ft) b) Made out of Tin Sheet of 0.20mm thick as per I.S. 1993/93 c) 5 times pre-printing chemical treatment. d) 4 times multi colored printing e) Transparent coating and Heat treatment at 200 degree Celsius after each operation. f) Punching Holes of diameter not more than 2mm at each corner and at the midpoint of each size of sheet of length 910mm are to be provided. All total 6 nos of punching holes are to be provided in each sheet.	RATE PER SQFT
30	TABULEX (RATH)	Vehicle(commercial four wheeler) Covering Four side & top with Iron frame & fixing of flex	RATE PER UNIT
		Hiring of vehicle with Fixing of 1 Mike set with Battery	COST PER DAY
		DOL charge	RUNNING KM/LTR
31	T-SHIRT	White T-shirts with printing of messages on front & back of the T-shirt. For school students Size Medium	RATE PER UNIT
32	STICKER TYPE-A	14 cm X 22 cm (Multi process) Sticker Paper	RATE PER UNIT
33	STICKER TYPE-B	44 cm X 28 cm (Multi process) Sticker Paper	RATE PER UNIT
34	Display Board	Size: 1'x1' Sun Board Thickness- 3 MM Sun Board/ Acrylic Printing Process- Eco Solvent Vinyl Print Process- Multi color The cost inclusive of material cost, transportation, erection, mounting at different hospital of Cuttack district, ward waiting space	RATE PER SQFT
35	Display Board	Size: Per Square Ft 1' Iron Frame with fixing of Flex The installation charges of display board at Health Institutions	RATE PER SQFT
36	Medicine Pouches	Pouches are to be of simple paper (130 GSM) with mono-color printing on both sides of pouch	RATE PER UNIT
37	FAQ	Process- Multi Color; Paper-220 GSM Art Paper	RATE PER UNIT
38	Fabric Cotton Banner	Multi color made with 100% cotton	RATE PER SQUIRE FOOT

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## Section - I

### TERMS AND CONDITIONS

Terms & Conditions		Documents to be Submitted
1	The organization should be a registered under GST act	Photo copy of the Registration certificate
2	The organization should have valid PAN number	Photocopy of PAN.
3	<p>The organization will have to submit an <b>Affidavit</b> (<i>On original Stamp Paper of relevant value</i>) with the following clauses:-</p> <p>I. It has not been blacklisted by any Government Organization.</p> <p>II. The organization does not have any legal suit / criminal case pending against it for violation of PF ESI/MW Act or any other law.</p> <p>III. The CDM&amp;PHO Cuttack will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the Organization.</p> <p>IV. That the organization agrees to abide by all terms &amp; conditions of tender</p> <p>V. <b>The organization will quote prices inclusive of all taxes.</b></p> <p>VI. The organization should complete the assigned work as per the quoted price and terms &amp; condition failing which CDM&amp;PHO Cuttack has all rights to blacklist the organization and forfeit the EMD amount.</p>	Affidavit
4	Tender must be accompanied by <b>EMD</b> by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of, <b>ZSS NRHM CUTTACK</b> . Tenders if not accompanied by EMD will not be considered. EMD of unsuccessful Bidders will be returned without interest on finalization of the bid. The EMD shall be forfeited if the successful bidder after getting the letter of award withdraws / Express his inability to execute the work.	Rs. 10,000/- Demand Draft
5	The bidder should furnish the copies of the work order executed in similar type of printing works during the last three years.	Photocopies of work orders executed.
6	The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory if any.	Authorization regarding specimen signature of authorized signatory.

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7	Conditional Tenders (like alternative price offers etc.) are liable to be rejected. In the event of acceptance, CDM&PHO CUM District Mission Director decision will be final. The tender, which is not as per our required specifications will not be considered.	
8	The CDM&PHO will not make any advance payment to the organization. The organization will have to carry out the entire job on its own. The payments will be paid only after satisfactory completion of the job, submission of bill in that regard.	
9	The CDM&PHO CUM District Mission Director reserves the right to accept or reject any or all he tenders without assigning any reasons whatsoever	
10	Under no circumstance 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.	
11	<b>Rates quoted</b> against this tender notice shall remain valid up to <b>12 months</b> after award of contract. No request for increase in rates, if any, will be allowed or entertained during this period.	

### Eligibility Criteria

The bidders should submit the bellow mentioned documents along with the bid, failing which the bids are liable to rejected,

1. EMD of Rs 10,000/- in the form of Bank Draft
2. Copy of GST certificate.
3. Updated GST Return copy
4. Photocopy of PAN
5. Price bid with separate cover(Cover-B)
6. Three years income tax return copy (AY 2019-20, AY-2018-19 & AY-2017-18,)
7. Three years financial statement copy( Audit report along with audited Balance Sheet and Profit & Loss Account (FY 2018-19 FY-2017-18 & FY -2016-17)
8. Performance certificate from government organization with supply order.
9. Affidavit of declaration (*On original Stamp Paper*) as per Clause 3 of the terms & condition.
10. The bidder should furnish the copies of the work order executed in similar type of printing works during the last three years, Minimum order should be an amount of Rs. 30,00,000/- p.a.
11. All documents submitted signed by the authorized signatory of the organization

  
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**FORMATS - Part 1**

**FORM – T1**

**(To be submitted in Technical Bid Envelop)**

**(The documents has to be arranged serially as per the order mentioned below)**

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory /Organization	
6	Registration no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of DIC registered firm)	
7	GST certificate and return copy	
8	Latest GST Return copy	
9	Three years income tax return copy (AY 2019-20, AY-2018-19 & AY-2017-18,)	
10	Three years financial statement copy ( Audit report along with audited Balance Sheet and Profit & Loss Account) (FY 2018-19 FY-2017-18 & FY -2016-17)	
11	PAN (Photocopy of PAN)	
12	Draft number and date of (EMD)	
13	Affidavit of declaration (On original Rs.20/- Stamp Paper) as per Clause 3 of the terms & condition	
14	Performance certificate from government organization with supply order.	
15	The bidder should furnish the copies of the work order executed in similar type of printing works during the last three years, Minimum order should be an amount of Rs. 30,00,000/- p.a	
16	Whether all documents submitted signed by the authorized signatory of the organization ( Yes/ No)	
17	Price bid with separate cover (Cover-B)	

**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/forged information in the above statement at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place  
Date

*SR*  
13.11.20  
Chief District Medical & PHO  
Cum-District Mission Director  
(Signature and seal of the authorized signatory)

