

**TERMS, CONDITIONS & SPECIFICATION FOR
SUPPLY OF PRINTING & IEC MATERIALS
FOR
ANGUL DISTRICT**

Name of the District / Health Institution: Angul
(HEALTH & F.W. DEPTT., GOVT. OF ORISSA)

Bid Reference No. –C.D.M. & P.H.O. Angul (2105 / 05.10.2024)

**TENDER DOCUMENT
FOR SUPPLY OF PRINTING & IEC MATERIALS**

Bid document may be downloaded from Web site : www.angul.odisha.gov.in

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : Dt. 28th October, 2024
till 5:00 PM

DATE & TIME OF OPENING OF TECHNICAL BID : Dt. 29th October, 2024
at 11:00 AM

DATE OF OPENING OF FINANCIAL BID : Dt. 29th October, 2024
at 12:30 PM.

PLACE OF OPENING OF BID DOCUMENTS
AND

ADDRESS FOR COMMUNICATION

: O/o CDM & PHO, Angul

AND
RECEIPT OF BID DOCUMENTS

District HQ Hospital
At/Po/Dist – Angul
PIN – 759122

Tel: 06764 – 231150

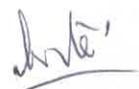
Email id: dpmuang@ymail.com

OFFICE OF THE CDM & PHO: ANGUL

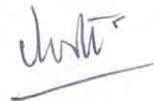
TENDER DOCUMENTS FOR SUPPLY OF PRINTING & IEC/BCC MATERIALS

Terms & Conditions

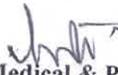
1. Sealed Quotations are invited from interested reputed firms/ agencies having adequate experience in all types of printing items i.e., poster, leaflet, flex, erection of hoardings, Cloth Banner & branding works. The firm/ agency should have valid DIC / MSME, PAN No., GST registration certificate etc. as detailed mentioned in technical bid of Tender Form (part-1). Photo copy of all documents should be submitted along with bid documents.
2. The tender document should reach in prescribed format to the office of “**Chief District Medical & Public Health Officer, District Headquarter Hospital Campus, Angul-759122**” only through Speed Post / Regd. Post / courier on or before **Dt. 28.10.2024 till 5.00 P.M.** The envelope must be super-scribed by “**TENDER DOCUMENTS FOR SUPPLY OF PRINTING & IEC/BCC MATERIALS**”. The tender shall be opened on **Dt. 29.10.2024 at 11.00AM** at DTU, NHM, Angul in the presence of bidders or their authorized representative.
3. Interested bidders can obtain detailed terms and conditions from the website for taking up this assignment. The bidder can download the tender documents from district website **www.angul.odisha.gov.in.** (Address of district website).
4. Bid will be submitted in two parts i.e. **Technical Bid (Cover – A)** and **Financial Bid (Cover – B)**. The bidders should give their technical and financial proposal separately in two envelopes and both should be put into third cover which should be super scribed as “**Tender Documents for Supply of Printing & IEC/BCC Materials**”.
5. The organisation must ensure provision of service in Angul as and when required by the authority. The bidder has to keep a clause in affidavit that he agrees to ensure provision of service in Angul. Bidder is liable to be black listed with forfeiture of security deposit, if he/she fails to comply or makes deviation in providing service/ delivery of printing materials in time, if so, observed by the competent authority.
6. The bidder should not have any past record of poor performance. The bidder has to submit an affidavit in this regard. The agency who had not supplied materials against the purchase order earlier or executed work order after being finalized as L-1 bidder in the process is not eligible to participate in the tender process. No further arguments in this matter will be entertained.
7. Bidder is required to submit tender documents in the sequence provided in **Technical Bid Cover – A** after assigning annexure nos. to the photo copy of documents submitted otherwise bid submitted will be rejected. Bids received with changes in the formats published will be liable to be rejected. **If any bidder changes the format of either Technical Bid (Cover – A) or Financial Bid (Cover – B) then his bid will be out rightly rejected without assigning any reason thereof.**
8. **Bidder has to quote single rate for a single item in the financial bid. If any bid found with multiple rates for single item, then it will be out rightly rejected without any further arguments.**
9. The organisation should have minimum three (3) Years of experience in all types of printings such as poster, leaflet, flex, cloth banner, painting & branding works. Organization will have to produce photo copy of work orders from any Govt. Organisation only. Years of experience will be calculated from the date of first work order received from any Govt. Organisation in relation to printing of materials as detailed in the list of items for printing materials and not from the date of incorporation of the organisation.



10. The average annual turnover of the organization must not be less than **Rs 20,00,000/- (Rupees Twenty Lakhs Only)** during last three financial years i.e. 2020-21, 2021-22 & 2022-23. A certificate duly filled by the Auditor/Chartered Accountant (as per annexure) must be submitted along with the tender document.
11. Photocopy of latest **GST return** should be submitted with tender documents.
12. Organization will have to submit photocopies of audit reports for last 3 financial years **i.e. for F.Y-2020-21, 2021-22 and 2022-23** along with IT return copies of said years.
13. Bidder will have to submit Demand Draft of **Rs. 2,000/-(Rupees Two Thousand only)** as tender paper cost (non-refundable) in favour of **ZSS, Non-NRHM, Angul** along with bid document.
14. Bid documents must be accompanied with EMD of **Rs 10,000/-(Rupees Ten Thousand only)** in shape of Demand Draft drawn on any Nationalized Bank in favour of **ZSS, Non-NRHM, Angul** payable at **Angul**. Bid documents without EMD will be summarily rejected. EMD of unsuccessful bidders will be returned without interest on finalization of tender. EMD of successful bidder will be retained as Security Deposit & will be refunded without interest only after completion of one year from the date of finalisation of tender. Security deposit is liable to be forfeited if bidder violates or fails to comply with the terms and conditions of the tender.
15. The firm having valid DIC/MSME registration certificate are exempted to deposit tender paper cost & EMD. However, photocopies of registration certificate & exemption certificate must be submitted along with the technical bid. But after selection, the LI bidder should submit **Rs 10,000/-(Rupees Ten Thousand only)** in shape of Demand Draft drawn on any Nationalized Bank in favour of **ZSS, Non-NRHM, Angul** payable at **Angul** as security deposit.
16. **The organization will have to submit a Single Affidavit with following clauses: -**
 - a. It has not been blacklisted by any Government Organization. The organization does not have any legal suit / criminal case pending against it for violation of Income Tax Act, GST or any other law of India.
 - b. That the organization agrees to abide by all terms & conditions of the tender.
 - c. That the organization agrees to ensure provision of service in Angul.
 - d. That the organization had never refused to supply any item after receipt of work order from this office for any reason.
17. All documents submitted must be signed by the authorised signatory of the organisation with seal.
18. Order for printing will be done throughout the year in phase manners and not in a single works contract during the valid period of contact as per requirement.
19. The organization will quote prices inclusive of all taxes & charges. The CDM & PHO, Angul will have no liability regarding transportation, loading, unloading of materials and all material ordered shall be delivered at the designated place in good condition and fixing the material at institution level as per order. The defective or damaged printed materials if any have to be replaced by the supplying agency. **The delivery must be actual as per quantity ordered which will be verified after delivery and no process damage will be entertained.**
20. The order for change of flex/fabric in hoardings in the district & block must be completed within 7 to 15 days after issue of work order.
21. If there is any contradiction between price quoted in figure and word then price quoted in word shall prevail over price quoted in figure.



22. **Conditional bids are liable to be rejected.** In the event of acceptance, CDM & PHO, Angul decision will be final. Bids which are not as per required specifications will not be considered.
23. The CDM & PHO, Angu 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 this regard. The approved agency shall have to submit the photographs & certificates from the competent authority after completion of works i.e. wall painting, change of flex at hoardings, mounting of IEC materials etc. at block level & its peripheral area for release of payment.
24. The bidders have to submit the sample copies of different specifications of papers (duly signed & sealed) to be used in printing materials (**wherever required**) as mentioned in **Annexure – A**. The cost towards the testing of samples will be borne by the successful bidder if any. The sample papers should be duly signed & sealed by the authorized signatory of the applying firm.
25. Selection of the item will be on the basis of quality of sample finalised by the committee members wherever applicable.
26. Bidders are not allowed to check bid documents of another bidder in any circumstances except sample papers submitted by bidders.
27. Under no circumstance, the organization shall not 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.
28. **The rate approved will be valid for one year from the date of finalisation of tender.** The successful bidder is required to provide printing materials as per requirements placed by any of the wings of CDM & PHO, Angul during the valid period of tender.
29. Only-bidder himself or his authorised representative is allowed to remain present during opening of the tender. No authorised representative is allowed without proper authorisation from bidder.
30. The CDM & PHO, Angul reserves the right to accept or reject all or any of the bid documents without assigning any reasons thereof.
31. All legal disputes are subject to the jurisdiction of Angul Court only.


Chief District Medical & Public Health Officer
Angul

RFP FORMATS

SUPPLY OF PRINTING & IEC MATERIALS FOR ANGUL DISTRICT

TECHNICAL BID

Cover – A
Technical Bid

Sl No	Particulars	(Clearly mention complete details required, don't mention only yes / no or annexure no here) Annexure No
1.	Name of the Organisation	
2.	Address of the Organisation	
3.	Name of the Authorised Signatory (In capital letter)	
4.	Authorisation & Specimen signature of the authorised signatory	
5.	Telephone No/ Mobile No of the Authorised Signatory/ Organisation.	
6.	DIC / MSME (<i>Attach photo copy of DIC / MSME registration certificate</i>)	
7.	PAN No of the organisation / Proprietor / Managing Partner /Director of the organisation (Attach photo copy of PAN Card)	
8.	GST registration certificate (Attach photo copy of registration certificate)	
9.	The organisation must have three Years of experience in all types of printings such as poster, leaflet, flex, erection of hoardings & branding works. (Attach photo copies of work orders received from any Govt. organisation on printing materials).	
10.	Auditor/Chartered Accountant certificate in support of average annual turnover of Rs 20,00,000/- (Rupees Twenty Lakhs Only) or more during last three financial years i.e.,2020-21, 2021-22 & 2022-23(Attach photo copy of CA certificate)	
11.	Audit reports for last 3 financial years (i.e., for F.Y-2020-21, 2021-22 and 2022-23) along with IT return copies of said years (Attach photo copies of Audit reports & IT return copies)	
12.	<u>The organization will have to submit Single Affidavit in Rs 20/- non-judicial stamp paper with following clauses:-</u> 1. It has not been blacklisted by any Government Organization. The organization does not have any legal suit / criminal case pending against it for violation of IT, Service tax, GST or any	

	<p>other law.</p> <p>2. That the organization agrees to abide by all terms & conditions of tender.</p> <p>3. That the organization agrees to ensure provision of service in Angul.</p> <p>4. That the organization had never refused to supply any item after receipt of work order from this office for any reason.</p>	
13.	Latest GST return copy (Photocopy to be attached)	
14.	Tender paper cost in shape of Demand Draft of Rs. 2,000/- (Rupees Two Thousand only)	Details of Demand Draft along with details of Drawee Bank
		Draft No:
		Name of the Bank :
		Branch address:
	Amount (Rs.):	
15.	EMD in shape of Demand Draft of Rs.10,000/- (Rupees Ten Thousand only)	Details of Demand Draft along with details of Drawee Bank
		Draft No:
		Name of the Bank :
		Branch address:
	Amount (Rs.):	
16.	Whether all documents submitted signed by the authorised signatory of the organisation (Yes / No)	

DECLARATION

I / We hereby declare that, the terms and conditions, specification etc. given with the tender notice have been read carefully and it is 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 state, the Firm/Agency will be blacklisted and will not have any dealing with it in future.

Place :

Date :

Seal & Signature of authorised Signatory
Mobile No:

RFP FORMATS

SUPPLY OF PRINTING & IEC MATERIALS FOR ANGUL DISTRICT

FINANCIAL BID

Financial Bid (Cover-B)

Sl No	Name of the Item	Specification	Unit of Measure	Rate quoted (Inclusive of tax & other charges)	
				In Figures	In words
1.	Flip Book	Unit : Flip Book , Size – 21cm X 29.5cm Total No of Flip Sheet - 15 Sheet, Paper – (Flip Sheets) :- 300 GSM Art paper (Gloss Finish), Brightness:- 80 Minimum, Printing (Flip Sheets) Multi colour both side offset printing, Lamination:- Both side lamination of the flip sheets, Binding:- Wiro Top binding with 20 mm Wiro, Flip Stand cover:- Flip stand cover (1 1/2 pound mill board: 2 nos connected with with each other with base having folding arrangement for hand held as well as table top position) having white Art paper 130 GSM, brightness- 80 minimum pasting with Wiro binding.	Per Book		
2.		Unit : Flip Book , Size – 15cm X 21cm, Total No of Flip Sheet - 15 Sheet, Paper – (Flip Sheets) :- 300 GSM Art paper (Gloss Finish), Brightness:- 80 Minimum, Printing (Flip Sheets) Multi colour both side offset printing, Lamination:- Both side lamination of the flip sheets, Binding:- Wiro Top binding with 20 mm Wiro, Flip Stand cover:- Flip stand cover (1 1/2 pound mill board: 2 nos connected with with each other with base having folding arrangement for hand held as well as table top position) having white Art paper 130 GSM, brightness- 80 minimum pasting with Wiro binding.	Per Book		
3.		Size: 12" x 8" Total No of Flip Sheets: 14 Sheets Paper (Flip Sheets): 300 GSM Art Paper (Gloss Finish), Brightness: 80 (Minimum) Printing (Flip Sheets): Multi Colour both side offset printing Lamination: Both side lamination of the Flip Sheets Binding: Wiro Top Binding with 20 mm Wiro 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 [130 GSM, Brightness: 80 (min.)] pasting with Wiro binding	Per Book		
4.		Size: 12" x 8" Total No of Flip Sheets: 24 Sheets Paper (Flip Sheets): 300 GSM Art Paper (Gloss Finish), Brightness: 80 (Minimum) Printing (Flip Sheets): Multi Colour both side offset printing Lamination: Both side lamination of the Flip Sheets Binding: Wiro Top Binding with 20 mm Wiro 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 [130 GSM, Brightness: 80 (min.)] pasting with Wiro binding	Per Book		
5.		Case Record & Information Sheet for NTCP	Unit - Booklet, Size - 1/4 Demy, Total No. of Pages :- 12 (Inner-8, Cover-4), Paper Quality:- 8 pages- 80 GSM Maplitho Paper, Brightness- 77 (Minimum) 4 pages – 90 GSM Maplitho Paper, Brightness- 77 (Minimum). Printing :- 8 pages- Both side Single Colour Printing & 4 pages – Single side Multicolour Printing, Binding- centre stitching, Perforation- Perforation at middle of 9 th page and side with border at 11 th page (in 90 GSM Maplitho paper)	Per Booklet	

6.		<p><u>Specification & Structure (Attached Photo)</u> Hoarding size (Display area) 16 ft X 8 ft, Good Quality of surface angle frame to be used.</p> <ul style="list-style-type: none"> • Joist - 5 inches X 2.5 inches • Angle - 3 inches X 3 inches • Angle - 2 inches X 2 inches • Base of each pool of the hoarding should be buried atleast 2½ feet and cement concreted all around the buried part as well as 1foot above the ground. . • Frame should be made from Iron Angle • 250 GSM Fabric cloth banner to be display with digital multicolour printing on hoarding • Fabric cloth should be pocketed & fixed by iron pipes & GI Wire • Structure of the hoarding will be of 5 feet height from the ground level so as to be clearly visible from a distance. • The hoarding should cover all the cost & one year annual maintenance cost(AMC) etc. 	Per Hoarding		
7.	Erection of Hoarding at strategic locations in the District & Blocks (Including all cost of Installation)	<p><u>Specification & Structure (Attached Photo)</u> Hoarding size (Display area) 20 ft X 10 ft, Good Quality of surface angle frame to be used.</p> <ul style="list-style-type: none"> • Joist - 5 inches X 2.5 inches • Angle - 3 inches X 3 inches • Angle - 2 inches X 2 inches • Base of each pool of the hoarding should be buried atleast 2½ feet and cement concreted all around the buried part as well as 1foot above the ground. . • Frame should be made from Iron Angle • 250 GSM Fabric cloth banner to be display with digital multicolour printing on hoarding • Fabric cloth should be pocketed & fixed by iron pipes & GI Wire • Structure of the hoarding will be of 5 feet height from the ground level so as to be clearly visible from a distance. • The hoarding should cover all the cost & one year annual maintenance cost(AMC) etc. 	Per Hoarding		
8.		<p><u>Specification & Structure (Attached Photo)</u> Hoarding size (Display area) 15 ft X 30 ft, Good Quality of surface angle frame to be used.</p> <ul style="list-style-type: none"> • Joist - 5 inches X 2.5 inches • Angle - 3 inches X 3 inches • Angle - 2 inches X 2 inches • Base of each pool of the hoarding should be buried atleast 2½ feet and cement concreted all around the buried part as well as 1foot above the ground. . • Frame should be made from Iron Angle • 250 GSM Fabric cloth banner to be display with digital multicolour printing on hoarding • Fabric cloth should be pocketed & fixed by iron pipes & GI Wire • Structure of the hoarding will be of 5 feet height from the ground level so as to be clearly visible from a distance. • The hoarding should cover all the cost & one year annual maintenance cost(AMC) etc. 	Per Hoarding		
9.	Erection of Hoarding at strategic locations in the District & Block (Including all cost of Installation)	<p><u>Specification & Structure (Attached Photo)</u> Hoarding size (Display area) 12 ft X 15 ft, Good Quality of surface angle frame to be used.</p> <ul style="list-style-type: none"> • Joist - 5 inches X 2.5 inches • Angle - 3 inches X 3 inches • Angle - 2 inches X 2 inches • Base of each pool of the hoarding should be buried atleast 2½ feet and cement concreted all around the buried part as well as 1foot above the ground. . • Frame should be made from Iron Angle • 250 GSM Fabric cloth banner to be display with digital multicolour printing on hoarding • Fabric cloth should be pocketed & fixed by iron pipes & GI Wire • Structure of the hoarding will be of 5 feet height from the ground level so as to be clearly visible from a distance. • The hoarding should cover all the cost & one year annual maintenance cost(AMC) etc. 	Per Hoarding		

10.		<p><u>Specification & Structure (Attached Photo)</u> Hoarding size (Display area) 10 ft X 6 ft, Good Quality of surface angle frame to be used.</p> <ul style="list-style-type: none"> ● Joist - 5 inches X 2.5 inches ● Angle - 3 inches X 3 inches ● Angle - 2 inches X 2 inches <p>Base of each pool of the hoarding should be buried atleast 2½ feet and cement concreted all around the buried part as well as 1 foot above the ground. .</p> <ul style="list-style-type: none"> ● Frame should be made from Iron Angle ● 250 GSM Fabric cloth banner to be display with digital multicolour printing on hoarding ● Fabric cloth should be pocketed & fixed by iron pipes & GI Wire ● Structure of the hoarding will be of 5 feet height from the ground level so as to be clearly visible from a distance. ● The hoarding should cover all the cost & one year annual maintenance cost(AMC) etc. 	Per Hoarding		
11.		<p><u>Specification & Structure</u> Size of the Display area in hoarding – 6 ft X 3 ft Display material – Preferably 18 gauge printed or painted Tin Plate. Total Height from inside the ground – 10 ft L Iron angle (2 inches L iron angle should be used)</p> <ul style="list-style-type: none"> ● Base (inside ground) 2 feet inside cement concrete ● Above ground (ground to top) – 8 ft. ● Length – 6 ft iron angle (2 inches L Iron angle should be used) ● Mid Joist Bar to support display material – 3 ft L iron angle (2 inch L iron angle should be used) 	Per Hoarding		
12.		<p><u>Specification & Structure</u> Size of Display area in the hoarding 4ft X 3 ft. Display material – 11 preferably 18 gauge printed or painted Tin Plate. Total Height from inside the ground – 10 ft L Iron angle (2” L Iron angle should be used)</p> <ul style="list-style-type: none"> ● Base (Inside ground) -2 ft inside cement concrete ● Above Ground (ground to top) 8 ft ● Length – 4 ft L iron angle (2” L Iron angle should be used) ● Mid Joist bar to support display material – 3 ft L Iron angle (2” L Iron angle should be used) 	Per Hoarding		
13.	Individual Health Cards (NCD)	Size: Demy 1/4, 70 GSM, Landscape Mode, Single Colour, Normal Paper Single Side Printing in Odia Language	Per card		

Place :
Date :

Seal & Signature of authorised Signatory
Mobile No: