

**TERMS & CONDITIONS FOR PRINTING & SUPPLY OF CONTINGENCY ITEMS FOR MDA.**

**For Keonjhar District for the year 2023-24**

1. Sealed tenders are invited from interested/bonafide/reputed agencies having adequate experience in printing & supply of different type of contingency items.
2. Interested bidders may obtain detail terms and conditions from the website for taking up this assignment. The interested bidders may down load the tender document from the District NIC website of Keonjhar.
3. The tender will be 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 should put into another cover super scribed as **"PRINTING & SUPPLY OF CONTINGENCY ITEMS FOR MDA in reference to adv no- 512 dt. 12.05.23.**
4. Bidders who qualify technically, their financial proposal shall only be opened.

**TIME LINE FOR RECEIVING THE BIDS AND OPENING OF TENDER**

Last Date for submission of Quotation	Date: 01.06.23 Address: CDM&PHO, Keonjhar ,At/Po/Dist-Keonjhar Pin-758001, (Through Speed Post/Register Post/Courier only)	Time: 01.00 pm
Date, time and place of opening of Quotation.	Date: 02.06.23 AT-DTU, Conference Hall ,Keonjhar	Time: 11 am
<b>SPECIFICATIONS</b>		
1.Family Register	Quantity 7,024	Size: A4 size Both Side printing (Booklet having 36 pages contents including cover page) Cover page -160 GSM Cardboard Color: Black & White Paper: 80 GSM Rate to be Quoted- Per Booklet.
2.FAQ	7,024	Size- A4 size, both side printing, Glossy paper, 170 GSM, booklet having 12 pages contents. Color-Multi Color. Rate to be Quoted- Per Booklet
3.Patient Card	1,757	Size- A4 Size one Side Printing Multi Color Paper:-120 GSM Rate to be Quoted- Per Card
4.Flash Card	7,024	Size 14 cm X 28 cm two fold (Total 4 page) Colour: Multi Colour Paper 220 GSM Art Paper Lamination : Gloss Lamination of Both Side (All Pages) Rate to be Quoted- Per Card

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5. Micro Plan format	29,000	Size-A4 Size One Side printing Color : Black & White Paper 80 GSM Rate to be Quoted- Per Piece
6. Dose Pole	7,024	Size Flex Printing 4" (Black Back Flex Media Printing) Color:- Multi Color 2 nos of Aluminum Round Pipe of 6" length & Both the ends of the pipe will be covered by rubber/plastic Cap. The printed flex should be pasted with the pipe by adhesive. Rate to be Quoted- Per Piece
7. Indelible Marker pen	14,050	Indelible Marker pen Rate to be Quoted- Per Piece
8. Colour Chalk	7024	Colour Chalk for wall Stencil Size-Standard Rate to be Quoted- Per Packet.

**N.B:** 1. Rates should be quoted inclusive of cost of Sheet, Printing, pasting, transportation, fixing, designing, DTP, as per specifications & also inclusive of charges of GST, towards supply at district.

2. The quantity mentioned above may vary as per requirement.

**Delivery Schedule:** Within 15 days from the date of purchase order receive by the successful bidder

**Consignee:-**Chief District Medical & Public Health Officer Keonjhar.

### TERMS AND CONDITIONS

<b>Terms &amp; Conditions</b>		<b>Documents to be Submitted</b>
<b>1</b>	The organization should be a bonafide registered body	Registration certificate
<b>2</b>	The organization should have PAN/TIN holder & up to date GST clearance certificate	Photo copy of PAN/Tin/GST Clearance Certificate.
<b>3</b>	Annual turnover of the bidder a. The average annual turnover should be Rs. 50 lakhs or more during last three financial years i.e. 2019-20, 2020-21 & 2021-22.	Certificate <b>(in original)</b> from Chartered Accountant, certifying the average annual turnover of 3yrs i.e 2019-20, 2020-21 & 2021-22. The certificate must contain the UDIN Number of CA. Audited Balance sheet and P&L account of above said years.
<b>4</b>	The organization will have to submit the Affidavit with following clause:-  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. That the organization agrees to abide by all terms& conditions of tender  4. The organization will quote prices inclusive of all taxes as per square fit and transportation cost .	Affidavit
<b>5</b>	Tender must be accompanied by Security Deposit of Rs.10,000/- (Rupees Ten thousand only) by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of <b>ZSS MALARIA CONTROL PROGRAMME (DAMaN) Keonjhar</b> , Tenders if not accompanied by Security Deposit will not be considered. Security of unsuccessful bidders will be returned without interest on finalization of bid. Security of successful bidder will be retained & will be refunded on successful completion of the job without interest.	Demand Draft
<b>6</b>	<b>Cost of tender paper of Rs.1000/- ( Rupees One Thousand Only) non refundable</b> by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of <b>ZSS MALARIA CONTROL PROGRAMME (DAMaN) Keonjhar</b> ,	Demand Draft

7	Conditional Tenders are liable to be rejected. In the event of acceptance, CDM&PHO Keonjhar decision will be final. The tender, which is not as per our required specifications, will not be considered.	
8	If the successful bidder fails to supply within the stipulated period i.e. 7 days, liquidated damage @ 0.5% of the tender value, per week of delay shall be deducted from the final payment. Deduction shall be made till 4% of purchase order rate. If the bidder still fails to supply his order stand cancelled.	
9	The CDM&PHO Keonjhar 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.	
10	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 Keonjhar. The organization shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the Office. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.	
11	Bidder must have sound knowledge of latest intellectual and property right. The authority who assigns the work is no way responsible for any deviation made by the supplier in this regard.	
12	The cost towards the testing of sample will be borne by the successful bidder	
13	The CDM&PHO reserves all the rights to accept or reject any or all the tenders without assigning any reasons whatsoever.	
14	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.	
15	The agency must have experienced in executing more than three assignments, out of which one must from Govt.	
16	Rates quoted against this tender enquiry shall remain valid up to 12 months after publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period.	

17	The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory.	
18	The document submitted should be serially numbered and all the pages must be signed (with seal) by the bidder or their authorized representative. The Index showing the pages of different documents to be submitted.	

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**TENDER FORM**

**Part -1**

**(Technical Bid)**

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory <b>(in capital letters)</b>	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Organization	
6	Registration no (Attach registration certificate issued from DIC)	
7	GST clearance certificate no ( Up to date)	
8	PAN	
9	Annual turnover certificate duly signed by Chartered Accountant submitted for last 3 years i.e. 2019-20, 2020-21 & 2021-22.	
10	Security Deposit of Rs10,000/-	DD Number and date
11	Tender Paper Cost of Rs 1.000/-	DD Number and date
12	Affidavit of declaration that the organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law. Submit.	
13	Affidavit of declaration that the organization agrees to abide by all terms& conditions of tender	
14	Whether all documents submitted signed by the authorized signatory of the organization with paging and index.( Yes/ No)	
15	Proof of three assignments under taken and one 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 state, the Firm/Agency will be blacklisted and will not have any dealing with the in future.

(Signature and seal of the authorized signature)

Place  
Date

  
12/07/23

**TENDER FORM**

**Part -2**

**(Financial Bid)**

SL. NO	NAME OF ITEMS	SPECIFICATION	Rate QUOTED with all tax and transportation
1			
2			
3			
4			
5			
6			
7			
8			

Place

Date

(Signature and seal of the authorized)

LC 12/05/2023