



**CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER : KEONJHAR  
(ZILLA SWASTHYA SAMITI (ZSS), KEONJHAR)**



Advt. Letter No .....3099.....

Date.. 06/07/2023 .....

**TENDER CALL NOTICE**

Sealed tenders are invited from registered suppliers or agencies for supply of IEC materials on Health programmes. Details regarding the term and conditions of tender may be downloaded from the district NIC website i.e. [www.kendujhar.nic.in](http://www.kendujhar.nic.in) up to **25.07.2023**. The tender document should reach to the office of the undersigned by **25.07.2023 till 5.00 PM** through Regd post/ Speed post/Courier only along with all the relevant documents, paper cost & EMD. The tenders will be opened on dt. **26.07.2023 at 11.00 AM** in NHM Conference Hall, Keonjhar in presence of the bidders/their authorized representatives. The envelope should be superscribed as "**Tender for supply of IEC materials on Health programmes**".

The undersigned reserves the right to reject or cancel any or all the tender without assigning any reason thereof.

**Sd/-Chief District Medical & Public Health Officer, Keonjhar**

  
Chief District Medical & Public Health Officer  
Keonjhar

**TERMS & CONDITIONS FOR PRINTING & SUPPLY OF IEC MATERIALS ON HEALTH PROGRAMME .****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 IEC/BCC assignments.
2. Interested bidders may obtain detail terms and conditions from the website for taking up this assignment. The interested bidders may download 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 **"Proposal for Printing , Supply & Fixing of printing materials under NHM in reference to adv no- .....3099....."**.
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: 25.07.2023 Address: CDM&PHO, Keonjhar ,At/Po/Dist-Keonjhar Pin-758001, (Through Speed Post/Register Post/Courier only)	Time: 05.00 pm
Date, time and place of opening of Quotation.	Date: 26.07.2023 AT-DTU, Conference Hall ,Keonjhar	Time: 11am

**SPECIFICATIONS**

1.IEC Folder for ASHA/School Children	Size: 14CMX28CM two fold (Total 4 page) Color: Multi Color ( 4 COLOUR) Paper: 220 GSM Art Paper Lamination: Gloss Lamination of both sides (All 4 pages) Rate to be Quoted- Per Piece
2.Signage	Size- Square Feet Sun board vinyl pasting Thickness - 3M.M. Eco Solvent printing Rate to be Quoted- Per Sq Ft
3.Swasthya Kantha	Size- Square Feet Multi Colour Eco Solvent painting The cost per unit must be quoted including transportation and painting cost at the Sc/PHC(N)/CHC/ SDH and DHH level Rate to be Quoted- Per Sq Ft
4.Wall Painting on Key Health Messages	Size- Square Feet Multi Colour Eco Solvent painting The cost per unit must be quoted including transportation and painting cost at the Sc/PHC(N)/CHC/ SDH and DHH level

  
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	Rate to be Quoted- Per Sq Ft
5. Poster Multicolor	Size 44CMX56CM Process Multicolor Paper 130GSM Art paper Fixing with 2" adhesive double side Gum tape in the back side of the poster and without adhesive Rate to be Quoted- Per Piece
6. Poster ( Black and White)	Size 44CMX56CM Process Black and White Paper 130GSM Art paper Without adhesive and Fixing with 2" adhesive double side Gum tape in the back side of the poster Rate to be Quoted- Per Piece
7. Leaflet Multi Color	Size 22CMX28CM Process Multicolor Paper 90GSM Art paper & paper 75GSM Art paper single and double side Rate to be Quoted- Per Piece
8. Leaflet Black and White	Size 22CMX28CM Process black and white Paper 90GSM Art paper & paper 75GSM Art paper single and double side Rate to be Quoted- Per Piece
9. Flex Banner	Star Quality rate per square fit with transportation cost to CHC level to be quoted.
10. Change of Flex Banner on existing Hoarding	Square Feet including Printing & Installation of Hoarding including fitting and fixing of the banner with iron pipes and GI wires at DHH, SDH, PHC(N), CHC, & SC of Keonjhar District Rate to be Quoted- Per Sq Ft
11. Printing of format in A4 size paper <b>single Side</b> 70 GSM paper - Black & White Printing	Per thousand / per piece
12. Printing of format in A4 size paper <b>both Side</b> 70 GSM paper - Black & White Printing	Per thousand / per piece
13. Printing of format in A3 size paper <b>single Side</b> 70 GSM paper - Black & White Printing	Per thousand / per piece
14. Printing of format in A3 size paper <b>both Side</b> 70 GSM paper - Black & White Printing	Per thousand / per piece
15. Standee	Size - Per Sq Ft ( with stand With flex Pasting charges )
16. Display board on Health Facilities	Size - Per Sq Ft. Thickness - 3m.m. Sun board Printing process - Eco Solvent vinyl print The cost per unit must be quoted including transportation

	and fixing cost at the Sub center/PHC(N)CHC/ SDH and DHH Rate to be Quoted- Per Sq Ft
17.Large Hoarding	Size- Square feet. Quality of surface Angel frame to be used should be of good quality Joist- 5' X2.5" Angle - 3"X3" Angle- 2"X2" Three feet deep concrete on each pole of the board along with supporting iron angle Frame should be made from Iron Angle Structure of the hoarding will be of 5ft height from ground level and flex banner with Iron pipe fitting. The Estimates per hoarding size square feet should be inclusive of cost of materials tax , transportation erection, mounting and annual maintenance cost (AMC) up to one year. The agency should quote the rate per hoarding as per the sq feet.
18.Tin plate	Size- Square Feet Thickness -3m.m. Multi Color Eco Solvent painting The cost per Square feet must be quoted including transportation and fixing cost at each destination.
19.Erection of Temporary Hoarding & change of flex	Erection of Temporary Hoarding on bamboo with fitting and fixing of flex. Rate should be quoted per sq. ft.
20.Supply of Rath for different IEC programme in the district	TATA ACE vehicle with decoration of flex on Iron frame ( Four side), Hire charges of vehicle with mike set per day including DOL per K.M and night halt to be mentioned item wise
21.Banner on Fabrics	Star Quality rate per sq.ft with transportation cost to CHC level to be quoted.
22.Change of Fabrics Banner on existing Hoarding	Sq. Ft including Printing & Installation of Hoarding including fitting and fixing of the banner with iron pipes and GI wires at DHH, SDH, PHC(N) ,CHC,&SC of Keonjhar District Rate to be Quoted- Per Sq Ft
23.M Register	A3 One Side Printing .70 GSM, One page is white in color and another is yellow.100 pages = 1 Register with binding and printed front cover. Rate to be Quoted- Per Register
24.M1 Register	A3 one side printing.70 GSM. 100 pages = 1 Book Rate to be Quoted- Per Register
25.M 4 Format	A3 one side printing 70 GSM. 100 pages = 1 Book

	Rate to be Quoted- Per Register
26.M3 Register	A4 one side printing .70 GSM. 100 pages =1 Register with Binding Rate to be Quoted- Per Register
27.SSLR	A3 one side printing .70 GSM. 100 pages =1 Register with Binding Rate to be Quoted- Per Register
28.SSMR	A4 one side printing .70 GSM. 100 pages =1 Register with Binding Rate to be Quoted- Per Register
29.Printing of Booklet	Paper 130GSM Art paper printing multicolour Rate to be Quoted- Per Booklet
30.Printing of Booklet	Size- A4 (Single Side), 80 GSM Paper,100 Pages Booklet ,Black & white Printing, Gum pasting Binding from top of the book with detachable sheets Rate to be Quoted- Per Booklet
31.Traning Booklet	Size- A4 (Single Side), 80 GSM Paper,50 Pages Booklet ,Black & white Printing, Gum pasting Binding from top of the book with detachable sheets Rate to be Quoted- Per Booklet
32.Traning Booklet	Size- A4 (Single Side), 80 GSM Paper,50 Pages Booklet ,Colour Printing, Gum pasting Binding from top of the book with detachable sheets Rate to be Quoted- Per Booklet
33.Sticker of Vehicle	Size-8.25" Multicolour Rate to be Quoted- Per Piece
34.Canopy including fitting front bottom and backdrop	Size- 6ftX6ftX7ft- Flex Printing Multi Color with Iron Pipes Rate to be Quoted- Per Piece
35.Pushing card (post card size)	Size-13.5X9 C.M paper size 220GSM Art paper, Multicolour both side printing and single side rate to be quoted Rate to be Quoted- Per Piece
36.Mini Hoarding	<b>Option 1: 6 ft X 3 ft</b> Display area: 6 ft X 3ft Display material: Preferable 8 gauge printed or painted tin plate. Total Height from inside the ground: 10 ft L iron angle ( 2" L iron angle should be used) Base ( Inside Ground): 2.0 ft inside cement concrete Above Ground (Ground to Top): 8.0 ft Length: 6ft Iron Angle ( 2" Iron angle should be used) Mid Joist Bar to Support display material: 3 ft L iron angle ( 2" L Iron angle should be used) <b>Option 2: 4ft X 3ft</b> Display area: 4ftX3ft Display material: Preferable 8 gauge printed or painted tin

	<p>plate.  Total Hight from inside the ground: 10 ft L iron angle ( 2" L iron angle should be used)  Base ( Inside Ground): 2.0 ft inside cement concrete  Above Ground (Ground to Top): 8.0 ft  Length: 4ft Iron Angle ( 2" Iron angle should be used)  <b>Rate to be Quoted- Per Sq Ft</b></p>
37.Register	<p>Size 18'x 22" (Landscape) , 80 GSM Paper, Black &amp; white Both side printing, Gum paste binding with cardboard , 50pages register  <b>Rate to be Quoted- Per Register</b></p>
38.Form	<p>Size- A5 (Single Side), 80 GSM Paper,100 Pages Booklet ,Black &amp; white Printing, Gum pasting Binding from top of the book with detachable sheets  <b>Rate to be Quoted- Per Form</b></p>
39.Form	<p>Size- A8 (Single Side), 80 GSM Paper,100 Pages Booklet ,Black &amp; white Printing, Gum pasting Binding from top of the book (50 pages in duplicate) with serial number and book number.  <b>Rate to be Quoted- Per Form</b></p>
40.Full scape Register	<p>Size -Full scape ,Black &amp; white Bothside printing, Gum paste binding with cardboard , 50pages register, 80 GSM Paper  <b>Rate to be Quoted- Per Register</b></p>
41.Referral Sheet	<p>size- A/4 Size with Carbon paper,100 Pages in duplicate Booklet ,Black &amp; white Printing, Gum pasting Binding from top of the book with detachable sheets  <b>Rate to be Quoted- Per Booklet</b></p>
<b>42.SNCU Case sheet docket folder set</b>	<p><b>Each SNCU Case Sheet docket folder set shall contain the following 8 items</b></p>
<u>1(A) Docket folder With Pocket</u>	<p><u>1(A) Docket folder With Pocket- SPECIFICATION</u>  Unit : Nos  Size: 9.6" x 12" (folding size) pages-4+ inside one pocket paper : 350GSM Art paper (Gloss finish)  Brightness 80 (minimum)  Printing- Multicour Offset printing [(front &amp; back of the folder) &amp; on pocket] folding &amp; pasting: one fold &amp; one pocket (12 x 24 c.m.) pasting to contain 9-10 nos. sheets  Qty - 1 No</p>
1 (B) Discharge Card	<p>Units: Nos.  Size: 8.5" x 11" (Folding Size)  Pages:-4,  Paper:-120 GSM Maplitho, Brightness :-77(Min.)  Printing:- Both side Multi Colour offset printing  Folding:-One fold  Qty - 1 No</p>
1 ( C ) Neonatal Case Record Sheet	<p>Unit:- Nos</p>

	Size: 8.5" x 11" (Folding Size) Pages:-4 Paper:- 120 GSM Maplitho, Brightness:-77(Min) Printing : Both side Multi Colour offset printing Folding:-One Fold Qty - 1 No
1 (D) Investing Sheet	Units: Nos. Size: 8.5" x 11" Pages:-2 pages back to back Paper:-90 GSM Maplitho Brightness :-77(Min.) Printing:- Bi Colour offset printing Qty - 1 No
1 (E) Treatment Continuation & Clinical condition record Sheet	Units: Nos. Size: 8.5" x 11" Pages:-2 pages back to back Paper:-90 GSM Maplitho, Brightness :-77(Min.) Printing:- Bi Colour offset printing Qty - 3 No
1 (F) Monitoring & Nurses Order Sheet	Units: Nos. Size: 8.5" x 11" Pages:-2 pages back to back, Paper:-90 GSM Maplitho, Brightness :-77(Min.) Printing:- Bi Colour offset printing Qty - 1 No
43.CONSENT FORM	SIZE- A/4 , 8 PAGES BOOKLET , Black & white Both side Printing with stiching, 80 GSM Paper Rate to be Quoted- Per Booklet
44.DELIVERY CASE SHEET	SIZE- A/4 , 12 PAGES BOOKLET ,Black & white Both side Printing with stiching , 80 GSM Paper Rate to be Quoted- Per Booklet
45. Form 4 a Facility Based Neonatal Death Review Form	SIZE- A/4 , 3 PAGES BOOKLET ,Black & white Both side Printing with stiching , 80 GSM Paper Rate to be Quoted- Per Booklet
46. Baby Ticket	SIZE- A/4 , single PAGE ,Black & white Both side Printing, 80 GSM Paper Rate to be Quoted- Per page
47.RNTCP LABORATORY REGISTER FOR CULTURE,CBNAAT AND DRUG SUSCEPTIBILITY REGISTER	COVER 300 GSM,INSIDE 95 GSM
48.TB LABORATORY REGISTER & SUPERVISORY REGISTER	COVER 300 GSM,INSIDE 95 GSM
49.PHI TB NOTIFICATION REGISTER & RNTCP PMDT TREATMENT REGISTER	COVER 300 GSM,INSIDE 95 GSM LAND SCAPE

50.REQUEST FORM FOR BIOLOGICAL SPECIMEN OF SPUTAM	70 GSM
51.TB TREATMENT CARD	300 GSM POTRAIT SCAPE
52.TB IDENTITY CARD	300 GSM LAND SCAPE
53.RNTCP PMDT TREATMENT CARD	300 GSM LAND SCAPE
54.REFERRAL FORM/INITIAL HOME VISIT FORM/DECLARATION FORM/TA-DA CLAIM FORM/MONTHLY REPORTING FORM/	70 GSM
55.FORMS A	70 GSM
56. REGISTER	Size (A4) , 80 GSM Paper, Black & white Single side printing, Gum paste binding with cardboard including cover page(Multi Color) , 100pages register Rate to be Quoted- Per Register
57. REGISTER	Size (A4) , 80 GSM Paper, Black & white Both side printing, Gum paste binding with cardboard including cover page(Multi Color), 100pages register Rate to be Quoted- Per Register
58. REGISTER	Size (A4) , 80 GSM Paper, Black & white Bothe side printing, with Spiral binding including cover page(Multi Color) , 100pages register Rate to be Quoted- Per Register
59. TREATMENT CARD	Size- 17cm X 28 cm, Both Side Multi Color Offset Printing, 250 GSM Art Paper(Mat Finish), Brighness- 80 min. Rate to be Quoted- Per Card
60. FLASH CARD	Size- 8 cm X 8 cm ,4 Fold Multi Color, 220 GSM Art Paper , Single Side Printing Rate to be Quoted- Per Piece
61. FLASH CARD	Size- 8 cm X 8 cm ,4 Fold Multi Color, 220 GSM Art Paper , Both Side Printing Rate to be Quoted- Per Piece
62. KIOSK	Size- 6ft X 6 ft X 7 ft , Three side printing with flex Banner (Multi Color) with Support Rate to be Quoted- Per Piece

**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 and Block CHCs of the district.

2. Material is to be delivered at the different institution at district/city level/Block Level.

**Delivery Schedule:** Within 7 days from the date of purchase order receive by the successful bidder

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

  
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 turnover should be Rs. 10 lakhs or more per annum during last three financial years i.e 2019-20 , 2020-21 & 2021-22.	Certificate from Chartered Accountant, certifying the average annual turnover of 3yrs i.e 2019-20 , 2020-21 & 2021-22. 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 (Non-NRHM), 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.500/- ( Rupees Five Hundred Only) non refundable</b> by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of <b>ZSS (Non-NRHM), Keonjhar</b> .	Demand Draft
<b>7</b>	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.	

**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 500/-	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 ( 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 by /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

  
 Chief District Medical & Public Health Officer  
 Keonjhar

**TENDER FORM**

**Part -2**

**(Financial Bid)**

SL. NO	NAME OF ITEMS	SPECIFICATION	Rate QUOTED with all tax and transportation
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Chief District Medical & Public Health Officer  
Keonjhar

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Chief District Medical & Public Health Officer  
Keonjhar

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Chief District Medical & Public Health Officer  
Keonjhar

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Place  
Date

(Signature and seal of the authorized)

  
Chief District Medical & Public Health Officer  
Keonjhar