

**TERMS, CONDITIONS & SPECIFICATION FOR
SUPPLY OF PRINTING MATERIALS
& STATIONARY ITEMS FOR
D.H.H, DEOGARH.**

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

Bid Reference No. -C.D.M. & P.H.O. DEOGARH (3852/29.10.2024)

**TENDER DOCUMENT
FOR SUPPLY OF PRINTING MATERIAL WITH OFFICE STATIONARY.**

Bid document may be downloaded from Web site-www.deogarh.nic.in

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : Dt. 20 .11.2024 Upto 5 P.M
DATE & TIME OF OPENING OF TECHNICAL BID : Dt 21 .11.2024 at 11 A.M.
DATE OF OPENING OF FINANCIAL BID : Intimate After Finalization
of Technical Bid.

PLACE OF OPENING OF BID DOCUMENTS
AND
ADDRESS FOR COMMUNICATION : O/o CDM & PHO,Deogarh District Head
Quarter Hospital, At/Po/Dist -
Deogarh, PIN - 768108

AND
RECEIPT OF BID DOCUMENTS

Tel: 06641-226103

Email id: nhmdeogarh@gmail.com

OFFICE OF THE CDM & PHO: DEOGARH



**INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS FOR
PRINTING MATERIALS & OTHER PRINTING WITH OFFICE
STATIONARY 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.deogarh.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 Printing Materials & office stationary in reference to **adv. No _____ Dated _____**". 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 Chief District Medical & Public Health Office District Head Quarter Hospital, Deogarh, Pin Code- 768108.**

The last date & time of submission of tender is 20.11.2024, 5 PM. The tender shall be opened on Dt.21.11.2024 at 12.00 PM in the O/O C.D.M&PHO, Deogarh in the presence of tenderers or their authorized representative who may wish to be present. The tender document is to be submitted by post/courier services only.
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.
05. Tender must be accompanied by Tender document Cost of Rs.2000/- (Non refundable) and EMD of Rs. 10,000/- in technical bid by way of demand draft, drawn on any Nationalized/ Scheduled Bank in favour of "ZSS/ Non- NRHM Funds Account, Deogarh Payable at Deogarh". Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful will be retained & will be refunded on successful completion of the job without interest.
06. Bidder already blacklisted/having poor performance need not apply.

Others Terms & Conditions

1. The Supplier shall deliver IEC Materials within 7 days from the date of receipt of this order.
 2. The supplier shall provide actual quantity units of each material.
 3. Materials shall meet specify quality standards of requirement.
 4. For office stationary the requesting officials shall visit to the store of the agency and selected the company/Brand, accordingly order shall be placed with MRP.
- The agency shall kept sufficient stock of different items for such selection or shall produce sample during visit.
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05. Schedule of Requirement

Annexure-II (IEC MATERIALS)

Sl. No	Name of the Item	Specification	Rate to be quoted included of all Taxes and Transport Cost
1	FLEX BANNER (CLOTH)	Flex Banner printing	RATE PER SQFT
2	FLEX BANNER (PLASTIC)	Flex Banner printing	RATE PER SQFT
3	LEAFLET PRINTING SINGLE SIDE	Paper -90 GSM Art paper(Glossy) Demei-1/4(11"x8.5"), Single colour.	RATE PER UNIT
4		Paper -90 GSM Art paper(Glossy) Demei-1/4(11"x8.5"), Multi colour	RATE PER UNIT
5		Paper -90 GSM Art paper(Normal) Demei-1/4(11"x8.5"), Single colour	RATE PER UNIT
6		Paper -90 GSM Art paper(Normal) Demei-1/4(11"x8.5"), Multi colour	RATE PER UNIT
07	LEAFLET PRINTING DOUBLE SIDE	Paper -90 GSM Art paper(Glossy) Demei-1/4(11"x8.5"), Single colour	RATE PER UNIT
08		Paper -90 GSM Art paper(Glossy) Demei-1/4(11"x8.5"), Multi colour	RATE PER UNIT
09		Paper -90 GSM Art paper(Normal) Demei-1/4(11"x8.5"), Single colour	RATE PER UNIT
10		Paper -90 GSM Art paper(Normal) Demei-1/4(11"x8.5"), Multi colour	RATE PER UNIT
11	POSTER	Paper -130 GSM Art paper(Glossy) Crown Size - (20"x18"), Single colour	RATE PER UNIT
12		Paper -130 GSM Art paper(Glossy) Crown Size - (22"x18"), Multi colour	RATE PER UNIT
13		Paper -130 GSM Art paper(Normal) Crown Size - (20"x18") Single colour	RATE PER UNIT
14	STANDY TYPE	Aluminium standee width-3', Height- flexible aluminium rod extendable maximum up to 6'with mounting of flex.	RATE PER UNIT
15	REGISTER PRINTING WITH BOOK BINDING	Register-A3 paper binding minimum 200paper.	RATE PER UNIT
16		Register-A4 paper binding minimum 200paper.	RATE PER UNIT
17		Register-A4 paper binding minimum 100paper.	RATE PER UNIT

Handwritten signature

Sl. No	Name of the Item	Specification	Rate to be quoted included of all Taxes and Transport Cost
18	FORMAT /FAQ PRINTING	A3 paper single side	RATE PER UNIT
19		A3 paper Double side	RATE PER UNIT
20		A4 paper single side	RATE PER UNIT
21		A4 paper Double side	RATE PER UNIT
22	Xerox	Single Side	RATE PER PIECE
23		Double Side	RATE PER PIECE
24	Colour Xerox	Single Side	RATE PER PIECE
25		Double Side	RATE PER PIECE
26	Book Let Printing	Cover Page 90 GSM with per page Demi -1/4(11''X8.5'') Single Colour.	RATE PER UNIT
27		Cover Page 90 GSM with per page Art Paper (Glossy) Demei-1/4 (11''X 8.5''), Multi Colour.	RATE PER UNIT
28	ERECTION OF HOARDING AT EVERY STRATEGIC LOCATION	<ul style="list-style-type: none"> ● Size (4'X6'=24 sqft) ● Quality of surface angel frame using should be good quality ● Joist- 5''X2.5''; Angle- 3''X 3''; Angle- 2''X 2''. ● Three feet deep concrete on each pole of the board along with supporting iron angle. ● Frame should be in iron angle. ● Best quality flex with digital multicolored printing is to be pasted on the frame. ● Flex should be fixed through iron pipes and GI ware. ● Height of the hoarding would be 5 feet height from ground level. ● The hoarding is inclusive of material cost, transportation, erection, mounting and AMC. 	RATE PER UNIT

Sl. No	Name of the Item	Specification	Rate to be quoted included of all Taxes and Transport Cost
		<ul style="list-style-type: none"> ● Size (8'X16'=128 sqft) ● Quality of surface angel frame using should be good quality ● Joist- 5''X2.5''; Angle- 3''X 3''; Angle- 2''X 2''. ● Three feet deep concrete on each pole of the board along with supporting iron angle. ● Frame should be in iron angle. ● Best quality flex with digital multicolored printing is to be pasted on the frame. ● Flex should be fixed through iron pipes and GI ware. ● Height of the hoarding would be 5 feet height from ground level. ● The hoarding is inclusive of material cost, transportation, erection, mounting and AMC. 	RATE PER UNIT
29	ERECTION OF HOARDING AT EVERY STRATEGIC LOCATION	<ul style="list-style-type: none"> ● Size (10'X20'=200 sqft) ● Quality of surface angel frame using should be good quality ● Joist- 5''X2.5''; Angle- 3''X 3''; Angle- 2''X 2''. ● Three feet deep concrete on each pole of the board along with supporting iron angle. ● Frame should be in iron angle. ● Best quality flex with digital multicolored printing is to be pasted on the frame. ● Flex should be fixed through iron pipes and GI ware. ● Height of the hoarding would be 5 feet height from ground level. ● The hoarding is inclusive of material cost, transportation, erection, mounting and AMC. 	RATE PER UNIT



Sl. No	Name of the Item	Specification	Rate to be quoted included of all Taxes and Transport Cost
		<ul style="list-style-type: none"> • Size (15'X30'=450 sqft) • Quality of surface angel frame using should be good quality • Joist- 5''X2.5''; Angle- 3''X 3''; Angle- 2''X 2''. • Three feet deep concrete on each pole of the board along with supporting iron angle. • Frame should be in iron angle. • Best quality flex with digital multicolored printing is to be pasted on the frame. • Flex should be fixed through iron pipes and GI ware. • Height of the hoarding would be 5 feet height from ground level. The hoarding is inclusive of material cost, transportation, erection, mounting and AMC. 	RATE PER UNIT
30	CALENDAR	Size: 75 cm X 50 cm Process- Multi colour (four colour) Paper-170 GSM Art paper Fixing with adhesive double side gum tape in the back side of calendar.	RATE PER UNIT
31	SUN BOARD WITH VENYLE PASTING	Size : 3'X2', Thickness- 3 MM Sun Board/ Acrylic Printing Process- Eco Solvent Vinyl Pasting with multicolour.	RATE PER SQFT
32	VENYLE PASTING	Vinyl pasting on plain surface/ wall/ tin plate/ sun board.	RATE PER SQFT
33	FOLDER	Size: A4 Process- Multi colour Paper-170 GSM Art paper 3 fold with six page	RATE PER UNIT
34	FOLDER	Size: A3 Process- Multi colour Paper-170 GSM Art paper 3 fold with six page	RATE PER UNIT
35	FOLDER	Size: A4 Process- Multi colour Paper-170 GSM Art paper 2 Page Folder	RATE PER UNIT

36	TABULEX (RATH)	(i) TATA AC Vehicle hiring charges per day (ii) Decoration(Covering Four side & top with Iron frame & fixing of flex & Ballon/Flowers) (iii) 1 Mike set with Battery Per Day Charge (iv) DOL charge(Running Km/Liter)	Rate to be quoted for each items separately with taxes if any .. and will be finalized including all.
37	STICKER TYPE-A	14 cm X 22 cm (Multi process) Sticker Paper	RATE PER UNIT
38	STICKER TYPE-B	44 cm X 28 cm (Multi process) Sticker Paper	RATE PER UNIT
39	Display Board	Size: 3'X2' Iron Gauze bar 20gauze 1''x2'' With fixing of Flex.	RATE PER SQFT
40	Medicine Pouches	Pouches are to be of simple paper (130 GSM) with mono-colour printing on both sides of pouch Size of the pouch: 15 cm X 8 cm.	RATE PER UNIT
41	WALL PAINTING	Size-3'X4' OR 3'X5' with Quality & Durable paints (Enamel paints). It has to prepare a primer coating on the wall before painting. Single colour painting/ writing on the base colour.	RATE PER SQFT
42	WALL PAINTING	Size-3'X4' OR 3'X5' with Quality & Durable paints (Enamel paints). It has to prepare a primer coating on the wall before painting.	RATE PER SQFT
43	T-SHIRT	White T-shirts with printing of messages on front & back of the T-shirt.	RATE PER UNIT
44`	Cap	White Cap with printing of messages on front & back of the Cap	RATE PER UNIT
45	FLIP Book	¼ size 130 gsm art paper with side middle staple (Multicolour both side printing)	RATE PER BOOK
46	Treatment Card	A4 300 gsm 4 page treatment card(Multicolour)	RATE PER CARD
47	I CARD	Good Quality ID card with 16 mm (Multicolour Lanyard)	RATE PER UNIT

Annexure-III (Office Stationary Items)

SL. No.	Name of the Items	Rate Per Unit (i.e % Less On MRP of the production company including all taxes and transporting).
1	ALPIN 100 gm	
2	ALPIN MAGNETIC BOX	
3	ARCH FILE CARD BOARD with Liver (14"x10")	
4	ARCH FILE PLASTIC 2-D Ring Binger (25 MM)	
5	BINDER CLIP 19 mm	
6	BINDER CLIP 25 mm	
7	BINDER CLIP 41 mm	
8	BINDER CLIP 51 mm	
9	WHITE BOARD MARKER	
10	BOARD PIN (Plastic top)	
11	BROWN TAPE (for PACKING) 2 " and 50 mtr	
12	BUDKING	
13	CALCULATOR 12 DIGIT with Warranty	
14	Cash Register Legal size (number wise)	
15	CD 100 NOS PACK With pouch	
16	CD Album A4 Size 100 CD	
17	CD JEWELL CASE 10 NOS PACK	
18	CELLO TAPE 1" and 50 mtr	
19	CELLO TAPE 2" and 50 mtr	
20	COLOUR CARD POST CARD SIZE (Per 100 Card)	
21	COOLIN SPRAY 500 ML	
22	CD Mailer 20 nos. pack	
23	COPIER PAPER Legal Size 70 GSM (500 Sheets)	
24	COPIER PAPER A4 75 GSM – 500 Sheets	
25	Correction Fluid with Diluter	
26	CORRECTION PEN	
27	COVER FILE POLY COATED	
28	PENCIL CUTTER	
29	CELLO TAPE DISPENSER	
30	DRAWING SHEET full size	
31	DVD –R (100 Nos. Pack) (DVD-R, 16X/4.7 GB) with pouch	
32	DVD RW (10 Nos. Jewel case Pack)	
33	ENGAGEMENT STAND (12"x8.5") Size (Acrylic Fiber Transparent)	
34	Rubber ERASER 33mm x 17mmx 10mm	
35	Paper Flag (self adhesive)- Colored (Four Colors) Size 1"X3 " (50x4 colors)	

36	Plastic Flag (self adhesive) - Colored (Four Colors) Size 1"X3 " (50x4 colors)	
37	FLIP CHART (25 Sheets , 25 mm Grid rule)	
38	Plastic Folder (Full Scape) with single bottom	
39	Plastic Folder (Full Scape) Clear Bag with single bottom	
40	Plastic Folder Two Packet (Full Scape) with single bottom	
41	Folder Executive (Full Scape)	
42	Executive Folder Leather Finish	
43	L FOLDER A4	
44	Glossy Paper for Photo Printing A4 (20 Sheet 180 GSM)	
45	Glossy Paper for Photo Printing A4 (20 Sheet 220 GSM)	
46	GUM tube 50 ml.	
47	GUM STICK 15gm	
48	HIGHLIGHTER	
49	JAMES CLIP PLASTIC COATED (100 CLIPS)	
50	Letter Despatch / Receive Registers (number wise)	
51	Mounting Tape (Double side foam tape) 24mm	
52	File Packing Cloth Markin (red) per 1 Mtr	
53	OHP SHEET A4 (100 Sheet Pack)	
54	PAPER CUTTER	
55	PAPER TRAY PLASTIC (Full Scape)	
56	PAPER WEIGHT glass (square Shape)	
57	PAPER WEIGHT Fiber (square Shape)	
58	PARMANET MARKER (OHP)	
59	Saving Blade(365)	
60	PEN (Use & Trough) Ball pain	
61	PEN Ball point	
62	PEN GEL	
63	Pen Dot Ball point	
64	Pencil	
65	PENCIL BATTERY	
66	MICROPHONE BATTERY	
67	Peon Book	
68	PUNCHING MACHINE DOUBLE	
70	PUNCHING MACHINE SINGLE	
71	ROOM AIR FRESHNER (Spray) 125 gm / 234 ml	
72	Rubber ring elastic 100 gm Pkt 2"	
73	Register (Rulled) number wise	

74	SCALE STEEL 12" THICKNESS NOT LESS THAN 1 MM	
75	SCISSORS 12" Plastic handle	
76	SCISSORS 6" Plastic handle	
77	SKETCH PEN (Pkt. of 10)	
78	STAMP PAD 8 CMx12CM	
79	STAMP PAD INK 100mL	
80	STAPPLER PIN MEDIUM 24/6	
81	STAPPLER PIN SMALL NO-10 1M	
82	STAPPLER PIN BIG 26/10	
83	STAPPLER HEAVY DUTY	
84	STAPPLER MEDIUM HD 45	
85	STAPPLER SMALL 10M	
86	STENO KHATA 100 Pages	
87	STIKY PAD (3" x3")	
88	STIKY PAD (4" x4")	
89	STOCK REGISTER 360 Pages (Legal size)	
90	TAG (50 Nos.) 5.5 inch white thread	
91	Towel for Chair (88X175) CM	
92	Towel Hand (16"x24")	
93	Visiting Card Holder -120 cards with cover (11cmx19cm)	
94	Writing Pad 5 subject , Pages 300 size 14x21.6 CM Spiral	
95	Writing pad 160 pages 70 GSM spiral size 14x21.6 CM single ruled	
96	WRITING PAD SPIRAL 1/6 (100pages)	
97	WRITING PAD GENERAL 70 GSM 40 PAGES	
98	HARD BOARD FILE WITH LACE	
99	Envelop 90 GSM White Paper with single colour printing (Size:12.5 CM x 28 CM)	
100	Envelop 90 GSM Yellow Paper with single colour printing & inner side lamination (Size:25 CM x 30 CM)	
101	Carbon Paper	
102	Hand Wash Liquid	
103	Mosquito Liquid	
104	Lock & Key	
105	Plastic Box (Large)	
106	Plastic Box Medium	
106	Plastic Box Small	
107	Hand Washing	
108	High Lighter	
109	Surf	
110	Sprayer Machine	
111	Colin	
112	Room Freshner	

113	Sanitary Pad	
114	Guard File	
115	Sleeper(7/8/9)	
116	Card Board	
117	Cobra File	

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	The organization will have to submit an Affidavit (<i>On original Stamp Paper of relevant value</i>) with the following clauses:- I. It has not been blacklisted by any Government Organization. II. The CDM&PHO Deogarh 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.	Affidavit
4	Tender must be accompanied by EMD by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of "ZSS/ Non- NRHM Funds Account, Deogarh Payable at Deogarh". 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.1 0,000/- Demand Draft
5	The bidder should furnish the copies of the experience certificate / agreement of during the last three years(2020-21,21-22,22-23)	Photocopies of experience certificate / agreement of during the last three years.



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.
7	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	Rates quoted against this tender notice shall remain valid up to 12 months after award of contract. No request for increase in rates, if any, will be allowed or entertained during this period.	
12	In Case of any tie in rate the bidder having higher turnover shall be awarded. If the contract is renewed the rate shall be remain same.	
13	I. That the organization agrees to abide by all terms & conditions of tender II. The organization will quote price inclusive of all taxes. The organization should complete the assigned work as per the quoted price and terms & condition failing which CDM&PHO Deogarh has all rights to blacklist the organization and forfeit the EMD amount.	
14	Rate to be quoted clearly both in numeric & Words in a printed format. Any correction or over writing will be liable for rejection of the bid/item.	

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. Tender paper cost Rs 2000/- in the form of Bank Draft.
3. Copy of GST certificate.
4. Updated Latest GST Return copy
5. Photocopy of PAN
6. Price bid with separate cover(Cover-B)
7. Three years income tax return copy (AY-2022-23,AY-2021-21 2& AY-2020-21).
8. Affidavit of declaration (*On original Stamp Paper*) as per Clause 3 of the terms & condition.



9. The bidder should furnish the copies of the experience certificate / agreement of during the last three years.
10. Certificate duly filled by the Auditor / Chartered Accountant (as per Annexure –IV) that the annual turnover of the tendering firm is **Rs. 1 Core** or more in each financial year for last preceding 3 (three) financial years.
11. All documents submitted signed by the authorized signatory of the organization.
12. Local Contact Office address with name Telephone /Email of contact person.



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 (in capital letters)	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Organization	
6	GST certificate.	
7	Latest GST Return copy	
8	Three years income tax return Copy (AY-2022-23, AY-2021-22 & AY-2020-21)	
09	Three years financial statement Copy(Audit report along with audited Balance Sheet and Profit & Loss Account) (AY-2022-23,AY-2021-222 & AY-2020-21)	
10	Certificate duly filled by the Auditor / Chartered Accountant (as per Annexure -IV) that the annual turnover of the tendering firm is Rs. 1 Cores or more in each financial year for last preceding 3 (three) financial years.	
11	PAN (Photocopy of PAN)	
12	Draft number and date of (EMD)	
13	Affidavit of declaration (<i>On original Stamp Paper</i>) as per Clause 3 of the terms & condition	
14	The bidder should furnish the copies of the experience certificate / agreement of during the last three years.	
15	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	
16	Price bid with separate cover (Cover-B)	
17	The Local Contact Office Address with name Telephone /Email of contact person	

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


(Signature and seal of the authorized signatory)

ANNEXURE – IV

ANNUAL TURN OVER STATEMENT

The Annual Turnover of the tendering firm
M/s _____ for the last three
years are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in Lakhs / Crores (Rs)
1.	2020 – 2021	-
2.	2021 – 2022	-
3.	2022 - 2023	-

Date:

Place:

Signature of Auditor/
Chartered Accountant
(Name in Capital)
Registration No.
Seal

