

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, DHENKANAL

No- 3022/ 2019-20 CDMO Dhenkanal dated 19.11.2019

**TENDER DOCUMENTS FOR SUPPLY OF IEC MATERIALS UNDER THE
ADMINISTRATIVE OF CDM & PUBLIC HEALTH OFFICER OF DHENKANAL
DISTRICT.**

Section :- 1

Date of Commencement of sale/ Available of tender documents	: -	20.11.2019 through website I,e www.dhenkanal.nic.in
Date and time of sale / available of Tender documents	: -	20.11.2019 through website I,e www.dhenkanal.nic.in
Date and time of closing of tender box	: -	26.11.2019 till 5.30pm
Date and time of opening Of tender (Technical Bid)	: -	27.11.2019 12 PM
Date and time of opening Of tender (Financial Bid)	: -	same
Place of Opening of tender	: -	O/O- CDM & PHO, Dhenkanal District Head Quarters Hospital Campus Kalikanagar,Dhakinakali Dhenkanal- 759013
Address for Communication	: -	O/O- CDM & PHO, Dhenkanal District Head Quarters Hospital Campus Kalikanagar,Dhakinakali Dhenkanal- 759013 Email - nrhmdkl@gmail.com

Section-I

TERMS & CONDITION FOR PRINTING OF MATERIALS

1. Sealed tenders are invited from reputed registered firms/ agencies/ dealers having adequate experience in taking up the works fixing IEC Materials etc having valid GSTIN/PAN.
2. The tenderer are to submit their bids in separate sealed covered envelopes for Technical bid and Price bid by super scribing Cover "A" (Technical Bid) & Cover "B" (Price Bid) and both the sealed covers should be put into a third outer Cover, super scribed as **"TENDER FOR PRINTING & SUPPLY OF IEC MATERIALS FORMS & TENDER REF NO.**
3. The tenders should be addressed to

The CDM & Public health officer,
District Head Quarter Hospital, Kalikanagar, Dakhinakali
Dist: Dhenkanal, Pin: 759013
4. All the payments are to be made through PFMS mode to the concerned party only if order of this office is available duly countersigned by CDMO/Wing officer and after submission of Bills & Photographs.
5. The decision of the Purchase committee is final and reserves all rights to go for quality testing of the goods prior to release of payments.
6. Keeping in view the budget provision the quality may not be compromised.
7. The firms will be empanelled under **Zilla Swasthya Samiti, Dhenkanal** for future course of action and bidders shall be asked to supply for goods/items/activities in future with the same term & condition beyond the current financial year or until the finalization of the fresh tender.
8. Tender must be accompanied by **Rs 500/-** Only (Non refundable) as processing fees & Security Deposits of **Rs.5,000/-** by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of **ZSS NRHM Additionality, Dhenkanal**. Tenders if not accompanied by Processing fees or Security Deposit will not be considered. Security of unsuccessful tenderer will be returned without interest on finalization of bid. Security of successful tenderer will be retained & will be refunded after three months of completion of the activities.
9. Organization will have to submit IT return of last three financial years (i.e.2016-17 & 2017-18, 2018-19).
10. The quality of the goods/services must be ensured failing which the EMD amount of the concerned bidder shall be forfeited / if payment would not have been released during the course of time then the payments shall be withheld and if any adverse remarks on the quality of the good/services has been reported then either the payment of the same with interest (as per current interest rate of the concerned bank) shall be recovered or in future any proposal/quotation/tender from the said bidder and it's organization shall not be entertained.
11. The bidders/suppliers have to be submit an undertaking during supply of goods/services regarding the quality of the products on non judiciary stamp paper worth Rs.20/-.
12. The hoarding will be erected/ mounted as decided by the CDM & PHO/ADPHCO at district level and MOI/C at Block level.
13. Site selection inside the premises will be done with approval of DPHO at Dhenkanal Urban level and other places by approval of competent authority.

14. The door delivery/installation of the goods has to be taken care of by the bidders without any extra payments for the same.
15. The prices quoted must be inclusive of all charges & freight if any but exclusive GST. **Quoted rate should be maximum up to 2 decimal only.**
16. The rate will be applicable for purchase of the above mentioned items for the period of one year.
17. The bidders have to maintain office decorum during the opening and finalization of the tender otherwise the purchase committee will take its own decision as deemed proper initiating from the instant cancellation of the concerned bidder.
18. During of opening of tender only bidder himself or his authorized representatives is allowed to remain present. No authorized representatives is allowed without proper authorization from bidder.
19. The time line of finalization of tender may vary or extend depending upon the emergency/ exigency of demand of the situation if any.
20. Incomplete tender shall be rejected and the undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
21. All legal disputes are subject to the jurisdiction of Dhenkanal, Dhenkanal Court only.
22. The sealed tenders should reach at O/o CDMO, Dhenkanal in any working day by 26.11.2019 till 5.30 P.M along with all required documents by Speed post/Regd. post only by super scribing on the top of the envelop **“TENDER FOR PRINTING OF MATERIALS(IEC)”,DHENKANAL”** .

Section-II

DOCUMENTS TO BE SUBMITTED FOR PRINTING OF MATERIALS

The firm/supplier has to submit the following documents along with Technical bid (Tender Form A.)

- ❖ Photo copy of the Registration Certificate of the firm/ Agency/ Dealer.
- ❖ Photo copy of GSTIN & PAN.
- ❖ Processing fess of Rs.500/- Only (Non refundable) & EMD of Rs.5,000/- by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of **ZSS NRHM Additionality, Dhenkanal**. Tenders if not accompanied by Processing fees or Security Deposit will not be considered. Security of unsuccessful tenderers will be returned without interest on finalization of bid. Security of successful tenderer will be retained & will be refunded after three months of completion of the activities.
- ❖ Undertaking for supply of goods/services as per specification regarding the quality of the products on non judiciary stamp paper worth Rs.20/-.
- ❖ The Firm/Agency will have to submit the Affidavit on non judiciary stamp paper worth Rs.20/- with following clause:-
 - a. It has not been blacklisted by any Government Organization.
 - b. The Firm/Agency does not have any legal suit/ criminal case pending against it for violation of Act or any other law.
 - c. The authority will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced.
 - d. That the firm/agency agrees to abide by all terms & conditions of tender.
 - e. The firm/agency will quote prices inclusive of all taxes.

Section-III**SPECIFICATION OF PRINTING MATERIALS**

Sl no.	Name of Items	Specification
1	Vinyl print Sticker	Size: As per requirement Printing Process- Eco Solvent Vinyl Printing Process- Multi colour (Rate quoted should be as per sqft)
2	Wall Painting	Multi colour painting with Quality & Durable paints (Enamel paints with water proof). It has to prepare a primer coating on the wall before painting.(Rate quoted should be as per sqft)
3	Hoarding(Type-1)	a. Size of Hoarding : 8'x16' b. Quality of Surface Angle Frame to be used should be good quality. - Joist- 5"x2.5" - Angle- 3"x3" - Angle- 2"x2" c. Three feet deep concrete on each pole of the board along with supporting Iron angle. d. Frame should be made from Iron Angle. e. Flex should be of best quality with digital multicolored printing. f. Flex should be fixed by Iron Pipes & GI wires. g. Structure of the Hoarding will be 5 feet height from ground level. h. The estimates per Hoarding Size 8'16'=128 sq ft should be inclusive of cost of materials tax, transportation, erection, mounting and annual maintenance cost (AMC) up to one year. i. The agency should quote the rate per hoarding as per size.
4	Hoarding(Type-2)	a. Size of Hoarding : 6'x10' b. Quality of Surface Angle Frame to be used should be good quality. c. Joist- 4"x2" d. Angle- 3"x3" e. Angle- 2"x2" f. Two feet deep concrete on each pole of the board along with supporting Iron angle. g. Frame should be made from Iron Angle. h. Flex should be of best quality with digital multicoloured printing. i. Flex should be fixed by Iron Pipes & GI wires. j. Structure of the Hoarding will be 5 feet height from ground level. k. The estimates per Hoarding Size 6'x10'=60 sq ft should be inclusive of cost of materials tax, transportation, erection, mounting and annual maintenance cost (AMC) up to one year. l. The agency should quote the rate per hoarding as per size.

Section-IV

Check List (Technical Proposal) for printing of material

Please check whether following have been enclosed in the respective cover, namely, Technical Proposal: ***(please arrange the documents serially in the following order & mention the page no of the tender in box. Without numbering of documents or not mentioning the page nos. in the check list, Tender shall be liable to be rejected.***

Sl no.	Particulars	Submission status (Yes/No)	Page no.	
			From	To
1	Tender Fee (DD of Rs. 500/-)			
2	EMD (DD of Rs. 5,000/-)			
3	Copy of the Registration Certificate of the Firm/Company/Agency			
4	Copy of PAN			
5	Copy of the GST registration certificate			
7	Photocopies of Income Tax Return of each year i.e. 2016-17, 2017-18 & 2018-19			
9	Affidavit of Non-black listed firm for execution of Govt. similar works from notary in non judicial stamp paper of Rs.20/-.			
10	Undertaking for supply of the material as per specification only notary in non judicial stamp paper of Rs.20/-.			
11	Authorization letter of representatives			
12	Copy of RFP documents sealed and signed in all pages by the applicant.			

Date:

Place:

Signature and seal of the authorized signatory
(Company Seal)

TECHNICAL BID_PRINTING MATERIALS
(to be furnished in the technical proposal)**PROFILE OF THE AGENCY**

Name of the Agency	
Office Address	
Status of the Agency	
Name of the authorized signatory & specimen of the authorized signatory	
Telephone Nos.:	Landline :- Mobile :-
Email id	
Registration Certificate of the Firm/Company/Agency	(Furnish copy of the Regd. No. of the Agency)
Income Tax No.(PAN)	(Furnish copy of the PAN no. of the Agency)
GST registration certificate	(Furnish copy of the GSTIN of the Agency)
Tender Fee (DD of Rs. 500/-)	DD No:_____/Dt___/___/____
EMD (DD of Rs. 5,000/-)	DD No:_____/Dt___/___/____
Affidavit of declaration in non judicial stamp paper (On original Stamp Paper)	
Undertaking for supply as per specification in non judicial stamp paper	

Date:

Place:

Signature and seal of the authorized signatory
(Company Seal)

FINANCIAL BID- PRINTING MATERIALS

Sl no.	Name of Items	Specification	Unit of Measurement	Quoted Rate inclusive all freight & charges but exclusive GST (In Rs.)
1	Vinyl print sticker	As per Specification	Per Sq.ft	
2	Wall Painting	As per Specification	Per Sq.ft	
3	Hoarding (Type-1)	As per Specification	Per Unit	
4	Hoarding (Type-2)	As per Specification	Per Unit	

Date:

Place:

Signature and seal of the authorized signatory

(Company Seal)