

RFP No- 7243 / 2021-22 CDM&PHO Dhenkanal dated- 21.12.2021

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

Section :- 1

Date of Commencement of sale/ Available of tender documents	: -	22.12.2021 through website www.dhenkanal.nic.in
Date and time of sale / available of Tender documents	: -	22.12.2021 through website www.dhenkanal.nic.in
Date and time of closing of tender box	: -	11.01.2022 till 5.30 pm
Date and time of opening Of tender (Technical Bid)	: -	12.01.2022 at 11:00 AM
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 - nhmdkl@gmail.com



Section-I

TERMS & CONDITIONS

1. Sealed tenders are invited from reputed registered firms/ agencies/ dealers having adequate experience in taking up the works of printing of forms, Booklets ,poster, calendar, Leaflets, Banner, Sun board with vinyl print ,standee, Flex printing for hoarding & fixing IEC Materials, forms etc having valid GSTIN/PAN.
2. The tenderer are to submit their bids in separate sealed covered envelops 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 SUPPLY OF IEC MATERIALS UNDER RBSK".
3. The tenders should be addressed to

The CDM & Public health officer,
District Head Quarter Hospital,
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. 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 NON-NRHM, Dhenkanal. Tenders if not accompanied by Processing fees or Security Deposit will not be considered. Security of unsuccessful bidder will be returned without interest on finalization of bid. Security of successful bidder will be retained & will be refunded after three months of completion of the activities. MSME registered firms are exempted from EMD money.
8. Organization will have to submit IT return of last three financial years (i.e. 2017-18, 2018-19 & 2019-20).
9. The Average Annual Turnover of the organization must not be less than Rs.20,00,000/- (Rupees Twenty lakhs) during the last three financial years (i.e. 2017-18, 2018-19 & 2019-20). The bidder has to submit the copy of duly certified by the Chartered Accountants with membership number.
10. The bidder must have executed similar kind of works in any govt. organization. Copies of work order during the last three financial years (2017-18, 2018-19 & 2019-20) from the Govt. Organizations, at least one order of each financial year must be submitted.
11. 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.
12. The hoarding will be erected/ mounted as decided by the CDM & PHO. Site selection inside the premises will be done with approval of DPHO at Dhenkanal Urban level and other places by approval of competent authority.
13. The door delivery/installation of the goods has to be taken care of by the bidders without any extra payments for the same.

14. 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.
15. The rate will be applicable for purchase of the above mentioned items for the period of one year.
16. 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.
17. During of opening of tender only bidder himself or his authorized representative is allowed to remain present. No authorized representatives are allowed without proper authorization from bidder.
18. The time line of finalization of tender may vary or extend depending upon the emergency/ exigency of demand of the situation if any.
19. 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.
20. All legal disputes are subject to the jurisdiction of Dhenkanal, Dhenkanal Court only.
21. The sealed tenders should reach at O/o CDMO, Dhenkanal in any working day by 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 SUPPLY OF IEC MATERIALS UNDER RBSK”,DHENKANAL” .
22. The authority will not be responsible for the postal delay or missing of tender papers. The incomplete tender paper or received after the scheduled date and time shall not be accepted and liable to rejected.
23. Each bidder will submit only one bid.
24. Conditional Tenders (like alternative price offers etc.) are liable to be rejected. In the event of acceptance, decision of Chief District Medical & Public Health Officers will be final. The tender, which is not as per our required specifications will not be considered.
25. Printing should be as per Specification. Quality Testing (As per IS) of random samples of the printing material may be made in the Govt. Testing Laboratory & the testing charge has to be borne by the selected printing agency. The GSM of the paper specified in the technical specification should be within the tolerance limit prescribed in the related IS Standard. Any unacceptable deviation from it is liable for rejection.



Section-II

DOCUMENTS TO BE SUBMITTED FOR PRINTING OF MATERIALS

MANDATORY ELIGIBILITY CRITERIA

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.
- ❖ Photocopies of IT return of last three financial years (i.e. 2017-18, 2018-19 & 2019-20).
- ❖ Processing fess of Rs.500/- Only (Non refundable) & Security Deposits of Rs.5,000/- by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of **ZSS NON-NRHM, 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. MSME registered firms are exempted from EMD money.
- ❖ Last three year's Annual Turn Over duly certified by the Chartered Accountant with Membership No. (2017-18 , 2018-19 & 2019-20) (As per format in Annexure-III)
- ❖ Copies of work order during the last three financial years (2017-18, 2018-19 & 2019-20) from the Govt. Organizations. At least one order of each financial year must be submitted (As per format in Annexure-IV)
- ❖ Copy of tender documents sealed and signed in all pages by the applicant.
- ❖ Authorization letter of representatives.
- ❖ Undertaking for supply of goods/services as per specification regarding the quality of the products on non judiciary stamp paper worth Rs.20/-.(Self Declaration)
- ❖ **Affidavit for Declaration:-**

The Firm/Agency will have to submit the Affidavit on non judiciary stamp paper worth Rs.20/- from Notary/Executive Magistrate only 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 freight and other charges but exclusive of GST.

N.B: The above documents (Section-II) are mandatory. The bidders must have to submit all the documents, failing which the bid will be liable for rejection.



SPECIFICATION OF PRINTING MATERIALS

Sl no.	Name of Items	Specification
1	Canopy	Foldable/ Moldable canopy Size-6' x 6' x 7' Fabric Media(Sample Annexed) The inner and side of the canopy to be displayed with different messages
2	Foldable standees	Foldable / Moldable standee Size-6' x 3' Strong Aluminium Frame with wide base Fabric media
3	Register	Size-conquest 17' x 27' No. of pages-160 pages Printing-back to back Biding- Cloth biding
4	Handbook	Size: A4, Colour: Multicolour, Paper: Executive bond, <u>both side printing</u> , Booklet:100 pages, Binding: Soft Binding, Side cloth pasting, Side stitch with cover pasting label
5	Sun board	Size: 2'X3' Sun Board Thick Ness- 3 MM Sun Board Printing Process- Vinyl Print Stickers with Matt lamination Process- Multi colour
6	Laminated Charts	Size- 2' x 3' Printing-Multicolor, Hard lamination
7	Booklet	Size: A4, Colour: <u>Black & White</u> , Paper: 75 GSM Maplitho, <u>Both side</u> , Booklet:100 pages, Binding: Soft Binding, Side stitch with cover pasting label



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.			
6	Photocopies of Income Tax Return of each year i.e. 2017-18, 2018-19 & 2019-20.			
7	Last three year's Annual Turn Over duly certified by the Chartered Accountant with Membership No. (2017-18 , 2018-19 & 2019-20) (As per format in Annexure-III)			
8	Copies of work order during the last three financial years (2017-18, 2018-19 & 2019-20) from the Govt. Organizations. (As per format in Annexure-IV)			
9	Affidavit for Declaration from notary / Executive Magistrate only in non judicial stamp paper of Rs.20/-.			
10	Undertaking for supply of the material as per specification in non judicial stamp paper of Rs.20/-. (Self Declaration)			
11	Authorization letter of representatives			
12	Copy of tender documents sealed and signed in all pages by the applicant.			

Date:

Place:

Signature and seal of the authorized signatory
(Company Seal)

FINANCIAL BID- IEC MATERIALS

Sl no.	Name of Items	Specification	Unit of Measurement	Quoted Rate inclusive all freight charges but exclusive GST (In Rs.)
1	Canopy	As per Specification	Per Unit	
2	Foldable standees	As per Specification	Per Unit	
3	Register	As per Specification	Per register	
4	Handbook	As per Specification	Per handbook	
5	Sun board	As per Specification	Per sqft	
6	Laminated Charts	As per Specification	Per chart	
7	Booklet	As per Specification	Per booklet	

Date:
Place:

Signature and seal of the authorized signatory
(Company Seal)



ANNEXURE - III

(To be furnished in the letter head of the Auditor/ Chartered Account mentioning the Membership no.)

ANNUAL TURNOVER STATEMENT

The Annual Turnover for the last three financial years of M/s _____
_____ who is a Manufacturer / Supplier (Pl. tick whichever is applicable) are given below
and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.	2017 - 2018 -	
2.	2018 - 2019 -	
3.	2019 - 2020 -	

Average Annual Turnover (for the above three years) in (Rs.) _____

Date:

Signature of Auditor/ Place:
Chartered Accountant

(Name in Capital)



ANNEXURE-IV

Format for submission of past performance in govt. sector

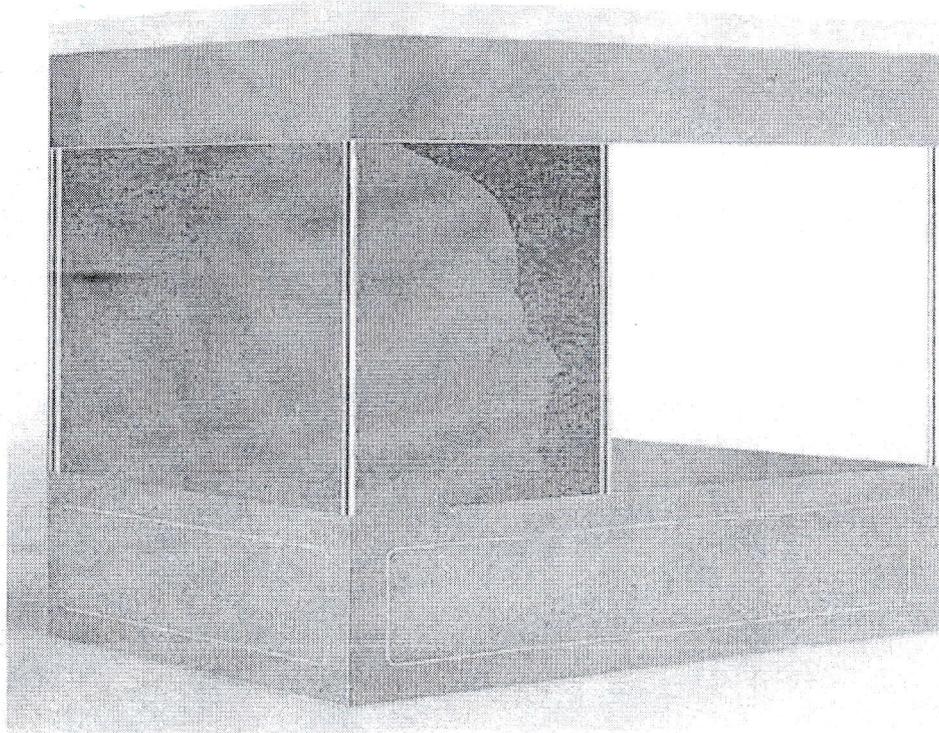
Sl. No.	Year	Order No. with Date	Order value	Name of the Organization
1.	2019-20			
2.	2018-19			
3.	2017-18			
TOTAL				

Place: _____
Date: _____

Signature with seal of the Authorized Signatory
Name :
Designation :



Sample Copy of Kiosk Canopy




IEC consultant


RBSH consultant