

RFP No-1486/2022-23 CDM&PHO Dhenkanal dated- 02/6/2022

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

Date of Commencement of sale/  
Available of tender documents 03.06.2022 through website [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in)

Date and time of sale / available of  
Tender documents 03.06.2022 through website [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in)

Date and time of closing of  
tender box 02.07.2022 till 5.30 pm

Date and time of opening  
Of tender (Technical Bid) 04.07.2022 at 11:00 AM

Date and time of opening  
Of tender (Financial Bid) Same

Place of Opening of tender 0/0- CDM & PHO, Dhenkanal  
District Head Quarters Hospital Campus  
Kalikanagar, Dhakinakali Dhenkanal- 759013

Address for Communication 0/0- CDM & PHO, Dhenkanal  
District Head Quarters Hospital Campus  
Kalikanagar, Dhakinakali Dhenkanal- 759013

Email - [nhmdkl@gmail.com](mailto:nhmdkl@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 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 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,  
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 o until the finalization of the fresh tender.
8. Tender must be accompanied by Rs 1,000/- Only (Non refundable) as processing fees & Security Deposits of Rs.10,000/- 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 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.
9. The Average Annual Turnover of the organization must not be less than Rs.25, 00,000/- (Rupees Twenty five lakhs) during the last three financial years (i.e. 2018-19, 2019-20 & 2020-21). The bidder has to submit the copy of duly certified by the Chartered Accountants with membership number.
10. Organization will have to submit IT return of last three financial years (i.e. 2018-19, 2019-20 & 2020-21).
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 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/-.
13. The hoarding will be erected/ mounted as decided by the CDM & PHO/ADPHCO at district level and MOI/C at Block level.
14. Site selection inside the premises will be done with approval of DPHO at Dhenkanal Urban level and other places by approval of competent authority.
15. The door delivery/installation of the goods has to be taken care of by the bidders without any extra payments for the same.
16. 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.**
17. The rate will be applicable for purchase of the above mentioned items for the period of one year.
18. 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.
19. During of opening of tender only bidder himself or his authorized representatives is allowed to remain present. No authorized representatives are allowed without proper authorization from bidder.
20. The time line of finalization of tender may vary or extend depending upon the emergency/ exigency of demand of the situation if any.
21. 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.
22. All legal disputes are subject to the jurisdiction of Dhenkanal, Dhenkanal Court only.
23. 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 / BCC MATERIALS", DHENKANAL**".
24. 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.
25. Each bidder will submit only one bid.
26. 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.
27. 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. 2018-19, 2019-20 & 2020-21).
- ❖ Processing fess of Rs.1000/- Only (Non refundable) & Security Deposits of Rs.10,000/- 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. (2018-19, 2019-20 & 2020-21) (As per format in Annexure-III)
- ❖ Copies of work order during the last three financial years (2018-19, 2019-20 & 2020-21) 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.**

**Section-III**

**SPECIFICATION OF PRINTING MATERIALS**

Sl no.	Name of Items	Specification
1	Hoarding (Type-1)	<p>a. Size of Hoarding : 8'x16'</p> <p>b. Quality of Surface Angle Frame to be used should be good quality.</p> <ul style="list-style-type: none"><li>▪ Joist- 5"x2.5"</li><li>▪ Angle- 3"x3"</li><li>▪ Angle- 2"x2"</li></ul> <p>c. Three feet deep concrete on each pole of the board along with supporting Iron angle.</p> <p>d. Frame should be made from Iron Angle.</p> <p>e. Flex should be of best quality fabric media with digital multicolored printing.</p> <p>f. Flex should be fixed by Iron Pipes &amp; GI wires.</p> <p>g. Structure of the Hoarding will be 5 feet height from ground level.</p> <p>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.</p> <p>i. The agency should quote the rate per hoarding as per size.</p>
2	Hoarding (Type-2)	<p>a. Size of Hoarding : 6'x10'</p> <p>b. Quality of Surface Angle Frame to be used should be good quality.</p> <p>c. Joist- 4"x2"</p> <p>d. Angle- 3"x3"</p> <p>e. Angle- 2"x2"</p> <p>f. Two feet deep concrete on each pole of the board along with supporting Iron angle.</p> <p>g. Frame should be made from Iron Angle.</p> <p>h. Flex should be of best quality fabric media with digital multicoloured printing.</p> <p>i. Flex should be fixed by Iron Pipes &amp; GI wires.</p> <p>j. Structure of the Hoarding will be 5 feet height from ground level.</p> <p>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.</p> <p>l. The agency should quote the rate per hoarding as per size.</p>
3	Change of Flex hoarding(Type-1)	Size of Hoarding : 8'x16' , Flex should be star quality, transportation, mounting Media: Fabric Media
4	Change of Flex hoarding(Type-2)	Size of Hoarding : 6x10' , Flex should be star quality, transportation, mounting Media: Fabric Media
5	Poster (Type-1)	Size-44cmx56cm, Process-Multi Colour (Four Colours), Paper-90 GSM Art Paper, Fixing.
6	Poster (Type-2)	Size-44cmx56cm, Process-Multi Colour (Four Colours), Paper-130 GSM Art Paper, Fixing.
7	Poster (Type-3)	Size-44cmx56cm, Process-Multi Colour (Four Colours), Paper-90 GSM Art Paper, Fixing with adhesive double side Gum tape in the back side of the poster.
8	Poster (Type-4)	Size-44cmx56cm, Process-Multi Colour (Four Colours), Paper-130 GSM Art Paper, Fixing with adhesive double side Gum tape in the back side of the poster.
9	Leaflet (Type-1)	Size: 15.5 CM × 21.8 CM, Process: Multi colour both side printing, Paper :90 GSM art paper
10	Leaflet (Type-2)	Size: 15.5 CM × 21.8 CM, Process: Multi colour both side printing, Paper :70 GSM art paper
11	Leaflet (Type-3)	Size: 22 CM × 28 CM, Process: Multi colour both side printing, Paper :90 GSM art

		paper
12	Leaflet (Type-4)	Size: 22 CM × 28 CM, Process: Multi colour both side printing, Paper :70 GSM art paper
13	Leaflet (Type-5)	Size: A4, Process: Multi colour both side printing, Paper :90 GSM art paper
14	Leaflet (Type-6)	Size: A4, Process: Multi colour both side printing, Paper :70 GSM art paper
15	Folder(Type-1)	Open Size:36 CM × 24.5 CM, Close Size: 18 CM × 24.5 CM, Process: Multi colour Paper : 90 GSM art paper, Single fold, Four Pages
16	Folder(Type-2)	Open Size:36 CM × 24.5 CM, Close Size: 18 CM × 24.5 CM, Process: Multi colour Paper : 130 GSM art paper, Single fold, Four Pages
17	Folder(Type-3)	Open Size:A4, Process: Multi colour, Paper : 90 GSM art paper, Two fold, Four Pages
18	Folder(Type-4)	Open Size:A4, Process: Multi colour, Paper : 90 GSM art paper, Two fold, Six Pages
19	Folder(Type-5)	Open Size:A4, Process: Black & White, Paper : 130 GSM art paper, Booklet contains 2 Pages, Printing Both side
20	Folder(Type-6)	Open Size:A4, Process: Black & White, Paper : 130 GSM art paper, Booklet contains 4 Pages, Printing Both side
21	Folder(Type-7)	Open Size:A4, Process: Black & White, Paper : 130 GSM art paper, Booklet contains 5 Pages, Printing Both side
22	Folder(Type-8)	Open Size:A4, Process: Black & White, Paper : 130 GSM art paper, Booklet contains 6 Pages, Printing Both side
23	Flex Banner (Type-1)	Size: 2'x 4', Solvent Printing, Fabric Media
24	Flex Banner (Type-2)	Size: 4'x 5', Solvent Printing, Fabric Media
25	Flex Banner (Type-3)	Size: 4'x 6', Solvent Printing, Fabric Media
26	Flex Banner (Type-4)	Size: 4'x 8', Solvent Printing, Fabric Media
27	Flex Banner (Type-5)	Size: 3'x 6', Solvent Printing, Fabric Media
28	Flex Banner (Type-6)	Size as per requirement (Flex), Rate should be quoted per Sq.ft.
29	Bill board	Size: 10ft x 8ft, Frame: Iron Angel
30	Invitation-cum-Information Sheet	Size: 14 CM × 22 CM, Process: Multi colour, Paper :130 GSM Maplitho, Both side printing
31	Vaccination Card (certificate)	Size: 5 inch × 9.7 inch, Process: Multi colour, Paper: 250 GSM art paper
32	Sticker (Type-1)	Size: 14 CM × 22 CM, colour: Multi process, Paper :sticker paper
33	Sticker (Type-2)	Size: 44 CM × 28 CM, colour: Multi process, Paper :sticker paper
34	Sticker (Type-3)	Size: 12 CM × 15 CM, colour: Multi process, Paper :sticker paper
35	Foldable standees	Foldable / Moldable standee Size-6' x 3' Strong Aluminium Frame with wide base Fabric media
36	Display Board (Type-1)	Size: 3'X 2' Sun Board Thick Ness- 3 MM Sun Board Printing Process- Eco Solvent Vinyl Print with matt lamination Process- Multi colour
37	Display Board (Type-2)	Size 3'x2' Iron Gauze bar 20 gauze 1"x2" / printing message on flex & pasting them/ print quality front lit flex/ fixing & transportation.
38	Signage	Size: 60 cmX50 cm in plywood fixed Process- Multi colour(Tin plate)
39	Tin Plate	Multi coloured Printed Tin Sheet a) Standard Size:910mm x 605mm(5.94 sq. ft) b) Made out of Tin Sheet of 3.00 mm thick as per I.S. 1993/93 c) 5 times pre-printing chemical treatment. d) 4 times multi coloured printing

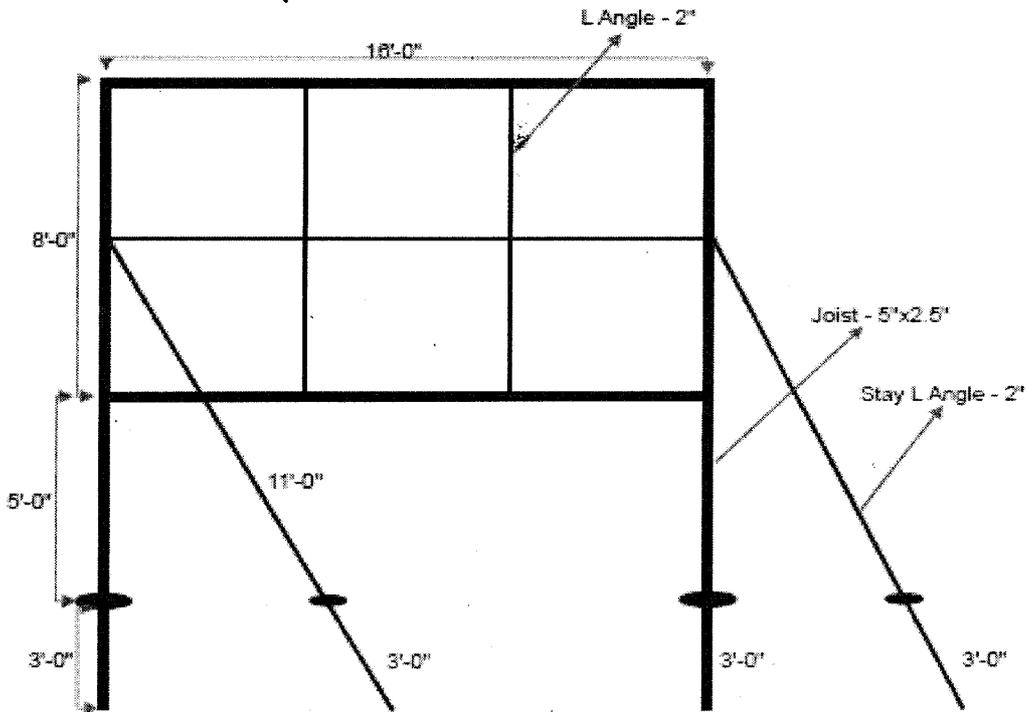
		e) Transparent coating and Heat treatment at 200 degree Celsius after each operation. f) Punching Holes of diameter not more than 2mm at each corner and at the midpoint of each size of sheet of Length 910mm are to be provided. All total 6 nos of Punching holes are to be provided in each sheet.
40	Wall 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)
41	Format/ Forms (Type-1)	Size: A4, Colour: Multi colour, Paper: 70 GSM Maplitho, Single side
42	Format/ Forms (Type-2)	Size: A4, Colour: Multi colour, Paper: 70 GSM Maplitho, Both side,
43	Format/ Forms (Type-3)	Size: A4, Colour: Black & White, Paper: 70 GSM Maplitho, Single Side
44	Format/ Forms (Type-4)	Size: A4, Colour: Black & White, Paper: 70 GSM Maplitho, Both Side
45	Format/ Forms (Type-5)	Size: Legal size, Colour: Multi colour, Paper: 70 GSM Maplitho, Single Side
46	Format/ Forms (Type-6)	Size: Legal size, Colour: Multi colour, Paper: 70 GSM Maplitho, Both Side
47	Format/ Forms (Type-7)	Size: Legal size, Colour: Black & White, Paper: 70 GSM Maplitho, Single side
48	Format/ Forms (Type-8)	Size: Legal size, Colour: Black & White, Paper: 70 GSM Maplitho, Both side
49	Format/ Forms (Type-9)	Size: A3, Colour: Black & White, Paper: 70 GSM Maplitho, Single Side
50	Format/ Forms (Type-10)	Size: A3, Colour: Black & White, Paper: 70 GSM Maplitho, Both Side
51	ASHA Incentive Voucher	Paper size: 9cm x 20 cm, Quality :70 GSM, One side torn No. of pages per booklet: 100 pages with numbering with ASHA Incentive Sheet Booklet will be supplied in normal binding along with cover page.
52	Register (Type-1)	Size: Legal Size, Colour: <u>Black &amp; White</u> , Paper: 70 GSM , Both side, Register:100 pages, Binding: Hard Binding, Side cloth pasting, Side stitch with cover pasting label
53	Register (Type-2)	Size: Legal Size, Colour: <u>Multi colour</u> , Paper: 70 GSM , Both side, Register:100 pages, Binding: Hard Binding, Side cloth pasting, Side stitch with cover pasting label
54	Register (Type-3)	Size: A3, Colour: Black & White, Paper: 70 GSM , Both side, Register:100 pages, Binding: Hard Binding, Side cloth pasting, Side stitch with cover pasting label
55	Register (Type-4)	Size: A4, Colour: Black & White, Paper: 70 GSM Maplitho, Single side, Register:100 pages, Binding: Hard Binding, Side cloth pasting, Side stitch with cover pasting label
56	Register (Type-5)	Size: A4, Colour: Black & White, Paper: 70 GSM Maplitho, Both side, Register:100 pages, Binding: Hard Binding, Side cloth pasting, Side stitch with cover pasting label
57	Booklet (Type-1)	Size: A4, Colour: <u>Black &amp; White</u> , Paper: 70 GSM Maplitho, <u>Single side</u> , Booklet:100 pages, Binding: Soft Binding, Side cloth pasting, Side stitch with cover pasting label
58	Booklet (Type-2)	Size: A4, Colour: <u>Black &amp; White</u> , Paper: 70 GSM Maplitho, <u>Both side</u> , Booklet:100 pages, Binding: Soft Binding, Side cloth pasting, Side stitch with cover pasting label
59	Booklet (Type-3)	Size: A4, Colour: <u>Multi colour</u> , Paper: 70 GSM Maplitho, <u>Single side</u> , Booklet:100 pages, Binding: Soft Binding, Side cloth pasting, Side stitch with cover pasting label
60	Booklet (Type-4)	Size: A4, Colour: <u>Multi colour</u> , Paper: 70 GSM Maplitho, <u>Both side</u> , Booklet:100 pages, Binding: Soft Binding, Side cloth pasting, Side stitch with cover pasting label
61	Booklet (Type-5)	Size: $\frac{1}{2}$ of A4, Colour: <u>Black &amp; White</u> , Paper: 70 GSM Maplitho, <u>Single side</u> , Booklet:100 pages, Binding: Soft Binding, Side cloth pasting, Side stitch with cover pasting label
62	Booklet (Type-6)	Size: A4, Colour: <u>Black &amp; White</u> , Paper: 75 GSM Maplitho, <u>Both side</u> , Booklet:100 pages, Binding: Soft Binding, Side stitch with cover pasting label
63	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

64	Register (Screening)	Size-conquest 17' x 27' No. of pages-200 pages Printing-back to back Biding- Cloth biding
65	Handbook	Size: A4, Colour: <u>Multicolour</u> , Paper: Executive bond, <u>both side printing</u> , Booklet:100 pages, Binding: Soft Binding, Side cloth pasting, Side stitch with cover pasting label
66	Laminated Charts	Size- 3' x 2' , Paper: <u>glossy paper</u> Printing-Multicolor, Hard lamination
67	Wall Hanging	Size: 3'x2',Fiber pipe pasting ,TOP & Bottom
68	Health Calendar-1	Size of each sheet of the calendar: 91 X 58.5 cm No. of sheet in each calendar: 10 Sheets Paper to be used: 220 GSM Art paper Colour: Multicolor <ul style="list-style-type: none"> <li>• Binding: Each sheet both side Glossy lamination</li> <li>• Top Wireo with hanger</li> <li>• Calendar is packed with a strong Polythene bag / envelope size 24" X 37"</li> </ul>
69	Mini Hoarding (Type-1)	m. Size of Hoarding : 6'x3' n. Display area: 6ft X 3ft o. Display Material: Preferably 18 gauge printed or painted Tin plate p. Total height from inside the ground: 10 ft L iron angle ( 2" L iron angle should be used) - Base (Inside ground): 2 ft inside cement concrete - Above ground(Ground to Top): 8 feet q. Length : 6 ft L iron angle (2" L iron angle should be used) r. Mid joist bar to support display material : 3ft L iron angle (2" L iron angle should be used)
70	Mini Hoarding (Type-1)	s. Size of Hoarding : 4'x3' t. Display area: 4ft X 3ft u. Display Material: Preferably 18 gauge printed or painted Tin plate v. Total height from inside the ground: 10 ft L iron angle ( 2" L iron angle should be used) - Base (Inside ground): 2 ft inside cement concrete - Above ground(Ground to Top): 8 feet w. Length : 4 ft L iron angle (2" L iron angle should be used) x. Mid joist bar to support display material : 3ft L iron angle (2" L iron angle should be used)
71	Health Calendar-2	a. Type: wall hanging. b. size: 11.5 inch X 18 inch (Half Demy) c. paper: 130 GSM Art paper d. Process: Multicolour offset printing e. Binding: Wire-O binding including hanger f. 4 pages back to back printing.
72	T-Shirt	Colour: White Sleeve: half Sleeve Sleeve Binding: Rib Knitted Fabric Neck: With collars with Buttons - Blue Collar in white T-shirt Neck Binding: Rib Knitted Fabric Provision of Pockets(Y/N): No Sizes: S (10-16 years), M, L, XL, XXL Materials: Polyester-Cotton Mix (50% polyester & 50% cotton) Mass (in GSM): 200 Anti-Shrink: Yes Anti-Wrinkle: Yes Logo Marking: As per the buyer requirement ( as per the prototype) Type of Logo: Printed

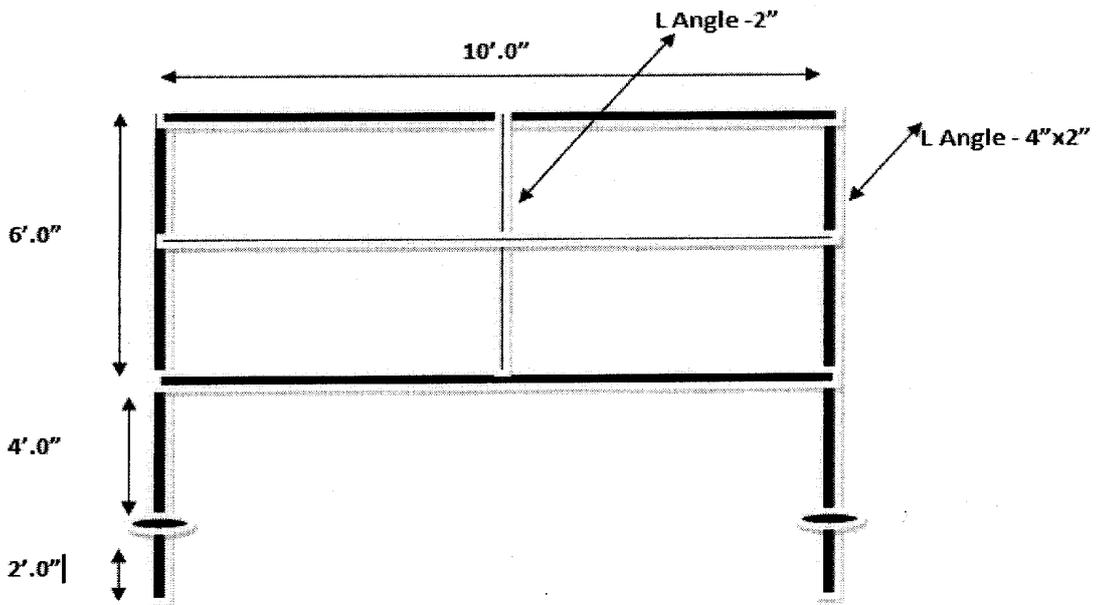
		Availability of test report from NAB Accredited or central Govt.Lab to prove the conformity of the product to the specification: Yes Test report to be furnished: Yes Agree to provide advanced sample for buyers approval before commencement of supply: Yes
73	Peak Cap	Colour: White Material: Barathea Cloth Adjustable Strip: Adjustable strip at the back of the cap Availability of test report from NAB Accredited or central Govt.Lab to prove the conformity of the product to the specification: Yes Test Report to be furnished: Yes Agree to provide advanced sample for buyers approval before commencement of supply: Yes
74	OPD Ticket booklet	Size-A4, Paper-70 GSM , Auto carbon copy, Printing-Colour, Single side, One booklet-200 pages (100 pages original copy & 100 pages auto carbon copy)



**HOARDING STRUCTURE SPECIFICATION (TYPE-1):**



**HOARDING STRUCTURE SPECIFICATION (TYPE-2):**



## 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. 1,000/-)			
2	EMD (DD of Rs. 10,000/-)			
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 2016-17, 2017-18 & 2018-19 highlighting the turnover in support of that duly certified by Chartered Accountant (As per the format in Annexure-III)			
7	Photocopies of Income Tax Return of each year i.e. 2018-19, 2019-20 & 2020-21			
8	Copies of Work Order from the govt. organization / PSUs etc. in support of similar works executed during 2018-19, 2019-20 & 2020-21 (as per the 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/- <b>(Self Declaration)</b>			
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	Hoarding (Type-1)	As per Specification	Per Unit	
2	Hoarding (Type-2)	As per Specification	Per Unit	
3	Change of Flex hoarding	As per Specification	Per Unit	
4	Change of Flex hoarding	As per Specification	Per Unit	
5	Poster (Type-1)	As per Specification	Per poster	
6	Poster (Type-2)	As per Specification	Per poster	
7	Poster (Type-3)	As per Specification	Per poster	
8	Poster (Type-4)	As per Specification	Per poster	
9	Leaflet (Tpe-1)	As per Specification	Per Leaflet	
10	Leaflet (Tpe-2)	As per Specification	Per Leaflet	
11	Leaflet (Tpe-3)	As per Specification	Per Leaflet	
12	Leaflet (Tpe-4)	As per Specification	Per Leaflet	
13	Leaflet (Tpe-5)	As per Specification	Per Leaflet	
14	Leaflet (Tpe-6)	As per Specification	Per Leaflet	
15	Folder (Type-1)	As per Specification	Per Folder	
16	Folder(Type-2)	As per Specification	Per Folder	
17	Folder(Type-3)	As per Specification	Per Folder	
18	Folder(Type-4)	As per Specification	Per Folder	
19	Folder(Type-5)	As per Specification	Per Folder	
20	Folder(Type-6)	As per Specification	Per Folder	
21	Folder(Type-7)	As per Specification	Per Folder	
22	Folder(Type-8)	As per Specification	Per Folder	
23	Flex Banner (Type-1)	As per Specification	Per Flex Banner	
24	Flex Banner (Type-2)	As per Specification	Per Flex Banner	
25	Flex Banner (Type-3)	As per Specification	Per Flex Banner	
26	Flex Banner (Type-4)	As per Specification	Per Flex Banner	
27	Flex Banner (Type-5)	As per Specification	Per Flex Banner	
28	Flex Banner (Type-6)	As per Specification	Per Sq.ft	

29	Bill board	As per Specification	Per Bill Board	
30	Invitation-cum-Information Sheet	As per Specification	Per Sheet	
31	Vaccination Card(certificate)	As per Specification	Per Certificate	
32	Sticker (Type-1)	As per Specification	Per Sticker	
33	Sticker (Type-2)	As per Specification	Per Sticker	
34	Sticker (Type-3)	As per Specification	Per Sticker	
35	Foldable Standee	As per Specification	Per Standee	
36	Display Board (Type-1)	As per Specification	Per Display	
37	Display Board (Type-1)	As per Specification	Per Display	
38	Signage	As per Specification	Per Signage	
39	Tin Plate	As per Specification	Per Tin Plate	
40	Wall Painting	As per Specification	Per Sq.ft	
41	Format/ Forms (Type-1)	As per Specification	Per Format/Form	
42	Format/ Forms (Type-2)	As per Specification	Per Format/Form	
43	Format/ Forms (Type-3)	As per Specification	Per Format/Form	
44	Format/ Forms (Type-4)	As per Specification	Per Format/Form	
45	Format/ Forms (Type-5)	As per Specification	Per Format/Form	
46	Format/ Forms (Type-6)	As per Specification	Per Format/Form	
47	Format/ Forms (Type-7)	As per Specification	Per Format/Form	
48	Format/ Forms (Type-8)	As per Specification	Per Format/Form	
49	Format/ Forms (Type-9)	As per Specification	Per Format/Form	
50	Format/ Forms (Type-10)	As per Specification	Per Format/Form	
51	ASHA Incentive Voucher	As per Specification	Per Booklet	
52	Register (Type-1)	As per Specification	Per Register	
53	Register (Type-2)	As per Specification	Per Register	
54	Register (Type-3)	As per Specification	Per Register	
55	Register (Type-4)	As per Specification	Per Register	
56	Register (Type-5)	As per Specification	Per Register	
57	Booklet (Type-1)	As per Specification	Per Booklet	



58	Booklet (Type-2)	As per Specification	Per Booklet	
59	Booklet (Type-3)	As per Specification	Per Booklet	
60	Booklet (Type-4)	As per Specification	Per Booklet	
61	Booklet (Type-5)	As per Specification	Per Booklet	
62	Booklet (Type-6)	As per Specification	Per Booklet	
63	Canopy	As per Specification	Per Canopy	
64	Register (Screening)	As per Specification	Per Register	
65	Handbook	As per Specification	Per Handbook	
66	Laminated Charts	As per Specification	Per Chart	
67	Wall Hanging	As per Specification	Per piece	
68	Health Calendar-1	As per Specification	Per Calendar	
69	Mini Hoarding (Type-1)	As per Specification	Per Unit	
70	Mini Hoarding (Type-2)	As per Specification	Per Unit	
71	Health Calendar-2	As per Specification	Per Calendar	
72	T-shirt	As per Specification	Per piece	
73	Peak Cap	As per Specification	Per piece	
74	OPD Ticket 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.	2018 - 2019 -	
2.	2019 - 2020 -	
3.	2020 - 2021 -	

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.	2020-21			
2.	2019-20			
3.	2018-19			
TOTAL				

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature with seal of the Authorized Signatory  
Name :  
Designation :

