

**TENDER CALL NOTICE FOR IEC MATERIALS**  
**TERMS AND CONDITIONS**

Chief Dist. Medt. & Pul  
Health Officer  
Balasore

Terms & Conditions	Documents to be Submitted
1 Tender application fee	Rs 1,000/- DD in favour of ZSS, Balasore (non-refundable). Tender paper will be available at district website <a href="http://www.balasore.nic.in">www.balasore.nic.in</a>
2 The organization should be a bonafide registered body	Registration certificate if any
3 The organization should be a PAN & , GST registration	Photo copy of PAN, & up-to-date VAT CC & GST registration Certificate
4 Annual turnover of the bidder must be $\geq 3$ Lakhs in each year for last three preceding years.	Audited Balance Sheet & P&L account of last three Consecutive year i.e 2015-16,2016-17,2017-18
5 <ul style="list-style-type: none"> <li>• The organization will have to submit the Affidavit with following clause:-</li> <li>• It has not been blacklisted by any Government Organization</li> <li>• The organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.</li> <li>• The CDMO Office 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 and fixing the material at institution level. The defective or damaged printed material if any will be replaced by the Organization</li> <li>• That the organization agrees to abide by all terms&amp; conditions of tender</li> <li>• The organization will quote prices inclusive of all taxes</li> </ul>	Affidavit – in non judicial stamp paper amount Rs 20/-
6 Tender must be accompanied by EMD of Rs5, 000/- by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of ZSS Balasore. Tenders if not accompanied by EMD will not be considered. Security of unsuccessful Tenders will be returned without interest on finalization of bid. EMD of successful tenderer will be retained & will be refunded on successful completion of the job without interest.	Demand Draft
7 Conditional Tenders are liable to be rejected. In the event of acceptance, CDMO 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 as mentioned in work order, liquidated damage @ 0.5% of the tender value, per week of delay shall be deducted from the final payment. Deduction shall be made till 2% of purchase order rate. If the bidder still fails to supply his order stand cancelled.	

9	The CDMO 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 CDMO, Balasore. 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 CDMO reserves every right to accept or reject any or all the tenders without assigning any reasons whatsoever.	
14	Under no circumstance the organization will 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 EMD, security money deposited by the organization shall be forfeited.	
15	Rates quoted against this tender enquiry shall remain valid one year after publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period.	
16	The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory.	Letter of Authorization.

**NB:-** The technical bid in sealed envelope cover "A" and financial bid in sealed envelope cover "B" should be kept in another cover mentioning the Tender for printing of IEC/BCC materials and installation of hoarding

**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) if any	
7	Copy of PAN no. to be attached	
8	GST registration No to be attached	
9	Annual turnover for last 3 years As per audit report.  2015-16 2016-17 2017-18	
10	DD No. and date : • Tender application fee of Rs2000/- • EMD of Rs 5,000/-	
11	Affidavits with Notary  <ul style="list-style-type: none"> <li>• The organization will have to submit the Affidavit with following clause:-</li> <li>• It has not been blacklisted by any Government Organization</li> <li>• The organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.</li> <li>• The CDMO Office 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 and fixing the material at institution level. The defective or damaged printed material if any will be replaced by the</li> </ul>	

	Organization <ul style="list-style-type: none"> <li>• That the organization agrees to abide by all terms &amp; conditions of tender</li> <li>• The organization will quote prices inclusive of all taxes..</li> </ul>	 <b>Chief Dist. Medi. &amp; Publ Health Officer Balasore</b>
12	Whether all documents submitted signed by the authorized signatory of the organization ( Yes/ No)	

Note: Sample of the materials as per the quality and specifications should be submitted by the selected bidders to this office consideration of their tenders.

**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 in the above statement at any state, the Firm/Agency will be blacklisted and will not have any dealing in future.

Place  
Date

(Signature and seal of the authorized signature)

**TENDER FORM (Part -2)**  
**Financial Bid**

Chief Dist. Med. & Put  
Health Officer  
Balasore

Sl.No	Particulars	Specification	Price per unit excluding GST	Price per unit including GST
1	Hoarding	<p>Size level 16' x8'</p> <p><u>Specification</u></p> <p>Quality of surface angle frame using should good quality</p> <p>Joint 5" x2.5"</p> <p>Angle 3" x3"</p> <p>Angle 3" x3"</p> <p>Two deep concrete on each pole of the board along with supporting Iron angle.</p> <p>Frame should be Iron angle</p> <p>Best quality flex with digital multicolor printing is to be pasted on the frame.</p> <p>Flex should be fixed through iron pipes and GI wires</p> <p>Height of the hoarding would be 5feet height from ground level</p>		
2	Tin plate	2'x3'=6sq.ft		
3	Poster	Size ( 44cmx 56cm) process multicolor, paper 130GSM Art paper ,fixing with adhesive double side gum in the back side of the paper		
4	Poster	poster of size 19'x14' containing visual and message		
5	Swasthy kantha Poster & Calendar	<p><u>Poster</u></p> <p>Size ( 44cmx 56cm) process multicolor, paper 130GSM Art paper ,fixing with adhesive double side gum in the back side of the paper</p> <p><u>Calendar</u></p> <p>Size-75CMX50CM, Process-Multicolor (Four colour), paper 170GSM Art paper, Fixing with adhesive double side Gum tape in the back side of calendar and ( 12 nos poster and one calendar to be rolled for each GKS.)</p>		
6	FAQ	FAQs with Colored page(6 to 8)		
7	Leaflet	Size ( 22cmx28cm), process, multicolor 90 GSM Art paper		
8	Leaflet	Size 15.5 CM x 21.5 CM Process – Multicolor both side printing Paper- 130 GSM art paper		
9	Leaflet	Size ( 22.5cmx28.5cm), process, multicolor 90 GSM Art paper		
10	Banner flex (multicolor)	Flex Banner ( Multicolor)Per Square feet		

11	Flex banner for hoarding	Multicolor Banner for existing Dynamic Hoarding with fixing & transportation 1- 20ftx10ft DHH,SDH 2-16ftx 8ft for all periphery institution. Per Square feet		
12	Banner silk	Per Square feet		
13	Banner Teri cotton	Per Square feet		
14	Banner Cotton	Per Square feet		
15	IEC -Folder	Paper 220GSM, Art paper Size 14CMx 22CM, 4 pages , process multicolor		
16	Wall painting	color used in -Multicolor Enamel paint Per Square feet		
17	Display Board	Size 3'x2' sun Board/Thickness-3mm sun board/Eco solvent vinyl print/ fixing		
18	Display Board	Size 3'x2' Iron Gauze bar 20 gauze 1"x2" / printing message on flex & fasting them/ print quality fro lit flex/ fixing & transportation.		
19	Publicity Van TATA ACE	Wel decorated with fixing of flex hoarding in front , back & both side , arrangement mike set, sound system with hiring charges minimum for 7days		
20	Branding	Size 3'x2' Sun Board, Thickness-3MMSun Board, printing process-Eco Solvent Vinyl print.		
21	Standy	Standy made by Iron frame Per Square feet		
22	Standy	Standy made by steel frame Per Square feet		
23	Reporting format	A4 Size ( Black and white )		
24	Booklet	1.Open Size-36CMx24.5CM 2.Close Size-18cmX24.5CM 3.process Multi color 4. paper- 130 GSM art paper 5.single fold 6. four pages		
25	Invitation card -cum- information sheet	Size 14CMx 22CM Process - multicolor Paper 70 GSM art paper		
26	Sticker for household	Size 14CMx 22CM Paper- Sticker paper Color- Multi process		
27	Big Sticker for vehicle	Size 44CMx28CM Paper- Sticker paper Color- Multi process		

28	Vaccination certificate	Size 5'x9.7' Process -Multi Color Paper -250GSM art paper		
29	Indelible Marker per	Per piece		
30	Marking pen for open vials	Per piece		
31	Printing of format( A)	Size-A3, Type-single page, 60GSM, binding with each booklet coantains 50 pages ,		
	B	Size-A3, Type-both pages, 60 GSM binding with each booklet coantains 50 pages		
	C	Size-A4, Type-single page, 60 GSM binding with each booklet contains 50 pages.		
	D	Size-A4, Type-both pages, 60 GSM binding with each booklet contains 50 pages.		
	E	Size-1/2 A4, Type-single page, 60 GSM binding with each booklet contains 50 pages.		
	F	Post card size, thick paper, single page, loose format, per piece		
	G	Post card size, thick paper, both side page, Loose format, per piece		
	H	A3 size single page,60 GSM loose paper per piece		
	I	A4 size single page, 60 GSM, loose paper, per piece		
32	No Citizen Charter	<ul style="list-style-type: none"> <li>• Process-Multicolor print</li> <li>• Size of Iron Angle Frame Hoarding</li> <li>• Base-2.5ft. Concrete inside earth</li> <li>• Hoarding Pillar-2nos of pillars of height 12.5ft .including 2.5ft inside earth(L shape iron angle of 3 each)</li> </ul> Hoarding frame 8ft x4ft. L shape iron angle of 2 Inch.		
33	Braiding Materials	<ul style="list-style-type: none"> <li>• Size3'x2'Sun Board</li> <li>• Thickness-3 MM Sun Board</li> <li>• Printing process-Eco Solvent Vinyl print</li> <li>• Fixing</li> </ul>		
34	Sing Board	<ul style="list-style-type: none"> <li>• Size- 15'x3'</li> <li>• Height-3'</li> <li>• Lenth-15'</li> <li>• Iron box-18'(gz) Ironsheet</li> <li>• Back lid print</li> </ul> Quality lighting		

**Terms and conditions of financial Bid**

- All the Estimate cost per hoarding @ Per Square feet .& Should cover the cost of materials tax, transportation, erection; mounting and one year annual maintenance cost (AMC)etc. for any shape of hoarding.
- The materials will be delivered by the agency at the destination without demanding transportation cost.
- Agency will be responsible for all type of transportation, installation and mounting of Hoarding in different area as decided by the concerned authority.
- The agency will submit quality photographs (Two for each Hoarding) with clearly mentioning locations and date of mounting at the back side of the phograph.
- NB . Rates should be quoted inclusive of cost of sheet, printing, pasting, transportation, fixing, designing, DTP as per specificationsand GST will be charged as per govt.norm.

Place

Date

(Signature and seal of the authorized signature)