

# A.PRINTING & SUPPLY OF IEC MATERIALS

INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS FOR PRINTING & SUPPLY OF

IEC MATERIALS

## Section – I (Instruction to Bidders)

01. Sealed tenders are invited from registered printing agencies (with GST registration having GSTIN) 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.kendrapara.nic.in](http://www.kendrapara.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** superscribed as “**Tender for Printing material in reference to advt. no-.....dt.....**”.
04. 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 officer ,  
Kendrapara – 754211, Odisha.
05. Bidders who **qualify technically** [as per submission of relevant valid documents as asked to be submitted in Technical Bid – Part 1 - Tender Forms (T1,T2 & T3), fulfilling all the terms & condition of the tender document and inspection of infrastructure of the bidder if required], their **Financial Bid** (Part 2) shall **only** be opened. The circulars issued by the Finance Department, Govt.of Odisha from time to time regarding tax matters shall be taken into account for evaluation and shall be binding on the bidders. The bidders are requested to clearly mention the **% of GST along with HSN Code of GST** separately **against each item** as mentioned in the price bid format (Part 2). The unit price (exclusive of tax) shall be taken into account for evaluation. Also during evaluation, as per the Govt. of Odisha Finance Deptt. Office memorandum No. 13290 dt. 02.04.2013 (Clause 2), the price preference system shall be applicable to **local micro & small enterprises** registered in Odisha with the respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC.
06. As per Finance Department office memorandum no.21926 dt. 12.08.2015, **Local micro & small enterprises** registered in Odisha with the respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC while participating in tenders of Government Departments & Agencies under its control shall be exempted from payment of earnest money. On conclusion of the bidding process, the local MSE bidder, if selected, shall be required to pay 25% of the value of performance security.

*Jatani*  
Chief District Medical Officer  
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**07. Schedule of Requirement**

Sl. No.	Name of the Item	* Specification	No. of Units
1	Form 1	<b>Unit : Booklet</b> Size : ¼ Demy No of Sheet:50 Paper:80GSM Maplitho Brightness:77 (Min) Printing : Both side Black offset Printing Binding:Top pad binding with hard straw board (2 mm) on back side	As per Requirement
2	Form 2 (1 <sup>st</sup> Brief Investigation Report for ANMs)	<b>Unit : Forms</b> Size : ¼ Demi ( Closing Size) Pages: 4 Paper:80GSM Maplitho Brightness:77 (Min) Printing : Both side Black offset Printing Binding:One folding at the middle	As per Requirement
3	Form 3a ( Verbal Autopsy form: Neonatal Death)	<b>Unit : Forms</b> Size : ¼ Demi Pages: 6 Paper:80GSM Maplitho Brightness:77 (Min) Printing : Both side Black offset Printing Binding:Side stapling ( 2nos side stapling)	As per Requirement
4	Form 3b ( Verbal Autopsy form: Post Neonatal Death)	<b>Unit : Forms</b> Size : ¼ Demi Pages: 6 Paper:80GSM Maplitho Brightness:77 (Min) Printing : Both side Black offset Printing Binding:Side stapling ( 2nos side stapling)	As per Requirement
5	Form 3c ( Social Autopsy Form)	<b>Unit : Forms</b> Size : ¼ Demi ( Closing Size) Pages: 4 Paper:80GSM Maplitho Brightness:77 (Min) Printing : Both side Black offset Printing Binding: one folding at the middle	As per Requirement
6	Form 4a ( Facility based Neonatal Death Review Form)	<b>Unit : Forms</b> Size : ¼ Demi Pages: 6 Paper:80GSM Maplitho Brightness:77 (Min) Printing : Both side Black offset Printing Binding: Side stapling ( 2nos side stapling)	As per Requirement
7	Form 4b ( Facility based Post Neonatal Death Review Form)	<b>Unit : Forms</b> Size : ¼ Demi Pages: 6 Paper:80GSM Maplitho Brightness:77 (Min) Printing : Both side Black offset Printing Binding: Side stapling ( 2nos side stapling)	As per Requirement
8	SNCU Docket Folder wit Pocket	<b>Unit : Nos</b> Size : 9.6" X 12"(folding Size) pages :4+Inside 1 Pocket Paper:350 GSM Art Paper ( Gloss Finish) Brightness:80(Min) Printing: Multi coloue offset printing[(Front & Back of the Folder) & on pocket] Folding & Pasting: One Fold & One Pocket(12X24 cm) pasting to	As per Requirement

Sl. No.	Name of the Item	* Specification	No. of Units
		contain 9-10 nos Sheets	
9	Discharge Card	<b>Unit: Nos</b> Size: 8.5" X 11" ( Folding Size) Page:4 Paper :120 GSM Maplitho Brightness:77 (Min) Printing : Both side multi color offset Printing Folding : One Fold	As per Requirement
10	Neonatal Case Record sheet	<b>Unit: Nos</b> Size: 8.5" X 11" ( Folding Size) Page:4 Paper :120 GSM Maplitho Brightness:77 (Min) Printing : Both side multi color offset Printing Folding : One Fold	As per Requirement
11	Investigation Sheet	<b>Unit: Nos</b> Size: 8.5" X 11" ( Folding Size) Page:2 pages back to back Paper :90 GSM Maplitho Brightness:77 (Min) Printing Bi color offset printing	As per Requirement
12	Treatment Continuation & clinical condition record sheet	<b>Unit: Nos</b> Size: 8.5" X 11" ( Folding Size) Page:2 pages back to back Paper :90 GSM Maplitho Brightness:77 (Min) Printing Bi color offset printing	As per Requirement
13	Monitoring & Nurses Order Sheet	<b>Unit: Nos</b> Size: 8.5" X 11" ( Folding Size) Page:2 pages back to back Paper :90 GSM Maplitho Brightness:77 (Min) Printing Bi color offset printing	As per Requirement
14	HBYC Booklet	<b>Unit: Booklet</b> No.of Sheets:30(15 Sheets marked as Original +15 Sheets marked as Duplicate) with one carbon sheet in each booklet Printing Type( Inner Sheet);Single side , Black (In odia) 1 <sup>st</sup> sheet of the booklet shall be printed as "Original" and next sheet shall be printed as " Duplicate"(For taking carbon copy) and this will be repeated in the remaining sheets of the booklet Paper Size: ¼ Demy Paper:Original Sheet( White colour)-75 GSM Maplitho Brightness: 80(Min) Duplicate Sheet ( Yellow Colour)-54 GSM Maplitho Binding Type:Top pad binding with stapling with hard board on back side Cover page:1 cover page on the front (80GSM Maplitho single sided balck printing as HBYC checklist for ASHA) Perdoration:Perforation at the top of the pad binding (In original sheet of the booklet Only)	As per Requirement

Sl. No.	Name of the Item	* Specification	No. of Units
15	ASHA Incentive Voucher for 13 Assured	<b>Unit: Booklet</b> Size: A/4 Total no of pages -36 Inner Pages: 32 Paper (Inner ): 70 GSM paper Black & white single side printing (Perforated) Cover Pages: 4 Paper (Cover): 160 GSM single Colour printing	As per Requirement
16	ASHA Incentive voucher for rest 40 Activities	<b>Unit: Booklet</b> Size: A/4 Total no of pages -68 Inner Pages: 64 Paper (Inner ): 70 GSM paper Black & white single side printing (Perforated) Cover Pages: 4 Paper (Cover): 160 GSM single Colour printing	As per Requirement
17	ASHA Grade Card (Mo Dakhyata)	<b>Unit: Card</b> Size: X Demy Printing Type: Single side <b>Multicolour</b> offset printing Paper Quality: 160 GSM Drawing Sheet	As per Requirement
18	Sector Meeting Register	<b>Unit: Register</b> Size: 20 cm x 30 cm Inner Pages: 84 Cover Pages: 4 Paper (Inner): 70 GSM conquest (azure laid) paper Paper (Cover): 70 GSM Maplitho to be pasted on the hard board binding after printing. Printing (Inner):Both Side <b>Black</b> offset printing Printing (Cover): Multi Colour offset Printing of front& back Binding: Zoo Stitching with thick hard board (Mill board 28 ozs.) & cloth binding at left side of the register	As per Requirement
19	HBNC Format	<b>Unit: Booklet</b> Size: 1/4 Demy Total No. of Pages: 12 Paper (All Pages): 80 GSM Maplitho Paper, Brightness: 77 (Minimum) Printing (All Pages) : Both side <b>Black</b> Printing Binding: Centre Stitching with <b>perforation</b> of last page ( 2 nos. perforation in the last page)	As per Requirement
20	M Register	<b>Unit: Booklet</b> Size: A3 Total No. of Pages: 20 Paper (All Pages): 64 GSM Maplitho Paper, Cover Page: 2 Brightness: 77 (Minimum) Printing (All Pages) : Single side <b>Black</b> Printing Binding: Side stapling ( 3 nos side stapling)	As per Requirement
21	Treatment Card CAT-I(NEW)	<b>Unit: Nos</b> Size: A4 <b>Type of paper:</b> 300GSM <b>Printing:</b> Black and white ;both side ; landscape	As per Requirement
22	Treatment Card CAT-II(PT)	<b>Unit: Nos</b> Size: A4 <b>Type of paper:</b> 300GSM <b>Printing:</b> Black and white ;both side ; landscape	As per Requirement

Sl. No.	Name of the Item	* Specification	No. of Units
23	Identity Card Cat-1 & Cat-II (DSTB)	<b>Unit:</b> Nos <b>Size:</b> A5 <b>Type of Paper:</b> 300GSM <b>Printing:</b> Black and white; both side; landscape	As per Requirement
24	PMDT Treatment Card	<b>Unit:</b> Nos <b>Size:</b> A3 <b>Type of paper:</b> 300 GSM Paper <b>Printing:</b> Black and white; both side; landscape <b>Binding:</b> Centre folding with binding & belt <b>No of pages:</b> 04	As per Requirement
25	RNTCP PMDT Treatment booklet	<b>Unit:</b> Booklet <b>Size:</b> A5 <b>Cover page:</b> 150 GSM Paper <b>Inside page:</b> 70GSM <b>Printing:</b> Black and white; both side; <b>Binding:</b> Stapled <b>No of pages:</b> 36	As per Requirement
26	RNTCP PMDT Patient Identity Card	<b>Unit:</b> Nos <b>Size:</b> A5 <b>Type of paper:</b> 300GSM <b>Printing:</b> Black and white; both side: portrait	As per Requirement
27	RNTCP request form for examination of biological specimen for TB	<b>Unit:</b> Nos <b>Size:</b> A4 <b>Type of paper:</b> 70GSM <b>Printing:</b> Black and white; both side; portrait	As per Requirement
28	Referral/ Transfer form for treatment	<b>Unit:</b> Nos <b>Size:</b> A4 <b>Type of paper:</b> 70GSM <b>Printing:</b> Black and white; single side; portrait	As per Requirement
29	TB Notification register	<b>Unit:</b> Booklet <b>Size:</b> A3 Size <b>Cover:</b> 300GSM Hard binding with red cloth/rexin corners with end leaves <b>Inside:</b> 95GSM Map litho <b>Printing:</b> Black and white; both side; landscape <b>Binding:</b> Good quality hard board register binding; binding gutter on left side; perfect sewn <b>Fabrication:</b> Rows of the table on the left side of the page should be aligned with the rows of the table on the right hand side <b>No. of pages:</b> 101 sheets(with number)	As per Requirement
30	RNTCP PMDT Treatment Register	<b>Unit:</b> Booklet <b>Size:</b> A3 size <b>Cover:</b> 300GSM Hard binding with red cloth/rexin corners with end leaves <b>Inside:</b> 95 GSM Map litho <b>Binding:</b> Good quality hard board register binding; Binding gutter on left side; perfect sewn binding <b>Febrication:</b> Rows of the table on left side of the page should be aligned with the rows of the table on the right hand side. <b>No of pages:</b> 101 sheets (With number)	As per Requirement
31	Tuberculosis Laboratory Register	<b>Unit:</b> Booklet <b>Size:</b> A4 Size <b>Cover:</b> 300 GSM Hard binding with red Cloth/ rexin corners with end leaves <b>Inside:</b> 95 GSM Map litho paper <b>Printing:</b> Black and white; both side; landscape	As per Requirement

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Sl. No.	Name of the Item	* Specification	No. of Units
		<b>Binding:</b> Good quality hard board register binding; binding gutter on top; Perfect sewn <b>No of pages:</b> 151 sheets (with number)	
32	Culture and DST Register	<b>Unit:</b> Booklet <b>Size:</b> A3 Size <b>Cover:</b> 300 GSM Hard binding with red cloth/ rexin corners with end leaves <b>Inside:</b> 95 GSM Map litho <b>Printing:</b> Black and white; both side; landscape <b>Binding:</b> Good quality hard board register binding; binding gutter on left side; perfect sewn <b>Fabrication:</b> Rows of the table on the left side of the page should be aligned with rows of the table on the right hand side <b>No of pages:</b> 101 Sheets ( with number)	As per Requirement
33	Initial Home Visit form	<b>Unit:</b> Nos <b>Size:</b> A4 <b>Type of paper:</b> 70GSM <b>Printing:</b> Black and white; single side; portrait	As per Requirement
34	Monthly PHI Format	<b>Unit:</b> Nos <b>Size:</b> A4 <b>Type of paper:</b> 70GSM <b>Printing:</b> Black and white; both side; portrait	As per Requirement
35	Note sheet Format	<b>Unit:</b> Nos <b>Size:</b> A4 <b>Type of paper:</b> 70GSM <b>Printing:</b> Black and white; single side; portrait	As per Requirement
36	Leaflet	<b>Unit:</b> Nos <b>Size:</b> A4 <b>Type of paper:</b> 70GSM <b>Printing:</b> Multi Colour; Both side; portrait	As per Requirement
37	EQA Format (Annexure-C)	<b>Unit:</b> Nos <b>Size:</b> A4 <b>Type of paper:</b> 70GSM <b>Printing:</b> Black and white; single side; portrait	As per Requirement
38	EQA Format (Annexure-D)	<b>Unit:</b> Nos <b>Size:</b> A4 <b>Type of paper:</b> 70GSM <b>Printing:</b> Black and white; single side; portrait	As per Requirement
39	EQA Format (Annexure-F)	<b>Unit:</b> Nos <b>Size:</b> A4 <b>Type of paper:</b> 70GSM <b>Printing:</b> Black and white; single side; portrait	As per Requirement
40	Microscope Log Format	<b>Unit:</b> Nos <b>Size:</b> A4 <b>Type of paper:</b> 70GSM <b>Printing:</b> Black and white; both side 2 pages; portrait	As per Requirement
41	Umpire reading Format	<b>Unit:</b> Nos <b>Size:</b> A4 <b>Type of paper:</b> 70GSM <b>Printing:</b> Black and white; single side; portrait	As per Requirement

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Sl. No.	Name of the Item	* Specification	No. of Units
42	Log Book	Unit: Booklet Size:-Full Space Cover:-300 GSM Hard Binding with red cloth/rexin corners with end leaves Type of Paper:-70GSM Land Space with Binding(100 Pages)	As per Requirement
43	Onsite evaluation form	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; 8 pages; portrait	As per Requirement
44	Blinded Rechecking Form(Annex-B)	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait	As per Requirement
45	STS Checklist form	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; total 6 pages portrait	As per Requirement
46	Stain Register (TU)	Unit: Booklet F/S Large with binding (100 pages)	As per Requirement
47	Stain Register (DMC)	Unit: Booklet F/S Large with binding (100 pages)	As per Requirement
48	Stock Ledger	Unit: Booklet Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait with binding(100 Pages)	As per Requirement
49	CBNAAT LAB Register	Unit: Booklet Size: Full space (100Pages) with binding (70GSM)	As per Requirement
50	CBNAAT Cartridge Stock Register	Unit: Booklet Size: Full space (100Pages) with binding (70GSM)	As per Requirement
51	Any New Format	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait	As per Requirement
52	Any New Format	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; both side; portrait	As per Requirement
53	Any New Format	Unit: Nos F/S Large with binding (250 pages)	As per Requirement
54	Any New Format	Unit: Nos Size:A4 Type of paper:70GSM Printing: Colour; both side; portrait Finishing:Glossy	As per Requirement
55	Any New Format	Unit: Nos Size:A4 Type of paper:70GSM Printing: Colour; Single side; portrait Finishing:Glossy	As per Requirement

Sl. No.	Name of the Item	* Specification	No. of Units
56	ACF Odia Screening,Referral Form for Family Members.	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait	As per Requirement
57	ACF Field Activity Daily Report (Landscape)	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; single side; Landscape	As per Requirement

**Note:**

\*Each SNCU Case Sheet Docket Folder contains Docket Folder :1nos, Discharge Card;1 nos, Neonatal Case Record sheet:1 no, Investigation Sheet: 1 no, Treatment Continuation & clinical condition record sheet; 3nos, Monitoring & Nurses Order Sheet;1nos  
\* The samples can be inspected at DPMU office,NHM Kendrapara before submission of tender.

Details regarding quality testing of papers are mentioned in Clause 19 – Section II.

**08. EMD to be submitted:**

The EMD should be submitted by the bidder other than Local MSEs of Rs 10000/- (Ten thousand Only) by draft in favour of "ZSS Miscellaneous,Kendrapara" payable at Kendrapara main branch.The EMD is exempted for Local MSEs (DIC Registered firms in Odisha only.

Tender Document Cost: Rs.1,000 /- (Non-Refundable) by demand draft.The DD should be in favour of "ZSS Miscellaneous, Kendrapara" payable at Kendrapara main branch.

**09. Delivery Time:** Within 15 days from the date of receipt of the letter of final proof from CDM & PHO, Kendrapara by the successful bidder

**10. Place of Delivery:**

This consignment after printing has to be delivered at Office of the Chief District Medical & Public Health Officer,DPMU,NHM Kendrapara or as decided by the authority.

*Jalavanti*  
Chief District Medical Officer  
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**Section - II**  
**TERMS AND CONDITIONS**

Terms & Conditions		Documents to be Submitted
1	The organization should be a bonafide registered body	Photo copy of the Registration certificate
2	The organization must have GST registration certificate (with mention of GSTIN) and PAN	Photocopy of GST registration certificate (with mention of GSTIN) and PAN
3	Annual turnover of the bidder must be $\geq$ <b>20 Lakh</b> in each year of last three preceding financial years.	Audited Balance Sheet & P&L account of last three preceding financial years.
4	The organization will have to submit an <b>Affidavit (On original Stamp Paper of relevant value)</b> with the following clauses:- <ol style="list-style-type: none"> <li>1. Our organization has not been blacklisted by any Government Organization.</li> <li>2. Our 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>3. The Directorate 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.</li> <li>4. Our organization agrees to abide by all terms &amp; conditions of tender.</li> <li>5. We quote our unit price(s) which is exclusive of GST.</li> </ol>	Affidavit
5	Tender must be accompanied by <b>EMD (if the bidder is other than local MSME)</b> as mentioned in <b>Para 07 of Section-I</b> by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of ZSS Non NRHM Fund Kendrapara. Tenders (if the tenderer is other than local MSE) if not accompanied by EMD will not be considered. Local MSEs are exempted from submission of EMD. EMD of unsuccessful tenderers will be returned without interest on finalization of the bid. EMDs / Bid Security of successful tenderer will be returned after submission of the Performance Security. The EMD shall be forfeited if the successful tenderer after getting the letter of award withdraws / Express his inability to execute the work.	Demand Draft
6	The tenderer should furnish the copies of the work order executed in similar type of printing works during the last three years.	Photocopies of work orders executed.
7	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.

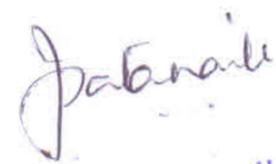
8	<p>The successful bidder (if other than Local MSE) will have to deposit <b>Performance Security @ 10%</b> of the work order value by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of ZSS Non NRHM Fund Kendrapara / Bank Guarantee from any Nationalized / Scheduled Bank at Kendrapara. The successful bidder (if Local MSE) will have to deposit 25% of the stipulated <b>Performance Security</b> (i.e. 25% of 10% of the work order value) by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of ZSS Non NRHM Fund Kendrapara / Bank Guarantee from any Nationalized / Scheduled Bank at Kendrapara. The performance security shall be returned on successful completion of the assignment without interest. The performance security may be forfeited towards compensation for any loss resulting from the successful bidder's failure to fulfill the obligations under the scope of work and terms &amp; conditions of the Purchase Order.</p>	To be submitted at the time of Acceptance of the work order
9	<p>Conditional Tenders (like alternative price offers etc.) are liable to be rejected. In the event of acceptance, authority's decision will be final. The tender, which is not as per our required specifications will not be considered.</p>	
10	<p>A committee selected by the authority may inspect the printing press of the qualified bidder before finalization of financial bid to verify the capacity of printing &amp; other aspects of the offset press &amp; relevant documents.</p>	
11	<p>If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period (as mentioned against each item in <b>Para 07 in Section I</b>), liquidated damage @ of the following % of the relevant contract value, <b>per week of delays</b> after the stipulated time shall be calculated :  1% for 1<sup>st</sup> week, 2% for 2<sup>nd</sup> week, 4% for 3<sup>rd</sup> week, 8% for 4<sup>th</sup> week, 16% for 5<sup>th</sup> week &amp; 30% for 6<sup>th</sup> week.  Default beyond 6<sup>th</sup> week shall amount to cancellation of work order/contract. The defaulting firm shall not be allowed to participate in the next tender for any item under NHM. Performance Security deposited by the defaulting firm shall be forfeited.</p>	
12	<p>The Directorate will not make any advance payment to the organization. The organization will have to carry out the entire job on its own.  100% payment shall be made after delivery of the full quantity.  The payments will be paid only after satisfactory completion of the job, submission of bill in that regard &amp; the quality test report from the testing laboratory.</p>	

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13	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 Mission Directorate, NHM. 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 Directorate. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.	
14	Bidder must have sound knowledge of latest intellectual and property right. The authority who assigns the work is in no way responsible for any deviation made by the printer in this regard.	
15	The cost towards the testing of paper (as mentioned in clause 19) will be borne by the successful bidder.	
16	The Directorate reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever	
17	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.	
18	<b>Rates quoted</b> against this tender notice shall remain valid up to <b>12 months</b> after award of contract. No request for increase in rates, if any, will be allowed or entertained during this period.	
19	Printing should be as per Specification. Quality Testing (as per IS) of random samples of the paper / booklet shall be made in the Govt. testing Laboratory & the <b>testing charges</b> has to be <b>borne by the selected printing agency</b> . The tender inviting authority reserves the right to test the paper in more than one Govt. testing laboratory. 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 / proportion deduction from the amount payable, based on the test report from the Govt. testing laboratory. <b>Quality testing of paper before &amp; after printing</b> (in case of the <b>selected bidder</b> ) shall be carried out in <b>two stages</b> as mentioned below : <b>(i) Stage I (Before Printing Quality Testing after procurement of Paper</b> by the agency) : The selected bidder shall be asked to submit the agreement paper for signing of contract & the required performance security after which contract shall be signed and work order be issued to the agency with soft copy of the printing material so that the agency shall submit a copy for proof reading. The printing agency shall intimate Mission Directorate after	Bidders shall have to <b>quote the prices of the items</b> by <b>taking into account</b> the place of delivery mentioned against each item (mentioned at Para 08- Section I) and the <b>two stage</b> paper testing procedures (as mentioned alongside).

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	<p>procurement of the <b>entire quantity of paper</b> (within a period of <b>15 days</b> from the date of notification of award) before printing. Paper shall be inspected at the premises of the agency and random samples shall be selected (15 nos. <b>full size</b> paper for each category of paper in a booklet / Register) for testing. 10 nos. paper shall be sent to Govt. Lab for <b>full testing</b> of paper as per BIS &amp; technical specification of the tender and remaining 5 nos. paper shall be retained by the office for comparison purpose if any. In the meantime, the final proof shall be submitted by the agency for approval. After getting the standard quality report from the lab &amp; approval of final proof, the agency shall be intimated for final printing. The delivery time (depending upon the time specified in the tender based on volume of printing) shall be calculated from the date of issue of the letter of approval of final proof &amp; printing.</p> <p>(ii) <b>Stage II (After printing</b> quality testing): After delivery of the printing material random sample shall be collected from the lot for GSM testing (as per specification) by Govt. Lab., since only GSM can be tested after printing. The quality of the other parameters may also be verified by comparing it with the 5 nos. paper available with the office, which is collected during the Stage-I.</p> <p><b>All the testing charges shall be borne by the selected agency.</b></p>	
20	Jurisdiction: All legal disputes are subject to the jurisdiction of Kendrapara only.	

  
 Chief District Medical Officer  
 KENDRAPARA

**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	Registration no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of DIC registered firm)	
7a	GST registration acknowledgement (Photocopy of GST registration)	
7b	GSTIN (GST identification number)	
8	PAN (Photocopy of PAN)	
9	Annual turnover certificate duly signed by Chattered Accountant submitted for last 3 years (Turnover must be $\geq$ <b>20 Lakh</b> in each year of last three preceding years)	
10	Draft number & date of tender document Cost (Non-Refundable) of <b>Rs.1,000/-</b>	
11	Draft number(s) and date of the <b>EMD (s)</b> [Pl. refer to the <b>Clause 07 of Section - I related to submission of EMD</b> ]	
12	Affidavit of declaration ( <i>On Original Stamp Paper</i> ) as per Clause 4 of the terms & condition	
13	Whether all documents submitted signed by the authorized signatory of the organization ( Yes/ No)	

**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 by/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.

(Signature and seal of the authorized signatory)

Place

Date

Seal

*Palanik*  
Chief District Medical Officer  
KENDRAPARA

**FORM T2**

(To be furnished in the Technical Bid Envelop)

**DETAILS OF PRINTING EQUIPMENT & MACHINERIES AVAILABLE WITH THE FIRM**

Sl.	Name of the printing equipment/machinery	Make/Features	Qty

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

(Company Seal)

*Jabbar*  
Chief District Medical Officer  
KENDHAR

**FORM T3**

(To be furnished in Technical Bid)

**PAST EXPERIENCE IN EXECUTING MAJOR PRINTING WORKS**

Name of Assignment *	Name/address of the Organization for which similar printing work have been executed	Date of award of Assignment	Date of completion of assignment	Value of the Work order (Rs.)

\* Note: Please furnish the **Work order copies** of the works executed in support of the information mentioned above.

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

(Company Seal)

*Jabir*  
Chief District Medical Officer  
KENDRAPARA

## TENDER FORM Part -2

## FORM - P

I. PRICE

(To be submitted in Financial Bid envelop)

Sl. No	Name of the Item	* QUOTED RATE (Rs.) (PER UNIT) (Exclusive of GST)	% of GST applicable on & above the price mentioned in column 'c'	HSN code (4 digit code) of the % of GST mentioned in column 'd'
a	b	c	d	e
1	Form 1			
2	Form 2 (1 <sup>st</sup> Brief Investigation Report for ANMs)			
3	Form 3a ( Verbal Autopsy form: Neonatal Death)			
4	Form 3b ( Verbal Autopsy form: Post Neonatal Death)			
5	Form 3c ( Social Autopsy Form)			
6	Form 4a ( Facility based Neonatal Death Review Form)			
7	Form 4b ( Facility based Post Neonatal Death Review Form)			
8	SNCU Docket Folder wit Pocket			
9	Discharge Card			
10	Neonatal Case Record sheet			
11	Investigation Sheet			
12	Treatment Continuation & clinical condition record sheet			
13	Monitoring & Nurses Order Sheet			

*Jalawati*  
Chief District Medical Officer  
KENDRAPARA

14	HBYC Booklet			
15	ASHA Incentive Voucher for 13 Assured			
16	ASHA Incentive voucher for rest 40 Activities			
17	ASHA Grade Card (Mo Dakhyata)			
18	Sector Meeting Register			
19	HBNC Format			
20	M Register			
21	Treatment Card CAT-I(NEW)			
22	Treatment Card CAT-II(PT)			
23	Identity Card Cat-1 & Cat-II (DSTB)			
24	PMDT Treatment Card			
25	RNTCP PMDT Treatment booklet			
26	RNTCP PMDT Patient Identity Card			
27	RNTCP request form for examination of biological specimen for TB			
28	Referral/ Transfer form for treatment			

29	TB Notification register			
30	RNTCP PMDT Treatment Register			
31	Tuberculosis Laboratory Register			
32	Culture and DST Register			
33	Initial Home Visit form			
34	Monthly PHI Format			
35	Note sheet Format			
36	Leaflet			
37	EQA Format (Annexure-C)			
38	EQA Format (Annexure-D)			
39	EQA Format (Annexure-F)			
40	Microscope Log Format			
41	Umpire reading Format			
42	Log Book			
43	Onsite evaluation form			
44	Blinded Rechecking Form(Annex-B)			

*J. Sabarwal*  
 Chief District Medical Officer  
 KENDRAPARA

45	STS Checklist form			
46	Stain Register (TU)			
47	Stain Register (DMC)			
48	Stock Ledger			
49	CBNAAT LAB Register			
50	CBNAAT Cartridge Stock Register			
51	Any New Format			
52	Any New Format			
53	Any New Format			
54	Any New Format			
55	Any New Format			
56	ACF Odia Screening, Referral Form for Family Members.			
57	ACF Field Activity Daily Report (Landscape)			

**\*Note:** Only one price has to be quoted against each item. Alternative pricing against one item is not allowed. The prices should be quoted by taking into account the place of delivery mentioned against the item (mentioned at Para 10- Section I) and the two stage paper testing procedures (as mentioned at Clause - 19 of Section – II).

(Rates per Unit quoted should be **inclusive of** cost of paper, pages design, proof reading, DTP, printing, binding as per specifications; paper testing charges, transportation to the consignee place (as mentioned in **Para 08** in Section-I) & **exclusive of** GST if any as applicable (The % of GST if any **must be** mentioned in the separate column mentioned above).

Evaluation shall be made on the Price per Unit (Exclusive of GST). In case of different % of GST for the relevant item (s) quoted by bidders, the correct % of GST shall be applicable.

**Place:**

**Date:**

(Signature of the authorized signatory)

Seal

*J. K. Saini*  
 Chief District Medical Officer  
 KENDRAPARA

# B.HOTEL ACCOMMODATION SERVICES

## Tender for Hotel Accommodation Services

Office of the CDM & PHO Kendrapara invites tender from reputed Caterer/Agency/Firms/Persons for providing Hotel Accommodation services for staying of officials & trainees for different training and Meeting etc. based on the training and meeting batch size for a period of 1 year. The number of Participants for each training/event will be communicated before 2 days of the meeting and training etc.

### 1. Tender Details:

Sl no	Particulars	Date
1	Release of tender notification in website	16.07.2021
2	Last date for submission of Technical and Financial bids	27.07.2021
3	Opening of Technical bids & Financial Bid	27.07.2021

### 2. Eligibility Criteria & Document Submission:

The following are the minimum eligibility Criteria for the applicant to participate in the tender "**For providing Hotel Accommodation Service to O/o CDM & PHO, Kendrapara**"

- Having Valid NOC from Municipality.
- Having GST Registration Certificate.
- A declaration to the effect that the Caterer/Firm/Agencies/Person has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said service.

Interested bidder may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website: [www.kendrapara.nic.in](http://www.kendrapara.nic.in)

The tender will have to be submitted in two parts i.e. technical bid (Cover-A) and price bid (Cover-B). The bidders should submit their technical and price bid separately in two envelopes clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelope super scribed as "**Tender for Hotel Accommodation to NHM, Kendrapara in reference to Advt No. \_\_\_\_/DPMU, Dtd. \_\_\_\_/\_\_\_\_/2021**"

The tenders should be addressed to :

**The CDM & PHO cum District Mission Director,  
Kendrapara – 754211 (Odisha)**

*Jalaini*  
Chief District Medical Officer  
KENDRAPARA

### Other Terms & Conditions

1. The firm should have valid GST/PAN
  2. Tender must be accompanied by Tender document Cost of Rs.1000/- (Non refundable) and EMD of Rs.5000/- (Rupees Five Thousand) only in technical bid by way of demand draft, drawn on any Nationalized/Scheduled Bank in favour of the ZSS (MISCELLANEOUS) A/C payable at Kendrapara. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful tenderers will be returned without interest after finalization of bid. EMD of successful tender will be retained & will be refunded on successful completion of the contract without interest.
- Exemption for EMD & paper cost will be allowed as per Odisha Govt. norms.
3. The firm will have to submit an Affidavit (On original Stamp Paper of relevant value) in the technical bid with the following clauses:-
    - Our organization/myself not been blacklisted by any Government Organization.
    - Our organization/myself does not have any legal suit/criminal case pending against it for violation of GST Act or any other law.
    - Our organization/I agree to abide by all terms & conditions of tender.
    - Our organization/I will quote prices inclusive of all taxes.
  4. The supplier selected shall have the responsibility to provide service as mentioned at Annexure I & II as per supply order which is required for carrying out day to day official work of CDM& PHO, Kendrapara.
  5. Each Tender document must be signed with seal.
  6. Accommodation
    - ✓ Self-contained room with amenities e.g., bathroom, toilet, wardrobe, toiletries, drinking water, hot shower, and working toilet.
    - ✓ Cleanliness of the rooms – bedding, carpets, furniture with proper aeration.
    - ✓ Safe and secure environment
    - ✓ Safety of valuables – should have a lockable safe or in house arrangement.
    - ✓ Easily accessible
    - ✓ Extras – TV in room with DISHTV Connection with Air Conditioning
    - ✓ Flexibility of hotel – Check in and checkout times
    - ✓ Disability friendly
  7. Required services to be order three day prior to the event and the agency/firm is responsible to provide required service in time.
  8. The agency has to submit bill within 3 days completion of the programme and payment will be made to the Bank account of the agency in next 7 days.
  9. This rate will be applicable for items for one year on an annual rate contract basis.
  10. The extension of contract may be considered by the CDM&PHO on mutual satisfaction by year by year for another 2 years with unchanged quoted rate.
  11. The price should be quoted inclusive of all taxes & charges.
  12. For any dispute, decision of CDM&PHO-cum-District Mission Directorate, Kendrapara shall be final.
  13. All legal disputes are subject to the jurisdiction of Kendraparacourt only.
  14. The CDM&PHO-cum-District Mission Directorate, NHM, Kendrapara reserves the right to accept or reject any such proposal or any part thereof without assigning any reason thereof.

*P. Pattnaik*  
Chief District Medical Officer  
KENDRAPARA

Documents to be submitted:-

1. Application form
2. Copy of PAN
3. GST registration certificate.
4. Valid Food license
5. Affidavit
6. Financial BID in prescribed format
7. EMD-Rs.5000/-(Security)
8. Tender Paper cost with DD of Rs.1000/-(Non-refundable)

*Palanati*  
- 16.7.2021  
Chief District Medical & PHO cum  
District Mission Director, Malkangiri

Chief District Medical Officer  
KENDRAPARA

**FORMATS: ANNEXURE-I**

**(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/Firm/Agency/Person	
2	Detail Address	
3	Name of Authorized signatory (In Capital letters)	
4	Authorization and specimen signature of the authorized signatory (if any)	
5	Telephone number of authorized signatory/Organization	
6	Tender Document Cost(DD) Rs.1000/-	
7	PAN (Photocopy of PAN) (Photo copy to be attached)	
8	Draft number and date of the security deposit (EMD) Rs.5000/-(Draft to be submit)	
9	Annual Turnover (Audited balance sheet and P& L Account Duly signed by Chartered accountant (Any of the last financial year. Photo to be attached. (Optional)	
10	GST Registration No.	
11	NOC from Municipality	
12	Affidavit of declaration certified by Notary that the Affidavit in original stamp paper organization does not have any legal suit/criminal certified any Notary with clauses as case pending against it for violation of mentioned in clause no.4 of the GST act or any other law and agrees terms & conditions to abide by all terms & conditions of the tender	(YES/NO)
13	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal.	(YES/NO)

**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 black listed and will not have any dealing with your organization in future.

Place&Date:

Signature with seal

*J. Banerjee*  
Chief District Medical Officer  
KENDRAPARA

**Hotel Accommodation Service: Annexure – II**  
**(Kendrapara)**

Sl no	Type of Room	Unit Cost per day per participant (Inclusive of all taxes)
1	SINGLE ROOM – NON A/C	
2	SINGLE ROOM – A/C	
3	DOUBLE ROOM-NON A/C (SINGLE OCCUPANCY)	
4	DOUBLE ROOM-NON A/C (DOUBLE OCCUPANCY)	
5	DOUBLE ROOM- A/C (SINGLE OCCUPANCY)	
6	DOUBLE ROOM- A/C (DOUBLE OCCUPANCY)	
7	SUIT CHARGES-PLEASE SPECIFY THE CATEGORY & SERVICE AVAILABLE	
8	EXTRA BED & EXTRA PERSON CHARGE	
9	Dormitory	

Signature with Seal

*Pabani*  
Chief District Medical Officer  
KENDRAPARA