

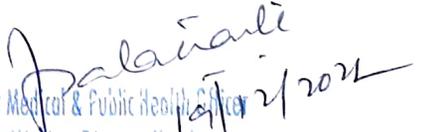
A.PRINTING & SUPPLY OF IEC MATERIALS

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 download the tender document from the website 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.


Chief District Medical & Public Health Officer
Cum-District Mission Director, Kendrapara
19/11/2021

07. Schedule of Requirement

Sl. No	Name of the Item	* Specification	No. of Units
1	Form 1	Unit : Booklet 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 st Brief Investigation Report for ANMs)	Unit : Forms 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)	Unit : Forms 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)	Unit : Forms 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)	Unit : Forms 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)	Unit : Forms 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)	Unit : Forms 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

Sl. No	Name of the Item	* Specification	No. of Units
8	SNCU Pocket folder with pocket	Unit : Nos 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 contain 9-10 nos Sheets	As per Requirement
9	Discharge Card	Unit: Nos 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	Unit: Nos 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	Unit: Nos 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	Unit: Nos 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	Unit: Nos 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	Unit: Booklet 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 st 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	As per Requirement

Sl. No	Name of the Item	* Specification	No. of Units
		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)	
15	ASHA Incentive Voucher for 13 Assured	Unit: Booklet 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	Unit: Booklet 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)	Unit: Card Size: X Demy Printing Type: Single side Multicolour offset printing Paper Quality: 160 GSM Drawing Sheet	As per Requirement
18	Sector Meeting Register	Unit: Register 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 Black 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	Unit: Booklet Size: 1/4 Demy Total No. of Pages: 12 Paper (All Pages): 80 GSM Maplitho Paper, Brightness: 77 (Minimum) Printing (All Pages) : Both side Black Printing Binding: Centre Stitching with perforation of last page (2 nos. perforation in the last page)	As per Requirement
20	M Register	Unit: Booklet 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 Black Printing	As per Requirement

Sl. No	Name of the Item	* Specification	No. of Units
		Binding: Side stapling (3 nos side stapling)	
21	Treatment Card CAT-I(NEW)	Unit: Nos Size: A4 Type of paper:300GSM Printing: Black and white ;both side ; landscape	As per Requirement
22	Treatment Card CAT-II(PT)	Unit: Nos Size: A4 Type of paper:300GSM Printing: Black and white ;both side ; landscape	As per Requirement
23	Identity Card Cat-1 & Cat-II (DSTB)	Unit: Nos Size: A5 Type of Paper:300GSM Printing: Black and white; both side; landscape	As per Requirement
24	PMDT Treatment Card	Unit: Nos Size: A3 Type of paper:300 GSM Paper Printing: Black and white; both side; landscape Binding: Centre folding with binding & belt No of pages: 04	As per Requirement
25	RNTCP PMDT Treatment booklet	Unit: Booklet Size: A5 Cover page:150 GSM Paper Inside page: 70GSM Printing: Black and white; both side; Binding: Stapled No of pages:36	As per Requirement
26	RNTCP PMDT Patient Identity Card	Unit: Nos Size: A5 Type of paper: 300GSM Printing: Black and white; both side; portrait	As per Requirement
27	RNTCP request form for examination of biological specimen for TB	Unit: Nos Size: A4 Type of paper:70GSM Printing: Black and white; both side; portrait	As per Requirement
28	Referral/ Transfer form for treatment	Unit: Nos Size: A4 Type of paper:70GSM Printing: Black and white; single side; portrait	As per Requirement
29	TB Notification register	Unit: Booklet Size: A3 Size Cover: 300GSM Hard binding with red cloth/rexin corners with end leaves Inside: 95GSM Map litho Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on left side; perfect sewn Fabrication: 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 No. of pages: 101 sheets(with number)	As per Requirement

Sl. No	Name of the Item	* Specification	No. of Units
30	RNTCP PMDT Treatment Register	Unit: Booklet Size: A3 size Cover: 300GSM Hard binding with red cloth/rexin corners with end leaves Inside: 95 GSM Map litho Binding: Good quality hard board register binding; Binding gutter on left side; perfect sewn binding Febrication: Rows of the table on left side of the page should be aligned with the rows of the table on the right hand side. No of pages: 101 sheets (With number)	As per Requirement
31	Tuberculosis Laboratory Register	Unit: Booklet Size: A4 Size Cover: 300 GSM Hard binding with red Cloth/ rexin corners with end leaves Inside: 95 GSM Map litho paper Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on top; Perfect sewn No of pages: 151 sheets (with number)	As per Requirement
32	Culture and DST Register	Unit: Booklet Size: A3 Size Cover: 300 GSM Hard binding with red cloth/ rexin corners with end leaves Inside: 95 GSM Map litho Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on left side; perfect sewn Fabrication: Rows of the table on the left side of the page should be aligned with rows of the table on the right hand side No of pages: 101 Sheets (with number)	As per Requirement
33	Initial Home Visit form	Unit: Nos Size: A4 Type of paper: 70GSM Printing: Black and white; single side; portrait	As per Requirement
34	Monthly PH Format	Unit: Nos Size: A4 Type of paper: 70GSM Printing: Black and white; both side; portrait	As per Requirement
35	Note sheet Format	Unit: Nos Size: A4 Type of paper: 70GSM Printing: Black and white; single side; portrait	As per Requirement
36	Leaflet	Unit: Nos Size: A4 Type of paper: 70GSM Printing: Multi Colour; Single side; portrait	As per Requirement
37	Leaflet	Unit: Nos Size: A4 Type of paper: 70GSM Printing: Multi Colour; Both side; portrait	As per Requirement
38	Leaflet	Unit: Nos Size: A4 Type of paper: 70GSM Printing: Single Colour; Single side; portrait	As per Requirement
39	Leaflet	Unit: Nos Size: A4 Type of paper: 70GSM Printing: Single Colour; Both side; portrait	As per Requirement

Sl. No	Name of the Item	* Specification	No. of Units
40	EQA Format (Annexure-C)	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait	As per Requirement
41	EQA Format (Annexure-D)	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait	As per Requirement
42	EQA Format (Annexure-F)	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait	As per Requirement
43	Microscope Log Format	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; both side 2 pages; portrait	As per Requirement
44	Umpire reading Format	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait	
45	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
46	Onsite evaluation form	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; 8 pages; portrait	As per Requirement
47	Blinded Rechecking Form(Annex-B)	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait	As per Requirement
48	STS Checklist form	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; total 6 pages portrait	As per Requirement
49	Stain Register (TU)	Unit: Booklet F/S Large with binding (100 pages)	As per Requirement
50	Stain Register (DMC)	Unit: Booklet F/S Large with binding (100 pages)	As per Requirement
51	Stock Ledger	Unit: Booklet Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait with binding(100 Pages)	As per Requirement
52	CBNAAT LAB Register	Unit: Booklet Size: Full space (100Pages) with binding (70GSM)	As per Requirement
53	CBNAAT Cartridge	Unit: Booklet Size: Full space	As per Requirement

Sl. No	Name of the Item	* Specification	No. of Units
	Stock Register	(100Pages) with binding (70GSM)	
54	Any New Format	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait	As per Requirement
55	Any New Format	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; both side; portrait	As per Requirement
56	Any New Format	Unit: Nos F/S Large with binding (250 pages)	As per Requirement
57	Any New Format	Unit: Nos Size:A4 Type of paper:70GSM Printing: Colour; both side; portrait Finishing: Glossy	As per Requirement
58	Any New Format	Unit: Nos Size:A4 Type of paper:70GSM Printing: Colour; Single side; portrait Finishing: Glossy	As per Requirement
59	Any New Format	Unit: Nos Size:A3 Type of paper:70GSM Printing: Colour; Single side; portrait Finishing: Glossy	As per Requirement
60	Any New Format	Unit: Nos Size:A3 Type of paper:70GSM Printing: Black and white; single side; portrait	As per Requirement
61	Any New Format	Unit: Nos Size:A3 Type of paper:70GSM Printing: Black and white; both side; portrait	As per Requirement
62	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
63	ACF Field Activity Daily Report (Landscape)	Unit: Nos Size:A4 Type of paper:70GSM Printing: Black and white; single side; Landscape	As per Requirement
64	Booklet	Unit: 100 pages Size:A4 Type of paper:70GSM Printing: Black and white; single side; portrait	As per Requirement

Sl. No	Name of the Item	* Specification	No. of Units
65	Booklet	Unit: 100 pages Size:A4 Type of paper:70GSM Printing: Black and white; both side; portrait	As per Requirement
66	Binding with cover	Unit: Nos Size: A3 Type of paper:120 GSM Printing & Binding: Black and white; Single side; portrait	As per Requirement
67	Binding with cover	Unit: Nos Size: A3 Type of paper:120 GSM Printing & Binding: Colour; Single side; portrait	As per Requirement
68	Binding with cover	Unit: Nos Size: A3 Type of paper:120 GSM Printing & Binding: Colour; both side; portrait	As per Requirement
69	Binding with cover	Unit: Nos Size: A3 Type of paper:120 GSM Printing & Binding Black and white; both side; portrait	As per Requirement
70	Fly leaf	Unit: Nos Size: A3 Type of paper:Card board Printing & Binding :-Black and white; portrait	As per Requirement
71	Installation of Retro-Hoarding	Preferable Board Size:4ft height x3ft Width Providing, fitting, fixing up informative boards using upper high efficiency full cube Retro-reflective sheeting of white colour bonded on to 4mm aluminum sheet / ACP (0.25 +3.50+0.25-pdvf coated) over which alphabets and numerical are printed using oem matched component inks and UV laminated with oem approved over laminates (covers 3 years warranty from the date of manufacturing on colour fading , peel off) The board shall be provided with frame made out of 202 grade stainless pipes shall be mounted on two vertical posts made out of 50mm NB stainless pipe as have been installed including concreting / releveling reinforcement etc. The height of this post should be 10ft in which 1.5ft under the ground, rest will visible above of the ground. Fixing of the board including cost of the materials, conveyance,labor, transportation etc. required for the work.	As per Requirement
72	Change of matter (Fabric) in existing Large hoardings	The existing dynamic hoardings should be mounted with new content using fabric media instead of flex banner (use of flex banner is restricted under ban of polythene/plastic act). The theme should be decided on local specific issues and accordingly the content must be designed, printed and mounted.	As per Requirement
73	Retro signage	Preferable Board Size:1.5ft height x1ft Width Providing, fitting, fixing up signages using upper high efficiency full cube Retro-reflective sheeting of white colour bonded on to 2 mm tin sheet over which alphabets and numerical are printed using oem matched component inks and UV laminated with oem approved over laminates.	As per Requirement
74	Display signboard	Steel framed ACP with vinyl pasted Display Board: 4 mm ACP Board pasted with eco-solvent vinyl printing & matt lamination with 1" X 1" square 302 grade steel pipe frames for longevity with following dimensions: ACP Dimension: Thickness: 4 mm Right side panel – 4'	As per Requirement

Sl. No	Name of the Item	* Specification	No. of Units
		Top panel – 2’ Left side panel – 3’ straight and 1’ angle fixed to top panel Bottom panel – 3’ Dimension of legs (Pole): Number of legs: 2 Legs Right Leg – 8’ length made up of 2” round 302 grades 18 gauge round steel pipe including 2 ft inside ground level with concrete reinforcement Left Leg – 7’ length made up of 2” round 302 grades 18 gauge round steel pipe including 2 ft inside ground level with concrete reinforcement Mounting & Installation of Display Panel: The display panels shall be fitted (as per the picture mentioned below) with two legs of 2” x 2” and 18 gauge round steel pipes welding with 302 grade 1” X 1” steel clamps maintaining a space of 3” between display panel and legs. Right leg fitted with 3 clamps and left leg fitted with 2 clamps with proper welding for strength. Both of the legs to be reinforced with concrete 2ft inside the ground for strength.	

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: Maximum 15 days from the date of receipt of the supply order from O/O CDM & PHO, Kendrapara & any emergency requirement of the office 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.

11. After finalization of successful bidder an agreement will be made on Rs.20.00 (Rupees Twenty) non judicial stamp paper between first party and second party.

Chief District Medical & Public Health Officer
 Cum-District Mission Director, Kendrapara

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 20 Lakh in each year of last three preceding financial years (2019-20, 2020-21 & 2021-22)	Audited Balance Sheet & P&L account of last three preceding financial years with signature of Chartered Accountant.
4	The organization will have to submit an Affidavit (<i>On original Stamp Paper of relevant value</i>) with the following clauses:- <ol style="list-style-type: none"> 1. Our organization has not been blacklisted by any Government Organization. 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. 3. The Office 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. 4. Our organization agrees to abide by all terms & conditions of tender. 5. We quote our unit price(s) which is exclusive of GST 6. We quote our unit price(s) which is inclusive of transportation cost. 	Affidavit
5	Tender must be accompanied by EMD (if the bidder is other than local MSME) as mentioned in Para 08 of Section-I by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of ZSS, Miscellaneous, Kendrapara payable at SBI, Main branch 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
7	The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory if any.	Authorization r egarding specimen signature of authorized signatory.
8	The successful bidder (if other than Local MSE) will have to deposit Performance Security @ 10% of the work order value by way of DD drawn on any Nationalized / Scheduled Bank in favour of ZSS, Miscellaneous, Kendrapara payable at SBI, Main branch Kendrapara. The successful bidder (if Local MSE) will have to deposit 25% of the stipulated Performance Security (i.e. 25% of 10% of the work order value) by way of demand draft drawn on any Nationalized / Scheduled Bank in favour of ZSS, Miscellaneous, Kendrapara payable at SBI, Main branch 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 & conditions of the Purchase Order.	To be submitted at the time of Acceptance of the work order
9	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.	
10	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 & other aspects of the offset press & relevant documents.	
12	The office 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.	
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 CDM & PHO cum DMD, Kendrapara. 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.	

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 office 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	Rates quoted against this tender notice shall remain valid up to 12 months 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 testing charges has to be borne by the selected printing agency . 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 acceptance 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.	Bidders shall have to quote the prices of the items by taking into account the place of delivery mentioned against each item (mentioned at Para 08- Section I)
20	Jurisdiction: All legal disputes are subject to the jurisdiction of Kendrapara only.	


 Chief District Medical & Public Health Officer
 Cum-District Mission Director, Kendrapara

FORMATS - Part I FORM - TI

(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 /Mob. 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 ≥ 20 Lakh in each year of last three preceding years)	
10	Draft number & date of tender document Cost (Non-Refundable) of Rs.1,000/-	
11	Draft number(s) and date of the EMD (s) [Pl. refer to the Clause 08 of Section – I related to submission of EMD]	
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

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)

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 works 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)

Chief District Medical & Public Health Officer
Cum-District Mission Director, Kendrapara

TENDER FORM Part-2 FORM - P
(To be submitted in Financial Bid envelop)

1. PRICE

Sl. No	Name of the Item	* QUOTED RATE (Rs.) (PER UNIT) (Exclusive of GST & Inclusive of transportation)	% of GST applicable on & above the price mentioned in column 'c'	HSN code of the % of GST mentioned in column 'd'
a	b	c	d	e
1	Form 1			
2	Form 2 (1 st 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			
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	Leaflet			
38	Leaflet			
39	Leaflet			
40	EQA Format (Annexure-C)			
41	EQA Format (Annexure-D)			
42	EQA Format (Annexure-F)			
43	Microscope Log Format			
44	Umpire reading Format			
45	Log Book			
46	Onsite evaluation form			
47	Blinded Rechecking Form(Annex-B)			

48	STS Checklist form			
49	Stain Register (TU)			
50	Stain Register (DMC)			
51	Stock Ledger			
52	CBNAAT LAB Register			
53	CBNAAT Cartridge Stock Register			
54	Any New Format			
55	Any New Format			
56	Any New Format			
57	Any New Format			
58	Any New Format			
59	Any New Format			
60	Any New Format			
61	Any New Format			
62	ACF Odia Screening,Referral Form for Family Members.			
63	ACF Field Activity Daily Report (Landscape)			
64	Booklet			
65	Booklet			
66	Binding with cover			

67	Binding with cover			
68	Binding with cover			
69	Binding with cover			
70	Fly Leaf			
Sl. No	Name of the Item	* QUOTED RATE (Rs.) (Per sq.ft) (Exclusive of GST & Inclusive of transportation)	% of GST applicable on & above the price mentioned in column 'c'	HSN code of the % of GST mentioned in column 'd'
71	Installation of Retro-Hoarding			
72	Change of matter (Fabric) in existing Large hoardings			
73	Retro signage			
74	Display of signboard			

***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:

(Signature of the authorized signatory)

Date:

Seal