

TENDER CALL NOTICE FOR IEC MATERIALS

Terms & Conditions		Documents to be Submitted
1	Tender application fee	Rs 500/- DD in favour of ZSS, kendrapara (non-refundable). Tender paper will be available at district website www.kendrapara.nic.in
2	The organization should be a bonafied registered body	Registration certificate if any
3	The organization should be a PAN , GST registration	Photo copy of PAN, & up-to-date GST registration certificate
4	Annual turnover of the bidder must be \geq 3 Lakhs in each year for last three preceding years.(2018-19,2019-20 & 2020-21)	Audited Balance Sheet & P&L account of last three Consecutive year i.e2018-19, 2019-20, & 2020-21
5	Experience certificate in shape of supply orders	Photo copy
6	<ul style="list-style-type: none">• The organization will have to submit the Affidavit with following clause:-• It has not been blacklisted by any Government Organization• The organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.• 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• That the organization agrees to abide by all terms& conditions of tender• The organization will quote prices inclusive of all taxes.	Affidavit – in non judicial stamp paper amount at Rs 20/-
7	Tender must be accompanied by EMD of Rs 5,000/- by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of ZSS kendrapara. Tenders if not accompanied by EMD will not be considered. EMD of unsuccessful Tenders will be returned without interest on finalization of bid. EMD of successful tendered will be retained & will be refunded on successful completion of the job without interest.	Demand Draft
8	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.	
9	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 and EMD money will be forfeited. In case of emergency for delivering any activity in campaign mode the bidder must respond the term and condition of the work for immediate execution of the said specific activity. .	
10	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.	
11	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, 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.	
12	Bidder must have sound knowledge of printing.. The authority who assigns the work is no way responsible for any deviation made by the supplier in this regard.	
13	The cost towards the testing of sample will be borne by the successful bidder	
14	The CDMO reserves every right to accept or reject any or all the tenders without assigning any reasons whatsoever.	
15	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 deposited by the organization shall be forfeited.	
16	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.	
17	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)

B

Technical Bid

1	Name of the Organization	
2	Registered Address	
3	Office address at Kendrapara	
4	Name of authorized signatory (in capital letters)	
5	Authorization and specimen signature of the authorized signatory	
6	Telephone number of authorized signatory / Organization	
7	Registration no (Attach registration certificate) if any	
8	PAN	
9	Type of firm	
10	Annual turnover for last 3 years	
11	DD No. and date : <ul style="list-style-type: none"> • Tender application fee of Rs500/- • EMD of Rs 5,000/- 	
10	Affidavits: <ul style="list-style-type: none"> • The organization will have to submit the Affidavit with following clause:- • It has not been blacklisted by any Government Organization • 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 	

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	<p>will be replaced by the Organization</p> <ul style="list-style-type: none"> • That the organization agrees to abide by all terms & conditions of tender • The organization will quote prices inclusive of all taxes.. 	
12	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	

Note: 1- The bidders must have their own High tech Printing & Binding machines located in Kendrapara

2- Bidder must have executed at least one order in mentioned work

a- fixing of hoarding b- printing of Tin plate c- Signage d- standee d- Poster printing, Leaflet, Flex Banner, Wall painting, Display board, Branding, TATA ACE (publicity Van) the year or previous year in Govt. Sector or PSU.

3- Sample of the materials as per quality and specifications should be submitted by the selected supplier to this office after placement of order and before supply.

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

Place

(Signature and seal of the authority)

Date



TENDER FORM (Part -2)

Financial Bid

Sl.No	Particulars	Specification	Price per unit excluding GST
1	Installation of Hoarding	<ul style="list-style-type: none">• Quality of surface Angle frame using should be of good quality.<ul style="list-style-type: none">• Joist -5" X 2.5"• Angle- 3"X3"• Angle- 2"X 2"• Stays (2 nos) at back side of the structure to support the hoarding - Iron angle 2" in minimum 3 feet concrete under ground• Four feet deep concrete on each pole of the board along with supporting Iron angle• Frame should be Iron Angle• Fabric media should be best quality with digital multi colored printing• Fabric should be fixed by iron pipes and GI wires• The display structure of the hoarding should be at least 5 feet above the ground level	PER SQFT
2	Display Board	<p>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' Top panel - 2' Left side panel - 3' straight and 1' angle fixed to top panel Bottom panel - 3'</p> <p>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.</p> <p>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.</p>	PER SQFT



3	Tin plate	1' x1' (Multicolor)	PER SQFT
4	Poster	Size (44cmx 56cm) process multicolor, paper 130GSM Art paper, fixing with adhesive double side gum in the back side of the paper	PER PIECE
5	Poster	Poster of size 19'x14' containing visual and message. Paper 130 GSM without Gum	PER PIECE
6	Calendar	<u>Calendar</u> Size-75CMX50CM, Process-Multicolor (Four colour), paper 170GSM Art paper, Fixing with adhesive double side Gum tape in the back side of calendar	PER PAGE
7	FAQ	FAQs with Colored page. Paper 70 GSM	PER PAGE
8	Booklet	1- (Size 36cmx24.5 cm 2- 2- close size 18cmx24.5cm 3- Process multicolor 4- Paper -130GSM art paper 5- Single fold	PER PAGE
9	Leaflet(A)	Size (A4), process-single side printing, multicolor 70 GSM Art paper single side	PER PAGE
	Leaflet(B)	Size (A4) ,Process –both side printing ,multicolor 70 GSM Art Paper	PER PAGE
10	Leaflet	Size (A4) ,Process – Black & white, both side printing Paper- 130 GSM art paper	PER PAGE
11	Leaflet	Size (A4), process-Black & white ,90 GSM Art paper, single side printing	PER PAGE
12	Banner Flex	Flex Banner (Multicolor).	PER SQFT
13	Change of Flex	Multicolor Banner for existing Dynamic Hoarding with fixing & transportation	PER SQFT
14	Banner silk	Multicolor	PER SQFT
15	Banner Teri Cotton	Multicolor	PER SQFT
16	Banner Cotton	Multicolor	PER SQFT
17	IEC -Folder	Paper 220GSM, Art paper Size 14CMx 22CM, process multicolor	PER PAGE
18	Wall painting	Color used in –Multicolor Weather coat paint	PER SQFT
19	Sun Board/ Vinyl Board	Sun Board/Thickness-3mm /Eco solvent vinyl print/ fixing	PER SQFT
20	Publicity Van TATA ACE/AUTO/ others etc	Well decorated with fixing of flex hoarding in front , back & both side , arrangement mike set, sound system with hiring charges minimum for 1days a . Decoration of vehicle b.Hiring charges c.Fuel charges d.Hiring charges for miking with battery	PER DAY PER DAY PER K.M PER DAY

B

21	Branding	Size 3'x2' Sun Board, Thickness-3MM Sun Board, printing process-Eco Solvent Vinyl print.	PER SQFT
22	Standee	Standee made by Iron frame	PER SQFT
23	Standee	Standee made by steel frame	PER SQFT
24	Invitation card -cum- information sheet	Size 14CMx 22CM Process - multicolor Paper 70 GSM art paper	PER PAGE
25	Sticker for household	Size 14CMx 22CM Paper- Sticker paper Color- Multi process	PER PAGE
26	Big Sticker for vehicle	Size 44CMx28CM Paper- Sticker paper Color- Multi process	PER PAGE
27	Vaccination certificate	Size 5'x9.7' Process -Multi Color Paper -250GSM art paper	PER PAGE
28	Indelible Marker pen	Per piece	PER PIECE
29	Marking pen for open vials	Per piece	PER PIECE
30	Printing of format(A)	Size-A3, Type-single page, 60GSM, binding with each booklet coantains50pages ,	PER BOOKLET
	B	Size-A3, Type-both pages, 60 GSM binding with each booklet coantains50 pages	PER BOOKLET
	C	Size-A4, Type-single page, 60 GSM binding with each booklet contains 50 pages.	PER BOOKLET
	D	Size-A4, Type-bothpages, 60 GSM binding with each booklet contains 50 pages.	PER BOOKLET
	E	Size-1/2 A4, Type-single page, 60 GSM binding with each booklet contains 50 pages.	PER BOOKLET
	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
31	Citizen Charter	<ul style="list-style-type: none"> • Process-Multicolor print • Size of Iron Angle Frame Hoarding • Base-2.5ft. Concrete inside earth • Hoarding Pillar-2nos of pillars of height 12.5ft .including 2.5ft inside earth(L shape iron angle of 3 each) Hoarding frame 8ft x4ft. L shape iron angle of 2 Inch.	PER HOARDING

32	Branding Materials	<ul style="list-style-type: none"> • Size 3'x2' Sun Board • Thickness-3 MM Sun Board • Printing process-Eco Solvent Vinyl print • Fixing 	PER SQFT
33	Sign Board	<ul style="list-style-type: none"> • Size- 15'x3' • Height-3' • Length-15' • Iron box-18'(gz) Iron sheet • Back lid print 	PER BOARD
34	Canopy	Size - 6'*6'*7'(Fabric media)	
35	Batch	• Size - 3"	PER PEICE
		• Size - 5"	PER PEICE
		• Size -7"	PER PEICE
36	Audio Visual Show	<ul style="list-style-type: none"> • Vehicle decorated with IEC material TV/LED/DVD with miking system Hiring cost per day • Per show per show 	PER SHOW
37	Bill Board		PER SQFT
38	Installation of Mini Hoarding	<p>Single Panel ACP Display Board Display Board (Vinyl board) 5 mm ACP Board pasted with eco-solvent vinyl printing & matt lamination for longevity. Size: 10'x 4' Mounting & Installation of Display Panel: The display panels shall be fitted (as per the drawings mentioned below) with two legs of 2" x 2" and 18gauge square pipes. The pipes shall be made of Mild Steel, painted with primer and enamel colour paint. The total height of the legs shall be 10' out of which 2' shall be inside the ground level with concrete and rest 8' shall be above ground level.</p>	PER SQFT
39	Installation of Mini Hoarding	<p>Double Panel ACP Display Board ACP with vinyl pasted Display Board: 5 mm ACP Board pasted with eco-solvent vinyl printing & matt lamination for longevity. Size (Top Panel Display Board): 6'x 4' Size (Bottom Panel Display Board): 5' x 1' Mounting & Installation of Display Panel: The two display panels (Top & Bottom) shall be fitted (as per the drawings mentioned below) with two legs of 2" x 2" and 18gauge square pipes. The pipes shall be made of Mild Steel, painted with primer and enamel colour paint. The total height of the legs shall be 10' out of which 2' shall be inside the ground level with concrete and rest 8' shall be above ground level.</p>	PER SQFT
40	Printing of Health	<p>Specifications for wall hanging calendar: a. Size- 11.5 inch X 18 inch (Half Demy)</p>	PER PAGE

	Calendar	b. Paper - 130 GSM Art Paper c. Process - Multicolour offset printing d. Binding - Wire-O binding including hanger e. No of sheets: 4 sheets (8 pages) both side printing f. glossy lamination	
41	Flip book	Size : 30 cm X 20 cm Pages : 50 pages (25 sheets) Paper : 300 GSM Art paper Printing : Multi colour Binding : - Wire-O binding - Inner pages both side glossy lamination Table Stand : 28 no. mill board with 130 GSM art paper cover pasting	PER BOOK
42	Counseling Flip Book	Size-30 Cm X 20 Cm (Multi Colour wire binding)	PER PAGE
43	ASHA Booklet Key Chain	Size- 36 Cm X 24.5 Cm (Multi colour 130 GSM art paper)	PER PAGE
44	ANM Job aid Flash card for VIA	Size (A4) process single side printing multi colour 70 GSM art paper single side.	PER PAGE
45	ANM Job Aid Odia	Size (A4) process single side printing multi colour 70 GSM art paper single side.	PER PAGE
46	CBAC Form (Both side)	Size-A4 (double side). 200 pages per booklet	PER PAGE
47	Patient Card (Case record information sheet)	A4 size (B & W single side printing) with 160 GSM. 10 pages per booklet	PER PAGE
48	Challan Book printing	Size- A4 (1/2) Single sides black & white.	PER PAGE
49	Operational Guideline (NCD)	Binding Book	PER PAGE
50	Calendar	Size - 91 cm x 58.5 cm 220 GSM art paper Multi color Both side Glossy lamination Top wire with hanger Pocketed with strong polythene size 24" x37"	PER PAGE

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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 photograph.
- **NB** . Rates should be quoted inclusive of cost of sheet, printing, pasting, transportation, fixing, designing, DTP as per specifications and GST will be charged as per govt.norm.

Place:

Date:


(Signature of the authorized person)