



OFFICE OF THE ADDITIONAL DISTRICT URBAN PUBLIC
HEALTH OFFICER, ROURKELA
CITY PROGRAMME MANAGEMENT UNIT, NUHM
(Department of Health & Family Welfare, Govt. of Odisha)



Letter No 3742

Dated 14 / 11 / 2019

Tender Call Notice

Sealed Tenders are invited from the interested registered firms / agencies / organization for supply of printing materials For IEC & BCC under NUHM, Rourkela to the ADUPHO, Rourkela as per the specification detailed in **Annexure "A"**

Terms and Conditions of Tender submission & Finalization

Last date for submission of Tender	Date : <u>29/11/19</u> ... Time 5 PM Address: ADUPHO, ROURKELA o/o – Sub Divisional Hospital, Panposh Rourkela Pin – 769004 through Speed Post/Regd. Post and Courier only
Date, Time & Place of Opening of Tender	_____ Time _____ At – Office Chamber of the Municipal commissioner, RMC, Rourkela.
Documents to be submitted.	a) Copy of GST Registration Certificate. b) Copy of PAN Card. c) Copy of Registration of Firm/ Agency / Organization d) Copy of GST Return & Last GST receipt of payment. e) Average annual turnover of Rs 1.5 crore or more (last three year,(2016-17 ,2017-18 &2018-19) f) Copy of IT return certificate & Audited financial statement of last three years, (2016-17, 2017-18 &2018-19). g) Affidavit of Non-black listed firm for execution of Govt similar works.(From Executive Magistrate / Notary). The previous non-performing/poor performing agency or organization will be disqualified.
Signing of Documents	All papers / documents submitted with the Tender must be signed by the Bidder
EMD and Price for Bidding Documents	Rs 2000/- in form of Bank Draft drawn in favour of Additional District Urban Public Health Officer, Rourkela towards Price for Bidding Documents. Rs 20,000/- in form of Bank Draft in favour of Additional District Urban Public Health Officer, Rourkela towards EMD. EMD will be refunded to the unsuccessful bidders after finalization of Tender Process. The EMD of successful bidder will be refunded only after 12 Months on expiry of the tender.
Completion of the Process	15 days from the placement of Supply Order



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Submission of Bid Documents	The Bidders must submit the Technical and Financial Bid Separately in the sealed envelope and both the Technical & Financial Bid Envelopes must be kept in another envelopes (Outer). The outer envelope must be superscribed on the top of the envelope "Tender for supply of Printing materials For IEC & BCC under NUHM, Rourkela " and to be addressed to Additional District Urban Public Health Officer, Rourkela, Sub Divisional Hospital, Panposh Rourkela, Pin – 769004 District– Sundargarh. The bidders, who qualify the technical bid evaluation, will be considered for financial bid opening & will be intimated.
Validity	The rate must be quoted as per the specification, terms & conditions and will be valid for 12 months.
Blacklisting the organization	If the selected firm/organization supply the material, which is not as per specification and of poor quality, will be blacklisted.
The undersign reserves all the rights to cancel or reject the any or all tenders without assigning any reason thereof. The decision of the committee will be treated as final.	

Annexure "A"
List of items with specifications

SI No	Name of the Items	Specification	Unit
1	Reporting format of Population cum Institution based Screening programme for Common NCDs	Unit: Booklet: Paper Size- A3 ; No of Sheets: 24 pages with duplicate copy; Printing Type: Single side, Paper quality: 70 GSM , Binding Type: side pad stapling, printed cover page mentioning with office details: Cover page: 2 single colour cover page of 90 GSM	Per Booklet
2	Referral Slip	Unit: Booklet: Paper Size- 1/8 Demy; No of Sheets:100 pages with duplicate copy; Printing Type: Single side, Paper quality: 70 GSM , Binding Type: side pad stapling, printed cover page mentioning with office details: Cover page: 2 single colour cover page of 90 GSM	Per Booklet
3	Treatment Register	Pages-200 pages, Paper quality- 70 GSM with printing and binding, printed cover page mentioning with office details	Per Register
4	Master Screening Register	Pages-400 pages, Paper quality- 70 GSM with printing and binding, printed cover page mentioning with office details	Per Register

Handwritten signature



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5	Patient Card NCD	1. Cover Page:- Size 1/4 Demi Multi Colour, Both side printing 2 fold paper, Paper: 170 GSM Map Litho. 2. Inner Pages:- ¼ demi single Colour 90 GSM, 10 pages. 3. Binding Type:- side pad stapling,	Per Card
6	House Hold servey formats / Forms	Booklet (100 pages) with perforation,Binding Type : Top Pad binding, Paper 70 gsm,A4 , single side ,Single color	Per Booklet
7	House Hold servey formats / Forms	Booklet (100 pages) with perforation,Binding Type : Top Pad binding, Paper 70 gsm,A4 Both side ,Single color	Per Booklet
8	Patient Card Mental Health	Folder File 350 gsm with clip with Doctor,s prescription pad	Per card
9	Sun board with vinyl print	Size 3x2 ft sun board Thickness 3mm(Sun Board) printing process :Eco solvent with vinyl print	Per Sqft.
10	Flex print & fixing in the hoarding at different place of the district	As per our Requirement(250 gsm), Multi color , I-Lite in 4 corner	Per Sqft.
11	Leaflet	Size 28.5 CMx22.5 CM,Process:- Multi colour(4 colour) , paper 80gsm	Per Piece
		1/4 Demi Multi colour/Single colour , paper 70 gsm	
		1/6 Demi Multi colour/Single colour , paper 70 gsm	
		1/8 Demi Multi colour/Single colour , paper 70 gsm	
		Size 44 CMx56 CM,Process:- Demi Multi colour/Single colour , paper 90 gsm	
		1/4 Demi Multi colour/Single colour , paper 90 gsm	
		1/6 Demi Multi colour/Single colour , paper 90 gsm	
		1/8 Demi Multi colour/Single colour , paper 90 gsm	
12	Poster	Size: 59CMx45.5 CM,Process: Multi colour(4 colour, 4 type) paper 130 GSM Art paper	Per Piece
		Size: 59CMx45.5 CM,Process: Multi colour(4 colour, 2 type) paper 130 GSM Art paper	
		Size 44 CMx56 CM,Process:- Multi colour, Paper:- 130 GSM Art Paper	
		Size 44 CMx56 CM,Process:- Multi colour Paper:- 90 GSM Art Paper	
		Size 44 CMx56 CM,Process:- Multi colour ,Normal 90 GSM	



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		Size:59CMX45.5 CM,Process: Single colour , paper 130 GSM Art paper	
		Size:59CMX45 CM,Process: Single colour ,paper 130 GSM Art paper	
		Size:59CMX45.5 CM,Process: Single colour, paper 130 GSM Art paper	
		Size 44 CMx56 CM,Process:- Single colour, Paper:- 90 GSM Art Paper	
		Size 44 CMx56 CM,Process:- Single colour ,Paper:- 90 GSM Art Paper	
13	FORM	A4, single side, black&White prining A4, both side, black&White prining A3, single side, black&White prining A3, both side, black&White prining	Per Piece
14	Name based Due cum Tally Sheet	A3, both side,70 GSM, Booklet type(100 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
15	AVDS ILR Point weekly Reporting format	A4, single side,70 GSM, Booklet type(100 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
16	AVDS monthly reporting format of ILR Point	A4, single side,70 GSM, Booklet type(50 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
17	RI Session monitoring format	A4, both side ,70 GSM, Booklet type(50 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
18	RI Session Due list	A4, both side ,70 GSM, Booklet type(50 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
19	ILR point IEC Display Material	L:3.5 feet , W: 3 feet, print on star flex material with rolling stick on both end	Per Booklet
20	UHND monthly reporting format	A4, both side ,70 GSM, Booklet type(50 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
21	UHND Session monitoring format	Legal size, both side ,70 GSM, Booklet type(50 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
22	Challan BOOK	A4 (triplicate),1st paper-70 GSM , 2nd paper-55 GSM 3rd paper- 55 GSM , Booklet type(55 challans in triplicate with serial numbers on top ,perforated	Per Booklet



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		at side (total 165 sheets per challan book)	
23	Temperature monitoring log book for ILR	L:24 cm, W: 18 cm, both side, 70 GSM, Booklet type (30 SHEET + 1 thick cover page with oil printing	Per Booklet
24	Temperature monitoring log book for DF	L:24 cm, W: 18 cm, both side, 70 GSM, Booklet type (30 SHEET + 1 thick cover page with oil printing	Per Booklet
25	Banner	Multi color	per squarefit
26	WALL PAINTING	Multi color	per squarefit
27	Medicine Envelope with printing(Small)	7.5 cm x 9 cm , paper - 70 GSM BOTH SIDE BLACK AND WHITE PRINT	Per 1000 Piece
28	Medicine Envelope with printing (Big)	9.5 cm x 12.5 cm , paper - 70 GSM BOTH SIDE BLACK AND WHITE PRINT	Per 1000 Piece
29	Envelope with printing for cffice use	12.5 cm x 22.5 cm , paper - 70 GSM BOTH SIDE BLACK AND WHITE PRINT	Per 1000 Piece
30	LED Display Board	5' X 3' Size , with Installation	Per Piece
31	Size of the Hoarding (Size-8' X 16')	<p>☑ Quality of surface Angel frame to be used should be of good quality.</p> <ol style="list-style-type: none">1. Joist-5"X2.5"2. Angle- 3"X3"3. Angle- 2"X2" <ul style="list-style-type: none">• Three feet deep concrete on each pole of the board along with supporting Iron Angle.• Frame should be made from Iron Angle• Flex should be best quality with digital multicolored printing• Flex should be fixed by iron pipes and GI wires• Structure of the hoarding will be 5 feet height from ground level.	Per Piece



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		<p>☐ The estimates per hoarding should be inclusive of cost of material, tax, transportation, erection, mounting and annual maintenance cost (AMC) up to one year.</p> <ul style="list-style-type: none"> The agency should quote the rate per hoarding as per the size. 	
32	Size of the Hoarding (6ft X 3ft)	<p>Display area;- (4ft X 3ft) Display material;- Preferably 18 gauge printed or painted Tin plate. Total Height from inside the ground;- 10 ft L Iron Angle (2" L Iron Angle should be used). Base (Inside Ground) ;- 2.0 ft inside cement concrete. Above ground (Ground to Top);- 8.0ft Length ;- 4 ft L Iron angle (2" L Iron Angle should be used).</p> <ul style="list-style-type: none"> The estimates per hoarding should be inclusive of cost of material, tax, transportation, erection, mounting and annual maintenance cost (AMC) up to one year. <p>The agency should quote the rate per hoarding as per the size.</p>	Per Piece

[Signature]
Additional District Urban
Public health Officer, Rourkela.

Memo No. 3743.....

Date: 14/11/2019.....

Copy to the Office Notice Board, Rourkela Municipal Corporation, Rourkela/ SDMO, Sub-Divisional Hospital, Panposh, Rourkela/ Additional District Magistrate, Rourkela for general publication.

[Signature]
Additional District Urban
Public health Officer, Rourkela.

Memo No. 3744.....
Copy Submitted to the Municipal Commissioner, RMC, Rourkela for favour of information.

Date: 14/11/2019.....

[Signature]
Additional District Urban
Public health Officer, Rourkela.



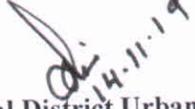
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Memo No. 3745

Date: 14/11/2019

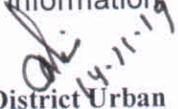
Copy Submitted to the CDM&PHO Sundargarh for favor of information.


Additional District Urban
Public health Officer, Rourkela

Memo No. 3746

Date: 14/11/2019

Copy submitted to the Mission Director, NHM, Odisha for favor of information.


Additional District Urban
Public health Officer, Rourkela



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TENDER FORM
PART-I
(TECHNICAL BID)

Name of the firm / agency (Proof of Registration to be Submitted)	
Address of the Firm / Agency	
Name of the Contact person	
Email of the contact person	
Contact Number	
PAN Card No of the organization (Firm/Agency/Proprietor). Copy to be attached	
Copy of GST Registration certificate	
Copy of up to date IT return certificate of 2016-17, 2017-18 and 2018-19 (Submit copy of audited Financial statement 2016-17, 2017-18 and 2018-19)	
Affidavit (Notary/Executive Magistrate) of non-black listed Firms for execution of Govt. similar works. As per Annexure: B	
Price for bidding document Rs. 2000/- in the form of Bank Draft in favour of the CDMO, Sundargarh payable at Sundargarh and EMD of Rs. 60,000/- in Form of Bank Draft in favour of the CDMO Sundargarh.	
Firm/Agency/Organization Turnover of ` 1.5 crore or above For the last 3 years	

(Annexure "B")

DECLARATION

I Mr / Mrs _____ on behalf of _____ (Firm/Agency/Organization Name) declared that I / We are not blacklisted by any Central / State Govt. / Public Sector undertaking in India. I have given consent that the supply of above materials will be done in the stipulated time as per given specification only. I confirm that the information that I have provided above is true & correct.

Date:

Signature

Place:

Name

Designation



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TENDER FORM
PART-II
(FINANCIAL BID)

SI No	Name of the Items	Specification	Unit
1	Reporting format of Population cum Institution based Screening programme for Common NCDs	Unit: Booklet: Paper Size- A3 ; No of Sheets: 24 pages with duplicate copy; Printing Type: Single side, Paper quality: 70 GSM , Binding Type: side pad stapling, printed cover page mentioning with office details: Cover page: 2 single colour cover page of 90 GSM	Per Booklet
2	Referral Slip	Unit: Booklet: Paper Size- 1/8 Demy; No of Sheets:100 pages with duplicate copy; Printing Type: Single side, Paper quality: 70 GSM , Binding Type: side pad stapling, printed cover page mentioning with office details: Cover page: 2 single colour cover page of 90 GSM	Per Booklet
3	Treatment Register	Pages-200 pages, Paper quality- 70 GSM with printing and binding, printed cover page mentioning with office details	Per Register
4	Master Screening Register	Pages-400 pages, Paper quality- 70 GSM with printing and binding, printed cover page mentioning with office details	Per Register
5	Patient Card NCD	1. Cover Page:- Size 1/4 Demi Multi Colour, Both side printing 2 fold paper, Paper: 170 GSM Map Litho. 2. Inner Pages:- ¼ demi single Colour 90 GSM, 10 pages. 3. Binding Type:- side pad stapling,	Per Card
6	House Hold servey formats / Forms	Booklet (100 pages) with perforation, Binding Type : Top Pad binding, Paper 70 gsm, A4 , single side , Single color	Per Booklet
7	House Hold servey formats / Forms	Booklet (100 pages) with perforation, Binding Type : Top Pad binding, Paper 70 gsm, A4 Both side , Single color	Per Booklet
8	Patient Card Mental Health	Folder File 350 gsm with clip with Doctor, s prescription pad	Per card
9	Sur board with vinyl print	Size 3x2 ft sun board Thickness 3mm(Sun Board) printing process :Eco solvent with vinyl print	Per Sqft.
10	Flex print & fixing in the hoarding at different place of the district	As per our Requirement(250 gsm), Multi color , I-Lite in 4 corner	Per Sqft.
11	Leaflet	Size 28.5 CMx22.5 CM, Process:- Multi colour(4 colour) , paper 80gsm 1/4 Demi Multi colour/Single colour , paper 70 gsm 1/6 Demi Multi colour/Single colour , paper 70 gsm 1/8 Demi Multi colour/Single colour , paper 70 gsm Size 44 CMx56 CM, Process:- DERNI Multi colour/Single colour , paper 90 gsm	Per Piece

Address: Office of the Add. District Urban Public Health Officer (CPMU-NUHM), Rourkela Municipal Corporation, Uditnagar, Rourkela-12, Dist-Sundargarh, Pin-769012 ☎: 0661-2501100 E-✉ : cpmunhm.rkl@gmail.com



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		1/4 Demi Multi colour/Single colour , paper 90 gsm	
		1/6 Demi Multi colour/Single colour , paper 90 gsm	
		1/8 Demi Multi colour/Single colour , paper 90 gsm	
		Size: 15.5 CM * 21.8 CM, Multi color ,Both side printing, 130 GSM ART Paper	
12	Poster	Size:59CMX45.5 CM,Process: Multi colour(4 colour, 4 type) paper 130 GSM Art paper	Per Piece
		Size:59CMX45.5 CM,Process: Multi colour(4 colour, 2 type) paper 130 GSM Art paper	
		Size 44 CMx56 CM,Process:- Multi colour, Paper:-130 GSM Art Paper	
		Size 44 CMx56 CM,Process:- Multi colour Paper:-90 GSM Art Paper	
		Size 44 CMx56 CM,Process:- Multi colour ,Normal 90 GSM	
		Size:59CMX45.5 CM,Process: Single colour , paper 130 GSM Art paper	
		Size:59CMX45 CM,Process: Single colour ,paper 130 GSM Art paper	
		Size:59CMX45.5 CM,Process: Single colour, paper 130 GSM Art paper	
		Size 44 CMx56 CM,Process:- Single colour, Paper:-90 GSM Art Paper	
		Size 44 CMx56 CM,Process:- Single colour ,Paper:-90 GSM Art Paper	
13	FORM	A4, single side, black&White prining	Per Piece
		A4, both side, black&White prining	
		A3, single side, black&White prining	
		A3, both side, black&White prining	
14	Name based Due cum Tally Sheet	A3, both side,70 GSM, Booklet type(100 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
15	AVDS ILR Point weekly Reporting format	A4, single side,70 GSM, Booklet type(100 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
16	AVDS monthly reporting format of ILR Point	A4, single side,70 GSM, Booklet type(50 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
17	RI Session monitoring format	A4, both side ,70 GSM, Booklet type(50 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
18	RI Session Due list	A4, both side ,70 GSM, Booklet type(50 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet



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19	ILR point IEC Display Material	L:3.5 feet , W: 3 feet, print on star flex material with rolling stick on both end	Per Booklet
20	UHND monthly reporting format	A4, both side ,70 GSM, Booklet type(50 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
21	UHND Session monitoring format	Legal size, both side ,70 GSM, Booklet type(50 sheets per booklet, perforated at site, good quality covera paper with print	Per Booklet
22	Challan BOOK	A4 (triplicate),1st paper-70 GSM , 2nd paper-55 GSM 3rd paper- 55 GSM , Booklet type(55 challans in triplicate with serial numbers on top ,perforated at side (total 165 sheets per challan book)	Per Booklet
23	Temperature monitoring log book for ILR	L:24 cm, W: 18 cm, both side, 70 GSM, Booklet type (30 SHEET + 1 thick cover page with oil printing	Per Booklet
24	Temperature monitoring log book for DF	L:24 cm, W: 18 cm, both side, 70 GSM, Booklet type (30 SHEET + 1 thick cover page with oil printing	Per Booklet
25	Banner	Multi color	per squarefit
26	WALL PAINTING	Multi color	per squarefit
27	Medicine Envolape with printing(Small)	7.5 cm x 9 cm , paper - 70 GSM BOTH SIDE BLACK AND WHITE PRINT	Per 1000 Piece
28	Medicine Envolape with printing (Big)	9.5 cm x 12.5 cm , paper - 70 GSM BOTH SIDE BLACK AND WHITE PRINT	Per 1000 Piece
29	Envolape with printing for office use	12.5 cm x 22.5 cm , paper - 70 GSM BOTH SIDE BLACK AND WHITE PRINT	Per 1000 Piece
30	LED Display Board		Per Piece
31	Size of the Hoarding (Size-8' X 16')	<p>☑ Quality of surface Angel frame to be used should be of good quality.</p> <ol style="list-style-type: none">1. Joist-5"X2.5"2. Angle- 3"X3"3. Angle- 2"X2" <ul style="list-style-type: none">• Three feet deep concrete on each pole of the board along with supporting Iron Angle.• Frame should be made from Iron Angle• Flex should be best quality with digital multicolored printing• Flex should be fixed by iron pipes and GI wires	Per Piece



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		<ul style="list-style-type: none"> Structure of the hoarding will be 5 feet height from ground level. The estimates per hoarding should be inclusive of cost of material, tax, transportation, erection, mounting and annual maintenance cost (AMC) up to one year. The agency should quote the rate per hoarding as per the size. 	
32	Size of the Hoarding (6ft X 3ft)	<p>Display area;- (4ft X 3ft) Display material;- Preferably 18 gauge printed or painted Tin plate. Total Height from inside the ground;- 10 ft L Iron Angle (2" L Iron Angle should be used). Base (Inside Ground) ;- 2.0 ft inside cement concrete. Above ground (Ground to Top);- 8.0ft Length ;- 4 ft L Iron angle (2" L Iron Angle should be used).</p> <ul style="list-style-type: none"> The estimates per hoarding should be inclusive of cost of material, tax, transportation, erection, mounting and annual maintenance cost (AMC) up to one year. The agency should quote the rate per hoarding as per the size. 	Per Piece

Date:

(Signature and seal of the authorized signature)

Place:

Name of the Authorized Signatory:

Designation: