



Office of the CDM & PHO, Sambalpur,
District Programme Management Unit (NHM)
District Headquarter Hospital, Modipara, Sambalpur
Ph No: 0663-2400441, Email : nhmsambalpur@gmail.com

Letter No 1026/DPMU,SBP

Date: 17/4/2023.

TENDER CALL NOTICE

Advt No: - 001 /IEC-DPMU, Dated 17.04.2023

Sealed tenders are invited from the reputed manufacturer/Authorized suppliers/Agencies having local office with in Sambalpur district, adequate experience in supplying IEC materials, taking up the works of composing /proof reading/designing & printing etc to the office of CDM & PHO, Sambalpur on annual rate contract basis.

The sealed tenders should reach at O/O, CDM & PHO, Sambalpur in any working day on or before 4.05.2023 up to 1.00 P.M along with all required documents by Speed post/Regd. post/Courier only by super scribing on the top of the envelop "TENDER FOR PRINTING OF IEC/BCC MATERIALS 2023-24".. The tender will be opened on 09.05.2023 at 11.30 A.M in the office of the undersigned in presence of the bidders/ authorised representative of the Bidders. Details regarding items and terms & conditions may be downloaded from www.Sambalpur.nic.in. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

Sd/-

CDM & PHO-cum- District Mission Director
Sambalpur

Memo No: 1027/

Date: 17/4/2023

Copy to the Jt. Director (Advertisement), I & PR Dept., Odisha, Bhubaneswar for publication of the advertisement in the two number local Odia dailies (highest circulated) for one insertion and Sambalpur edition only.

CDM & PHO-cum- District Mission Director
Sambalpur

Memo No: 1028/DPMU/NHM

Date: 17/4/2023.

Copy to DIO, NIC, Sambalpur for information and necessary action. He is requested to upload the tender documents on 17.04.2023 in the district website and the same should be available till 4. 05.2023 up to 1 P.M. (Soft copy enclosed).

CDM & PHO-cum- District Mission Director
Sambalpur

TENDER DOCUMENT OF PRINTING OF IEC/BCC MATERIALS

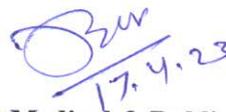
Terms & Conditions

1. Sealed Quotations are invited from interested/ reputed firms/ agencies having adequate experience in all types of printing item i.e. poster, leaflet, Flex, erection of hoardings, Cloth Banner & branding works. The firm/ agency should have valid DIC / MSME, PAN No, AADHAAR No, GST registration etc. as detailed mentioned in technical bid of Tender Form (part-1). Photo copy of all documents should be submitted along with bid documents.
2. The tender document should reach in prescribed format to the office of “**Chief District Medical & Public Health Officer, Sambalpur, At /Po. District Head Quarter Hospital campus, Modi pada, Dist-Sambalpur, PIN-768002**” only through Speed Post / Regd. Post / courier on or before dt **4.5.2023 till 1.00 P.M.**The envelope must be super scribed by “**Tender documents for printing of IEC/BCC materials-2023-24**”.The tender shall be opened on **Dt 9.05.2023 at 11.30 A.M at Office Chamber of CDM & PHO, Sambalpur** in the presence of bidders or their authorized representative.
3. Interested bidders can obtain detailed terms and conditions from the website for taking up this assignment. The bidder can download the tender documents from district website **www.sambalpur.nic.in**. (Address of district website).
4. Bid will be submitted in two parts i.e. **Technical Bid (Cover – A)** and **Financial Bid (Cover – B)**. The bidders should give their technical and financial proposal separately in two envelopes and both should be put into third cover which must be super scribed as “**Tender Documents for Printing of IEC/BCC Materials -2023-24**”.
5. The organisation must ensure provision of service in Sambalpur as and when required by the authority. The bidder has to keep a clause in affidavit that he agrees to ensure provision of service in Sambalpur. Preference will be given if the bidder has office with in the Sambalpur district, in view of urgency delivery should be made in short time. Bidder is liable to be black listed with forfeiture of security deposit, if he/she fails to comply or makes deviation in providing service/ delivery of printing materials in time, if so observed by the competent authority.
6. The bidder should not have any past record of poor performance. The bidder has to submit an affidavit in this regard. The agency who had not supplied materials against the purchase order earlier or executed work order being finalized as L-1 in the process are not eligible to participate in the tender process called for. No further arguments in this matter will be entertained.
7. Bidder is required to submit tender documents in the sequence provided in **Technical Bid Cover – A** after assigning annexure no's to the photo copy of documents submitted otherwise bid submitted will be rejected. Bids received with changes in the formats published will be liable to be rejected. **If any bidder changes the format of either Technical Bid (Cover – A) or Financial Bid (Cover – B) then his bid will be out rightly rejected without assigning any reason thereof .**
8. **Bidder has to quote single rate for a single item in the financial bid. If any bid found with multiple rates for single item then it will be out rightly rejected without any further arguments.**
9. The organisation should have minimum three Years of experience in all types of printings such as poster, leaflet, flex, Cloth Banner, painting & branding works. Organization will have to produce photo copy of work orders

from any Govt. Organisation only. Year of experience will be calculated from the date of first work order received from any Govt. Organisation in relation to printing of materials as detailed in the list of items for printing materials and not from the date of incorporation of the organisation.

10. The annual turnover of the organization must not be less than **Rs.20,00,000/- (Rupees Twenty Lakhs Only)** in last financial year.(i.e. 2021-22).(GST return should be submitted in support of proof for turnover of the organisation).
11. Organization will have to submit IT return of last 3 financial years. (I.e. for F.Y-2019-20, 2020-21 and 2021-22).
12. Bidder will have to submit Demand Draft of **Rs. 1000/- (Rupees One thousand only)** as tender paper cost (non-refundable) in favour of “ZSS NON NRHM A/C, Sambalpur” along with bid document.
13. Bid documents must be accompanied with EMD of **Rs.20,000/- (Rupees Twenty Thousands only)** in shape of Demand Draft drawn on any Nationalized Bank in favour of “ZSS NON NRHM, Sambalpur” payable at Sambalpur Bid documents without EMD will be summarily rejected. EMD of unsuccessful bidders will be returned without interest on finalization of tender. EMD of successful bidder will be retained as Performance Security & will be refunded without interest only after completion of one year from the date of finalisation of tender. Performance Security is liable to be forfeited if bidder violates or fails to comply with the terms and conditions of the tender.
14. **The organization will have to submit a Single Affidavit with Rs.20/- non judicial stamp paper, with following clauses:-**
 - a. 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 Income Tax Act, GST or any other law of India.
 - b. That the organization agrees to abide by all terms & conditions of the tender.
 - c. That the organization agrees to ensure provision of service in Sambalpur district.
 - d. That the organization had never refused to supply any item after receipt of work order from this office for any reason.
15. All documents submitted must be signed by the authorised signatory of the organisation with seal.
16. Quantity proposed to be printed is an estimate, only on the basis of past experience and not the actual quantity to be printed. So, actual quantity of materials to be printed may vary. Printing work will be done throughout the year in phased manner and not in a single works contract during the valid period of contact as per requirement.
17. The organization will quote prices inclusive of all taxes & charges. The CDM & PHO, Sambalpur will have no liability regarding transportation, loading, unloading of materials and all material ordered shall be delivered at the designated place in good condition and fixing the material at institution level as per order. The defective or damaged printed materials if any have to be replaced by the supplying agency. The delivery must be actual as per quantity ordered which will be verified after delivery and no process damage will be entertained.
18. The order for change of flex/fabric in hoardings in the district & block must be completed within time specified as per work order.
19. If there is any contradiction between price quoted in figure and word then price quoted in word shall prevail over price quoted in figure.
20. **Conditional bids are liable to be rejected.** In the event of acceptance, CDM & PHO, Sambalpur decision will be final. Bids which are not as per required specifications will not be considered.

21. The CDM & PHO, Sambalpur will not pay any advance payment to the organisation. The organisation 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 this regard. The approved agency shall have to submit the photographs & certificates from the competent authority after completion of works i.e. wall painting, change of flex at hoardings, mounting of IEC materials etc. at block level & its peripheral area for release of payment.
22. The bidders have to submit the sample copies of different specifications of papers (duly signed & sealed) to be used in printing materials (**wherever required**) as mentioned in **Annexure – A**. The cost towards the testing of samples will be borne by the successful bidder if any. The sample papers should be duly signed & sealed by the authorized signatory of the applying firm.
23. Selection of the item will be on the basis of quality of sample finalised by the committee members wherever applicable.
24. Bidders are not allowed to check bid documents of another bidder in any circumstances except sample papers submitted by bidders.
25. Under no circumstance, the organization shall not 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.
26. **The rate approved will be valid for Two year from the date of finalisation of tender** Which can be extended further if mutually agreed The successful bidder is required to provide printing materials as per requirements placed by any of the wings of CDM & PHO, Sambalpur during the valid period of tender.
27. Only bidder himself or his authorised representative is allowed to remain present during opening of the tender. No authorised representative is allowed without proper authorisation from bidder.
28. The CDM & PHO, Sambalpur reserves the right to accept or reject all or any of the bid documents without assigning any reasons thereof.
29. All legal disputes are subject to the jurisdiction of Sambalpur Court only.


17.4.23

Chief District Medical & Public Health Officer
Sambalpur