

**CHIEF DISTRICT MEDICAL & PUBLIC  
HEALTH OFFICER, KORAPUT**

Tel: 06852-252064

Tender Ref No-. 3420 /DPMU/NHM/KPT Dated: 23.10.2025

**TENDER DOCUMENT  
FOR  
SUPPLY OF DIFFERENT TYPE OF PRINTING  
ASSIGNMENTS & FIXING OF HOARDINGS**

Address for Correspondence-  
**OFFICE OF THE  
CHIEF DISTRICT MEDICAL & PUBLIC HEALTH  
OFFICER, KORAPUT  
At/Po-JAIL ROAD, Dist- Koraput, Odisha  
Pin-764020.**

**SECTION -I****NOTICE INVITING TENDER**Tender Ref No. 3420 /DPMU/NHM/KPTDate 23.10.2025**TENDERS ARE INVITED FROM ELIGIBLE BIDDERS**

1	Period of Availability of Tender Document	(Downloadable from website: <a href="https://koraput.odisha.gov.in">https://koraput.odisha.gov.in</a> ) In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the above mentioned website before last date of submission of tender document and the tender inviting authority shall have no responsibility for any delay / omission on part of the bidder.
2	Date, time & place of Pre-bid meeting	Date: <u>01.11.2025</u> , Time: <u>11.00 A.M.</u> Place: OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, KORAPUT
3	Last date & time for submission of Tender	Date: <u>13.11.2025</u> , Time: <u>05.00 P.M.</u> <b>Address of Submission of Bid:</b> OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, KORAPUT (Through Speed post / Registered post/ Courier)only
4	Date, time and place of opening of Tender	<b>A. Technical Bid (Cover A) Opening Date:</b> <u>14.11.2025</u> at <u>11.00 A.M.</u> in the address mentioned above. <b>B. Financial Bid (Cover B):</b> <i>The date of opening of financial bid will be intimated to the firms found successful in the technical bid evaluation.</i> <i>(Venue is mentioned at the address mentioned above)</i> <i>(Bidders / authorized representative may remain present at the time of opening of bid)</i>



CDM & Public Health Officer  
Koraput

**TENDER DOCUMENT FOR SUPPLY OF DIFFERENT TYPE OF PRINTING ASSIGNMENTS, FIXING OF HOARDINGS & OFFICE STATIONARIES**

**Section – I (Instruction to Bidders)**

1. Sealed tenders are invited from registered printing agencies (with GST registration having valid GSTIN) having adequate experience in printing & supply of different type of printing assignments, hoardings & office stationaries as the case may be.
2. 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 <https://koraput.odisha.gov.in>.
3. 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 Supply of Different Printing Assignments, Fixation of Hoardings vide Advt. No. \_\_\_\_\_"**. 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,  
Koraput,  
Jail Road, Koraput, Pin -764020, Odisha*

4. Bidders who **qualified in technical Bid**[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, the price preference system shall be applicable to **local micro & small enterprises** registered with respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC.
5. As per Finance Department office memorandum, **Local micro & small enterprises** registered with 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 (**EMD**). On conclusion of the bidding process, the local MSE bidder, if selected, shall be required to pay 25% of the value of performance security.
6. The exemption is only applicable if the MSME is registered in the specific requirement of goods/services as requested for.

  
CDM & Public Health Officer  
Koraput

7. SEHEDULED OF REQUIREMENT WITH SPECIFICATIONS (PART-1)  
PRINTING ASSIGNMENTS & HOARDINGS

Sl. No	Name of the Item	Specification	Qty(in nos)
01	Poster	1) Size – 56 CM X 44 CM, Process – Multi Colour & Paper – 130 GSM Art paper (Glossy).	As per requirement
02		2) Size – 56 CM X 44 CM, Process – Multi Colour Paper – 130 GSM Art Paper (Glossy) fixing with adhesive double side Gum tape in the back side of poster.	
03		3) Size – 56 CM X 44 CM, Process – Multi Colour & Paper – 90 GSM Art Paper (Glossy).	
04		4) Size – 56 CM X 44 CM, Process – Multi Colour Paper – 90 GSM Art Paper (Glossy) fixing with adhesive double side Gum tape in the back side of poster.	
05	Leaflet	1) Size – 28 CM x 22 CM, Process – Multi Colour & Paper – 130 GSM Art Paper (Glosy); Print - Single side	As per requirement
06		2) Size – 28 CM X 22 CM, Process – Multi Colour & Paper – 90 GSM Art Paper (Glossy); Print- Single Side	
07		3) Size – 28 CM X 22 CM, Process – Multi Colour & Paper – 130 GSM Art Paper (Glossy); Print- Both side.	
08		4) Size – 28 CM X 22 CM, Process – Multi Colour & Paper – 90 GSM Art Paper (Glossy); Print- Both side.	
09		5) Size – 28 CM x 22 CM, Process – Multi Colour & Paper – 130 GSM Art Paper (Normal); Print - Single side	
10		6) Size – 28 CM X 22 CM, Process – Multi Colour & Paper – 90 GSM Art Paper (Normal); Print- Single Side	
11		7) Size – 28 CM X 22 CM, Process – Multi Colour & Paper – 130 GSM Art Paper (Normal); Print- Both side.	
12		8) Size – 28 CM X 22 CM, Process – Multi Colour & Paper – 90 GSM Art Paper (Normal); Print- Both side.	
13	Flex Banner (with fitting at facility level)	Per Sq. Feet	As per requirement
14	Flex Banner (without fitting at facility level)	Per Sq. Feet	As per requirement
15	Wall Painting	Size-Per Sq. Feet. Quality & Durable paints (Enamel paints. It has to prepare a primer coating on the wall before painting. Single colour painting/ writing on the base colour	As per requirement
16	Painting of natural art	Size – per sq. ft., Process – Multi colour, Real Art Painting with enamel colour. It has to prepare a primer coating on the wall before painting	As per requirement

17	Kanth Kahe Kahani Calendar	Size- 75 CM X 50 CM, Process – Multi Colour (Four Colour), Paper – 170 GSM Art Paper & Fixing with adhesive double side Gum tape in the back side of Calendar.	As per requirement
18	UHND Display Branding	Size – 5'-0" X 3'-6", Sun board Vinyl Pasting, Thickness – 3 MM ECO Solvent Printing.	As per requirement
19	UHND Signage Board	Size- 0'- 5" X 1'- 6", Sun board Vinyl Pasting, Thickness – 3 MM ECO Solvent Printing.	As per requirement
20	RBSK Screening register	Unit : <b>Register</b> ; Size : (Closing Size : 32 cmx20 cm) Inner Pages: 100sheet; Inner paper: 70 GSM Maplitho White Paper ; Both side <b>black</b> offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label.	As per requirement
21	Office register	Unit : <b>Register</b> ; Size : (Closing Size : 29 cmx17 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper ; Both side <b>black</b> offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	As per requirement
22	PIP book	Unit: Book; Paper Size: A4; No. of sheets: 100; Printing Type: Double side, Paper Quality: 70 GSM (White paper), Binding Type: Book binding; One Multicolor drawing sheet cove with front & Back side, paper for front cover page: 170 GSM paper glossy.	As per requirement
23	HBYC format	<b>Unit: Booklet</b> ; Paper Size : A4; No. of sheets :30 (Single side printing); Printing Type : Single side, Black Paper Quality : 70 GSM White Maplitho	As per requirement
24	Display Board	Size – 3'X 2', Iron gauze bar 20 Gauze 1", Printing of message on flex & pasting print quality front lit them.	As per requirement
25	ASHA Folder	Size- 14 CM X 22 CM (A4 ½), Process- Multi Colour, Paper – 220 GSM Art Paper, Page- 4 side printing.	As per requirement
26	Handout for AWW /ASHA (6 Page Folder)	<b>Unit: Booklet</b> ; Paper Size : A4; No. of sheets : 1; Printing Type : <b>Both side Multi color</b> ; Paper Quality : 170 GSM White glossy paper	As per requirement
27	ASHA Standard Reporting Format in Duplicate	Unit: Booklet; Paper Size : A5; No. of sheets : 100 (single side printing); Printing Type : Single side, Black Paper Quality : 70 GSM White Maplitho paper;	As per requirement
28	Reporting Format A4 size 2side	Unit: single sheet; Paper Size : A4; No. of sheets : 1; Printing Type : Both side Black color Paper Quality : 70 GSM White paper	As per requirement
29	Reporting Format A4 size 2 side pad	Unit: Booklet; Paper Size : A4; No. of sheets : 100; Printing Type : Both side Black color Paper Quality : 70 GSM White paper, Binding : Top side	As per requirement

30	Reporting Format A4 size 1 side	Unit: single sheet; Paper Size: A4; No. of sheets: 1; Printing Type : single side Black color; Paper Quality : 70 GSM White paper.	As per requirement
31	Reporting Format A4 size 1 side pad	Unit: Booklet; Paper Size: A4; No. of sheets: 100; Printing Type: single side Black color Paper Quality: 70 GSM White paper, Binding: top binding.	As per requirement
32	Reporting Format legal size	Unit: Booklet; Paper Size : Legal; No. of sheets : 1; Printing Type : Both side Black color Paper Quality : 70 GSM White paper	As per requirement
33	HMIS reporting format-SC	<b>Unit: Booklet;</b> Paper Size : A4; No. of sheets : 100 pages(single side printing); Printing Type : <b>Single side, Black</b> Paper Quality: 70 GSM White Maplitho paper; Binding Type : Top Pad binding , printed cover page mentioning month, year, name of the Sub centre with hard straw board on back side; Cover Page : 1 colour cover page of 70 GSM; One original and duplicate should be mentioned at the right hand top corner. The original copy should have a provision for a dotted line which should be tearable	As per requirement
34	HMIS reporting format-PHC(N)	<b>Unit: Booklet;</b> Paper Size : A4; No. of sheets : 100 (single side printing); Printing Type : Single side, Black Paper Quality : 70 GSM White Maplitho paper; Binding Type : Top Pad binding printed cover page mentioning month, year, name of the PHC(N) with hard straw board on back side; Cover Page : 1 colour cover page of 70 GSM; One original and duplicate should be mentioned at the right hand top corner. The original copy should have a provision for a dotted line which should be tearable.	As per requirement
35	HMIS reporting format-CHC/SDH/DHH	<b>Unit: Booklet;</b> Paper Size : A4; No. of sheets : 100 (single side printing); Printing Type : <b>Single side, Black</b> Paper Quality : 70 GSM White Maplitho paper; Binding Type : Top Pad binding printed cover page mentioning month, year, name of the CHC/SDH/DHH with hard straw board on back side; Cover Page : 1 colour cover page of 70 GSM; One original and duplicate should be mentioned at the right hand top corner. The original copy should have a provision for a dotted line which should be tearable.	As per requirement
36	RKS Slip	<b>Unit: Booklet;</b> Paper Size : 1/10; No. of sheets : 100 (single side printing); Printing Type : <b>Single side, Black</b> Paper Quality : 70 GSM White Maplitho paper; Top pad binding	As per requirement
37	User charges Receipt book	<b>Unit: Booklet;</b> Paper Size: 1/10 ; No. of sheets : 100 (With duplicate copy); Printing Type : <b>Single side, Black</b> Paper Quality : 60 GSM color Maplitho paper; Receipt book binding; with unique numbering.	As per requirement

38	User Fee Collection Receipt book	<b>Unit: Booklet;</b> Paper Size : 1/12 ; No. of sheets : 100 ( single copy ); Printing Type : <b>Single side, Receipt binding with par-potting; Black</b> Paper Quality : 60 GSM color Maplitho paper; with unique numbering	As per requirement
39	ASHA Voucher	<b>Unit: Booklet;</b> Paper Size : 1/8 ; No. of sheets : 100 ( single copy ); Printing Type : <b>Single side black, Receipt binding with par-potting &amp; unique numbering;</b> Paper Quality : 60 GSM color Maplitho paper; cover print paper : 130 GSM art paper; Print: Both side; colour: Multi colour.	As per requirement
40	Flex Banner Printing	240 GSM Flex Banner with 3 Pass Printing Quality	As per requirement
41	Vinyl Printing	Solvent Vinyl Printing (per sq. ft. wise )	As per requirement
42		Eco Solvent Vinyl Printing (per sq. ft. wise)	
43	Branding Material Acrylic Signage Display (Sandwich Model)	Base Sheet : Imported Acrylic Sheet Size (3x2)Ft & 4mm thickness Topping Sheet : Imported Acrylic Sheet Size (3x2)Ft & 3mm thickness Fitting Type : Wall Mount by stainless steel stud (all 4 corners) Printing : Multicolour Eco-solvent Vinyl Printing Lamination : Gloss type Lamination Pasting: Flash cut and should be orderly pressing without air bubble inside.	As per requirement
44	Standee	Width: 3 feet with aluminum base. Height: flexible aluminum rod extendable minimum of 6 feet height. Flex: 3 feet x 6 feet (two set)	As per requirement
45	Hand out brochure of 3 fold	Size- 15 inch X 10 inch, Process- Multi Colour, Paper – 170 GSM Art Paper, Print: Both sides.	As per requirement
46	Invitation card	Size-6 inch x 4 inch, Process- Multi Colour, Paper – 170 GSM Art Paper, Print: Single sides.	As per requirement
47	Due list cum Tally sheet	Unit: single; Paper Size: A3; No. of sheets: 1; Printing Type: single side, Paper Quality: 70 GSM White paper.	As per requirement
48	Mini Hoarding (6 x3) ft	Hoarding category-1 Display area : 6 ft x3 ft Display material : Preferably 18 gauge printed or printed tin plate Total height from inside the ground : 10 ft L iron angle (2” L iron Angle should be used) Base (Inside ground) 2 ft in side cement concrete Above Ground: Ground to Top 8 ft. Length 6 ft L iron angle (2” L iron angle should be used) Mid joist bar to support display material : 3 ft L iron angle (2” L iron angle should be used)	As per requirement
49	Mini Hoarding (4x 3) ft	Hoarding category-2 Display area : 4 ft x3 ft Display material : Preferably 18 gauge printed or printed tin plate	As per requirement

		<p>Total height from inside the ground : 10 ft L iron angle (2" L iron Angle should be used)  Base (Inside ground) 2 ft in side cement concrete  Above Ground: Ground to Top 8 ft.  Length: 4 ft L iron angle (2" L iron angle should be used)</p>	
50	Hoarding (8' x 16') ft	<p>Hoarding category-3  Display area : 8 ft x16 ft  Display material: Flex should be best quality with digital multicolored printing.  Flex should be fixed by iron pipes and GI wires.  Base (Inside ground) 3 ft in side cement concrete  Above Ground: structure of the hoarding will be 5 ft height from ground level.  Joist = 5" x 2.5" / Angle= 3" x 3" / Angle= 2" x 2"</p> <p>The hording should be tagged as RMNCH+A hording no.- with date of installation in a suitable area of the hording. The hoarding should cover the cost of materials tax transportation, mounting and one year AMC. Etc.</p>	As per requirement
51	Hoarding (6' x 10') ft	<p>Hoarding category-3  Display area : 6 ft x10 ft  Display material: Flex should be best quality with digital multicolored printing.  Flex should be fixed by iron pipes and GI wires.  Base (Inside ground) 2.5 ft in side cement concrete  Above Ground: structure of the hoarding will be 5 ft. height from ground level.  Joist = 4" x 2" / Angle= 3" x 3" / Angle= 2" x 2"</p> <p>The hording should be tagged as RMNCH+A hording no.- with date of installation in a suitable area of the hording.</p>	As per requirement
52	Hoarding (15' x 30') ft	<p>Display area : 15 ft x30 ft  Display material: Flex should be best quality with digital multicolored printing.  Flex should be fixed by iron pipes and GI wires.  Base (Inside ground) 3 ft in side cement concrete  Above Ground: structure of the hoarding will be 5 ft height from ground level.  Joist = 5" x 2.5" / Angle= 3" x 3" / Angle= 2" x 2"</p> <p>The hoarding should be tagged as NTEP hording no.- with date of installation in a suitable area of the hording. The hoarding should cover the cost of materials tax transportation, mounting and one year AMC. Etc.</p>	
53	Hoarding (15' x 12') ft on Free Blood Service & disorder	<p>Display area : 15 ft x12 ft  Display material: Flex should be best quality with digital multicolored printing.  Flex should be fixed by iron pipes and GI wires.  Base (Inside ground) 3 ft in side cement concrete  Above Ground: structure of the hoarding will be 5 ft height from ground level.</p>	As per requirement

		Joist = 5" x 2.5" / Angle= 3" x 3" / Angle= 2" x 2" The hording should be tagged as RMNCH+A hording no. – with date of installation in a suitable area of the hording. The hoarding should cover the cost of materials tax transportation, mounting and one year AMC. Etc.	
54	SNCU Case Sheet Docket Folder	) Docket Folder: 1 No. 2) Discharge Card: 1 No. 3) Neonatal Case Record Sheet: 1 No. 4) Investigation Sheet: 1 No. 5) Treatment Continuation & Clinical condition record Sheet: 3Nos. 6) Monitoring & Nurses Order Sheet: 1 No.	As per requirement
55	Admission Register	<b>Cover</b> Size : 22" x 17" Paper : 90 GSM Maplitho, Brightness : 77 (Min.) Printing : Multi Colour offset printing, <b>Inner</b> Size : 22" x 17" Pages : 150 page per register Paper : 90 GSM Maplitho, Brightness : 77 (Min.) Printing : Bi Colour offset printing	As per requirement
56	Follow-up Register	Size : 14" x 9" Pages : 100 page per register Register cover should be on brown board Paper : 90 GSM Maplitho, Brightness : 77 (Min.) Printing : Bi Colour offset printing	As per requirement
57	Small Sticker	Multi Color 5 CM x 10 CM 90 GSM	As per requirement
58	Big Sticker	Multi Color 56 CM x 44 CM 90 GSM	As per requirement
59	IEC Folder for School Level Sensitization Programme	<ul style="list-style-type: none"> <li>• Size : 14 cm X 28 cm two fold (Total 4 Pages)</li> <li>• Colour : Multi Colour</li> <li>• Paper : 220 GSM Art Paper</li> </ul> Lamination : Gloss Lamination of both sides (All 4 Pages)	As per requirement
60	HBNC format	<b>Unit: Booklet;</b> Paper Size : A4; No. of sheets : 13 (Both side printing); Printing Type : Single side, Black Paper Quality : 70 GSM White Maplitho	As per requirement
61	Sun Board	3 MM Solvent Vinyl Printing (1x1 Sq. Ft) with installation/fixing at selected health facilities	As per requirement
62	Sun Board	6 MM Solvent Vinyl Printing (1x1 Sq. Ft) with installation/fixing at selected health facilities	As per requirement
63	IPC Folder	1/4th demy, 130GSM Art Paper, Single Fold, Both Side off-set multicolour printing, Open Size-28cmx22cm, Close size-14cmx22cm	As per requirement
64	Calender	Size: 75 cm X 50 cm Process- Multi colour (four colour) Paper-170 GSM Art paper Fixing with adhesive double side gum tape in the back side of calendar.	As per requirement
65	I CARD	Good Quality ID card with 16 mm (Multicolour Lanyard)	As per requirement

66	Tuberculosis Treatment Card	<b>Size:</b> A4 <b>Type of paper :</b> 300 GSM Paper <b>Printing:</b> Black and white; both side; landscape	As per requirement
67	Patient's TB Identity Card	<b>Size:</b> A5 <b>Type of paper :</b> 300 GSM <b>Printing:</b> Black and white; both side; portrait	As per requirement
68	RNTCP PMDT Treatment Card	<b>Size:</b> A3 <b>Type of paper :</b> 300 GSM Paper <b>Printing:</b> Black and white; single side; landscape <b>Binding:</b> Centre folding with binding & Belt	As per requirement
69	RNTCP PMDT Treatment booklet	<b>Size:</b> A5 <b>Cover page :</b> 150 GSM Paper <b>Inside page:</b> 70 GSM <b>Printing:</b> Black and white; both side <b>Binding:</b> Stapled <b>No. of pages:</b> 36	As per requirement
70	TB Notification Register	<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 the rows of the table on the right hand side <b>No. of Pages:</b> 101 sheets (with number)	As per requirement
71	RNTCP PMDT Treatment Register	<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 the rows of the table on the right hand side <b>No. of Pages:</b> 101 sheets (with number)	As per requirement
72	Tuberculosis Laboratory Register	<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 <b>Binding:</b> Good quality hard board register binding; binding gutter on top; Perfect sewn <b>No. of Pages:</b> 151 sheets (with number)	As per requirement
73	Culture and DST Register	<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 the rows of the table on the right hand side	As per requirement

		<b>No. of Pages:</b> 101 sheets (with number)	
74	RNTCP PMDT Treatment Register	<p><b>Size:</b> A3 size</p> <p><b>Cover:</b> 300 GSM Hard binding with red cloth/rexin corners with end leaves <b>Inside:</b> 95 GSM map litho</p> <p><b>Printing:</b> Black and white; both side; landscape</p> <p><b>Binding:</b> Good quality hard board register binding; binding gutter on left side; Perfect sewn</p> <p><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</p> <p><b>No. of Pages:</b> 101 sheets (with number)</p>	As per requirement
75	Tuberculosis Laboratory Register	<p><b>Size:</b> A4 size</p> <p><b>Cover:</b> 300 GSM Hard binding with red cloth/rexin corners with end leaves <b>Inside :</b> 95 GSM map litho paper</p> <p><b>Printing:</b> Black and white; both side; landscape</p> <p><b>Binding:</b> Good quality hard board register binding; binding gutter on top; Perfect sewn</p> <p><b>No. of Pages:</b> 151 sheets (with number)</p>	As per requirement
76	Culture and DST Register	<p><b>Size:</b> A3 size</p> <p><b>Cover:</b> 300 GSM Hard binding with red cloth/rexin corners with end leaves <b>Inside:</b> 95 GSM map litho</p> <p><b>Printing:</b> Black and white; both side; landscape</p> <p><b>Binding:</b> Good quality hard board register binding; binding gutter on left side; Perfect sewn</p> <p><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</p> <p><b>No. of Pages:</b> 101 sheets (with number)</p>	As per requirement

**Note:**

\* The samples can be inspected at Office of Chief District Medical & Public Health Officer, Koraput on or before submission of tender.

7. An EMD (Refundable) amounting Rs. 50,000/- in shape of Demand Draft may be drawn on any Nationalized Bank in favor of "ZSS Non- NRHM Fund, Koraput payable at Koraput. Exemption of EMD is applicable to local MSEs or DIC Registered Firm in Odisha.

8. Tender Fees (Non –refundable) of Rs. 3,000/- (Rupees Three Thousand) only in favor of "ZSS Non-NRHM Fund, Koraput" payable at Koraput. In the absence of bid document cost the technical proposal of the bidder shall be rejected.

09: Delivery time: 7 days/15 days for reporting format and Hoarding items respectively. However in case of emergency the delivery period may be 12 hrs to 24 hrs.

10. Place of delivery: DPMU/ Site will be intimated in Purchase Orders.

11. The bidder must quote for the whole schedule of items w.r.t. to his/her participation, else the Financial Bid of the bidder will be rejected.

12. All the institutions under the administrative control of CDM&PHO, Koraput may use the rate contract.

**TERMS AND CONDITIONS**

<b>Terms &amp; Conditions</b>		<b>Documents to be Submitted</b>
<b>1</b>	The organization should be a bonafide registered body (i.e. Company, Partnership Firm, LLP, Proprietorship, Trust etc)	Photo copy of the Registration certificate
<b>2</b>	The organization must have GST registration certificate (with mention of GSTIN) and PAN	Photo copy of GSTIN & PAN
<b>3</b>	Annual turnover of the bidder must be <b>≥ 50 Lakhs</b> in <b>each year</b> of last three preceding financial years (FY 2021-22, 2022-23 & 2023-24).	Audited Balance Sheet & P&L account of last three preceding financial years duly certified by Chartered Accountant with membership No.
<b>4</b>	The organization will have to submit an <b>Notarised Affidavit (On original Stamp Paper of relevant value)</b> with the following clauses:- 1. It has not been blacklisted by any Government Organization 2. The 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 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. 4. That the organization agrees to abide by all terms & conditions of tender 5. The organization will quote prices (Exclusive of GST)	Affidavit
<b>5</b>	(i) Tender must be accompanied by <b>EMD of Rs. 50,000/- (if the bidder is other than local MSME/DIC Regt.)</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 <b>“ZSS Non-NRHM Fund, Koraput” payable at Koraput</b> . Tenders (if the bidder is other than local MSE) if not accompanied by EMD will not be entertained. (ii) Tender must be accompanied by <b>Tender Fee</b> of Rs. 3,000/- by way of Demand Draft drawn on any Nationalized / Scheduled Bank in favour of <b>“ZSS Non-NRHM Fund, Koraput” payable at Koraput</b>	Demand Draft
<b>6</b>	The bidder 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	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 Koraput in favour of Chief District Medical Officer, Koraput/ Bank Guarantee from any Nationalized / Scheduled Bank. 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 Koraput in favour of Chief District Medical Officer, Koraput / Bank Guarantee from any Nationalized/ Scheduled Bank. 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 fulfil 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. 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.	
11	If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period (as mentioned against each item in <b>Para 09 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 1st week, 2% for 2nd week, 4% for 3rd week, 8% for 4th week, 16% for 5th week & 30% for 6th week. Default beyond 6th 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 s shall be forfeited.	
12	The undersigned 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 Chief District Medical & public Health Officer, Koraput. 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 will be borne by the successful bidder.	
16	The Authority reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever	
17	<b>Rates quoted</b> against this tender notice shall remain valid up to <b>24 months</b> after award of contract. No request for increase in rates, if any, will be allowed or entertained during this period. Printing should be as per Specification.	
18	Page numbering of the Proposals must be done otherwise rejected.	
19	Jurisdiction: All legal disputes are subject to the jurisdiction of Koraput District only.	
20	The bidder shall submit its proposal in the form and manner specified in the Tender.	
21	In case of tie in any rate quoted in any item or single quote the negotiated rate before the committee shall be taken into consideration.	

#### **TECHNICAL BID:**

#### **Documents to be submitted in the Technical Bid otherwise rejected are follows:**

- i. Authorisation and specimen signature of the authorized person.
- ii. Demand Draft towards EMD amounting to Rs.50,000/- (Rupees Fifty Thousand Only)/- in favor of "ZSS Non-NRHM Fund, Koraput" payable at Koraput in the form of Demand Draft from any nationalized Bank.
- iii. Tender cost Rs. 3,000/- in favor of "ZSS Non-NRHM Fund, Koraput" payable at Koraput in the form of Demand Draft from any nationalized Bank
- iv. Copy of Valid PAN card and ITR Acknowledgement of A.Y 2022-23, 2023-24 & 2024-25.
- v. The bidder must furnish copy of Valid GST Registration certificate.
- vi. Copy of GST Return for the period April-25 to June-25.
- vii. Affidavit for Non-blacklisting
- viii. Forwarding letter/Self-Declaration form on non-judicial paper.
- ix. Registration Certificate of the bidder (i.e. Company, Partnership Firm, LLP, Proprietorship, Trust etc)
- x. Last three years experience (order copy of same or similar category of work).
- xi. Average Annual turnover certificate duly signed by Chartered Accountant (mentioning UDIN) for last 3 years i.e. FY 2021-22, 2022-23 & 2023-24.

  
**CDM & Public Health Officer**  
 Koraput

**PRICE BID**

- i. The bidder must submit the Hard Copy of Price Bid duly signed & sealed mentioning the price both in words and figures.
- ii. The Price bid of the technically qualified bidders will only be opened.
- iii. The net quoted price (Cost of Printing along with all taxes & transportation) should be both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.

**EARNEST MONEY DEPOSIT – (EMD)**

- 1.1 An EMD (Refundable) amounting Rs. 50,000/- in shape of Demand Draft may be drawn on any Nationalized Bank in favor of “**ZSS Non- NRHM Fund, Koraput** must be submitted with the bid. The bidder should write the organization name at the back side of the DD. *Bids without EMD shall be treated as non-responsive and will not be accepted. No exemption from submission of EMD is allowed except Clause-07 (Section-I).*
- 1.2 The EMD of successful bidder is liable to be forfeited if the bidder, revokes any terms of the tender within the validity period that will liable towards *blacklisting for minimum 2 years & concerned party could not participate in further bidding under Zilla Swasthya Samiti, Koraput.*
- 1.3 EMDs given by unsuccessful bidders will be refunded after placing of work order to the successful bidder.
- 1.4 EMD of the successful bidder will be forfeited in case the successful bidder fails to accept/executes the order.
- 1.5 EMD of successful bidder will be returned after receiving of successful delivery certificate of all items.
- 1.6 EMD shall not carry any interest.

**EVALUATION:**

The rates of the item quoted by the technically qualified bidders will be evaluated after taking the following points into consideration: -

- Rate of items of each bidder will be taken after exclusion of all taxes as applicable.
- After Evaluation the lowest Eligible Bidder (NET Price) will be selected.

## FORMATS - Part-A

**FORM – T1**  
(To be submitted in Technical Bid Envelop)

(The documents has to be arranged serially as per the order mentioned below)

SN	Particulars	Submitted (Y/N)	Page No
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 Certificate of the bidder (i.e. Company, Partnership Firm, LLP, Proprietorship, Trust etc)		
7	Registration certificate issued from DIC in case of DIC registered firm)		
8	GST registration Certificate (Photocopy of GST registration)		
9	GST Return Copy for the period April-25 to June-25		
10	ITR Acknowledgement for AY 2022-23, 2023-24 & 2024-25.		
11	PAN (Photocopy of PAN)		
12	Annual turnover certificate duly signed by Chartered Accountant must be submitted for last 3 years (Turnover must be $\geq$ 50 Lakhs each year i.e. FY 2021-22, 2022-23 & 2023-24).		
13	Tender document Cost (Non-Refundable) of Rs.3,000/-.		
14	EMD of Rs.50,000/- (Refundable) [Pl. refer to the Clause 07 of Section – I related to submission of EMD]		
15	Affidavit of declaration ( <i>On original Stamp Paper</i> ) as per Clause 4 of the terms & condition		
16	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 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 blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place  
Date

**Seal**

  
CDM & Public Health Officer  
Koraput

**PART-B****PRICE BID FORMAT FOR SUPPLY OF PRINTING ASSIGNMENTS AND HOARDINGS**

Sl. No	Name of the Item	Specification	HSN code (4 digit code)	Quoted rate Per unit/set exclusive of GST	% of GST	Quoted rate Per unit/set Inclusive of GST

**Note: The prices should be quoted by taking into account the place of delivery mentioned against the item (mentioned at Clause-10 Section I).**

(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 & **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.

**N.B.:** While preparing the price bid for Printing Items (PART B), please maintain the same "serial number as in Specification Schedules at (Page No. \_\_\_\_\_)". Non response items may be marked as "-----" to maintain the same chronology.

(Signature of the authorized signatory)

Place:

Date:

Seal

  
CDM & Public Health Officer  
Koraput



## FORM T3

(Refer Clause No. 3 relating to annual turnover)

(To be submitted in *Cover A -Technical Bid*)

(To be furnished in the letter head of the Auditor/ Chartered Accountant firm in original refer to this tender call notice No)

**ANNUAL TURN OVER STATEMENT**

The Annual Turnover for the last three financial years of M/s \_\_\_\_\_ who is a Manufacturer /Distributor/Importer (*Pl. tick whichever is applicable*) are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.	2021 -22 (FY)	-
2.	2022- 23 (FY)	-
3.	2023 -24 (FY)	-

**Average Annual Turnover** (for the above three years) in **(Rs.)** \_\_\_\_\_

Date:  
Place:

Signature of Auditor/  
Chartered Accountant  
(Name in Capital)

Seal

Membership No.-  
Registration No. of Firm  
UDIN:

**Note:**

- a) *To be issued in the letter head of the Auditor/Chartered Accountant mentioning the Membership no.*

  
CDM & Public Health Officer  
Koraput

**FORM T4**

*(To be furnished in Technical Bid)*

**PAST EXPERIENCE IN EXECUTING MAJOR PRINTING ASSIGNMENTS**

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 Work (Rs.) of the order

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

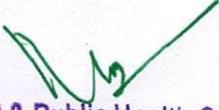
Authorized Signatory [*In full and initials*]: \_\_\_\_\_

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

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

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

(Company Seal)

  
**CDM & Public Health Officer**  
**Koraput**

**FORWARDING LETTER/SELF DECLARATION FORM**

(To be submitted on Bidder's in Non-judicial paper)  
*[To be submitted in Technical Bid]*

To  
CDM & PHO cum District Mission Director  
Koraput  
At/Po- Koraput-764020  
Dist- Koraput

Dear Madam/Sir,

**Sub:** Your Tender Ref. No: \_\_\_\_\_/DPMU/NHM/KPT Dated \_\_\_\_\_.

This is with reference to your above mentioned tender for supply of Printing Materials. Having examined the tender document, we hereby submit our proposal along with the necessary documents. I / We hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government/PSU in the country of India.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that NHM reserves the right to consider/ reject any or all bids without assigning any reason thereof.

Date: \_\_\_\_\_/\_\_\_\_\_/2025

**Authorized Signatory:**

Name:

Designation:

Place:

Phone:

Email:

CDM & Public Health Officer  
Koraput

