

**Office of the Chief District Medical & Public Health Officer, Ganjam**

**District Programme Management Unit (DPMU) City Hospital Road, Berhampur-760001, Ganjam**

**Request for Proposal (RFP) for Printing & Branding of IEC/BCC Materials under AMA Hospital, Ganjam Dist.**

Adv. No. 16717/IEC/BCC

Date: 29 // 11 //2023

Sealed Tenders are invited from the reputed contractor/bidders/Suppliers having valid GSTIN /PAN Certificate and experience in Printing & Branding of IEC/BCC materials under AMA Hospital for supply/providing the services to office of the CDM & PHO, Ganjam on annual rate contract basis.

The sealed quotation should reach at the O/o CDM &PHO, Ganjam, Berhampur on or before any working day by **Dt: 11.12.2023** till **2.00 P.M** along with all required documents by **Speed Post/ Regd. Post** only. The tender will be opened on same date **Dt: 11.12.2023** at **4.30 P.M** in the office of the undersigned in presence of the Contractors/ Bidders / authorized representative of the quotationers. The details items for printing & Branding under AMA Hospital and terms & conditions may be downloaded from the website: (<https://ganjam.nic.in>). The undersigned reserves the right to accept or reject any or all the bids without assigning any reason thereof. No personal enquiry shall be entertained.

Sd/-

**Chief District Medical &  
Public Health Officer, Ganjam**

**Request for Proposal (RFP) document for Printing & Branding of IEC/BCC Materials,  
under AMA Hospital, Ganjam**

O/o the CDM & PHO, Ganjam, Berhampur,  
City Hospital Road, Berhampur, Pin-760001.

## INSTRUCTIONS TO BIDDERS

### SPECIFICATIONS, TERMS AND CONDITIONS FOR PRINTING & Branding, IEC/BCC MATIRIALS UNDER AMA Hospital, Ganjam District.

1. Sealed proposals are invited from interested Contractors/bidders/reputed agencies/Suppliers having adequate experience in printing & branding IEC/BCC prototype, Fixing of Hoarding etc. to the Office of the CDM & PHO, Ganjam, Near City Hospital, Berhampur, Pin-760001 on Annual Rate Contract Basis.
2. Interested contractors /bidders may obtain detail terms and conditions from the website for taking up this assignment. The interested contractors / bidder may down load the tender document from the district web site <https://ganjam.nic.in>

The tender will be 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 these two Envelopes should be put into another Envelope (Cover- C) Super scribed as “**Proposal for Printing & Branding of IEC/BCC Materials under AMA Hospital Progamme, Ganajm**” with reference to the Advt. No. \_\_\_\_\_ / IEC/BCC/DPMU/NHM/Gan/2023.

3. Bidders who qualify technically, their financial bid (cover –B) will be opened.

## TERMS AND CONDITIONS.

Sl. No.	Terms & Conditions	Documents to be submitted
1.	The Organization should be a bonafide	Valid Certificate
2.	The Organization should have PAN & GST	Photo copy of PAN & GST
3. A.	Annual turnover of the bidder (all item except wall painting & Office Stationary) Average turnover should be more than Rs. 20 lakhs Per Annum for last 3 years. F.Y : 2019-20. F.Y : 2020-21. F.Y : 2021-22.	a. To be issued in the letter head of chartered Accountant with Membership No.  b. Also attach photocopies of the audited P/L account of each year highlighting the turnover in support of that.
4.	The organization will have to submit the affidavit with following clauses:- <ol style="list-style-type: none"> <li>1. It has not been blacklisted by any Government Organization.</li> <li>2. The Organization does not have any legal suit/criminal case pending against it for violation of EPF/ESI/MW Act or any other law.</li> <li>3. The CDM &amp; PHO Office, Ganjam will have no liability regarding transportation, loading and unloading of material and all the material order for shall be delivered at the designated place in good condition and fixing the material at institution level for Hoarding &amp; change of flex. The defective/damaged printed material if any will be replaced by the organisation.</li> <li>4. That the organization agrees to abide by all terms &amp; conditions of tender.</li> <li>5. The organisation will quote prices inclusive of all taxes.</li> </ol>	One Affidavit reflecting all the clauses will do.
5.	1. Tender must be accompanied by <b>Earnest Money Deposit (EMD) of Rs.20, 000/-</b> by way of Demand Draft (Must be Submitted), drawn on any Nationalized Bank in favour of ZSS (Misc.) A/c-30249462288. Payable at Berhampur along with Tender <b>Paper Cost of Rs 2,000/- (not refundable)</b> by way of Demand Draft (Must be submitted) drawn on any Nationalised Bank in favour of ZSS (Misc.) A/c-30249462288 payable at Berhampur for all purpose of printing.. <b>If the RFP is not accompanied by EMD and Paper Cost, the RFP will not be considered.</b> EMD of unsuccessful tenders will be returned without interest on finalization of bid but Tender Paper Cost shall not be refunded. EMD of successful bidder will be retained & will be refunded on successful completion of the job without any interest.	1. Demand Draft for Rs.20, 000/- towards EMD & Rs.2, 000/- (not refundable) towards Tender Paper Cost to be submitted for all purpose of printing.

6.	If the successful bidder fails to supply the materials within the stipulated period i.e. 15 days or as mentioned in the purchase order, the order stands cancelled automatically and EMD will be forfeited. No further correspondence will be entertained. The order will be placed to next lowest bidder.	
7.	The CDM &PHO 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 that regard.	
8.	All information, documents and data coming in the possession of the organisation as a result of execution of the job shall at all time remain the property of the CDM & PHO. The organisation shall not make or allow any of his employee or agents etc. to make an unauthorised copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the Office. The organisation shall also ensure complete confidentiality of the information and data provide to it in the course of carrying out the job.	
9.	Under no circumstance shall the Selected organisation appoint any sub-contractor or sublease the contract. If it is found that the organisation has violated these conditions, the contract will be terminated forthwith without any notice and EMD of the organisation shall be forfeited.	
10.	The Agency must have experience in executing minimum three assignments in F.Y. 2022-23, out of which one must be from Govt.	Document/order/ Proof to be submitted.
11.	Rates quoted against this tender enquiry shall remain valid up to one year (12 months) after publication of approved rate for future requirement. No request for increase in rates, if any, will be allowed or entertained during this period.	
12.	The tender, which is not as per our required specifications or any deviations of the terms and conditions will not be considered.	
13.	The CDM & PHO reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.	
14.	Any legal matter should be under the jurisdiction of, Berhampur, District: Ganjam.	

**TENDER FORM**  
**(Technical Bid)**

1.	Name of the Contractor/bidder/ Organization	
2.	Address of the Contractor/bidder/ Organization Organization.	
3.	Name of the authorised signatory <b>(in capital letters)</b>	
4.	Telephone number of authorized Signatory/ Organization.	
5.	GSTIN (Photo Copy to be Attached).	
6.	PAN (Photo Copy to be Attached).	
7.	Annual turnover certificate duly signed by Chartered Accountant submitted for last 3 Years (2019-20, 2020-21 & 2021-22). Also attach photocopies of the audited P/L account of each year highlighting the turnover in support of that.	
8.	Draft number and date of the Tender Paper Cost of Rs.2, 000/-. (Not Refundable)	
9.	Draft number and date of the EMD Deposit of Rs. 20,000/- .	
10.	Affidavit regarding organisation does not have any legal suit/ criminal case pending against it for violation of EPF/ESI/MW Act or any other law and declaration that the organization agrees to abide by all terms & conditions of tender. Submit.	
11.	Whether all documents submitted signed by the authorized signatory of organization (Yes/No)	
12.	Proof of three assignments under taken out of which one is from Govt.	

**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 my/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 the future.

Place:

**Signature and seal of the Contractors/ bidder/Authorised Signatory.**

**TENDER FORM**  
**2. Financial Bid**

<b>SI No</b>	<b>Name</b>	<b>Material &amp; Specification</b>	<b>Size (h x w) in ft.</b>	<b>Colour of print</b>	<b>Remarks</b>	<b>Amount (In ₹) per Sq. Ft. (Inclusive of Tax, Transportation and Labour charges and fixing)</b>
01	Mo Sarkar	Stainless Steel, Size <i>(Rate to be quoted Per Sq. Ft.)</i>	3x2	Black white –Up	to be engraved	

N.B:- Framing to be done adequately using good quality Aluminium Panels or Epoxy painted Iron Angle or Fibre etc, as per the need.

## **Term & Condition**

### **3. Quality Component of Media to be used:-**

#### **3.1 Acrylic Sheet Properties:-**

- Tensile Strength – 65 MPa (9400 psi).
- Flexural Strength - 90Mpa (13000psi).
- Specific Gravity -1.18.
- Shrink Rate-0.2 -1% (0.002-.01 in/in)
- Colour Transparent.

#### **3.2. Specification of Retro- Signage.**

- Uppers High efficiency full cube retro reflective sheeting that uses micro prismatic cube-corner elements to better reflect.
- Digitally printed using traffic colours which covers MCS warranty approved by OEM laminated using over laminated film as per colour and design.
- ARAI certified and having International /National test report of Type IV sheeting and test report.
- Substrate to be used: 4mm ACP (0.25+3.50+0.25. PDVF coating of approximately 20 to 35 gloss units) or 6mm WPC sheet.

#### **3.3 Specification of vinyl.**

##### **3.3.1: Property value.**

- Tensile strength 0.8-0.9 Kg/cm at 23C.
- Applied Shrinkage Max 0.5mm.
- Service Temperature - 40 C to +75C
- Adhesion Strength Acrylic.
- Uncoated, clear polycarbonate 0.5kg/cm.

##### **3.3.2 Film Characteristics**

- Film Description 0.050mm translucent vinyl.
- Thickness film & adhesive 3 to 4 mil (0.08 to 0.010mm).
- Adhesive type & colour.
- Permanent pressure sensitive clear adhesive liner synthetic liner.
- Application Surface flat without rivets.
- Min application Temperature 16c.
- The vinyl should be RoHS complaint, confirming to EU RoHS standards.

Along with the above, the substrate and media should bear a watermark clearly showing the brand and material type.

**NB: Standard of these materials must be of imported quality.**

### **3.4 Warranty:**

- Contract should provide a comprehensive warranty from the single source manufacture of the acrylic sheet, translucent vinyl and the flexible substrate for a period of at least 4 years.
- On completion of work, the contractor must submit a warranty document from the principal manufacturing having direct presence in India (not Liaison office/dealer/Representative office/Distributor/Agent/Reseller/Importer) of the acrylic sheet, retro-reflective sheet, translucent vinyl and the flexible substrate.
- The Authorized personnel of the Indian subsidiary /branch of the principal Manufacture should validate the Comprehensive warranty with the name clearly indicated and signature provided for the same.
- The contractor should be an Authorized Contractor of the Indian Subsidiary, branch of the principal manufacture of the Indian Subsidiary /branch of the principal manufacturer of the retro-reflective sheet, translucent vinyl and the substrate like ACP, WPC & Acrylic Streets.
- Warranty should be issued by a notified solution provider by virtue of being a branch /subsidiary and enforceable in Indian Law court.
- The sign should be warranted by the Indian subsidiary / branch of the principal manufacture for all sorts of Indian weather and dust conditions without any sub clauses for high Traffic areas/high Pollution areas/high temperature areas.
- This means that there should be tested field warranties and not just product warranties.

#### **3.4.1 Warranty should be against:**

1. Yellowing/Greying of Media.
2. Wicking of Media.
3. Fungus or Mildew formation.
4. Vinyl peel-off, fading, shrinkage, cracking and crazing.
5. Acrylic peel-off, fading, shrinkage, cracking and crazing

The Authorized contractors' final bill would be cleared only on submission of the duly endorsed Warranty Documents that fulfil all the above conditions.

#### **N.B:**

1. Rate should be quoted inclusive of cost of transportation, fixing, designing, installation, as per specifications & also inclusive of charges of GST & other taxes as applicable.
2. The rates will be applicable for purchase of the above mentioned items for the period of one year under AMA Hospital.
3. Material is to be delivered at different institution in District/Sub-District level under AMA Hospital.
4. The supplier selected shall have the responsibility to supply above mentioned items as per the supply order which is required for carrying out day to day official work.

5. Sample Copy of the above items are available at DPMU during office hours for bidder's reference.

6. **Delivery Schedule:** Within 15 days from the date of purchase order received by the successful bidder or as mentioned in the purchase order. The delivery time may be change as per requirement and depends upon the purchase order.

7. **Consignee:** Chief District Medical & Public Health Officer, Ganjam.

Date:

Place:

**Signature and seal of the bidder/Authorised Signatory**