



OFFICE OF THE CDM & PHO cum DMD, NUAPADA
DISTRICT PROGRAMME MANAGEMENT UNIT, NHM

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Letter No: 4073 /DPMU/NHM/2020

Date: 12/11/2020

NOTICE INVITING TENDER

Sealed tenders/bids are hereby invited from manufacturers/reputed supplier/reputed distributor regarding procurement for following items on annual rate contract basis to office of the CDM & PHO, Nuapada on annual rate Contract basis for ZSS, Nuapada.

- Tender A – Empanelment for supply of lunch, tea and snacks.
- Tender B – Empanelment for providing Lodging and boarding services.
- Tender C- Empanelment for supply of Printing related items
- Tender D – Procurements of Furniture and Electricals Items.

Details terms and conditions may be downloaded from www.nuapada.nic.in. the sealed tender should reach the office of the undersigned on or before 03.12.2020 till 5 P.M along with the required documents. The tender will be opened on 04.12.2020 at 11 AM in the office chamber of the undersigned .The undersigned reserves the right to reject any or all the quotation without assigning any reason thereof.


CDM & PHO cum DMD
Nuapada

Memo No: 4074 /DHH/19

Date: 12/11/2020

Copy to Joint Director (Advertisement), I & PR Department, Govt. of Odisha, Bhubaneswar with a request to publish the above tender in the leading news papers (Two Odia Dailies) for wide circulation and submit a copy to the undersigned for official record.


CDM & PHO cum DMD
Nuapada

Memo No: 4075 /DHH/19

Date: 12/11/2020

Copy to DIO, NIC for information and requested to publish the tender in District website .


CDM & PHO cum DMD
Nuapada

**TENDER DOCUMENT - A
EMPANELMENT FOR SUPPLY OF
LUNCH, TEA AND SNACKS
ON ANNUAL RATE CONTRACT
BASIS**

Tender Ref. No.....Date12.11.2020

TENDER DOCUMENT - A
EMPANELMENT FOR SUPPLY OF LUNCH, TEA AND SNACKS
ON ANNUAL RATE CONTRACT BASIS

1. Sealed tenders/bids are hereby invited for registered Caterers / Hotels / Agencies regarding empanelment for supplying of Lunch, Tea & Snacks for different Trainings/Workshops/Meetings/ Events of ZSS, Nuapada on annual rate Contract basis to CDM & PHO, Nuapada for a period of one year.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website www.Nuapada.nic.in.
3. The tender documents can be downloaded from the district website from 13.11.2020 to 03.12.2020.
4. The last date of submission of the bidder is 03.12.2020 till 5 P.M through Speed Post/ Registered Post or courier only.
5. Interested eligible bidder may submit the bid to CDM & PHO, AT/PO/Dist- Nuapada.
6. The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
7. Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL/ FINANCIAL PROPOSAL" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as "SUPPLY OF LUNCH, TEA AND SNACKS ON ANNUAL RATE CONTRACT BASIS"
8. Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
9. The tender will be opened on 04.12.2020 at 11 AM in the office chamber of the CDM & PHO. Bidder/ authorised representative may present during opening of bid documents If they wish.
10. Any legal dispute arising out of this subject to jurisdiction of Nuapada Only.
11. The CDM & PHO, Nuapada reserves its right to accept or reject any or all quotations or any part thereof without any liability to communicate any reason.

TERMS & CONDITIONS

- The Firm should have up to date valid Food licence.
- The firm should have registered under GST and have valid GST certificate.
- The firm should have valid PAN card.
- Tender must be accompanied by Processing fee of Rs. 1,120/-(Non refundable) & Earnest Money of Rs.5,000/-(Refundable) by way of demand draft, drawn on any Nationalized Bank in favour of **ZSS,Non NRHM A/C** payable at Nuapada. Tenders not accompanied by Processing Fee & Earnest money will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded after expiry of the contract.
- The firm should have adequate manpower to supply the food in time.
- The firm will supply the food as per the order and payment will be made after completion of the programme within 7-15 days of receipt of bill.
- After completion of the programme the firm should submit the bill along with a copy of the supply order.
- The firm shall supply the food at the designated venue at his own cost. No extra charges will be made for transportation.
- The quality of the food should be very good, delicious, tasty and hygienic and if found any type of food poisoning the payment will be stopped and legal proceedings will be initiated.
- The food should not contain maggots/insects/stones etc. If found, no payment will be made for that supply. All the food items should be served in fresh condition and should not be stale. Lunch, breakfast and tea will be served in buffet system.
- Ice cream, mineral Water, Soft drinks and Snacks etc should be provided by the bidder at the market price and should not more than MRP.

- Oil, Spices & Condiments of branded company should be used.
- The total average price of all items in Sl. No 1 to 14 will be (taking the average of each items) shall be taken into account for arriving the L1 Price.
- The rates quoted per plate (highest rate quoted in each Sl. No.) should not exceed Rs.190/- only (exclusive of GST) .
- Order may be placed meal wise or item wise.
- The selected firm have to execute an agreement with CDM & PHO, Nuapada for a period of One year. The Contract may be extended for further period of one year with existing terms and conditions subject to satisfactory performance and mutual consent.

Place
Date

(Signature and seal of the authorized signatory)

DOCUMENTS TO BE SUBMITTED WITH THE BID

The firm/supplier have to submit the following documents along with Technical Bid (Tender Form A.)

1. Photo copy of PAN.
2. GST registration certificate and updated return copy.
3. Valid Food License.
4. Tender must be accompanied by Rs 1120/- (Rupees One Thousand One Hundred Twenty) Only (Non refundable as processing fees and Rs 5000/- (Rupees Five Thousand) Only (refundable) as EMD by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of **ZSS Non NRHM A/c payable at Nuapada.**

Place
Date

Signature and seal of the authorized signatory

FORM -T1

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

Format for Undertaking of the supplier (On Non Judicial Stamp Paper Rs 20)

Affidavit

I, ... (Proprietor of the Agency), (the names and addresses of the Registered Agency) do hereby solemnly affirm and sincerely state that;

- That my agency not been blacklisted by any Government Organization.
- That my agency does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.
- That the CDM & PHO, Nuapada 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 me after receipt of communication from CDM & PHO within 7 days.
- That we agree to abide by all terms & conditions of tender vide Reference No _____.
- That the rate quoted for different items are inclusive of all taxes, transportation, designing etc as per tender documents..

I further affirm that, in case of any such evidence in contradiction to above declaration come to the notice of the CDM & PHO, Nuapada any time during the valid contract period the annual rate contract shall be liable for termination in addition to other legal recourse available under the law of the land.

Dated thisDay of..... , 20

Name of the Prop

.....
....

Signature of the Authorized Person

.....
....

Name of the Authorized Person

TENDER FORM - A
Technical Bid

1	Name of the Firm/agency	
2	Address of the Firm/agency	
3	Name of authorized signatory (in capital letters)	
4	Specimen signature of the authorized signatory.	
5	Telephone number of authorized signatory / Firm/agency	
6	GST registration certificate and latest updated return (Photo copy to be attached)	
7	PAN (Photo Copy to be Attached)	
8	Valid Food License (Photo Copy to be attached)	
9	Draft number and date of the Processing Fee of Rs.1,120/-	
10	Draft number and date of the EMD of Rs.5,000/-	
11	Affidavit of declaration that the Firm/agency does not have any legal suit / criminal case pending against it for violation of Act or any other law. & the Firm/agency agrees to abide by all terms& conditions of tender.(IN Non Judicial Stamp Paper Rs.20) Format T1	
12	Whether all documents submitted signed by the authorized signatory of the Firm/agency (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 /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

TENDER FORM - B
Financial Bid

Format I - Veg Meal with Tea & Snacks

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise(Excl of Taxes)	Average Price (Rs) of each item Sl.No	% of Tax
1	Plain Rice	200 gm			
	Zeera Rice	200 gm			
	Veg Fried Rice	200 gm			
2	Plain Dal	200 gm			
	Dal Fry	200 gm			
3	Veg Curry(Mix veg)	200 gm			
	Veg Curry(Navratan Kurma)	200 gm			
	Veg Curry(Potal Kurma)	200 gm			
	Veg Curry(Fulkobi Kasa)	200 gm			
4	Spl. Veg (Paneer) Curry/Chilli	200 gm			
	Spl. Veg (Mushroom) Curry/Chilli	200 gm			
5	Chips(veg)	200 gm			
	Bharta (Patato/brinjal)	200 gm			
6	Khata (Tamato&Khajra)	200 gm			
	Khata (Dahi Baigan)	200 gm			
	Khata (Dahi Bundi)	200 gm			
	Khata (Pineapple)	200 gm			
7	Salad & Papad	200 gm			
8	Sweet (Rasgolla)	200 gm			
	Sweet(Zalebi)	200 gm			
	Sweet(Golab Jamun)	200 gm			
09	Payas	200 gm			
	Sweet Curd	200 gm			
10	Tea /Coffee(Two Times)	65 ml			
11	Ice Cream (Spl. Brand, cup)	100 gm			
12	Snacks – Samosa/Bada/Aluchap (2pc)& sweet (1 Pc)	Per Plate			
	Snacks – Kaju(6Pc), Mungdal(50gm), Biscuit(2pc) & Sweet(1pc)	Per Plate			
13	Soup (Veg) -	100ml cup			
14	Water Bottle	500 ml			
**Total Price per plate (taking the highest price of items in each sl.no) (Sum of highest prices of items from 1 to 14)					
***Total Average Price per plate (taking the average of items in each sl.no) (Sum of average prices of items from 1 to 14)					

*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

** Total Price quoted per plate (taking the highest price of items in each sl.no) should not exceed Rs. 190/- (Excluding of taxes).

*** Incase of L1 price quoted by different bidders for different items, the total average price per plate will be (taking the average of each items) shall be taken into account for arriving the L1 Price.

Place:

Date:

(Signature and seal of the authorized signatory)

TENDER FORM – B
Financial Bid

Format II - Non Veg Meal with Tea & Snacks

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise(Excl of Taxes)	Average Price (Rs) of each item Sl.No	% of Tax
1	Plain Rice	200 gm			
	Zeera Rice	200 gm			
	Veg Fried Rice	200 gm			
2	Plain Dal	200 gm			
	Dal Fry	200 gm			
3	Veg Curry(Mix veg)	200 gm			
	Veg Curry(Navratan Kurma)	200 gm			
	Veg Curry(Potal Kurma)	200 gm			
	Veg Curry(Fulkobi Kasa)	200 gm			
4	Fish Curry/Kasa (Min. 2 pcs)	200 gm			
	Chicken Curry/Kasa	200 gm			
5	Chips(veg)	200 gm			
	Bharta (Patato/brinjal)	200 gm			
6	Khata (Tamato&Khajra)	200 gm			
	Khata (Dahi Baigan)	200 gm			
	Khata (Dahi Bundi)	200 gm			
	Khata (Pineapple)	200 gm			
7	Salad & Papad	200 gm			
8	Sweet (Rasgolla)	200 gm			
	Sweet(Zalebi)	200 gm			
	Sweet(Golab Jamun)	200 gm			
09	Payas	200 gm			
	Sweet Curd	200 gm			
10	Tea /Coffee(Two Times)				
11	Ice Cream (Spl. Brand, cup)	100 gm			
12	Snacks – Samosa /Bada/Aluchap (2pc)& sweet (1 Pc)	Per Plate			
13	Snacks – Kaju(6Pc), Mungdal(50gm), Biscuit(2pc) & Sweet(1pc)	Per Plate			
14	Soup (Veg) -	100ml cup			
15	Water Bottle	500 ml			
**Total Price per plate (taking the highest price of items in each sl.no) (Sum of highest prices of items from 1 to 14)					
***Total Average Price per plate (taking the average of items in each sl.no) (Sum of average prices of items from 1 to 14)					

*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

** Total Price quoted per plate (taking the highest price of items in each sl.no) should not exceed Rs. 190/- (Excluding of taxes).

*** Incase of L1 price quoted by different bidders for different items, the total average price per plate will be (taking the average of each items) shall be taken into account for arriving the L1 Price.

Place:

Date:

(Signature and seal of the authorized signatory)

TENDER FORM – B
Financial Bid

Format III - Rate of some other Items

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise(Excl of Taxes)	% of Tax
1	Chicken Biryani having zeera rice with Chicken, cashew nuts, Elaichi, cloves, green mutter, Beet & Carrot. (Kachumber complementary)	500 gm		
2	Mutton Biryani having zeera rice with Chicken, cashew nuts, Elaichi, cloves, green mutter, Beet & Carrot. (Kachumber complementary)	500 gm		
3	Veg Biryani having zeera rice with panner, cashew nuts, Elaichi, cloves, green mutter, Beet & carrot. (Kachumber complementary)	500 gm		
4	Mutton Curry/Kasa	200gm		
5	Chilly Chicken -	200 gm		
6	Egg Curry/ Kasa (2 pieces)	Per Plate		
7	Fish Fry (2 pieces excluding head portion)	200 gm		
8	Roti	Per Piece		
9	Paratha	Per Piece		

*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

Place:

Date:

(Signature and seal of the authorized signatory)

**TENDER DOCUMENT - B
EMPANELMENT FOR PROVIDING SERVICES
FOR LODGING & BOARDING
FOR DIFFERENT MEETINGS/WORKSHOP**

Tender Ref: No.4073/DPMU/NHM/2020 Date: 12.11.2020

TENDER DOCUMENT - B
EMPANELMENT FOR PROVIDING SERVICES FOR LODGING & BOARDING
FOR DIFFERENT MEETINGS/WORKSHOP

- Sealed tenders/bids are hereby invited for registered Hotels/ Agencies regarding empanelment for providing services for Lodging and Boarding for different Trainings/Workshops/Meetings/ Events of ZSS, Nuapada on annual rate Contract basis to CDM & PHO, Nuapada for a period of one year.
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website www.Nuapada.nic.in.
- The tender documents can be downloaded from the district website from 13.11.2020 to 03.12.2020.
- The last date of submission of the bid is 03.12.2020 till 5 P.M through Speed Post/ Registered Post or courier only.
- Interested eligible bidder may submit the bid to CDM & PHO, AT/PO/Dist- Nuapada.
- The Proposal shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the Technical Proposal and “Cover-B” shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as “**TECHNICAL/ FINANCIAL PROPOSAL**” on top of respective covers and both the sealed envelopes shall be sealed in a third envelope and it should be super scribed as “**PROVIDING OF SERVICES FOR LODGING & BOARDING ON ANNUAL RATE CONTRACT BASIS**”
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on 04.12.2020 at 11 AM in the office chamber of the CDM & PHO. Bidder/ authorised representative may present during opening of bid documents If they wish.
- Any legal dispute arising out of this subject to jurisdiction of Nuapada Only.
- The CDM & PHO, Nuapada reserves its right to accept or reject any or all quotations or any part thereof without any liability to communicate any reason.

TERMS & CONDITIONS

Clause 1: General Terms and Conditions

- The period of empanelment of Hotel Services would initially be for one year from the date of signing of contract which can be renewed for further one year or lesser period depending on the satisfactory service delivery on same or new terms and conditions. The bidders shall quote the price and other components of price as per the format for financial offer attached. The rates quoted w.r.t. hotel services shall be most competitive in terms of rates and prices prevalent in the market.
- No seasonal revision in rate shall be allowed during the period of empanelment.
- The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- After opening the financial offer, a committee will visit the hotels to check/inspect the facilities provided by each one. On the basis of the report of the committee, the offers will be shortlisted and empanelled as per rules.
- The empanelled hotel shall be responsible to make hotel booking on the request of the authorized officer/Programme organizers.
- The Hotels should have the capacity to provide minimum 10-15 nos. of rooms at a time.

- All the rooms should be well ventilated and furnished with single bed/double bed, attached toilet with modern fittings, cupboard, geyser, complementary toiletries, mobile/laptop charging points, TV with cable channels, study table chair etc.
- Lenin and towels in the rooms should be absolutely clean or hygienic.
- The Hotel should have 24 hrs. room service and power back-up system. The hotel shall also provide the local transit facility to the guests from hotel to the training/workshop if located outside Nuapada.
- The hotel will provide the required service as per the highest quality standards and in case of any lapse found, Hotel Management shall be held responsible. In case of breach.
- If more than one hotel quotes the same rate, the empanelment shall be made based on the report of the committee keeping in view the overall facilities and distance.
- CDM & PHO, Nuapada shall have exclusive rights to cancel / terminate the empanelled agency at any time and without any notice at its own discretion without assigning any reason thereof.
- Rate quoted should be including of transportation cost (to & fro) of training participant from accommodation venue to training venue.

Clause 2: Terms of Payments

- The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes and levies etc.).
- The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of CDM & PHO at the time of payment.
- No advance payment will be released.
- The Hotel will raise the bill as per the number of rooms actually occupied. The payment will be made as per related laws/rules.
- As far as possible, payment of bills will be made to the hotel/hotelier within one month of submitting of the bills to the CDM & PHO Office.

Clause 3: Eligibility Criteria for Bidders

In order to become eligible, the Hotels/Hotelier should fulfill following qualifications:

- Registration of ownership
- Registration for GST
- Registration for PAN

Clause 4: Documents to be attached

The financial offer should be accompanied with the following documents duly self attested:

- A non-refundable fee of Rs. 1120/- in the shape of Demand Draft
- EMD of Rs. 5,000/- through D.D. / Pay order
- Photo Copy of the ownership certificate
- Photo Copy of GST Registration certificate in the name of registered owner and latest return.
- Photo Copy of PAN certificate in the name of registered owner

FORM -T1

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

Format for Undertaking of the supplier (On Non Judicial Stamp Paper Rs 20)

Affidavit

I,...(Proprietor of the Agency), (the names and addresses of the Registered Agency) do hereby solemnly affirm and sincerely state that;

- That my agency not been blacklisted by any Government Organization.
- That my agency does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.
- That the CDM & PHO, Nuapada 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 me after receipt of communication from CDM & PHO within 7 days.
- That we agree to abide by all terms & conditions of tender vide Reference No _____.
- That the rate quoted for different items are inclusive of all taxes, transportation, designing etc as per tender documents..

I further affirm that, in case of any such evidence in contradiction to above declaration come to the notice of the CDM & PHO, Nuapada any time during the valid contract period the annual rate contract shall be liable for termination in addition to other legal recourse available under the law of the land.

Dated thisDay of..... , 20

Name of the Prop

.....
.....

Signature of the Authorized
Person

.....
.....

Name of the Authorized Person

TENDER FORM - A
Technical Bid

1	Name of the Hotel	
2	Address of the Hotel	
3	Name of Owner of the Hotel (in capital letters)	
4	Specimen signature of the Owner/authorized signatory.	
5	Telephone number of Owner/ authorized signatory / Firm/agency	
6	Registration for Ownership (Photo Copy to be attached)	
7	GST registration and latest return (Photo copy to be attached)	
8	PAN (Photo Copy to be Attached)	
9	Draft number and date of the Processing Fee of Rs.1,120/-	
10	Draft number and date of the EMD of Rs.5,000/-	
11	Whether all documents submitted signed by the authorized signatory of the Firm/agency (Yes/ No)	
12	Number of room available: <ul style="list-style-type: none">• Single bedded Non Ac Room• Single bedded Ac Room• Double bedded Non Ac Room• Double bedded Ac Room• Triple bedded Non Ac Room• Triple bedded Ac Room• Dormitory Non AC Room• Dormitory AC Room	
13	Affidavit of declaration that the Firm/agency does not have any legal suit / criminal case pending against it for violation of Act or any other law. & the Firm/agency agrees to abide by all terms& conditions of tender.(IN Non Judicial Stamp Paper Rs.20) Format T1	

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 state, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

TENDER FORM - B
Financial Bid

Sl.No	Requirement	Rate(inclusive of Taxes)
1	Single bedded Non AC room	
2	Single bedded AC room	
3	Double Bedded Non AC room	
4	Double Bedded AC room	
5	Triple bedded Non AC room	
6	Triple bedded AC room	
7	Dormitory NON AC - Per Bed/ Day	
8	Dormitory AC - Per Bed/ Day	
9	Meeting Hall Charges – Including all logistics	

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

**TENDER DOCUMENT - C
EMPANELMENT FOR SUPPLY OF
PRINTING RELATED ITEMS**

Tender Ref. No: 4073 dated 12.11.2020

EMPANELLMENT OF AGENCY FOR SUPPLY OF PRINTING/FLEX PRINTING/VINYL PRINTING/WALL WRITING/DISPLAY MATERIALS/HOARDING UNDER CDM & PHO, NUAPADA ON ANNUAL RATE CONTRACT BASIS

SECTION – I (INSTRUCTION TO BIDDERS)

01. Sealed tenders are invited from registered printing agencies (with GST registration having GSTIN) having adequate experience in printing & supply of different type of printing assignments/Wall writing/Display Materials/Hoarding.
02. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from the website www.nuapada.nic.in
03. The tender should be submitted in three parts i.e. **Technical Bid (Cover-A1), Model Copy (sample Annexure-I) of the Material Bid (Cover A2) and Financial Bid I, II & III (Cover-C)**. The bidders should submit their **technical and financial bid separately in three separate envelopes** and the same should be put into **another cover envelop** superscribed as **“Tender for Printing & Supply of Printing/flex printing/vinyl printing/wall writing/display materials/hoarding in reference to adv. no-4073DPMU/NHM/2020 Dated 12.11.2020”**. 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 CDM & PHO cum DMD
At/Po/Dist – Nuapada, PIN -766105
04. Bidders who qualify technically, as per submission of relevant valid documents as asked to be submitted in Technical Bid – Part 1 - Tender Forms (T1 & T2), fulfilling all the terms & condition of the tender document their Sample envelop (Cover-A 2) will be opened and if the samples are as per specification as mentioned in Annexure-I, their financial proposal shall only be opened.
05. The bidders are requested to submit the sample of individual items as mentioned in **Annexure-I** in cover B otherwise the rate for the said items will not be taken into consideration for further process.
06. Bidders who qualify technically, their Sample envelop (**Cover-A 2**) will be opened and if the samples are as per specification as mentioned in Annexure-II, their financial proposal shall only be opened.
07. 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 unit price (inclusive of tax) shall be taken into account for evaluation. Also during evaluation, as per the Govt. of Odisha Finance Deptt. Office memorandum No. 13290 dtd. 2.4.2013 (Clause 2), the price preference system shall be applicable to **local micro & small enterprises** registered in Odisha with the respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC.
08. As per Finance Department office memorandum no.21926 dtd. 12.8.2015, **Local micro & small enterprises** registered in Odisha with the 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. On conclusion of the bidding process, the local MSE bidder, if selected, shall be required to pay 25% of the value of performance security.
09. **The bidders have to quote rate for all items of in Financial Bid-1, otherwise the financial bid will not be taken for evaluation and rejected.** And for other Financial Bid -2 & 3 bidders may

quote for all items or partial items.

10. The L1 bidder will be finalized, taking the average quoted rate of all items of Financial Bid-1. Further negotiation will be made with the L1 bidder for individual items as per the lowest quoted rate of other bidders and rate will be finalized. If L1 bidder will not agree for negotiation, the decision of the committee will be final and binding. For Financial Bid-2 & 3 item wise L1 rate will be finalized or any other decision of the committee will be final and binding.
11. The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs. 20,000/-** (refundable) in the shape of Banker's cheques / Demand Draft in favour of **ZSS Non. NRHM, Nuapada** payable at Nuapada.

In the absence of the EMD, technical proposal of the bidder shall be rejected. However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the **local MSEs** registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to **local MSEs registered in Odisha only**. This exemption to the local MSEs shall be applicable if the **kind of service** as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC / NSIC registration certificate (to be furnished in the technical bid).

The EMD shall be returned to unsuccessful bidders within a period of 4 weeks from the date of announcement of the successful bidder.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the Proposal due date and expiration of the proposal validity period or on in case of successful bidder, if does not execute the agreement.

12. The bidders shall have to furnish a bid document cost of **Rs.2, 240/-** (non-refundable) in the shape of a **Banker's cheques / Demand Draft** in favour of **ZSS Non. NRHM, Nuapada** payable at Nuapada. In the absence of the bid document cost, the technical proposal of the bidder shall be rejected. **The bid document cost should be put in the Technical Proposal (Cover A) envelop.**
13. The items should be delivered within 15 days from the date of receipt of the purchase order.
14. This consignment after printing has to be delivered at office of the CDM & PHO cum DMD / Any other CHCs/PHCs as decided by the CDM & PHO cum DMD and the same will be communicated in purchase order. No extra charges for transportation will be paid in case of delivery at CHCs/PHCs.

Section - II
TERMS AND CONDITIONS

Terms & Conditions		Documents to be Submitted
1	Registration certificate (DIC,MSE Etc.) if available	Photo copy of the Registration certificate
2	The organization must have GST registration certificate (with mention of GSTIN) and PAN	Photocopy of GST registration certificate (with mention of GSTIN) and PAN
3	Annual turnover of the bidder must be ≥ 10 Lakh in each year of last three preceding financial years.	As per prescribed format in T3
4	The organization will have to submit an Affidavit (On original Stamp Paper of relevant value) with the following clauses:- <ol style="list-style-type: none"> 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 CDM & PHO, Nuapada 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 inclusive of all taxes. 	Affidavit as per FORM T 4
5	Tender must be accompanied by EMD (if the bidder is other than local MSME) as mentioned in Section-I by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of ZSS Non. NRHM, Nuapada payable at Nuapada, Odisha. Tenders (if the tenderer is other than local MSE) if not accompanied by EMD will not be considered. Local MSEs are exempted from submission of EMD. EMD of unsuccessful tenderers will be returned without interest on finalization of the bid. EMDs / Bid Security of successful tenderer will be returned after expiry of the Annual rate contract. The EMD shall be forfeited if the successful tenderer after getting the letter of award withdraws / Express his inability to execute the work.	Demand Draft
6	The tenderer should furnish the copies of the work order executed in similar type of printing works during the last three financial years. (Minimum 5 orders in last three FY)	Photocopies of work orders executed.(Details in Form T2)

7	The successful bidder (if Local MSE) will have to deposit @ 25% of the EMD value by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Nuapada in favour of ZSS Non NRHM A/c / Bank Guarantee from any Nationalized / Scheduled Bank at Nuapada. .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 fulfill 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
8	If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period (as mentioned against each item in Para 13 in Section I), liquidated damage @ of the following % of the relevant contract value, per week of delays after the stipulated time shall be calculated : 1% for 1 st week, 2% for 2 nd week, 4% for 3 rd week, 8% for 4 th week, 16% for 5 th week & 30% for 6 th week. Default beyond 6 th 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. EMD deposited by the defaulting firm shall be forfeited.	
9	CDM & PHO, Nuapada 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.	
10	The CDM&PHO reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever	
11	Under no circumstance shall the organization 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.	
12	Rates quoted against this tender notice shall remain valid up to 12 months from finalization of tender. No request for increase in rates, if any, will be allowed or entertained during this period.	
13	Printing should be as per Specification. The GSM of the paper specified in the technical specification should be adhered strictly. Any deviation from it is liable for rejection / proportion deduction from the amount payable.	Bidders shall have to quote the prices of the items by taking into account all incidental expenditure like transportation & fixing etc.
14	Jurisdiction: All legal disputes are subject to the jurisdiction of Nuapada courts only.	

Place
Date

(Signature and seal of the authorized signatory)

Seal

FORMATS - Part 1

FORM – T1

(To be submitted in Technical Bid Envelop)

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

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 no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of DIC registered firm)	
7a	GST registration acknowledgement with copy of latest return (Photocopy of GST registration)	
7b	GSTIN (GST identification number)	
8	PAN (Photocopy of PAN)	
9	Annual turnover certificate duly signed by Chartered Accountant submitted for last 3 years (Annual turnover must be ≥ 10 Lakhs in last three preceding years) Format T3	
10	Draft number & date of tender document Cost (Non-Refundable) of Rs.2,240/-	
11	Draft number and date of the EMD [Pl. refer to the Section – I related to submission of EMD]	
12	Affidavit of declaration (On original Stamp Paper) as per Clause 4 of the terms & condition in Format T4	
13	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	
14	Photocopies of work orders executed Minimum 5 order in last 3 years.(Details in Form T2)	

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/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

FORM T2

(To be furnished in the Technical Bid Envelop)

PAST EXPERIENCE IN EXECUTING MAJOR PRINTING WORKS

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 the Work order (Rs.)

* 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)

FORM -T3

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

ANNUAL AVERAGE TURN OVER STATEMENT

(To be furnished in the **letter head** of the Chartered Accountant)

The Annual Turnover of M/s _____ for the last 3 financial years are given below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Lakhs (Rs.)
1	2017-18	
2	2018-19	
3	2019-20	
Average Annual Turnover of last three years (Rs. In lakhs)		

Date:

Signature of Chartered Accountant
(Name in Capital)

Place:

Seal

Membership No

Note:

- 1) To be issued in the **letter head** of the Chartered Accountant with membership No.

FORM -T4

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

Format for Undertaking of the supplier (On Non Judicial Stamp Paper Rs 20)

Affidavit

I,...(Proprietor of the Agency), (the names and addresses of the Registered Agency) do hereby solemnly affirm and sincerely state that;

- That my agency not been blacklisted by any Government Organization.
- That my agency does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.
- That the CDM & PHO, Nuapada 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 me after receipt of communication from CDM & PHO within 7 days.
- That we agree to abide by all terms & conditions of tender vide Reference No _____.
- That the rate quoted for different items are inclusive of all taxes, transportation, designing etc as per tender documents..

I further affirm that, in case of any such evidence in contradiction to above declaration come to the notice of the CDM & PHO, Nuapada any time during the valid contract period the annual rate contract shall be liable for termination in addition to other legal recourse available under the law of the land.

Dated thisDay of, 20

Name of the Prop

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

(To be submitted in Cover A -Technical Bid)

ANNEXURE-I

Model copy (Sample) of the materials

SL. NO.	SAMPLE MATERIAL & SPECIFICATION	SAMPLE SUBMITTED FOR TECHNICAL BID
1.	Flex Star Quality- 300 GSM	1 Sqft.
2.	Flex Ordinary Quality-220 GSM	1 Sqft.
3.	Poster- 130 GSM Art Paper with self adhesive double side gum tap (02inch) in the back sight of the poster.	One Poster (44 cm X 56 cm)
4.	Poster- 130 GSM Art Paper	One Poster A3 size
5.	Calendar-170 GSM Art Paper with self adhesive double side gum tap (02inch) in the back sight of the Calendar.	One Calendar (75 cm X 50 cm)
6.	Leaflet-80 GSM Map litho	One leaflet (28cm X 22cm)
7.	Leaflet-54 GSM	One leaflet (28cm X 22cm)
8.	Handouts- 330 GSM Art paper	One Handout (42cm X 19.5cm)
9.	A4 copier- 70 GSM	One sheet
	A4 copier- 75 GSM	One sheet
10.	Front cover-120 GSM colour paper	One sheet A4 Size
11.	Back cover- 24 no hard board	One Board A4 Size
12.	Treatment card- 300 GSM white	One Sheet A4 Size
13.	Front cover-150 GSM colour paper	One sheet A4 Size
14.	Training module of Demi paper- 300 GSM Art paper	One Sheet A4 Size
15.	Tally sheet- 65 GSM A3 size	One Sheet A3 Size
16.	Sticker Paper – 90 GSM A4 Size	One Paper A4 Size
17.	Challan Book- 60 GSM colour	One Paper (20 cm X 14 cm)
18.	Demi Size white -50 GSM	One Sheet 1/8 Size
19.	Demi Size white -52 GSM	One Sheet 1/8 Size
20.	Demi Size white -60 GSM	One Sheet 1/8 Size
21.	Demi Size white -65 GSM	One Sheet 1/8 Size
22.	Demi Size white -70 GSM	One Sheet 1/8 Size
23.	Demi Size white -80 GSM	One Sheet 1/8 Size
24.	Demi Size white -90 GSM	One Sheet 1/8 Size
25.	Demi Size white -110 GSM	One Sheet 1/8 Size
26.	Demi Size white -130 GSM	One Sheet 1/8 Size
27.	Drawing Sheet white-80 GSM	One sheet A4 Size
28.	Drawing Sheet Color-80 GSM	One sheet A4 Size
29.	Drawing Sheet white-90 GSM	One Sheet A4 Size
30.	Drawing Sheet Color-90 GSM	One sheet A4 Size
31.	Drawing Sheet white-110 GSM	One sheet A4 Size
32.	Drawing Sheet Color-110 GSM	One Sheet A4 Size
33.	Drawing Sheet white-130 GSM	One Sheet A4 Size
34.	Drawing Sheet Color-130 GSM	One sheet A4 Size
35.	Drawing Sheet white-220 GSM	One sheet A4 Size
36.	Drawing Sheet Color-220 GSM	One Sheet A4 Size
37.	Drawing Sheet white-250 GSM	One sheet A4 Size
38.	Drawing Sheet Color-250 GSM	One sheet A4 Size
39.	Leaflet Art paper-80 GSM	One Sheet A4 Size
40.	Leaflet Art paper-90 GSM	One Sheet A4 Size
41.	Leaflet Art paper-110 GSM	One Sheet A4 Size
42.	Leaflet Art paper-130 GSM	One Sheet A4 Size
43.	Leaflet Art paper-220 GSM	One Sheet A4 Size
44.	Leaflet Art paper-250 GSM	One Sheet A4 Size
45.	Vinyl Board Ecosolvent – Thickness 3 & 4 MM	1 Sqft
46.	Sun Board- Thickness 3 MM	1 Sqft
47.	Printable substrates hygiene frontlit fabric -normal	1 Sqft
48.	Printable substrates hygiene frontlit fabric- Star	1 Sqft

Note: Model copy (Sample) of the material submitted must have signature and seal of the authorized bidder.

23	Poster Printing (A4 Glossy)	Single Colour																				
		Bi Colour																				
		Multi Colour																				
24	Poster – Art Paper Size – 44 x 56 cm	Single Colour																				
		Multi Colour																				
25	Leaflet – Art Paper Size – 22 x 28 cm	Single Colour																				
		Multi Colour																				
26	Book Binding – front& Back with cover, perforation & pinning	25-30 pages																				
		50-60 pages																				
		70-80 pages																				
		100 - 120 pages																				
		150 pages																				

***Note: Only one price has to be quoted against each item. Alternative pricing against one item is not allowed. The unit prices should be quoted by taking into account the specification of paper, taxes and transportation. The bidders have to quote rate for all items of in Financial Bid-1, otherwise the financial bid will not be taken for evaluation and rejected**

(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. Evaluation shall be made on the Price per Unit (Inclusive of GST).

(Signature of the authorized Signatory)

Place:

Date:

FINANCIAL BID – II

Sl. No.	Items	Amount (In ₹) (Inclusive of Tax, Transportation and Labour charges)
1.	Flex printing (Normal Quality) Per Sq. Ft.	
2.	Flex printing (Star Quality) Per Sq. Ft.	
3.	Printable substrates hygiene front lit fabric (eco friendly) for Banner - Normal	
4.	Printable substrates hygiene front lit fabric (eco friendly) for Banner - Star	
5.	Vinyl Printing (2 mm) Per Sq.Ft	
6.	Vinyl Printing (4 mm) Per Sq.Ft	
7.	Tin Printing (0.5 mm) Hot press Per Sq. Ft.	
8.	Iron Pipe Framing (Rectangular 1 mm with hook) With flex gumming per Sq. Ft.	
9.	Branding of SACHETANATA RATHA Vehicle : TATA ACE type vehicle Fixing with flex and iron frame (125 Sq Ft.) all side cover with message including fitting charge. Fitting of Audio system (mike)	
10.	Hiring Charge of Vehicle : TATA ACE type vehicle / per day DOL will be provided @12 KM / 1 litter.	
11.	Acrylic Sheet 4 mm thickness (both side) Multi color printing with imported color tone with lamination and orderly pressing without air bubble inside with wall mount fitting with stainless stud all corner	
12.	Acrylic Sheet 3 mm thickness (both side) Multi color printing with imported color tone with lamination and prderly pressing without air bubble inside, with wall mount fitting with stainless stud all corner	
13.	Acrylic Sheet 2 mm thickness (both side)Multi color printing with imported color tone with lamination and prderly pressing without air bubble inside, with wall mount fitting with stainless stud all corner	
14.	Wall Painting (Enamel paint) Single Colour without photo Per Sq. Ft.	
15.	Wall Painting (Enamel paint) Single Colour with photo Per Sq. Ft.	
16.	Wall Painting (Enamel paint) Multi Colour without photo Per Sq. Ft.	
17.	Wall Painting (Enamel paint) Multi Colour with photo Per Sq. Ft.	
18.	Standy - Size – 6’ x 3’ with Flex. Foldable (Per Pc)	
19.	Standy - Size – 6’ x 3’ with Printable substrates hygiene front lit fabric (Per Pc) Foldable	
20.	Sun board (3mm) with vinyl printing per sq.ft	

Signature and seal of the bidder/Authorised Signatory & Date:
Seal

TENDER FORM
Financial Bid - III

SL. NO.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX. QUANTITY	QUOTED RATE PER UNIT
1	Hoarding (Size-10'x20') i.e. 200 Sqft. With flex	Size-10'X20' Joist-5''X2.5'' Angle-3'' of Thickness -6mm Stay Angle-2'' of Thickness -6mm 4 feet deep concrete on each pole of the board along with supporting Iron angle (20 ft stay angle with 3ft deep concrete). Frame should be made from Iron Angle (as per prototype). Printing material should be of best quality with digital multicoloured printing & should be fixed by pipes and GI wires. Structure of the hoarding will be of 5 feet height from ground level	Each hoarding	As per requirement	
2	Hoarding (Size-10'x20') i.e. 200 Sqft. With Change of digital printable substrates hygiene front lit fabric (150 GSM)				
3	Hoarding (Size-8'x16') i.e. 128 Sqft. With flex	Size-8'X10' Joist-5''X2.5'' Angle-3'' of Thickness -6mm Stay Angle-2'' of Thickness -6mm 3 feet deep concrete on each pole of the board along with supporting Iron angle (15 ft stay angle with 3ft deep concrete). Frame should be made from Iron Angle. Printing material should be of best quality with digital multicolored printing & should be fixed by pipes and GI wires. Structure of the hoarding will be of 5 feet height from ground level	Each hoarding	As per requirement	
4	Hoarding (Size-8'x16') i.e. 128 Sqft. With Change of digital printable Substrates hygiene frontlit fabric (150 GSM)				
5	Hoarding (Size-6'x10') i.e. 60 Sqft With flex	Size-6'X10' Joist-5''X2.5'' Angle-3'' Angle Thickness -6mm 2.5 feet deep concrete on each pole of the Hoarding. Frame should be made from Iron Angle. Printing material should be of best quality with digital multicolored printing & should be fixed by pipes and GI wires Structure of the hoarding will be of 5 feet height from ground level.	Each Hoarding	As per requirement	
6	Hoarding (Size-6'x10') i.e. 60 Sqft With Change of digital printable substrates hygiene frontlit fabric (150 GSM)				
SL. NO.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX. QUANTITY	QUOTED RATE PER UNIT
7	Hoarding Size 6'X5') i.e. 30 Sqft	Size- 6' x5', Quality of surface angle should be of good quality,	Each Hoarding	As per require	

	With flex			ment	
8	Hoarding Size 6'X5') i.e. 30 Sqft With Change of digital printable Substrates hygiene frontlit fabric (150 GSM)	Joist-4"x2," Angle- 3" Angle Thickness- 6 mm. 2.5 feet deep concrete on each pole of the Hoarding. Frame should be Iron Angle. Flex should be best quality with digital multicolored printing. Flex should be fixed by iron pipes and GI wires. Structure of the hoardings will be 5 feet height from ground level.			
9	Mini Hoarding	Size- 4'x3', 18 Gauge tin plate with vinyl pasting 10 ft L Iron angle (2" L Iron angle should be sued) Base (inside Ground): 2.0 ft inside with cement concrete Above ground (Ground to Top) : 8.0 ft. Length : 4ft Iron angle (2" L Iron Angle should be used)	Each Hoarding	As per requirement	
10	Handouts	Handouts size-42 cm X 19.5 cm Paper- 300 GSM Art Paper Both side Multicolored with pictorial massages.	Per Handout	1000 Nos	
11	Handouts	Handouts size-42 cm X 19.5 cm Paper- 300 GSM Art Paper One side Multicolored with pictorial massages.	Per Handout	1000 Nos	
12	Handouts	Handouts size- A3 Paper- 300 GSM Art Paper Both side Multicolored with pictorial massages.	Per Handout	1000 Nos	
13	Handouts	Handouts size- A3 Paper- 300 GSM Art Paper One side Multicolored with pictorial massages.	Per Handout	1000 Nos	
14	Frequently Ask Question (FAQ)	Size- 22 cm X 14 cm Process-Both side Multi Colour print Paper-130 GSM Art Paper	Per FAQ	1000 Nos	
15	Handouts	Handouts size-18 cm X 28 cm Paper- 300 GSM Art Paper Both side Multicolored with pictorial massages.	Per Handout	1000 Nos	
SL. NO.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX. QUANTITY	QUOTED RATE PER UNIT
16	Handouts	Handouts size-18 cm X 28 cm Paper-300 GSM Art Paper . One side multicolored with pictorial massages.	Per Handout	1000 Nos	

17	Sticker	Multicolor, Paper 130 GSM paper with front lamination	Per A4 sheet	500 Sheet	
	Sticker	Multicolour, Paper 90 GSM paper with front lamination	Per A4 sheet	500 Sheet	
18	LABORATORY FORM BOOK / Annexure B	Demi 1/8 – 70 GSM – Line Perforation. Both Side Printing. (One booklet contains 100 sheets excluding front cover 120 GSM colour board & back cover 24 no. Hard Board with binding)	Per Book	120 Books	
19	LABORATORY FORM Annexure B	Demi 1/8 – 70 GSM Single side printing	Per sheet	1000 sheets	
20	MONTHLY REPORT / TRIPLICATE FORM BOOK / MONTHLY ABSTRACT Spt.+ve / MICROSCOPE LOG BOOK / O.S.E. FORM / RNTCP request form for examination of biological specimen for T / STS Tour Note / STLS Tour Note / Annexure-XV – Evaluation of completion of M/XDR TB treatment	A4 Copier – 70 GSM - Line Perforation. Both Side Printing. (One booklet contains 100 sheets excluding front cover 120 GSM colour board & back cover 24 no. Hard Board with binding)	Per Book	500 Books	
21	TRANSFER FORM BOOK / DISTRICT ISSUE VOUCHER/ DEATH AUDIT FORMAT / Pvt Practitioner Notification Book / Default Audit Format / Referral/Transfer form for Treatment / RNTCP PMDT Referral for Treatment Form / Annexure C / Annexure D	A4 Copier – 70 GSM Single Side Printing. (One booklet contains 100 sheets excluding front cover 120 GSM colour board & Back cover 24 no. Hard Board with binding)	Per Book	500 Books	
SL. NO.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX. QUANTITY	QUOTED RATE PER UNIT

22	RNTCP referral slip	Size:A4 size, Landscape Type of paper: 54 GSM (One booklet contains 100 sheets excluding front cover & Back cover with 120 GSM Colour Board) Printing: Black and white; single side; landscape Two Perforated Line (vertical)	Per Book	200 Books	
23	Tuberculosis Treatment Card	Size:A4 Type of paper: 300 GSM Paper Printing: Black and white; both side; landscape	Per Card	12000 Nos	
24	Patient's TB Identity Card / RNTCP PMDT Patient Identity Card	Size:A5 Type of paper: 300 GSM Printing: Black and white; both side; portrait	Per Card	6000 Nos	
25	RNTCP PMDT Treatment Card	Size: A3 ,Type of paper: 300 GSM Paper Printing: Black and white; single side; landscape Binding: Centre folding with binding & Belt	Per Card	1000 Nos	
26	RNTCP PMDT Treatment booklet	Size:A5 , Cover page: 150 GSM Paper Inner page: 70 GSM Printing: Black and white; both side printing. Binding: Stapled No. of Sheets:36	Per Booklet	200 Nos	
27	TB Notification register / RNTCP PMDT Treatment Register / RNTCP PMDT Treatment Register For TU / RNTCP Laboratory Register for Culture / CBNAAT / Drug susceptibility	Size:A3 size Cover:300 GSM Hard binding with red cloth/rexin corners with end leaves Inside: 90 GSM map litho Printing: Black and white; both side; landscape Binding: Good quality hard board register binding; binding gutter on left side; Perfect sewn Fabrication: 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 No. of Pages:101 sheets (with number)	Per Register	100 Registers	
28	Tuberculosis Laboratory Register	Size:A4 size Cover:300 GSM Hard binding with red cloth/ rexin corners with end leaves Inside: 90 GSM map litho paper Printing: Black and white; both side; landscape Binding: Good quality hard board register, Perfect sewn No. of Pages:151 sheets (with number)	Per Register	40 Registers	
SL. NO.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX. QUANTITY	QUOTED RATE PER UNIT

29	TB REGISTER	Each Book containing 100 sheets 95 GSM Super Sunshine/Ledger Paper (Light Green Color). Cover: 1+0 Color, Text: 1+0 Color Fabrication: Stitching with good Quality hard-case binding on 8 inch side (Landscape) Hard Core Binding with Cloth/rexim Corners with end.	Per Register	22 Registers	
30	VISITING REGISTER / STOCK REGISTER (LAB Items) / MDR LINE LIST REGISTER / REFERRAL REGISTER	A4 Coppier – 70 GSM Both Side Printing (One Register contains 100 sheets excluding front cover 120 GSM colour board & Back cover 24 no. Hard Board with binding)	Per Register	110 Books	
31	Training Module Odia & English	Size: ½ Demi - Paper: 300 GSM Art Paper – Printing: Cover Multi Colour Inner Page: ½ Demi 70 GSM Paper (14 Sheets) Both Side Printing with Middle Switching Booklet.	Per Booklet	100 Books	
32	AVDS ILR point weekly Reporting Format / AVDS Monthly Reporting of ILR Point / Supervision format of ILR Point by CCT/ RI House to House monitoring format/ RI Session monitoring format	A4 Size 65 GSM Book Forms with one side printing with paste binding (one booklet contains 100 sheets excluding back & front cover of 120 GSM)	Per Book	100 Booklets	
33	Temperature Record Book for ILR & DF	24 cm X 18cm 65 GSM Book Book having both side printing (28 pages) with thick cover page 120 GSM.	Per Book	160 Booklets	
34	Vehicle Sticker	90 GSM Sticker Paper	Per Sq ft	As per requirement	
35	Form no 7A	A4 Size One Side Printing 60 GSM (White)	Per Sheet	200 Nos	
36	Form no 7B	A4 Size One Side Printing 60 GSM (White)	Per Sheet	200Nos	
37	Form no 8B (ORIYA)	A4 Size One Side Printing 60 GSM (White)	Per Sheet	1200 Nos	

SL. NO.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX. QUANTITY	QUOTED RATE PER UNIT
38	Form no 8C (ORIYA)	A4 Size One Side Printing 60 GSM (White)	Per Sheet	600Nos	
39	Form no 8D (ORIYA)	A4 Size One Side Printing 60 GSM (White)	Per Sheet	1200 Nos	
40	Form 9A	A4 Size One Side Printing 60 GSM (White)	Per Sheet	500 Nos	
41	Form 9B	A4 Size One Side Printing 60 GSM (White)	Per Sheet	500 Nos	
42	Form 9A (HRA)	A4 Size One Side Printing 60 GSM (White)	Per Sheet	500 Nos	
43	Form 9B (HRA)	A4 Size One Side Printing 60 GSM (White)	Per Sheet	500 Nos	
44	HMIS Booklet Printing (Sub Centre)	Sub Centre HMIS Reporting booklets with coverage & binding (each booklet contain 120 sheets excluding cover page & binding). Paper A4, 70GSM. The Original copy should have a provision for a dotted line i.e. perforated, which should be easily tearable. Front cover should be 120 GSM with book title & back cover 24no hard binding.	Per booklet	100Nos	
45	HMIS Booklet Printing (DHH/CHC/PHC)	DHH/SDH/CHC HMIS reporting booklets with coverage & binding (each booklet contains 130 pages excluding cover page & binding). Paper A4, 70GSM. The Original copy should have a provision for a dotted line i.e. perforated, which should be easily tearable. Front cover should be 120 GSM with book title & back cover 24nos hard binding.	Per booklet	25 Nos	
46	Identity Card	Executive Style with less	Per card	As per requirement	
47	ASHA incentive voucher for 13 assured activities (Booklet)	Size-A4 (70GSM) Total no of pages-36 Inner pages -32, Black & white single side printing (Perforated) Cover page-4 (160 GSM) single colour printing	Per Booklet	1200	
48	ASHA incentive voucher for rest 40 activities (Booklet)	Size-A4 (70GSM) Total no of pages-68 Inner pages -64, Black & white single side printing (Perforated) Cover page-4 (160 GSM) single colour printing	Per Booklet	1200	

SL. NO.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX. QUANTITY	QUOTED RATE PER UNIT
49	ASHA Grade Card ((Mo Dakhyata)	Size-A4 Demy (160 GSM Drawing Sheet) Total no of pages-68 Inner pages -64, Single side multicolour printing	Per Card	1200	
50	Sector Meeting Register	Size- 20 cm x 30 cm (70 GSM conquest azure laid pater) Inner pages -84, Both side black offset printing. Cover page-4 (70 GSM Map litho to be passed on the hard board binding after printing) multi color offset printing of front & back Bidding: Zoo Stitching with thick hard board (Mill board 28 ozs) & cloth binding at left side of the register.	Per Register	25	
51	HBNC Format (Booklet)	Size-A4 Demy (80 GSM Maplitho Paper) Total no of pages-12 Brightness : 77 (minimum) Printing (All Pages) : Both side Black printing Bidding : Centre stitching with Perforation of last page (2 nos. Perforation in the last page).	Per Booklet	20000	
52	Glow Sign Board	Different size Glow Sign Board Zinc box, Back lid Print with light system including permanent fixing with supporting 2" L Iron angle.	Per Sq Ft.	As per requirement	
53	Vaccinator's Logistic Diary	Size : A4 60 inner pages 80 GSM, black & white both side printing Binding : centre stitching front & back cover page (Multi colour 250 GSM, Glosy)	Per diary	120	
54	AEFI format Booklet	100 sheet A4 copier 70 GSM, single side printing Front cover: 120 GSM & Back side cover 24 No. Hard board biding	Per booklet	120	
55	R.I Training Module Book	Size : A4, Inner Page – 84 Sheet 70 GSM Printing : black & white printing with different prototype. Cover : 300 GSM single colour front & back side, centre stitching	Per Module	180	

SL. NO.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX. QUANTITY	QUOTED RATE PER UNIT
56	R.I Training Module	Size : A4, Inner Page – 84 Sheet 70 GSM Printing: multi color printing with different prototype. Cover : 300 GSM Multi colour front & back side, centre stitching	Per Module	180	
57	Name based Due-cum-Tally Sheet booklet	Size : 15”x 20” 80 GSM Maplitho paper Both side printing of 100 Sheet Cover :120 GSM art paper single colour printing with paste binding and perforation	Per booklet	130	
58	Vaccine Stock Register-Issue & Receipt Register / Vaccine Distribution Register for Immunization Session Register	Size : A3 , Inner page : 101 sheet, Both side, 90 GSM with numbering Printing: Black & white both side landscapes. Cover: 300 GSM Hard biding with rd cloth / rexin corners with end leaves Binding: Good quality hard board register binding: binding gutter on left side; perfect sewn fabrication: 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.	Per Register	100	
59	HBYC Booklet	Unit :Booklet No. of Sheets:30(15 sheets marked as original + 15 sheets marked as duplicate) with one carbon sheet in each booklet. Printing Type (inner Sheets): Single Side, Black (In Odiao 1 st sheet of the booklet shall be printed as “Original” and next sheet shall be printed as duplicate (for taking carbon copy) and this will be repeated in the remaining sheets of the booklet. <u>Paper size</u> :1/4 Demy <u>Paper</u> : Original sheet (white colour)-75 GSM Maplitho <u>Brightness</u> : 80 (minimum) Duplicate sheet (Yellow colour).-54 GSM Maplitho <u>Binding Type</u> : Top pad binding with stapling with hard board on back side. <u>Cover Page</u> : 1 cover page on the front (80 GSM Maplitho single sided black printing as HBYC checklist for ASHA) <u>Perforation</u> : Perforation at the top of the pad binding (in Original sheet of the booklet only)	Per booklet	10000	
SL.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX.	QUOTED

NO.				QUANTITY	RATE PER UNIT
60	SNCU Case Sheet(Each SNCU case sheet Docket contains eight items as below)				
60.A	SNCU Docket Folder with Pocket	Unit: Nos. Size: 9.6" X 12"(Folding Size) Pages 4 + inside 1 Pocket Paper : 350 GSM Art Paper (Gloss Finish) Brightness: 80 (Minimum) Printing: Multi Colour offset printing {(Front & Back of the folder) and on Pocket} Folding & Pasting : One Fold & One Pocket (12 X 24 cm.) pasting to contain 9-10 nos. sheets	Per Piece	4000	
60.B	Discharge Card	Unit: Nos Size : 8.5" X 11" (Folding Size) Pages :4 ,Paper :120 GSM Maplitho ,Brightness : 77(Min.) Printing: Both side Multi Color offset printing ,Folding : one fold	Per Piece	4000	
60.C	Neonatal case Record Sheet	Unit: Nos Size : 8.5" X 11" (Folding Size) Pages :4,Paper :120 GSM Map litho ,Brightness : 77(Min.) Printing: Both side Multi Color offset printing ,Folding : one fold	Per Piece	4000	
60.D	Investigation Sheet	Unit: Nos Size : 8.5" X 11" (Folding Size) Pages : 2 pages back to back Paper :90 GSM Mplitho ,Brightness : 77(Min.) Printing: Bi color offset printing	Per Piece	4000	
60.E	Treatment continuation & clinical condition record sheet	Unit: Nos Size : 8.5" X 11" (Folding Size) Pages : 2 pages back to back Paper :90 GSM Mplitho ,Brightness : 77(Min.) Printing: Bi color offset printing	Per Piece	12000	
60.F	Monitoring & Nurses Order Sheet	Unit: Nos Size : 8.5" X 11" (Folding Size) Pages : 2 pages back to back Paper :90 GSM Mplitho ,Brightness : 77(Min.) Printing: Bi color offset printing	Per Piece	4000	
Each SNCU case sheet docket Folder shall contain the following items:		<ol style="list-style-type: none"> 1) Docket Folder one number 2) Discharge card one number 3) Neonatal case record sheet one number 4) Investigation Sheet one number 5) Treatment Continuation & Clinical condition record sheet three numbers 6) Monitoring & Nurse Order sheet one number 			
SL. NO.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX. QUANTITY	QUOTED RATE PER

					UNIT
61 .Child Death Review Forms					
61.A	Form 1	Size:1/4 Demy No of Sheets :50 Paper: 80 GSM Maplitho,Brightness :77(Min) Printing : Both side black offset printing Binding : Top Pad binding with hard straw board (2mm) on back side	Per Booklet	200	
61.B	Form 2 (1 st Brief Investigation Report for ANMs)	Size:1/4 Demy(Closing Size) Pages:4 Paper: 80 GSM Maplitho,Brightness :77(Min) Printing : Both side black offset printing Binding : One folding at the middle	Per Forms	200	
61.C	Form 3a (verbal Autopsy Form: Neonatal Deaths)	Size:1/4 Demy Pages: 6 ,Paper: 80 GSM Maplitho,Brightness :77(Min) Printing : Both side black offset printing ,Binding : side stapling (2 nos side stapling)	Per Forms	200	
61.D	Form 3b (verbal Autopsy Form: Post Neonatal Deaths)	Size:1/4 Demy Pages:6 ,Paper: 80 GSM Maplitho,Brightness :77(Min) Printing : Both side black offset printing ,Binding : side stapling (2 nos side stapling)	Per Forms	200	
61.E	Form 3c ((Social Autopsy Form)	Size:1/4 Demy(Closing Size) Pages:4 ,Paper: 80 GSM Maplitho,Brightness :77(Min) Printing : Both side black offset printing ,Binding : One folding at the middle	Per Forms	200	
61.F	Form 4a (Facility based Neonatal Death Review Form)	Size:1/4 Demy Pages:6 ,Paper: 80 GSM Maplitho,Brightness :77(Min) Printing : Both side black offset printing ,Binding : side stapling (2 nos side stapling)	Per Forms	400	
61.G	Form 4b (Facility based Post Neonatal Death Review Form)	Size:1/4 Demy Pages:6 ,Paper: 80 GSM Maplitho,Brightness :77(Min) Printing : Both side black offset printing Binding : side stapling (2 nos side stapling)	Per Forms	400	
SL. NO.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX. QUANTITY	QUOTED RATE PER

SL. NO.	NAME OF THE ITEM	SPECIFICATION	UNIT	APPROX. QUANTITY	QUOTED RATE PER UNIT
62	Patient referral cards at PHC Level	<p>No. of Sheets: 50 (25 Sheets marked as Original +25 Sheets marked as Duplicate) with One Carbon sheet in each booklet. Printing Type (Inner Sheets): Single side, Black 1st Sheet of the Booklet shall be printed as "Original" and the next sheet shall be printed as "Duplicate" (for taking carbon copy) and this will be repeated in the remaining sheets of the booklet. Paper Size: ¼ Demy Paper : Original Sheet (White Color)- 80 GSM Maplitho. Brightness : 80 (Minimum) Duplicate Sheet (Yellow Colour)- 54 GSM Maplitho. Binding Type : Top Pad binding with stapling with ½ pound hard board on back side Cover Page : 1 cover page on the front (80 GSM Maplitho Single sided Black printing as Patient referral Card-PHC) Perforation : Perforation at the top of the Pad Binding (In Original Sheet of the booklet only)</p>	Per booklet	200	
63	Patient referral cards at Sub-Center Level	<p>No. of Sheets: 50 (25 Sheets marked as Original +25 Sheets marked as Duplicate) with One Carbon sheet in each booklet. Printing Type (Inner Sheets): Single side, Black 1st Sheet of the Booklet shall be printed as "Original" and the next sheet shall be printed as "Duplicate" (for taking carbon copy) and this will be repeated in the remaining sheets of the booklet. Paper Size: ¼ Demy Paper : Original Sheet (White Color)- 80 GSM Maplitho. Brightness : 80 (Minimum) Duplicate Sheet (Yellow Colour)- 54 GSM Maplitho. Binding Type : Top Pad binding with stapling with ½ pound hard board on back side Cover Page : 1 cover page on the front (80 GSM Maplitho Single sided Black printing as Patient referral Card-Sub Centre) Perforation : Perforation at the top of the Pad Binding (In Original Sheet of the booklet only)</p>	Per booklet	300	

64	Flip Book	<p>Size : 12" *8"</p> <p>Total No. of Flip Sheets ; 15 Sheets Paper (Flip Sheets) : 300 GSM art Paper (Gloss Finish), Brightness ; 80 (Minimum) Printing (Flip Sheets): Multi-Colour both side offset printing Lamination : Both side Lamination of the flip sheet Binding: Wiro Top Binding with 20 mm Wiro Flip stand Cover : Flip Stand cover (1 ½ Pound mill board: 2 Nos connected with each other with base having folding arrangement for hand held as well as table top position) having white Art paper [130 GSM, Brightness : 80 (min.)] pasting with Wiro binding.</p>	Per book	1024	
65	NCD Drugs Paper Pouch	<p>Size : 4.5" * 9"</p> <p>Paper : 90 GSM Maplitho Paper, Brightness : 77 (Minimum) Printing : Single Colour Printing (IEC message with Logo)</p>	Per envelop	500	
66	Case Record and Information Sheet for NTCP	<p>Size : ¼ Demy Total no. of Pages : 12 Paper : 8 Pages : 80 GSM Maplitho Paper, Brightness : 77 (Minimum) 4 Pages :90 GSM Maplitho Paper, Brightness : 77 (Minimum) Printing : 8 Pages : Both side Single Colour Printing 4 Pages : Single side Multicolour Printing Binding : Centre Stitching Perforation : Perforation at middle of 9th page and side with border at 11th page (in 90 GSM Maplitho paper)</p>	Per booklet		
67	Tag File	<p>Size : 22.5 inch X 14 Inch Material: heavy quality card board type, Front page printing with Official Logo Inner (3.5 cm)cloth pasting at center and outer (3.5cm)adhesive pasting.</p>	Per Piece		

Signature and seal of the bidder/Authorized Signatory &

Date:

Seal

TENDER DOCUMENT – D
Bid Documents
**For Supply of Furniture/
Electronics &
Others Items**

Tender Ref.No 4073 dated 12.11.2020

**EMPANELLMENT OF AGENCY FOR SUPPLY OF OFFICE FURNITURES / ELECTRONICS ITEMS
INCLUDING COMPUTER PERIPHERALS UNDER CDM & PHO, NUAPADA ON ANNUAL RATE
CONTRACT BASIS**

SECTION – I (INSTRUCTION TO BIDDERS)

01. Sealed tenders are invited from Manufacturer/Authorized Supplier (with GST registration having GSTIN) having adequate experience in supply of furnitures & Electronics Items including computer peripherals.
02. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from the website www.nuapada.nic.in
03. The tender should be submitted in three parts i.e. **Technical Bid (Cover-A)** and **Financial Bid, II (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 **“SUPPLY OF OFFICE FURNITURES/ELECTRONICS ITEMS INCLUDING COMPUTER PERIPHERALS UNDER CDM & PHO, NUAPADA ON ANNUAL RATE CONTRACT BASIS in reference to adv. no- 4073 DPMU/NHM/2020 Dated 12.11.2020”**. 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 CDM & PHO cum DMD
At/Po/Dist – Nuapada, PIN -766105
04. Bidders who qualify technically, as per submission of relevant valid documents as asked to be submitted in Technical Bid – Part 1 - Tender (Forms -T1), fulfilling all the terms & condition of the tender document their Financial Bid (Form- F1) will be opened and if the items are as per specification as mentioned in Annexure-I, their financial proposal shall only be opened.
05. 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 unit price (inclusive of tax) shall be taken into account for evaluation. Also during evaluation, as per the Govt. of Odisha Finance Deptt. Office memorandum No. 13290 dtd. 2.4.2013 (Clause 2), the price preference system shall be applicable to **local micro & small enterprises** registered in Odisha with the respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC.
06. As per Finance Department office memorandum no.21926 dtd. 12.8.2015, **Local micro & small enterprises** registered in Odisha with the 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. On conclusion of the bidding process, the local MSE bidder, if selected, shall be required to pay 25% of the value of performance security.
07. The L1 bidder will be finalized, taking the individual quoted rate of all items of Financial Bid.
08. The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs. 20,000/-** (refundable) in the shape of Banker's cheques / Demand Draft in favour of **ZSS Non. NRHM, Nuapada** payable at Nuapada.

In the absence of the EMD, technical proposal of the bidder shall be rejected. However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the **local MSEs** registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and

NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to **local MSEs registered in Odisha only**. This exemption to the local MSEs shall be applicable if the **kind of service** as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC / NSIC registration certificate (to be furnished in the technical bid).

The EMD shall be returned to unsuccessful bidders within a period of 4 weeks from the date of announcement of the successful bidder.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the Proposal due date and expiration of the proposal validity period or on in case of successful bidder, if does not execute the agreement.

09. The bidders shall have to furnish a bid document cost of **Rs.2, 240/-** (non-refundable) in the shape of a **Banker's cheques / Demand Draft** in favour of **ZSS Non. NRHM, Nuapada** payable at Nuapada. In the absence of the bid document cost, the technical proposal of the bidder shall be rejected. **The bid document cost should be put in the Technical Proposal (Cover A) envelop.**
10. **The warranty to be covered for items are mentioned in the section IV (specification) .**
11. The items should be delivered within 30 days from the date of receipt of the purchase order.
12. This consignment has to be delivered at office of the CDM & PHO cum DMD / Any other CHCs/PHCs as decided by the CDM & PHO cum DMD and the same will be communicated in purchase order. No extra charges for transportation will be paid in case of delivery at CHCs/PHCs.

Section - II
TERMS AND CONDITIONS

Terms & Conditions		Documents to be Submitted
1	Registration certificate (DIC,MSE Etc.) if available	Photo copy of the Registration certificate
2	The organization must have GST registration certificate (with mention of GSTIN) and PAN	Photocopy of GST registration certificate (with mention of GSTIN) and PAN
3	Annual average turnover of the bidder must be ≥ 10 Lakh <u>in each year</u> of last three preceding financial years.	As per prescribed format in T4
4	The organization will have to submit an Affidavit (On original Stamp Paper(in Rs.20) of relevant value) with the following clauses:- <ol style="list-style-type: none"> 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 CDM & PHO, Nuapada 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 inclusive of all taxes and transportation. 	Affidavit format T5
5	Tender must be accompanied by EMD (if the bidder is other than local MSME) as mentioned in Para 06 of Section-I by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of ZSS Non. NRHM, Nuapada payable at Nuapada, Odisha. Tenders (if the tenderer is other than local MSE) if not accompanied by EMD will not be considered. Local MSEs are exempted from submission of EMD. EMD of unsuccessful tenderers will be returned without interest on finalization of the bid. EMDs / Bid Security of successful tenderer will be returned after expiry of the Annual rate contract. The EMD shall be forfeited if the successful tenderer after getting the letter of award withdraws / Express his inability to execute the work.	Demand Draft

6	<p>The successful bidder will have to deposit @ 10% of the purchase order value by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Nuapada in favour of ZSS Non NRHM A/c / Bank Guarantee from any Nationalized / Scheduled Bank at Nuapada. .The performance security shall be returned on successful completion of the assignment without interest after one year. The performance security may be forfeited towards compensation for any loss resulting from the successful bidder's failure to fulfill the obligations under the scope of work and terms & conditions of the Purchase Order. Above will be applicable for purchase value of more than Rupees. One lakh (for single purchase Order Value)</p>	<p>To be submitted at the time of Acceptance of the work order</p>
7	<p>If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period (as mentioned against each item in Para 10 in Section I), liquidated damage @ of the following % of the relevant contract value, per week of delays after the stipulated time shall be calculated :</p> <p>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 CDM & PHO. EMD deposited by the defaulting firm shall be forfeited.</p>	
8	<p>CDM & PHO, Nuapada 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.</p>	
9	<p>The CDM&PHO reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever</p>	
10	<p>Under no circumstance shall the organization 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.</p>	
11	<p>Rates quoted against this tender notice shall remain valid up to 12 months from finalization of tender. No request for increase in rates, if any, will be allowed or entertained during this period.</p>	
12	<p>Item should be as per Specification. As mentioned in tender document.</p>	
13	<p>Jurisdiction: All legal disputes are subject to the jurisdiction of Nuapada courts only.</p>	

SECTION-III

SCHEDULE OF REQUIREMENT OF Furniture/Electronics & Other Items

Si.No	Name Of the Items
1	Photocopier Machine
2	Desktop PC
3	Projector with Presenter(including installation and screen)
4	Laptop
5	Laser Jet Printer
6	Scanner
7	Color Television
8	All in one Printer/Scanner/Copier(Inkjet – Ink Tank Type)
9	All in one Printer/Scanner/Copier(Laser)
10	Executive Office Table
11	Office Table
12	Executive High Back Revolving Chair
13	High Back Revolving Chair
14	Visitors Chair
15	Chair with cushion
16	Chair without cushion
17	Computer Table
18	Steel Alamirah
19	Voltage Stabilizer
20	Inverter
21	Inverter Battery
22	Air conditioner (Window)
23	Air Conditioner(Split)
24	Rack
25	Book shelves
26	File cabinet

SECTION-IV
SPECIFICATION

1.Photo copier Machine

Description		
Print/Copy/Scan		
Type	B/W Laser Multifunctional (Reader/Printer Console) Auto Duplex	
Maximum Original Size	A3	
Copy Speed	A4	22 ppm
	A3	11 ppm
Resolution	Scan	300 X 300 dpi
	Copy	600 X 600 dpi
	Print	600 X 600 dpi
Supported File Format(Scan)	PDF/Searchable PDF/Compact PDF,BMP,JPEG,TIFF	
Processor speed	400 MHZ	
Memory Capacity	128 MB	
Paper handling		
Paper Sizes	Cassette 1	A3,B4,A4R,A4,B5R,B5.A5R
	Cassette 2	A3,B4,A4R,A4,B5R,B5.A5R
	By Pass tray	A3,B4,A4R,A4,B5R,B5.A5R,Envelope (COM 10, Monarch,ISO-C5,DL)
Acceptable Originals	Sheet, Book and Three dimensional objects (up to 2 kg)	
General Information		
Power Consumption	Sleep	2.0W or less
	Maximum	1.5 kW or less
Power Supply	220-240 AC,50/60 Hz	
Toner Yield	Approx.10,200 sheets (A4,6% coverage)	
Drum Yield	Approx.61,700 sheets	
Warranty Type	Onsite	
Connectivity		
Interface	Network	Ethernet 100 BASE-TX/10 Base -T
	others	USB 2.0
Paper Capacity	Cassette 1	250 sheets (80 gsm)
	Cassette 2	250 sheets (80 gsm)
	By Pass tray	80 sheets (80 gsm)
Warranty	Onsite minimum one year or as per product brochures	

2.Desktop Computer

Description	
Processor	Intel core I3 or more
Ram	Minimum 4 GB or More
Memory	Minimum 1TB HDD or more
OS	Preloaded Licensed Version of Window 8.1 or more
Monitor	15.6" HD LED
Others	Keyboard ,Mouse, 4 usb Port,HDMI port,VGA port
Warranty	Onsite minimum one year or as per product brochures

3. Projector with Presenter

Description	
Type	WXGA (1280 X 800)
Contrast Ratio	3000:1
Aspect Ratio	16:10
Illumination	3700
Life of Lamp	7000hrs
Extra Features	Audio,USB port,HDMI Input S-video Input
Installation	Roof installation
Projector Screen	6 “ X 6 “ with stand
Warranty Type	Onsite minimum one year or as per product brochures
Presenter	
Compatible OS	Window 7 or Greater version of windows
Laser Class	Class 2 Laser
Battery Type	2 AAA batteries
Battery Life(Laser)	20 Hrs Max
Battery Life(Presenter)	1050 Hrs Max
Wireless Operating Distance	Approx. 10 Mtrs
Warranty	Onsite minimum one year or as per product brochures
Interface	USB

4.Laptop

Description	
Processor	Intel core I3 or i5 & more (quote separate price)
Ram	Minimum 4 GB or More
Graphics	2 GB or more
Memory	Minimum 1 TB HDD or more
OS	Preloaded Licensed Version of Window 8.1 or more
Display	15.6” HD LED
Others	LAN,WI-FI,Bluetooth,integrated web cam,key board with palm rest,4 usb port,HDMI port,VGA port card reader,DVD RW
Warranty	Onsite minimum one year or as per product brochures

5.Laser Jet Printer

Description	
Processor	266 Mhz
Print Speed	Up to 18 PPM
Print Quality	Upto 600 X 600 X 2 dpi(1200 dpi effective output
Print Technology	Laser
Compatible OS	Window 7 or greater version of window
Duplex Printing	Yes
Paper Handling	150 sheet input tray ,100 sheet output bin.
Warranty	onsite minimum one year or as per product brochures

6. Scanner

Description	
Type	Flat Bed
Document feeding	manual sheet feeding
Digital sending feature	Scan, Copy, scan to application or more like scan to email, scan to pdf.
Scanning Mode	Black and white, 256 level gray Scale,24-bit colour
Scanning Resolution	100*100 dpi,150*150 dpi,200*200 dpi,240 *240 dpi,300*300 dpi,400*400 dpi,600*600 dpi or more
Scanning Speed	black & White -04 ppm(simplex)or higher 256 level gray scale -03 ppm (simplex)or higher 24-bit colour -02 ppm9Simplex)
Warranty	onsite minimum one year or as per product brochures

7.Colour TV

Description	
Type	LCD/LED
Size	37/42/47/50/55/56 or more inches measures diagonally (quotes separate prices for each screen size)
Resolution	1080p minimum
AV	1
Audio out(Mini Jack)	1
PC Audio In(mini Jack)	1
Clear motion rate	60
HDMI	4
USB	2
Star rating	5 star
VGA	1
Warranty	onsite minimum one year or as per product brochures

08. All in one Printer/Scanner/Copier (inkjet-ink tank type)

PRINT		
Maximum Printing Resolution	4800 (horizontal) ^{*1} x 1200 (vertical) dpi	
Print Head / Ink	Type:	INK Tank
Print Speed ^{*2}	Document: Col	ESAT / Simplex: approx. 4.0ipm
	Document: B / W	ESAT / Simplex: approx. 7.7ipm
	Photo (4 x 6")	PP-201 / Borderless: approx. 65secs.
Printable Width	Up to 203.2mm (8in.)	
Printable Area	Borderless Printing ^{*3}	Top / Bottom / Right / Left margin: each 0mm [Supported Paper Size: 4 x 6", 5 x 7", Square (5 x 5")]
	Bordered Printing	Top margin: 3mm, Bottom margin: 5mm, Left / Right margin: each 3.4mm

		(LTR / LGL: Left: 6.4mm, Right: 6.3mm)
Recommended Printing Area	Top margin: 31.6mm Bottom margin: 29.2mm	
Paper Size	A4, A5, B5, LTR, LGL, 4 x 6", 5 x 7", Square (5 x 5"), Custom size (width 101.6 - 215.9mm, length 127 - 676mm)	
Paper Handling Rear Tray (Maximum Number)	Plain Paper	A4, A5, B5, LTR = 60, LGL = 10
	Photo Paper Plus Glossy II (PP-201)	4 x 6" = 20, Square (5 x 5") = 10
	Glossy Photo Paper "Everyday Use" (GP-508)	4 x 6" = 20
	Photo Paper Plus Glossy II (PP-208)	4 x 6" = 20
	Photo Stickers, Free Cutting (PS-208)	4 x 6" = 1
	Removable Photo Sticker, Free Cutting (PS-308R)	4 x 6" = 1
	Rear Tray	Plain Paper: 64 - 105g/m ² , Photo Paper Plus Glossy II (PP-201)
Ink End Sensor	Dot count	
Print Head Alignment	Manual	
SCAN		
Scanner Type	Flatbed	
Scanning Method	Contact Image Sensor (CIS)	
Optical Resolution	600 x 1200dpi	
Scanning Bit Depth (Input/Output)	Grayscale	16 / 8-bit
	Colour	RGB each 16 / 8-bit
Line Scanning Speed	Grayscale	1.5ms/line (300dpi)
	Colour	3.5ms/line (300dpi)
Scanning Speed	Reflective	A4 Colour / 300dpi: Approx. 14sec.
Maximum Document Size	Flatbed	A4 / LTR (216 x 297mm)
COPY		
Maximum Document Size	A4 / LTR (216 x 297mm)	
Compatible Media	Size	A4 / A5 / B5 / LTR / 4 x 6" / 5 x 7" / Square (5 x 5")
	Type	Plain Paper ,Photo Paper Plus Glossy II (PP-201) ,Glossy Photo Paper "Everyday Use" (GP-508) Photo Paper Plus Glossy II (PP-208)
Image Quality	2 Positions (Draft, Standard)	
Copy Speed	Document: Colour	sFCOT / Simplex: Approx. 27sec. sESAT / Simplex: Approx.3.0ipm

Multiple Copy	Black / Colour	1 - 20 pages
Warranty	onsite minimum one year or as per product brochures	

09. All in one Printer/Scanner/Copier (Laser)

PRINT		
Printing Method	Monochrome Laser Beam Printing	
Print Speed (A4)	23ppm	
Print Resolution	600 x 600dpi	
Print Quality with Image Refinement Technology	1,200 x 1,200dpi (equivalent)	
Warm-Up Time (From Power On)	13.5secs. or less	
First Print Out Time (FPOT) A4	Approx. 6.0secs.	
Recovery Time (From Sleep Mode)	2.0secs. or less	
Print Language	UFR II LT	
Print Margin	5mm-top, bottom, left and right (Other sizes than Envelope) 10mm-top, bottom, left and right (Envelope)	
COPY		
Copy Speed (A4)	23ppm	
Copy Resolution	600 x 600dpi	
First Copy Time (FCOT) A4	Approx. 9.0secs.	
Maximum Number of Copies	Up to 999 copies	
Reduce / Enlargement	25 - 400% in 1% increments	
Copy Features	Memory Sort, 2 on 1, 4 on 1, ID Card Copy	
SCAN		
Scan Type	Colour Contact Image Sensor	
Scan Resolution	Optical	Up to 600 x 600dpi
	Driver Enhanced	Up to 9,600 x 9,600dpi
Maximum Scan Size	Platen Glass	Up to 216 x 297mm
Scan Speed	Platen Glass	Approx. 3.0secs. per sheet (mono) Approx. 4.0secs. per sheet (colour)
Colour Depth	24-bit	
Pull Scan	Yes, USB and Network	
Push Scan (Scan To PC) with MF Scan Utility	Yes, USB and Network	
Scan To Cloud	Yes, MF Scan Utility	
Scan Driver Compatibility	TWAIN, WIA, ICA	
PAPER HANDLING		
Paper Input	Standard Cassette	250 sheets
	Multi-Purpose Tray	1 sheet

Paper Output (Based on 68g/m²)	100 sheets (face down)	
Paper Size	Standard Cassette	A4, B5, A5, Legal, Letter, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal Custom (Min. 76.2 x 210mm to Max. 216 x 356mm)
	Multi-Purpose Tray	A4, B5, A5, Legal, Letter, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal Custom (Min. 76.2 x 127mm to Max. 216 x 356mm)
Paper Type	Plain, Heavy, Recycled, Color, Bond, Label, Index Card, Envelope	
CONNECTIVITY & SOFTWARE		
Standard Interface	Wired	High-Speed USB 2.0 10 / 100 Base-T Ethernet
Network Interface	Print	LPD, RAW, IPP / IPPS, WSD-Print (IPv4, IPv6)
	Scan	WSD-Scan (IPv4, IPv6)
Compatible Operating Systems	Microsoft® Windows® 10 (32 / 64-bit), Windows® 8.1 (32 / 64-bit), Windows® 8 (32 / 64-bit), Windows® 7 (32 / 64-bit), Windows Vista® (32 / 64-bit), Windows® Server 2012 R2 (64-bit), Windows® Server 2012 (64-bit), Windows® Server 2008 R2 (64-bit), Windows® Server 2008 (32 / 64-bit), Windows® Server 2003 R2 (32 / 64-bit), Windows® Server 2003 (32 / 64-bit), Mac OS X ^(*4) 10.6.8~, Linux ^(*3)	
Software Included	Printer driver, Scanner driver, MF Scan Utility, SSID Tool, Toner Status	
GENERAL		
Device Memory	256MB	
Operational Panel	5-line BW LCD	
Dimensions (W x D x H)	390 x 371 x 312mm (Cassette closed) 390 x 441 x 312mm (Cassette opened)	
Power Consumption	Maximum	1,120W or less
	During Operation (Avg.)	Approx. 420W
	During Standby (Avg.)	Approx. 4.2W
	During Sleep (Avg.)	Approx. 1.2W (USB connection) Approx. 1.3W (Wired LAN connection) Approx. 2.0W (Wireless LAN connection)
Operating Environment	Temperature: 10 - 30°C Humidity: 20 - 80% RH (no condensation)	
Power Requirement	AC 220 - 240V (±10%), 50 / 60Hz (±2Hz)	

Consumables	Toner (Standard)	Cartridge 337: 2,400 pages (bundled: 1,700 pages)
Warranty	onsite minimum one year or as per product brochures	

10. Executive Table:

- Main Table : 1800 W X 900 D X 750 H mm
- Side Unit size : 1200 W X 445D X 660H mm
- Back Unit size : 2215 W X 410 D X 2000 H mm
- Top surface of the table shall made up of MDF board duly finished with veneer and final coating of PU.
- The main desk should contain in built key board pull out tray for keeping keyboard of computer.
- The front modesty panel of the table shall be made up of MDF board of size 1640mm X 600 mm X 16mm which shall also be duly finished with veneer and PU coating.
- For personal storage one mobile pedestal (3 drawer unit) shall be provided of size 510 mm width X 6354 mm Height and 445 mm depth.
- The storage pedestal shall also be made up of MDF duly finished with veneer 7 final coating of PU.
- The side unit shall be made up of MDF board duly finished with veneer and final finish by PU coating.
- The design of the side unit shall be such that it can be placed on either side of the main table.
- The hardness of the PU coating shall be 1.5H.
- The thickness of the top of the side unit shall be 25 mm
- The back unit shall be made up of MDF board duly finished with veneer & final finish by PU coating.
- Below storage shall be provided with wooden shutter & upper left & right side of the back unit shall also be provided with wooden shutters.
- One year warranty on the product or as per product Boucher.

11. Office Table:

- Table size :1199 W X 590 D X 735H
- The top panels shall be made from 18 +/- 0.5 mm thick Pre-Laminated boards as per with 2 mm thick PVC edge banding on all sides.
- Understructure shall be made from 0.9 mm +/- 0.09 mm thick powder coated 50 microns (+/-10)CRCS MS.
- Modesty panel shall be made from 1.0 +/-0.09 mm thick powder coated 50 microns (+/- 10)
- Tubular Frame shall be dia. 25.4 +/- 0.3 mm X 1.2 +/- 0.096 mm thick MS ERW tube.
- The storage shall be having shell 0.5 +/- 0.07 mm thick CRCA MS plus drawer front 0.8 +/- 0.1 mm thick CRCA MS.
- There should be 10 lever cam lock plus handles built in plastic.

- The manufactures should compliant with ISO 9001, 14001 , & 18001 certified.
- One year warranty on the product or as per product boucher

12. Executive High back Chair

- Back: (W) 49.0 cm X (H)71.0 Cm
- Seat: (W) 49.0 cm X (D) 44.0cm
- Overall Dimensions of chair : Seat Height –Min 41.0 to max 53.0 cm ,height min. 100.0 to max 112.0cm
- Width 7 Depth of chair as measured from pedestal –width 76.3 cm and Depth 76.3 cm.
- The seat and back shall be made up of 1.2 +/- 0.1 cm thick hot pressed ply wood,with fabric and molded poly urethane foam with PVC lipping all around.
- The moulded polyurethane foam shall be of density 45+/- 2kg/m³ and hardness laod 16+/- 2 kgf
- The dimensions of seat shall be 49.0 cm(W) X 44.0 cm(D)_ and back shall be 49.0 cm (W) X 71.0 cm(H)
- The armrests should made of black integral skin polyurethane with 50-70 shore ‘A’ hardness and reinforced with M.S insert.
- The armrest shall be scratch & weather resistant.
- The arm rest shall be fitted to the seat connecting strip assembly made of 0.5+/- 0.05cm thick HR steel.
- 360° revolving type with center tilt synchro mechanism.tilt tension adjustment with upright position locking .
- It shall be fitted with 5 nos. of castor.
- The twin wheel castors shall be made black nylon.
- One year warranty on the product or as per product boucher.

13. Revolving chair

a. Seat & Back Assembly: The seat and back shall be made of PU foam of density 45 ± 2 Kg/m³ upholstered with changeable fabric upholstery covers (as per requirement). Back Size: 480 mm. (W) X 550 mm (H) Approx. Seat Size: 480 mm (W) X550 mm. (D) Approx.

b.Base: Five prongs made of black colour reinforced PU plastic with Nylon wheels and pneumatic up & down with one point locking mechanism

C.Handle armrest: The armrest shall be gas-assisted injection moulded from Polypropylene.

d.Revolving & Tilt: Chair should have a full 360° revolving mechanism with 17 deg. maximum tilt only and tilt tension adjustment facility.

e. Height of chair: Maximum and minimum height is approx. 1030 mm and 830 mm respectively.

14. Visitors Chair:

- a. Feature: Should Have 100% VOC Free Powder coating.
Should be designed for long life and easy part replacement.
- b.Specification: Width-750mm
Depth-750mm
Height-750mm

15. Chair with cushion

- Material: Plastic/Steel/Fiber
- Fitted with cushion
- Back Height: High Back
- Handle: with handle or without handle

16. Chair

- Material: Plastic/Steel/Fiber
- Back Height: High Back
- Handle: with handle /Without handle

17. Computer Table

- a. Overall Size : 900 x 500 x 750 mm (L x W x H) approx
- b. Understructure : It shall be made of 18 mm thick high quality Pre-laminated. Particle boards with PVC strip edge banding of all exposed edge
- c. Key board tray : With telescopic ball slides to be used for keyboard tray
- d. Mouse roller tray : This shall be attached with the key board tray
- e. Under self- structure: It should have place to keep CPU, printer and UPS.The size of the open area for CPU should be 200 mm (W) x 400 mm (D)x 500 mm (H).
- f. Wheel : Four swivel wheel made of plastic/ steel having load bearing of 10Kg/wheel.
- g. Fitting : The particle board should be inter fitted with metal insert type screw fitting

18. Steel Alamirah

- a. Overall size : 1270 mm (H) x 765 mm (W) x 440 mm (D)
- b. Materials : The CRCA steel sheet used for the body should be 0.9 mm thick,
- c. Construction : It should interlock design and full length over lapping doors and sides. It should have three way bolting mechanism. The two doors have hinge mounted on frame
- d. Doors : The doors have one handle and lever locking mechanism with 6- Six lever Mazak Zinc Plated Lock.
- e. Powder coating : All steel components should undergo eight tank anti rust treatment and oven Baked epoxy polyester powder coating with 50-60 micron dry film thickness.

19. Voltage Stabilizer (1 to 5 kvA)

Description	
Input Voltage	90 - 280 volt
Output Voltage	220 volt
Frequency	50 Hz
Insulation	Greater Than 6 M Ohms
Mode Of Operation	Automatic
Response Time	60 seconds
Duty Cycle	Continuous

Efficiency	Better Than 98%
Transformer	All copper wound on CRGO Lamination as per ISO specification for higher efficiency and low loss
Salient Features	Input/ Output voltage shown by voltmeter on front panel
Warranty	onsite minimum one year or as per product brochures
Type Of Cooling	Air cooled

20. INVERTER

Description	
OUT PUT Power	1.1 KVA
Voltage	12 V
Wave Form	Square wave
Recharge Time	6 Hrs
Warranty	onsite minimum one year or as per product brochures

21. Inverter Battery

Description	
AH Capacity	150/180/200
Warranty	Minimum four years or as per product brochures
Dimension	430 X 290 X 400

22.Window AC (1.5 tons / 2 tons)

Description	
Star Rating	5 Star Only
Compressor	Rotary Type
Rated cooling Capacity	11942 BTU/Hr
Rated Power Supply	230 volts/50 Hz
Total Power input	1575 watts
Current Drawn	7 amps.
Fan Speed	3 steps
Air Flow (super High)	450 CFM
Sound Level	Less Than 50 db
Warranty(On Site)	Minimum one year for body and five years for compressor or as per product brochures

23.Spilt AC (1.5 tons/2 tons)

Description	
Type	Inverter
Star Rating	5 Star Only
Compressor	Rotary Type
Rated cooling Capacity	18562 BTU/Hr
Rated Power Supply	230 volts/50 Hz
Total Power input	1510 watts
Current Drawn	6.70 amps.
Fan Speed	5 steps

Air Flow (super High)	583 CFM
Sound Level	Less Than 50 db
Warranty(On Site)	Minimum one year for body and five years for compressor or as per product brochures

24. Iron Rack

- Material :Stainless Steel
- Height:4-5 Feet
- Shelves: Minimum 5
- Load Capacity : 50 KG to 100 KG per layer
- Surface Treatment: Color Coated
- Others: High tensile strength, Corrosive resistant &Smooth finishing

25. Book Shelves

914 mm (W) x 320 mm (D) x 1742 mm (H); Rigid Knock down construction, Prime Quality CRCA Steel Panels & Frame from 0.8 mm thick; Door Features/ Locking: Each Door to have 10 Lever Cam lock with common key, 3 mm thick transparent glass for clear inside vision secured in a Metal Frame through rubber gasket, Scissor mechanism for receding inside the top of respective compartment to ensure parallel and smooth movement, Plastic side end caps as Handle for easy grip; Each compartment provided with storage shelf. Minimum one year warranty or as per product brochures

26. Filling Cabinet

4 Drawers 470 mm (W) x 620 mm (D) x 1320 mm(H), Material: CRCA 0.7 mm Thick (Top, Side &Drawer Front); 0.6 mm Thick (Frames, Drawer-Inside Cover, Side Back Side) 0.5mm Thick (Back, Bottom, Drawer Bottom). Drawer Front: Easy to grip Full-length Handle recess integrated into Metal Drawer fronts. Label Holder: Snap on type plastic label holder on Drawer Fronts. Locking & Anti Tipping Mechanism: Centralized locking with 10lever Cam Lock & having anti-tipping arrangement to ensure that when one drawer is opened for use, it does not allow other drawers to be opened. Slide: High quality precision ball slide. Drawer Load: 40kg. UDL for 75,000 cycles (BS). Minimum one year warranty or as per product brochures

FORMATS - Part 1

FORM – T1

(To be submitted in Technical Bid Envelop)

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

Sl.No	Particular	Documents Detailed	Page No of the Bid
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 no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of DIC registered firm).		
7a	GST registration acknowledgement with copy of latest return (Photocopy of GST registration)		
7b	GSTIN (GST identification number)		
8	PAN (Photocopy of PAN)		
9	Annual Average turnover certificate duly signed by Chartered Accountant submitted for last 3 years (Annual Average Turnover must be ≥ 10 Lakhs in last three preceding years). (Form T4)		
10	Draft number & date of tender document Cost (Non-Refundable) of Rs.2, 240/-(including Tax) .		
11	Draft number and date of the EMD [Pl. refer to the Clause 06 of Section – I related to submission of EMD]		
12	Affidavit of declaration (<i>On original Stamp Paper</i>) as per Clause 4 of the terms & condition. (Form T5)		
13	Authorization Certificate from the manufacturer/		
14	List of Item (s) Quoted with name of the Make & Model of the item (Form T2) .		
15	Technical Brouchers of the Item quoted with photo graphs of the items.		
16	Deviation/No Deviation Statement from Technical Specification & details of technical specification of the product. (Form T3) .		

FORM – T3
(To be submitted in **Cover A -Technical Bid**)

STATEMENT REGARDING DEVIATIONS FROM TECHNICAL SPECIFICATIONS (IF ANY)

Following are the Technical deviations and variations from the purchaser's Technical Specifications.

Sl. No.	Item Name	Clause of Technical Specification	Statement of Deviations /
1			
2			
..			
..			
..			

In case there is no deviation from technical specification, Pl. Mention **No Deviation**.

Signature of the Bidder

Name :

Date :

Place :

Seal

FORM -T4

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

ANNUAL AVERAGE TURN OVER STATEMENT

(To be furnished in the **letter head** of the Chartered Accountant)

The Annual Turnover of M/s _____
for the last 3 financial years are given below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Lakhs (Rs.)
1	2017-18	
2	2018-19	
3	2019-20	
Average Annual Turnover of last three years (Rs. In lakhs)		

Date:

Signature of Chartered Accountant
(Name in Capital)

Place:

Seal

Membership No

Note:

- 1) To be issued in the **letter head** of the Chartered Accountant with membership No.

FORM -T5

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

Format for Undertaking of the supplier (On Non Judicial Stamp Paper Rs.20)

Affidavit

I,... (Proprietor of the Agency), (the names and addresses of the Registered Agency) do hereby solemnly affirm and sincerely state that;

- That my agency not been blacklisted by any Government Organization.
- That my agency does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.
- That the CDM & PHO, Nuapada 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 me after receipt of communication from CDM & PHO within 7 days .
- That we agree to abide by all terms & conditions of tender vide Reference No _____.
- That the rate quoted for different items are inclusive of all taxes and transportation.

I further affirm that, in case of any such evidence in contradiction to above declaration come to the notice of the CDM & PHO, Nuapada any time during the valid contract period the annual rate contract shall be liable for termination in addition to other legal recourse available under the law of the land.

Dated thisDay of, 2019

Name of the Prop

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

**FINANCIAL BID
FORM – F1**

Si.No	Name of The Items	Make & Model of Items Quoted	Rate Per Unit (Including Taxes transportation & installation)	Remarks
1	Photocopier Machine			
2	Desktop PC			
3	Projector with Presenter(including installation and screen)			
4	Laptop			
5	Laser Jet Printer			
6	Scanner			
7	Color Television			
8	All in one Printer/Scanner/Copier(Inkjet – Ink Tank Type)			
9	All in one Printer/Scanner/Copier(Laser)			
10	Executive Office Table			
11	Office Table			
12	Executive High Back Revolving Chair			
13	High Back Revolving Chair			
14	Visitors Chair			
15	Chair with cushion			
16	Chair without cushion			
17	Computer Table			
18	Steel Alamirah			
19	Voltage Stabilizer			
20	Inverter			
21	Inverter Battery			
22	Air conditioner (Window)			
23	Air Conditioner(Split)			
24	Rack			
25	Book shelves			
26	File cabinet			

Notes: Use different row for quoting same items of different brands or higher model.

I / we _____ agree to supply the above goods & allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

I / we _____ confirm that we agree to all other terms and conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

I / we _____ have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tendered desires to put some additional /modified stipulations, terms & conditions etc. the same may be clearly indicated)

I / we _____ confirm that our offer will remain valid or acceptance for _____ days after the date of opening of tenders (preferably at least one year)

(Signature, name and designation of the authorized executive of the tendering firm)

For and on behalf of.....
(Name and address of the tendering firm).....

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

FORM – F2

Si.No	Name of The Items	Make & Model of Items Quoted	Period of warranty cover	Remarks
1	Photocopier Machine			
2	Desktop PC			
3	Projector with Presenter(including installation and screen)			
4	Laptop			
5	Laser Jet Printer			
6	Scanner			
7	Color Television			
8	All in one Printer/Scanner/Copier(Inkjet – Ink Tank Type)			
9	All in one Printer/Scanner/Copier(Laser)			
10	Executive Office Table			
11	Office Table			
12	Executive High Back Revolving Chair			
13	High Back Revolving Chair			
14	Visitors Chair			
15	Chair with cushion			
16	Chair without cushion			
17	Computer Table			
18	Steel Alamirah			
19	Voltage Stabilizer			
20	Inverter			
21	Inverter Battery			
22	Air conditioner (Window)			
23	Air Conditioner(Split)			
24	Rack			
25	Book shelves			
26	File cabinet			

Note: Period of warranty cover should be minimum as per section IV

Place:

Date:

(Signature and seal of the authorized signatory)

Seal