

**Bid Documents**  
**Including**  
**Terms and conditions E-Tender**  
**For**  
**Procurement of "Printing & IEC materials"**  
**2023-2024**

**NIT NO. : 10/2023 dated 20/2/2023**

Department of Health & Family Welfare  
Government of West Bengal  
Office of Chief Medical Officer of Health  
Basirhat Health District

CMOH & Secretary, District Health & Family Welfare Samity, Basirhat Health District invites bids through E- tenders in two bid systems (Technical and Financial Bid) for supplying "Printing and IEC materials". For details and downloading of tender, interested BIDDER may please visit website: <https://wbtenders.gov.in> and (Organization-Health & Family Welfare Department). For any further assistance, please visit o/o the CMOH, Basirhat Health District.

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*M. S. 20/2/23*

Chief Medical Officer of Health  
Basirhat Health District

# SECTION I: NOTICE INVITING e-TENDER (NIT)



## Government of West Bengal Office of the Chief Medical Officer of Health

Basirhat Health District, Basirhat-743292

Basirhat District Hospital Compound, P.O.-Badartala

Phone : 03217 265671; Email : [cmoh\\_bsrht@wbhealth.gov.in](mailto:cmoh_bsrht@wbhealth.gov.in); [basirhatcmoh2016@yahoo.com](mailto:basirhatcmoh2016@yahoo.com)



NIT No: 10/2023

Dated: 20/2/2023

### NOTICE INVITING E-TENDER (NIT)

The undersigned invites bids from competent and experienced contractors for Printing & IEC materials for period of 1 (one) year. The 1 (one) year contract period shall commence from the date of notification of award of contract to the selected bidder in this e-tender and will be valid until further order/ orders from the undersigned.

#### Date and Time (Schedule of e-Tender):

Sl. No.	Particulars	Date & Time
1	Date of Publishing N.I.T & Other documents online	21.02.2023, 10.00 A.M
2	Online document download start date	21.02.2023, 10.00 A.M
3	Online document download end date	28.02.2023, Up to 05.00 P.M
4	Online bid submission start date	21.02.2023, 10.00 A.M
5	Pre bid Meeting to be held at the office of CMOH Basirhat	23.02.2023, 12.00 Noon
6	Online bid submission closing date	28.02.2023, Up to 05.00 P.M
7	Online Bid opening date for technical proposals	03.03.2023, 10.00 A.M.
8	Date of online uploading list for Technically Qualified bidders	To be notified later
9	Date of online opening of financial proposals	To be notified later

*Pm*  
20/2/2023  
CMOH & Secretary,  
District Health & Family Welfare Samiti  
Basirhat Health District

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1. In the event of any of the above-mentioned dates being declared as a holiday for the e-tender inviting authority, the bids shall be opened on the next working day at the scheduled time.
2. The bid submitted should be addressed to the tender inviting authority, i.e. to the CMOH, Basirhat Health District, Basirhat.
3. Bidders may download the e-tender enquiry document from the websites <https://wbtenders.gov.in> and [www.wbhealth.gov.in](http://www.wbhealth.gov.in). Any subsequent notice regarding this e-tender shall be uploaded on these two websites only. Bidders are requested to check these two websites regularly for this purpose.
4. This e-tender document comprises the following sections:
  - Section I: Notice inviting Tender (NIT), i.e. this document
  - Section II: Preamble
  - Section III: Requirements
  - Section IV: General Conditions of Contract (GCC)
  - Section V: General Instructions to Bidders (GIB)
  - Section VI: Tender Application Form
  - Section VII: Price Schedule/ Bill of Quantity (BOQ)
  - Section VIII: Contract Form
  - Section IX: Checklist for Bidders
5. The e-tender shall be evaluated under the two-bid system, i.e. through evaluation of technical and financial bids uploaded by the bidder online on the e-tender website of <https://wbtenders.gov.in>.

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*20/2/23*  
CMOH & Secretary,  
District Health & Family Welfare Samiti  
Basirhat Health District

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## SECTION II: PREAMBLE

1.1. The following definitions and abbreviations, which have been used in this document shall have the meanings as indicated below:

### 1.2. Definitions:

i) "Purchaser" means the e-tender inviting authority, purchasing goods and/ or services as incorporated in this e-tender enquiry document, either directly or on behalf of consignees (Annexure A). For this e-tender the purchaser may either be:

The CMOH of Basirhat Health District or

The Superintendent of Basirhat District Hospital (Decentralised Hospital), as applicable.

i) "Bid" means Proposal/ Quotation received from a Firm / Bidder against the e-tender.

ii) "Bidder" means the Individual or Firm submitting Bids/ Quotations.

iii) "Contractor" means the individual or the firm supplying the goods and/ or services as incorporated in the contract.

iv) Formats & specified items, to be supplied by contractor as per specifications, terms and conditions stipulated under the contract.

v) "Earnest Money Deposit" (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.

vi) "Contract" means the written agreement entered into between the purchaser/ consignee and the contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.

vii) "Performance Security" means monetary amount or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.

viii) "Specification" means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.

ix) "Inspection" means activities such as measuring, examining, testing, gauging one or more characteristics of the goods and / or service and comparing the same with the specified requirement to determine conformity.

x) "Day" means calendar day.

xi) "Bill of Quantity" is the name for price schedule in e-tender software.

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Chief Medical Officer of Health  
Basirhat Health District

### 1.3 Abbreviations:

- i. "TE Document" means e-Tender Enquiry Document
- ii. "NIT" means Notice Inviting e-Tender
- iii. "GIB" means General Instructions to Bidders
- iv. "GCC" means General Conditions of Contract
- v. "GST" means Goods and Service Tax.
- vi. "CST" means Central Sales Tax
- vii. "DSC" means Digital Signature Certificate
- viii. "BOQ" means Bill of Quantity or the Price Schedule in which rates for the e-tender should be quoted and uploaded online on the e-tender website.
- ix. "CMOH" means the Chief Medical Officer of Health of the Department of Health and Family Welfare, Government of West Bengal

### SECTION III: REQUIREMENTS

1. Bidder should visit the site before quoting rates in e-tender: Intending bidder should visit the office and make him thoroughly acquainted with the site condition, nature and requirements of the work
2. Specification of Materials: The contractor shall ensure and confirm that the items are to be supply as per specification.

#### CONSIGNEE LIST (Annexure A)

Name, designation, phone number, email id of contact person of health facility:

1. Dr. Rabiul Islam Gayen  
CMOH, Basirhat HD,  
Phone No: 8250950288

Name, designation, phone number, email id of contact person of CMOH Office :

2. Dr.Nirmalya Roy  
Dy. CMOH-I, Basirhat HD,  
Phone No.: 9831184220
3. AmitMondal  
Accounts Officer,  
O/o CMOH, Basirhat Health District  
Phone No.: 8910071437  
Office Address :

Office of the Chief Medical Officer of Health  
Basirhat Health District, Basirhat-743292  
Phone : 03217 265671/673; Email : cmoh\_bsrht@wbhealth.gov.in;  
basirhatcmoh2016@gmail.com

#### SECTION IV: GENERAL CONDITIONS OF CONTRACT

1. Rate (s) to be quoted against each specified item as mentioned in Financial Bid (BOQ) Form.
2. For qualifying in technical bid photocopies of self-attested documents must be submitted :-  
(A) Valid Trade License, (B) GSTIN Registration, (C) PAN Card (D) Credential Certificate of minimum Rs. 250000.00 in the last three years for supply in such types of items in Govt. Office along with copies of Work Order (E) Income tax Return deposit of last one Year.
3. Each bidder, should submit (2) two closed envelopes Super Scribing as "Technical Bid" & "Financial Bid" separately. Both sealed envelopes to be contained in big envelop. The sealed envelope Super Scribing as "Tender to procure Printing and IEC materials"
4. The rate should be quoted as per pro-forma given in the bid document only. Bidders should follow the said pro-forma; otherwise it will be treated as cancelled and no other pro-forma will be accepted.
5. The rate should offer inclusive all taxes.
6. Delivery should be done through bidder's own network to the Office of the CMOH & Member Secretary, District Health & Family Welfare Samiti, Basirhat Health District. Delivery challans to be submitted by the successful-bidder-after satisfactory delivery of specified items to the authority. No extra charges will be given for delivery. Payment will be made after satisfactory stock entry reports from the respective stores.
7. The successful bidder must ensure the supply of materials within the stipulated time period as mention in work order.
8. Items should be supplied strictly as per as per sample given. Any change in the specification will not be allowed without prior consent of the undersigned.
9. The quality of items should be satisfactory otherwise not be accepted.
10. The undersigned reserves the right to accept or reject any or all Tenders without assigning any reasons what so ever.
11. The intending Tenderers will have to deposit Earnest Money of Rs. 10000.00 (Rupees ten thousand only) @ 2% of the total amount, through E Tender portal in favour of District Health & Family welfare Samiti, Basirhat Health District. MSME certificate holders are exempted from payment of Earnest Money Deposit (EMD), The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids. The EMD shall be refunded in case the offer of bid is not accepted by the Tender Committee within 30 days.
12. In case of selected bidder whose tender has been accepted, the earnest money deposited will automatically be converted into Security deposit.
13. Sample must be submitted (as applicable) by the tenderers duly signed, stamped, and sealed, at office of the Chief Medical Officer of Health, Basirhat Health District before opening the tender. Without sample (as applicable) Tender Committee may reject the bid document of the particular bidder.
14. Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.
15. L1 bidder will be selected based on total amount from coded rate of all tender items and he/she will be eligible for supplying the items.
16. Bidders Undertaking:  
The bidder shall provide an undertaking that the proprietor/Promoter/director of the firm. Its employee, partner or representative are not convicted by the court of law following



prosecution of the officer involving in moral turpitude in relation to business dealing including malpractices such as bribery, corruption fraud substitution of the bids, interpolation misrepresentation, evasion or habitual default in payment of tax levied by law : etc. Also the firm does not employ a government servant who has been dismissed or removed on account of corruption.

17. The TSC has the right to accept or reject any tender without showing any cause thereof at any stage of tender process cancelled if the bidder are to failed to supply any items as per specification then the 2nd lowest bidder may be entrusted to supply for those specified items(s).

18. The specified items(s) should be supplied as per specifications & approved quality (determined by TSC) within 7 (seven) days from issuance of the Work Order

19. The quantity of the items mention in the tender notice may be changed.

**\*\*For Details Bidder can visit to the office of the Undersigned to see the sample of all working days from 11 AM to 5 PM during the tendering Period.**

NIT No: 10/2023

Dated: 20.02.2023

Copy forwarded for information to –

1. The Sabhadipati, Zilla Parishad, North 24 PGS
2. The District Magistrate, North 24 PGS
3. The Programme Officer I & II, NHM, Swasthya Bhavan, Kolkata-91.
4. The ADM, Basirhat Health District
5. The SDO, Basirhat Sub Division
6. The OC Health, North 24 PGS
7. The Dy CMOH I/II/III/ACMOH/DPHNO/DMCHO/DTO-Basirhat Health District.
8. The Accounts Officer, Basirhat Health District.
9. The DPM/DAM/DPC (ASHA)-Basirhat Health District.
10. Notice Board of office of the CMOH, BASIRHAT HD

*PC*  
20/2/2023  
CMOH & Member-Secretary,  
District Health & Family Welfare Samity  
Basirhat Health District

NIT No: 10/2023

Dated: 20/02/2023

Copy forwarded for information and necessary action to -

1. The IT Coordinator, Swasthya Bhavan-With request to upload this notice in official web page.
2. The DIO-NIC, North 24 PGS -with request to upload this notice in official web page([www.North 24 PGS .gov.in](http://www.North 24 PGS .gov.in)).

*PC*  
20/2/2023  
CMOH & Member-Secretary,  
District Health & Family Welfare Samity  
Basirhat Health District.



## SECTION V: GENERAL INSTRUCTIONS TO BIDDERS (GIB)

[For bidding in this e-tender]

### 1. Introduction

- 1.1 Before formulating the bid and submitting the same to the purchaser, the bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the e-tender document. Failure to provide and/or comply with the required information, instructions etc. incorporated in this document may result in rejection of the bid.
- 1.2 Expenditure to be incurred for the proposed purchase will be met from the funds available with the purchaser/ consignee. The procurement will be in terms of procurement rules of the Government of West Bengal.

### 2 Preparation of Bid Documents

- 2.1 The bid documents shall either be typed or written in indelible ink and the same shall be signed/ digitally signed by the bidder or by a person who has been duly authorized to bind the bidder to the contract. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the bid.
- 2.2 The bid documents shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialled by the person(s) signing the bid.
- 2.3 It is the responsibility of bidder to go through the e-tender document to ensure furnishing all required documents. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary evidence to substantiate the corresponding statement.
- 2.4 A bid, which does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected.
- 2.5 Bid sent by paper/fax/telex/cable/email etc shall be ignored.

### 3. Preparation of Bids for e-Tender

Registration of Bidder: A bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System, by logging on to website <https://wbtenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.

### 4. Digital Signature Certificate (DSC)

- 4.1. Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of bids from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Website <https://wbtenders.gov.in>. DSC is issued as a USB e-Token.

4.2. The bidder can search and download Notice Inviting Tender (NIT) and tender document electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate.

#### 5. Submission of Bids

Bids are to be submitted online to the website <https://wbtenders.gov.in> in two folders before the prescribed date and time using Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copies, duly digitally signed. The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:

- 1) Technical Proposal: containing Statutory Cover and Non-statutory cover
- 2) Financial Proposal: containing Bill of Quantity

#### 6. Technical Proposal: Statutory Cover

6.1. Statutory Cover shall contain the following documents:

##### A) Tender Documents:

- i) Application to participate in e-tender as per Section VIII: Tender Application Form
- ii) Notice Inviting Tender: Sections 1 to XII

B) Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD (refer General Conditions of Contract, Clause 4)

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	i. PAN CARD ii. Professional Tax Registration iii. GST Registration
B.	Company Detail(s)	Company Detail	i. Certificate of Incorporation/ Partnership Deed ii. Updated Trade License iii. Power of Attorney in favour of signatory of bid
C.	Credential	Credential – 1 Credential – 2	Performance Statement as per format described in General Conditions of Contract, Clause 3; with supporting documents
D.	Documents	Documents	i) Audited Balance Sheet & Profit & Loss A/c of last 3 years ii) Name, address of banker, account number iii. Address proof for registered and/or branch office of

			bidder, preferably in district of health facility iv. Bidder's Undertaking as per General Instructions to Bidders, Clause 13 below
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### PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last 3 years)

(Submit with documentary evidence\*\*)

Tender No. :

Date of opening :

Name and address of the Bidder :


Order placed by (full address of Purchaser)	Order No. and date	Description & quantity	Value of order (Rs.)	Period of Contract	Remarks on Satisfactory Performance (attach documentary evidence)**
1	2	3	4	5	6

*P/C-20/223*  
Chief Medical Officer of Health  
Basirhat Health District

Specification of items to be purchased

Sl. No.	Item Description	Item Code / Make	Quantity	Units
1.01	Leaflet,A5,90GSM,Maplitho,Single side,Multi-colour,Kraft packets of 1000 copies with strap binding	item1	1000.000	pieces
1.02	Leaflet,A5,90GSM,Maplitho,Both side,Multi-colour,Kraft packets of 1000 copies with strap binding	item2	1000.000	pieces
1.03	Poster,20" X 30",90 GSM,Maplitho,Single side,Multi-colour,2 inch stip gumming in back side (Top & Bottom),Kraft packets of 1000 copies with strap binding	item3	100.000	pieces
1.04	Vinyl Board,24" X 30"),Sun board - 3.88 mm without lamination,120 micron,Single Side,Multi-colour,Picture Plate	item4	1.000	pieces
1.05	Flex- Banner,5' X 3',260 micron,White,Multi-colour,Multi-colour,Eyeletting in 4 corners	item5	1.000	pieces
1.06	Flex- Banner,6' X 4',260 micron,White,Multi-colour,Multi-colour,Eyeletting in 4 corners	item6	1.000	pieces
1.07	Hoarding,10' X 5',Specification: with joint: 4" width x 18 ft. height. 1 mm sheet metal 10' X 5' smooth grinded surface appropriate for multicolor vinyle pasting. Plinth upto ground level with RCC work with welding between base & joint	item7	1.000	pieces
1.08	Glow Sign Board,2' X 4' (Height & Length) Specification: • Galvanized box of 20 gauges sheet. Back side Upper-Lower, left-right covered in hollow frame • Aluminium outer and corner on front side • 440 backlit flex • LED light with adapter • 1" hollow square bar to support the bar fixed on wall • ECO solvent multicolor printing	item8	1.000	pieces
1.09	Signage,4' X 2',Specification: Material- Vinyl printing & pasting on 4 mm sunboard with lamination Type- Fixing system on walls Colour- Multi-colour	item9	1.000	pieces
1.1	Road Signage,4 X 3 ft,Hard ACP board with Radium Pasting, Single Side, mounted on a 5 ft and 4 inch thick iron pipe with proper base cementation	item10	1.000	pieces
1.11	Glow Sign Board,12 X 3 Ft,Flex: Star 540 GSM backlit, branded tube light choke on hospital/building gate	item11	1.000	pieces
1.12	Citizen Charter,8 X 3 Ft,8 x 3 ft self-standing Iron board (Horizontal) on 3 Iron poles providing space for information sharing before entrance on which vinyl/ flex/cloth may be pasted or seamlessly placed	item12	1.000	pieces
1.13	Information Board,3 X2 ft, Eco Vinyl Print with matt lamination pasted on 3mm sun board, wall mount	item13	1.000	pieces
1.14	Facility Staff details,4 X 3 ft,Eco Vinyl Print with matt Lamination pasted on 3mm sun board, Wall Mount with removable narrow horizontal strips	item14	1.000	pieces
1.15	Utility Board,3 X1 ft, Eco Vinyl Print with matt lamination pasted on 3mm sun board, wall mount Colour: Green base with white text	item15	1.000	pieces
1.16	Angle Name Board,12 X 5 Inch, Acrylic name boards in which doctors name on paper may be inserted	item16	1.000	pieces
1.17	Hospital lay out plan with location and names of all the departments,size:8 ft by 6 ft, waterproof material, as it will be displayed in open	item17	1.000	pieces

1.18	Directional signage for entire Hospital, size: 6 ft by 4 ft, Vinyl board, Bengali/Local Language	item18	1.000	pieces
1.19	Directional signage for each, size: 6 ft by 4 ft, Vinyl board, Bengali/Local Language	item19	1.000	pieces
1.2	Demarcation of all rooms of OPD, size 3 ft by 1 ft, Vinyl boards are to be made. The name of the OPD in Bengali/Local Language and English along with room numbers are to be written on each side of the board, and the board is to be hungers. As the board has two sides/faces, on each side same matter is to be written, so that the name of the OPD in English and Bengali/Local language can be seen from any side. Writing of one side in Bengali/Local language and the other side in English is not allowed.	item20	1.000	pieces
1.21	Schedule of OPD, size: 10 ft by 8ft, Schedule of OPD of all Doctors and Specialist OPDs is to be displayed. Matter to be written in Bengali/Local language and English on vinyl boards.	item21	1.000	pieces
1.22	Visiting Hours, size:3 ft by 2 ft, Schedule of visiting hours to be displayed at main entry to Hospital or at strategic points in Hospital. Board material should be vinyl. Matter to be written in Bengali/Local language English	item22	1.000	pieces
1.23	Fire safety instructions (RACE and PASS), size:3 ft by 2 ft, On Vinyl boards. Matter to be written in Bengali/Local language and English	item23	1.000	pieces
1.24	Restricted Entry or No Entry, size:2 ft by 1 ft, to be written in English and Bengali/Local language	item24	1.000	pieces
1.25	Handwashing posters (six steps) at all points of hand washing, Posters in the form of stikers(washable) are to be made. Matter to be made, Matter to be written in English only	item25	1.000	pieces
1.26	List of medicines available in the Hospital(usually),size:10 ft by 8 ft,Vinyl boards,Matter to be written in Bengali/Local language	item26	1.000	pieces
1.27	Citizen's charter,size:15ft by 15 ft, Flex of good quality. Matter to be written in Bengali/Local language(a guideline given alongwith)	item27	1.000	pieces
1.28	Sushree (Kayakalp) display,size:6 ft by 4 ft, Flex of good quality. Matter to be written in Bengali/ local language	item28	1.000	pieces

  
 20/2/23  
 Chief Medical Officer of Health  
 Basirhat Health District

## Annexure I

### APPLICATION FORMAT

To  
THE CMOH & SECRETARY,  
DISTRICT HEALTH & FAMILY WELFARE SAMITY,  
BASIRHAT HEALTH DISTRICT

Ref: - NIT no. 10/2023      Dated :20.02.2023

Mon 20/4/23  
Chief Medical Officer of Health  
Basildon Health District



**SECTION VII: Price Schedule /Bill of Quantity (Directions for quoting price online)**

Sl. No.	Item Description	Item Code / Make	Quantity	Units	Basic Rate In Figures To be entered by the Bidder in Rs. P	Total amount Without Taxes in Rs. P	Total amount With Taxes in Rs. P	Total amount In Words
1.01	Leaflet,A5,90GSM,Maplitho,Single side,Multi-colour,Kraft packets of 1000 copies with strap binding	item1	1000.000	pieces				
1.02	Leaflet,A5,90GSM,Maplitho,Both side,Multi-colour,Kraft packets of 1000 copies with strap binding	item2	1000.000	pieces				
1.03	Poster,20" X 30",90 GSM,Maplitho,Single side,Multi-colour,2 inch stip gumming in back side (Top & Bottom),Kraft packets of 1000 copies with strap binding	item3	100.000	pieces				
1.04	Vinyl Board,24" X 30"),Sun board - 3.88 mm without lamination,120 micron,Single Side,Multi-colour,Picture Plate	item4	1.000	pieces				
1.05	Flex- Banner,5' X 3',260 micron,White,Multi-colour,Multi-colour,Eyeletting in 4 corners	item5	1.000	pieces				
1.06	Flex- Banner,6' X 4',260 micron,White,Multi-colour,Multi-colour,Eyeletting in 4 corners	item6	1.000	pieces				
1.07	Hoarding,10' X 5',Specification: with joint: 4" width x 18 ft. height. 1 mm sheet metal 10' X 5' smooth grinded surface appropriate for multicolor vinyle pasting. Plinth upto ground level with RCC work with welding between base & joint	item7	1.000	pieces				
1.08	Glow Sign Board,2' X 4' (Height & Length) Specification: • Galvanized box of 20 gauges sheet. Back side Upper-Lower, left-right covered in hollow frame • Aluminium outer and corner on front side • 440 backlit flex • LED light with adapter • 1" hollow square bar to support the bar fixed on wall • ECO solvent multicolor printing	item8	1.000	pieces				
1.09	Signage,4' X 2',Specification: Material- Vinyl printing & pasting on 4 mm sunboard with lamination Type- Fixing system on walls Colour- Multi-colour	item9	1.000	pieces				
1.1	Road Signage,4 X 3 ft,Hard ACP board with Radium Pasting, Single Side, mounted on a 5 ft and 4 inch thick iron pipe with proper base cementation	item10	1.000	pieces				



1.11	Glow Sign Board,12 X 3 Ft,Flex: Star 540 gsm backlit, branded tube light choke on hospital/building gate	item11	1.000	pieces				
1.12	Citizen Charter,8 X 3 Ft,8 x 3 ft self-standing Iron board (Horizontal) on 3 Iron poles providing space for information sharing before entrance on which vinyl/ flex/cloth may be pasted or seamlessly placed	item12	1.000	pieces				
1.13	Information Board,3 X2 ft,Eco Vinyl Print with matt lamination pasted on 3mm sunboard, wall mount	item13	1.000	pieces				
1.14	Facility Staff details,4 X 3 ft,Eco Vinyl Print with matt Lamination pasted on 3mm sunboard, Wall Mount with removable narrow horizontal strips	item14	1.000	pieces				
1.15	Utility Board,3 X1 ft,Eco Vinyl Print with matt lamination pasted on 3mm sunboard, wall mount Colour: Green base with white text	item15	1.000	pieces				
1.16	Angle Name Board,12 X 5 Inch,Acrylic name boards in which doctors name on paper may be inserted	item16	1.000	pieces				
1.17	Hospital lay out plan with location and names of all the departments,size:8 ft by 6 ft, waterproof material,as it will be displayed in open	item17	1.000	pieces				
1.18	Directional signage for entire Hospital, size: 6 ft by 4 ft,Vinyl board,Bengali/Local Language	item18	1.000	pieces				
1.19	Directional signage for each, size: 6 ft by 4 ft,Vinyl board,Bengali/Local Language	item19	1.000	pieces				
1.2	Demarcation of all rooms of OPD, size 3 ft by 1 ft,Vinyl boards are to be made.The name of the OPD in Bengali/Local Language and English along with room numbers are to be written on each side of the board,and the board is to be hungers. As the board has two sides/faces,on each side same matter is to be written, so that the name of the OPD in English and Bengali/ Local language can be seen from any side.Writing of one side in Bengali/Local language and the other side in English is not allowed.	item20	1.000	pieces				
1.21	Schedule of OPD,size: 10 ft by 8ft, Schedule of OPD of all Doctors and Specialist OPDs is to be displayed. Matter to be written in Bengali/Local language and English on vinyl boards.	item21	1.000	pieces				
1.22	Visiting Hours,size:3 ft by 2 ft.Schedule of visiting hours to be displayed at main entry to Hospital	item22	1.000	pieces				

BC/ 20/2/23  
Chief Medical Officer of Health  
Basirhat Health District

	or at strategic points in Hospital. Board material should be vinyl. Matter to be written in Bengali/Local language English							
1.23	Fire safety instructions (RACE and PASS), size: 3 ft by 2 ft, On Vinyl boards. Matter to be written in Bengali/Local language and English	item23	1.000	pieces				
1.24	Restricted Entry or No Entry, size: 2 ft by 1 ft, to be written in English and Bengali/Local language	item24	1.000	pieces				
1.25	Handwashing posters (six steps) at all points of hand washing, Posters in the form of stickers (washable) are to be made. Matter to be made, Matter to be written in English only	item25	1.000	pieces				
1.26	List of medicines available in the Hospital (usually), size: 10 ft by 8 ft, Vinyl boards, Matter to be written in Bengali/Local language	item26	1.000	pieces				
1.27	Citizen's charter, size: 15 ft by 15 ft, Flex of good quality. Matter to be written in Bengali/Local language (a guideline given along with)	item27	1.000	pieces				
1.28	Sushree (Kayakalp) display, size: 6 ft by 4 ft, Flex of good quality. Matter to be written in Bengali/Local language	item28	1.000	pieces				
Total in Figures								
Quoted Rate in Words								

Bhs  
20/2/23

Chief Medical Officer of Health  
Basirhat Health District

## SECTION VIII: CONTRACT FORM

[To be signed on a stamp paper of denomination of Rs.10/-(ten only) or above]

Name and address of the health facility issuing the contract.....

.....

.....

Contract No \_\_\_\_\_ dated \_\_\_\_\_

1. This is in continuation to Notification of Award of Contract No \_\_\_\_\_ dated \_\_\_\_\_ against e-tender no. dated \_\_\_\_\_ and subsequent amendment No, dated \_\_\_\_\_ (if any), issued by the purchaser.

2. Name and address of the contractor: .....

.....

.....

3. Contractor's Bid No dated \_\_\_\_ and subsequent communication(s) No dated.....

(if any), exchanged between the contractor and the purchaser in connection with this e-tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned above, shall also be deemed to form and be read and construed as integral part of this contract:

i. The e-tender document no..... dt.....

ii. Tender Application Form furnished by the contractor

iii. Technical and Financial Bid submitted by the contractor

iv. Purchaser's Notification of Award of Contract

The words and expressions used in this contract shall have the same meanings as are respectively assigned to the min the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause I of Section II: PREAMBLE of the e-tender document shall also apply to this contract.

5. The brief particulars of the goods and/ or services which shall be supplied/provided by the contractor areas under:

Schedule No.	Brief description of goods/ services	Contract price

P/M  
20/2/23  
Chief Medical Officer of Health  
Basirhat Health District

5.2 Financial limit to this contract is Rs.....(contract price)

5.3 Annexure: Documents listed in Clauses 4(i) to 4(iv) above.

(Signature, seal, name and address of the purchaser's/ consignee's authorised official)

Received and accepted this contract

(Signature, seal, name and address of the contractor's executive duly authorised to sign on behalf of the contractor)

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Chief Medical Officer of Health  
Basimal Health District

**SECTION IX: CHECK LIST**

[All points are to be filled up; no places are to be kept vacant. For statutory clearances/registrations not applicable, mention NOT APPLICABLE instead of keeping blank.]

1. Name of the work	PRINTING AND IEC MATERIALS
2. Tender Notice No	
3. On line document download ended	
4. Name of the institution tendered for	CHIEF MEDICAL OFFICER OF HEALTH, BASIRHAT HEALTH DISTRICT.
5. DD No. for Earnest Money with Date and drawn at	
6. Are you exempted from EMD (Y/N)	
7. Name of the bidder in block letter	
8. Full address	
	Vaild E-Mail ID
	Valid Contact No.
Press/ Godown Address	
9. Legal entity of the bidder whether Firm/ Society/ Company/ other entity	
10. Updated Trade License document along with License No.	
11. Professional Tax Registration	
12. Name & address of the banker of the bidder(s)	
13. GSTIN ID with documents	
14. PAN No./TAN No.	
15. Experience in supplying printed specified items with performance statement	Yes No

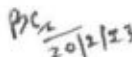
16. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details	Yes	No
17. Has the firm or principal employees convicted in or have pending in any court any vigilance matter. If yes, provide details.	Yes	No
18. Any litigation against the Firm or its proprietors or its principals? If yes, provide details	Yes	No
19. Any other relevant information wish to submit		
I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.		
I have read the General & Special Terms & Conditions, including the penal provision, as given in the e tender documents as per e tender notice quoted above. I have accepted them and agree to abide them. I have also agreed to abide by agreement as imposed by the CMOH, BASIRHAT HEALTH DISTRICT if declared successful in my/our(s) bid.		

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of any information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:

Full Signature of the bidder/ Authorized person & Seal

N.B. It is the responsibility of bidder to go through the e-tender document to ensure furnishing of all required documents in addition to above, if any.

  
 20/2/23  
 Chief Medical Officer of Health  
 Basirhat Health District