

Bid Documents

**Including
Terms and conditions E-Tender**

**For
Procurement of "Printing & IEC materials"
2024-2025**

NIT NO. : 02/2025 dated 15/01/2025

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

(Through Pre-qualification) (Submission of Bid through *NIC e tender Portal*)

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://wbttenders.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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SECTION I: NOTICE INVITING e-TENDER (NIT)



Government of West Bengal
District Health & Family Welfare SAMiti
Office of the Chief Medical Officer of Health
Basirhat Health District, Basirhat-743292
Basirhat District Hospital Compound, P.O.-Badartola



Phone : 03217 265671; Email : cmoh_bsrlt@wbhealth.gov.in; basirhatcmoh2016@yahoo.com

NIT. No. 02/2025

Dated: Basirhat, 15th January, 2025

NOTICE INVITING E-TENDER (NIT)

(2nd Call)

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	20.01.2025, 5.00 P.M
2	Online document download start date	20.01.2025, 5.00 P.M
3	Online document download end date	05.02.2025, Upto 05.00 P.M
4	Online bid submission start date	20.01.2025, 5.00 P.M
5	Pre bid Meeting to be held at the office of CMOH Basirhat	29.01.2025, 12.00 Noon
6	Online bid submission closing date	05.02.2025, Upto 05.00 P.M
7	Online Bid opening date for technical proposals	10.02.2025, 2:30 PM
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

Modified Specification should be noted.
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CMOH & Secretary,
District Health & Family Welfare Samiti
Basirhat Health District

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. 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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**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.

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

iii) "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.

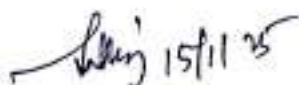
vii) "Performance Security" means monetary amount or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.

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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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. Tapan Biswas
Dy. CMOH-I, Basirhat HD,
Phone No.: 7679341335
3. Mr. Debdas Mitra
Accounts Officer,
O/o CMOH, Basirhat Health District
Phone No.: 9434343101
Office Address :
Office of the Chief Medical Officer of Health
Basirhat Health District, Basirhat-743292
; Email: cmoh_bsrht@wbhealth.gov.in;
basirhatcmoh2016@gmail.com

Handwritten signature and date: 15/11/25

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 for 2024-25 (b) PAN Card (c) P. Tax Registration/ Current Challan (d) GST Registration (e) Credential Certificate of minimum Rs. 2,50,000.00 within the last three years for supply in such types of items in govt, office along with copies of work order (f) Audited Balance Sheet & Profit & Loss A/c of last 3 years (g) Name, address of banker, account number (h) Address proof for registered and/or branch office of bidder, preferably in district (i) Bidder's Undertaking
3. 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.
4. The successful bidder must ensure the supply of materials within the stipulated time period as mentioned in work order.
5. 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.
6. The quality should be as per specification according to BOQ otherwise will not be accepted.
7. The undersigned reserves the right to accept or reject any or all Tenders without assigning any reasons what so ever.
8. The intending Tenderers will have to deposit **Earnest Money of Rs. 10000.00 (Rupees ten thousand only) @ 2%** of the total amount of Tender Value, 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.
9. In case of selected bidder whose tender has been accepted, the earnest money deposited will automatically be converted into Security deposit.
10. Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.
11. Item wise L1 bidder will be selected.
12. **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.
13. 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 has fails to supply any items as per specification then the 2nd lowest bidder may be entrusted to supply for those specified items(s).
14. 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
15. The quantity of the items to be procured as and when required within the tender period.

****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.**

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NIT. No. 02/2025/1(12)

Dated: Basirhat, 15th January, 2025

Copy forwarded for information to -

1. The Sabhadipati, ZillaParishad ,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
11. The IT Coordinator, Swasthya Bhavan-With request to upload this notice in official web page.
12. Office Copy

15-1-25
**CMOH & Member-Secretary,
District Health & Family Welfare Samity
Basirhat Health District**

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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.

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5. Submission of Bids

Bids are to be submitted online to the website <https://wbttenders.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 VI: Tender Application Form
- ii) Notice Inviting Tender: Sections I to IX

B) Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD

SL No.	Category Name	Sub Category Description	Details
1	Certificate(S)	Certificate(S)	i) Income Tax Return (F.Y-2023-24, 2022-23, 2021-22) ii) PAN Card iii) GST Registration along with copy of July-24 Return Copy iv) Updated P.Tax Enrolment Certificate (updated up to FY 2024-25)
2	Company Details(S)	Company Details	i) Updated Trade License (2024-25) / Certificate of incorporation / Partnership Deed. ii) The Micro, Small and Medium Enterprises certificate. (If applicable)
3	Credential	Credential -1	Performance statement. Credential for last 5 years on same nature of work.
4	Declaration	Declaration - 1	Audited balance Sheet & Profit & Loss A/c of last 3 years. Name, address of banker, account no.

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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

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SECTION VI: TENDER APPLICATION FORM

Annexure I APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)

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

Sub: NIT for E-Tender of "Procurement of Printing and IEC materials for the year 2024-25 (1 year) by the CMOH & Secretary, District Health & Family Welfare Samity, Basirhat Health District

Ref:- NIT no.

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of.....
In the capacity.....duly authorized to submit the offer.
2. That I/We accept the terms and conditions as laid down in the NIT mentioned above and submitted with rubber stamp & signed as uploaded and declare that I/we shall abide by it throughout the tender period.
3. I am/We are offering rate(s) for the following item /items with manufacturing capacity* and assured supply to the:
CMOH & SECRETARY
DISTRICT HEALTH & FAMILY WELFARE SAMITY, BASIRHAT HEALTH DISTRICT.
4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
5. We understand that:
(a) Tender Selection Committee/ CMOH & SECRETARY (DISTRICT HEALTH & FAMILY WELFARE SAMITY, BASIRHAT HEALTH DISTRICT) can amend the scope & value of the contract bid under this project.
(b) Tender Selection Committee/ CMOH & SECRETARY (DISTRICT HEALTH & FAMILY WELFARE SAMITY, BASIRHAT HEALTH DISTRICT) reserves the right to reject any application without assigning any reason.

Date :

Signature of applicant including
title and capacity in which application is made.

*List of devices & Manpower for such type execution to be furnished as attached sheet.

Vaid

Contact no:

Valid Email Id:

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SECTION VII: 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 them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 1 of Section II: PREAMBLE of the etender 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

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 authorized official)

Received and accepted this contract

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

[Handwritten signature]
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Section-VIII - Price Schedule/Bill of Quantity

Specification of items to be purchased

SL. No	Item	Item Code	Unit
1.	Leaflet,A5,65GSM,Maplitho,Single side,Multi-colour,Kraft packets of 1000 copies with strap binding	item1	Packets
2.	Leaflet,A5,65GSM,Maplitho,Both side,Multi-colour,Kraft packets of 1000 copies with strap binding	item2	Packets
3.	Leaflet,A5,65GSM,Maplitho,Single side,Black-White,Kraft packets of 1000 copies with strap binding	item3	Packets
4.	Leaflet,A5,65GSM,Maplitho,Both side,Black-WhiteKraft packets of 1000 copies with strap binding	item4	Packets
5.	Poster,20" X 30",90 GSM,Maplitho,Single side,Multi-colour,2 inch stip gumming in back side (Top,Middle & Buttom),Kraft packets of 1000 copies with strap binding	item5	Packets
6.	Poster,20" X 30",90 GSM,Glossy art paper,Single side,Multi-colour,2 inch stip gumming in back side (Top,Middle & Buttom),Kraft packets of 1000 copies with strap binding	item6	Packets
7.	Vinyl Board,Sun board - 5 mm WPC without lamination,120 micron,Single Side,Multi-colour,Picture Plate	item7	Sq Ft
8.	Flex- Banner,260 GSM HOT LAMINATED,White BASE,Multi-colour,Eyeleting in 4 corners	item8	Sq Ft
9.	Flex- Banner,280 GSM,White BASE,Multi-colour,Eyeleting in 4 corners	item9	Sq Ft
10.	Hoarding,Specification: with joist:4"x 2", 18 ft. height. 1 mm sheet metal 10' X 5' smooth grinded surface appropriate for multicolor vinyle pasting with lamination. Plinth upto ground level(3 ft) with RCC work with welding between base & joint	item10	Sq Ft
11.	Glow Sign Board, (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	item11	Sq Ft
12.	Signage,Specification: Material-Vinyl multicolour printing & pasting on 5 mm WPC with lamination Type- Fixing system on walls Colour- Multi-colour	item12	Pcs
13.	Road Signage,4 X 3 ft,Exterior 3mm ACP board with Radium Pasting, Single Side, mounted on 2" diameter iron pipe with proper base cementation, Height from base 5 ft	item13	Pcs
14.	Glow Sign Board,12 X 3 Ft,Flex: Star 440 gsm backlit, branded tube light choke on hospital/building gate	item14	Pcs

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SL. No	Item	Item Code	Unit
15.	Citizen Charter,8 x 4 ft self-standing 1mm Iron(galvanized) board (Horizontal) on 3 Iron poles providing space for information sharing before entrance on which vinyl may be pasted	item15	Pcs
16.	Information Board,3 X2 ft,Eco Vinyl Print with matt lamination pasted on 5mm WPC, wall mount	item16	Pcs
17.	Form,A4,70GSM, Maplitho, Single Side, Single Colour, Pad binding the top with single bar a back, Kraft packets of 100 copies with strap binding	item17	Packets
18.	Form,A4,70GSM, Maplitho, Both Side, Single Colour, Pad binding the top with single bar a back, Kraft packets of 100 copies with strap binding	item18	Packets
19.	Form,A4,70GSM, Maplitho, Single Side, Multi Colour, Pad binding the top with single bar a back, Kraft packets of 100 copies with strap binding	item19	Packets
20.	Form,A4,70GSM, Maplitho, Both Side, Multi Colour, Pad binding the top with single bar a back, Kraft packets of 100 copies with strap binding	item20	Packets
21.	Form,Legal size,as per sample, Maplitho, Single Side, Single Colour, Pad binding the top with single bar a back, Kraft packets of 1000 copies with strap binding	item21	Packets
22.	Form,Legal size,as per sample, Maplitho, Both Side, Single Colour, Pad binding the top with single bar a back, Kraft packets of 1000 copies with strap binding	item22	Packets
23.	Form,Legal size,as per sample, Maplitho, Single Side, Multi Colour, Pad binding the top with single bar a back, Kraft packets of 1000 copies with strap binding	item23	Packets
24.	Form,Legal size,as per sample, Maplitho, Both Side, Multi Colour, Pad binding the top with single bar a back, Kraft packets of 1000 copies with strap binding	item24	Packets
25.	Card,A4, 300GSM, Both sideSingle ColourNo BindingKraft packets of 1000 copies with strap binding	item25	Packets
26.	Card,A4, 300GSM, Both sideMulti ColourNo BindingKraft packets of 1000 copies with strap binding	item26	Packets
27.	Card,A4, 300GSM, Single sideSingle ColourNo BindingKraft packets of 1000 copies with strap binding	item27	Packets
28.	Card,A4,300GSM, Single sideMulti ColourNo BindingKraft packets of 1000 copies with strap binding	item28	Packets
29.	Card,3" X 4", 120GSM, Single sideSingle ColourHole punch BindingKraft packets of 1000 copies with strap binding	item29	Packets
30.	Card,3" X 4", 120GSMSingle sideMulti ColourHole punch BindingKraft packets of 1000 copies with strap binding	item30	Packets

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SL. No	Item	Item Code	Unit
31.	Card, 3" X 4", 120GSM Both side Single Colour Hole punch Binding Kraft packets of 1000 copies with strap binding	item31	Packets
32.	Card, 3" X 4", 120GSM, Both side Multi Colour Hole punch Binding Kraft packets of 1000 copies with strap binding	item32	Packets
33.	Register, 8.25" X 11.25", 6 sheets (12 pages) + Front & Back cover, 9 GSM, Maplitho, Both side, Multi-colour, Page numbering, Centre stich numbering Binding, Kraft packets of 100 copies with strap binding	item33	Packets
34.	Register, 8.25" X 11.25", 8 sheets (16 pages) + Front & Back cover, 91 GSM, Maplitho, Both side, Multi-colour, Page numbering, Centre stich numbering Binding, Kraft packets of 100 copies with strap binding	item34	Packets
35.	Register, 8.25" X 11.25", 12 sheets (12 pages) + Front & Back cover, 92 GSM, Maplitho, Both side, Multi-colour, Page numbering, Centre stich numbering Binding, Kraft packets of 100 copies with strap binding	item35	Packets
36.	Register, A4, 50 Pages, Front & Back cover, 92 GSM, Maplitho, Both side, Multi-colour, Page numbering, Centre stich numbering Binding, Kraft packets of 100 copies with strap binding	item36	Packets
37.	Register, A4, 50 Pages, Front & Back cover, 92 GSM, Maplitho, Both side, Single-colour, Page numbering, Centre stich numbering Binding, Kraft packets of 100 copies with strap binding	item37	Packets
38.	Register, A4, 100 Pages, Front & Back cover, 92 GSM, Maplitho, Both side, Multi-colour, Page numbering, Centre stich numbering Binding, Kraft packets of 100 copies with strap binding	item38	Packets
39.	Register, A4, 100 Pages, Front & Back cover, 92 GSM, Maplitho, Both side, Single-colour, Page numbering, Centre stich numbering Binding, Kraft packets of 100 copies with strap binding	item39	Packets
40.	Register, Legal Size, 50 Pages, Front & Back cover, 92 GSM, Maplitho, Both side, Single-colour, Page numbering, Centre stich numbering Binding, Kraft packets of 100 copies with strap binding	item40	Packets
41.	Register, Legal Size, 50 Pages, Front & Back cover, 92 GSM, Maplitho, Both side, Multi-colour, Page numbering, Centre stich numbering Binding, Kraft packets of 100 copies with strap binding	item41	Packets
42.	Register, Legal Size, 100 Pages, Front & Back cover, 92 GSM, Maplitho, Both side, Single-colour, Page numbering, Centre stich numbering Binding, Kraft packets of 100 copies with strap binding	item42	Packets

July 15/11/25

SL. No	Item	Item Code	Unit
43.	Register, Legal Size, 100 Pages, Front & Back cover, 92 GSM, Maplitho, Both side, Multi-colour, Page numbering, Centre stich numbering Binding, Kraft packets of 100 copies with strap binding	item43	Packets
44.	Flip Book, 8" X 12", Inside pages- 30, 250 GSM, Maplitho, Cover-300 GSM Art Board, 32 OZ White Paper printing (Hard Board), Both Side, Multi-colour, Folded, Wiro Binding, Kraft packets of 10 copies with strap binding	item44	Packets
45.	Brochure, A4, Single Sheet, 130 GSM, Glossy Art Paper, Both side, Multi-colour, double fold, Kraft packets of 200 copies with strap binding	item45	Packets
46.	Brochure, A4, Single Sheet, 130 GSM, Glossy Art Paper, Both side, Multi-colour, single fold, Kraft packets of 200 copies with strap binding	item46	Packets
47.	Brochure, A3, Single Sheet, 130 GSM, Glossy Art Paper, Both side, Multi-colour, double fold, Kraft packets of 200 copies with strap binding	item47	Packets
48.	Brochure, A3, Single Sheet, 130 GSM, Glossy Art Paper, Both side, Multi-colour, single fold, Kraft packets of 200 copies with strap binding	item48	Packets
49.	Digital Print, A4, 300GSM, Glossy Photopaper, Single Side, Multicolour	item49	Packets
50.	Digital Print, A4, 300GSM, Glossy Photopaper, Both Side, Multicolour	item50	Packets
51.	Facility Staff details, 4 X 3 ft, Eco Vinyl Print with matt Lamination pasted on 5mm WPC, Wall Mount with removable narrow horizontal strips	item51	Pcs
52.	NTEP REQUEST Form (15A) for examination of biological specimen for TB size- A4 Type of paper - 70 GSM, PRINTING BLACK & WHITE, both side, portrait binding: pad binding at the top with single board at back, 100 leafs per pad	item52	Pcs
53.	NTEP Register Legal Size printing register 300 GSM Hard Binding. Inside 95 GSM Maplitho paper double page single no. 100 folio rexine binding with red cloth/rexine corners; Printing: Black and White both side; 200 laves or 100 Pages.	item53	Pcs
54.	NTEP Register A4 Size printing register 300 GSM Hard Binding. Inside 95 GSM Maplitho paper double page single no. 100 folio rexine binding with red cloth/rexine corners; Printing: Black and White both side; 200 laves or 100 Pages.	item54	Pcs

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SL. No	Item	Item Code	Unit
55.	NTEP ANNEXURE-B/C/D (RBRC) size-A4 Type of paper- 70 GSM , PRINTING BLACK & WHITE, both side , portrait binding: pad binding at the top with single board at back 100 pages per pad.	item55	Pad
56.	NTEP VOUCHER PRINTING 10.9"X 8.4" Single colour, single side, 100 leafs per pad with Board head bound paper 70 GSM White Maplitho / colour Maplitho	item56	Pad
57.	EQA Form, A4, Single side, Black White, 7 Pages Set	item57	Set
58.	NTEP Register Size: Size (17.5 x11inch) printing register 300 GSM Hard binding with red cloth / rexine corners with end leaves;double page single no., inside 95 GSM maplitho; Printing : both side; landscape; 200 pages or 100 leafs.	item58	Pcs
59.	NTEP Treatment Card Size: A3, Type of paper: 300 GSM Paper, Printing: Black and white; Both side; landscape, Binding: Centre folding binding, Pages :8	item59	Pcs
60.	Patient's TB Identity Card Size: 9" X 5.6" Type of paper: Size - 11"X 8.5" 250 GSM, Printing: Black and White; both side; portrait.	item60	Pcs
61.	NTEP PMDT Treatment Booklet Size: 8" X 5.3", Cover Page: Four pages, 150 GSM Paper, Front page Colour, Inside Page:80 GSM, Printing: Black and White; both side, Binding: Stapled, No. of pages: 36.	item61	Pcs
62.	NTEP / ICTC Referral slip Size: A4 size, Landscape, Type of paper: 60 GSM, Printing: Black and White; single side landscape Two Perforated Line vertical, Pad binding with 100 slips	item62	Pad
63.	Indent Supply Form, 15" X 8", Single side, Single Colour, 100 Pages Pad with binding	item63	Pad
64.	Angle Name Board,12 X 5 Inch,Acrylic name boards in which doctors name on paper may be inserted	item64	Pcs
65.	Hospital lay out plan with location and names of all the departments,size:8 ft by 6 ft, 120 Micron vinyl pasted on 8mm WPC board, waterproof material,as it will be displayed in open	item65	Pcs
66.	Directional signage for entire Hospital, size: 6 ft by 4 ft,120 micron Vinyl pasted on 3mm exterior ACP Board, Bengali/Local Language	item66	Pcs
67.	Directional signage for each,Vinyl 8mm WPC board,Bengali/Local Language	item67	Sq Ft
68.	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.	item68	Pcs

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SL. No	Item	Item Code	Unit
69.	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 120 micron vinyl pasted on boards(8mm WPC)	item69	Pcs
70.	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 120 micron vinyl pasted on 5 mm WPCMatter to be written in Bengali/Local language English	item70	Pcs
71.	Fire safty instructions(RACE and PASS), size:3 ft by 2 ft,On Vinyl 5mm WPC with lamination. Matter to be written in Bengali/Local language and English	item71	Pcs
72.	Wall Writing at Different Sub-Centre/SSK under Basirhat Health District: Background Oil Pint (Contrast Color)	item72	Sq Ft

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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 & 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. EMD Rs. 10000/- (Online payment)	
6. Are you exempted from EMD (Y/N)	
7. Name of the bidder in block letter	
8. Full address	
	Valid E-Mail ID
	Valid Contact No.
Press/ Godown Address	

SL No.	Category Name	Sub Category Description	Details
1	Certificate (S)	Certificate (S)	i) Income Tax Return (F.Y-2023-24, 2022-23, 2021-22) ii) PAN Crad iii) GST Registration along with copy of July-24 Return Copy iv) Updated P.Tax Enrolment Certificate (updated up to FY 2024-25)
2	Company Details (S)	Company Details	i) Updated Trade License (2024-25) / Certificate of incorporation / Partnership Deed. ii) The Micro, Small and Medium Enterprises certificate. (If applicable)
3	Credential	Credential -1	Performance statement. Credential for last 5 years on same nature of work.
4	Declaration	Declaration - 1	Audited balance Sheet & Profit & Loss A/c of last 3 years. Name, address of banker, account no.

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.

Handwritten signature and date: 15/11/25