

**O/o CHIEF DISTRICT MEDICAL & PUBLIC HEALTH  
OFFICER, JAIPUR**

**Empanelment of Agency to Supply of all Printing  
Works of IEC & BCC Activities & Supply of Printing  
Stationary Items**

Tender Bid No.1720/ Date.11.03.2026

**Terms and conditions along with the format for participating in the Supply of all Printing Works of IEC & BCC Activities & Supply of Printing Stationary Items.**

The CDM& Public Health Officer cum District Mission Director, NHM, Jajpur invites proposal from the eligible & credible bidders/ vendors / suppliers/Agencies to supply various items required for different programs under Zilla Swasthya Samiti (ZSS), Jajpur through competitive bidding procedure.

The bidders may apply/ submit their bids in the prescribed format with the requisite documents to the undersigned for the participation in tender process.

Technical and financial bid for the Tender documents would be evaluated by the District Purchase Committee & the bidders qualified in the technical bid as well as physical assessment shall be eligible for financial bid assessment.

1	Cost of Tender Processing Charge	Nil
2	Earnest Money Deposit (EMD)	The tender must be accompanied by EMD of 50,000/- (Rupees Fifty Thousand only) in Technical bid by way of Demand Draft, drawn on any Nationalized / Scheduled Bank in favour of ZSS NON NRHM A/C payable at Jajpur. Tenders not accompanied by earnest money shall not be considered. EMD of unsuccessful bidders shall be returned without interest after finalization of bid. EMD of successful bidder will be retained & will be refunded on successful completion of the tender period without interest.
3	Tender Document	The bidder should submit the tender paper cost of Rs-5000/- (Rupees Five thousand only/-) in shape of D.D in favour of " <b>ZSS NON NRHM A/C</b> " payable at <b>Jajpur</b> which is not refundable.
4	Last Date of submission of sealed tender document	Dt.26.03.2026 at 5.00PM
5	Mode of Bid Submission	The tenders should be reached in readable condition & submitted by <b>speed post, registered post or courier</b> only. No other means will be accepted. The bidder super scribe on the top left hand corner of the envelop " <b>Tender for Supply of all Printing Works of IEC &amp; BCC Activities &amp; Supply of Printing Stationary</b> ", without which the same shall not be considered.
6	Date of Opening of Bids	Opening on Dt.30.03.2026 at 11AM in the office chamber of Additional District Magistrate (ADM, General), Collectorate, Jajpur

7	Eligibility of the Bidder	<p>(i) Bidder will have to submit the Self attested Xerox copy of GST, PAN, ADHAR Card.</p> <p>(ii)The bidder must have experience in supply of printing item to Govt. in last 3 years (2022-23, 2023-24, 2024-25). At least 3 such order copies to be enclosed not less than Rs.1 Lakh each.</p> <p>(iii) Minimum average Audited Annual Turnover of last three years (2022-23, 2023-24, 2024-25) which must not less than Rs.50 lakhs.</p> <p>(iv) Bidders have to submit the IT Return statement for the financial year of (2022-23, 2023-24, 2024-25)</p> <p>(v) The agency must have an office set up within Jajpur jurisdiction and the last three month electricity bill must be attached with the technical bid for Official Communication</p> <p>vi) Model copy of the material needs to be submitted on the date of opening of the technical bid except Wall Panting, Display Board, Signage, and physical structure of the hoardings.</p> <p>(vii) Bidders must submit their ISO certificate and GMP for printing items supply. Bidder has to submit Tender Paper cost of Rs-5000/- and EMD of Rs. 50,000/- in Technical bid by way of Demand Draft, drawn on any Nationalized / Scheduled Bank in favour of ZSS NON NRHM A/C payable at Jajpur.</p> <p>(viii)The bidders have to submit one undertaking to the undersigned in form of affidavit duly from the notary that the bidder is not blacklisted either by the tender inviting authority or any other organization. Also in the Undertaking the bidder has to mention that there will not be any quality deviation on goods / items specified in the Tender. The agency shall submit the undertaking on Non-judicial stamp paper of Rs.20/-.</p> <p>(ix) The price should not exceed the MRP including of GST/Transportation etc.</p> <p>(x) Bidders must submit Financial audit report for (2022-23, 2023-24, 2024-25)with valid UDIN.</p> <p>(xi) The Price should be quoted excluding GST and including of freight &amp; transportation charges.</p>
8	Documents to be submitted	<p>The tender paper shall be submitted in two bid system I.e. Technical bid &amp; Financial bid. The bidders are to submit their tender in separate sealed covered envelope super scribing Cover-A (Technical bid) and Cover-B (Financial bid) and both the sealed covers should be put in third outer cover which should be super scribed as <b>“Tender for Supply of all Printing Works of IEC &amp; BCC Activities &amp; Supply of Printing Stationary”</b>.</p>

9	Terms & Conditions	<ul style="list-style-type: none"> <li>➤ For Printing / Wall Painting / Hoarding – Bidder / Printing &amp; Stationary Items has to submit at least 3 work order amounting to more than Rs.50.00 lakh in a year during last three years.</li> <li>➤ The agency must have 50(fifty) lakhs average annual turnover for last 3years.</li> <li>➤ The agency must have an office within Jajpur jurisdiction.</li> <li>➤ All the payments are to be made through PFMS/AC Payee only if order of this office is available duly countersigned by CDM&amp;PHO / Wing officer.</li> <li>➤ The bidders have to submit one undertaking to the undersigned in form of affidavit duly from the notary that the bidder is not blacklisted either by the tender inviting authority or any other organization. Also in the Undertaking the bidder has to mention that there will not be any quality deviation on goods / items specified in the Tender. The agency shall submit the undertaking on Non-judicial stamp paper of Rs.20/-.</li> <li>➤ For Supply of printing items, the bidder must have its own printing press within the District for Physical Verification.</li> <li>➤ L1 bidder will be finalized based on the no of maximum lowest quoted items category wise. (Example of category: In posters total 19nos of specifications mentioned in the Cover B Financial Bid out of which maximum L1 rate quoted by the Bidder shall be treated as L1 bidder for said category). The rate will be finalized as per least price.</li> <li>➤ The tender shall remain valid for a period of one year from the date of publication approved list or publication of next approved list whichever is earlier and in no account any increase in price will be entertained till completion of tender period. The agreement which shall be <b>renewed for another one year</b> based on satisfactory performance of the supplier as per due assessment.</li> <li>➤ The goods will be delivered in central store, the Office of the Chief District Medical &amp; PH Officer Jajpur or from the office where order is placed.</li> <li>➤ Model copy of the material needs to be submitted on the date of opening of the technical bid except Wall panting, Display board, Signage, Physical structure of the hoardings &amp; Printing &amp; Stationary Items.</li> <li>➤ The Price should be quoted excluding GST and including of freight &amp; transportation charges.</li> <li>➤ The price should not exceed the MRP including of GST/Transportation etc.</li> <li>➤ Goods will be supplied and served at the venue by own arrangement of the supplier.</li> <li>➤ Bidders must submit financial audit report for 2022-23, 2023-24 and 2024-25 with valid UDIN.</li> <li>➤ Bidders must submit their ISO certificate and GMP for printing items supply.</li> </ul>
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**Cover-A (Technical Bid) contains the following**

<b>Sl. No.</b>	<b>Documents required for Section- A</b>	<b>Page No.</b>
1	Name of the agency with address	
2	GST Registration	
3	PAN	
4	Experience in successful supply of printing items to Govt. in last three years (2022-23, 2023-24, 2024-25). At least three such order copies to be enclosed for Rs.1 lakh each.	
5	Minimum average annual GST taxable Turnover of past three years (2022-23, 2023-24, 2024-25) must be of Rs.50 lakhs or more.	
6	IT Return for the financial year of (2022-23, 2023-24, 2024-25)	
7	EMD	
8	Work Order – (For Printing / Wall Painting / Hoarding – Bidder has to submit at least 3 work order amounting to more than Rs.50.00 lakh in a year during last three years).	
9	Turnover – (Must have 50(fifty) lakhs average annual turnover for last 3years).	
10	Undertaking in form of affidavit duly from the notary that the bidder is not blacklisted either by the tender inviting authority or any other organization. Also in the Undertaking the bidder has to mention that there will not be any quality deviation on goods / items specified in the Tender (Non-judicial stamp paper of Rs.20/-).	
11	Financial audit report for (2022-23, 2023-24, 2024-25)with valid UDIN	
12	ISO certificate and GMP for printing items supply.	
13	The Agency must have an office within Jajpur Jurisdiction. Last Three months Electricity bill receipt must be submitted as a proof of office within Jajpur jurisdiction.	

**COVER-B (FINANCIAL BID) CONTAINS THE FOLLOWING:**

**01-OFFICE STATIONERY:**

Office stationary, bags etc for training and office use (Excluding of GST & including of Transportation Charges)

Name of the Item	Make, Model /Brand	Unit Cost (0-50pc)	Unit Cost (>50pc)

**02-PRINTING / SIGNAGE:**

**1) Flex Banner (biodegradable) Printing** (Excluding of GST & including of Transportation Charges)

Specification	Rate per Sq ft (Excluding of GST & including of Transportation Charges)
Front lit flex with 4 nos of punch hole in every corner – 220 GSM	
Flex Star Quality with 4 nos of punch hole in every corner – 300 GSM	
Flex with Vinyl printing with 4 nos of punch hole in every corner – 300 GSM	
Branding with multi color 220 GSM	
Sign Board with Eco solvent print 3MM,5MM thickness	
Display board, Sun board with vinyl print pest-3MM thickness	
Display board, Sun board with vinyl print pest-3MM thickness with fittings	
Standby .iron square bar with flex fittings	
Roll on standby with fittings & flex banner	
Canopy (Size 6X6X7) and (4x4x7) Material – star flex, PVC , multi col, steel frame, shape- Square, water proof	

**2) Change of flex (biodegradable) to be used in hoardings**

Specification	Rate per Sq ft (Excluding of GST & including of Transportation Charges)
Front lit, Star quality, including of fixing and mounting at existing hoardings.	

**3) Posters (single side, Multi color)**

Specification	Rate per piece ( each GSM rate must be mention Excluding of GST & including of Transportation Charges)
Size -90cmX58cm, paper -70, 75, 90, GSM.	
Size -72cmX49cm, paper -70, 75, 90, GSM.	

Size -58cmX45cm, paper -70, 75, 90, GSM	
Size -49cmX37cm, paper -70, 75, 90, GSM	
Size -90cmX58cm, Art paper -70, 75, 90, 130,160, 170 GSM.	
Size -72cmX49cm, Art paper -70, 75, 90, 130,160, 170 GSM	
Size -58cmX45cm, Art paper -70, 75, 90, 130,160, 170 GSM.	
Size -49cmX37cm, Art paper -70, 75, 90, 130,160, 170 GSM	
Size -90cmX58cm, Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	
Size -72cmX49cm, Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	
Size -58cmX45cm, Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	
Size -49cmX37cm, Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	
Size -44cmX56cm, Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	
Size-demai full Art paper -70, 75, 90, 130,160, 170 GSM	
Size-demai full Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	
Size-Crown full Art paper -70, 75, 90, 130,160, 170 GSM	
Size-Crown full Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	
Size-Demai half full Art paper -70, 75, 90, 130,160, 170 GSM	
Size- Demai half full Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	

**03) Form/ Formats or Leaflets (single side B/W)**

Specification	Rate per piece (Excluding of GST & including of Transportation Charges)
Size -22cmX28cm, paper -80,75, 70, 60 GSM.	
Size -22cmX14cm,paper -80,75, 70, 60 GSM.	
Size -21cmX18cm,paper -80,75, 70, 60 GSM.	
Size - A3 Paper -80,75, 70, 60 GSM.	
Size - A4 Paper -80,75, 70, 60 GSM.	
Size - ¼ diemy -=80,75, 70, 60 GSM.	
Cover page-A4 Paper-160,130,80 GSM Maplitho paper/Drawing sheet	
Cover page-A3 Paper-160,130,80 GSM Maplitho paper/Drawing sheet	
Size-21cm*15cm/ Demai 1/8,170,130,90,80,75, 70, 60 GSM.	

**04) Form/ Formats or Leaflets (Both side B/W)**

Specification	Rate per piece ( each GSM rate must be mention Excluding of GST & including of Transportation Charges)
Size -22cmX28cm, paper -80,75, 70, 60 GSM.	
Size -22cmX14cm,paper -80,75, 70, 60 GSM.	
Size -21cmX18cm,paper -80,75, 70, 60 GSM.	
Size – A3 Paper -80,75, 70, 60 GSM.	
Size – A4 Paper -80,75, 70, 60 GSM.	
Size – ¼ diemy -=80,75, 70, 60 GSM.	
Size-21cm*15cm/ Demai 1/8,170,130,90,80,75, 70, 60 GSM.	

**05) Formats or Leaflets (single side Multi color)**

Specification	Rate per piece ( each GSM rate must be mention Excluding of GST & including of Transportation Charges)
Size -22cmX28cm, paper -60,70,75, 90,130,160, 220 GSM	
Size -22cmX28cm, Art paper -60,70,75, 90,130,160, 220 GSM	
Size – A3 Paper -60,70,75, 90,130,160, 220 GSM	
Size – A4 Paper-60,70,75, 90,130,160, 220 GSM	
Size – ¼ diemy -60,70,75, 90,130,160, 220 GSM	
Size-21cm*15cm/ Demai 1/8,170,130,90,80,75, 70, 60 GSM	

**06) Formats or Leaflets (Both side, Multi color)**

Specification	Rate per piece ( each GSM rate must be mention Excluding of GST & including of Transportation Charges)
Size -22cmX28cm, paper -60,70,75, 90,130,160, 220 GSM	
Size -22cmX28cm, Art paper -60,70,75, 90,130,160, 220 GSM	
Size – A3 Paper -60,70,75, 90,130,160, 220 GSM	
Size – A4 Paper-60,70,75, 90,130,160, 220 GSM	
Size – ¼ diemy -60,70,75, 90,130,160, 220 GSM	
Size-21cm*15cm/ Demai 1/8,170,130,90,80,75, 70, 60 GSM	

**07) Register / Booklet**

Specification	Rate per Booklet/Unit (Excluding of GST & including of Transportation Charges)
Size-Diemy full,Paper thickness-80GSM,75 GSM,60GSM Mapilitho paper, Both side print B/W	
Size-Crown ,Paper thickness-80GSM,75 GSM,60GSM Mapilitho paper, Both side print B/W	
Size-S/F or A3 ,Paper thickness-80GSM,75 GSM,60GSM Mapilitho paper, Both side print B/W	
Size -17X27 conquest paper 70 GSM, 80GSM Both side print B/W	
Size -Legal 68,70,75,80 GSM, Both side print B/W	
½ Crown (15"x20") Paper Thickness- 90 GSM Both Side, Double Colour 200 Sheets Canvas binding with 36 no Hard board both side and thread stitching.	

**08) Treatment Card etc.**

Specification	Rate per Booklet/Unit (Excluding of GST & including of Transportation Charges)
Size:A4 Type of paper: 300 GSM Paper Printing: Black and white; both side; landscape	
Size:A5 Type of paper: 300 GSM Printing: Black and white; both side; portrait	
Size - ¼ diemy -160,220 GSM single side multicolour drawing sheet.	

**09) Identy Card**

Specification	Rate per Booklet/Unit (Excluding of GST & including of Transportation Charges)
Size:3.375"x2.125" , CR100/CR79 Type of paper: 250/300 GSM Paper Printing: Multi Colour PVC Print with holder & belt	

**10) Folder**

Specification	Rate per Booklet/Unit (Excluding of GST & including of Transportation Charges)
Size - A4 Paper Thickness- 90 GSM, 170 GSM, 220 GSM, 300 GSM Two fold, Both Side Multi Colour	
Size - ½ Crown (15"x20") Paper Thickness- 90 GSM, 170 GSM, 220 GSM, 300 GSM Three fold, Both Side Multi Colour	
A4 size training folder with left and right side L-Pocket, Multi colour, 170 GSM, 220 GSM, 300 GSM With Poly coated upper side.	

**11) Print & Photocopy**

Specification	Rate per Piece (Excluding of GST & including of Transportation Charges)
Size - A4, A3 Paper (Black & white) Single Side print & photocopy	
Size - A4, A3 Paper (Black & white) Both Side print & photocopy	
Size - A4, A3 Paper (Multi colour) Single Side print & photocopy	
Size - A4, A3 Paper (Multi colour) Both Side print & photocopy	
Size - A4, A3 Paper (Multi colour) Single Side print with 130 GSM, 220 GSM, 300 GSM	
Size - A4, A3 Paper (Multi colour) Both Side print with 130 GSM, 220 GSM, 300 GSM	

**12) Booklet, Register Binding**

Specification	Rate per Booklet/Unit (Excluding of GST & including of Transportation Charges)
Booklet binding charges size-A4 Paper, A3 Paper (1-20 nos.), (1-100 nos.)	
Booklet stitching charges size-A4 Paper, A3 Paper (1-20 nos.), (1-100 nos.)	
Booklet binding and Perforating charges size-A4 Paper, A3 Paper (1-20 nos.), (1-100 nos.)	
Booklet Perforating and stitching charges size-A4 Paper, A3 Paper (1-10 nos.), (1-100 nos.)	
Register hard board binding size-A4 Paper, A3 Paper (1-50 nos.), (1-100 nos.)	
Register full cloth binding size-A4 Paper, A3 Paper, (1-50 nos.), (1-100 nos.)	
Register binding charges, size-A4 Paper, A3 Paper (1-50 nos.), (1-100 nos.)	
Perforating charges -100 pages	
Spiral binding size-A3/A4 (1-20 nos.), (1-100 nos.)	
Flip Book :A3/A4/A5 (120/150/170 GSM) Upper side spiral with multi coloured print(page:10/16/24)	
Coffee Table Book A3/A4/A5 (120/150/170 GSM) Upper side spiral with multi coloured print(page:10/16/24)	
Docket Folder, A4 Size, (Multi colour / B&W) (170/200/220 GSM)	
Publicity Van/ IEC Van : Well Decorated with fixing of flex hoarding in front, Back and Both sides with Sound system and Battery (Tata Ace/ Magic/ Max Pickup etc) per day	

**13) Wall Painting (Type-1)**

Specification	Rate per Sq ft (Excluding of GST & including of Transportation Charges)
Wall panting (Enamel Paint, bi-colour without graphics art)	
Wall panting (Enamel Paint, bi-colour with graphics art)	
Wall panting (Enamel Paint, multi-colour without graphics art)	
Wall panting (Enamel Paint, multi-colour with graphics art)	

**14. Calender**

Specification	Rate per Sq ft (Excluding of GST & including of Transportation Charges)
Size 75cmx50cm, multi col print,170/220 GSM Art paper, fixing with adhesive double side Gum tape in the back side of calender	
Size-11.5 inchx18 inch (1/2 demy),14/12/6pages paper 130/170/220 Gsm, Art paper, multicolour offset printing, Binding-wire-O binding including hanger.	
Size-91cmx58.5 cm, 10 sheets 170/220 Gsm Art paper multi colour print, Top wire-o with hanger, each sheet both side glossy lamination.	

**15. SNCU case sheet docket folder set.**

Specification	Rate per Sq ft (Excluding of GST & including of Transportation Charges)
SNCU docket folder with pocket:-size 9.6"x12" (folding size) pages-4+inside 1 350 Gsm art paper (gloss finish), Brightness-80 (minimum), Multi col offset print(front & back of the folder and on pocket), Folding & pasting: one fold & one pocket (12x24cm) pastig to contain 9-10 nos sheets.	
Discharge Card:- size-8.5"x11" (folding size), 4pages, 120 Gsm Maplitho paper, Brightness-77 (min), both side multi col offset print with one fold.	
Neonatal case record sheet:- size-8.5"x11" (folding size), 4pages, 120 Gsm Maplitho paper, Brightness-77 (min), both side multi col offset print with one fold.	
Investigation Sheet:- size-8.5"x11", 2 pages back to back, 80/90 Gsm Maplitho paper, Brightness-77 (min), Bi-colour offset print.	
Treatment Continuation 7 clinical condition record sheet:- Size-8.5"x11", 2 pages back to back, 80/90 Gsm Maplitho paper, Brightness-77 (min), Bi- colour offset print.	
Monitoring & Nurses order Sheet:- Size-8.5"x11", 2 pages back to back, 80/90 Gsm Maplitho paper, Brightness-77 (min), Bi- colour offset print.	
Referral Note- Size-8.5"x11", 100 pages perperforated booklet, 80/90/120 Gsm Maplitho paper, Brightness-77 (min), Bi- colour offset print.	

**Design Specification of Branding / Graphics Wall Painting (Type-2)**

<b>STEP</b>	<b>WORK</b>	<b>WORK DESCRIPTION</b>
1	Surface Preparation	Scraping the surface of all the previous layers of paints using emery/sand paper of grit size 80. Cleaning the surface of all the dirt and loose particles with wire brushes with nominal repairs to scratches wherever required complete in all respect as per the directions of JE-NHM.
2	Putty	Providing and applying acrylic based smooth putty consisting of redispersible polymer in 2 coats with an intermediate and post application drying time of 6-8 hours t a consumption of not less than 8.56 Kg /10 Sqm building 1-2 mm thickness of film as per requirement to cover all undulations and make the surface smooth for paint application.
3	Sanding	Sanding the surface 6-8 hours post putty application with emery or sand paper of grit 120/180 to remove any loose putty particles, smoothen any undulations and create a surface ready to provide anchoring for all coats to be applied henceforth.
4	Priming	Providing and applying one coat of exterior acrylic primer applied at not less than 0.8 litres / 10 Sqm.
5	Top Coat	Finishing walls with water based acrylic smooth exterior emulsion with VOC < 50 g/l and silicon additives in two or more coats @ 1.79 ltr/10 Sqm of required shade "define shade code", applied by experienced applicator including removing of all dust complete as per direction of JE/AE NHM.

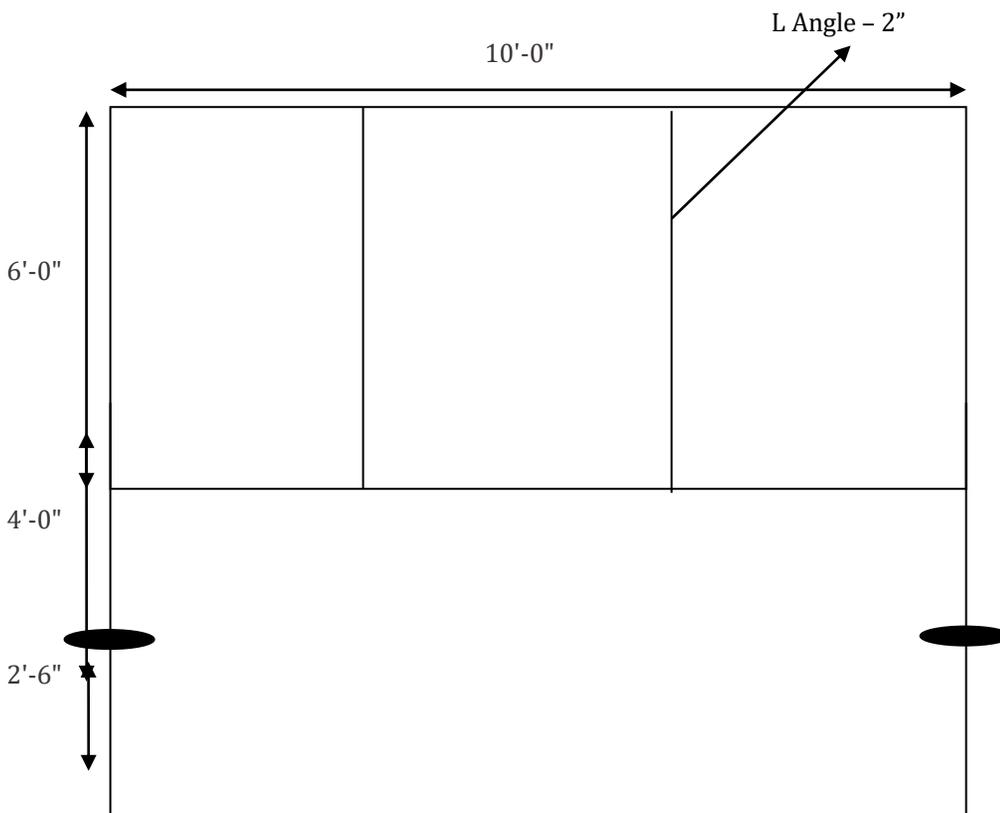
## 14. Hoarding

The specifications of the Hoarding are follows:-

### A. (Hoarding)Type-1

- a. Hoarding Size - 10'x6'
- b. Quality of Surface Angel frame to be used should be good quality.  
Joist- 5" x 2.5"  
Angle-3" x 3"  
Angle-2" x 2"
- c. 2.5 feet deep concrete on each pole of the board along with supporting Iron angle.
- d. Frame should be made from Iron Angle.
- e. Flex should be of best quality (biodegradable) with digital multicolored printing.
- f. Flex should be fixed by iron pipes and GI wires.
- g. Structure of the hoarding will be of 5ft height from ground level.
- h. The estimate per hoarding size - 10ft x 6ft = 60 sq.ft should be inclusive of cost materials, tax, transportation, erection, mounting and annual maintenance cost up to one year.
- i. The agency should quote the rate per hoarding as per size.

### Sample Design of Hoarding of Type-1 (Diagram):-

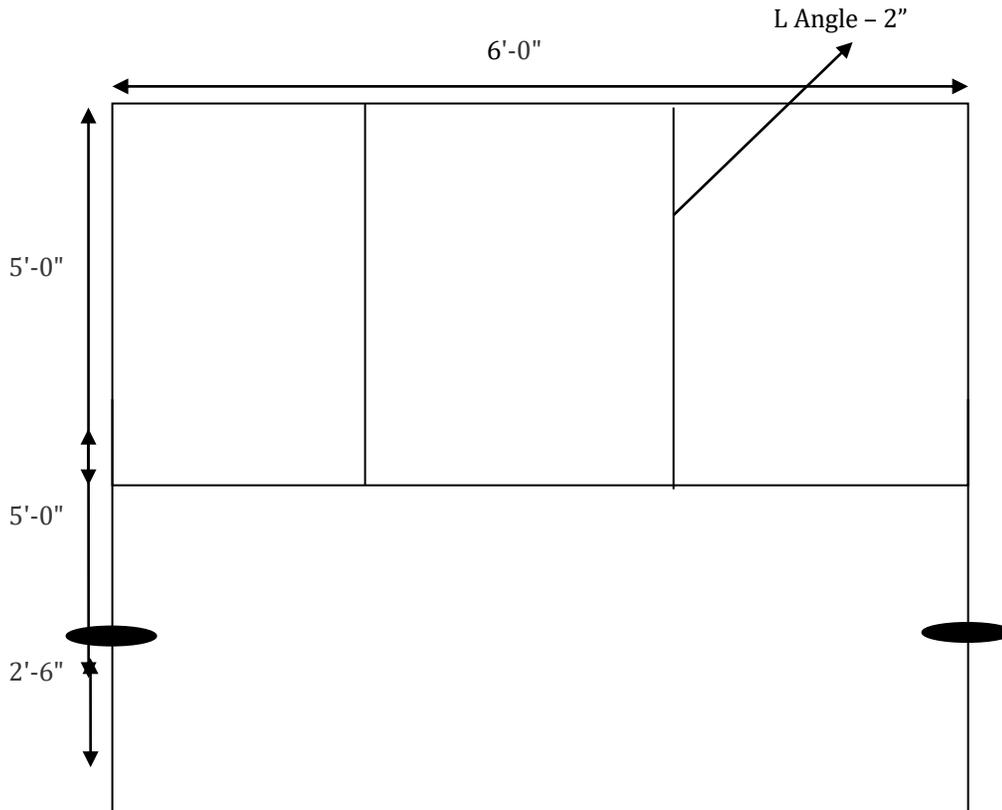


### B. (Hoarding) Type-2

- a. Size- 6'x5', Quality of surface angle should be of good quality.
- b. Quality of Surface Angel frame to be used should be good quality.  
Joist-4"x2",  
Angle- 3"x3",  
Angle- 2"x2",
- c. 2.5 feet deep concrete on each pole of the board along with supporting iron angle.
- d. Frame should be Iron Angle.

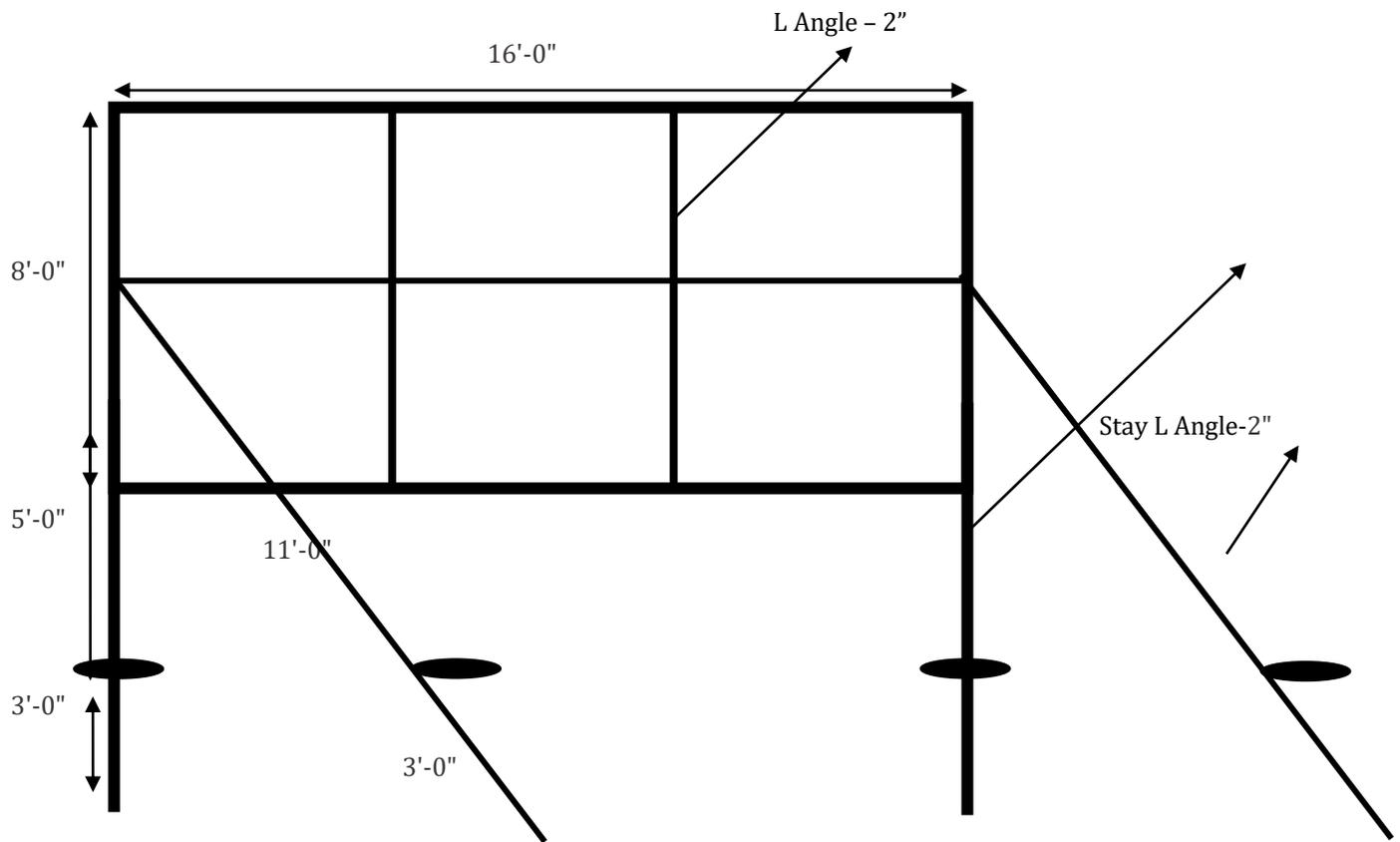
- e. Flex should be best quality (biodegradable) with digital multicoloured printing.
- f. Flex should be fixed by iron pipes and GI wires.
- g. Structure of the hoardings will be 5 feet height from ground level.
- h. The estimate per hoarding size – 6ft x 5ft = 30 sq.ft should be inclusive of cost materials, tax, transportation, erection, mounting and annual maintenance cost up to one year.
- i. The agency should quote the rate per hoarding as per size

**Sample Design of Hoarding of Type-2 (Diagram):-**



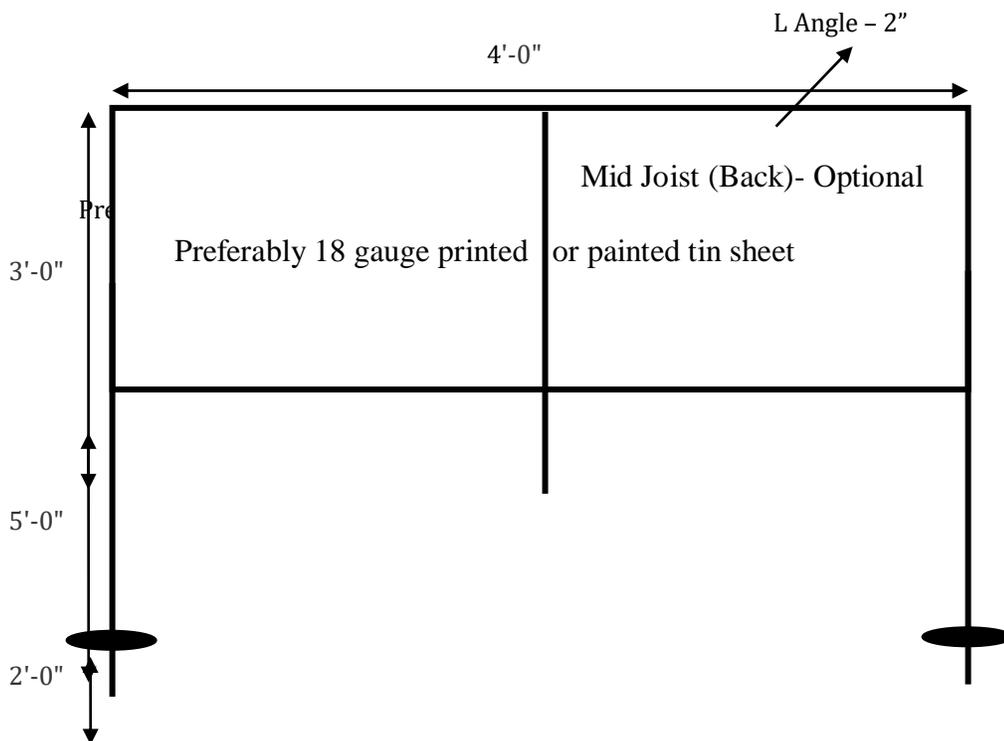
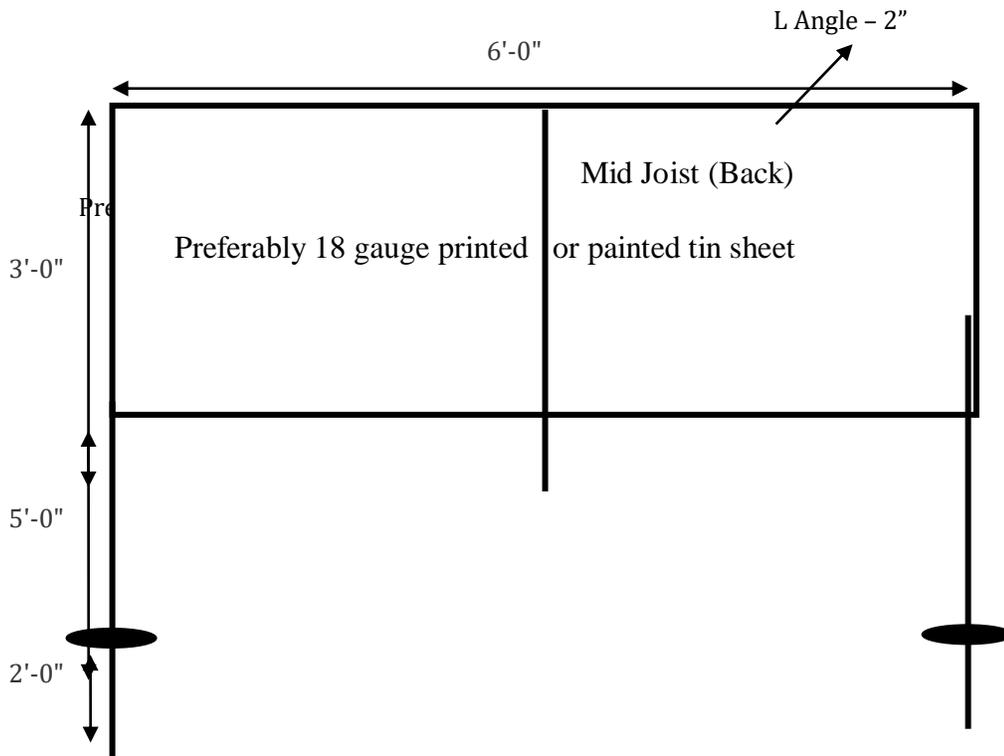
**C(Hoarding) Type-3**

- a. Size- 16'x8', Quality of surface angle should be of good quality.
- b. Quality of Surface Angel frame to be used should be good quality.  
Joist-5"x2.5",  
Angle- 3"x3",  
Angle- 2"x2",
- c. 3 feet deep concrete on each pole of the board along with supporting iron angle.
- d. Frame should be Iron Angle.
- e. Flex should be best quality (biodegradable) with digital multicoloured printing.
- f. Flex should be fixed by iron pipes and GI wires.
- g. Structure of the hoardings will be 5 feet height from ground level.
- h. The estimate per hoarding size – 16ft x 8ft = 128 sq.ft should be inclusive of cost materials, tax, transportation, erection, mounting and annual maintenance cost up to one year.
- i. The agency should quote the rate per hoarding as per size



D.(Hoarding) Type-4

- a. Display area : 6 ft X 3 ft
- b. Display material: Preferably 18 gauge printed or painted Tin Plate
- c. Total Height from inside the ground: 10 ft L iron angle (2" L iron Angle should be used)
  - i. Base (Inside Ground): 2.0 ft inside cement concrete
  - ii. Above Ground (Ground to Top): 8.0 ft
- d. Length: 6ft L Iron Angle (2" L Iron Angle should be used)
- e. Mid Joist Bar to support display material: 3 ft L Iron Angle (2" L Iron Angle should be used)
- f. The estimate per hoarding size - 6ft x3ft = 18 sq.ft should be inclusive of cost materials, tax, transportation, erection, mounting and annual maintenance cost up to one year.
- g. The agency should quote the rate per hoarding as per size

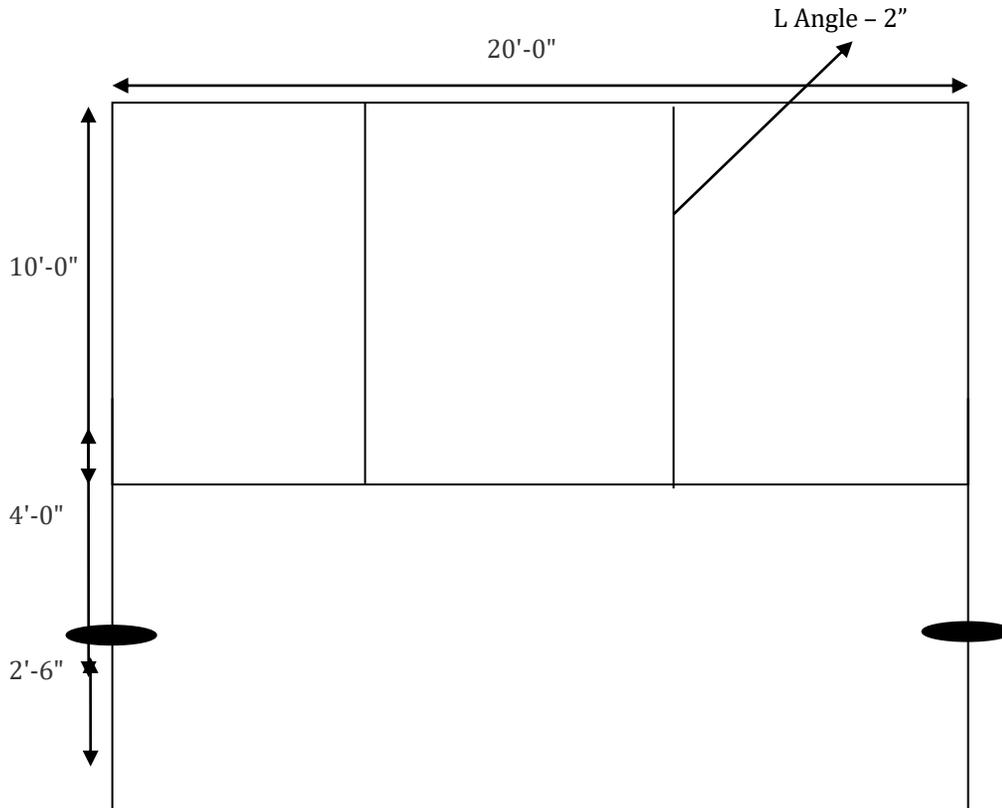


C. (Hoarding)Type-6

- j. Hoarding Size - 20"10"
- k. Quality of Surface Angel frame to be used should be good quality.  
Joist- 5" x 2.5"  
Angle-3" x 3"  
Angle-2" x 2"
- l. 2.5 feet deep concrete on each pole of the board along with supporting Iron angle.

- m. Frame should be made from Iron Angle.
- n. Flex should be of best quality (biodegradable) with digital multicolored printing.
- o. Flex should be fixed by iron pipes and GI wires.
- p. Structure of the hoarding will be of 5ft height from ground level.
- q. The estimate per hoarding size - 20ft x 10ft = 120 sq.ft should be inclusive of cost materials, tax, transportation, erection, mounting and annual maintenance cost up to one year.
- r. The agency should quote the rate per hoarding as per size.

**Sample Design of Hoarding of Type-6 (Diagram):-**



**Financial Bid Format (Hoarding) :-**

Sl. No.	Specification of the item	Rate per unit in Rs. (Excluding of Tax & other charges)	Other incidental charges if any specify in details	Tax amount if any with details	Total Amount in Rs.
1	Type-1 (10' X 6' size)				
2	Type-2 (6' X 5' size)				
3	Type-3 (16' X 8')				
4	Type-4 (6' X 3')				
5	Type-5 (4' X 3')				
6	Type-6 (20"*10")				

**OFFICE STATIONERY ITEMS WITH SPECIFICATIONS TO BE QUOTED FOR AS PER ANNUAL TENDER  
2025-26**

<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Specification</b>
1	Folder (Plastic)	Buttom Folder (Graphics Print)
2	Folder (Plastic)	Expanding Document Folder
3	Jute carry bag 35x40cm	Jute material with Zipper
4	White Board size (6ftx4ft), (3ftx2ft)	Hard Board 600x900mm Almunium frame
5	Folder (Plastic)	L Type Folder
6	Folder (Paper)	300GSM Multi colour with Jacket Clip
7	Folder (Paper)	300GSM Multi colour with Jacket
8	Folder (Paper)	300GSM Multi colour
9	Folder (Paper)	220GSM Multi colour
10	Folder (Paper)	170GSM Multi colour
11	Folder (Paper)	130GSM Multi colour
12	Folder(cloth)	Paper Size: A 4,Size/Dimension: 10.5" X 13.25"
13	Folder(cloth)	Fabric,Paper Size: A4,Rectangle
14	Pen	fountain pen98
15	Pen	Metal Ball Pen
16	Pen	Rash Ball Pen
17	Pen	Mechanical Ball Pen
18	Pen	Roller Ball point pen
19	Pen	Roller Pen
20	Pen	Pentek Pen
21	Pen	Gel Pen
22	Pen	Ball Pen
23	Writing Pad	Conference Writing Pad-A4, 160pages, 80GSM
24	Writing Pad	Conference pad, 60pages, 80GSM
25	Writing Pad	Conference pad, 50pages, 80GSM
26	Writing Pad	Conference pad, 40pages, 80GSM
27	Writing Pad	Conference pad, 30pages, 80GSM
28	Writing Pad	Conference pad, 20pages, 80GSM
29	Writing Pad	Conference pad, 10pages, 80GSM
30	Writing Pad	Conference pad, 30pages, 70GSM
31	Writing Pad	Conference pad, 20pages, 70GSM
32	Writing Pad	Conference pad, 10pages, 70GSM
33	Fly Leaf	300GSM Cover board with Eye light & cloth binding with clip
34	Fly Leaf	220GSM Cover board with Eye light & cloth binding
35	Fly Leaf	170GSM Cover board with Eye light & cloth binding
36	Fly Leaf	100GSM Cover board with Eye light & cloth binding
37	Fly Leaf	80GSM Cover board
38	Fly Leaf	70GSM Cover board
39	Fly Leaf	60GSM Cover board
40	Cobra file / Bag	File with printed design with chain fittings box type
41	Cobra file / Bag	File with chain fitting
42	Cobra file / Bag	File with box fitting

43	Cobra file / Bag	File with box fittings medium size
44	Cobra file / Bag	File with box fittings small size
45	Puncher	Double puncher
46	Puncher	Single puncher
47	Stapler	Size - 24" 6"
48	Stapler	Size - 10"
49	A4 Copier Paper	85GSM maximum constituency
50	A4 Copier Paper	80GSM maximum constituency
51	A4 Copier Paper	75GSM maximum constituency
52	A4 Copier Paper	75GSM
53	A4 Copier Paper	70GSM maximum constituency
54	A4 Copier Paper	70GSM
55	Tag	Multi Colour big Size
56	Alpin	Big size packet
57	Alpin	Small size packet
58	Stapler pin	Size - 24" 6" pin
59	Stapler pin	Size - 10" pin
60	Urgent Flag	Multi Colour with Adhesive
61	Gum	750ml
62	Gum Stick	Febigum Large size
63	Gum Stick	FebigumMeduim size
64	Gum Stick	Febigum Small size
65	Gum Stick	Gum
66	Calculator	10Digit
67	Calculator	8 Digit
68	Eraser Pen	Gum Eraser
69	Eraser Liquid	Liquid Gum Eraser
70	Marker Pen	Permanent Marker
71	Marker Pen	Temporary Marker
72	Ink Pad	Big Size, Small Size
73	Sketch Pen	Big Size, Small Size
74	Pencil	Big size, Small size
75	Rubber	Big size, Small size
76	Register	Size - 17X27
77	Register	Size - 16X26
78	Register	Size - 15X25
79	Register	Size - 14X22
80	Drawing Sheet	220GSM
81	Drawing Sheet	170GSM
82	Board File	Liver hard cover
83	Board File	Card board cover
84	Board File	Handsome paper record cover
85	Board File	Binding Hard Cover
86	Board File	Economy spring clip file
87	Catridge Refilling System	For Laser Jet Printer
88	Pen drive	64GB

89	Pen drive	32GB
90	Pen drive	16GB
91	Envolop	Size - 7X5, 100GSM Paper
92	Envolop	Size - 7X5, 80GSM Paper
93	Envolop	Size -9X4, 100GSM Paper
94	Envolop	Size - 9X4, 80GSM Paper
95	Envolop	Size -10X4.5, 100GSM Paper
96	Envolop	Size -10X4.5, 80GSM Paper
98	Envolop	Size -8X12, 100GSM Paper
99	Envolop	Size -8X12, 80GSM Paper
100	Cup Plate	Ceramic coated
101	Cup Plate	Plane China Mati
102	Plastic Bowl	Big & Small
103	Plastic Mug	Big & Small
104	Plastic Bucket	Big & Small
105	Cotton Towel	Big & Small
106	Steel scale	12 Inch
107	Thermo flask	750ml Steel with reksing cover fitting
108	Thermo flask	650ml Steel with reksing cover fitting
109	Thermo flask	750ml Fiber with reksing cover fitting
110	Thermo flask	650ml Fiber with reksing cover fitting
111	Thermo flask	650ml Fiber
112	Tea Tray	Big Size
113	Tea Tray	Small Size
114	Table Glass	8 mm
115	Wall Clock	Analog 35X35 cm, digital
116	Wall Clock	Analog 25X25 cm, digital
117	Wall Clock	Analog 25X25 cm
118	Wall Clock	Analog 24X24 cm
119	Glass (Drinking)	Small size
120	Glass (Drinking)	Medium size
121	Glass (Drinking)	Large size
122	Glass (Drinking)	Extra large size (ceramic)
123	Pen Stand	Executive Acrylic pen stand
124	Pen Stand	Wooden pen stand
125	Pen Stand	Metal pen stand
126	Pen Stand	Acrylic pen stand
127	Water Bottle	Thermo cool water Bottle Big size
128	Water Bottle	Thermo cool water Bottle
129	Water Bottle	Fiber Big size
130	Water Bottle	Fiber
131	Printer Drum	Refilling Single Catridge
132	DC Blade	For Laser Printer
133	Magnet Rod	For Laser Printer
134	Wifor Blade	For Laser Printer
135	Bag Cloth	Cloth bag with Zip

136	Bag Cloth	Jute bag with handle / Sling Jute Bag
137	Bag Cloth	Non-woven fabric bag
138	Bag Cloth	Jute cotton bag
139	Refilling printer cartridge	Brand Names
140	New printer cartridge	Brand Name
141	Bag Cloth	Ziper colours bag
142	Bag Cloth	In file document bag
143	Bag Cloth	Expanding document bag
144	Bag Cloth	Cloth bag with Chain fitting
145	Bag Cloth	Cloth bag bottom fitting
146	Bag Cloth	Cloth bag Legal size
147	Bag Cloth	Cloth bag A4 size
148	A4 Colour Copier Paper	70GSM
149	A4 Copier Paper	100GSM
150	Cover file	220 GSM Cover Board
151	Scissor	Steel
152	Brown tape	(1.5 Inch & 2Inch)
153	Brown paper	130GSM
154	White Tape	(1.5 Inch & 2Inch)
155	Steel scale	Scale 12 INCH
156	Dust bin,355 × 355 mm Height of bin 710 mm	Pedal/Non pedal
157	Hand wash	500ML/200 ML
158	Toilet Cleaner	500ML/1 LTR
159	Floor Cleaner	500ML/1 LTR
160	Soap	50g/75g
161	Disinfectant solution	500ML/200 ML/1LTR
162	Hub Cutter	Manual/Electric ,destroy18G to 28G syringe, lower part plastic/stainless steel upper part has stainless steel blade.
163	Seal/ cup	18"/22 "/30"
164	Momento/Trophy	1ft/2ft/3ft
165	White Board	Sq ft
166	White Board(Green board)	Sq ft
167	Mask	Cotton with two lare
168	Sanitizer	50ML/100 ML/200 ML
169	Lock & Key	Big/small
170	Apron	M/XL/XXL
171	Uniform for Nursing officer	M/XL/XXL
172	Remote Battery/clock battery	Pencil

Seal & Signature of the Bidders