

EXPRESSION OF INTEREST INVITED

NHM- Inviting Application for Empanelment of Graphic Designers or Creative Agencies for the designing work related to establishment and NHM project.

National Health Mission Thiruvananthapuram district is invited expression of interest for the empanelment of **Graphic Designers or Creative Agencies** for various works like Social Media Poster/ Banner/ Poster/ Brochure/ Bit Notice/ Board/ Hoarding/ Flash Card designing , Digital/ Graphics Video works etc.

Terms & Conditions

1. The individual/agency should have experience in the same field
2. Empaneled individual/Agency should have able to submit the high-quality/ innovative designs/ digital videos/2D/3D
3. There will be no compromise in quality in products. If there any issue occurs in the quality of item, the DPMSU have the right to reject the empanelment of the individual/ agency.
4. The contract will be existing for a period of one year from the date of agreement
5. The individual/ agency is bound to accept any work at any time which may be placed upon them at the conditions specified within the contract period.
6. The empanelment will be rejected any time if the work is not satisfactorily/completing the work in the specified time limit
7. Interested persons / agencies should take print outs of **Annexure 1 and II**
8. **The print outs of the following documents should be submitted/send to** The DPM Office, Thycaud, Trivandrum by person or post to the following address:
9. "The District Programme Manager,Arogyakeralam(NHM) , DPM Office, W&C Hospital Compound Thycaud Thiruvananthapuram -14" on or before **21.02.2022** Thursday 5.00 pm

Initial Contract Period: 3 months or up to 31.3.2022

Apply before: 21.02.2022

Contact Number: 04712321288,9747211415

Sd/-
District Program Manager
Arogyakeralam, Thiruvananthapuram

Annexure I

Personal Information

1.	Name of the Agency/Individual	:	
2.	Address	:	
3.	Contact Number Line	Land :	
		Mobile	
4.	Email Address	:	
5.	Experience in relevant field (relevant documents should be attached) *		
6.	i)	Whether any project /assignment carried out to Govt. Dept/Institution	Yes No
	ii)	If yes, specify with details of assignment, department, year (maximum 5 Nos) <i>Separate sheet may be attached, if necessary.*</i>	1 2 3.
	iii)	Last Three year works details *mention the covid pandemic medical field related work if any(soft copy should be submitted)	
	Total years of experience in the area of expertise *		

	GST registration Number		
	Whether registered as a Start-up		Yes/ No (If yes, specify details)
	Relevant documents regarding expertise in undertaking creative works for Government departments (work order, creative items in soft copy format)		
	Details of awards / rewards if any from the Govt. Department agencies / Institutions or any recognized agencies		
7.	Any other information		

*All relevant documents should be attached

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തിരുവനന്തപുരം

Annexure II

Rate Quotation

<u>Graphic Design works</u>		
Name of Agency/Person:		
SI No	Name of Work	Rate/work (Inclusive of all Taxes)
1.	Social Media Poster/ Banner/ Poster/ Brochure/ Bit Notice/ Board/ Hoarding/ Flash Card	Rs...../ Design
2.	Newsletter Designing only	Rs..... /Page
3.	Newsletter Drafting & Designing	Rs..... /Page
4.	Digital Video	Rs.....(Rs/Sec)
5.	2D Video	Rs.....(Rs/Sec)
6.	3D Video	Rs.....(Rs/Sec)

Date:

Name & Signature