



Office of the District Programme Manager
District health and Family welfare Society
Aarogyakeralam, W&C Compound,
Thycaud, Trivandrum-14
0471- 2321288

TENDER DOCUMENT

FOR

Stage Arrangements and Publicity of State Level Launch of Urban Health and Wellness Centre at Tagore Theatre

<i>Bid Submission starting Date & Time</i>	:	20.01.2024	10.00 PM
<i>Last date and time for the submission of Tender</i>	:	30.01.2024	5.00 PM
<i>Date and time of opening of Tender</i>	:	31.01.2024	2.00 PM

NOT TRANSFERABLE

For details;

nhmtvm.com

www.aarogyakeralam.gov.in

Approval Valid

Digitally Approved By

Dr Asha Vijayan

Date: 20.01.2024

Reason: Approved

The document is digitally approved. Hence signature is not needed.



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Tender No. DPMSU/394/2024/TVPM

Dated:20-01-2024

TENDER DOCUMENT

Technical Bid/Financial Bid to be sent separately

- Sealed tenders are invited by the District Programme Manager, Arogyakeralam, Trivandrum for **Stage Arrangements and Publicity of State Level Launch of Urban Health and Wellness Centre at Tagore Theatre.**
- The tender forms with terms and conditions, can be purchased from Office of the District Programme Manager, Arogyakeralam, Trivandrum on payment of Rs. 800 by Demand Draft in favour of DHFWS (Others), Trivandrum, during working hours.
- Sealed tender should be super scribed '**Stage Arrangements and Publicity of State Level Launch of Urban Health and Wellness Centre at Tagore Theatre**' and should be addressed to *District Programme Manager, Office of District Programme Manager, Arogyakeralam, W & C Hospital Compound, Trivandrum, 695014*
- Annexure 1 and Annexure 2 should be submitted along with the tender.
- The closing date will be up to 30-01-2024. 5 PM. Late tenders (i.e. tenders received after specified closing time) will not be considered.
- EMD of Rs.4000/- should be submitted by Demand Draft in favour of **DHFWS (Others), Trivandrum** along with documents and tender without EMD will be summarily rejected.
- Those firms having Rate Contract Agreement with Government should submit relevant copies of Government orders along with the tender form itself.
- The bidders having any exemption of Tender form fee and EMD may submit proper documents for exemption.
- The right to accept or reject and postpone the Tenders vests with the District Programme Manager, National Health Mission, Trivandrum.



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DETAILS OF ACTIVITIES TENDERED

Tender No.	Particulars
Tender No.1	<p><u>Stage Arrangements and other related works</u></p> <ul style="list-style-type: none"> • Additional Stage VIP Chairs with Towel and Teapoy , Vilakku and flower Bouquet arrangement for stage. • Bouquets for Guests • Refreshment for Guests (Tender Coconut water) and Tissue Paper • Stage Support (Fan/Cooler/Dias) • Podium Branding (Foam board with Vinyl Printing and Podium light) • (LED Wall-20*10 sq. ft. (Laptop, Live Video mixer) • Light Settings (Par Light -20 nos., Audio mixer) • Sound Settings (Podium mics, Stand mic, Cordless mic, Speaker (Front,Balcony,Relay etc.) • Generator with Diesel • Venue branding • Invitation Card Design & Printing (250 No.s) • Badges(VIPs(25 no.s) & Other Officials 75 no.s) • Counters(Registration and Reception counter installation + Food counter,installation + 5 table • Water cans(4 no.s) with stand and glasses
Tender No.2	<p><u>Publicity works</u></p> <ul style="list-style-type: none"> • Front Arch(Cloth with design) • Making & Fixing Temporary Hoarding 15 nos at different spots in the Trivandrum City(10x10ft board (cloth print with design & installation)
Tender No.3	<p><u>Working Model of UHWC</u></p> <ul style="list-style-type: none"> • Working Model for Urban Health and Wellness Centre <ul style="list-style-type: none"> ➤ Wooden and metal materials wall and pillars Back to back double side finishing Structure ➤ 6x3 Lightboard ➤ Black Cloth printing 3000 sq.ft. ➤ 5mm foam sheet with eco solvent vinyl sticker - 500 sq.ft. ➤ LED TV 55 inches - 1 no. ➤ Light – 5 ➤ 6*3 standee - 5 no.s • Health & Selfie Corner 2 no.s (5*7 ft. metal frame,Vinyl with foam sheet,6*4 ft. platform)



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Other Terms and Conditions

- a. The name of the bidder with contact address and phone number shall also be written on the cover.
- b. The sealed cover, shall be submitted in favour of “The District Programme Manager, National Health Mission, Trivandrum
- c. The last date and time of submission of tender shall be **30.01.2024 at 5.00 pm**. The tenders shall be sent by registered post or by courier or dropped in the Thapal section of NHM, Trivandrum. The tenders shall be opened at **31-01-2024, 2.00 PM** in the presence of the tenderer/bidder or their representatives, who choose to be present, at that time.
- d. All the bidders should produce photographs or relevant details of all above mentioned works and it should be evaluated by technical committee of NHM, Trivandrum. The qualified bidder shall be select after the evaluation of documents provided. If any bidder shall not produce the details or not willing to produce the same, the bid will be rejected. If details submitted by the L1 bidder is not good, the L2 or next bidder may be considered.
- e. The rates should be quoted in figures as well as in words and should be inclusive of all charges, surcharges, taxes, duties, etc. including transportation labour charges and installation whatsoever.
- f. All the works should be completed before 11 am on 6-02-2024 at Tagore Theatre.
- g. Locations for temporary publicity boards should be installed on or before 4-02-2024.
- h. Payment of the work done will be released within 15 days from the date of submission of Original photographs of the event and invoices to the DPMSU.

Documents to be attended along with technical bid

- Company Profile and Experience details.
- Company registration details
- GST Number
- Annual Turnover for last 3 years
- MSME/details if present
- Supporting documents if Form fee/EMD exemption if applicable
- Annexure 1 and Annexure 2



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ANNEXURE 1

OFFICE OF DISTRICT PROGRAMME MANAGER, NHM, TVM

GENERAL INFORMATION ABOUT THE TENDERER

1	Name of the Tenderer					
	Registered address of the firm					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Contact Person Details						
2	Name		Designation			
	Telephone No.		Mobile No.			
Communication Address						
3	Address					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Type of the Firm (Please ✓ relevant box)						
4	Private Ltd.		Public Ltd.		Proprietorship	
	Partnership		Society		Others, specify	
	Registration No. & Date of Registration.					
Nature of Business(Please ✓ relevant box)						
5	Original Equipment Manufacturer			Authorized Dealer /Representative		
	Direct Importer			Others, specify.		
Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)						
6	in case of Directors, DIN Nos. are required					
	Name			Designation		
	Name			Designation		
Bank Details						
7	Bank Account No.			IFSC Code		



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	Bank Name & Address		Branch Name	
	Tel No		Email ID	
8	Whether any criminal case was registered against the company or any of its promoters in the past?			Yes / No
9	Other relevant Information provided * (here enclose the details such as presentation on the details of the tenderer in a CD preferably, please avoid submission of detailed leaflets/brochures etc, if possible.)			
Date:		Office Seal		Signature of the tenderer / Authorised signatory



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ANNEXURE 2

OFFICE OF DISTRICT PROGRAMME MANAGER, NHM, THIRUVANANTHAPURAM

OFFER FORM

- Having examined and accepting the conditions of the tender document no we here by submit this offer for the **Stage Arrangements and Publicity of State Level Launch of Urban Health and Wellness Centre at Tagore Theatre** conforming the details mentioned in the tender document. The details are as follows.

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	<ul style="list-style-type: none">➤ 6x3 Lightboard➤ Black Cloth printing 3000 sq.ft.➤ 5mm foam sheet with eco solvent vinyl sticker - 500 sq.ft.➤ LED TV 55 inches - 1 no.➤ Light – 5➤ 6*3 standee - 5 no.s• Health & Selfie Corner 2 no.s (5*7 ft. metal frame, Vinyl with foam sheet, 6*4 ft. platform)	
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**** The rates should be inclusive of all charges, surcharges, taxes, duties, etc. including transportation labour charges and installation whatsoever.***