



# NATIONAL HEALTH MISSION

## Government of Meghalaya

No. DHS/NHM/IEC&BCC/79/2024-2025 (II)

Dated: 08.11.2024

### SHORT TENDER NOTICE

#### REVAMPING OF IEC DISPLAYS AT GANESH DAS HOSPITAL, NEW BUILDING UNDER NHM, MEGHALAYA

No.DHS/NHM/IEC&BCC/79/2024-2025(I)

Dated: 7<sup>TH</sup> November 2024

### SHORT TENDER NOTICE

National Health Mission, Government of Meghalaya (GoM) invites Tenders in sealed Envelopes from reputed agencies to be engaged for execution of electronic media activities with National Health Mission, Govt of Meghalaya. An MoU will be signed between NHM and the selected Agency (s) for implementing of the IEC/BCC Activities.

The details of the tender document may be received from the office of the undersigned on all working days form 10:00 am to 5:00 pm and may be downloaded online from [www.nhmmeghalaya.nic.in](http://www.nhmmeghalaya.nic.in) under the tab – 'TENDER'

#### Important dates:

- |                              |    |  |
|------------------------------|----|--|
| 1. Sale of Bid:              | -- | 11 <sup>th</sup> – 22 <sup>nd</sup> November, 2024 |
| 2. Pre-Bid Conference:       | -- | 20 <sup>th</sup> November, 2024                    |
| 3. Last date of submission:  | -- | 29 <sup>th</sup> November, 2024                    |
| 4. Opening of Technical Bid: | -- | to be informed                                     |
| 5. Opening of Financial Bid: | -- | to be informed                                     |

**Ram Kumar S \***  
Mission Director

**BID DOCUMENT REVAMPING OF IEC DISPLAYS AT GANESH DAS HOSPITAL, NEW BUILDING  
UNDER NHM, MEGHALAYA**

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## **1. Introduction: Information to the Bidder about the contract**

For and on behalf of NHM, Government of Meghalaya, Sealed Tenders affixed with **Rs. 25/- (Twenty-Five only)** Court Fee Stamp is invited from the Original Manufacturers / Authorized Firms, for **“Revamping of IEC Displays at Ganesh Das Hospital, New Building under NHM Meghalaya”**, as per detail given in the tender documents.

These tender documents can be provided during all working days from the IEC/BCC Division, Room No 4, NHM Ground Floor, at the SPMU, Directorate of Health Services, Health Complex, Laitumkhrah, Shillong - 03 or can be downloaded from [www.nhmmeghalaya.nic.in](http://www.nhmmeghalaya.nic.in)

The tender on the prescribed per-forma shall be submitted in a single big size envelope containing two envelopes one for **“Technical Bid”** second for **“Financial Bid, in original”** duly sealed and super-addressed to the **“Mission Director, NHM, Meghalaya”** and should reach the Office where from tender documents have been purchased by **on or before 18<sup>th</sup> November 2024 up to 2:00p.m.** The sealed tender(s) should be handed over personally at the concerned offices and receipt obtained or can be sent by a Registered Post to the above-mentioned address. Tenders received after due date shall not be entertained. The postal delay shall not be the responsibility of the department. The tender(s) will be opened by the Committee or by an officer duly authorized by the **“Mission Director, NHM, Meghalaya”** on any subsequent and convenient date, after the tenders are received, in presence of any intending supplier or any other authorized representative who may be present in the office of the **Mission Director, NHM, Meghalaya**.

The **Committee for ‘Revamping of IEC Displays at Ganesh Das Hospital, New Building under NHM Meghalaya, Health & Family Welfare Department** reserves the right to accept or reject any tender or any part of the tender without assigning any reasons thereof.

The intending tenderer(s) shall have to deposit an amount of **Rs. 1,00,000/- (One Lakh Only)** for aforesaid group as **token Earnest Money Deposit (EMD)** in the form of Demand Draft from any Scheduled Bank pledged to the **“Mission Director, NHM, Meghalaya” payable at Shillong**. The tender without earnest money deposit shall out rightly be rejected. The EMD shall be found refundable to any party found rejected or not selected. The Earnest Money Deposit of such party shall be returned immediately with prior notice by the committee of their non-selection.

The rates should be quoted against each item of the tender in both words and figures without cutting, tampering and transparent tape should be applied on quoted rates. In the event of any of mentioned dates being declared as holidays/closed day for the purchase, the tenders will be sold /receive/opened on the next working day at the appointed time. The tender documents are non-transferable. **The Additional Requirements to be affixed along with the Technical Bid may be found below with additional terms and conditions.**

## **2. Background and Objectives:**

### **I. Background:**

Although the central scheme of National Rural Health Mission has been launched in the state of Meghalaya in April 2006, the awareness among community members and general public about the overall programme and its benefits are limited. To increase the effectiveness of the programme and reach NHM Meghalaya would like to set up Ganesh Das Hospital Shillong, New Building as a State IEC Model Center.

Communication strategy that focuses solely on awareness generation is still incomplete. The starting point for any communication intervention has to be Information Education and Communication. The core objective of IEC will be 'to encourage individuals, families and communities to make informed decisions concerning reproductive and child health through a programme of health communication which facilitates behaviour change and should include utilization of existing services. The key themes that will need to be addressed by the IEC/BCC

Activities have been identified as:

- Universal access to quality health care: The NHM aims to provide equitable, affordable, and quality health care services to everyone.
- Health care delivery system: The NHM aims to build a service delivery system that includes urban primary health centers, urban community health centers, and referral hospitals.
- Health care for the poor: The NHM aims to improve access to health care for the poor, women, children, and those living in rural areas.
- Health care goals: The NHM aims to meet the goals and targets set out in the National Health Policy, 2017. This includes reducing the total fertility rate (TFR) to 2.1, reducing the infant mortality rate (IMR) to 25 per 1000 live births, and reducing the maternal mortality rate (MMR) to 1 per 1000 live births.
- Health care for tuberculosis: The NHM aims to halve the incidence and mortality rate of tuberculosis.
- Health care for leprosy: The NHM aims to reduce the prevalence of leprosy to less than 1/10000 population.

The companies which are in agreement with the scheme and its clauses only need to participate in the bidding and any disagreement in this regard may invite disqualification/ rejection of bid at technical level. Hence all the companies are requested to go through the scheme carefully and submit their agreement accordingly.

### **II. Objectives:**

- The Agency/Firm should be able to generate good information and awareness about the various NHM schemes on a more visible and attractive manner
- The materials used for revamping should be sustainable and should not cause any clutter

**BID DOCUMENT REVAMPING OF IEC DISPLAYS AT GANESH DAS HOSPITAL, NEW BUILDING UNDER NHM, MEGHALAYA**

- The methods for display should also have the capacity to avoid contamination (should be water proof on walls)

**3. Qualifications of Agency/Firm/Enterprise**

- A well-established Agency/Firm/Organization with last **three years annual turnover of Rs. 40,00,000/- lakhs (Rupees Forty Lakhs only)** from information generating activities and supply of IT equipment, forms of digital displays only
- Experience of working in the social sector for at least three years in the state or country
- A permanent office of the agency should be located in Shillong (provide proof)
- Name of Director/Owner/Proprietor/Manager along with staff to be engaged to be provided in full along with full contact details
- to submit along full account details – Account Name, Account Number, Bank Name and address, IFSC Code, PAN Card, Tax Exemption Certificate (if available)

**4. Activities to undertake**

1. Provision of Overhead TV monitors and wall monitors to be placed at all OPD Areas, public areas and waiting areas for playing of videos
2. To set up IEC Corners which would include an IEC Stand like a book shelf will be filled up with handouts for patients and wards
3. IEC Corner to also have a dedicated space for display of campaign related materials which are of short duration (eg 2 weeks, 1-month etc)
4. Provision of Digital Display Boards to be placed at all OPD Areas, public areas and waiting areas for information, notice and poster rotation
5. Provision of Large Notice Board in felt for every floor whereby notices, announcements etc can be displayed
6. Setting up of Accrylic Sandwich frames along the walls for display of IEC Materials which are related to maternal and child health. Frames should have the capacity whereby materials can be changed as and when required
7. Ensuring that all wards, rooms, floors etc have good, uniform and clear signage
8. Redesigning of existing materials meant for the public – Citizen’s Charter which is to be in English, Khasi and Garo language
9. To ensure that all signages regarding fire safety, CCTV, emergency exits are displayed clearly
10. To design and install a ‘Basket of Choices box’ with easy access for beneficiaries. Box will contain contraceptives. The box should be placed in a less public area and should be at eye level.
11. To design and install a ‘Suggestion box’ with easy access for beneficiaries. The box should be placed in a public area and should be about 5 feet from the floor

## **5. Bid Evaluation process, Criteria and Calculation of Scores:**

The technical and financial bids must be submitted separately with envelopes clearly marked stating the title of the project and the type of bid enclosed should be put together in a single outer envelope mentioning the name of the project. Thereafter the technical bid will be evaluated following criteria given.

Only those agencies whose technical bids are approved in the evaluation process will be eligible for opening of their financial bids. Other financial bids will be returned to the respective agencies, unopened.

## **6. Submission of proposals:**

The bidder must submit the proposal as per the details mentioned below:

Technical bid should be sealed in a separate envelop clearly marked in **BOLD "SECTION A – TECHNICAL PROPOSAL"** and **"TECHNICAL PROPOSAL FOR REVAMPING OF IEC DISPLAYS AT GANESH DAS HOSPITAL, NEW BUILDING UNDER NHM, MEGHALAYA"** written on the top of the envelope

Financial proposal should be sealed in another envelop clearly marked in **BOLD "SECTION B – FINANCIAL PROPOSAL"** and **"FINANCIAL PROPOSAL FOR REVAMPING OF IEC DISPLAYS AT GANESH DAS HOSPITAL, NEW BUILDING UNDER NHM, MEGHALAYA"** written on the top of the envelope

Both envelops should have the bidder's name and address clearly written at the LEFT BOTTOM CORNER of the envelope. All three envelopes should be put in a large cover/envelops, sealed and clearly marked in **BOLD "PROPOSAL FOR REVAMPING OF IEC DISPLAYS AT GANESH DAS HOSPITAL, NEW BUILDING UNDER NHM, MEGHALAYA"**

**The bids may be cancelled and not evaluated if the bidder fails to:**

1. Clearly mention Technical and Financial proposal on the respective envelopes
2. To seal the envelope properly with sealing tape
3. Submit both envelopes i.e. Technical & Financial Proposal together keeping in large envelope
4. Give complete bids in all aspects
5. Without call deposit of Rs.1,00,000/- (One Lakh)

The tender must be accompanied by a refundable deposit at call amounting to Rs 1,00,000/- (One Lakh Only) in favour of Mission Director, National Health Mission, Meghalaya payable at Shillong. The Earnest Money Deposit will be retained for successful bidders till completion of work/warranty period

## **7. Deadline for submission Bids/proposal:**

Complete bid documents should be received at the address mentioned below not later than 14:00 hours on\_ 18<sup>th</sup> November 2024 Bid documents received later than the prescribed date and time will not be considered for evaluation.

BID DOCUMENT REVAMPING OF IEC DISPLAYS AT GANESH DAS HOSPITAL, NEW BUILDING UNDER NHM, MEGHALAYA

**8. DECLARATION BY THE BIDDER:**

I, \_\_\_\_\_ designated as \_\_\_\_\_ at \_\_\_\_\_ of \_\_\_\_\_ hereby declare that I have read with respective annexure duly signed by me.

SIGNATURE

NAME:

DESIGNATION

DATE:



Mission Director (NHM)  
Directorate of Health Services (MCH & FW),  
Red Hill, Laitumkhrah, Shillong - 793003.  
Ph no (0364)250 6460/250 6552  
Email: [nrhmmegh@gmail.com](mailto:nrhmmegh@gmail.com)

**BID DOCUMENT REVAMPING OF IEC DISPLAYS AT GANESH DAS HOSPITAL, NEW BUILDING UNDER NHM, MEGHALAYA**

**ANNEXURE I**

**Format for Technical Bid:**

<b>Sl no</b>	<b>Particulars (tick as appropriate)</b>	<b>Page Number</b>
1	Profile of Agency/Firm/Enterprise	
2	Objectives of Agency/Firm/Enterprise	
3	Outputs and deliverables of Agency/Firm/Enterprise	
4	CVs of Technical Backstopping Team Members who must be full time employees of the Agency/Firm/Enterprise	
5	Description of Agency/Firm/Enterprise relevant experience (capability statement)	
6	Audited financial statements of the last two years	
7	Evidence of providing technical support to Central and State Governments and other Organizations in generating information and awareness activities	
8	A permanent office of the agency should be located in Shillong/Trading Licence (provide proof)	
9	Full account details - <ul style="list-style-type: none"><li>• Account Name</li><li>• Account Number</li><li>• Bank Name and Address</li><li>• IFSC Code</li></ul>	
10	PAN Card (Photocopy) & GSTIN	
11	Tax Exemption Certificate (if applicable)	
12	GST Registration	
13	Trading License	

Name, Signature and designation of Bidder

Mission Director (NHM)  
Directorate of Health Services (MCH & FW),  
Red Hill, Laitumkhrach, Shillong - 793003.  
Ph no (0364)250 6460/250 6552  
Email: [nrhmmegh@gmail.com](mailto:nrhmmegh@gmail.com)



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**ANNEXURE II**

**Format for Financial Bid**

<b>Sl no</b>	<b>Particulars</b>	<b>Size</b>	<b>Rates per unit</b>
1	Overhead TV Monitors to be mounted on the ceiling or beams	Size 65 inches	
2	Installing of TV monitors on walls	Size 65 inches	
3	Accrylic Sandwich frames	18" x 24"	
4	Floor Digital Signage Display	55 inches height	
5	Felt Notice Board	3 x 4 feet	
6	IEC Corner Shelf	5 feet	
7	Signages for all rooms/wards/floors	Per sq inch	
8	Citizen's Charter	15 x 5 feet	
9	Basket of Choices Box with easy access	To be placed maximum 4 feet from the ground	
10	Suggestion Box with easy access	To be placed maximum 5 feet from the ground	

Name, Signature and designation of Bidder



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