

Government of West Bengal
Office of the Chief Medical Officer of Health
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Memo No. CMOH-Nad/ 9256

Dated. Krishnanagar the October 11th, 2018

Circular

This is to inform to all concerned that as per decision taken by the tender selection committee in connection with tender for development of signage for implementation of Sushree (Kayakalp) programme in Tehatta SDH, Chakdaha SGH, Santipur SGH, Nabadwip SGH vide this office Memo No.-CMOH-Nad/7935, dt.-27/08/18; M/s Hero Enterprise has been accepted with their quoted i.e.Rs. 2, 37, 400/- (two lakh thirty seven thousand four hundred) (including of all taxes and charges).

Details of signage to be made is given below:

Description of signage	Number of signage boards to be made	Minimum size, measured in feet	Material on which signage is to be made	Where to display
Hospital lay out plan with location and names of all the departments	One	8 ft by 6 ft	Water proof material, as it will be displayed in open	To be displayed at main entrance point of hospital, so that it is visible to all. Must be displayed at eye level
Directional signage for entire Hospital	One or two	6 ft by 4 ft	Vinyl board, Bengali/ Local language	At strategic locations
Directional signage for each floor	One for each floor	6 ft by 4 ft	Vinyl board, Bengali/ Local language	At landing of staircase if space for such is available, or by the side of staircase, or at the entry point of any floor from stairs or lift
Demarcation of all rooms of OPD	As many required	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 hung by hangers. 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	OPD rooms

			language can be seen from any side. Writing of one side in Bengali/ Local language and the other side in English is NOT allowed	
Schedule of OPD	One	10 ft by 8 ft	Schedule of OPD of all Doctors and Specialist OPDs is to be displayed. Matter to be written in Bengali/ Local language and English on vinyl boards.	This board is to be displayed prominently in OPD Entrance
Visiting Hours	As many required	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 vinyl. Matter to be written in Bengali/ Local language and English	To be displayed at main entry to Hospital or at strategic points in Hospital
Fire safety instructions (RACE and PASS)	As many required	3 ft by 2 ft	On vinyl boards, Matter to be written in Bengali/ Local language and English	Near lifts or prominent areas of floors
Restricted Entry or No Entry	5 or as applicable	2 ft by 1 ft	To be written in English and Bengali/ Local language on vinyl boards	Emergency, Labour room, OT, CCU, SNCU
Handwashing posters (six steps) at all points of hand washing	As many required in all handwashing areas		Posters in the form of stickers (washable) are to be made. Matter to be written in English only.	All hand washing areas at eye level
List of medicines available in the Hospital (usually)	At least two	10 ft by 8 ft	Vinyl boards, matter in Bengali/ Local language	OPD, IPD
Citizen's charter	One at the main Entrance	15 ft by 15 ft	Flex of good quality. Matter to be written in Bengali/ Local language (a guideline given alongwith)	To be displayed prominently at the main gate, fitted with buttam borders
Sushree (Kayakalp) display	One at the main Entrance	6 ft by 4 ft	Flex of good quality. Matter to be written in Bengali/ Local language.	To be displayed prominently at the main gate, fitted with buttam borders.


Requirement for signages of Kayakalp

Description of signage	Facility name & proposed requirement			
	Tehatta SDH	Santipur SGH	Chakdaha SGH	Nabadwip SGH
Hospital lay out plan with location and names of all the departments	1	1	1	1
Directional Signage for entire Hospital	2	2	2	2
Directional Signage for each floor	2	2	2	2
Demarcation of all rooms of OPD	9	12	10	10
Schedule of OPD	1	1	1	1
Visiting hours	3	4	4	4
Fire Safety instructions (RACE and PASS)	3	6	10	7
Restricted entry or No entry	5	5	5	5
Handwashing Posters (Six steps) at all points of handwashing	7	10	12	10
List of medicines available in the hospital (usually)	2	2	2	2
Citizen's charter	1	1	1	1
Sushree (Kayakalp) Display	1	1	1	1

The above-said rate would remain valid for 1(one) year from 11/10/18 and may be extended, if required as per terms & conditions of tender.

In case of discrepancy, the authority reserves the right to take disciplinary action as per norms.

The work is to be done in accordance with this office Memo No.-CMOH-Nad/7935, dt.-27/08/18.

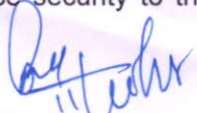

Chief Medical Officer of Health
 Nadia S. Chanda

Memo No. CMOH-Nad/ 9256/1(18).

Dated. Krishnagar the October 11th, 2018

Copy forwarded for information & taking necessary action for wide publication through their notice-board to:

- 1) The Sabhadhipati, Nadia Zilla Parishad
- 2) The District Magistrate, Nadia
- 3) The Swasthya Karmadhyaksha, NZP
- 4) The District Information & Cultural Officer, Nadia
- 5) The D.I.O.N.I.C, Nadia with request to upload this on www.nadia.nic.in
- 6) The Dy. Chief Medical Officer of Health-I, Nadia
- 7) The Dy. Chief Medical Officer of Health-III, Nadia Nadia
- 8) The O.C.Health, Nadia
- 9) The Sub-divisional Officer, Sadar Sub-division, Nadia
- 10) The Accounts Officer, o/o the CMOH, Nadia
- 11-14) The Superintendent, Tehatta SDH/ Chakdaha/ Santipur SGH/ Nabadwip SGH
- 15) The Chairman, Krishnagar Municipality
- 16) IT-coordinator, Swasthya Bhawan with the request to upload this on www.wbhealth.gov.in
- 17) The Proprietor, M/S Hero Enterprise, Sen Para, Pirtala, R.N.Tagore Road, P.O.-Krishnagar with the request to submit an additional amount of Rs.15000/-(fifteen thousand) as the performance security to this office within 3 working days of this Memo
- 18) www.swasthyakathanadia.in


Chief Medical Officer of Health
 Nadia S. Chanda