



MALABAR CANCER CENTRE
[POST GRADUATE INSTITUTE OF ONCOLOGY SCIENCES & RESEARCH]
(An autonomous institution under Government of Kerala)



Thalassery, P.O. Moozhikkara
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MCC/162/2026-P4-GAD/

17/06/2026

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR
INVITING PROPOSALS FOR DESIGN, DEVELOPMENT &
PRINTING OF ANNUAL REPORT OF MALABAR CANCER
CENTRE (PGIOSR)"**

Reference No: MCC/162/2026-P4-GAD dated 17/06/2026

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Phone: 04902399244,257

Website: www.mcc.kerala.gov.in

EOI Ref No: MCC/162/2026-P4-GAD

EOI PUBLISHING DATE:	17.06.2026
LAST DATE AND TIME OF RECEIPT OF EOI	24.06.2026, 3.00PM.
Date and Time of opening of technical bid	24.06.2026, 3.30PM
PLACE OF SUBMISSION OF BID & ADDRESS FOR COMMUNICATION	Malabar Cancer Centre (Post Graduate Institute of Oncology Science and Research) [MCC(PGIOSR)] (An Autonomous Institution under Govt. of Kerala) Moozhikkara (P.O), Thalassery, Kannur District, Kerala, India-670103. Phone: 0490 2399 244 / 257 / 205 Website: www.mcc.kerala.gov.in
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INVITATION TO EXPRESSION OF INTEREST (EOI)

Malabar Cancer Centre (PGIOSR) invites Expression of Interest (EOI) from professional agencies/persons for undertaking creative and publicity-related works for various campaign activities of the institution.

The scope of work includes conceptualization, design, development, printing activities of Annual Report of Malabar Cancer Centre (PGIOSR) (Two bid System: Technical bid & Financial bid).

Technical Bid: The Technical bid shall contain the complete documents mentioned in the EOI form and details on the competency of the tenderer and also should submit the EOI form with the sign and seal on all the pages by the tenderer, except the Financial Bid Form.

Financial Bid: The financial bid shall be submitted in the format given in this document as Financial Bid Form. The **financial bids submitted in any other formats will be treated as non-responsive and not considered for evaluation.**

The financial Bid shall contain the 'Financial Bid Form' duly filled in the prescribed Performa. Only the Financial Bids of those firms qualified in the detailed scrutiny and evaluation of the technical bid evaluated by the Technical Committee/Tender Inviting Authority shall be opened.

The Technical Bid and Financial Bid should be submitted in separate sealed covers.

Sub: Inviting Proposals for Design & Printing of Annual Report

Malabar Cancer Centre (PGIOSR) invites quotations from professional agencies for the design, development, and printing of the Annual Report of MCC (PGIOSR).

1. Name of the Work

Inviting Professional Agencies/Persons for Design, Printing, Annual Report of Malabar Cancer Centre (PGIOSR)

2. Eligibility Criteria

Applicants should satisfy the following conditions:

- The agency/person have prior experience in handling government/public sector creative and publicity works (Desirable).

- The applicant shall possess adequate technical expertise, manpower, and infrastructure facilities for undertaking the assigned works.
- Copies of empanelment certificate, GST registration, PAN, and previous work orders/work samples shall be submitted along with the application if available.

3. Documents to be Submitted

- Interested agencies/persons shall submit:
- Covering Letter expressing interest
- Copy of valid experience certificate in the filed.
- Profile of the agency/person
- List of major clients and completed works
- Portfolio/sample creative
- GST Registration Certificate
- PAN Card copy
- Contact details of authorized representative

4. Selection Procedure

The applications received will be scrutinized by the competent committee of Malabar Cancer Centre (PGIOSR). Eligible agencies/persons may be shortlisted based on experience, quality of previous work, technical capability, and suitability for institutional requirements.

5. Submission of Proposal

Interested agencies/persons may submit the Quotation along with supporting documents in sealed envelopes containing the quotation should bear the superscription “**Quotation Design and Printing of Annual Report of Malabar Cancer Centre (PGIOSR)**” and should be addressed to

The Director

Malabar Cancer Centre (PGIOSR)
Moozhikkara (PO), Thalassery
Kannur District, Kerala – 670103

Intending tenderers may submit the quotation on their own papers.

6. General Conditions

- Malabar Cancer Centre (PGIOSR) reserves the right to accept or reject any or all EOIs without assigning any reason thereof.
- Mere submission of Proposal does not confer any right for empanelment or award of work.
- The rates for individual works will be finalized separately as per institutional procedures/rules.
- The delivery time – Within 45 days

7. Technical Specification for Designing & Printing of Annual Report

Malabar Cancer Centre (Post Graduate Institute of Oncology Sciences and Research), an autonomous institution under the Government of Kerala, has completed 25 years of dedicated service in the field of cancer care, research, academics, prevention, and public health.

Over the last two and a half decades, the institution has emerged as a premier comprehensive cancer centre, providing advanced oncology services, academic excellence, translational research, community outreach programmes, and state-of-the-art treatment facilities for patients across Kerala and neighboring states.

In commemoration of this milestone, Malabar Cancer Centre (PGIOSR) invites Expressions of Interest (EOI) from Empanelment of Professional Agencies/Persons for Design, Printing, and Outdoor Creative Works for Various Campaign Activities of Malabar Cancer Centre (PGIOSR)

7.1. Quantity

Approximate Quantity: 300 copies.
(Quantity may vary depending on institutional requirement.)

7.2. Size of Report

- Finished Size: A4 (21 cm × 29.7 cm)
- Orientation: Portrait

7.3. Number of Pages

- Inner Pages: Approximately 260 pages
- Cover Pages: 4 pages
- Final page count may vary slightly at the time of printing.

7.4. Printing Specification

Cover Page

- Paper: 300 GSM Art Card / Imported Art Card
- Printing: Multi-colour (4 Colour Offset Printing) on both sides

Finish:

- Matte Lamination / Gloss Lamination
- Spot UV (if required)

Design:

- Creative cover design to be developed and approved by the institution.

Inner Pages

- Paper: 100 GSM / 130 GSM Art Paper (as required)
- **Printing:**
- 4 Colour Offset Printing throughout
- Front and back printing
- High-resolution image reproduction and colour accuracy shall be ensured.

7.5. Binding

- Perfect Binding / Section Sewing with Perfect Binding
- Strong adhesive binding suitable for long-term preservation
- Neat trimming and finishing

7.6. Design Work

The agency shall undertake:

- Creative page layout
 - Infographics and charts
 - Photo editing and colour correction
 - Proof correction and incorporation of changes suggested by the institution
- *DTP work has already done by the Institution*

7.7. Proof Approval

- Soft copy proof shall be submitted for approval before final printing.
- Final printing shall be carried out only after written approval from the institution.

7.8. Delivery

- Printed copies shall be delivered at the institution premises.
- Delivery Period: Within 45 days from the date of approval of final proof.

7.9. Quality Standards

- Printing should be of high quality with proper colour consistency.
- No smudging, misalignment, page missing, ink marks, or binding defects shall be accepted.
- The institution reserves the right to reject defective copies.

7.10. Sample Requirement

- Bidder may be required to submit sample annual reports/previous work for quality evaluation.

8. TERMS AND CONDITIONS

1. Malabar Cancer Centre (PGIOSR) reserves the right to accept or reject any or all proposals without assigning any reason.
2. The selected agency shall maintain confidentiality of all institutional information and materials.
3. All intellectual property rights, including raw footage, edited content, photographs, audio, graphics, and final outputs, shall exclusively belong to Malabar Cancer Centre (PGIOSR).
4. The selected agency shall obtain necessary permissions/licenses for music, visuals, and other copyrighted materials.
5. The institution reserves the right to seek modifications, revisions, or re-editing before final approval.
6. The agency shall ensure professional conduct while filming within the campus.
7. The selected agency shall comply with all applicable labour, tax, and statutory regulations.
8. Any delay in project completion without valid reason may attract penalties as decided by the institution.
9. The documentary shall not be published, uploaded, or commercially used by the agency without prior written permission from the institution.

9.PERFORMANCE SECURITY

The successful bidder shall:

- Execute an agreement on Kerala Stamp Paper of appropriate value within the stipulated period.
- Furnish performance security/bank guarantee at 5% if applicable, as per institutional rules.

10. VALIDITY OF EOI

The submitted proposal shall remain valid for a period of 180 days from the date of submission.

11. Termination of Contract

MCC (PGIOSR) reserves the right to stop the engagement with the agency at its discretion at any time during the engagement period for any reason including but not limited to the performance of the agency and will have the option to engage another agency for the remaining period. The agency must submit a detailed monthly report to the MCC(PGIOSR)

highlighting performance against the Metrics. The monthly review shall be attended by the Account Lead along with the Head of the agency.

12. Language of Application

All correspondence and documents related to the application shall be in English.

13. Clarifications on bid

During the bid evaluation, MCC(PGIOSR) may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the substance of the bid shall be sought, offered, or permitted to the e-mail ID provided in the cover page of EOI

14. MCC (PGIOSR)'s Right to Accept or reject any or all Bids

MCC(PGIOSR) reserves the right to accept or reject any bid or to annul the Expression of Interest and reject all bids at any time prior to Agreement, without assigning any reason thereof.

15. SUBMISSION OF PROPOSALS

Mode of submission of Expression of Interest:-

Interest firms qualifying the above conditions may express their interest in writing with a brief about the following address along with following documents.

- ☒ **Annexure-1** enclosed with EOI
- ☒ Self-attested copies of all certificates related to the institutions/firms including the pre-qualification criteria shall submit along with technical Bid.

The sealed proposal superscribed

**“EXPRESSION OF INTEREST (EOI) FOR PRODUCING A DOCUMENTARY
FILM: "25 YEARS OF EXCELLENCE: MALABAR CANCER CENTRE (PGIOSR)**

• DIRECTOR

MALABAR CANCER CENTRE (PGIOSR)

(An autonomous Institution under Govt. of Kerala)

Moozhikkara (P.O), Thalassery, Kannur District, Kerala, India-670103.

Phone: 0490 2399244, 2355257, Fax: 0490 2355880

E-mail: purchase@mcc.kerala.gov.in, pomcctly@gmail.com Website:

www.mcc.kerala.gov.in

16. AWARD OF CONTRACT AND AGREEMENT:

The Empanelled service Provider shall have to sign an agreement with MCC(PGIOSR) after confirmation/acceptance of The cost of stamp paper will be 0.1% of the total estimated amount for one year up to maximum of Rs 1 Lakh .

17. JURISDICTION

In the event of any disputes, the courts at Thalassery, Kerala shall have exclusive jurisdiction.

DECLARATION

I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge and belief.

Signature of Authorized Signatory

Name:

Designation:

Name of Agency/Firm:

Date:

Seal:

Annexure 1

TECHNICAL FORM

**APPLICATION FOR EXPRESSION OF INTEREST (EOI)
FOR “DESIGN, PRINTING, ANNUAL REPORT OF MALABAR CANCER CENTRE
(PGIOSR)”**

Name of the firm			
Address			
PAN Number			
GST Number			
Mobile Number			
Alternative Mobile Number			
E Mail ID			
Annexure Enclosed Registration Certificate of the Firm	Yes ☐	No ☐	Annexure No:
Annexure Enclosed GST Certificate	Yes ☐	No ☐	Annexure No:
Annexure Enclosed Have prior experience in producing documentary films for: ○ Government departments, OR ○ Medical institutions, OR ○ Academic/research institutions, OR ○ Public sector organizations, OR ○ Television/media broadcasters.	Yes ☐	No ☐	Annexure No:
Annexure Enclosed experiencesimilar work	Yes ☐	No ☐	Annexure No:

Authorised Signatory

Office Seal

Place:

Date:

Annexure -2

FINANCIAL BID

(Should be enclosed in separate sealed cover)

PRICE /QUOTATION BID FORMAT

Sl. No.	Item Description	Qty (in Nos)	Amount (INR)
1	Design, Printing, Annual Report of Malabar Cancer Centre (PGIOSR)	300	
	Grand Total (Inclusive of all taxes)		

Total Value in Rupees: in Words

Authorised Signatory

Office Seal

Place:

Date: