



ODISHA KNOWLEDGE CORPORATION LIMITED

TENDER FOR  
DEVELOPMENT OF PROMOTIONAL MATERIAL

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## SHORT TENDER CALL NOTICE

OKCL invites Tender Document submission from experienced and reputed Creative Agencies for developing New Centre Registration Kit for its Authorised Learning Centres. The agency shall be required for co-ordination and development of all/partial material(s) as per guidelines provided by OKCL. The tender document is available in the website of [www.okcl.org](http://www.okcl.org), which may be downloaded for use. Interested parties may submit their proposal super-scribing as **“Tender for Development of Promotional Material”** to the undersigned through speed post / Registered Post/Courier at OKCL office which should reach on or before **12.00 Noon** of **08.01.2024** positively and the same will be opened at **4.30 P.M** of the same date. Alternatively, the documents may be sent by mail to [accounts@okcl.org](mailto:accounts@okcl.org). The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

Sd/-  
**Managing Director**  
**Odisha Knowledge Corporation Limited**  
**27-12-2023**

## **ODISHA KNOWLEDGE CORPORATION LIMITED**

Plot no- 108/3607, Behind Pal Heights, Jaydev Vihar, Bhubaneswar-751013

### **TERMS AND CONDITIONS**

#### **1. Tender/Bid Document:**

The prospective bidders/agency may download the complete set of the tender documents directly from the website at [www.okcl.org/tenders](http://www.okcl.org/tenders) and submit the same to OKCL with sign & seal on each and every page. Managing Director, OKCL shall have no responsibility for any delay/ omission on part of the bidder. The tender application will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website, or not submitted on or before the due date or not supported by necessary documents & Earnest deposit money.

#### **2. Bid Submission:**

- a) The tender shall be submitted in **two bid system** i.e. Technical Bid & Financial Bid. Financial Bid contains only the price Bid as per Annexure – I and Technical Bid contains all other documents as per the tender terms except Price format. The Technical Bid & Financial Bid will be covered in two separate envelopes clearly written on the top of the envelope as **Technical Bid & Financial Bid** respectively and these two bids will be covered in a big envelope super scribed as **“Tender for Development of Promotional Material”**.
- b) The tender shall be for all/partial item(s) as described in the schedule of requirement and specification. The price bid is specified in **Annexure- I**, which should be used at the time of submission of tender.
- c) The quoted bid price shall be inclusive of all taxes and including packaging, transportation, and delivery at OKCL’s office.

- 3.** Each bidder shall submit tender as mentioned in the tender document. Submission of bid without the Earnest Money Deposit shall be rejected.
- 4.** The bidder shall submit up-to-date self-attested photocopy of GST Registration certificate along with PAN Card copy.
- 5.** The tender paper downloaded from the website should be signed by the bidder at bottom of each pages with their official seal duly affixed.
- 6.** Bids may also be scanned and submitted through e-mail to [accounts@okcl.org](mailto:accounts@okcl.org) with 2 separate folders marking as Technical Bid and Financial Bid. Financial Bid is to be sent in a password protected document. The password for the same shall be made known by the vendor at the time of opening of bid to OKCL.
- 6.** OKCL may give full/partial order to one or many bidders based on L1 price and/or quality specifications.
- 7.** The Work Order for the materials shall be released before 09.01.2024 and delivery of the materials should be completed on or before 23.01.2024.
- 8.** Full payment will be made within 15 days of satisfactory delivery of the items supported with original bills & challans after deducting necessary statutory deductions and deductions if any subject to Point No. 15,16 and 17 referred below.

## 9. Eligibility Criteria:

Sl.	Basic Requirement	Specific Requirements	Documents Required
1)	Legal Existence	The Bidder should have all necessary & applicable registrations under Companies Act, Income Tax Act, GST, Employee Provident Fund Rules, ESI and proof of operating for at least five years.	Certificates of incorporation, Pan Card, GST & other Registration certificates as per applicability
2)	Technical Capability	The bidder should have at least 3 years of experience in similar field.	Order for work or Letter of Award. Experience Details. (Annexure II)
3)	Turn Over	Bidders should have an average turnover of minimum Rs. 10 lakhs in last 3 Financial Years.	Audited Profit & Loss Account of last 3 Financial Years (2019-20, 2020-21, 2021-22) or Turnover Certificate from a Chartered Accountant
4)	Blacklisting	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as of date of Bid Submission must be submitted on original letter head of the bidder with signature and stamp.	A Self Certified letter by authorized signatory (Annexure –IV)

10. The bids are liable to be rejected if any of the above conditions are not complied with.

11. The bids are to be accompanied with **sample material/paper** which should be signed and stamped by the bidder. This shall be used for verification at the time of delivery of materials. If bid is sent by e-mail, then these sample papers are to be submitted to OKCL before the closing date i.e. 08.01.2024.

## 12. Earnest Money Deposit:

Bidder will submit EMD of Rs. 5000/- in the shape of Demand Draft/Pay Order from any nationalized bank in favor of **“ODISHA KNOWLEDGE CORPORATION LIMITED”** payable at **Bhubaneswar**. The same will be refunded to the bidders (except selected bidder) without interest after completion of delivery.

13. The work order will be placed to the selected bidder whose bid has been determined to be substantially responsive. A bidder who fulfils the minimum eligibility criteria as per clause no 9, will be considered for taking part next level bidding i.e. Financial Bid. The L-1 Bidder whose quality specifications are satisfactory in the Financial Bid will be awarded the contract.
14. In case, the firm fails to execute the order, the EMD will be forfeited and necessary legal action shall be taken to blacklist the firm.
15. In case of any defects or deviation from the specifications of Work order, penalty at such rates as per the decision of the OKCL management shall be levied. Decision of Managing Director, OKCL will be final in this regard.
16. Penalty of 5% (Maximum 10%) of order value per week would be imposed for non-observance of schedule of delivery. However MD-OKCL is authorized to waive the delay penalty if the delay is not attributable to the fault of bidder.
17. Retention money of 5% of order value shall be retained for satisfactory quality and quantity verification and shall be released after a retention time period of 30 days.
18. Any effort by a bidder to influence the purchaser in its decision on bid evaluation may result in rejection of the bidder's offer.
19. Any legal disputes arising out of this are subject to Bhubaneswar jurisdiction only.
20. Bidders may be present in person or their authorized representative during the opening of bids at **03:00 PM on 08.01.2024** at OKCL's Regd. Office, Bhubaneswar.

Sd/-  
**Managing Director**  
**Odisha Knowledge Corporation Limited**  
**27-12-2023**

**Annexure - I****Requirement and specification along with Format for submission of Bid Price**

<b>Sr.No.</b>	<b>Items</b>	<b>QTY</b>	<b>Amount(In Rs.)</b>
<b>1</b>	<b><u>CARTON</u></b> Size : L-2 ft. x W-1.5 ft. x H-8 inch	600 nos.	
<b>2</b>	<b><u>T- SHIRT</u></b> 170 GSM dot knit/normal knit/ micro knit fabric. Colour white, neck collar and cuff, button line -orange. Standard slit and tool tape stitching Poly-pack and iron folding Digital logo print front, back and both sleeves, With 2 set button. The sizes of the T-shirts are as below: L(40) – 600, XL(42) – 600	1200 nos.	
<b>3</b>	<b><u>CAP</u></b> Material: Cotton, Free size white colour with Orange line border, front logo Single-color Screen printing	1200 nos.	
<b>4</b>	<b><u>POSTER (6 Designs)</u></b> Size : 16" x 23" Paper : 130 GSM Art paper Printing : One-side Multi colour	3600 nos.	
<b>5</b>	<b><u>DANGLER ( 3 x 2 = 6 Designs)</u></b> Size : 28 x 21cm Paper : 250 GSM Art Board Printing : Both side multi-colour printing Cutting : Shape cutting as per design Fabrication : Hanging arrangement with good quality cotton/nylon thread	3600nos.	
<b>6</b>	<b><u>BANNER</u></b> Size: 8' x 3' Star flex with 6 eyelits.	600 nos.	
<b>7</b>	<b><u>LEAFLET (MEGA BATCH)</u></b> Size : 36 x 24 cm. (Two fold) Printing : Both side multi color printing Paper : 220 GSM Art paper Cutting : Shape cutting as per design	1,80,000 nos.	
<b>8</b>	<b><u>LEAFLET (VAN CAMPAIGNING)</u></b> Size : 36 x 24 cm. (Two fold) Printing : Both side multi color printing Paper : 220 GSM Art paper Cutting : Shape cutting as per design	3,00,000 nos.	
<b>9</b>	<b><u>OS-CIT APPLICATION FORM</u></b> Size: 22 x 28 cm (A4) One-sided with multi-colour printing Paper: 70 GSM Maplitho	1,00,000 nos.	

<b>10</b>	<b><u>GAZETTE STICKER PAPER</u></b> Sheet Size: A3, Paper: 100 GSM sticker Multi-colour printing, Full page gum pasting	1200 nos.	
<b>11</b>	<b><u>BOOKLET</u></b> Size : A4, Paper : 220 GSM Art Board Printing : Multi-colour printing with Gloss Lamination, Pages : 20 pages including cover page, Stitching : Centre Stapling	600 nos.	
<b>12</b>	<b><u>APPRECIATION CERTIFICATE</u></b> Size : A4, Paper : 250 GSM Art Printing : Single side Multi color printing	60,000 nos.	
<b>13</b>	<b><u>TEACHERS' DAY CERTIFICATE</u></b> Size : A4, Paper : 250 GSM Art Printing : Single side Multi color printing	15,000 nos.	
<b>14</b>	<b><u>VINYL STICKER (2.5 X 3 FT.)</u></b> Vinyl multi color Printing	600 nos.	
<b>15</b>	<b><u>TABLE CALENDER</u></b> size = 10" x 7", Paper = 300 GsM Art Paper, Printing = Multi color both side printing 12 months calendar-2024 (13 Leafs) with Hardboard Stand & Good quality Spiral binding.	600 nos.	

- ❖ The prices given above are inclusive of all taxes, freight, insurance etc.
- ❖ Goods to be delivered at OKCL's regd. office.

**Grand Total including of all Taxes:** Rs. \_\_\_\_\_  
\_\_\_\_\_ )

Date:

Name and Address of the Firm

Place:  
(Rupees

Signature of the bidder



**Annexure-II**

**Format for submission of past performance**

Sl. No.	Year	Order No. with Date	Order value (Rs.)	Name of the Organisation /Department	Role and Responsibility performed
01	2020-21				
02	2021-22				
03	2022-23				

Date:

Name and Address of the Firm.

Place:

Signature of the bidder

**Annexure-III**

**Check list of submission of Tender for development of Promotional Material**

Sl. No.	Information Desired	Document Submitted			Page No.
		Type of Doc/	Yes	No	
1	Name of the Firm/Organisation/Company				
2	Address of the Firm/Organisation/Company				
3	ID Proof of the Owner of Organisation/Company/Firm (PAN Card /Voter ID / Aadhaar Card)				
4	Telephone No/ Mobile No. & E-mail ID				
5	Date of incorporation of establishment				
6	Details of Branches including addresses & telephone No. if any				
7	Status of the Bidder (registered under Act) (Company /Partnership /Individual /Society ...)				
8	PAN Number of Bidder (Copy enclosed)				
9	Experience Details (Annexure II)				
10	Self-attested photocopy of GST Registration Certificate				
11	Undertaking regarding the firm not been charge sheeted or blacklisted ( Format Annexure –IV)				
12	Audited Balance Sheet , Profit & Loss A/C of last 3 Financial Years or Turn-Over Certificate certified by a Chartered Accountant indicating ( Last 3 Years )				
13	Income Tax Returns of last 3 Financial Years				

**Name & Address of the Bidder**

**Signature with date and seal**

**Self-Declaration: Not Black listed (in company letterhead)**

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To,

Managing Director

ODISHA KNOWLEDGE CORPORATION LTD

In response to the Tender titled “(Tender for Development of Promotional Material)”, as an owner/ partner/ Director of (organisation name) \_\_\_\_\_  
\_\_\_\_\_ I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, black listed either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: .....

Authorised Signatory: .....

Signature:

Seal:

Date: \_\_\_\_\_

Place: \_\_\_\_\_