



**ODISHA KNOWLEDGE CORPORATION LIMITED**

**TENDER FOR CREATIVE AGENCIES FOR  
“PREPARATION OF NEW CENTRE  
REGISTRATION KIT”**

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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 Preparation of New Centre Registration Kit” to the undersigned through speed post / Registered Post at OKCL office which should reach on or before **11.00 A.M** of **14.12.2018** positively and the same will be opened at **3.00 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/-  
**Chief Executive Officer**  
**Odisha Knowledge Corporation Limited**

# 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](http://www.okcl.org) and submit the same to OKCL with sign & seal on each and every page. Chief Executive Officer, OKCL shall have no responsibility for any delay / omission on part of the bidder. The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website.

### 2. Bid Price:

- 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.
7. The Work Order for the materials shall be released before **20<sup>th</sup> December 2018** and delivery of the materials should be completed on or before **05<sup>th</sup> of January 2019**.
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 & 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 good turn over in last 3 Financial Years.	Audited Profit & Loss Account of last 3 Financial Years or 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 an 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 a **sample 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. **14<sup>th</sup> December 2018.**

## **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 the issue of Purchase Order.

- 13.** The work order will be placed to the selected bidder whose bid has been determined to be substantially responsive. The individual item price shall be taken into consideration.
- 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, penalty at such rates as per the decision of the OKCL management shall be levied subject to a maximum of 10% of the contract value. Decision of Chief Executive Officer, 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 CEO-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 14/12/2018** at OKCL's Regd. Office, Bhubaneswar.

Sd/-  
**Chief Executive Officer**  
**Odisha Knowledge Corporation Limited**

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

Sl. No.	Item	Item Description	Price (In Rs.)
1	<b>T-Shirt</b>	Quantity: 1000 White Colour 200 GSM with Multi Colour front logo printing and Single Colour back printing. The sizes of the T-shirts are as below:  L(40) – 500  XL(42) – 500  The hand and shoulder of T-shirt should be double stitched with side cut.	
2	<b>Flex Banner</b>	Quantity: 500 Size: 6ft x 3ft Type: Normal Flex	
3	<b>Dangler</b>	Quantity: 2000 nos.(2 Designs) Size: 28 cm X 21 cm Paper : 250 GSM Art Board Printing: Both side Multi colour Cutting : Shape Cutting as per design Fabrication: Hanging arrangement with Good quality Nylon thread	
4	<b>Poster</b>	Quantity: 6000 (6 Designs) Size: 11” X 17” Paper : 130 GSM Art Paper Printing: One-side Multi colour	
5	<b>Career Counselling Booklet</b>	Quantity: 500 nos. Size of Book: 28 cm X 21.5 cm No of page: 12 pages Paper: 250 GSM for all pages Printing: All through Multi colour printing After Effects: All through Matte Lamination Binding: Centre Stitch	
6	<b>Leaflet</b>	Quantity: 2,50,000 Size Open A4 and Closed A5 100 GSM Art Paper Printing details : Multi Color	
7	<b>Wall Calendar</b>	Quantity: 2500 Size: 11” X 17” Pages 6 (Both Side) Paper: 90 GSM Art Paper Printing: Multi Color	

8	<b>Carton Packaging</b>	Quantity: 500 All above materials are to be packed in a Single Carton Box (Branding of OKCL & OS-CIT is to be printed on the Carton Box)	
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- ❖ 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. \_\_\_\_\_ (Rupees  
\_\_\_\_\_)

Date:

Name and Address of the Firm

Place:

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	2015-16				
02	2016-17				
03	2017-18				

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.
		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 photocopies 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 Average Annual Turn-over ( 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,

Chief Executive Officer

ODISHA KNOWLEDGE CORPORATION LTD

In response to the Tender titled “(Tender for Preparation of New Centre Registration Kit )”, 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: \_\_\_\_\_