



ODISHA KNOWLEDGE CORPORATION LIMITED

TENDER FOR DEVELOPMENT OF PROMOTIONAL MATERIAL

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, 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 P.M** of **09.01.2026** 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. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

Sd/-
Managing Director
Odisha Knowledge Corporation Limited
02.01.2026

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 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) In case of any pre-bid queries, please send an email to accounts@okcl.org on or **before 6th January 2026**.
- c) 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.
- d) The quoted bid price shall be inclusive of all taxes 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 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.
7. OKCL may give full/partial order to one or many bidders based on L1 price and/or quality specifications.
8. **The Work Order for the materials shall be released before 13.01.2026 and delivery of the materials should be completed on or before 29.01.2026.**
9. 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.

10. 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 (2022-23, 2023-24, 2024-25) 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)

11. The bids are liable to be rejected if any of the above conditions are not complied with.
12. The bids are to be accompanied with **sample material/paper** which should be marked with the identification by the bidder/ 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 material/papers are to be submitted to **OKCL before the closing date i.e. 09.01.2026, 12:00 PM.**
- 13. Earnest Money Deposit:**
- Bidder will submit EMD of Rs. 10000/- 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. Any effort by a bidder to influence the purchaser in its decision on bid evaluation may result in rejection of the bidder's offer.
20. Any legal disputes arising out of this are subject to Bhubaneswar jurisdiction only.
21. Bidders may be present in person or their authorized representative during the opening of bids at **03:00 PM on 09.01.2026** at OKCL's Regd. Office, Bhubaneswar.

Sd/-
Managing Director
Odisha Knowledge Corporation Limited
02.01.2026

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

Sr. No.	Items	Specifications	Quantity	Amount
CATEGORY: 1				
1	T-Shirt	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) – 1000 nos., XL(42) – 1000 no. <i>Please clearly specify the fabric type (Dot Knit / Normal Knit / Micro Knit) and mention the price separately for each fabric option.</i>	2000	
2	Cap	Material: Cotton, Free size white colour with Orange line border, front logo Single-color Screen printing	2000	
3	Branded Garden Umbrella	Folding Garden Umbrella of 42 inches diameter, Multi-coloured (Orange & White), Single Colour 4 Side Printing with 8 Ribs, with Stand & Cover	2000	
CATEGORY: 2				
1	OS-CIT Application Form	Size: 1/4 Demy, Paper: 90 GSM Maplito, Single Side Multicolour Print Packaging: 100 nos. per bundle	3,00,000	
2	Gazette Poster Paper	Demy (A3) Size, 170 GSM Art Paper, Multicolour Printing	2000	
3	Booklet	Size: 1/4 Demy, Paper: 250 GSM Art Board Printing: Multi-colour printing with Gloss Lamination, Pages: 20 pages including cover page, (Pages will be calculated on pro-rata basis) Stitching: Centre Stapling	1000	
4	Appreciation Certificate	Paper 1/4 Demy, 250 GSM Art paper, Single side Multicolour Printing Packaging: 100 nos. per bundle	1,00,000	
5	Teachers' Day Certificate	Paper 1/4 Demy, 250 GSM Art paper, Multicolour Print Packaging: 25 nos. per bundle	25,000	
6	Poster (6 Designs)	Size : 16" x 23" Paper: 130 GSM Art paper Printing : One-side Multi colour Packaging: 6 nos. per bundle	6000	
7	Wall Calendar	Size (17 x 22inch), Multicolour, 6 Pages Both Side printing, 100 GSM Maplitho, Tin Mounting Packaging: 10 nos. per bundle	10,000	
8	Mega Batch Leaflet (4 Designs)	Size: 1/8 Size 100 GSM Art Paper, Both side Multi colour print Packaging: 250 x 4 nos. per bundle	10,00,000	
9	Branded Cartoon for Packaging	Size: Length 2ft, Height 1ft, Width 1ft, Strong Packaging.	1000	
			Total	
			GST	
			Grand Total	

N.B.: The ALC Kit materials should be packed at the vendor's location.

- ❖ 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	2022-23				
02	2023-24				
03	2024-25				

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)

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: _____