



ODISHA KNOWLEDGE CORPORATION LIMITED

TENDER FOR SELECTION OF VENDOR FOR PRINTING & SUPPLY OF HANDBOOK AND WORKSHEETS

SHORT TENDER CALL NOTICE

OKCL invites sealed Tender submission from experienced and reputed Printing Agencies for printing & supply of handbooks, worksheets etc. on an urgent basis to OKCL Head Office, Bhubaneswar. 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 Selection of Vendor for Printing & Supply of Handbooks & Worksheets”** to the undersigned through Hand Delivery/speed post /Registered Post/Courier at OKCL office which should reach on or before **11.00 A.M** of **30.09.2024** positively and the same will be opened at **12.00 P.M** of the same date. Alternatively, the documents may be sent by mail to accounts@okcl.org in [password protected format](#). The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

Sd/-
Managing Director
Odisha Knowledge Corporation Limited
23-09-2024

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 Selection of Vendor for Printing & Supply of Handbook & Worksheets”**.
 - 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 - A**, which should be used at the time of submission of tender.
 - c) The quoted bid price shall be inclusive of all taxes and other incidental charges showing separately the basic price and taxes on it.
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 tender paper downloaded from the website should be signed by the bidder at bottom of each pages with their official seal duly affixed.
 5. Bids to be submitted via Hand Delivery/speed post /Registered Post/Courier and should reach OKCL Office by 30th September 2024, 11:00 AM.
 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. The DD's to be submitted in hard form before the opening.

6. OKCL may give work order to one or many bidders based on L1 price and/or quality specifications.
7. The Payment shall be released in 3 instalments from the date of delivery of material upon submission of invoice and after quality verification of material provided. Necessary statutory deductions and deductions if any subject to Point No. 14 and 15 referred below shall be, made from the invoice amount.

Instalment	% of payment	Timeline
1 st	20%	Within 90 days from the date of delivery subject to quality verification.*
2 nd	50%	Within 120 days from the date of delivery subject to quality verification.*
3 rd	30%	Within 180 days from the date of delivery subject to quality verification.*

*Payments shall be processed as per the above timeline subject to receipt of the same from government/client related to this Project.

8. Eligibility Criteria:

Sl.	Basic Requirement	Specific Requirements	Documents Required	Marks
1)	Legal Existence	The Bidder should be a Company registered under the Companies Act/partnership firm/LLP or a proprietorship firm.	Certificate of incorporation, Pan Card, GST & other Registration certificates as per applicability & Other General Details of the Bidder. Annexure-2	10 marks
2)	Number of Years of Experience	The bidder should have at least 5 years of experience in the printing business in Government departments / Public sectors (Central or State) / Private limited company at the time of submitting	Experience Details and Supporting. Annexure-3	5 years to 7 years – 10 marks >7 years – 20 marks

		the tender.		
3)	Turnover	The bidder should have at least an average turnover of atleast Rs. 10 crores in the last 3 Financial Years.	A turnover certificate signed by a Chartered Accountant to be submitted in this regard.	10 crores to 12 crores - 10 marks >12 crores – 20 marks
4)	GST Registration & Return	The bidder should be a registered dealer under GST Act and should be regular in filling GST Return.	Registration Certificate and Latest GST Return	10 marks
7)	Income Tax Return	The bidder must have periodically filed IT Return.	PAN Card Copy & Last 3 A.Y.s ITR	10 marks
8)	Paper & Printing Sample	The bidder has to submit paper and printing sample for ascertaining the quality of the final material.	Paper & Printing Sample	20 marks
9)	Non-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 – 4)	10 marks

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

10. Bid Processing Fee:

Non-refundable Bid Processing Fee of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of DD in favour of “**Odisha Knowledge Corporation Limited**” from any nationalised bank to be submitted.

11. Earnest Money Deposit:

Bidder will submit EMD of Rs. 5,00,000/- (Rupees Five Lakhs Only) 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 bidding process.

12. 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 70% eligibility criteria as per clause no 8, 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.
13. 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.
14. In case of any 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.
15. Penalty shall be levied in case the work is not satisfactory. However, MD-OKCL is authorized to waive the delay penalty if the delay is not attributable to the fault of bidder.
16. Any effort by a bidder to influence the purchaser in its decision on bid evaluation may result in rejection of the bidder's offer.
17. Any legal disputes arising out of this are subject to Bhubaneswar jurisdiction only.
18. Bidders may be present in person or their authorized representative during the opening of bids at **12:00 PM on 30.09.2024** at OKCL's Regd. Office, Bhubaneswar.
19. In the event of single bidder applying for the tender, the bidding process shall be considered valid and the Purchase Committee of OKCL shall initiate negotiations with the bidder.
20. The tender may be cancelled at any time by the MD-OKCL without specifying any reason whatsoever.
21. **Pre-Bid Queries** – Bidders can mail their queries with respect to the Tender, to OKCL through e-mail at info@okcl.org latest by 26th September 2024. The clarification for the same shall be mailed to all vendors through mail.

SCOPE OF WORK

Requirements and Specifications of the Printing Material-

1. Handbook:

Elementary Level-

Class	Nos. of School	Nos. of Handbook to be supplied per school	Total nos. of handbook to be supplied
Class 1 to 5	26960	1	26960
Class 1 to 8	14828	1	14828
Class 6 to 8	827	1	827
Total	42615		42615

Secondary Level -

Class	Nos. of School	Nos. of Handbook to be supplied per school	Total nos. of handbook to be supplied
Class 1 to 12	59	2	118
Class 6 to 12	393	2	786
Class 1 to 10	3122	2	6244
Class 6 to 10	1135	2	2270
Class 9 to 10	911	1	911
Class 9 to 12	38	1	38
Total	5658	10	10367

Specification:

- i. Hand Book for each level shall be tentatively 28 pages (24 inner pages +4 cover pages)
- ii. Paper-120 GSM cover pages, 70 GSM inner pages
- iii. Size-A4 size
- iv. Binding-center stitching
- v. Cover page -multi colour, inner page-single colour
- vi. Language-Odia.

For better understanding, the above count for Handbook is distributed as follows –

Class	No. of Schools	Total
Class 1 to 5	26960+14828+59+3122	44969
Class 6 to 8	14828+827+59+393+3122+1135	20364
Class 9 to 10	59+3122+1135+911+38	5265

2. Worksheet (for School Level)

Class/Grade	Nos. of Students	Nos. of sets of worksheet	Nos. of Sheet (both side printing) Per each set of worksheet	Total nos. of sheets per booklet (both side printing)	Total nos. of sheets	Nos. of booklet
	1	2	3	4=2X3	5=1X4	6
1	476791	5	1	5	2383955	476791
2	508066	5	1	5	2540330	508066
3	521927	5	1	5	2609635	521927
4	539284	5	1	5	2696420	539284
5	563984	5	1	5	2819920	563984
6	543802	5	2	10	5438020	543802
7	570303	5	2	10	5703030	570303
8	545204	5	2	10	5452040	545204
9	362026	5	3	15	5430390	362026
10	368153	5	3	15	5522295	368153
	4999540				40596035	4999540

3. Question cum Answer Booklet (for School Level)

Class/Grade	Nos. of Students	Question cum Answer Sheet set	Nos. of Sheet (both side printing) Per each set of Q&A Sheet	Total nos. of sheets per booklet (both side printing)	Nos. of booklet
	1	2	3	4	5
1	476791	1	2	953582	476791
2	508066	1	2	1016132	508066
3	521927	1	2	1043854	521927
4	539284	1	2	1078568	539284
5	563984	1	2	1127968	563984
6	543802	1	4	2175208	543802
7	570303	1	4	2281212	570303
8	545204	1	4	2180816	545204
9	362026	1	6	2172156	362026
10	368153	1	6	2208918	368153
	4999540			16238414	4999540

4. Worksheets (for Block Level)

Class/Grade	Nos. of Students	Nos. of sets of worksheet	Nos. of Sheet (both side printing) Per each set of worksheet	Total nos. of sheets per booklet (both side printing)	Total nos. of sheets	Nos. of booklet
	1	2	3	4=2X3	5=1X4	6
4	2734	10	2	20	54680	2734
5	2734	10	2	20	54680	2734
6	2734	10	3	30	82020	2734
7	2734	10	3	30	82020	2734
8	2734	10	3	30	82020	2734
9	2734	10	4	40	109360	2734
10	2734	10	4	40	109360	2734
	19138				574140	19138

5. Worksheets (for District Level)

Class/Grade	Nos. of Students	Nos. of sets of worksheet	Nos. of Sheet (both side printing) Per each set of worksheet	Total nos. of sheets per booklet (both side printing)	Total nos. of sheets	Nos. of booklet
	1	2	3	4=2X3	5=1X4	6
4	632	4	2	8	5056	632
5	632	4	2	8	5056	632
6	632	4	3	12	7584	632
7	632	4	3	12	7584	632
8	632	4	3	12	7584	632
9	632	4	4	16	10112	632
10	632	4	4	16	10112	632
	4424				53088	4424

Specification:

- vii. Paper-70 GSM
- viii. Size-A4 size
- ix. Binding-center stitching
- x. Single Colour
- xi. Language-Odia .

Delivery Timeline:

1. Handbooks & Worksheets to be supplied within 12 days of issue of Work Order.

Terms & Conditions:

1. In case of any deviation in the number of pages/sheets in the Final Handbook and Worksheet from the quantity mentioned in the Tender, the Per Sheet rate as mentioned in the Financial Bid shall be considered.
2. Any further requirement of similar type of material shall be made at the rates established in this Tender.
3. The sample papers as submitted during the Tender shall be compared with the Final Printed Material. Any deviation from the same shall be penalised.

TECHNICAL BID SUBMISSION FORM
Application for Tender
(To be printed on Bidder's letterhead)

Date:

To,
The Managing Director,
Odisha Knowledge Corporation Limited,
Bhubaneswar – 751013

Subject: Application for Tender "Selection of Vendor for Printing & Supply of Handbook & Worksheets"

Sir,

1. I, the undersigned, offer to provide the services for the proposed assignment in respect of **TENDER FOR SELECTION OF VENDOR FOR PRINTING & SUPPLY OF HANDBOOK & WORKSHEETS**, Dated: 23-09-2024.
2. We have examined and have no reservations to the Bidding Documents and its Terms & Conditions. We offer to execute the work in conformity with the Bidding Documents for **ODISHA KNOWLEDGE CORPORATION LIMITED, Jaydev Vihar, Bhubaneswar: 751013**.
3. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
4. All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.
5. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.
6. We also declare that as on the date of bid submission, we have not been blacklisted or not under active blacklisting period/active debarred list by any of the Central or State Government Organisation / Public Sector Undertaking / Autonomous Body etc. on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
7. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that OKCL is not bound to accept highest ranked bid / lowest bid or any other bid that it may receive.
8. I, hereby declare that our company shall be responsible for compliance of all laws, rules, regulations and ordinances applicable in respect of its employees (including but not limited to Minimum Wages Act, Provident Fund laws, Workmen's Compensation Act, Labour Law etc.)

I understand you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

Seal:

GENERAL DETAILS OF THE BIDDER
Application for Tender

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	
6	Bid Processing Fee Amount: BC/DD No. : Date: Name of the Bank:	
7	EMD Amount: DD No. Date: Name of the Bank:	
8	PAN Number	
9	Odisha Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	
11	Willing to accept all the terms and conditions as specified in the RFP	

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

Seal:

Format for submission of Experience Details

Sl. No.	Work Order No. & Date/Agreement Date	Order value (Rs.)	Name of the Organisation /Department	Scope of Work
01				
02				
03				
04				

(add more lines, if required)

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

Seal:

Self-Declaration: Not Blacklisted (in company letterhead)

Date:

To,
The Managing Director,
Odisha Knowledge Corporation Limited,
Bhubaneswar - 751013

In response to the Tender titled “**(Tender for Selection of Vendor for Printing & Supply of Handbook & Worksheets)**”, 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,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

Seal:

Requirement and specification along with Format for submission of Bid Price

Sr. No.	Particulars	Quantity	Unit Cost	Amount
1	Handbook	52982 nos. of handbook		
2	Worksheet	40596035 sheets		
3	Question cum Answer Sheet	16238414 sheets		
4	Worksheet	574140 sheets		
5	Worksheet	53088 sheets		
	Sub-Total Amount(in figures)			
	GST (mention HSN Code)			
	Final Total Amount (in figures)			
	Final Total Amount(in Words)			

In case of mismatch between words and figures, the amount indicated in words shall prevail.

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

Seal:
