



RFQ NO: - 719

**REQUEST FOR PROPOSALS**  
**FOR**  
**EMPANELMENT OF AGENCIES FOR DESIGN AND PRINTING OF**  
**DIFFERENT KINDS OF EDUCATIONAL MATERIALS/**  
**PERIODICALS & BOOKS UNDER ODIA BHASA PRATISTHAN.**

**TENDER SCHEDULE**

Availability of Tender documents : 29.12.2025 at 11.30 A.M.  
Last date for submission of Sealed Tender : 12.01.2026 up to 05:00 P.M.  
Opening of Technical Bid : 13.01.2026 at 3:30 P.M.

**Issued by:**

Director,  
Odia Bhasa Pratisthan  
Odia Language, Literature & Culture Department, Govt. of Odisha.  
Bhubaneswar



## ODIA BHASA PRATISTHAN

### Odia Language Literature & Culture Department

Letter No. 719

Date: 26/12 2025

RFP NO: -

1. The Director, Odia Bhasa Pratisthan under Odia Language Literature & Culture Department, Government of Odisha invites technical and financial proposals from reputed bidders for "Empanelment of Agencies for Design And Printing of Different Kinds of Educational Materials/Periodicals & Books Under Odia Bhasa Pratisthan.". The interested and eligible bidders with valid Registration Certificate as a Company, as detailed in DTCN, may apply for the same in OFF-LINE mode.

2	Nature of Works	-	Empanelment of Agencies for Design And Printing of Different Kinds of Educational Materials/Periodicals and Books Under Odia Bhasa Pratisthan.
3	Tender (Bid) Cost (Non-refundable)	-	Rs.11,800/- ( Bid Cost- 10,000 + 1800(18% GST))
4	EMD(Refundable)	-	Rs. 50,000/- (Fifty Thousand Only)
4	Availability of bid document in the website	-	From 11:30 AM of 29.12.2025 to 05:00 PM of 12.01.2026
5	Last date of receipt of Bid	-	05:00 PM of 12.01.2026
6	Mode of Receipt of Bids	-	Through Speed Post/ Registered Post (India Post)/Courier and by hand.
7	Date of opening of Technical Bid	-	Date: 13.01.2026 at 3:30 PM
7	Date of opening Commercial Bid	-	NA
8	Address for Business query and correspondence	-	Odia Bhasa Pratisthan Kharavela Bhawan, Gopabandhu Marg, Keshari Nagar, Bhubaneswar Website- <a href="https://culture.odisha.gov.in/">https://culture.odisha.gov.in/</a> & <a href="https://www.odiabhasapratisthana.in/en/index">https://www.odiabhasapratisthana.in/en/index</a>

9. The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Website and Notice Board of Sanskruti Bhawan of Odia Language Literature & Culture Department & Office of Odia Bhasa Pratisthan. Any addendum /corrigendum / cancellation of tender can also be seen in the said Notice Boards

Director  
Odia Bhasa Pratisthan

## **DISCLAIMER**

This Request for Proposal (RFP) for Empanelment of Printing Agencies for printing of Educational Booklets for Odia Bhasa Pratisthan under Odia Language Literature and Culture Department (hereinafter referred to as the "RFP") contains brief information about the scope of work and qualification process for the Empanelment of Agencies. The purpose of the document is to provide the Bidders (hereinafter referred to as "Bidder/s") with information to assist the formulation of their proposals (hereinafter referred to as the "Proposal/s").

This RFP is not an agreement and is neither an offer by the Odia Bhasa Pratisthan ,to the prospective Bidder/s or any other person. While all efforts have been made to ensure the accuracy of information contained in this RFP Document. This document does not contain all the information required by the Bidders. The Bidders should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy, and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal. Odia Bhasa Pratisthan or any of its employees or existing advisors shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the RFP Document. Odia Bhasa Pratisthan reserves the right to change any or all conditions/ information set in this RFP Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as the OLL&CD may deem fit without assigning any reason thereof.

Odia Bhasa Pratisthan reserves the right to accept or reject any or all proposals without giving any reasons thereof. Odia Bhasa Pratisthan will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the proposals to be submitted in response to this RFP Document.

Information provided in this RFP to the Bidder (s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Odia Bhasa Pratisthan accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

## SECTION 1: Bid Data Sheet

Authority	Odia Bhasa Pratisthan Under Odia Language Literature and Culture Department, Government of Odisha ( <i>hereinafter referred to as "Purchaser"</i> )
Official Address	<b>Odia Bhasa Pratisthan</b> <b>1<sup>st</sup> Floor, Kharavela Bhawan,</b> <b>Gopabandhu Marg, Keshari Nagar, Bhubaneswar</b>
Name of Document	Empanelment of Agencies for Design And Printing of Different Kinds of Educational Materials/Periodicals & Books Under Odia Bhasa Pratisthan.
Website for downloading RFP documents	<a href="https://culture.odisha.gov.in/">https://culture.odisha.gov.in/</a> <a href="https://www.odiabhasapratisthana.in/en/index">https://www.odiabhasapratisthana.in/en/index</a>
RFP Availability on Website	<b>29.12.2025</b>
Selection Method	Tenders for this empanelment contract will be assessed in accordance with Highest Mark (HCS i.e. H1) system. Technical bid of those bidders who qualify in General Bid shall be opened. Financial bid of those bidders who qualify in Technical Bid by scoring above 75% shall be opened. Joint Venture or Sub-Contracting or Consortium is strictly not allowed.
Pre-bid Meeting to be held? If yes, Date, Time and Venue.	Yes <b>07.01.2026 at 12:30 PM</b> in Virtual Mode Pre-Bid Meeting for Empanelment of Printing Agencies Wednesday, January 7, 2026 · 12:00 – 1:30pm Time zone: Asia/Kolkata Google Meet joining info <b>Video call link: <a href="https://meet.google.com/dmw-dxzi-wot">https://meet.google.com/dmw-dxzi-wot</a></b> Email: <a href="mailto:odiabhasapratisthan@yahoo.co.in">odiabhasapratisthan@yahoo.co.in</a> , <a href="mailto:tasuollcd@gmail.com">tasuollcd@gmail.com</a> & <a href="mailto:odiabhasa@nic.in">odiabhasa@nic.in</a> Phone: 0674-2431945
Pre-bid Queries	Pre-bid queries are to be sent to <a href="mailto:odiabhasapratisthan@yahoo.co.in">odiabhasapratisthan@yahoo.co.in</a> in .xlsx / .docx format only in the format provided at Section 3.5 on or before <b>05.01.2026 by 05.00 PM.</b>
EMD	INR 50,000/- (Rupees Fifty Thousand only) in the form of a Demand Draft / Banker's Cheque from any scheduled commercial bank, drawn in favour of the Director of Odia Bhasa Pratisthan, payable at Bhubaneswar.
Proposal Submission Address	Office of the Director Odia Bhasa Pratisthan 1st Floor, Kharavela Bhawan, Gopabandhu Marg, Keshari Nagar, Bhubaneswar Contact Person-8093461275
Last Date of Submission of Proposal / Tenders	<b>12.01.2026 by 5.00 PM</b>

Opening of Prequalification & Technical Proposals	<b>13.01.2026 by 03.30 PM</b> at Sanskruti Bhawan ,OLL&CD Office, Bhubaneswar.
Opening of Financial Proposals	NA
Bid Validity Period	120 days from the date of opening of proposal.
Total Empanelment Period	3 years (36 months) from the date of issue of Empanelment Order.
RFP Document / Tender Fees	INR 11,200.00 in the form of a Demand Draft / Banker's Cheque from any scheduled commercial bank, drawn in favour of the Director of Odia Bhasa Pratisthan, payable at Bhubaneswar.
Contact Person Details	Mrs. Ananya Tripathy, Officer on Special Duty Directorate of Culture, Government of Odisha, 2nd Floor, Sanskruti Bhawan, , Bhubaneswar -751014 Contact No.- 8093461275
Officer Inviting Proposal	Office of the Director Odia Bhasa Pratisthan 1st Floor, Kharavela Bhawan, Gopabandhu Marg, Keshari Nagar, Bhubaneswar

## SECTION 2: ABOUT THE RFP

### 1. Background

#### 1.1. Brief about the Department

##### Odia Bhasa Pratisthan

Odia Bhasa Pratisthan, under the Odia Language, Literature & Culture Department (OLL&CD), Government of Odisha, is the nodal institution for promoting and preserving the Odia language and its literary heritage. It plays a pivotal role in cultural development and linguistic research and training odia professionals.

##### Key Functions and Roles

- Language Development: Promote Odia language through research, publications, and educational initiatives.
- Printing & Publishing: Design and print educational materials, books, journals, and cultural literature.
- Cultural Preservation: Organize programs, seminars, and workshops to safeguard Odia traditions and literature.
- Resource Creation: Develop high-quality educational content for schools, colleges, and public awareness.
- Coordination & Support: Collaborate with academic institutions, writers, and cultural bodies for language enrichment.
- Digital Outreach: Facilitate digitization of Odia manuscripts and online resources for wider accessibility.
- Training: Train Govt. and non Govt. professionals in odia.

The institution ensures adherence to quality standards in all its projects, maintaining cultural authenticity while leveraging modern technology for dissemination.

#### 1.2. Brief about the Empanelment

Odia Bhasa Pratisthan, functioning under the Odia Language, Literature & Culture Department (OLL&CD), Government of Odisha, proposes to empanel competent and experienced agencies for design and printing of Odia language educational materials. This initiative is aimed at ensuring the production of high-quality publications that reflect cultural authenticity and linguistic precision. The empanelment will cover a wide range of printed resources, including booklets, reports, brochures, and other educational content intended for academic and public dissemination.

The empaneled agencies will undertake end-to-end printing services, which include:

- Creative Design & Layout: Developing visually appealing and culturally aligned designs for educational materials.
- High-Quality Printing: Using approved specifications for paper, ink, and finishing to maintain

durability and clarity.

- **Binding & Finishing:** Employing appropriate binding techniques and finishing processes for both hard bound and paper back materials to ensure professional presentation.
- **Packaging & Delivery:** Safe and timely delivery of printed materials to designated locations.

Agencies must adhere to strict quality standards, maintain confidentiality of manuscripts and unpublished works, and comply with branding guidelines prescribed by the department. The empanelment will be valid for three years, during which agencies will be engaged for various printing assignments as per requirement. The material can not be used/reproduced/copied/shared with anyone else other than Odia Bhasa Pratisthan.

Selection will be based on a transparent evaluation process considering:

- **Technical Capability:** Infrastructure, in-house printing facilities, and design expertise.
- **Financial Strength:** Minimum average annual turnover as specified in the tender.
- **Relevant Experience:** Proven track record in similar projects for government departments, PSUs, or reputed organizations.

This empanelment is a strategic step to streamline the production of Odia language educational materials, ensuring timely delivery, superior quality, and cultural integrity.

## **2. Empanelment Process**

- a. Interested agencies those meet the requisite experience and eligibility criteria are invited to apply for empanelment. The process begins with pre-qualification screening, where agencies must satisfy all conditions outlined under the pre-qualification criteria. Only those meeting these requirements will proceed to the technical evaluation stage.
- b. The empanelment will be strictly based on demonstrated experience, particularly in executing similar projects for government departments or public sector undertakings. Technical evaluation will assess infrastructure, design capability, and past performance. Agencies scoring above 70 marks in the technical evaluation will qualify for empanelment.
- c. Once empaneled, agencies will be eligible to participate in work-specific quotations. For each assignment, a short quotation will be invited exclusively from empaneled vendors. The vendor quoting the lowest price (L1) in compliance with specifications will be awarded the work order.
- d. This structured approach ensures transparency, quality, and timely delivery while leveraging the expertise of experienced agencies.
- e. **Pre-Qualification Stage:** The empanelment process begins with the evaluation of pre-qualification criteria, where bidders must demonstrate their eligibility based on predefined standards. Those who successfully clear the pre-qualification stage will proceed to the next stage.
- f. **Technical Evaluation Stage:** In this stage, bidders' proposals will be scored on various parameters, such as experience, infrastructure, and compliance with the department's requirements. Only bidders who secure a minimum of 75% marks in the technical evaluation will be empaneled. This ensures that the department prioritizes quality and expertise while considering cost-efficiency.

- g. Empanelment Size: The maximum number of agencies to be empaneled will be decided by the Authority depending on the numbers of bids received considering firms / agencies with highest technical scores. In cases where two or more bidders secure the same scores for one or more than one empanelment position, the bidder(s) with the highest turnover amongst the bidders with equal technical scores will be empaneled.

## **SECTION 3**

### **3. Instructions to Bidders**

#### **3.1. General**

- While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may consult their own legal advisers with regard to this RFP.
- All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by Purchaser on the basis of this RFP.
- No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Purchaser. Any notification of preferred bidder status by Purchaser shall not give rise to any enforceable rights by the Bidder. Purchaser may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Purchaser.
- This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

#### **3.2. Compliant Proposals / Completeness of Response**

- Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- Failure to comply with the requirements set out in this RFP may render the Proposal noncompliant and the Proposal may be rejected. Bidders must:
  - Include all documentation specified in this RFP;
  - Follow the format of this RFP and respond to each element in the order as set out in this RFP
  - Comply with all requirements as set out within this RFP.

#### **3.3. Code of integrity**

No official of the Purchaser or a bidder shall act in contravention of the codes which includes:

- Prohibition of:
  - a. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
  - b. any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
  - c. any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
  - d. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
  - e. any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
  - f. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
  - g. obstruction of any investigation or auditing of a procurement process.
  - h. making false declaration or providing false information for participation in a tender process or to secure a contract;
- Disclosure of conflict of interest.
- Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (a) with any entity in any country during the last three years or of being debarred by any other procuring entity.

In case of any reported violations, the procuring entity, after giving a reasonable opportunity of being heard, concludes that a bidder or prospective bidder, as the case may be, has contravened the code of integrity, may take appropriate measures.

### **3.4. Consortium / Joint Venture**

Consortium/ Joint Venture is not allowed for this bid.

### **3.5. Pre-Bid Meeting & Clarifications**

#### **a. Pre-bid Queries and Pre-bid Meeting**

- If applicable as per the Bid Data Sheet placed at Clause 1 of this RFP, the Purchaser shall hold a pre-bid meeting with the prospective bidders on the date and time mentioned in the Bid Data Sheet at Clause 1 at the conference Hall of the Purchaser.
- The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Director only by email to [odiabhasapratisthan@yahoo.co.in](mailto:odiabhasapratisthan@yahoo.co.in) (with a copy to [tasuollcd@gmail.com](mailto:tasuollcd@gmail.com)) on or before the date and time mentioned in the Bid Data Sheet.
- The queries should necessarily be submitted in the following format (Soft copy in MS Word or MS Excel file to be attached):

Sl. No.	RFP Document Reference(s) (Section & Clause No.)	RFP Document Page No.	Content of RFP requiring Clarification(s)	Query

- Purchaser shall not be responsible for ensuring receipt of the bidders' queries. Any requests for clarifications post the indicated date and time may not be entertained by the Purchaser.

**b. Responses to Pre-Bid Queries and Issue of Corrigendum**

- The Nodal Officer notified by the Purchaser will endeavour to provide timely response to all queries. However, Purchaser neither makes representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Purchaser undertake to answer all the queries that have been posed by the bidders.
- At any time prior to the last date for receipt of bids, Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the website mentioned in bid data sheet.
- Any such corrigendum shall be deemed to be incorporated into this RFP.
- In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Purchaser may, at its discretion, extend the last date for the receipt of Proposals.

**3.6. Key Requirements of the Bid**

- **Right to Terminate the Process**
  - Purchaser may terminate the RFP process at any time and without assigning any reason. Purchaser makes no commitments, express or implied, that this process will result in a business transaction with anyone.
  - This RFP does not constitute an offer by Purchaser. The bidder's participation in this process may result in Purchaser selecting the bidder to engage towards execution of the contract.
- **RFP Document Fees**
  - RFP document can be downloaded from the website(s) mentioned in the Bid Data Sheet. The bidders are required to pay the document Fee through the medium or mode mentioned in the bid data sheet.
  - Proposals received without or with inadequate RFP Document fees shall be rejected.
- **Earnest Money Deposit**
  - Bidders shall submit, along with their Bids, EMD, as specified in Bid Data Sheet, may be furnished.
  - EMDs of all unsuccessful bidders would be refunded by Purchaser within 45 days after award

of work to empanelled agencies. The EMD, for the amount mentioned above, of successful bidders would be returned upon submission of Performance Bank Guarantees.

- The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- The EMD may be forfeited:
  - If a bidder withdraws its bid during the period of bid validity.
  - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.
  - If found to have a record of poor performance such as having abandoned work, having been blacklisted, having inordinately delayed completion and having faced Commercial failures etc.
  - The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFP

### **3.7. Proposal Preparation Costs**

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by Purchaser to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **3.8. Language & Currency**

The proposal and all related correspondence exchanged between the bidder and the Purchaser shall be written in the English language only. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

### **3.9. Submission of Proposals**

#### **3.9.1. General Instruction to Bidders**

- The bidders should submit their responses as follows:
  - a) Response to Pre-Qualification Criteria
  - b) Technical Proposal
- The Response to Pre-Qualification criteria, Technical Proposal and Financial Proposal (as mentioned in previous paragraph) should be submitted through physical mode as mentioned in the Bid Data Sheet.

- Please Note that Prices should not be indicated in the Pre-Qualification Proposal or Technical Proposal but should only be indicated in the financial proposal.
- The proposal / bid shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialled by the person (or persons) who sign(s) the proposals.
- In case of any discrepancy observed by Purchaser in the contents of the uploaded bid documents due to improper scanning or not in readable format or verification of authenticity of the scanned documents, Purchaser may ask the bidder for resubmission of such documents.

### 3.9.2. Authentication of Proposal:

- The proposal should be accompanied by a Power of Attorney (PoA) as per the format provided in the RFP or Board Resolution in the name of the authorized signatory of the proposal.
- Each page of each of the RFP response must be signed and stamped by the authorized signatory of the responding Company
- This RFP document/Corrigendum/Addendum must get signed and stamped by the authorized signatory of the responding Company

### 3.9.3. Instructions for Submission

- Bidder must submit their proposals by Registered Post / Speed Post / Courier only to the specified address on or before the last date and time for submission of proposals as mentioned in Bid Data Sheet. The Purchaser will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be signed by the authorized representative of the bidder, page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Purchaser will not consider any proposal that arrives after the deadline as prescribed in the Bid Data Sheet. Any Proposal received after the deadline will be out rightly rejected.
- The procedure for submission of the proposal is described below:
  - **Pre-Qualification and Technical Proposal (Original + Soft Copy in pdf format in pen drive):** The envelope containing technical proposal shall be SEALED AND SUPERSCRIBED as “**Technical Proposal – Empanelment of Agencies for Design And Printing of Different Kinds of Educational Materials Under Odia Bhasa Pratisthan.**”, and “**DO NOT OPEN BEFORE <<DATE AND TIME OF OPENING OF TECHNICAL BID>>**”. The duly filled-in technical proposal submission forms, soft copy in pdf format in pen drive along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.
  - In case a bidder submits the financial bid or any part thereof in the technical bid, such bids will be summarily and immediately rejected and EMD of such bidders will be forfeited.

## 3.10. Opening & Evaluation of the proposal

### 3.10.1. Opening of Proposals

- The Proposals submitted up to the date and time mentioned in the Bid Data Sheet will be opened on the date and time mentioned for Opening of Technical Proposal in the Bid Data Sheet by Proposal Evaluation Committee. The representatives of the bidders, who are to be present at the time of opening, shall submit their email request to [odiabhasapratisthan@yahoo.co.in](mailto:odiabhasapratisthan@yahoo.co.in) (with a copy to [tasuollcd@gmail.com](mailto:tasuollcd@gmail.com)).

### **3.10.2. Proposal Validity**

- The proposals submitted by the bidders should be valid for minimum period as stated in the Bid Data Sheet.

### **3.10.3. Deviations**

- Proposals submitted by the bidders should be without any deviations from the terms and conditions mentioned in this RFP.
- In the event that any bidder submits a proposal with any deviations whatsoever, the bid / proposal of those particular bidders will be summarily rejected.

### **3.10.4. Evaluation of Proposals**

- Purchaser will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders
- The Proposal Evaluation Committee so constituted shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection of the bid.
- The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.
- The Proposal Evaluation Committee may seek clarifications from the bidders on their proposals, if required.
- The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
- Initial Bid scrutiny will be held and incomplete details as given below will be treated as nonresponsive if Proposals:
  - are not submitted as specified in the RFP document.
  - are found with suppression of details.
  - with incomplete information, subjective, conditional offers and partial offers submitted.
  - submitted without the documents requested in the checklist.
  - with lesser validity period.
- All responsive Bids will be considered for further processing as below:
  - The Proposal Evaluation Committee will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the RFP. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process defined in this RFP

document. The decision of the Committee will be final in this regard.

### 3.11. Criteria for Evaluation

Proposals for this empanelment contract will be assessed in accordance with Highest Score Selection system. Technical bid of those bidders who qualify in Pre-Qualification Stage shall be opened. Empanelment will be awarded for those bidders who qualify in Technical Stage with a minimum of 75 marks and also secure the highest technical scores amongst the participating bidders. However, regional/local bidders meeting the eligibility criteria are being encouraged to participate in the bidding process.

All bids will primarily be evaluated based on Prequalification Criteria. The Proposal Evaluation Committee will carry out a detailed evaluation of the proposals, only those who qualify all Prequalification criteria, to determine whether the technical aspects are in accordance with the requirements set forth in the RFP Documents. To reach such a determination, the Proposal Evaluation Committee will examine and compare the technical aspect of the proposals based on information provided by the bidder, considering the following factors:

- Overall completeness and compliance with the requirement;
- Proposed solution, work-plan and methodology to demonstrate that the bidder will achieve the performance standards within the time frame described in RFP documents;
- Any other relevant factors, if any, listed in RFP document or the Purchaser deems necessary or prudent to take into consideration;

To facilitate the technical proposal evaluation, the Pre-qualification criteria and Technical criteria laid down along with the assigned weights have been presented in subsequent sections. The marking scheme presented here is an indication of the relative importance of the evaluation criteria. Technical Bids of only the successful pre-qualifiers will be opened for evaluation and bidders securing more than 75% marks in the technical evaluation will only be considered for further financial bid evaluation. Bids of firms which don't secure the minimum specified technical score will be considered technically non-responsive and hence disqualified from being considered for empanelment.

### 3.12. Pre-Qualification Criteria

**The Bidder must meet all the Eligibility criteria set out in this Clause to be eligible for evaluation.**

Bidder should submit documentary evidence in respect of all below mentioned criteria while submitting the proposal. Bidders whose proposal does not fulfill the below mentioned criteria or who fail to submit documentary evidence to satisfaction would be rejected.

SI.No	Particulars	Supporting Documents
1	<u>Legal Entity</u>	
A	A Company / Firm / LLP should be registered in India for a period of at least five (5) years at the time of bid submission with experience in	Copy of Certificate of Incorporation and copy of any Purchase Order of similar work for 5 years earlier from date of bid submission, along with proof of

	similar work in government / PSU sector as on the last date of bid submission.	execution of work (client certificate of completion).
B	Bidder should have valid PAN and GST registration.	Copy of PAN & GST registration duly attested by authorized bid signatory.
C	The Bidder should have a registered office with legal presence in Odisha.	Valid proof of office in Odisha (utility bill, etc.) along with full address duly attested by the authorized bid signatory.
2	<b><u>Financial Capability</u></b>	
A	The minimum average annual turnover of the bidder shall be at least Rs. 50 Lakhs or above from the last 3 financial years viz are FY 2021-22, 2022-23 & 2023-24 ending 31st March 2024.	<b>Certificate from Statutory Auditor/ Chartered Account</b> certifying the average annual turnover of the firm. Copies of <b>Audited Financial Statements</b> for respective FYs. <b>Note-If a bidder submits audited financial details for the financial year 2024–25, the average annual turnover shall be calculated based on the financial years 2022–23, 2023–24, and 2024–25</b>
B	The bidder should have positive net worth as on March 31, 2025	Certificate from Chartered Accountant certifying the Net worth
3	<b><u>Technical Capability</u></b>	
A	The bidder must have successfully completed <b>similar work</b> during last three financial years (FYs 2021-22, 2022-23 & 2023-24) in India and up to bid submission date as per below criteria: 1. <b>Three similar completed works</b> costing not less than Rs. 15 Lakhs each (30% of estimated value of Rs. 50 Lakhs) <b>OR</b> 2. <b>Two similar completed works</b> costing not less than Rs. 25 Lakhs each (50% of estimated value of Rs. 50 Lakhs); <b>OR</b> 3. <b>One similar completed work</b> costing not less than Rs. 40 Lakhs (80% of estimated value of Rs.50 Lakhs).	<ul style="list-style-type: none"> <li>• Copy(ies) of Purchase / Work Orders / Contract Agreements for relevant assignments</li> <li>• Completion Certificates from clients.</li> </ul> <p>Incase of Non-availability of completion certificates then the bidder has to provide Certificate from Statutory Auditor / Chartered Account stating the fees received from client for each cited work / assignment.</p>
	<p><b>'Similar Completed Work'</b> refers to projects successfully executed by the bidder, completed in all respects, and supported by a client-issued completion certificate for satisfactory performance. These projects should be comparable in scope, nature, and complexity to the requirements of Odia Bhasa Pratisthan and include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Design and Printing of Educational Materials:</b> Booklets, reports, brochures, and other academic or cultural publications.</li> <li>• <b>High-Quality Printing Services:</b> Offset or digital printing of multi-page documents, promotional literature, and IEC materials.</li> <li>• <b>End-to-End Print Solutions:</b> Activities involving creative design, layout, binding, finishing, and packaging.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Large-Scale Print Assignments:</b> Jobs requiring bulk printing, timely delivery, and adherence to branding and quality standards.</li> </ul> <p>Such works must demonstrate the bidder's capability in planning, coordination, execution, and quality assurance for printing projects consistent with the specifications and scale outlined by the Department of Odia Language, Literature &amp; Culture.</p>	
4	<b><u>Non- Blacklisting / Non-Debarment</u></b>	
A	<p>Bidder must not stand declared ineligible/ blacklisted/ banned/ debarred by any PSU/ Ministry/ Govt. organization from participation in its Tender Processes in last two years period.</p> <p>The bidder must not have been blacklisted or debarred by any state / central government department / ministry, agency, corporation, urban local body, PSU, at the time of submission of the bid nor any legal proceeding must be pending against the bidder in any court of law in India</p>	Undertaking to be submitted on letterhead of the company duly signed by Authorized bid signatory, as per the format provided in the RFP
5	<b><u>Resources</u></b>	
	<p>The bidder should have at least 10 full time technical / management employees in event management services in India on its payroll as on date of submission of bid.</p> <p>Graphic designers / layout artists (InDesign/CorelDRAW/Photoshop),DTP operators / typesetters CTP / plate-making technicians (image setter/CTP operation). Binding technicians (perfect binding / saddle stitching) Lamination operators</p>	Undertaking to be submitted on the letterhead of the firm duly signed by the HR Head of the firm.
6	<b><u>Minimum Equipment</u></b>	
	<p>Printing Infrastructure</p> <ul style="list-style-type: none"> <li>• Must own or have access to high-speed offset printing machines (minimum 4-color capability).</li> <li>• At least one digital printing machine for short-run and urgent jobs.</li> </ul> <p>Pre-Press Facilities</p> <ul style="list-style-type: none"> <li>• Availability of design and layout software (e.g., Adobe InDesign, Photoshop, CorelDRAW).</li> </ul>	<p>Documentation Required</p> <ul style="list-style-type: none"> <li>• List of equipment with make, model, and year of purchase.</li> <li>• Photographs of machines installed at the bidder's premises.</li> <li>• Ownership proof or valid lease agreement.</li> </ul>

	<ul style="list-style-type: none"> <li>• High-resolution image setter or CTP (Computer-to-Plate) system for plate making.</li> </ul>	
	<p>Post-Press Facilities</p> <ul style="list-style-type: none"> <li>• Minimum two binding machines (perfect binding and saddle stitching).</li> <li>• Lamination machine (gloss/matte finish capability).</li> <li>• Cutting and trimming machines for precise finishing.</li> </ul>	
	<p>Quality Control Equipment</p> <ul style="list-style-type: none"> <li>• Color calibration tools and densitometers for print quality checks.</li> <li>• Sample approval setup (proof printers).</li> </ul>	
	<p>Capacity &amp; Scalability</p> <ul style="list-style-type: none"> <li>• Ability to handle bulk printing jobs (e.g., minimum 25,000 booklets within stipulated time).</li> <li>• Adequate power backup and maintenance support for uninterrupted operations.</li> </ul>	

The Purchaser reserves the right to de-empanel a firm in case, any empanelled firm is blacklisted by any Government/PSU in India at any point of time during the period of empanelment.

### 3.13. Technical Evaluation Criteria

- Detailed technical evaluation will be carried out for those bidders who qualify the Pre-Qualification Stage as detailed in 3.12 above as per below criteria.
- Each Technical Bid will be assessed for technical score on a scale of 1 (minimum) to 100 (maximum) marks.
- The bidder must score minimum 75 marks in this detailed technical evaluation stage to be eligible for opening of Financial Bids.
- However, if the Purchaser does not receive sufficient applications for the minimum qualifying marks of 75, then the Purchaser reserves the right to reduce the qualifying marks. The proposal of Bidder, who has not obtained the minimum qualifying marks, will be rejected.

Sl. No.	Criteria	Sub-Criteria	Total Marks	Documentary Evidence Required
1	Existence in	Total Years of Experience as Designing &	10	Copy of Certificate of

Sl. No.	Criteria	Sub-Criteria	Total Marks	Documentary Evidence Required
	India	Printing of Educational Products in India: 0- 2 years : 05 marks 2 – 5 years : 08 marks More than 5 years : 10 marks		<b>Incorporation</b> and copy of any Purchase Order of similar work along with proof of execution of work (client certificate of completion).
2	Experience	Projects of similar nature across any State or Central Government, Local Bodies or any PSUs.  0 – 3 Projects : 05 marks 4 – 8 Projects : 08 marks More than 8 Projects : 10 marks  Extensions in existing projects with same client and consecutive time period will be counted as 1 project only.	10	Purchase / Work Order or Contract Agreement of similar work along with proof of execution of work (client certificate of completion).
3	Experience	Projects of similar nature of value equal to or more than Rs.10 Lakhs across any State or Central Government, Local Bodies or any PSUs. 0 – 3 Projects : 05 marks 4 – 8 Projects : 08 marks More than 8 Projects : 10 marks	10	Purchase / Work Order or Contract Agreement of similar work along with proof of execution of work (client certificate of completion).
4	Revenue	Average annual turnover of the bidder for last three financial years.  Upto 20 Lakhs : 05 marks 20 Lakhs – 30 Lakhs : 08 marks More than 30 Lakhs : 10 marks	10	Certificate from Statutory Auditor certifying the average annual turnover of the firm.
5	Net worth	Net worth The bidder's net worth till 31.03.2024 • 5 marks for Rs.05 lakhs. Additional 1 mark for every additional Rs.5 Lakhs subject to maximum 10 marks.	10	Certificate from the auditor mentioning the total net worth of the company.
6	No. of employees	No. of technical / management employees on direct payroll in the areas of concept designers, production staff,, copywriters, graphic designers, etc. as mentioned in pre-qualification criteria. 5 – 10 employees : 05 marks 11 – 20 employees : 08 marks More than 20 employees : 10 marks	10	Undertaking to be submitted on letterhead of the firm duly signed by the HR Head of the firm.
7	Presentation	• <b>Concept, Methodology &amp; Work Plan</b> Presentation should clearly outline the bidder's approach for designing and	40	<b>The bidder must submit a comprehensive presentation in hard copy,</b>

Sl. No.	Criteria	Sub-Criteria	Total Marks	Documentary Evidence Required
		<p>printing Odia language educational materials, including creative layout concepts, quality assurance processes, and strategies for timely delivery. It should demonstrate understanding of Odia Bhasa Pratisthan's objectives and cultural context.</p> <ul style="list-style-type: none"> <li>• <b>Relevant Past Work Showcase recent projects in printing</b> and publishing, such as booklets, reports, brochures, or other educational/cultural publications. Emphasis should be on projects executed for government departments, PSUs, or reputed organizations, highlighting scale, complexity, and adherence to quality standards.</li> <li>• <b>Creative &amp; Innovative Approach</b> Explain how the agency will incorporate modern printing technology, advanced design tools, and efficient production workflows to ensure superior quality and cost-effectiveness. Innovative ideas for layout, finishing, and packaging that reflect Odia cultural identity should be included.</li> <li>• <b>Understanding of Department Requirements</b> Demonstrate a clear understanding of Odia Language, Literature &amp; Culture Department's mandate, branding guidelines, and quality expectations. The presentation should reflect how the agency will maintain cultural authenticity while leveraging technology for high-quality output.</li> </ul>		<p><b>not exceeding 15 pages.</b> This document should clearly outline the agency's proposed concept, methodology, and work plan for designing and printing Odia language educational materials. It should demonstrate an understanding of the objectives of Odia Bhasa Pratisthan and the cultural context of the Odia Language, Literature &amp; Culture Department.</p> <p><b>[Max. 15 slides]</b></p> <p><b>Submission of printed books</b> The bidder has to submit its best printed books (maximum to 04 nos. of books).</p>
<b>TOTAL MARKS</b>			100	
<b>QUALIFYING MARKS</b>			75	

Note: Mere empanelment with Department of OLL&C, Govt. of Odisha does not guarantee allocation of work.

## SECTION 4

### 4. General Terms and Conditions

#### 4.1. Definitions

In this Contract, the following terms shall be interpreted as indicated:

- The 'Contract' means the agreement entered into between the Odia Bhasa Pratisthan, Government of Odisha and the selected empaneled agency(s) including all the attachments and appendices thereto and all documents incorporated by reference therein.
- "The Purchaser" means the Odia Bhasa Pratisthan and Directorate of Odia Language Literature and Culture / Government of Odisha.
- The "Selected Agency" means Agency which is empaneled through the RFP process i.e. empaneled agency.
- "Day" means Govt. of Odisha working day.
- "Intellectual Property Rights" means any patents, copyrights, trademarks, trade names, industrial design, trade secret, permit, service marks, brands, proprietary information, knowledge, technology, licenses, databases, software, know-how, or other form of intellectual property rights, title, benefits or interest, whether arising before or after execution of the Contract.
- "Man-Month" means one resource working for 1 month (Calendar working days as per GoO).

#### 4.2. Issuance of Work

- Post completion of empanelment process and award of empanelment letter to the empaneled Bidders, the list of empanelled Bidders under each category will be published by Purchaser.
- Purchaser may place the work orders on the empanelled Bidders as per its requirements from time to time pursuant to the empanelment letter.

#### 4.3. Performance Security

For the due performance of the assignment in accordance with the terms and conditions specified, the selected Agency shall on the day or before signing the empanelment which shall not be later than 30 (thirty) days from the issue of the Letter of Empanelment ("LOE"), furnish to the Purchaser, a performance security in the form of an irrevocable Bank Guarantee on a ₹ 200 Non Judicial stamp paper from a Nationalized or Scheduled Commercial Bank situated in Bhubaneswar in favour of '**Director of Odia Bhasa Pratisthan** as per the format provided at **Annexure – II** , which shall be valid for a period of 90 days (3 months) post completion of Empanelment contract duration, i.e., period of 3 months beyond the empanelment period.

The empanelled agency must separately provide a Performance Bank Guarantee (PBG) against the cost mentioned of the issued Work Order to the selected empanelled agency who has been issued work under the empanelment. This PBG shall be valid for a period of 90 days (3 months) post completion of work order. This performance guarantee will be released 90 days post successful completion of the Work Order, i.e., period of 3 months beyond the empanelment period.

It is expressly understood and agreed that the performance security is intended to secure performance of entire contract. It is also expressly understood and agreed that the performance security is not intended to cover all the damages detailed / stipulated in various clauses in the Contract document.

The Performance Security (Security Deposit) shall be **3 (Three) %** of the approved project cost and the same shall be in the form of Bank Guarantee from a Nationalized/Scheduled Bank based in Bhubaneswar in favour of the **Director of Odia Bhasa Pratisthan, Bhubaneswar, Odisha payable at Bhubaneswar** .BG issued by the banks outside the Bhubaneswar are to be counter guaranteed by the Local Branch.

#### **4.4. Award Criteria / Duration**

After issue of empanelment letters to the selected bidders, the bidders have to sign an agreement with Purchaser for empanelment. Contract would be signed taking into account the relevant clauses of RFP, pre-bid clarifications, Corrigenda, the proposal of the bidder in addition to other agreed clauses. Service Agreement (SA) would be signed for entire period.

The empanelment will be for a period of three (3) years. However, authority reserves right to extend the empanelment period for another one (1) year with mutually agreed rates and other terms. During this period the empanelled agency will be required to provide all necessary assistance to ensure the successful implementation of various projects within the Department. In case, the firm is blacklisted by any Government / PSU / Autonomous body in India during the period of empanelment, Purchaser reserves right to de-empanel the firm.

#### **4.5. Right to Accept Any Proposal & Reject Any / All Proposal(s)**

Purchaser reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

#### **4.6. Purchaser's Procurement Rights**

Without incurring any liability, whatsoever to the affected bidder or bidders, the Purchaser reserves the right to:

- Amend, modify, or cancel this tender and to reject any or all proposals without assigning any reason.
- Change any of the scheduled dates stated in this tender.
- Reject proposals that fail to meet the tender requirements.
- Exclude any of the module(s)
- Remove any of the items at the time of placement of order.
- Increase or decrease scope of work and supply under this project.
- Should the Purchaser be unsuccessful in negotiating a contract with the selected bidder, the

Purchaser will begin contract negotiations with the next best value bidder in order to serve the best interest.

- Make typographical correction or correct computational errors to proposals.
- Request bidders to clarify their proposal.

#### **4.7. Commencement of Work**

4.7.1. Within 1 week from the date of signing the Contract between the Empanelled Agency and the Purchaser, the Empanelled Agency shall be ready to work as a service provider to the state government. The date of signing of the Contract document by the Purchaser shall be the date/day for counting the starting day/date and the ending day/date will be accordingly calculated. Also, the Empanelled Agency shall be ready to deploy its personnel, if called for, preferably within 1 week from award of any contract by department based on this empanelment. However, if required, time for deployment of personal may be finalised / extended by department in consultation with respective empanelled agency. Penalty, if any, for the delay in execution shall be calculated accordingly.

#### **4.8. Standard of Performance**

The Selected Bidder shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency, and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology safe and effective equipment, machinery, materials and methods. The Selected Bidder shall always act, in respect of any matter relating to this Empanelment or to the Services, as faithful advisers to the DIT, and shall at all times support and safeguard Odia Bhasa Pratisthan's legitimate interests in any dealings with third Parties.

#### **4.9. Termination of Contract**

4.9.1. The Purchaser may, terminate this Contract by giving the Selected Agency a 15 (fifteen) days prior and written notice indicating its intention to terminate the Contract under the following circumstances:

- The Purchaser is of the opinion that there has been such event of default on the part of the Selected Agency which would make it proper and necessary to terminate this Contract and may include failure on the part of the Selected Agency to respect any of its commitments with regard to any part of its obligations under this Contract.
- The Selected Agency has failed to commence the provision of Services, or has without any lawful excuse under these conditions suspended the work for 30 consecutive days.
- Where it comes to the Purchaser's attention that the Selected Agency is in a position of actual conflict of interest with the interests of the Purchaser in relation to any of Terms and Conditions of the Contract or has without authority has committed breach of Terms of the Contract in best judgment of the Purchaser.
- In the event of the quality of Temporary Staffing Personnel and/or services as per the Scope of Work under the Contract with the Purchaser not found acceptable by the Purchaser.
- The performance of the selected agency is not satisfactory.
- The Selected Agency has neglected or failed to observe and perform all or any of the terms, acts, matters or things under this Contract to be observed and performed by it.
- The Selected Agency has acted in any manner to the detrimental interest, reputation, dignity,

name or prestige of the Purchaser.

- The Selected Agency has been declared insolvent/bankrupt.

#### **4.10. Indemnity**

4.10.1. The Selected Agency shall indemnify the Purchaser from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

- Any negligence or wrongful act or omission by the Selected Agency or any third party associated with Selected Agency in connection with or incidental to this Contract or;
- Any breach of any of the terms of this Contract by the Selected Agency, the Selected Agency's Team or any third party
- Any infringement of patent, trademark/copyright arising from the use of the supplied goods and related services or any party thereof.

4.10.2. The Selected Agency shall also indemnify the Purchaser against any privilege, claim or assertion made by a third party with respect to right or interest in, service provided as mentioned in any Intellectual Property Rights and licenses.

4.10.3. The Bidder shall specify the Branch/ Location from which they will raise the bill and in whose favour payment will be released.

4.10.4. The Purchaser shall indemnify the Selected Agency from and against any costs, loss, damages, expenses, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the contract period out of:

- Any negligence or wrongful act or omission by the Purchaser or any third party associated with Purchaser in connection with or incidental to this Contract or;
- Any breach of any of the terms of this Contract by the Purchaser, the Purchaser's Team or any third party

#### **4.11. Conflict of Interest**

4.11.1. Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be eligible for selection as Bidder under any of the circumstances set forth below:

- **Conflicting Assignment / job:** A bidder or any of its affiliates shall not be hired for any Assignment / job that, by its nature, may conflict with this Assignment / job of the bidder to be executed for the same Purchaser.
- **Conflicting Relationships:** A bidder that has a business or family relationship with a member of the Odia Bhasa Pratisthan staff who is directly or indirectly involved in any part of the preparation of the Terms of Reference of the Assignment/job, the selection process for such Assignment/job, or supervision of the Empanelment may not be awarded an Empanelment, until and unless the conflict stemming from this relationship has been resolved in a manner acceptable to Odia Bhasa Pratisthan.

4.11.2. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of Odia Bhasa Pratisthan, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the bidder or the termination of its Empanelment.

#### **4.12. Changes of Orders**

- 4.12.1. The Purchaser may at any time, by written order given to the Selected Agency, make changes within the general scope of the Contract.
- 4.12.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Selected Agency's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Value or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Selected Agency for adjustment under this Clause must be asserted within fifteen (15) days from the date of the Selected Agency's receipt of Purchaser's Change Order.
- 4.12.3. Procedure of Change Orders:
- Upon receiving any revised requirement/advice, in writing, from the Purchaser, the Selected Agency would discuss the matter with the Purchaser.
  - In case such requirement arises from the side of the Selected Agency, it would communicate in writing the matter with Purchaser as well as discuss the matter, giving reasons thereof.
  - In either of the two cases above, both the parties will discuss on the revised requirement for better understanding and to mutually decide whether such requirement constitutes a Change Order or not.
  - If it is mutually agreed that such requirement constitutes a "Change Order" then the Selected Agency will study the revised requirement and assess subsequent schedule and cost effect, if any.
  - If Purchaser accepts the implementation of the Change Order in writing, then the Selected Agency shall commence to proceed with the enforcement of the Change Order.

#### **4.13. Force Majeure Condition**

For the purposes of this Empanelment, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies

Force Majeure shall not include:

- Any event which is caused by the negligence or intentional action of a Party or such Party's Workers or agents or employees, nor
- Any event which a diligent Party could reasonably have been expected to take into account at the time of the conclusion of this Empanelment and avoid or overcome in the carrying out of its obligations hereunder.
- Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

#### **4.14. No Breach of Empanelment**

The failure of a Party to fulfil any of its obligations under the Empanelment shall not be considered to

be a breach of, or default, under this Empanelment in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Empanelment, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

#### **4.15. Modification and Withdrawal**

The bid submitted may be withdrawn or resubmitted before the expiry of the last date of submission by making a request in writing to the competent authority of Purchaser to this effect. No Bidder shall be allowed to withdraw the bid after the deadline for submission of bids.

#### **4.16. Documents prepared by the Selected Bidder**

4.16.1. All deliverables in the form of data, software, designs, utilities, models, systems and other methodologies and know-how submitted by the Bidder under this Empanelment shall, not later than upon termination or expiration of this Empanelment, be delivered to the OLL&CD, together with a detailed inventory thereof.

#### **4.17. Accounting**

The Selected Bidder shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof.

#### **4.18. Term and Extension of the Period of Contract**

4.18.1. The term under this Contract will be for a period of 36 months which shall start from day of notification of empanelment.

4.18.2. If required by the Purchaser, an extension of the term can be granted to the Selected Agency. The final decision will be taken by the Purchaser.

#### **4.19. Interpretation of Documents:**

Odia Bhasa Pratisthan will have the sole discretion in relation to:

- a. The interpretation of this RFP document, the Proposals and any documents provided in support of the Proposals; and
- b. All decisions in relation to the evaluation of Proposals.
- c. Director of Odia Bhasa Pratisthan will have no obligation to explain or justify its interpretation of this RFP document, the Proposal(s) or their supporting/related documents/information or to justify the evaluation process or selection of the Selected Bidder.

Any and all corrigenda / addenda / clarifications released post publication of this RFP shall be deemed to be an integral part of this RFP and should be read in conjunction with this RFP.

#### **4.20. Jurisdiction**

Legal cases / Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

#### **4.21. Circumstances of Blacklisting**

Blacklisting of a business concern/entity or supplier may be resorted to in following cases: -

- i. If security consideration of the state i.e. any action that jeopardize the security of the State.
- ii. If there is justification for believing that the Proprietor or Partner or Director of the Concern/entity has been guilty of malpractices such as bribery, corruption, cheating, fraud and tender fixing etc.
- iii. If the business concern/entity is blacklisted by any Department of the Central Government / State Government/Central PSU/State PSU. If the business concern/entity is a concern/entity evader of Central / State taxes / duties for which Odia Bhasa Pratisthan has received notice from the concerned department of Central / State Govt.
- iv. If submission of false/fabricated/forged documents or Suppression of Information or submission of false information for consideration of a tender
- v. Any other violation as may be decided by the competent authority.

#### **4.22. General Scope of Work**

The empanelled agencies shall be required to provide end-to-end professional services for designing, printing and supply of educational, promotional and publicity materials for Odia Bhasa Pratisthan under the Department of Odia Language, Literature & Culture (OLL&CD), Government of Odisha. The scope shall broadly include, but not be limited to, the following activities:

##### **1. Designing of Booklets**

The empanelled agency shall undertake creative and technical designing of booklets as per the requirements of the Department, which shall include:

- Concept development, layout design, typesetting and formatting in Odia and/or bilingual format.
- Designing of cover page and inner pages as per prescribed specifications.
- Standard size of booklet (e.g. 8.25" × 11" or as specified).
- Cover page on 300 GSM Art Card and inner pages on 130 GSM Art Card or as directed.
- Page composition generally comprising 28 pages (24 + 4) or as approved.
- Incorporation of text, photographs, illustrations, logos and graphics provided by the Department.
- Multiple rounds of corrections and revisions till final approval is accorded by the competent authority.
- Preparation and submission of final print-ready files in required formats.

## **2. Printing of Booklets**

The agency shall execute printing of approved booklet designs with high quality standards, which shall include:

- Offset printing and/or digital printing depending upon quantity and urgency.
- Printing quantities such as 100, 200, 500, 1000 copies or as specified.
- Centre stapling / stitching or other binding methods as prescribed.
- Proper colour matching, sharp text clarity and uniform print quality.
- Finishing, trimming and packing for safe delivery.
- Compliance with paper GSM, size and fabrication specifications approved by the Department.

## **3. Designing of Brochures**

The empanelled agency shall be responsible for designing brochures for educational and publicity purposes, including:

- Creative designing per brochure in different sizes such as 16"×10", 14"×9", 18"×10" or as specified.
- Use of 220 GSM glossy paper or equivalent.
- Four-fold creasing / folding or as per approved layout.
- Designing for both offset printing and digital printing formats
- Ensuring readability, aesthetic appeal and consistency with departmental branding.
- Submission of proofs and incorporation of corrections as directed.

## **4. Printing of Brochures**

Printing of brochures shall include:

- Offset and digital printing based on approved quantities.
- Quantities such as 100, 200, 500, 1000 copies or as required.
- Proper folding, creasing, trimming and finishing.
- Quality assurance in colour reproduction and paper finish.
- Safe packaging and timely delivery.

## **5. Designing of Leaflets**

The empanelled agencies shall provide designing services for leaflets, which shall include:

- Designing of single-side and double-side leaflets.
- Full colour 4+4 (multi-colour) printing layout.
- Standard sizes such as A4 / 1/8 size or as approved.
- Paper specification generally 130 GSM or as prescribed.
- Adaptation of content in Odia language with appropriate visuals.
- Revisions and modifications based on departmental feedback.

## **6. Printing of Leaflets**

Printing services for leaflets shall include:

- Printing in single-side or double-side format.
- Digital or offset printing based on quantity and urgency.
- Typical quantities such as 1000 copies or more, as specified.
- Proper cutting, finishing and packing for distribution.

## **7. Newspaper Artwork and Advertisement Design**

The agency shall also undertake:

- Preparation of social media promotion material
- Designing of newspaper advertisements and artwork per design.
- Adaptation of content as per newspaper size and column specifications.
- Submission of print-ready artwork within stipulated timelines.

## **8. Designing of Hoardings and Digital Wall Paintings**

The scope shall further include:

- Designing of hoardings, flex boards and digital wall paintings.
- Creative visualization suitable for outdoor publicity.
- Adaptation of approved designs for different sizes and formats.
- Compliance with branding and visual identity of the Department.

## **9. Adaptation Charges**

- Adaptation of approved artwork into multiple sizes, formats or languages.
- Minor content changes, resizing and layout adjustments without altering core design.
- Preparation of separate print-ready files for each adaptation.

## **10. General Responsibilities**

- All works shall be executed strictly as per specifications approved by the Department.
- The agency shall maintain confidentiality of all content and materials.
- Timely completion of assignments as per work orders issued.
- The Department reserves the right to vary quantities, sizes and specifications as per requirement.
- No extra payment shall be admissible unless prior written approval is obtained from the competent authority.

The empanelled agencies shall be required to provide comprehensive professional services for design, printing, binding and supply of various educational, academic and publicity materials for Odia Bhasa Pratisthan under the Department of Odia Language, Literature & Culture (OLL&CD), Government of Odisha. The scope of work shall include the following in detail:

### **1. Designing & Printing of Journals / Educational Books**

#### **1.1 Page Size & Format**

- Standard page sizes:
  - A4 (8.27" × 11.69")
  - Crown (7.25" × 9.5")
  - Demy (8.5" × 11")
- Any other size as approved by the Department.
- Orientation: Portrait or Landscape as per content requirement.

- Text layout in Odia language / bilingual (Odia–English) as specified.

## 1.2 Paper Quality

### Inner Pages:

- 80 GSM / 90 GSM / 100 GSM Maplitho paper (for journals, textbooks and reading materials).
- 100 GSM / 130 GSM Art Paper (for image-rich or illustrated publications).

### Cover Pages:

- 250 GSM / 300 GSM Art Card with matte or gloss lamination.

### Paper shall be:

- Acid-free
- Uniform in thickness
- Suitable for long-term archival storage.

## 1.3 Printing Specifications

- Printing method:
- Offset printing for bulk quantities.
- Digital printing for limited or urgent requirements.
- Colour options:
- Black & White
- Two-colour
- Four-colour (4+4 full colour) as per content.
- Sharp text clarity, accurate colour reproduction and proper ink absorption must be ensured.

## 1.4 Binding & Finishing

### Binding types:

- Perfect Binding
- Section Sewing with Hard Binding
- Centre Stapling / Saddle Stitching (for thin publications)

### Finishing:

- Proper trimming, spine alignment and finishing.
- Lamination / UV coating on covers wherever required.

## 2. Designing & Printing of Booklets

### Specifications

#### Size:

- 8.25" × 11" or as approved.
- Pages:
- Generally 28 pages (24 + 4) or as specified.

#### Paper:

- Inner Pages: 130 GSM Art Paper
- Cover Page: 300 GSM Art Card

Binding:

Centre stapling / stitching.

Printing:

- Offset / Digital depending on quantity (100, 200, 500, 1000 copies etc.).

### 3. Designing & Printing of Brochures

Specifications

Sizes:

- 16" × 10"
- 14" × 9
- 18" × 10"

Paper:

- 220 GSM Glossy Art Paper

Folding:

- Bi-fold / Tri-fold / Four-fold creasing.

Printing:

- Offset or Digital as approved.

Quantity:

- 100 / 200 / 500 / 1000 copies or more.

### 4. Designing & Printing of Leaflets

Specifications

Size:

- A4 / A5 / 1/8 size or as directed.

Printing:

- Single-side or Double-side
- 4+4 Full Colour

Paper:

- 130 GSM Art Paper

Printing Method:

- Digital / Offset depending upon volume.

Quantity:

- Normally 1000 copies or more.

### 5. Newspaper Advertisement & Artwork Design

- Designing of advertisements as per:
- Newspaper column sizes.
- Black & white or colour format.
- Adaptation of approved content to different publications.
- Submission of press-ready artwork within stipulated timelines.

### 6. Hoardings, Posters & Digital Wall Paintings

Specifications

- Hoardings / Flex:
- High-resolution artwork suitable for large format printing.

Digital Wall Painting:

- Adaptation for digital display or painted wall format.
- Paper / Material:
- Flex, vinyl or other media as specified by the Department.
- Design must ensure readability from long distance.

7. Adaptation & Revision Works

- Resizing of approved designs into multiple formats.
- Language adaptation (Odia / English).
- Minor content modification without altering core design.
- Preparation of separate print-ready files

8. Proofing, Quality Control & Delivery

Submission of:

- Soft proof (PDF)
- Hard copy proof where required.
- Printing shall commence only after written approval.

Final materials shall be:

- Properly packed
- Free from damage
- Delivered within stipulated timelines.

9. General Conditions

The Department reserves the right to:

- Increase or decrease quantities.
- Modify specifications based on requirement.
- No extra payment shall be admissible without prior written approval.
- All works shall conform to GFR / OGFR norms and departmental instructions.

**Annexure 1: Check List**  
(To be submitted along with Proposal)

Sl. No.	Documents / Forms to be Submitted	Submitted (Yes / No)
1	<b>Form 1:</b> Technical Proposal Cover Letter (on firm letterhead)	
2	<b>Form 2:</b> Power of Attorney / Board Resolution in favour of Authorized Signatory <b>(not applicable for proprietorship firms)</b>	
3	Tender Fees of appropriate value in the form of a Demand Draft / Banker's Cheque (Original)	
4	Earnest Money Deposit (EMD) of appropriate value in the form of a Demand Draft / Banker's Cheque (Original)	
5	<b>Form 3:</b> Bidder's Organization Details	
6	Copies of Firm Certificate of Incorporation / Registration Certificate	
7	Copy(ies) of Purchase / Work Orders or contracts establishing that the firm has been in business for indicated number of years	
8	Copy of PAN Card of the firm	
9	Copy of GST Registration Certificate	
10	Address of Firm's office in Odisha in firm letterhead signed by authorized signatory and valid proof of address of office in Odisha	
11	<b>Form 4:</b> Average Annual Turnover Certificate of the bidder	
12	Copies of Audited Financial Statements for respective FYs.	
13	<b>Form 5:</b> Bidder's Experience	
14	Copy(ies) of Purchase / Work Orders / Contract Agreements for relevant assignments	
15	Completion Certificates from clients	
16	Certificate from Statutory Auditor / Chartered Account stating the fees received from client for each cited work / assignment	
17	<b>Form 6:</b> Declaration of Non-Blacklisting and Non-debarment	
18	Undertaking on letterhead of the firm duly signed by the HR Head on number of full-time employees on payroll.	

Undertaking:

- All the information has been submitted as per the prescribed formats and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered, along with the Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative of the bidder.

Authorized Signature [In full and initials]: \_\_\_\_\_ Office Stamp / Seal

Name Authorized Representative:

Title / Designation:

Name of the Firm:

## Form 1: Technical Proposal Cover Letter

(Note: On the letterhead of the Bidder including full postal address, telephone no. email and address.)

[Location, Date]

To,

**The Director**

Odia Bhasa Pratisthan,  
Kharavela Bhawan  
Bhubaneswar, Odisha 751014

**Sub: Empanelment of Agencies for Design And Printing of Different Kinds of Educational Materials/ Periodicals & Books Under Odia Bhasa Pratisthan.**

Dear Sir,

We, the undersigned, offer to submit our proposal for **Empanelment of Agencies for Design And Printing of Different Kinds of Educational Materials/ Periodicals & Books Under Odia Bhasa Pratisthan** in accordance with your Request for Proposal no. [Insert RFP No.] dated [Insert Date].

We are hereby submitting our proposal, which includes a Technical Proposal,

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our proposal is binding upon us and subject to the modifications resulting from negotiations.

We undertake, if our proposal is accepted, to initiate the empaneled services related to the assignment at a date mutually agreed between us. We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_ Office Stamp / Seal

Name Authorized Representative:

Title / Designation:

Name of the Firm:

Address:

Email ID:

Mobile / Contact No.

**Form 2: Template for Power of Attorney in favour of Authorized Representative**

*(on a stamp paper of relevant value)*

Known all men by these presents, we..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (name), ..... son / daughter / wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our tender against the Bid document no. .... Dated ..... published by the Odia Bhasa Pratisthan for the **"Empanelment of Agencies for Design And Printing of Different Kinds of Educational Materials / Periodicals & Books under Odia Bhasa Pratisthan, Government of Odisha"**, including but not limited to signing and submission of all applications, bids and other documents and writings,

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 2025.

For  
.....  
(Signature, name, designation and address)

Witnesses  
1.  
  
2.

Accepted  
  
(Signature)  
  
(Name, Title and Address of the Attorney)

**Notes:**  
  
*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*  
  
*Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder..*

### Form 3: Bidder's Organization

*[Provide here a brief (two pages) description of the background and organization of your firm / entity, its profile, clients, etc. including but not limited to the following]:*

1. Name of the firm:
2. Country of incorporation:
3. Registered address:
4. Year and date of Incorporation:
5. Year of commencement of business:
6. Principal place of business:
7. GST Registration Number:
8. PAN Number:
9. Number of years of operation:
10. Geographical spread across the country and its offices with list:
11. Details of authorized representative of the Bidder:
  - a) Name:
  - b) Designation:
  - c) Company:
  - d) Address:
  - e) Phone No:
  - f) Fax No:
  - g) E-mail address:
12. Details of individual (s) who will serve as the point of contact/communication for Odia Bhasa Pratisthan within the Firm.
  - a) Name:
  - b) Designation:
  - c) Address:
  - d) Telephone No:
  - e) E-mail address:
  - f) Fax No:
13. Copy of Labor License.
14. Any other documents/information to prove eligibility and experience

### Form 4: Average Annual Turnover Certificate of the bidder

*Bidder is required to get the information required in this form, duly certified by Statutory Auditor of the firm. The information supplied shall be the annual turnover of the Bidder, in terms of the amounts billed to clients for each year for work in progress or completed along with net worth of Bidder in respective financial year.*

Sl. No.	Financial Year	Annual Turnover (in Rs. Lakhs)	Net Worth (in Rs. Lakhs)
1.	2021 – 2022		
2.	2022 – 2023		
3.	2023 – 2024		
<b>Average Annual Turnover</b> (in Rs. Lakhs)			

#### Certificate from the Statutory Auditor

This is to certify that (name of the Bidder) has received the payments from event management services shown in column 'Annual Turnover' above against the respective years on account of providing event management services etc. and has Net Worth as shown in column 'Net Worth' above.

Net Worth	INR in Crores
As on Dt. 31.03.2025	

Signature of Statutory Auditor & Seal

Name:

Designation:

Date:

Registration No.:

**Note:** In case the Bidder does not have a statutory auditor, it shall provide the certificate from its Chartered Accountant that ordinarily audits the annual accounts of the Bidder.

### Form 5: Bidder's Experience

The Bidder should provide details of only those assignments that have been undertaken by it under its own name. Bidders need to provide all the supporting documents like WO with Completion certificate / Agreement for each set of credentials.

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted individually as a corporate entity for carrying out printing services similar to the ones requested under this assignment]

Sl. No.	Name of Project	Name of Client with address and contact numbers	Start Date of eligible assignment	Date of completion of assignment	Time period of the Project (in months)	Total Contract Price (in INR Lakhs)	Detailed Description of services provided	Documentary proof attached (WO, Agreement, Completion Certificate)
1								
2								
3								
4								
5								

## Form 6: Declaration of Non-Blacklisting and Non-debarment

(Note: On the letterhead of the Bidder including full postal address, telephone no. email and address.)

[Location, Date]

To,

**The Director**

Odia Bhasa Pratisthan,  
Kharavela Bhawan  
Bhubaneswar, Odisha 751014

**Sub: Empanelment of Agencies for Design And Printing of Different Kinds of Educational Materials / Periodicals & Books under Odia Bhasa Pratisthan.**

Dear Sir,

We declare and confirm that, we the undersigned, have not been blacklisted or debarred by any state / central government department / ministry, agency, corporation, urban local body, PSU, as on date of submission of this proposal nor any legal proceeding are pending against us in any court of law in India.

We also declare that our Company / LLP / Partnership / Society / Trust <Please delete whichever is not applicable> has during the last five years, neither failed to perform on any agreement, nor has been evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or agreement nor have had any agreement terminated for breach by us.

This is true to the best of our knowledge and information. We hereby commit to inform you within 7 (seven) days, in case there is any blacklisting or debarment of our firm by any client of ours, whomsoever.

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_ Office Stamp / Seal

Name Authorized Representative:

Title / Designation:

Name of the Firm:

Address:

Email ID:

Mobile / Contact No.

**\*\*\*\*\* END OF DOCUMENT \*\*\*\*\***