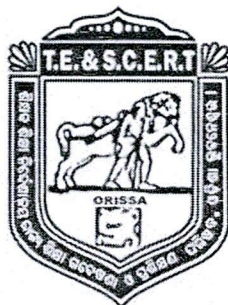


DIRECTORATE OF TEACHER EDUCATION AND SCERT: ODISHA: BHUBABESWAR

Unit – IV, Odisha, Bhubaneswar

Phone No. 0674 – 2502928 (O), E-mail ID: tescertodisha@gmail.com

CURRICULUM DEVELOPMENT CELL



BID DOUMENT

**FOR
PREPARATION & CORRECTION
OF**

**TEXT BOOK IN DIFFERENT LANGUAGE (MULTI-COLOUR) – DTP, DESIGNING, AND
PREPARATION OF PRINT READY COPIES ALONG WITH SUPPLY OF SOFT COPY**

DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	Directorate Teacher Education & SCERT, Bhubaneswar, Odisha
2	Name of the Assignment	DTP, Designing, Scanning in multi colour and Supply of Soft copy
3	Date of issue of Quotation Document	20/07/2026
4	Last date & Time for Submission	Dtd 26/07/26 Time.... 5:30 P.M
5	Date & Time of opening	Dtd 27/07/26 Time.... 11:30 A.M
6	EMD	Rs.10,000.00/-
7	Bid Validity	7... Days
8	Place of Submission	Directorate Teacher Education & SCERT, Unit – IV, Odisha, Bhubaneswar

schedule date and time shall not be accepted. Authority is not responsible for any postal/ courier service delay.

5. The tender paper containing the detailed specification can be obtained from the Accounts Section of the Directorate of TE and SCERT, Unit-IV, Odisha, Bhubaneswar during office hour of working days (within the period mentioned in the data sheet) or from official website of this Directorate i.e <https://scert.odisha.gov.in>.
6. The tenderer has to deposit Earnest Money Deposit (EMD) of Rs.10,000.00 (Rupees Ten Thousand) only along with the tender from in shape of Demand Draft /Banker's Cheque from any nationalization / scheduled bank drawn in favor of the Director, TE & SCERT, Odisha, Bhubaneswar. The EMD of the unsuccessful bidder will be refunded soon after the finalization of Bid.
7. The selected bidder will be awarded the work order and required to execute an agreement with Director, TE and SCERT, Odisha, Bhubaneswar on such terms and conditions as per the requirement of TE and SCERT, Odisha.
8. The EMD and performance security (if required) of the successful bidder will be refunded after final settlement of bills.
9. Tender document is not transferable.
10. No advance will be given to the selected firm.
11. Any tender received after the due date and time shall be summarily rejected.
12. Any dispute arising in respect of the Bid shall be instituted with the jurisdiction of Civil Court at Bhubaneswar, Odisha.
13. The Bid shall be opened..27/07/24 at 11:30 AM in the presence of the Bidders/their authorized representatives.
14. There representative of the bidders should attend the BID opening meeting with all original document/papers as called for in General Technical BID for verification. The bid is valid for 7 days from the date of opening.
15. The bid is valid for 7 days from the date of opening.
16. The successful bidder has to complete all the works within one month from the date of assignment.
17. The selection shall be made under least cost system (LCS) as per the provisions of the Odisha general financial Rules (OGFR), 2023 .
18. The L1 bidder will be selected taking into account of the amount quoted for each item mentioned in financial bid (Annexure -2) .
19. If required, negotiations can be made with the lowest evaluated responsive bidder (L1).
20. Due to urgency of work, the authority may distribute the work among the firms at approved rate, if situation arises.
21. The firm signing the contract as to collect the text book/soft copies for correction & preparation manuscript of the Textbook from the officer-in-charge, Curriculum Department TE & SCERT and the work must be completed within 15 Days from the from the contract. The firm has to submit the first corrected draft within 7 Days for expert review of the revised drafts. After review, the corrected draft books shall be collected from SCERT for final correction. The second revised drafts have to be submitted for second review and finalization. After incorporation of the suggested changes, if any in the final draft of the books, both soft and color hard copy are to be handed over to SCERT office. Any short fall, if any would be pointed out by Officer-

& SCERT, Bhubaneswar, Odisha during office hours.

F. Eligibility Criteria

1. The bidder must be registered Printing Press/Firm operation in India.
2. The bidder must possess:
 - a) PAN Card
 - b) GST Registration Certificate
 - c) Registration Certificate of the Firm/Printing Press
3. The bidder must have filed Income Tax Return for the last three Assessment Years.
4. The Bidder should have experience in designing, printing and supply of Government Reports/Publications.
5. The bidder should not have been blacklisting by any central Government, state Government, PSU or Autonomous Body. A self-declaration in this regard is needed to be submitted by the intending bidder.
6. The bidder shall submit all supporting documents in proof of the above eligibility criteria.

H. SCOPE OF WORK

The selected bidder shall under take the following works as per the requirement of the Directorate.

1. Designing & DTP
 - i. Designing of cover pages of Reports/Publications.
 - ii. DTP work in Odia language, English language, Hindi, Sanskrit and Urdu
 - iii. Page layout, formation and artwork preparation.
 - iv. Binding work.
2. Supply
 - i. Supply and delivery of printed materials to the Directorate of TE & SCERT, Odisha, Bhubaneswar.
 - ii. Packing, transportations and handling shall be the responsibility of the bidder.
3. Soft Copy

The successful bidder shall provided

- i. PDF Copy of Each publication
- ii. Open editable file of the publication, (CDR Copy) or source file

I. SELECTION METHOD

1. The quotations/Bids shall be evaluated under the least cost system (LCS) in accordance with the provisions of Odisha General financial Rules (OGFR), 2023.
2. The bidder quoting the lowest Evaluated cost (L1) among the responsive bidders shall be selected for award of the work.

Draft No.

Date:

Amount:

12. EMD Details:

Draft No.

Date:

Amount:

Certified that the information furnished above is true and correct

Signature of the Authorized Signatory with Seal

seal and stamp

Memo No. 4417 **dated** 20.07.26

Copy along with copy of the enclosures forwarded to the **Notice Board of TE and SCERT / SCERT web-site / Notice Board of OSEPA Soochana Bhawan / Paribahan Bhawan** for information and necessary action.


Director

