



Expression of Interest (Eoi)

for

Selection of Book Publishers/Publishing Houses of Odisha towards
Supply of Age / Class Appropriate Library Books in Odia Languages.



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

"SHIKSHA SOUDHA", UNIT-V, BHUBANESWAR-751001

Website : osepa.odisha.gov.in



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No 98 /Lib/2023

Date 04.01.2023

NOTICE INVITING EXPRESSION OF INTEREST

Odisha School Education Programme Authority (OSEPA) invites Expression of Interest (Eol) from reputed local book publishers / publishing houses of Odisha towards procurement of class / age appropriate library books for Class I to XII published in Odia language .The Eol document with all information, instructions, eligibility criteria terms & conditions etc are available in the website of OSEPA osepa.odisha.gov.in .The interested Local book publishers / publishing houses may refer the above web site, read the Eol document carefully & furnish the Eol proposal to the O/o State Project Director, Odisha School Education Programme Authority, Shiksha Soudha, Unit-V, Bhubaneswar, 751001 **by 31st Jan 2023**. The Eol proposal may be **submitted in sealed envelope superscripted as "Expression of Interest for Supply of Library Books" 2022-23 only by Registered Post/Speed Post/Courier.**

Corrigendum / addendum, if required, will be uploaded in the above web site. Hence, potential local book publishers / publishing houses of Odisha are requested to be in continuous touch with the above web site. The Eol Inviting Authority i.e. OSEPA reserves the right to accept or reject any / all bids also can cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the applicants on account of such rejections.

State Project Director

EXPRESSION OF INTEREST (EOI) TOWARDS SUPPLY OF LIBRARY BOOKS.

A. INTRODUCTION:

The contribution of reading in improving learning outcomes has been demonstrated in various research studies. Reading is a step towards developing command over language and writing skills. It enhances vocabulary, creativity, critical thinking, imagination and expression, helping children to relate to their surroundings and real life situations. However, it does require continuous practice, development and refinement. Thus, there is a need to create an enabling environment in which students read for pleasure and develop their skills through a process that is enjoyable and sustainable.

Keeping this in view, under Samagra Shiksha there is a provision of providing library books to all Government schools covering classes from I to XII. Accordingly, provisions have been made in the Annual Work plan & budget towards procurement of class/age appropriate Library books for Government Schools.

As such, sealed Expression of Interest (Eoi) are invited from reputed local book publishers / publishing houses of Odisha towards procurement of class / age appropriate library books for Class I to XII published in regional language (Odia) only.

B. ELIGIBILITY CRITERIA, GENERAL INSTRUCTIONS & TERMS AND CONDITIONS OF THE EOI:

Eligibility Criteria:

The local book publishers / publishing houses of Odisha, who wants to submit the Eoi proposal, should meet the following eligibility criteria:

- 1. Must have valid PAN/TAN (Compulsory), GSTIN (optional).**
(In case of sole proprietorship firm a declaration through affidavit may be submitted in the prescribed format.)
- 2. Must have minimum average Annual turnover of Rs Five Lakhs (5 lakhs) & above in last 2 (two) years i.e. FY 2020-21 & 2021-22***(Detail of computation of income may be submitted duly signed by the Firms/Publishers showing minimum average Annual turnover of 5 lakh (Five Lakh) for last 2 (two) financial years i.e. FY 2020-21 & 2021-22)*

3. Must have filed IT return of 2 years i.e. Assessment year's 2021-22 & 2022-23 (FY 2020-21 & 2021-22).
4. Must have submitted their publications to Harekrushna Mahtav State Library, Government of Odisha, Bhubaneswar.
5. Must have a bank Account in the name of the Firm/ Publishing House. Under no circumstances, Private/ Personal A/C no. shall be furnished. In case of any deviation found during the scrutiny of Eol proposal or at the later part, the candidature shall be rejected/ payment shall be forfeited.
6. Must not have been blacklisted by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society in India for corrupt, fraudulent or any other unethical business practices or for any other reason.

C. GENERAL INSTRUCTIONS & TERMS AND CONDITIONS OF THE EOI:

- (a) **Eol Processing Fee:** The proposal complete in all respect as specified in the Eol Document shall be accompanied with a **non- refundable** amount of Rs.500/- (Rupees Five Hundred only) in shape of Demand Draft in favour of State Project Director, OSEPA drawn in any scheduled commercial bank payable at Bhubaneswar. Proposal/s received without Eol processing fee will be rejected.
- (b) The books will be categorized for age-appropriate reading. Books for classes I to V will be known as BULBUL series, Classes VI to VIII as KOYAL series and Classes IX to XII as MYNAH series. All books must have the logo of the BULBUL, MYNAH AND KOYAL series; either printed on the cover page or pasted using a sticker, which must bear the text **“Samagra Shiksha, Odisha, 2022-2023”** (the detailed logo design and specifications will be intimated at the time of Agreement).

The broad categories as suggested in the library guideline are as follows:

1. **Reputed children story books.**
2. **Reputed children's Magazines & Comics.**
3. **Referral books for Secondary & Sr. Secondary Students.**
4. **Other books that are considered essential for the holistic development of the child such as books on mental health & well-being, sports, arts, music, design, thinking & extra-curricular activities etc.**
5. **Supplying of Procured books in electronic format (optional), so that the same can be utilized under e-library system.**

- (c) **Submission of Sample Books & Book List:** The proposal should contain list of age / class appropriate books along **with one sample book of each title**. The Book Publishers / Publishing Houses shall submit sample copies of new editions or reprint of last five years including the year of selection. They are also required to abide by the specification of the books i.e. GSM of paper used both for inner and cover pages, type of binding, type of printing (multi-colour/bi colour/single), no. s of pages , as prescribed below:
- I. **Inner Page: Minimum 70 GSM (Seventy)**
 - II. **Cover Page: Minimum 170 GSM (One Hundred Seventy)**
 - III. **Binding : Centre Stitch / Perfect Binding**
 - IV. **Class I to V (Bulbul) : Multi-colour (Cover & Inner Pages) only**
 - V. **Class VI to XII (Koyal & Mynah) : Multi-colour, Bi-colour , Single colour (Cover & Inner Pages)**
 - VI. **No. of Pages:**
 1. **Demi1/8th – Minimum 28 or 32 pages including cover.**
 2. **Demi1/4th – Minimum 20 or 28 pages including cover.**
 3. **Demi1/4th – Minimum 20 or 28 pages including cover.**
 - VII. **New editions along with reprints of last five years including the year of selection will be taken into consideration zone for selection.**
 - VIII. **Library Books selected for procurement through Eol process held vide Eol No 9267 Dated 31/12/2020 & 3693 Dated 30/03/2022 shall not be submitted in the current year procurement F.Y. 2022-23 through Eol.**
[Books deviating the prescribed specification shall not be considered for evaluation & selection process by the Book Selection Committee].
- (d) **Minimum and Maximum limit of one Bidder /** Limit of sample books for Participant in the Eol process is minimum of 18 books and maximum of 30 books. Under no circumstances participation with below the minimum level and exceeding the upper limit (beyond sl.no. 30) shall be considered for book evaluation & selection process.
- (e) Books submitted to Hare Krushna Mahtav State Library, Government of Odisha, Bhubaneswar shall only be considered for evaluation and selection. Eol submitted without sample books shall also be not considered for evaluation. All sample copies submitted by the Publishers/Publishing Houses will be kept by OSEPA and shall not be returned back.
- (f) Book price shall be derived as per **Format – A**. The Publisher/Publishing House shall mention specifically the print price (universal), discounts offered & arrive at the Net Price. Again additional Cost incurred towards all taxes, charges, duties and levies along with

delivery in electronic format (optional), cost of block-wise packing of books, cost of printing and affixing logo, cost of transportation and delivery of books to the district point etc. may be calculated in shape of % (percentage) on Net price and thereafter final estimated price may be derived at. The final estimated price is negotiable by the EoI Evaluation Committee. The minimum admissible discount of 15% on the print price should be given by the Publisher/Publication House.

Accordingly, the book Publishers/ Publishing Houses are requested to calculate the final estimated price taking into consideration all cost components as mentioned above and reflect the same in **Format A**.

(g) Documents to be submitted: The book Publishers / Publishing Houses should enclose self- attested photocopies of the following documents along with the EoI proposal;

(i) Valid PAN/TAN, GSTIN (optional)

(N.B. In case of firms having same PAN, then concerned Firm shall be debarred from the selection process.)

(ii) Submission of computation of Income statement duly signed by the Firm/ Publisher showing minimum average Annual Turnover of Rs.5 lakh (Five lakh) & above for the last two financial year i.e. FY 2020-21 & 2021-22.

(iii) Income Tax Return (Acknowledgement with computation of Income statement) i.e. Assessment Year, 2021-22 & 2022-23 (Financial Years 2020-21 & 2021-22)

(iv) Proof of submission of books to Hare Krushna Mahatav State Library, Government of Odisha, Bhubaneswar.

(v) Updated Bank Pass book/ Bank statement clearly indicating registered in the name of Firms/ Publishing houses only. (Copy of the 1st page and the last page of the bank passbook/ bank statement).

(vi) Details of Books as per **FORMAT-A**

(vii) Declaration in **FORMAT –B & B1 (as applicable)**.

(viii) Forwarding letter , organisation details and Checklist as per **FORMAT-C,D,E**

(h) Submission and opening of EoI Proposal: The book Publishers/ Publishing Houses are required to submit their proposals complete in all respect **ONLY** by **Registered Post / Speed Post / Courier** in sealed cover superscripted as “Expression of Interest for Supply of Library Books” to the O/o State Project Director, Odisha School Education Programme Authority, Shiksha Soudha, Unit-V, Bhubaneswar-751001 on or before **31/01/2023**. OSEPA will not be responsible for postal delay / any consequence in receiving of the proposal. Submission of

proposal by hand is not permissible/ acceptable. Proposal received after the deadline shall be rejected by OSEPA. The Eol proposal will be opened on **06/02/2023** before the Eol Evaluation Committee & Library Sub-Committee.

(i) **Selection Process:** OSEPA shall constitute a Book Selection Committee at state level as per the Guidelines of MoE received on dt: 28.10.2021 to select books for school libraries. The Committee will study/examine the books as per list provided by the publisher/s in their proposal and short list & finalise the book wise publisher/s along with books. The decision of library committee, OSEPA regarding selection of book/s as well as Publisher/s is final and binding to all applicants.

- a) Books Published during the last 5 years including the year of selection will be taken in to consideration for selection.
- b) Books submitted must comply with specifications mentioned at clause C(c) of the Eol.
- c) Books shall be selected physically & the selected books may be retained as “Specimen copy” for official purpose.
- d) Maximum up to 15 books of a publisher may be selected.
- e) The final selected list approved by the committee shall be published in the OSEPA website for information of the participating publishers.
- f) Books without print price and whose prices have been altered by pasting slip or rubber stamp shall not be selected.
- g) Ordinarily the books exceeding price Rs. 1000/- after discount may not be selected.
- h) Text books, Exam related publications or any material unsuitable or inappropriate for children till the age of 18 shall not be selected.
- i) Representative of Director Printing, Stationary & Publication & Director, Text Book Production & Marketing shall be co-opted member of the Book Selection Committee for the selection process.
- j) Library books procured in the last 2 Eol process viz: Eol no. 9267/ 31.12.2020 & Eol no. 3693 / 30.03.22 shall not be selected.

(j) **Award of Contract:** After detailed evaluation of the books by the Book Selection Committee, a final list of publisher-wise books selected will be prepared by the Book Selection Committee & submitted to OSEPA. Thereafter, the contract will be awarded to those book Publishers/ Publishing Houses whose books are selected by the State Level Selection Committee.

Subsequently the selected publisher/s shall be asked to submit the performance security deposit and to sign an agreement with OSEPA.

(k) **Performance Security Deposit:** The selected book Publishers/Publishing Houses will have to submit performance security deposit of 3% of the contract value in shape of Demand Draft drawn on any scheduled commercial bank in favour of State Project Director, OSEPA payable at Bhubaneswar along with the agreement as its commitment to perform the assignments given under the contract. OSEPA reserves the right to forfeit the “Performance Security” **partly or fully** for failure to fulfill the terms and conditions and obligation as mentioned in Contract Agreement by the selected Publishers/Publishing Houses. The Performance security Deposit shall be released after three months of expiry of contract provided that there is no breach of contract on the part of the selected book Publishers/Publishing Houses. No interest shall be paid on the Performance security Deposit at the time of release.

(l) **Validity of the Proposal:** Proposals shall remain valid for a period of **120 days** from the date of opening. The OSEPA reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

(m) **Supply of Books and delivery schedule:**

1. The selected books will be packed Block-wise wise in separate sets and the selected publisher/s will deliver the sealed packets/sets to the O/o of District Project coordinators (DPOs) of all/ assigned district/s. The details of Block-wise book list and sets to be delivered to each district will be provided by OSEPA for onward supply to schools through Block.
2. OSEPA will designate District level Officers/Officials, who will receive the entire stock of books for their respective districts. It is the sole responsibility of designated officer/s to make arrangements for storage of books and subsequent verification thereof.
3. The District Level delivery will be done in coordination with a single point of contact as directed from OSEPA. Delivery/ acknowledgement receipts in triplicate shall be prepared. One (1) no. to be retained at district & 2 nos. to be submitted to the State Project Director, by the selected Publishers/Publication Houses after completion of delivery of Books.
4. The selected Publishers/Publication Houses will deliver the complete sets of books in all districts points within **60 days** from the date of signing of contract agreement.

(n) Post Delivery Evaluation:

OSEPA will draw randomly selected samples through its district functionaries for Post Delivery Evaluation purpose. The decision of OSEPA in this regard is final and binding on all selected Publishers/Publishing Houses.

(o) Release of payment:

The payment shall be made by the OSEPA in following manner;

- (i) **80 %** of the district wise ordered value shall be paid to the supplier only after completion of full delivery of books to the respective districts. The payment will be made within 60 days of completion of full supply subject to submission of bills /invoice along with delivery receipts by the supplier and “receipt and stock entry certificate” from the district functionaries towards satisfactory completion of supply of full sets as per supply order.
- (ii) Rest **20%** of the total contract value shall be paid after deduction of penalty, if any, within 30 days of
 - ✓ Receipt of confirmation from all the allotted districts towards supply of all books in good conditions.
 - ✓ Outcome of post-delivery Inspection Report.
- (iii) Deduction of tax at source, if applicable, shall be made at the appropriate rate, as per prevailing law.
- (iv) No advance payment will made to the selected book Publishers/ Publishing houses.

(p) Quality and time are the essence of this contract. Hence the Publishers/Publishing houses will have to supply the books as per the specifications prescribed in the EoI proposal and time mentioned above in all respects. No deviation from the prescribed specification shall be allowed.

(q) The selected Publishers/Publishing houses shall replace the damaged / non-supplied books, if any, at its own cost after being intimated by OSEPA. OSEPA will not bear any cost in this regard.

(r) OSEPA may, on the request of the selected Publishers/ Suppliers or otherwise, extend the delivery date suitably subject to the following conditions:

- (i) The original Delivery Period may be re-fixed by the OSEPA without any Liquidated damages subject to Force Majeure conditions mentioned below and also on the ground / reasons of delay attributable to OSEPA.

(ii) For other cases, the Delivery Period may be suitably extended with Liquidated Damages as mentioned below which shall be recovered from the payment to the Publishers/ Suppliers. However, OSEPA reserves the right towards imposition / non-imposition of such liquidation damage after analysing the causes of delay as narrated by the Publishers/ Suppliers which will be binding on the Publishers/ Suppliers.

(s) **Liquidated Damages:** If the supplier fails to deliver any or all of the Books within the original / re-fixed delivery period (s), OSEPA will be entitled to deduct / recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions as mentioned below, @ 0.5% per week or part of the week of delayed period of the value of the quantity supplied after the original/re-fixed delivery period(s) as pre-estimated damages not exceeding 10% of the value of the quantity supplied after the original / re-fixed delivery period(s) without any controversy/dispute of any sort whatsoever.

(t) **Force Majeure Conditions:**

If at any time during the continuance of the Contract agreement, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God provided notice of happening of such event duly evidenced with documents is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the OSEPA as to whether the deliveries have been so resumed or not, shall be final and conclusive, Provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding **10 (ten) days**, either party may at its option terminate the contract.

(u) The selected Publishers/ Suppliers shall periodically appraise the State Project Director (SPD), OSEPA regarding the progress of the supplies and whenever the later gives any suggestion the same should be carried out promptly.

(v) The Overall responsibility of the quality of books as mentioned in the specification shall rests with the selected Publishers/ Suppliers. If the books supplied are not fully in conformity to the required specification. OSEPA reserves the right to exercise its discretion to impose penalty such as price reduction or any other measures which will be binding on the Publishers/Suppliers. The decision of OSEPA over the choice of acceptance and quantum of penalty shall be final and binding on the selected Publishers/ Publishing houses.

(w) The Contract or any part of the share of the interest in the contract, shall not be transferred or assigned by the Publishers/Publishing houses directly or indirectly to any person or persons whom so ever.

- (x) The Publishers shall be entirely responsible for all taxes, duties & levies, license fees, levies, delivery charges etc., incurred until delivery of the goods contracted to the OSEPA at the destination points.
- (y) (i) OSEPA reserves the right of random checking of the work establishment, tender documents etc. of participating Publishing Houses/Publishers (Regional/Local) by a team constituted by OSEPA as and when required.
(ii) In case of violation of the contractual terms by the publishers, OSEPA is free to terminate the contract. In that case the liquidated damages shall be levied, apart from other penal consequences.

(z) Resolution of Disputes:

- (a) Any dispute between OSEPA and the Suppliers shall be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same shall be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the conciliation panel fails to resolve the dispute, then the matter shall be referred for arbitration, by an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996.

(aa) Applicable Law and Jurisdiction of Courts:

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Bhubaneswar and within the territorial jurisdiction of Hon'ble High Court of Orissa.

Details of Books

FORMAT-A

Sl. No	Name of the Book	Name of the Author	Appropriate for class / age (I-V, VI-VIII, IX-XII)	As per prescribed specification. (GSM of paper used both for inner and cover pages, type of binding, type of printing (single/ bi colour/ multi-colour),	Nos. of pages i. Demi 1/8 th ii. Demi 1/4 th iii. Crown 1/4 th	Print price of the book (in Rs.)	Discount Offered	Net price offered	Additional cost in shape of % (percentage) on Net Price towards all taxes, duties & levies, supply in electronic format (optional) cost of Block wise packaging, printing/affixing logo, cost of transportation to District point etc.	Final Estimated price of the book	Remarks
A	B	C	E	F	G	H	I	J	K	L	M

Final estimated price of the book in column L is derived out of Column H, I, J, K.

Place:

PUBLISHER'S OFFICIAL

SIGNATORY

Date:

(Name & Designation with Rubber stamp)

(In Bidder's letter Head)

[Place, Date]

To:

**The State Project Director
Odisha School Education Programme Authority
Shiksha Soudha", Unit-V, Bhubaneswar-751001.**

DECLARATION

Sir,

Having examined the details given in Notice/Advertisement and EOI document for the above work, I/We hereby submit the expression of interest (EOI) proposal and other relevant information and declared as under,

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the Eoi and hereby convey our acceptance for the same.
3. I/We certify that, the book list furnished in Format-A does not include books procured vide Eoi No 9267 Dtd. 31/12/2020 and 3693 Dtd. 30/03/2022.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
5. I/We shall accept the final decision of short-listing of Publishers/ Publishing Houses and will abide by the decisions of OSEPA in this regard.
6. I/We also authorise OSEPA to approach individuals, employers, firms and corporation to verify our competence and general reputation.
7. I/we also certify that our firm has not been black-listed by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society in India .
8. This is also certified that neither I nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Yours faithfully,

FULL SIGNATURE OF THE PUBLISHER/ PUBLISHING HOUSES
AUTHORISED OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp

FORMAT-B (1)

(In case of sole proprietorship firm, the sole proprietor is required to submit a declaration through **Affidavit** in the following format)

AFFIDAVIT

I Shri/Smt. _____C/o _____ Address: _____ is the sole proprietor of M/S _____ (firm name) and the PAN /GSTIN (optional) is in the name of said sole proprietor.

Seal & Signature of the Proprietor

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To:

**The State Project Director
Odisha School Education Programme Authority
Shiksha Soudha", Unit-V, Bhubaneswar-751001.**

Subject: Supply of Library Books.

Dear Sir

I/we, the undersigned, request you to participate in the selection process to supply the Library books in accordance with your EoI Notice No ____/____/2023 dated __/__/__ We are hereby submitting our proposal in accordance with the above EoI.

I/we, hereby declare that all the information and statements made in this proposal are true and correct and I/we accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **120 Days** from the date of opening of the EoI and I/we confirm that this proposal will remain binding upon us and may be accepted by you at any time before the stipulated date.

I/we have carefully read and understood the EoI document and hereby unconditionally undertake to accept all the terms and conditions as incorporated there in. In case any provisions of this EoI document are found violated, then OSEPA shall without prejudice to any other right or remedy be at liberty to reject our proposal.

I remain,

Yours faithfully,

Place:

FULL SIGNATURE OF THE PUBLISHER/ PUBLISHING
HOUSES AUTHORISED OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

General Details of the Publisher

Sl No.	Description	Full Details
1	Name of the Publisher/Publishing houses	
2	Address for Communication Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Publisher: Mobile No. : Email id :	
4	Confirm to carry out assignments as per the provisions of the EoI Document	YES
5	Confirm to accept all the terms and conditions as specified in the EoI Document	YES

Place: FULL SIGNATURE OF THE PUBLISHER/ PUBLISHING HOUSES AUTHORISED OFFICIAL SIGNATORY

Date: Name & Designation with Rubber Stamp

FORMAT-E**Check list of Documents produced**

Sl No.	Description of the documents	Submitted / not submitted	Page no of the proposal
1	PAN / TAN (Compulsory) GSTIN (Optional)		
2	Submission of Computation of Income Statement duly signed by the firm/publishers showing minimum average annual turnover of Rs 5 Lakhs (Five Lakh) for last two financial years i.e. 2020-21 & 2021-22.		
3	Income Tax Return (Acknowledgement with Computation of Income Statement) i.e Assessment Year 2021-22 & 2022-23 (Financial Year 2020-21 & 2021-22) .		
4	Proof of submission of books to Harekrushna Mahtav State Library, Government of Odisha, Bhubaneswar.		
5	Updated Bank Pass book/ Bank statement clearly indicating registered in the name of Firms/ Publishing houses only. (Copy of the 1 st page and the last page of the bank passbook/ Bank statement).		
6	List of Books as per Format-A		
7	Declaration in Format –B.		
8	Declaration in Format –B(I)		
9	Forwarding letter , organisation details and Checklist as per Format-C,D,E		

Place:

FULL SIGNATURE OF THE PUBLISHER/ PUBLISHING HOUSES
AUTHORISED OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp