

Expression of Interest (EoI) for Empanelment of
firms / agencies for different pre-press activities



JANUARY 2022

ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY
SHIKHYA SOUDH, UNIT-V, BHUBANESWAR-751001.
Web site : osepa.odisha.gov.in



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY “SHIKSHA SOUDHA” UNIT-V, BHUBANESWAR-751001

No. 126/Ped/2022
M (EASVT)-550/21

Dated 05/01/2022

EXPRESSION OF INTEREST (EOI)

Odisha School Education Programme Authority (OSEPA) Shiksha Soudha”,Unit-V, Bhubaneswar-751001 invites Expression of Interest (Eoi) for the purpose of empanelment of firms / agencies for different pre-press activities to execute limited tender method of procurement under Samagra Shiksha. The scope of pre-press works include DTP (Odia,Hindi,English), designing ,drawing, scanning planning, layout and all other related activities. The last date of submission of Eoi is 3.00 PM of dated 30/01/2022.The detail terms and condition of the Eoi is available in OSEPA website osepa.odisha.gov.in. Interested and eligible firms may read the terms and conditions of the Eoi and apply accordingly. Corrigendum, if required, will be uploaded in the web site of OSEPA i.e. **osepa.odisha.gov.in** . Hence potential bidders are requested to be in continuous touch with the above web site.

The Eoi Inviting Authority i.e. OSEPA reserves the right to accept / reject any / all Eoi / 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 bidders on account of such rejections.

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STATE PROJECT DIRECTOR

TERMS AND CONDITIONS OF THE EMPANELMENT.

Odisha School Education Programme Authority (OSEPA), is the State Implementing Society for implementation of Samagra Shiksha (SS) in the state of Odisha. To execute the provisions of Limited Tender Method of Procurement as envisaged in SS manual on Financial Management and Procurement, OSEPA desires to make a panel of firms/agencies having proficiency in prepress works for its State Project Office (SPO) . **The scope of pre-press works include DTP (Odia,Hindi,English),designing ,drawing, scanning planning, layout and all other related activities.** The nature of job would be excellent prepress works as per the scope mentioned above for preparation / development of different materials in black & white and multi colour.

(A) Eligibility Criteria:

The Printing firms / agencies must have

- 1) Registration certificate / any such equivalent certificate in support of formation / recognition of its organization obtained from the Government Authority.
- 2) Own office setup in the state of Odisha.
- 3) Registration under GST Act and IT Act.

(B) INSTRUCTION & GENERAL TERMS AND CONDITIONS.

01. Bidders are required to read the instructions and Terms & conditions carefully and apply accordingly. The EoI should be submitted in a sealed packet containing all particulars / documents / information asked for in **FORMAT-D & filled in FORMAT-D** form. Failure to furnish the aforesaid forms duly filled in along with documents may entail rejection of the EoI.
02. The packet should be sealed and super scribed as “**EoI for Empanelment of pre-press Activity by OSEPA**” and send to the **O/o** State Project Director, Odisha School Education Programme Authority,(OSEPA),Unit-V,Bhubaneswar-01.
03. **Deposit of EoI Processing fee.**

The EoI/BID document along with the instructions be downloaded from our website osepa.odisha.gov.in and the cost of the EoI processing fee of Rs.1000/- (non-refundable) is to be enclosed in shape of crossed Demand Draft in favour of “State Project Director, OSEPA” payable at Bhubaneswar along with the **appendix-A form**.

04. DATE, TIME & PLACE FOR SUBMITTING THE EoI

The EoI duly sealed and addressed to the State Project Director, Odisha School Education Programme Authority,(OSEPA),Unit-V,Bhubaneswar-01 must reach at the above address by post (registered/speed) / by courier service ONLY , not later than **3.00 P.M. of dt.30/01/2022**. OSEPA is not responsible for any postal delay. No other mode of submission of EoI proposal will be accepted. EoI received after the stipulated date & time shall not be entertained.

05. DATE, TIME & PLACE OF OPENING OF THE EOI.

The EoI shall be opened in the presence of the Bidders or their Authorized Representatives in the Office of the State Project Director, Odisha School Education Programme Authority,(OSEPA),Unit-V, Bhubaneswar-01 on dt. **31/01/2022 at 4.00 PM** .

06. **Performance Security Deposit** - The selected firm/s shall have to submit Performance Security Deposit of 03% of contract value in shape of bank draft drawn on any Nationalized /Scheduled Bank in favour of the “State Project Director, OSEPA payable at Bhubaneswar only.
07. EoI shall be submitted in the Form purchased / down loaded (from www.osepa.odisha.gov.in) only and completed in all respects. Incomplete EoI will be rejected. EoI form is not transferable.
08. If the space in the schedule form is insufficient for the required purpose, additional pages can be added. But such additional pages must be numbered serially and be duly signed by the bidder on each page.
09. The Bidder will abide by the ‘Instruction, Terms & Conditions” of EoI document. Conditional bid shall not be taken into consideration in any manner.
10. **Procedure of empanelment:** OSEPA will constitute an evaluation Committee to evaluate the EoI proposal submitted by the bidders.Those agencies who have submitted all necessary enclosures, cost of EoI document and fulfill all eligibility criteria, their profile track record and quality of work done will be evaluated by the Committee and their EoI will be short listed. If required, onsite inspection of the short listed firms will be undertaken by the authorized person/persons of State Project Director (SPD), OSEPA before empanelment. Final empanelment will be made after receipt of onsite inspection report of the authorized person/persons of SPD,OSEPA.
11. The recommendation of the Evaluation Committee regarding empanelment is final and binding to all the bidder.
12. All correspondence should be made with the State Project Director, Odisha School Education Programme Authority, Unit-V, Bhubaneswar-01 in his official address.
13. OSEPA will periodically review the performance of the selected empanelled agencies and reserves its right to withdraw their empanelment at any time if

found unsatisfactory. OSEPA will take action as deemed fit in case of underperformance. OSEPA reserves the right to forfeit the EMD of the printers, if required.

14. The agencies empanelled through Eol shall be eligible to participate in the **Limited Tender Method** of procurement under Samagra Shiksha. The empanelled printers are eligible to get limited tender enquiries from OSEPA from time to time as per the requirement on a **rotational basis** or as decided by OSEPA after empanelment.
15. To ensure that there is adequate response to the Limited Tender enquiries issued by OSEPA from time to time; OSEPA reserves the right to de-empanel the printers who abstain from submitting their offer regularly.
16. In case, the empanelled bidder refuses to undertake offered printing jobs/shows its inability to discharge the obligation in the contract, OSEPA reserves the right to forfeit EMD in full & to de-empanel the printers from the panel of OSEPA.
17. Corrigendum, if required, will be uploaded in the web site of OSEPA i.e. osepa.odisha.gov.in.
18. The Eol of agencies blacklisted by Central / State Government / PSUs / Boards / Corporations / autonomous body under administrative control of Central or State Govt. etc. will not be considered for empanelment. However, the bidder has to furnish an undertaking that its organization has not been blacklisted in the past by any Govt./organizations mentioned above. If it is found that the firm already empanelled is blacklisted by any organization mentioned above in past, the firm will be de-empanelled. & EMD of firm will be forfeited in full.
19. The empanelment will be valid for **two** year and may be extended for another year with mutual consent. However, OSEPA reserves its right to annul the empanelment at any time with out assigning any reason there of.
20. The Eol of the interested firms can also be rejected at the sole discretion of the OSEPA, if the application found incomplete or information provided by the firm/agency is not in prescribed format and is inconsistent and inaccurate found by the evaluation Committee.
21. No advance will be given to the empanelled agencies selected for any printing job.
22. The date of declaration of qualified/empanelled agencies will be at the discretion of the State Project Director, OSEPA.
23. As the work of OSEPA is time bound, the agency to which the job of printing is assigned would be required to complete the job within the time frame set by the Authority, failing which the agency may be liable to pay penalty as decided by SPD, OSEPA.

24. OSEPA reserves the right to (i) take final decision regarding modify or scrap the EoI /Bid process at any stage (ii) accept or reject the request of any agency for empanelment, and (iii) to keep or remove any agency on the panel approved for printing and designing jobs etc. and (iv) to assign any job to any agency in the panel or otherwise without assigning any reason (s) .

25. In case of any dispute, the decision of the SPD, OSEPA would be final and binding.

I/We agree to abide by all the instructions, terms & conditions specified above.

PLACE
DATE

BIDDER'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp
Official Seal of the Firm.

FORMAT-A
(In Bidder's letter Head)

[Location, 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 here by 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. 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.
4. I/We shall accept the final decision of short-listing of publisher/s and will abide by the decisions of OSEPA in regard to the selection of publisher/s.
5. I/We also authorise the authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
6. I am/ we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.
7. I/we also certify that our firm has not been black listed by 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 myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Yours faithfully,

Place:

PUBLISHER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

FORWARDING LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To:

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

Dear Sir

I/we, the undersigned, request you to participate in the selection process in accordance with your EoI Notice No ____/____/2022 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 _____ **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 this expiry date.

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

I remain,

Yours faithfully,

Place:

SIGNATURE OF OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

General Details of the Publisher

Sl No.	Description	Full Details
1	Name of the Agency	
2	Address for Communication Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the Eol on behalf of the Firm: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Cost of Tender paper Details Amount :Rs.1000/-	
6	PAN /TAN & GST Number	
7	Confirm to carry out assignments as per the provisions of the Eol Document	YES
8	Confirm to accept all the terms and conditions as specified in the Eol Document	YES

Place:

PUBLISHER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

Check list of Documents produced

SI No.	Description of the documents	Submitted / not submitted	Page no of the proposal
1	Registration certificate / any such equivalent certificate in support of formation / recognition of its organization obtained from the Government Authority. In case of sole proprietor / individual, document showing its constitution as per law.		
2	Proof of office in Odisha		
3	PAN/TAN		
4	GSTIN		
5	Proof of Eol processing fee		
6	Declaration in FORMAT -A		
7	Forwarding letter , organisation details and Checklist as per Format- B,C,D		

Place:

PUBLISHER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp