



**ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY
"SHIKSHA SOUDHA", UNIT-V, BHUBANESWAR-751001**



LETTER OF INVITATION

RFP No: 8474/Ped/21

Dated: 09/09/21

1. **Nature of the Assignment:** Odisha School Education Programme Authority (OSEPA), Nodal Organization of School & Mass Education Department, Government of Odisha wants to engage a third party for development of e-content to be used by teachers for teaching in grades 9th & 10th. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this RFP Document. RFP document is available in OSEPA Website : osepa.odisha.gov.in .
2. A bidder will be selected under **Least Cost Selection** Method as prescribed in the RFP Document in accordance with the procedures prescribed herewith in *Office Memorandum No. 37323/F, Dated: 30/11/2018* of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non-refundable** amount of **Rs. 5000 /-** (**Rupees Five Thousand only**) towards **Bid Processing Fee** along with a **Bid Security Declaration** failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. OSEPA shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respect is on or before 5: 30 PM of **Dt. 30/09/2021** and the date of opening of the technical proposal is at 11.00 A.M. of **Dt. 01/10/2021** at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Scope of work [**Section – 3**]
 - d. Technical Proposal Submission Forms [**Section – 4**]
 - e. Financial Proposal Submission Forms [**Section –5**]
 - f. Annexure
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

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State Project Director, OSEPA