



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

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

No. 10102/Plg/2026
M(AR)-597/25

Date. 07 /09/26

Quotation Call Notice

Sealed quotations are invited by Odisha School Education Programme Authority (OSEPA) for Translation (English to Hindi language), proof reading & DTP (Hindi) of Annual Report 2025-26 of Samagra Shiksha , STARS project & PM SHRI. The detailed information, terms & conditions of the assignment is available in the website of OSEPA i.e. <https://osepa.gov.in> .Interested and eligible agency / individual may go through the terms & conditions from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above web site.

OSEPA reserves the right to accept / reject any full or part / all quotations/ 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 bidder/s on account of such rejections.


State Project Director

Selection of Agency/Individual for Translation (English to Hindi language), proof reading & DTP (Hindi) of Annual Report 2025-26 of Samagra Shiksha , STARS project & PM SHRI

Quotation call Notice No: /dated

Information, terms & conditions

1. Approximately 220 nos. of pages of annual report of Samagra Shiksha, 120 nos. of pages of annual report of PM SHRI & 100 pages of annual report of STARS project are to be translated from English to Hindi language followed by DTP and proof reading / proof corrections. The nos. of pages may increase/decrease as per requirement. The payment will be made on the basis of actual nos. of pages.
2. The agency / individual interested for the above assignment should have previous experience in doing such type of job i.e translation from English to Hindi languages, DTP and proof reading / proof corrections for any Government /Government aided organisations/PSUs /Universities.
3. The detailed time line towards completion of the assignment is as under;
 - (i) Translation & DTP
(Hindi version) - within 10 days of issue of work order.
 - (ii) 1st proof correction - within 06 days from receipt of manuscripts (1st proof) from OSEPA.
 - (iii) 2nd proof correction - within 02 days from receipt of manuscripts (2st proof) from OSEPA.
 - (iv) Final proof correction - within 02 days from receipt of manuscripts (final proof) from OSEPA.
4. The quotation shall contain self-attested photo copy of PAN & proff of previous experience in doing such type of job i.e translation from English to Hindi languages, DTP and proof reading / proof corrections for any Government /Government aided organisations/PSUs /Universities & Financial offer as per the format mentioned in point 6 below.
5. The selected agency / individual will have to submitt performance security @5% of the contract value within 03 days of issue of the work order.
6. The rate quoted should be inclusive of all taxes, levies, duties charges etc. The Financial offer shall be submitted as per the format given below;
 - (i) Rate per page of translation & proof reading
from English to Hindi language ₹.
 - (ii) Rate per page of Hindi DTP ₹.
 - (iii) Total per page (i+ii) ₹.
7. The sealed quotation superscribing as " Proposal for Translation (English to Hindi language), proof reading & DTP (Hindi) of Annual Report 2025-26" should reach O/o the State Project Director, Shiksha Soudha", Unit-V, Bhubaneswar-751001 by Speed Post / registered Post / Courier/hand within **5PM of 18/09/2026**. The quotation will be opened on **12 noon of dtd. 19/09/2026**.
8. OSEPA reserves the right to accept / reject any full or part / all quotations/ 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 bidder/s on account of such rejections.