



Standard Bidding Document

FOR

Printing & Supply of Question cum Answer Sheets, Answer Keys, Oral Questions for Summative Assessment -II (SA-II) for Classes -I to IV and VI, VII & Annual Examination for Classes – V & VIII 2026 for General students and MLE students Class I-III of three Blocks (Mrampur, Lanjigarh & TH Rampur Block)

Notice Inviting Tender No. 140 / Dated 15/01/2026

**OFFICE OF THE DISTRICT PROJECT CO-ORDINATOR
SAMAGRA SHIKSHA, KALAHANDI**



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha



DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, KALAHANDI
BHAWANIPATNA

Near - Jail Chowk, Bhawanipatna, Kalahandi, PIN-766001
Email- dpckalassa.opepa@nic.in/dpckalassa.opepa@od.gov.in,
Phone No-06670-295260

Letter No 140 /

Date 15/01/2026 /

NOTICE INVITING TENDER

Sealed tenders are invited from the reputed & credible printers / firms / agencies for printing & supply of "Question cum Answer Sheets, Answer Key & Oral questions" for Summative Assessment-II for Class-I to IV and VI, VII & Annual Examination for Class- V & VIII, **for General students and MLE Questions from Class I-III of three Blocks (Mrampur, Lanjigarh & TH Rampur Block)** in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Tender	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Printing & Supply of Question cum Answer Sheet for SA-II for Class-I to IV and VI, VII & Annual Examination for Class – V & VIII for general students and MLE Question from Class I-III of three Blocks (Mrampur, Lanjigarh & TH Rampur) 2026 Students	Rs.6000/-	Rs.40000/-	1.30 P.M 05/02/2026	3.30 P.M 05/02/2026

The detailed BID document is available in the website i.e. www.kalahandi.odisha.gov.in and www.osepa.odisha.gov.in . Interested and eligible agency / firm may download BID DOCUMENT 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.

The District Project Coordinator, Samagra Shiksha, Kalahandi reserves the right to accept / reject any full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof.


15/1/26

District Project Coordinator,
Samagra Shiksha, Kalahandi

CONTENTS OF BID DOCUMENT

SI No.	Description of contents	Page Number
1.	Important information to the Bidders	01
2.	Bid Document: Scope of work and general instructions for Bidders.	02-07
3.	Application-Technical Bid	08-11
4.	Application-Financial Bid	12-13

IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the DPC, SS, Kalahandi.
2.	Availability of the Bid document	www.kalahandi.odisha.gov.in & www.osepa.odisha.gov.in
	Date of Issue of the Bid	16/01/2026
4	Last date and time of receipt of the Bid only through speed post / registered post / courier.	05/02/2026 till 1-30 P.M.
5	Date & time for opening of Technical BID.	05/02/2026 at 3-30 P.M.
6	Date of opening of Financial BID	Will be declared on the date of opening of the technical Bid after assessing nos of participating bidders.
7	Bid Processing Fee (Non-Refundable)	Rs. 6000/- (Rupees six thousand) only in shape of Demand Draft drawn in any nationalized/scheduled bank favouring District Project Coordinator, Samagra Shiksha, Kalahandi, payable at Bhawanipatna which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs. 40000/- (Rupees forty thousand) only in shape of Demand Draft N.B: In case of local MSEs/ local stat ups the EMD amount shall be exempted on production of required document by the bidders.
9	Address & mode of submission of proposal	O/o the District Project Coordinator, Samagra Shiksha, Kalahandi Near Jail Chowk, At/Po: - Bhawanipatna, Kalahandi -766001. Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.
10	Place of Opening of Proposal:	O/o the District Project Coordinator, SS, Kalahandi.
11	Point of Delivery & Completion of supply	At the block point within 15 days from the date of work order
12	Submission of Performance security & Signing of agreement.	within 03 days of issue of work order

*2% of the Estimated cost.

BID DOCUMENT
FOR
PRINTING & SUPPLY OF QUESTION CUM ANSWER SHEET

The District Project Coordinator, Samagra Shiksha, Kalahandi invites bids from the reputed & credible printers / firms/ agencies for printing & supply of "Question cum Answer Sheets, Answer Key & Oral questions" for SA-II for Class-I to IV and VI, VII & Annual Examination for Class – V & VIII **for General students and MLE Questions from Class I-III of three Blocks (Mrampur, Lanjigarh & TH Rampur Block)** for the year 2026 .The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

The Printers /firms /agencies must have:

- (a) Valid Aadhar Udyog Registration for printing works.
- (b) Office as well as printing setup in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration under GST Act.

2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "Technical Bid for Printing & supply of Question cum Answer Sheets & "Financial Bid for printing & Supply of Question cum Answer Sheets" .Both sealed envelopes should be kept in another sealed envelope super scribed "Tender for printing & Supply of Question cum Answer sheets"".

(b) Technical Bid & Financial Bid.

The Bidder has to fill up the Technical bid Form (**Tech-1,Tech-2,Tech-3,Tech-4**) & submit it with a separate envelope with all self-attested documents / papers as mentioned in para-2 (f) .Similarly, the Financial Bid form has to be filled up as per prescribed form (**Fin-1 & Fin-2**) and to be submitted in separate sealed envelope. The bidder is to quote **rate per A4 size sheet** in the prescribed format (FIN-2). The per sheet rate shall include cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Subject-wise /Class-wise / School- wise / CRC- wise / Block-wise packing, all other charges/levies/duties, transportation cost & delivery of the complete material at Block point. **Only GST as applicable shall be claimed extra. Accordingly, the bidder has to calculate the per sheet (A4 size) rate after taking into account all of the above factors.**

- (c) The tender should be addressed to O/o the District Project Coordinator, Samagra Shiksha, Kalahandi, Near Jail Chowk, Bhawanipatna-766001".

(d) The Bid document shall be available in website www.kalahandi.odisha.gov.in and www.osepa.odisha.gov.in and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft in favour of "District Project Coordinator, Samagra Shiksha, Kalahandi" payable at Bhawanipatna along with the **Technical BID**.

(e) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs. 40, 000/-**. The EMD (refundable - without interest), may be submitted in shape of Demand Draft from any Nationalized or scheduled bank drawn in favour of District Project Coordinator, Samagra Shiksha, Kalahandi Payable at Bhawanipatna, failing which the tender shall be rejected summarily. The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and/or express its inability to supply the finished material within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security.

N.B: In case of local MSEs/ local stat ups the EMD amount shall be exempted on production of required document by the bidders.

(f) The interested Bidders are to enclose self-attested photocopies of the following valid documents /papers in the **Technical Bid envelope**. The proposal submitted without the following documents/papers shall not be considered.

- (a) Valid Aadhar Udyog Registration for printing works.
- (b) Proof of Office as well as printing setup in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration Certificate under GST Act.
- (e) DD amounting to Rs.6000/- as bid processing fee
- (f) EMD in shape of Demand Draft or required document against claim of EMD Exemption.
- (g) Affidavit by notary that firm/Agency is not black listed or defaulter earlier for similar type of printing order.
- (h) Income Tax Return for the Financial Year 2022-23, 2023-24 & 2024-25 i.e Assessment Year 2023-24, 2024-25 & 2025-26.
- (i) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
- (j) Sample papers duly signed & sealed mentioning the GSM as well as name of the manufacturer.

3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

4. **Submission & opening of Tender:**

- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before 05/02/2026 (in all working days) addressed to District Project Coordinator, Samagra Shiksha, Kalahandi only by **registered Post / Speed Post / Courier**. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.
- (b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.

(c) The Technical bids shall be opened on the scheduled date and time at 05/02/2026 at 3:30 P.M. in the O/o DPC, SS, Kalahandi in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.

(d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

5. Specifications :

- | | |
|-------------------------|--|
| (a) Quality of Paper | - 70 GSM (Cream Wove) |
| (b) Size | - A-4 |
| (c) Colour | - Single colour |
| (d) Binding | - Side stapled. |
| (e) Process of printing | - Offset or higher |
| (f) Ink | - eco-friendly ink of ISO/ISI standard |

6. Evaluation of BID:

- (a) The Purchase Committee of the District Project Office will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
- (b) The technically qualified bidder quoting lowest price in the financial bid shall be considered for award of contract.

7. Acceptance or Rejection of the Bids:

- (a) The TIA reserves the right to accept / reject any / all bids / 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.
- (b) Any bid with incomplete information is liable for rejection.

8. Award of Contract :

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

9. Signing of Contract :

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within 03 days of issue of the work order.
- (b) Failure by the tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further.

10. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of Bank draft drawn on any Nationalized / Scheduled

11. Post Delivery Inspection (PDI):

The TIA shall do the PDI of the quality of paper as well as printing through O/o Text Book Production & Marketing (TBP&M), Odisha Bhubaneswar.

12. Requirement & Delivery Schedule :

The selected firm shall supply the Question-cum-answer sheets; answer key & oral questions at Block point with Subject-wise /Class-wise / School wise / CRC- wise/ Block wise packets within 15 days from the date of issue of the work order. Approximately 55, 00,000 number of pages are required to be printed for the purpose. The above requirement may increase or decrease as per need. The total cost will be decided on the basis of actual nos. of pages printed & supplied.

13. In case of requirement the selected firm will supply required number of Question-cum-answer sheets, answer key & oral questions of supplementary examination for classes V & VIII at Block point with Subject-wise /Class-wise / School wise / CRC-wise/ Block wise packets as per the rate arrived out of this bidding process before _____ days as per supplementary examination schedule

NB: The District shall calculate Subject-wise /Class-wise / School- wise / CRC- wise / Block –wise requirement of Question cum Answer Sheets, Answer Key & Oral questions and indicate the same in the bid document for information of the bidder/s. The denomination of number of Question cum Answer sheets, Answer Key & Oral questions to be contained in a packet as well as detailed information to be printed on the packet cover, if any , shall also be provided by the District for information of the bidder.

14) Payment terms:

- (i) **On completion of delivery at Block point & SA-II examination:** 80% cost of the supplied quantity shall be paid within 30 days after receipt of the required reports / Papers/ documents as under:
 - a. Challans towards satisfactory completion of supply of quantity to concerned Block point as per supply order.
 - b. Receipt of "receive & stock entry certificate" from concerned BEO.
 - c. On fulfillment of conditions of the agreement.
 - d. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) **On Final Acceptance :** Rest 20% cost of the total supplied quantity shall be paid after deduction of penalty, if any, within 30 days of :
 - a. Receipt & outcome of Post Delivery Inspection (PDI) Report.
 - b. On fulfillment of conditions of the agreement
 - c. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (iii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iv) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.