

**ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY  
(OSEPA)**

**REQUEST FOR PROPOSAL (RFP)**

**Selection of Agency for Implementation of a Reading Promotion Program for PMSHRI  
Schools (Grades 1-10)**



**ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY (OSEPA)  
“Shiksha Soudha”, Unit-V, Bhubaneswar, Odisha-751001  
Website: <https://osepa.odisha.gov.in>**



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

**Notice Inviting RFP**

No. 10773/Ped/25

Date: 04.10.2025

**Selection of Agency for Implementation of Reading Promotion Program for PM SHRI Schools (Grades 1–10)**

Odisha School Education Programme Authority (OSEPA), under the administrative control of the School & Mass Education Department, Government of Odisha, invites sealed proposals from eligible bidders for the **implementation of a Reading Promotion Program across 462 PMSHRI Schools in the state for Grades 1 to 10** during the Financial Year 2025–26.

The objective of the program is to strengthen reading comprehension, fluency, and literary engagement among students in Primary, Upper Primary and Secondary Grades, through structured interventions, capacity building of teachers, and ongoing monitoring and evaluation.

The RFP document will be available on the OSEPA website at [osepa.odisha.gov.in](http://osepa.odisha.gov.in). Bidders meeting the eligibility criteria as prescribed in the RFP can access and download the complete RFP and apply accordingly.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of availability of RFP document in OSEPA website	04/10/2025
2	Last Date for Submission of Bid	By 5:00 PM of 24/10/2025
3	Date of Opening of Technical Bid	At 11:00 AM of 27/10/2025
4	Date of Opening of Financial Bid	Date will be communicated to the technically qualified bidder/s through e mail.

The proposal complete in all respects must reach the undersigned by **Speed Post/ Registered Post/ Courier** only latest by **5:00 PM of 24/10/2025** in a sealed envelope super scribed as “**REQUEST FOR PROPOSAL – Selection of Agency for implementation of Reading Promotion Program in PM SHRI Schools (Grades 1-10)**” The proposals received beyond the last date and time will be rejected. The Tender Inviting Authority i.e. OSEPA reserves the right to accept / reject any / all BIDs / cancel the entire selection process at any stage without assigning any reason thereof

Address for Submission of Proposal:

**State Project Director,**  
**Odisha School Education Programme Authority (OSEPA)**  
**“Shiksha Soudha”, Unit-V, Bhubaneswar, Odisha-751001**

**Sd/-**  
**State Project Director**

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## **DISCLAIMER**

This RFP Document has been prepared by Odisha School Education Programme Authority (OSEPA), herein referred to as “Client”, solely for the purpose of providing information to potential bidders. It is provided on a confidential basis and is not to be distributed or reproduced in whole or in part without the prior written consent of the Client.

The information contained in this RFP document (the “RFP”) or subsequently provided to Bidder/ Bidder(s), whether verbally or in documentary or any other form by or on behalf of Client or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by “**CLIENT**” to prospective Bidder(s). The purpose of this RFP is to provide interested bidders with information that may be useful to them in preparing their proposal i.e. Eligibility/ Technical Proposal, Documents and Financial Proposal (the “Bid”) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by “**CLIENT**” or their advisors in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. It is intended to be used as a guide only and does not constitute advice, including without limitation, investment or any other type of advice. This RFP may not be appropriate for all persons, and it is not possible for “**CLIENT**,” its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP including annexure/ attachments/ amendments and obtain independent advice from appropriate sources. “**CLIENT**” and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision with respect to a financial/ property transaction, operation, its suitability and its financial, taxation, accounting and legal implications without any reliance on this document.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depend upon interpretation. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

This document may contain information prepared by third parties. Figures, calculations and other information contained in this document that has been provided to “**CLIENT**” by third parties have not been independently verified by “**CLIENT**.” Any projections or analyses represent best estimates only and may be based on assumptions, which, while reasonable, may not be correct. Past performance of any property or market information, if any, described in this document is not a reliable indication of future performance of such property. Bidders should not rely on any information contained in this document as a statement or representation of fact and must make their own enquiries to verify and satisfy themselves of all aspects of such

information, including without limitation, any income, fee/ rentals, dimensions, areas, zoning and permits. While the information in this document has been prepared in good faith and with due care, no representations or warranties are made (expressed or implied) as to the accuracy, currency, completeness, suitability or otherwise of such information. **“CLIENT”**, its advisors, officers, employees, subcontractors and agents shall not be liable (except to the extent that liability under statute or by operation of law cannot be excluded) to any person for any loss, liability, damage or expense arising directly or indirectly from or connected in any way with any use of or reliance on such information.

**“CLIENT”** accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. **“CLIENT”**, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidders under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way during the Bidding Process.

**“CLIENT”** also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

**“CLIENT”** may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. **“CLIENT”** may also withdraw or cancel the RFP at any time without assigning any reasons thereof.

**“CLIENT”** reserves the right to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever. The issue of this RFP does not imply that **“CLIENT”** is bound to select a service provider or to appoint the successful service provider, as the case may be. **“CLIENT”** reserves the right to reject all or any of the Bidder(s) or Bid(s) without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by **“CLIENT”** or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and **“CLIENT”** shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding process.

## **BIDDER DATA SHEET**

Sl. No.	Particular	Details
1.	Name of the Client	Odisha School Education Programme Authority (OSEPA)
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Availability of RFP Document	<a href="http://osepa.odisha.gov.in">osepa.odisha.gov.in</a>
4.	Date of Issue of RFP	04/10/2025
5.	Deadline for Submission of Pre-Proposal Query	By 5:00 PM of 13/10/2025
6.	Issue of Pre-proposal Clarifications	By 5:00 PM of 16/10/2025
7.	Last Date for submission of Proposal	By 5:00 PM of 24/10/2025
8.	Date of opening of Technical Proposal	At 11:00 AM of 27/10/2025
9.	Date of Presentations of Technical Proposal	<b>To be intimated later</b>
10.	Date of opening of Financial Proposal	<b>To be intimated later</b>
11.	Issue of Work Order	<b>To be intimated later</b>
12.	Expected Date of Commencement of Assignment	<b>To be intimated later</b>
13.	Bid Processing Fee (Non-Refundable)	<p>INR 5000/- (Rupees five Thousand) in form of demand draft drawn in favor of "State Project Director, OSEPA" drawn in any Scheduled Commercial Bank payable at Bhubaneswar.</p> <p>The Bid Processing Fee shall be submitted along with the 1st Inner Envelope of the Technical proposal.</p>
14.	Contact Person	<p><b>Designation:</b> Deputy Director (Pedagogy)</p> <p><b>Email ID:</b> pedagogyosepa@gmail.com</p>
15.	Address for Submission of Proposal	<p>State Project Director, Odisha School Education Programme Authority (OSEPA), "Shiksha Soudha", Unit-V, Bhubaneswar-751001.</p> <p>Mode of Submission: <b>Speed Post / Registered Post / Courier</b> only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.</p>
16.	Place of Opening of Proposal:	<b>Conference Hall of O/o State Project Director, OSEPA, Shiksha Soudha," Unit-V, Bhubaneswar, Odisha-751001</b>

**For details please visit:** [osepa.odisha.gov.in](http://osepa.odisha.gov.in)

## **SECTION: 1**

### **LETTER OF INVITATION**

## LETTER OF INVITATION

**RFP No:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

Name of the Assignment: **Selection of Agency for implementation of Reading Promotion Program in PMSHRI Schools (Grades 1-10)**

1. Odisha School Education Programme Authority (OSEPA), under administrative control of School & Mass Education Department, Government of Odisha invites sealed proposals from eligible bidders for Implementation of Reading Promotion Program in Financial Year 2025-26". More details on the proposed assignment are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under QCBS Selection procedure as prescribed in the RFP Document in accordance with the "Selection of agency for Implementation of Reading Promotion Program for PM SHRI Schools (Grades 1–10)"
3. The proposal, complete in all respect as specified in the RFP Document must be accompanied with a **Non- refundable** amount of **₹5000/-** towards **Bid Processing Fee** and a refundable amount towards EMD of **₹ 3,00,000/-** in form of **Demand Draft** in favour of **"State Project Director, OSEPA"** drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha 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. The Client 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 respects is **by 5:00 PM of 24/10/2025** and the date of opening of the technical proposal is at **11 AM of 27/10/2025** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.15**). Representatives of the bidders may attend the meeting with a due authorization letter on behalf of the bidder.
6. This RFP includes the following sections:
  - a. Letter of Invitation (**Section – 1**)
  - b. Information to the Bidder (**Section – 2**)
  - c. Terms of Reference (**Section – 3**)
  - d. Technical Proposal Submission Forms (**Section – 4**)
  - e. Financial Proposal Submission Form (**Section –5**)
  - f. Annexure (**Section – 6**)
7. While all information/ data given in the RFP is 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.

**State Project Director  
OSEPA**



## **SECTION: 2**

### **INFORMATION TO THE BIDDER**

## 1. Pre-Qualification Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents/ information as part of their technical proposal failing which the proposals will be rejected.

Sl.no.	Eligibility Criteria	Supportive Documents
(A)	(B)	(C)
1.	The bidder must be a company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860, or a Trust registered under Indian Trusts Act, 1882, or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.	Copy of Certificate of Incorporation/ Partnership Deed/ Registration
2	The Bidder must have registered under Goods and Services Tax	Copy of valid GSTIN certificate
3.	The bidder must have a PAN (Permanent Account Number) issued by the IT Dept.	Copy of valid PAN
4.	The Bidder must have an average annual turnover of minimum INR 3 crores over the last three financial years (2021-22, 2022-23 & 2023-24) put together.	Copy of Certificate from statutory auditor and audited financial statements for three financial years as mentioned in Sl. 4 (Col. B)
5.	The bidder must have experience of implementing reading programs for at least 10,000 schools <b>or</b> similar kinds of activities during the past five financial years i.e. 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25 put together.	Work order or Contract document and Work completion certificate mentioning experience of implementing reading programs for at least 10,000 schools <b>or</b> similar kinds of activities during the past five financial years as mentioned in Sl. 5(Col. B)
6.	The bidder must have experience of imparting training to at least 10,000 nos. of Teachers in at least 5 Indian States/ UTs, during the past five financial years i.e. 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25 put together.	Work order or Contract document and work completion certificate from the previous client mentioning number of teachers imparted training in last 5 years as mentioned in Sl. 6(Col. B)

Sl.no.	Eligibility Criteria	Supportive Documents
(A)	(B)	(C)
7.	The bidder must demonstrate proven experience in implementing large scale reading programs and conducting assessments in school settings with a government body or academic board, with evidence of a measurable impact on student learning outcomes.	Copy of impact report
8.	The bidder must have experience of conducting large scale oral fluency assessments in any language using a digital tool for minimum 50,000 students during the last three financial years 2022-23,2023-24 & 2024-25 put together.	Work order or Contract document and Work completion certificate from the previous client mentioning oral fluency assessments using digital tool during last 3 years as mentioned in Sl. 8(Col.B)
9.	Submission of Bid Processing Fees	As mentioned in the RFP document
10.	Submission of EMD/ Bid Security	As mentioned in the RFP document
<b>Any kind of Consortium/ Joint Venture with other firms is not allowed.</b>		

## **2. Documents/ Formats need to be submitted along with TECHNICAL PROPOSAL:**

The bidder must furnish the following documents duly signed on every page along with their Technical Proposal:

- Filled in Bid Submission Check List in Original **(Annexure-I)**.
- Covering letter **(TECH – 1)** on bidder's letter head requesting to participate in the selection process.
- Bid Processing Fee.
- EMD as applicable.
- Copy of Certificate of Incorporation/ Registration.
- Copy of valid PAN.
- Copy of valid GSTIN certificate.
- Copies of IT Return for the last three assessment years **(AY 2022-23, AY 2023-24, AY 2024-25)**.
- General Details of the Bidder **(TECH – 2)**.
- Financial Details of the bidder **(TECH – 3)** along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney **(TECH – 4)** in favor of the person signing the bid on behalf of the bidder.
- Supporting Documents against sl. No. 5, 6, 7 & 8 of eligibility criteria.
- Self-Declaration regarding Conflict of Interest **(TECH - 5)**.
- Duly filled in Technical Proposal Forms **(TECH - 6 to 10)**.
- Supporting documents as asked for against scoring criteria (parameters) mentioned in Technical Evaluation (2<sup>nd</sup> phase).

**NB:** All the pages of the proposal and enclosures/ attachments are to be signed by the authorized representative of the bidder.

***Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respects, indexed and hard bound. Each page should be numbered and signed by the authorized representative.***

### **3. Bid Processing Fee :**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **₹5000/-** in the shape of DD/ BC from any scheduled commercial bank in favor of “**State Project Director, OSEPA**” payable at Bhubaneswar. Proposals received without bid processing fee will be outrightly rejected.

### **4. Earnest Money Deposit (EMD):**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit amounting to **₹3,00,000/- in the shape of DD** from any scheduled commercial bank in favour of “**State Project Director, OSEPA**” payable at Bhubaneswar.

The EMD of unsuccessful bidders shall be refunded after finalization of the selection process and award of contract. The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP/ mutually agreed bid extended period.
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide the required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
  - Provide any clarifications to the Client.
  - Agree to the decisions of the contract negotiation meeting.
  - Sign the contract within the prescribed time period.
  - Furnish required Performance Bank Guarantee on time.
- Any other circumstance which holds the interest of the OSEPA during the overall selection process.

**Proposals not accompanied by EMD shall be rejected & will be treated as non-responsive. No interest shall be paid by this office for the sum deposited as Earnest Money Deposit.**

### **5. Validity of the Proposal:**

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. The Client reserves the right 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.

### **6. Pre -Proposal Queries:**

Bidders are allowed to submit their queries in respect of the RFP and other details, if any, to OSEPA through e-mail at [pedagogyosepa@gmail.com](mailto:pedagogyosepa@gmail.com) till **5:00 PM of 13/10/2025**. Clarifications to the above will be uploaded in the OSEPA website / clarified through email to the respective bidders for

the purpose of preparation of the proposal. Requests for alternation / change in existing terms and conditions of the RFP will not be considered/ entertained.

## 7. **Submission of Proposal:**

Bidder must submit their proposals by **Registered Post / Speed Post /Courier Post** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal, courier service delay/ any consequence in receiving of the proposal. The proposal to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be rejected by the Client.

The procedure for submission of the proposal is described below:

i) **Technical Proposal (Original + 1 Copy):**

The envelope containing the technical proposal shall be sealed and superscripted as **“Technical Proposal – Selection of Agency for implementation of Reading Promotion Program in PMSHRI Schools (Grades 1-10)”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information to be furnished as part of the technical proposal.

ii) **Financial Proposal (Original):**

The envelope containing the financial proposal shall be sealed and superscripted as **“Financial Proposal – Selection of Agency for implementation of Reading Promotion Program in PMSHRI Schools (Grades 1-10)”**. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and to be furnished as per the prescribed format only (FIN-1, FIN-2, FIN-3).

The **“Technical Proposal”** and **“Financial Proposal”** to be submitted in two separate sealed envelopes (with respective markings in bold letters) along with the prescribed formats/ information mentioned in the RFP Document. The first envelope must be marked as **“TECHNICAL PROPOSAL (Selection of Agency for implementation of Reading Promotion Program in PMSHRI Schools (Grades 1-10))”**.

The second envelope must be marked as **“FINANCIAL PROPOSAL (Selection of Agency for implementation of Reading Promotion Program in PMSHRI Schools (Grades 1-10))”** and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of the following information in bold:

<b>NAME OF THE ASSIGNMENT</b>	<b>:</b>
<b>RFP NUMBER AND DATE</b>	<b>:</b>
<b>NAME OF THE BIDDER</b>	<b>:</b>
<b>DEADLINE FOR SUBMISSION OF BID</b>	<b>:</b>
<b>NAME AND ADDRESS OF THE BIDDER</b>	<b>:</b>

***Any deviation from the prescribed procedures / information / formats / conditions shall result in outright rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be outrightly rejected.***

## 8. Opening of the proposal:

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in the presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Technical Evaluation Committee (TEC) to evaluate the proposals submitted by bidders. Only one representative with a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only for the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date for opening the financial proposal will be intimated according to the technically qualified bidders well in advance.

## 9. Evaluation of Proposal:

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

- (a) **Preliminary Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of the following documents / information will be verified:

- Filled in Bid Submission Check List in Original (**Annexure-I**).
- Covering letter (**TECH – 1**) on bidder's letter head requesting to participate in the selection process.
- Bid Processing Fee.
- EMD as applicable.
- Copy of Certificate of Incorporation/ Registration.
- Copy of valid PAN.
- Copy of valid GSTIN certificate.
- Copies of IT Return for the last three assessment years (**AY 2022-23, AY 2023-24 & AY 2024-25**).
- General Details of the Bidder (**TECH – 2**).
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder.
- Supporting Documents against sl. No. 5, 6, 7 & 8 of eligibility criteria.
- Self-Declaration regarding Conflict of Interest (**TECH - 5**).
- Duly filled in Technical Proposal Forms (**TECH - 6 to 10**).
- Supporting documents as asked for against scoring criteria (parameters) mentioned in Technical Evaluation (2<sup>nd</sup> phase).

***\* Bids not complying with any of the above requirements will be outrightly rejected at the discretion of the Client's Authority.***

- (b) **TECHNICAL EVALUATION (2<sup>nd</sup> Stage):** Technical proposal will be opened and evaluated for those bidders who qualify for the preliminary evaluation stage. Bidders securing 70 points or above out of a total of 100 points in the technical evaluation (Stage 2) will be considered for financial evaluation.

A detailed evaluation process, based on the following parameters, will be adopted for the

assessment of proposals. Bidders will also be requested to demonstrate their solution and make a presentation to substantiate their proposed approach, capabilities, and prior experience. This demonstration will form a part of the technical evaluation. On the basis of the demonstration and supporting documents as asked for, marks will be awarded as detailed below

Sl. No.	Criteria	Maximum Points (out of 100)	Supporting Documents Required
1	Grade Coverage: The oral assessment and reading platform must cater to students from Grade 1 to Grade 10.	5	Platform screenshots or product documentation
2	User Authentication: The platform must support unique ID based login for both teachers and students to enable seamless and secure access.	5	Technical documentation or demo login credentials
3	Personalization and Adaptivity: The platform must be personalized and adaptive in nature.	20	Published paper and/or third-party recognition to validate personalized adaptive platform
4	Language Support: The platform should offer a multi-language interface, with content available in Odia and English	10	UI screenshots or demo showcasing language toggle
5.	Oral Reading Fluency: The platform must be able to conduct oral reading fluency assessment for students at scale	10	Platform screenshots or product documentation
6	Device Compatibility: The platform must be compatible with smart phones, tablets and smart boards, ensuring accessibility in varied classroom settings.	15	Device compatibility test reports or technical specifications
7	Hosting and Infrastructure: The application will be hosted on state-provided cloud infrastructure or servers. The solution provider must ensure full compatibility and provide necessary support for deployment on these servers.	10	Hosting architecture diagram and server compatibility statement
8	Content Integration: Reading-level appropriate materials will be developed by the state. The platform must support integration and display of this state-curated content.	10	Demonstration or documentation of content ingestion and integration process
9.	Dashboard Admin: The platform must have an integrated dashboard	10	Technical documentation or demo login credentials
10	Specification of Portable bag - (48"x33") inch with folding and zip cover  Build Quality - Able to take load of 200 books  Zip function and folding should be proper  Books to be visible in the display bag	5	Demo of the product/ images

Copies of Work orders or Contract Agreement and Work completion certificates must be submitted as proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.

- (c) **FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial proposals of only those bidders qualifying the technical evaluation (2<sup>nd</sup> Stage) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

### 1. Evaluation Process:

**QCBS** method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows:

$$Sf = 100 \times Fm/F,$$

in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

$$T = 70, \text{ and}$$

$$P = 30$$

Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:

$$S = St \times T\% + Sf \times P\%$$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. **In case of a tie, the bidder having a higher technical score will be considered the preferred bidder.**

For the purpose of evaluation, the total evaluated cost shall be excluding GST.

### 2. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favor of "**State Project Director, OSEPA**", as per the format at **Annexure- II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

### 3. Contract Negotiation:

Contract negotiation, if required, will be held at a date, time and address as intimated to the selected bidder(s). The bidder will, as a pre-requisite for attendance at the negotiations, confirm the availability of all the proposed staff for the assignment. The representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.



Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc.

#### **4. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by a written amendment signed by both the parties.

***Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.***

#### **5. Conflict of Interest:**

Conflict of interest exists in the event of:

- (i) Conflicting assignments, typically monitoring and evaluation/ environmental assessment of the same project by the eligible bidder;
- (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

#### **6. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

#### **7. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**8. Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self- certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

**9. Cost of bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder(s) is/ are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

**10. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of **Hon'ble High Court, Odisha, Cuttack** and Civil Court of Bhubaneswar only.

**11. Governing Law and Penalty Clause:**

The schedule given for deliverables is to be strictly adhered to in view of the strict timeline. Any unjustified and unacceptable delay shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to the bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India/ Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline/ extended timeline as agreed by authority from time to time will enforce a penalty **@ 0.5% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the Client may forfeit the PBG amount, partly or fully. The decision of the Authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the selected bidder shall be final & binding.

**12. Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's anti-fraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**13. Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through OSEPA website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

**14. Client's right to accept any proposal, and to reject any or all proposal(s)**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/ selection/ evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

**15. Copyright, Patents and Other Proprietary Rights:**

OSEPA shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

**16. Replacement of Key Personnel:**

The key professionals to be deployed under this contract are expected to be dedicated for the entire assignment period.

**17. Force Majeure:**

For the purpose of this clause, Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning, and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

**18. Settlement of Disputes:**

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Commissioner-cum -Secretary S&ME Department will be the final authority to resolve the dispute arising between the Client and the Consultant.

**19. Any type of Joint Venture and Consortium is not allowed for this Bid.**

**20. In the event that budgetary approval is granted by the Project Approval Board (PAB), Government of India (GoI), for similar type of activities in the forthcoming financial year, OSEPA reserves the right to extend the contract with the selected agency under the same Terms and Conditions and Financial Implications.**

## **21. Disqualification of Proposal:**

The proposal is liable to be disqualified in the following cases as listed below:

- (i) Proposal submitted without Bid Processing Fee & EMD as applicable.
- (ii) Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP during validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- (iii) Proposal is received in incomplete form.
- (iv) Proposal is received after due date and time for submission of bid.
- (v) Proposal is not accompanied by all the requisite documents/ information.
- (vi) A commercial bid submitted with assumptions or conditions.
- (vii) Bids with any conditional technical and financial offer.
- (viii) If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/ best value.
- (ix) The proposal is not properly sealed or signed.
- (x) Proposal not conforming to the requirement of the scope of the work of the assignment.
- (xi) Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process.
- (xii) If any of the bid documents (including but not limited to the hard and soft/ electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- (xiii) Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
- (xiv) Any other condition/ situation which holds the paramount interest of the Client during the overall *section process*.

## **SECTION: 3**

### **TERMS OF REFERENCE (ToR)**

## **Selection of Agency for implementation of Reading Promotion Program in PMSHRI Schools (Grades 1 – 10)**

### **Terms of Reference (ToR)**

#### **Introduction**

To advance the objectives of equitable and quality education for all, the Government of Odisha, through the Odisha School Education Programme Authority (OSEPA), proposes a state-wide **Reading promotion Program** for students in Grades 1–10. This program will be implemented in **462 Schools** across all **30 districts of Odisha**.

Recognizing that foundational and advanced reading skills are critical for academic success, personal growth, and lifelong learning, the REP aims to embed a culture of deep, critical, and reflective reading across schools. The initiative also supports the development of 21<sup>st</sup> century competencies through curriculum-aligned, multilingual, and digitally enabled interventions.

## Purpose and Objectives

The overarching goal is to identify and onboard a qualified and experienced agency to design, implement, and monitor the Reading Enhancement Program. The selected agency will support the Government in strengthening reading fluency, comprehension, and reflective thinking among students while enabling teachers and schools to deliver high-quality, inclusive reading experiences.

## Student Learning Outcomes

**Goal:** Strengthen foundational and higher-order reading skills in students.

### Objectives:

- **Fluency:** Students will read grade-level texts with appropriate speed, accuracy, and expression by the end of each academic year.
- **Comprehension:** Students will be able to extract key ideas, summarize information, make inferences, and answer factual and inferential questions from texts.
- **Critical and Reflective Reading:** Students will develop the ability to connect texts to their own lives and world, evaluate the author's purpose, and form independent opinions supported by textual evidence.

## Building a Culture of Reading

**Goal:** Foster meaningful, joyful, and sustained reading habits within and beyond the school environment.

### Objectives:

- **Reading Habits:** Students will engage in regular independent and guided reading sessions in school and at home.
- **Access and Exposure:** Classrooms and school libraries will provide diverse and age-appropriate print and digital reading materials in English and local languages.
- **Motivation and Joy:** Activities such as reading festivals, and storytelling sessions will be introduced to make reading engaging and socially rewarding.

## System Enablement

**Goal:** Equip educators and institutions to deliver effective reading instruction and support.

### Objectives:

- **Teacher Capacity:** Teachers will be trained in research-based reading pedagogy, differentiated instruction, and assessment of reading proficiency.
- **Technology Integration:** Schools will leverage digital tools and platforms for tracking reading progress, offering personalized reading recommendations, and supporting blended learning.
- **Institutional Support:** School leaders and administrators will be oriented on embedding reading as a priority across the curriculum and ensuring accountability through data-driven monitoring systems.

## Key Deliverables and Details

Table 1

S. No.	Deliverable	Details and Specifications	T-Reference	Tentative Calendar Equivalent
1	<b>Reading Platform – (Personalised and Adaptive) developed and functional.</b>	AI-powered, Accessible on phones and web, works with slow internet, has learning material in Odia and English, and shows progress for students, teachers, parents, and administrators.	T+2 Weeks	15th to 30th September
2	<b>Levelled Books – 200 per school procured and delivered.</b>	Procurement of minimum 200 books in Odia & English, 5 levels across Grades 1–10, fiction & nonfiction, dual format (print + digital)	T+2 Weeks	15th to 30th September
		Distribution of 200 Books across 462 schools in 30 Districts	T+2 Weeks	15th to 30th September
3	<b>Book Bag Display Unit procured and delivered.</b>	Foldable, zippered bag (48" x 33") inch, holds up to 200 books (max 20 kg), visible display front	T+2 Weeks	15th to 30th September
4	<b>District-Level Teacher Training Workshops</b>	30 workshops (1 per district), 2 Master Trainers/ School trained on Science of Reading	T + 2 Weeks	15th to 30th September
5	<b>Monitoring &amp; Evaluation Dashboards accessed by the stakeholders.</b>	Real-time student reading progress, teacher engagement, app usage metrics	T + 5 Weeks	Mid-October 2025
6	<b>Author Engagement Sessions – District Level conducted.</b>	Local and reputed author/ storyteller sessions (30 district-level), student-led moderation encouraged. In Round 1 - Sessions held in 10 districts In Round 2 - Sessions held in 20 districts	T + 6-7 Weeks (Round 1)	Saturdays of October and November
			T+12-13 Weeks (Round 2)	
7	<b>School Level Story Writing Event organized</b>	School level story writing event organized by each school	T + 8 Weeks	Between 15 <sup>th</sup> October to 2nd November 2025



S. No.	Deliverable	Details and Specifications	T-Reference	Tentative Calendar Equivalent
8	<b>Oral Fluency Assessment</b>	Integrated within the digital app, Oral Fluency assessment to track reading fluency	T+ 8 Weeks	Mid November
9	<b>School-Level Student Anthology</b>	Each school publishes one student storybook with 5 top stories from Grades 3-10	T+11 Weeks	First Week of December 2025
10	<b>Division-Level Showcase Event</b>	Best Stories from each division be felicitated at division level showcase events	T+12 Weeks	Mid December 2025
11	<b>District Level Student Anthology</b>	Agency compiles best stories from each district	T+ 21 Weeks	First Week of February 2026
12	<b>State-Level Student Anthology</b>	Agency publishes one final state storybook featuring top 5 stories from each division	T + 23 Weeks	Last Week February 2026
13	<b>State-Level Showcase Event</b>	Final program wrap-up, storybook release, student felicitation event	T + 23 Weeks	End February 2026
14	<b>30 District Case Studies</b>	1 detailed case study per district capturing reading program implementation and success stories	T + 25 Weeks	By 15 March 2026
15	<b>Final Impact Report</b>	100+ pages including reach, learning outcomes, usage analytics, stakeholder feedback, visuals & annexures	T + 25 Weeks	By 15 March 2026

The timeline mentioned above is suggestive one & can be revised as per the requirement with mutual consent.

## Scope of the Assignment

### 1. Reading Platform - Personalised and Adaptive

A mobile-based, AI-enabled digital reading app will supplement classroom reading, promote reading habits at home, and track student progress.

#### A. Personalised & Adaptive

- Deploy a robust, mobile and web-based reading application compatible with low-bandwidth environments for all children in Grades 1 -10 across 462 Schools in the 30 districts.
- Ensure that the app is AI-powered that adapts to each student's reading level, interests, and pace.
- Ensure app includes regular assessments and content recommendations to track and improve individual growth trajectories.

#### B. Content-Rich in 2 Languages

- Ensure the app includes a structured library of leveled content across Odia, and English.
- Includes a range of text formats: stories, news, biographies, quizzes, poems, and read-along audio-video content.

### **C. Multistakeholder Usability**

- Designed for use by students, teachers, parents, and administrators, with appropriate dashboards and control panels for each stakeholder group.
- Provide virtual training to teachers on effectively using and implementing the app in classroom and learning settings.
- Data security and analytics infrastructure to support program monitoring and evaluation.

## **2. Leveled Books**

The agency will develop or provide access to a curated library of age-appropriate, culturally relevant books in **Odia, and English**.

- **Leveled Readers:** Curate and Supply books categorized by reading level complexity, themes, and sentence structure (minimum 5 levels, aligned to Grades 1 –10).
- **Multilingual Resources:** Minimum 200 books, including fiction, nonfiction, poetry, and informational texts.
- **Local and Cultural Relevance:** Ensure emphasis on Odia literature, local folklore, and regional authors.
- **Dual Format:** Provide a minimum of 200 books in both printed and digital formats to ensure accessibility in varied contexts.
- **Appropriate and Vetted Content:** Ensure that all content is age-appropriate, inclusive, and vetted by a panel approved by OSEPA.
- **Additional Recommendation:**  
It is strongly recommended that all reading materials developed or procured under this initiative must explicitly reflect:  
Gender sensitivity, Socio-economic diversity and Cultural and linguistic inclusivity

#### **Book Dimensions:**

- Max Height: **9 inches**
- Max Width: **7 inches**
- Max Thickness: **0.4 inch per book**

#### **Bag Dimensions:**

- Dimensions: 48" x 33" (inches), suitable for displaying large-format books.
- Design: Foldable with a secure zip cover for easy storage, visibility and transport.

#### **Packing Recommendation:**

- Books should be softbound or lightweight hardbound.
- Paper quality should be between 70–90 GSM to keep individual book weight low.
- Total book weight should not exceed ~18–20 kg to maintain load stability for the bag.
- Bag should be strong enough to carry loads of up to 200 books/ 20 kgs.
- Bag Display Feature: Transparent front or mesh panel to ensure books are visible when hung or displayed.
- Bag Functionality: Smooth zip mechanism and sturdy folding structure for repeated use.

### 3. District Level Teacher Training Workshops

Professional development is essential for sustained impact. The program includes multi-level, blended training for teachers to integrate deep reading practices across subjects.

**A. District Level Implementation:** The program will conduct 1 district-level workshop across all 30 districts of the state. Two teachers from each school will be nominated to participate, serving as Master Trainers. These Master Trainers will undergo intensive training on the Science of Teaching Reading, with a focus on reading comprehension, fluency, and text-based discussions.

**B. Pedagogical Expertise:** The training will equip teachers with effective instructional strategies for teaching reading in Odia and English, integrating texts to build higher-order thinking and cross-curricular connections.

**C. Impact Measurement:** Pre- and post-assessments to evaluate training effectiveness and classroom application.

### 4. School, Division and State level Student Anthologies and Showcase

Fostering student voice and ownership by creating structured opportunities for young writers to share and celebrate their work through a multi-tiered publishing initiative.

#### A. State-Wide Writing Initiatives

- Organize Story Writing Festivals in all participating schools across Odisha.
- Students will write on curated themes using guided templates, with support for peer reviews and technology-enabled editing cycles to refine their submissions.

#### B. School-Level Selection

- Each school will nominate five top student stories - one each from Grades 3 to 10\* - for further consideration at the division level.
- Each School to publish top 5 grade wise student stories in a student storybook.

*\* Writing events will be conducted Grade 3 onwards.*

#### C. District - Level Anthology

- Submissions from all schools in a district will be reviewed, and a district level Storybook will be curated, capturing selected student voices by the agency.
- Division level showcase event to be conducted to felicitate best stories from each district.

#### D. State-Level Anthology and Showcase

- From each division's selected entries, five outstanding stories will be chosen to represent the division at the state level.
- These stories will be published in the State Storybook, celebrating exemplary student writing across Odisha by the agency.
- A prestigious State-Level Showcase Event will be organized to felicitate the featured authors and present their work to a wider audience.

## 5. Author Engagement Sessions

Bringing real-world voices into classrooms to inspire students and make reading and writing aspirational.

### A. School-Level Engagements

- Schools will organize local author/ storyteller sessions, inviting community writers, poets, journalists, or storytellers to engage with students.
- These sessions will focus on interactive storytelling, reading aloud, and sharing personal writing journeys, building a culture of reading within the school.
- Students will be encouraged to participate through Q&A, creative writing activities, and discussion circles.

### B. District-Level Author Events

- District-level Author Sessions will be conducted featuring published authors in Odia and English, including children's writers, poets, journalists, and public thinkers.
- These events will be curated by the Agency in partnership with leading publishing houses or literary bodies (e.g., Penguin, HarperCollins, Scholastic, etc.), ensuring access to high-quality literature and role models for students.
- Students will engage through interactive formats like author talks, live Q&A, and writing workshops.

### C. Scalability & Access

- All district-level sessions will be streamed or recorded, enabling access for all schools across the state.
- Pre-session teacher guides and translation support will be provided to help teachers prepare students for richer engagement.

### D. Student-Led Conversations

- Students will be encouraged to serve as hosts, moderators, or interviewers during author sessions, fostering confidence, communication skills, and critical thinking.

### Duration

The program is expected to be implemented over **6 months**, including inception, rollout, monitoring, and final evaluation phases.

### List of Activities to be done by school in a year

SN	Activity	Timeline
1	Cascade training for all school teachers by master trainers	Months 2–4
2	Conduct weekly reading hours and set up classroom reading corners	Month 1 onwards

3	Set up Student Reading Wall with appropriate Teaching Learning Material in the classrooms	Month 1 onwards
4	Implement reading activities like Peer Reading Buddies, Book Clubs, Reading Challenges	Month 3 onwards
5	Integrate the use of reading platforms in classrooms	Month 1 onwards
6	Introduce bi-weekly storytelling and writing sessions	Month 3 onwards
7	Organize school-level storytelling and author sessions with local writers, poets, and storytellers	Month 3 onwards
8	Organize school-level story writing competitions; send best entries to division/ state level	Month 4
9	Publish a school-level student anthology featuring student writing	Month 5 onwards

\*[S.No](#) ref - Table 1

## Implementation and Monitoring Responsibilities

### 1. Program Design and Delivery

#### Agency Responsibilities:

- Design, execute, and manage all components of the program as per agreed plans and timelines.
- Procure and distribute age-appropriate, leveled books to all participating schools, ensuring alignment with the approved reading framework and timely delivery.
- Design and deliver a comprehensive training program for Master Trainers, who will cascade the training to teachers at the school level.
- Set up and integrate the approved digital reading app in all schools, ensure UDISE-based login, onboard teachers and students, and provide ongoing tech support.
- Organize district-level author sessions in collaboration with reputed Odia and English writers, poets, and storytellers. Ensure student participation, inclusivity, and documentation.
- Compile and publish District Storybooks featuring top student entries from schools in each district.
- Compile and publish a State Storybook with outstanding stories selected across districts.
- Organize Division-level and State-level Showcase Events to celebrate student work and program milestones.
- Ensure all digital and physical resources meet accessibility, inclusivity, and child safety standards.
- Develop and deliver all the program collateral (books, app content, training materials), vetted by a committee appointed by OSEPA.

#### School Responsibilities:

- Set up a dedicated library space with proper lighting, shelving, and seating to foster a reading-friendly environment.
- Hold Weekly Reading Hours and create Classroom Reading Corners stocked with levelled books.
- Conduct Bi-weekly Storytelling Sessions to nurture imagination and expression.
- Run student-led activities like Peer Reading Buddies, Book Clubs, and Reading Challenges.

- Host author sessions by inviting local storytellers, poets, and writers for interactive events.
- Publish a School Magazine featuring selected student work- stories, poems, and artwork.
- Organize Story Writing Competitions and share selected entries at division and state levels for publication.
- Use the digital reading app regularly in classrooms, ensuring that all students and teachers are actively onboarded and engaged.

## **2. Human Resource Deployment**

### **Agency Responsibilities:**

- Recruit, train, and deploy a minimum of 2 full-time project personnel to manage the implementation across districts.
- Ensure field teams are equipped to support schools with technical, training, and operational needs.

## **3. Monitoring, Documentation, and Reporting**

### **Agency Responsibilities:**

- Maintain a robust Monitoring & Evaluation (M&E) system to track:
  - Student reading progress
  - Teacher engagement and training participation
  - App usage analytics and engagement data
- Submit:
  - Monthly district-wise progress reports
  - Consolidated quarterly progress reports to OSEPA
- Facilitate on-site and digital audits, reviews, and quality assurance visits.
- Maintain comprehensive documentation, including:
  - 30 district-level case studies (one per district)
  - A final impact report (minimum 100 pages) comprising:
    - Executive Summary
    - Program Design & Approach
    - Reach and Scale
    - Student Learning Outcomes
    - Teacher Engagement (training coverage, classroom practice improvements, feedback)
    - App Usage Analytics
    - Qualitative Field Narratives (from students, teachers, administrators)
    - Student Portfolios (reading logs, authored work)
    - Visual/ Digital Evidence (screenshots, dashboards, photos)
    - Innovations & Best Practices
    - Challenges and Mitigation Strategies
    - Stakeholder Feedback

- Annexures (training schedules, M&E tools, app dashboards, photographic evidence, event documentation)

#### 4. Coordination and Compliance

##### OSEPA Responsibilities:

- Issue official directives to all participating districts and schools for smooth program rollout.
- Facilitate coordination with DEOs, BEOs, Headmasters, and school-level stakeholders.
- Endorse and participate in training sessions, student publishing events, and monitoring visits.
- Provide administrative and logistical support wherever needed.
- Oversee and monitor overall program implementation and guide necessary corrective actions.

##### Agency Responsibilities:

- Coordinate regularly with DEOs, BEOs, Headmasters, and other education officials at the district and state levels.
- Ensure that all materials and activities adhere to government protocols and compliance norms.
- Maintain clear communication, branding, and visibility aligned with state communication guidelines.

#### Payment Terms

Tranche	Deliverables Covered and S.No.	% of Total
Tranche 1 (T+2)	- <b>Reading Platform Live</b> (S. No 1) - <b>Books Procured and Distributed</b> (S. No 2) - <b>Display Bags Delivered</b> (S. No 3)	50%
Tranche 2 (T+5 Weeks)	- <b>District Level Teacher Training Workshop Completed</b> (S. No 4) - <b>M&amp;E Dashboards Active</b> (S. No 5)	24%
Tranche 3 (T+13 Weeks)	- <b>Author Engagement Sessions Conducted</b> (S. No 6) - <b>ORF Testing Completed</b> (S. No 7 & 8) - <b>Division Level Showcase event</b> (S. No 9 & 10)	16%
Tranche 4 (T+25 Weeks)	- <b>District and State level Anthology published</b> (S. No 11 and 12) - <b>State Level Showcase event</b> (S. No 13) - <b>30 District Case Studies Submitted</b> (S. No 14) - <b>Final Impact Report Submitted</b> (S. No 15)	10%

## **SECTION: 4**

### **TECHNICAL PROPOSAL SUBMISSION FORMS**



**TECH - 1**  
**COVERING LETTER**  
**(ON BIDDER'S LETTER HEAD)**

[Location, Date]

To

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

**Subject: Selection of Agency for implementation of Reading Promotion Program in PMSHRI  
Schools (Grades 1-10)**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. \_\_\_\_\_, Dated \_\_\_\_\_. hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your office shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal  
you receive. I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

**TECH - 2**

**Bidder's Organization (General Details)**

Sl. No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel:    Email id:	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id:	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	<b>Yes/ No</b>
6	<b>Bid Processing Fee &amp; EMD Details</b> Amount: BC/DD No.: Date: Name of the Bank:	
7	PAN Number	
8	Willing to carry out assignments as per the scope of work of the RFP	<b>Yes</b>
9	Willing to accept all the terms and conditions as specified in the RFP	<b>Yes</b>

**Authorized Signatory [In full and initials]:** \_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_

***Bidders should submit the required supporting documents as mentioned above Non-Submission of required documents as listed above will lead to rejection of the bid.***

**TECH -3**

**Bidder Organization (Financial Details)**

<b>Financial Information in INR</b>				
<b>Details</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>Average</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5= (2+3+4) /3</b>
<b>Annual Turnover (in Lakh)</b>				
<b><i>Supporting Documents:</i></b>  Audited Statement of accounts & Financial Statements for the last three Fys (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)  <b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b>				

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***Signature and Seal of the CA with UDIN and date***

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

***Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.***

**TECH – 4**

**FORMAT FOR POWER OF ATTORNEY**

**(On Bidders Letter Head)**

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of (Name of the Organization) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **< Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>**, **<year>**.

The signatures of **<Name of person>** in whose favor authority is being made under the attorney given below are hereby certified.

**Name of the Authorized Representative:**

\_\_\_\_\_

**(Signature of the Authorized Representative with Date)**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:**

***Address of the Bidder:***

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

**TECH – 5**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THERE OF**

**Are there any activities carried out by your agency which are of conflicting nature as mentioned in the RFP document, If yes, please furnish details of any such activities.**

If no, please certify,

**IN BIDDER'S LETTER HEAD**

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **this RFP**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal/ contract shall be rejected/ terminated by the Client which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_**

**Communication Address of the Bidder: \_\_\_\_\_**

***Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.***

## **TECH – 6**

### **Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client**

#### **A: On the Terms of Reference / Scope of Work:**

*[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activities considering unnecessary, or adding another, or proposing a different phasing of the activities/ study process modifications). Such suggestions should be concise and to the point and incorporated in the technical proposal. Modification/ suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]*

#### **B: On Input and Facilities to be provide by the Client:**

*[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_

## **TECH – 7**

### **DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]*

#### **A. Understanding of Scope, Objectives and Completeness of response**

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

#### **B. Description of Approach and Methodology:**

#### **C. Methodology to be adopted:**

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach.

#### **D. Staffing and Study Management Plan:**

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

***NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.***

**TECH – 8**

**Details of Core Team/ Resource Persons (RPs) having experience in implementation of the Reading Program**

<b>Sl. No.</b>	<b>Name of the Core Team Member/ RP</b>	<b>Experience Details</b>



## Tech-08 (contd...)

### **Format of Curriculum Vitae (CV) for Core Team /Resource Persons (RPs ) having experience in Reading Programme related activities in Odisha.**

**1. Proposed Position:**

*[For each position of key professional separate form Tech -9 will be prepared]*

**2. Name of Firm:**

**3. Name of Staff:**

**4. Date of Birth:**

**5. Years with Firm:**

**6. Nationality:**

**7. Education:**

*[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*

**8. Membership in Professional Associations:**

**9. Other Trainings:**

**10. Countries of Work Experience:**

**11. Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**12. Employment Record:**

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last ten years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

<b>From [Year]</b>	<b>To [Year]</b>
<b>Employer Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned</b> <i>[List all tasks to be performed under this Assignment/job]</i>	

### 13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

*[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]*

<b>Name of the Project</b>	
<b>Year</b>	
<b>Location</b>	
<b>Name of the Client</b>	
<b>Project Feature</b>	
<b>Position Held</b>	
<b>Activities Performed</b>	

#### Certification:

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.*

**Date:**

**Signature of Core team/ RP with Date** \_\_\_\_\_

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**NB: CV writeup restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs need to be jointly signed by the proposed professional and the authorized representative of the Bidder.**

**TECH – 9**

**PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT**

		<div>→</div>					
<div>↓</div>	<div>Week</div>	1	2	3	4	5	6
	<div>Sequence of Activities / Sub Activities</div>						

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception, Periodic Reports) and other associate sub-periodic activities.

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH – 10**

**(In Bidder's letter Head)**

[Location, Date]

To:  
The State Project Director  
**OSEPA, Bhubaneswar**

**Declaration/ Certificate**

1. I, \_\_\_\_\_ Son/ Daughter / Wife of Shri  
\_\_\_\_\_  
Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this tender document;
2. I certified that I have not committed any offense –
  - (a) Under the Prevention of Corruption Act, 1988; or
  - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
  - (c) I have not been debarred by any Central/ State Government Organization/Bodies for the last 03 years.
3. I have carefully read the entire bid document and understood all the terms and conditions of it and undertake to abide by them.
4. The information / documents/papers 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 any false information / fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law. In case of any wrong or false information as found by OSEPA, the State Project Director, OSEPA has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the tender.

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

## **SECTION: 5**

### **FINANCIAL PROPOSAL SUBMISSION FORMS**

**FIN-1**

**COVERING LETTER**

**(In Bidders Letter Head)**

*[Location, Date]*

**To**

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

**Subject: Selection of Agency for implementation of Reading Promotion Program in PMSHRI  
Schools (Grades 1-10)**

Sir

I, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal No. \_\_\_\_\_, Dated:\_. Our attached Financial Proposal is for the sum of ***[Insert amount(s) in words and figures\*]***.

Out of the total quoted amount, Rs. \_\_\_\_\_ is the base price & Rs. \_\_\_\_\_ is the GST. The total quoted amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you

receive. I remain,

Yours faithfully,

**Authorized Signatory *[In full and initials]*:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

*\* Amount must match with FIN-2 Summary of financial Proposal*

**FIN-2**  
**SUMMARY OF FINANCIAL PROPOSAL**

(Amount in Rs.)

Sl. No.	Component	Sub-Component	Quantity	Unit Cost	Quoted Base Price (Without GST)	GST Amount	Total (INR)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
A	Reading App	Cloud Cost					
		App Developers -					
		A) Front End Developers					
		B) Backend Developers					
		C) Android					
		D) ios					
B	Procurement of Books	A set of 200 books across 4 levels (Grades 1-10)					
C	Teacher Training	Resource Cost					
		Travel Cost					
		Over Head Cost					
D	Student Work Publishing	Cover Design					
		Book Editing					
		Book Printing					
E	Author Sessions	Author Sessions					
F	Project Managers	Project Manager – State level					
		Project Manager – District Level			Grand Total		
G	Agency charges & other overhead cost.						

**NB:**

1. Price quoted in col 6 is inclusive of all taxes, charges, duties, levies etc. *excluding* GST. ONLY GST as applicable is mentioned separately as indicated in the above format.
2. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
3. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time.

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date & Seal: \_\_\_\_\_



**FIN-3**  
**BREAK DOWN OF AGENCY ADMINISTRATIVE**  
**CHARGES & OTHER OVERHEAD COST.**

Sl.No	Description	Unit	Quantity	Unit Price in INR	Total Amount in INR
1					
2					
3					
<b>Grand Total in INR</b>					
<b>In Words</b>					

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date& Seal:** \_\_\_\_\_

## **SECTION - 6**

### **ANNEXURES**

**BID SUBMISSION CHECK LIST**

Sl. no	Description	Submitted (Yes/ No)	Page No.
<b>A. TECHNICAL PROPOSAL (ORIGINAL + 1COPY)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH -1</b> )		
3	Bid Processing Fee of ₹ 5000/- in form to DD/ BC		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of valid PAN		
6	Copy of valid GSTIN certificate.		
7	Copies of IT Returns Acknowledgement for the last 3 AYs ( <b>2022-23, 2023-24, 2024-25</b> )		
8	General Details of the Bidder ( <b>TECH - 2</b> )		
9	Financial details of the bidder ( <b>TECH - 3</b> ) along with all the supportive documents such as copies of Profit – Loss Statement /Income Expenditure Account and Balance Sheet for the concerned Period		
10	Power of Attorney ( <b>TECH - 4</b> ) in favour of the person signing the bid on behalf of the bidder.		
11	Supporting Documents against sl. No. 5, 6, 7 & 8 of eligibility criteria as asked for in this RFP.		
12	Self-Declaration on Potential Conflict of Interest ( <b>TECH- 5</b> )		
13	Comments and Suggestions ( <b>TECH – 6</b> )		
14	Description of Approach, Methodology & Work Plan ( <b>TECH - 7</b> )		
15	CV of core team/ RPs ( <b>TECH – 8</b> )		
16	Work Plan ( <b>TECH – 9</b> )		
17	Undertaking/Declaration ( <b>Tech-10</b> )		
18	EMD as required		
19	Any other documents as asked for in the RFP		
<b>B. Documents as required for Marking Criteria under Technical Evaluation (Stage-2)</b>			
20	Platform screenshots or product documentation to validate Grade Coverage and Language Support		
21	Technical documentation or demo login credentials showcasing unique ID-based authentication for teachers and students, and integrated dashboard functionality.		
22	Published paper and/or third-party recognition to validate personalized adaptive platform		
23	UI screenshots or demo showcasing language toggle		
24	Device compatibility test reports or technical specifications		
25	Hosting architecture diagram and server compatibility statement		

26	Demonstration or documentation of content ingestion and integration process		
27	Demo of the product/ images of the Portable bag conforming to the specifications outlined in the RFP		
<b>C. FINANCIAL PROPOSAL (ORIGINAL)</b>			
28	Covering Letter <b>(FIN-1, 2 &amp;3)</b>		

**Undertaking:**

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with the Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**PERFORMANCE BANK GUARANTEE FORMAT**

To  
The State Project Director,  
Odisha School Education Programme Authority (OSEPA)

**WHEREAS**..... (name and address of the supplier) (hereinafter called “the consultant”) has undertaken, in pursuance of contract no..... dated ..... to supply ..... (description of goods and services) (herein after called “the contract”).

**AND WHEREAS** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee;

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the ..... day of ....., 20.....

Our..... branch at ....., Bhubaneswar (Name & Address of the..... branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .....branch a written claim or demand and received by us at our ..... branch on or before Date ..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
.....  
Seal, name & address of the Bank and address of the Branch