



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

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

Ph. No. 0674-2395325(O), Fax-0674-2392721, eMail-osepaedu@yahoo.co.in

No. 11397/2026

Date. 08/10/2026

NOTICE INVITING TENDER (NIT)

Sealed Tenders are invited from Zoom authorized partners and service providers in Odisha for supply and activation of three nos. Zoom meeting License subscription towards conducting instant virtual/web meetings on several activities with field level officials under OSEPA, S&ME Department.

The eligibility criteria, application procedure, terms & conditions of the BID is available in the website i.e. <https://osepa.odisha.gov.in>. Corrigendum/addendum if required will be uploaded in the above website. The prospective bidders are requested to be in continuous touch with the above web site.

Submission of BID

Interested bidders may submit their sealed quotations super scribing tender no. and date along with all supporting documents, to the undersigned within **15 (Fifteen) days** from the date of publication of this notice.

Submission Details

- Last Date & Time of Submission: In all working days up to 5.30 PM of 23/10/2026
- Date & Time of Opening: 03.30 PM of 26/10/2026
- Place of Submission: OSEPA, Shiksha Soudha, Unit-V, Bhubaneswar-751001

The Tender Inviting Authority(TIA) i.e. OSEPA reserves the right to accept or reject any or all bids/cancel the entire selection process at any stage, wholly or partly, without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections/cancelation.

Sd/-

State Project Director

Copy to:

1. Notice Board, OSEPA
2. <https://www.osepa.odisha.gov.in>

INVITATION OF BID.

The Odisha School Education Programme Authority (OSEPA), Shiksha Soudha ,Unit-V, Bhubaneswar-751001 invites BID from Zoom authorized partners and service providers in Odisha for supply and activation of three nos. Zoom meeting License subscription towards conducting instant virtual/web meetings on several activities with field level officials under OSEPA, S&ME Department.

GENERAL INSTRUCTION FOR BIDDERS

1. Eligibility Criteria :

The bidder must have following valid documents and submit attested photocopies of the followings:

- (i) Valid registration under Goods and Services Tax (GSTIN) and Income Tax (PAN/TAN).
- (ii) Bid specific Manufacturers Authorization Form (MAF) / certificate with OEM details such as name, designation, address, e-mail ID and phone no. in case of OEM authorized Supplier/seller.
- (iii) Head office / Branch office & functional service centre in the State of Odisha.
- (iv) The Bidder should have minimum 2 years of Experience in supply and activation of Zoom meeting License subscription renewal.
- (v) The bidder should have a minimum average annual Turnover of Rs.50.00 Lakhs during the last 03 Financial Year i.e. 2023-24, 2024-25, 2025-26 duly certified by Chartered Accountant copy to be attached.
- (vi) Bidder to Submit Last three Financial Year IT Returns and Audit Reports along with Balance Sheet & Turnover Certificate signed by chartered accountant.
- (vii) Bidder Present in State Consignee minimum 5 Year or More (Bidder Must Submit proof of Certificate) for easy and quick service.
- (viii) Not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.

2. Application Procedure:

- (a) The BID document shall be available in the web site of OSEPA i.e. <http://www.osepa.odisha.gov.in>. The interested bidder can download the same from the above website and the cost of the bid processing fee amounting to ₹.1,000/- is to be enclosed in shape of crossed Demand Draft / bankers cheque in favour of "State Project Director, OSEPA" payable at Bhubaneswar. Proposals received without a bid processing fee will be out rightly rejected.

(b) **Earnest Money Deposit(EMD):**

- i. The bidder must furnish, an Earnest Money Deposit amounting to **₹.20,000/-** in the shape of a DD/BG from any scheduled national bank in favour of "State Project Director, OSEPA" payable at Bhubaneswar.
- ii. The EMD of unsuccessful bidders shall be refunded after finalisation of the selection process and award of the contract. The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing the contract. The EMD will be forfeited on account of the following reasons:
- iii. Bidders seeking exemption from EMD as stated below must submit valid documentary evidence in support of the claim.
- iv. Proposals not accompanied by EMD bidders except Micro and Small Enterprises (MSEs) as per Odisha MSME Development Policy and start-ups as defined under Odisha start-ups Policy, and Finance Deptt. GoO guidelines) shall be rejected & will be treated as non- responsive. No interest shall be payable by this office for the sum deposited as earnest money deposit.

(c) Performance Security: 03% of the value of the contract in shape of Performance Bank Guarantee (PBG) to be given by the successful bidder.

3. **Acceptance or Rejection of the BIDs:**

- (a) OSEPA reserves the right to accept / reject any or 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.

4. **Delivery Schedule :**

The three nos. Zoom meeting License subscription for conducting instant virtual/web meetings on several activities with field level officials under OSEPA, S&ME Department are required to be activated within 30 days from the date of issue of purchase order.

5. **Release of payment.**

The 100% payment will be made within 30 days after receipt of the required reports / Papers/ documents as under;

- (i) Satisfactory completion of the supply , installation & commissioning of goods
- (ii) receipt of receive & stock entry certificate
- (iii) On fulfillment of all other conditions of the contract.
- (iv) Four self-inking carbon copies of the GSTIN invoice level as well as bank details for payment purpose.

6. **Legal Jurisdiction:**

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

7. **Disqualification of Proposal:**

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

- (a) Proposal submitted without Bid Processing Fee & EMD as applicable (supporting document in case of EMD exemption).
- (b) Proposal not submitted in accordance with the procedure and formats as prescribed in the tender during the validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- (c) The proposal is received in incomplete form.
- (d) The proposal is received after the due date and time for submission of the bid.
- (e) The proposal is not accompanied by all the requisite documents/ information.
- (f) A commercial bid submitted with assumptions or conditions.
- (g) Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point in time during the bid process.

Formats (1-8)

Format-1

APPLICATION- TECHNICAL BID

For three nos. Zoom meeting License subscription towards conducting instant virtual/web meetings on several activities with field level officials under OSEPA, S&ME Department

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

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

Subject: Supply & activation of three nos. Zoom meeting License subscription

Dear Sir

I/We, the undersigned, request you to participate in the selection process towards " supply and activation of three nos. Zoom meeting License subscription for conducting instant virtual/web meetings on several activities with field level officials under OSEPA, S&ME Department" in accordance with your Notice Inviting Tender no. _____ dated _____. I/We are hereby submitting our BID with all necessary documents.

I/We, hereby declare that all the information and statements made in this BID are true and correct and I/we accept that any misinterpretation contained in it may lead to disqualification of our BID. Our BID will be valid for acceptance up to **90 Days** from the date of opening of the BID and I /we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provisions of this BID document are found violated, then OSEPA shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full earnest money deposit.

I/We remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Address of Branch office in Odisha	
6	PAN /TAN Number	
7	Goods and Services Tax Identification Number (GSTIN)	
08	Willing to carry out assignments as per the scope of work of the BID Document	YES
09	Willing to accept all the terms and conditions as specified in the BID Document	YES

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

Check list of documents & Items to be enclosed with BID

Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes / No	Page Reference
1	Self attested Copy of valid GST Registration Certificate (GSTIN).		
2	Self attested copy Valid PAN/TAN.		
3	Bid specific Manufacturers Authorization Form (MAF) / certificate with OEM details such as name, designation, address, e-mail ID and phone no. in case of OEM authorized Supplier/seller.		
4	Documentary Proof of Head office / Branch office & functional service centre in the State of Odisha.		
5	Copy of work order / agreement & invoice raised against such work order /agreement in support of minimum two years of Experience in supply and activation of Zoom meeting License subscription renewal in Govt . / Govt aided organization.		
6	Properly filled in Format – Formats (1 to 8)		

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

Data Sheet of the offered Product

S. no	Bid Requirement	Qty.	Offered Value against col.3
1	2	3	4
1	Zoom Meetings-Pro, 100 Participant- 1 year prepay	3	
2	Large Meeting 1000- NH 1 Year Prepay Add on with base license	3	
3	Grand Total		

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

(In Bidder's letter Head)

[Location, Date]

To:

The State Project Director
OSEPA, Bhubaneswar

Malicious Code Certificate

This is to certify that the Zoom Meeting Subscription being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to:-

- (i) Inhibit the desires and designed function of the equipment.
- (ii) Cause physical damage to the user or equipment during the exploitation.
- (iii) Tap information resident or transient in the equipment/network.

This is also certify that our firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.

Authorized Signatory [*In full and initials*]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

(In Bidder's letter Head)

[Location, Date]

To:

The State Project Director
OSEPA, Bhubaneswar

Undertaking / Declaration

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director/
Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

BID SECURITY (EMD) DECLARATION

This is to undertake that if I/we withdraw or modify our Bids during the period of validity, or failed to sign the contract, if awarded or failed to submit a performance security before the deadline defined in the request for bids document, our organisation will be suspended for the period of 03 years from being eligible to submit Bids for contracts with the OSEPA.

Authorized Signatory [*In full and initials*]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

FINANCIAL BID FORM**COVERING LETTER**
(In Bidder's letter Head)

[Location, Date]

To:

The State Project Director
OSEPA, Bhubaneswar

Sir:

I/We, the undersigned, offered to supply and activate three nos. Zoom meeting License subscription for conducting instant virtual/web meetings on several activities with field level officials under OSEPA, S&ME Department in accordance with your NIT _____/MIS/2026 dated ____/____/2026. Our attached Financial Proposal is for the sum of Rs. [Insert amount (s) in words and figures] as detailed below. I/We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

(a) Base Price excluding GST	Rs.
(b) GST	Rs.
(c) Total price (a + b)	Rs.

The above quoted price at col. (a) is inclusive of all taxes, charges, levies, cost of packing, transportation cost, delivery, installation commissioning, warranty, maintenance & service support etc & excluding GST. GST as applicable is mentioned at col. (b). I/we do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in accordance with the terms and conditions, specifications as stipulated in the BID 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 **90 days**. I/We have carefully read and understood the terms and conditions of the BID document and do hereby undertake to supply the articles.

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:**