

TWO-BID e-TENDER DOCUMENT

**Request for Proposal (RFP)
for
Selection of Agency for Printing and Supply of Bar Coded & QR Coded 32 Pages
Answer Books (26 rolled pages, 04 Graph pages & 02 plane pages)**

RFP No.1478 Dated: 08.07.2026



**STATE COUNCIL FOR TECHNICAL EDUCATION
AND VOCATIONAL TRAINING, ODISHA (SCTE&VT)
Near Raj Bhawan, Unit-8
Bhubaneswar- 751012
Email Id: secretarysctevt@gmail.com
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Disclaimer

This Request for Proposal (RFP) is issued by the State Council for Technical Education and Vocational Training (SCTE&VT), Odisha.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither SCTE&VT nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The State Council for Technical Education and Vocational Training (SCTE&VT), Odisha. shall be the sole and final authority with respect to selection of a consultant for the purpose through this RFP.

1. FACT SHEET

SL No.	Particular	Details
1.	Name of the Client	Vice-Chairman, SCTE&VT, Odisha,
2.	Method of Selection	Two bid system i.e., technical and financial bids
3.	Mode of Submission	Online (e-tender) www.tendersodisha.gov.in
4.	Date of Issue of RFP(e-tender)	10.07.2026
5.	Deadline for Submission of Pre-Bid Query	17.07.2026 (by 2:30 PM) (through email: ds.diploma@gmail.com, dciti.sctevt@gmail.com)
6.	Date of Pre-Bid Meeting at SCTE&VT Conference Hall	18.07.2026 (at 10.30 AM)
7.	Due date for submission of Bid	03.08.2026 (by 5:00 PM) www.tendersodisha.gov.in)
8.	Date of opening of Technical Bid	04.08.2026 (at 11.00 AM)
9.	Date of Opening of Financial Bid	To be communicated later
10.	Tender Processing Fee (Non-Refundable)	Rs. 5,000/- + GST: 18% Rs. 5,900/- (Rupees Five Thousand Nine Hundred Only) (through online mode)
11.	Earnest Money Deposit (EMD) (Refundable)	Rs.4,00,000/- (Rupees Four Lakhs only) (through online mode). The EMD will be forfeited on account of the following reasons: • A Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the standard form of Work Order); or, • If any Bidder withdraws its Proposal during the Bid Validity Period as specified in this RFP and as extended by the Bidder from time to time; or, • In the case of the Selected Bidder, if the Selected Bidder fails to accept the work Order or fails to execute the Contract or fails to furnish the Performance Security within the specified time limit; or, • If the Bidder commits any breach of terms of this RFP or is found to have made a false, representation to the client; or The Bidders exempted for EMD as per Finance Department, Govt. of Odisha must submit Bid Security Declaration.
12.	Performance Security	The selected agency shall furnish 5% of the Contract value in shape of Bank Guarantee/FDR/e-PBG in favour of Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar drawn in any scheduled commercial bank payable at Bhubaneswar.
13.	Place of Opening of Technical & Financial Bid	Conference Hall of SCTE & VT, Unit-8, Bhubaneswar

14.	Address of the Client:	Vice-Chairman, SCTE & VT, Odisha, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 Email: ds.diploma@gmail.com, dciti.sctevt@gmail.com Contact person: 1. Smt. Reena Ray, Deputy Secretary, SCTE & VT, Mob. 9937713781 2. Sri Milan Kumar Sahoo, Dy. Controller, SCTE&VT. Mob. 7008465367
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NOTE:

- Amendments/ Corrigendum to the RFP document, if any, would be published on the website only. Please visit the website: <https://sctevt.odisha.gov.in/en/tenders> for the same.
- The Proposals must be submitted before the date, time mentioned in the fact sheet of RFP through Online (e-tender) www.tendersodisha.gov.in. Proposals that are received after the deadline will not be considered.
- Vice-Chairman, SCTE&VT, Odisha, reserves all the rights to cancel the Selection Process and reject any or all the proposals at any point of time.
- No contractual obligation whatsoever shall arise from the RFP document unless and until a formal contract is signed and executed between the Vice Chairman, SCTE&VT and the Selected Bidder.
- The Vice Chairman, SCTE&VT disclaims any factual or other errors in the RFP document (the onus is purely on each Bidder to verify such information) and the information provided therein are intended only to help the Bidder(s) to prepare a proposal in accordance with the terms and conditions as set out in this RFP document.

2. E-TENDERING

Procedure for Participation in e-tendering

- 1) Web address of E-tendering website: <https://www.tendersodisha.gov.in>.
- 2) The Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained eMudhraCA/ GNFC/ IDRBT/ MtniTrustline/ SafeScript/ TCS.
- 3) Bidder then logs into the portal giving user id/password chosen during enrolment.
- 4) The e-token that is registered should be used by the bidder and should not be misused by others.
- 5) DSC once mapped to an account cannot remap to any other account. It can only be inactivated.
- 6) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- 7) After downloading/getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
- 8) The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- 9) If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- 10) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats. If there is more than one document, they can be clubbed together.
- 11) Bidder should arrange for the EMD as specified in the tender.
- 12) The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
- 13) The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- 14) There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client's System as well as the Network bandwidth available at the Client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI s that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- 15) It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- 16) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders due to local issues.
- 17) The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.

- 18) At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- 19) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the bid submission.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- 21) Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system.
- 22) System does not certify for its correctness.
- 23) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- 24) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e- Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted at the client end and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
- 26) The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

3. SECTION I: Letter of Invitation

RFP No:

Dated:

Name of the Assignment: “Request for Proposal (RFP) for Selection of Agency for Printing and Supply of Bar Coded & QR Coded 32 Pages Answer Books (26 rolled pages, 04 Graph pages, 02 plane pages)”.

1. SCTE&VT, Odisha (The Client) invites e-tender under Two Bid system (Technical & Financial) from eligible bidders for **“Request for Proposal (RFP) for Selection of Agency for Printing and Supply of Bar Coded & QR Coded 32 Pages Answer Books (26 rolled pages, 04 Graph pages, 02 plane pages)”**. More details on the proposed assignment are provided at **Section-3: Terms of Reference (ToR)** of this bid document. **Joint Venture or consortium or subcontracting in totality their part of the work is not allowed for the scope of work mentioned in the RFP.**
2. Agency will be selected under two bid system i.e., technical and financial bids as prescribed in the RFP Document.
3. The proposal, complete in all respect as specified in the RFP document must be accompanied with a **Non-refundable** amount of **Rs. 5,000/- + Rs. 900 (GST @18 %) = Rs. 5900/- (Rupees Five Thousand Nine Hundred)** towards **Tender Processing Fee** and a **refundable amount of Rs. 4,00,000/- (Rupees Four Lakh only)** towards **EMD**. The Bidders exempted for EMD as per Finance Department, Govt. of Odisha must submit Bid Security Declaration.
4. The last date and time for submission of Bid complete in all respects is mentioned as per the fact sheet in www.tendersodisha.gov.in and the date of opening of the technical bid & financial bid in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP includes following sections:
 - a. Letter of Invitation [Section – I]
 - b. Information to the Bidder [Section – II]
 - c. Terms of Reference [Section – III]
 - d. Technical Bid [Section – IV]
 - e. Technical Bid Submission Forms [Section – V]
 - f. Financial Bid Submission Forms [Section –VI]
 - g. Annexures [Section – VII]
6. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final, binding and cannot be challenged.
7. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**

VC, SCTE & VT

4. SECTION II: Information to the Bidders

The bidder is required to produce the copies of the required supportive documents/ information mentioned in technical bid as part of their technical bid failing which the bid will be rejected.

Documents to be submitted along with TECHNICAL BID (PART-A):

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List (Annexure-I)
- Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee & EMD as applicable
- Copy of Certificate of Incorporation/ Registration of company
- Copy of DIC, Odisha Registration certificate for MSME industries
- Copy of RBI/IBA certification.
- Copy of valid ISO 9001:2015 and ISO 27001:2022 Certificate
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last four financial years FY, 2020-21, 2021-22, 2022-23 & 2023-24 and the latest GST Return (in GSTR-3B)
- Mill authorization letter for supply of A Grade paper.
- The bidder should have at least two nos of web offset four colour printing machine with inkjet systems installed on it with online sheeting process to execute the job in single pass process having capacity to print 2.5 lakh answer books (32 page) per day. The bidder should submit the documentary proof of invoices for purchase of all equipment. In case of imported equipment custom clearance proof of the specified equipment should be submitted. The bidder should submit documentary proof that they are capable of printing the schedules through single pass operation.
- Invoice of Automatic/ Semi-Automatic stitching Machine of appropriate nos. having production capacity of minimum 2.5 Lakhs per day.
- Printer should have necessary software/ hardware to generate barcode and variable data printing with a capacity to print 2.5 lakh answer books (32 page) per day. For checking the barcode, printer should have scanners available in house. (Attach details equipment list and invoice of the equipment)
- Copy of List of at least 10 nos of employees with copy of statement of ESI and EPF Challan for month september of each year of the last 3 years (2022-23, 2023-24, 2024-25).
- General Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients, documents in support of execution of similar job during last four years. Proof of supplying similar Booklets at least to Two Affiliating Boards/ Affiliating Universities operating under any State/ Central Govt. each year.
- Self-Declaration from the Bidder on not blacklisted (TECH-6)
- Non-Consortium Declaration (TECH-7)
- Sample paper for cover page & inner page-12 nos. each to the client address so that it will reach at least 5 days before the opening of technical bid.

Note:

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 completed in all respect, indexed. Each page should be numbered and signed by the authorized representative. Client at its own discretion reserves the right to ask for clarifications/ supporting documents at any time during evaluation.

II. Bid Processing Fee:

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to **Rs. 5000/- + Rs. 900 (GST @18 %) = Rs. 5900** (Rupees Five Thousand Nine Hundred) through online mode. Bids received without bid processing fee will be rejected.

III. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to **Rs. 4,00,000** /- (Rupees Four Lakh Only) through online mode. Exempted for Bidders as per Finance Department, Govt. of Odisha must submit Bid Security Declaration.

The EMD of unsuccessful bidders shall be refunded through online mode after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing the required Performance Security and signing of the contract. The EMD will be forfeited on account of the following reasons:

- A Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the standard form of Work Order); or,
- If any Bidder withdraws its Proposal during the Bid Validity Period as specified in this RFP and as extended by the Bidder from time to time; or,
- In the case of the Selected Bidder, if the Selected Bidder fails to accept the Work Order or execute the Contract or fails to furnish the Performance Security within the specified time limit; or,
- If the Bidder commits any breach of terms of this RFP or is found to have made a false, representation to the client; or

IV. Performance Security:

Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.

The successful bidder shall furnish 5% of the Contract value as Performance Security. The performance security of successful bidders shall be refunded after successful completion of the entire assignment.

V. Validity of the Proposal:

Proposals shall remain valid for a period of **180 days (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.

VI. Pre- Proposal Meeting and Queries:

A Pre-Bid meeting will be organized by SCTE&VT to address the queries relating to the overall selection process and scope of the work. The **Pre-Bid meeting will be held on as mentioned in the Fact Sheet** at SCTE&VT Conference Hall, Unit-8, Bhubaneswar. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting. The Bidder may request a clarification of any part of the RFP prior to the last date for submission of queries through email, as indicated in the Bidder's Fact Sheet. The Client's responses to Bidder queries will be made available to all Bidders and shall be uploaded on the Client's website. It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification. The bidder shall submit their queries in the following format.

Sl	Page No and RFP Clause reference.	RFP Reference	Queries

VII. Submission of Proposals:

The bid should be submitted through Online mode only in www.tendersodisha.gov.in.

VIII. Evaluation of Proposals

A Two stage evaluation process will be conducted as explained below for evaluation of the Bids:

A. Technical Bid Evaluation (1st Stage):

Technical bid evaluation 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 documents/ information as per technical bid Criteria will be verified.

The bidder is required to produce the copies of the required supportive documents/information as part of their technical bid failing which the proposals will be rejected.

- a) The bidder who has complied with all the Eligibility Criteria of technical bid shall be qualified for financial bid evaluation; Non-compliance of any one of the criteria by the bidder will be liable for rejection.
- b) The financial bids of only the technically qualified bidders will be opened for further processing.

B. Financial Bid Evaluation (2nd Stage)

Only fixed-price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.

The bid price will include of all taxes and levies and shall be in Indian Rupees

Error and rectification:

- a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the tendering authority there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to above conditions.

1. Contract Negotiations:

It is absolutely essential for the bidders to quote the lowest price at the time of making the offer in their own interest. SCTE&VT, however, will have the discretion to choose to enter into any price negotiations.

2. Award of Contract:

After completion of the negotiation stage if any, 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 the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 2 (two) year from the date of effectiveness of the contract. Based on successful completion of 2nd year tenure of the contract may be extended with same terms and conditions of the proposal. *Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.*

3. Conflict of Interest:

Conflict of interest exists in the event of:

- Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
- Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- 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.

4. 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:
 - 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.

5. Anti-corruption Measure:

- Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- 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.

6. Force Majeure

“Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action

(except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include: (i) any event which is caused by the negligence or intentional action of a Party or agent's employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to take into account or avoid or overcome in the carrying out of its obligations during the subsistence of this Agreement. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

7. 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.

8. 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.

9. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of competent court of Bhubaneswar only.

10. Governing Law and Penalty Clause:

I) The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to 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 Govt of India/ Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 0.5% per day subject to maximum of 5% of the total order value. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

II) Any discrepancy in printing and also the missing answer books supplied shall invite the penalty of 10 times the cost of each defective answer book and 20 times the cost of each missing answer book respectively.

III) An answer book out of supplied answer books collected from the institute at random shall be sent to any of the govt. laboratory in the country for testing of quality to check whether the quality of answer book is matching with the quality sample submitted along with the bid document. Payment of the bill subject to quality test i.e if the quality of answer book will not match with the sample and any parameter of the test is of lower quality then no payment will be done even if the supplied item is utilised.

Client's right to accept any Bid, and to reject any or all Bid/s

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any

reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest-ranking bidder gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

11. Number of Bids:

Each Bidder shall submit only one (1) Bid, in response to this RFP. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

12. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through SCTE&VT 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.

13. 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 antifraud 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.

14. Settlement of Dispute:

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by Commissioner –cum-Secretary to Government, SD&TE Department, Government of Odisha which is binding and final. All legal disputes are subject to the jurisdiction of competent court of Bhubaneswar only.

15. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee & EMD as applicable
- 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 his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A financial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- 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
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/ fraudulent means at any point of time during the bid process

- 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;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall section process.

16. Clarifications & Amendment:

- (a) At any time till seven days before the deadline for submission of bids SCTE&VT, Bhubaneswar may, for any reason, whether an own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by amendment.
- (b) All amendments made in the document would be published on the website <https://sctevt.odisha.gov.in> under the section “Tender”.
- (c) Bidders are also advised to visit the aforementioned website on a regular basis for updates. SCTE&VT Bhubaneswar also reserves the right to amend the dates mentioned in cover page for the bid process.
- (d) Modification of specifications and extension of closing date of tender if required will be made by an Addendum. Copies of Addenda will be updated on the website of SCTE&VT (<https://sctevt.odisha.gov.in/en/>) website under section “Tender” and not to be published in the print media. This shall form a part of the tender. The bidder shall visit the website for updated information relating to the tender. The Client reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- (e) The Client may also alter the examination centre, examination centre capacity, number of examinations etc. at the time of placing orders.
- (f) Bidders shall carefully examine the tender documents and the technical specification and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from the specification or other documents or should there be any doubt as to their meaning, he should at once notify the Client and obtain clarification in writing. This however does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.
- (g) Submitted tender forms with overwritten or erased or illegible rate or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against the item of the tender and between unit rates and the total amount, the decision of the competent authority accepting the tender will be final and binding on the bidders. Corrections in the tender, if unavoidable, should be made by rewriting with date and initial of the bidder after scoring out of the wrong entries.
- (h) Request from the bidders in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender may not be considered.

5. SECTION III: Terms of Reference (ToR)

“Request for Proposal (RFP) for Selection of Agency for Printing and Supply of Bar Coded & QR Coded 32 Pages Answer Books (26 rolled pages, 04 Graph pages, 02 plain pages)”

1. Introduction:

State Council for Technical Education & Vocational Training is the examining and certifying body of Polytechnics (Diploma Institutions) in the State. SCTE&VT conducts examination evaluation & publishes result in the Council portal. The main mission of SCTE&VT is to promote quality & innovation in technical education

& vocational training and upgrade the technical institute into a Centre of Excellence of world standard through an industry-driven course curriculum.

2. Objective:

The Client proposes to identify the bidder who shall be engaged for printing and supply of Bar Coded & QR-coded 32 pages answer books (26 rolled pages, 04 Graph pages, 02 plane pages) for SCTE&VT, Odisha.

3. Scope of Work

A. Printing & Supply of BAR coded & QR Coded 32 Pages Answer Books (26 rolled pages ,04 Graph pages, 02 plain pages) with dynamic data on the front/cover page:

- I. Bar Coded & QR Coded Answer Book shall be of 32 pages (26 rolled pages ,04 Graph pages, 02 plane pages) in blue colour.
a)1&2: Cover Pages b)3-26: rolled pages c)27-30: Graph pages d)31-32: plane pages
- II. The front sheet cover page of the Answer Book should be of 100 GSM Maplitho Paper of A4 size from reputed mills having minimum 82 brightness as per IS standard.
- III. The serial number of each answer book should be chronologically printed on the front sheet in the place specified.
- IV. The front sheet should have a Bar-code and QR code with static & dynamic fields as per the sample attached in **Sample I** of the tender document containing the student's data provided by the State Council for Technical Education and Vocational Training, Odisha.
- V. The back side of the front sheet should have Instructions to students printed as per the sample attached in **Sample II** of the tender document.
- VI. The Answer Books shall be manufactured according to the specifications laid down by the State Council for Technical Education and Vocational Training, Odisha. The inner pages of the Answer Books should be non-absorbing **70 GSM Maplitho** white paper from reputed mills having minimum **77 brightness** as per **IS standard**. The Answer Book should be of **A4 size**, should contain **32 pages** (26 rolled pages shall be cross ruled with ruling of **25 lines** in light blue colour as specified and 04 graph pages in blue colour having a margin ruling of **3 cm** from the left and top.
- VII. Each inner page of the Answer book must have dynamic barcode specifying the incremental page no. along with page no and logo at specified places as per sample attached at **Sample-III** of the tender document.
- VIII. The Answer Book along with front sheet should be machine bold thread stitched (Stitching Machine for this should be Automatic or semi-automatic in nature) along the spine using good quality thread (**Minimum 5 stitches per inch**).
- IX. Printing of Answer Book with front sheet: The printing of an answer book with front sheet refers to printing of static field as well as Dynamic field. The name of Council and the format as specified by the Council should be printed on the Answer Book as static field.

The candidate specific information which shall be provided by the Council from time to time is herein after known as Dynamic field.

- X. The printing of static field shall be done in single colour. The printing of the dynamic field with candidate-specific information and the Bar-code & QR code should be printed with laser printer as per the specification given by the SCTE&VT(O).
- XI. The answer books are to be packed Institution wise, Semester wise, date & sitting wise along with a printed list in the same order in good quality firm Cartoon Box after wrapping it with butter cover papers.
- XII. The required data pertaining to the details of answer books shall be provided to the selected bidder once the bidder is on boarded. The same shall be given by SCTE&VT at the time of placing the order each time before each examination drive occurs.
- XIII. Answer books up to **10 lakhs per Session (Annually 20 lakhs)** have to be delivered to all the Nodal Centres **within 12 days** from the date of data provided by SCTE&VT and for the supply of each additional one lakh answer books or part thereof, maximum of two more days shall be allowed.
- XIV. A sample of supplied answer book collected from the institution at random shall be sent to any of the govt. laboratory countrywide for quality testing purpose.
- XV. Payment of the bill subject to quality test i.e if the quality of answer book will not match with the sample and any parameter of the test is of lower quality then no payment will be done even if the supplied item is utilised.
- XVI. Depending on a deviation or deficiency, the decision taken by SCTE&VT is final and binding. No request for selection of specific laboratory testing shall be entertained. Besides this, the agreement shall be cancelled, and the bidder shall be blacklisted.
- XVII. The Selected bidder has to generate a barcode and QR code to be printed on the Answer books in his own hardware and software. No subletting of work or joint venture of any kind shall be allowed. As such examination data are confidential.
- XVIII. The bidder must have valid RBI/IBA certification.

B. Delivery of Materials:

- I. The packed Bar Coded & QR coded Answer Books are to be delivered at all Nodal Centres (**Approx 35 Nos**) located in each District of the State of Odisha at least before **05 working days** of commencement of Diploma Examination with proper receiving stamp & sign of the concerned authority as per instructions of the SCTE&VT, Odisha.
- II. SCTE&VT, Odisha will provide the details of the Nodal Centres & their Contact persons who will receive the materials.
- III. The rate finalised shall be valid for a period of two years from the date of agreement which can be extended for one more year as per mutually agreed terms.

5.1 Sample-I



STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA

DO NOT WRITE ANYTHING IN THIS SPACE

PART - I

Course : Diploma
Exam : 1st Semester, WIN-2016 R
Date of Exam : 20/12/2016
Branch : (002) Electrical Engineering
Subject Code : BST103
Subject Name : Engineering Mathematics-I

Sl. No. 13309578



Control Bundle No.

306398

16

Question
Paper Code

This part should be used by the Examiner / Chief Examiner only during manual valuation of Answer script

EXAMINER	
Q.No.	Marks Secured
1	
2	
3	
4	
5	
6	
7	
8	
9	
Total Marks	

Teacher Regn. No.

Signature of the Examiner

Total Marks in words

First Digit	Second Digit

CHIEF EXAMINER	
Q.No.	Marks Secured
1	
2	
3	
4	
5	
6	
7	
8	
9	
Total Marks	

Teacher Regn. No.

Signature of the Chief Examiner

Total Marks in words

First Digit	Second Digit



STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA

PART - II

Course : Diploma
Registration No. : F16096002034
Name : PINKU SING
Examination : 1st Semester, WIN-2016 R
Month - Year : DEC - 2016
Branch : (002) Electrical Engineering
Subject Code : BET
Subject Name : Engineering Mathematics-I
College : Nilasaila Institute of Science and Technology, Balasore
Exam Centre : Nilasaila Institute of Science and Technology, Balasore
Date of Exam : 20/12/2016



Control Bundle No.

306398

16

Page No. of the
last page writtenTo be filled by the
Invigilator. If the
Candidate is Absent.
Write AB

Signature of the Student with date

Signature of the Invigilator with date

5.2 Sample-II



STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA

INSTRUCTIONS TO THE STUDENTS

Please read all instructions carefully before beginning to answer.

1. Check the Answer Book thoroughly before filling in details. The Answer Book contains 32 pages (26 rolled pages, 04 Graph pages & 02 blank pages) excluding the Cover page. If the Answer Booklet is defective, report it immediately to the Invigilator.
2. Check the details of your particulars in Part-II of the Cover page, i.e., Name, Registration No., Examination, Subject Name, Subject Code, etc. If the information printed on the Cover Page does not match with your data, report it immediately to the Invigilator.
3. You have to sign in the box specified in Part-II after verifying your particulars.
4. You are instructed to use only blue or only black ballpoint pen for answering.
5. Ensure that the Cover Page Barcode Sheet is properly secured to the Answer Booklet.
6. Do not write on or tamper with the Barcodes as they may affect marks allotted to you.
7. Students are prohibited from following activities, if they do so, the cases will be treated as discloser of identity and Zero mark will be awarded.
 - i. Writing their Registration No. or Name in any part of the Answer Booklet.
 - ii. Putting any distinguishing mark, religious name, or other symbol anywhere in the Answer Booklet.
 - iii. Addressing the Examiner in any manner whatsoever in the Answer Booklet.
 - iv. Writing Mobile No., Email ID, or any other reference in the Answer Booklet.
8. Write the Question Paper Code of the Question in the specified box in Part-I of the Cover Page.
9. Write down the page number of the last page written in the specified box in Part-II of the Cover Page.
10. The Answer Book contains 32 pages. One Answer Book will be given per subject. No additional sheet will be provided. You have to accommodate all your answers within these 32 pages only.
11. Do not write in the margins or outside the border of the Answer Booklet pages.
12. Strike out the parts you do not want to be evaluated. Do not tear out any part of the Answer Booklet.
13. All the bits of a question must be answered at one place.
14. Answers should be written on all pages of the Booklet except the Cover Page.
15. Candidates are not allowed to leave the Examination Hall during the first hour from the commencement of the Examination.
16. Violation of any of the rules mentioned below by the students will be treated as malpractice case
 - i. Candidates are not permitted to talk with each other in the Examination Hall. No one should try to give help to others or seek any help from others inside or outside the Examination Hall.
 - ii. Candidates are not allowed to write anything on the Question Paper except the Registration No. during the course of the Examination.
 - iii. Bringing Cell Phones/Mobile Phones/Programmable Calculators into the Examination Hall.
 - iv. The candidate should not possess any incriminating materials such as books, printed paper, manuscripts etc. during the examination.
17. Violation of any of the examination rules by the students will render him/her liable to expulsion from the Examination Hall and imposition of such other penalty as deemed fit by the Council.
18. The Answer Booklet should be handed over to the Invigilator before leaving the Examination Hall.

**Instructions to be printed on back side of the Front Sheet of
Answer Book**

5.3 Sample -III

			1

Design Layout of Inner rolled page of Answer Book

4. Terms of Payment:

- a) No advance payment shall be made to the Bidder under any circumstances.
- b) The successful bidder shall enter into an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.
- c) In case the bidder fails to execute the contract, SCTE&VT is entitled to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- d) All payments shall be subject to current applicable statutory taxes.
- e) The rate quoted should be firm throughout the contract.
- f) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to above conditions.
- g) The vendor in consideration of the execution and completion of the scope of work as per this agreement and corrigendum thereon, if any, the cost of work order as per the tender submitted by the vendor is final.
- h) All payments to the Vendor shall be made after appropriate deductions of penalties as stipulated in the RFP terms & conditions.
- i) The payment to the Vendor shall be made as per the following schedule with reference to the timelines agreed in the Agreement.
- j) The Vendor shall be eligible to get the payment as per the below broad timelines:

Sl.	Phase	Billing Cycle	Payment (%)	Deliverables
1	Print and Supply of Bar Coded and QR Coded Answer Books (26 rolled pages, 04 Graph pages, 02 plane page) in blue colour	After end of Each exam cycle	100%	Completion certificate from SCTE&VT

Kindly note here that:

- i. Payment shall be made ordinarily within 45 days from the date of submission of tax invoice, duly supported by a detailed MIS report mentioning the quantity & details of Bar Coded and QR Code Answer booklet after due approval from SCTE&VT.
- ii. The bidder shall submit the tax invoice after the examination, clearly indicating the contents of the packets delivered in accordance with SCTE & VT instructions.

Following instructions may be followed by the selected bidder:

- i. The vendor shall take a printout of a sample copy of the Bar Coded and QR Code

Answer booklet before 15 days of the exam date and get approval from the SCTE & VT.

- ii. Based on same and having agreed on the quality and other parameters, SCTE &VT shall indicate the number of Bar Coded and QR Coded Answer books to be printed.
- iii. Bidder shall take the print and pack the Bar Coded and QR Code Answer Books properly and deliver to the respective nodal centres after getting conformation from SCTE&VT.
- iv. There are approximately 35 Nos. Nodal Centres located in each District of the State of Odisha.
- v. The delivery should be ensured at least five working days prior to commencement of Diploma Examination with proper receiving stamp & sign of the concerned authority as per instructions of the SCTE&VT, Odisha.
- vi. The details about the nodal centres and contact person from each nodal centre shall be provided by SCTE&VT, Odisha.

6. SECTION IV: Technical Bid (PART-A)

TECHNICAL BID (PART-A)			
Sl No	Description	Submitted (Yes/No)	Page No.
1	Attach tender acceptance letter (TECH -1)		
2	General Details of the Bidder's Organisation (TECH - 2)		
3	Attach Annual Turnover Certificates for average turnover of Rs. 3 crores for the last 4 financial years from 2021-22,2022-23, 2023-24& 2024-25 (duly attested by Chartered Accountant) along with (TECH – 3)		
4	Integrity Pact (Power of Attorney) on a non-judicial stamp paper of Rs. 100/- duly signed by Authorized signatory (Bidder) (TECH - 4)		
5	Attach Work order / Contract Document / Completion Certificate from the previous Clients for carrying out the Similar work from Central Govt / State Govt/ PSUs/autonomous body in last three year-two workorders per year, each order value must be ₹50.00 lakh or above. The work order must be for Printing & distribution of answer books. (at least 2 work order per year for last 3 years) (TECH - 5)		
6	Attach Undertaking format for not have been black listed by any Central / State Govt./PSUs/any Autonomous bodies as on date of bid submission. (Tech-6)		
7	Non-Consortium Declaration (Tech-7)		
8	Copy of PAN		
9	Copy of Goods and Services Tax Identification Number (GSTIN)		
10	Copy of valid ISO 9001:2015 and ISO 27001:2022 Certificate		
11	Mill authorization letter for supply of A Grade paper		
12	The bidder should have at least two nos of web offset four colour printing machine with inkjet systems installed on it with online sheeting process to execute the job in single pass process. These machines should have the capacity to print 2.5 lakh answer books (32 page) per day. The bidder should submit the documentary proof of invoices for purchase of all equipment, in case of imported equipment custom clearance proof of the specified equipment should be submitted. The bidder should submit documentary proof that they can print the schedules through single pass operation.		
13	Invoice of Automatic/ Semi-Automatic stitching Machine of appropriate nos. having production capacity of minimum 2.5 Lakhs per day.		
14	Printer should have necessary software/ hardware to generate barcode and variable data printing with a capacity to print 2.5 lakh answer books (32 page) per day. For checking the barcode printer should have scanners available in house. (Attach details equipment list and invoice of the equipment)		
15	Copy of List of at least 10 nos of employees with copy of statement of ESI and EPF Challan for month of September of each year for last 3 years (2022-23, 2023-24, 2024-25).		
16	Copies of IT Returns for the last 4 FYs (2020-21,2021-22,2022-23and 2023-24) & latest GST Return (in GSTR-3B)		
17	Bid Processing Fee of Rs. 5900 /- (Details)		
18	EMD of Rs. 4,00,000/- (date and online number)		
19	Copy of RBI/IBA certification.		
20	Sample paper for cover page & inner page-12 nos. each to the client address		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.

I/We hereby certify that the information furnished above are full and correct to the best of our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company/firm will be black-listed and will not have any dealing with the organization in future.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____

7. SECTION V: Technical Bid Submission Forms

TECH -1

TENDER ACCEPTANCE LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Vice Chairman
SCTE&VT, Odisha
Unit-8, Bhubaneswar,
Odisha, PIN: 751012**

Sub: Request for Proposal (RFP) for Selection of Agency for Printing and Supply of Bar Coded 32 Pages Answer Books (26 rolled pages, 04 Graph pages, 02 plane pages) [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your RFP No.: _____, dated _____. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (separately).

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP is found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -2**Bidder's Organisation (General Details)**

SL No	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: 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	Local office in Bhubaneswar If Yes, please furnish contact details	Yes / No
6	PAN Number	
7	Goods and Services Tax Identification Number (GSTIN)	
8	Willing to carry out the assignment as per the scope of work of RFP	YES
9	Accept all the terms and conditions as specified in the RFP	YES
10	Bid Processing Fee Details Amount:	
11	EMD Details Amount:	

Authorized Signatory with Date and Seal:**Name and Designation:** _____**Address of the Bidder:** _____

TECH -3**Bidder Organisation (Financial Details)**

Financial Information in INR					
Details	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Average Turnover
Annual Turnover in INR					
<i>Supporting Documents:</i> Audited certified financial statements for the last four year (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable. <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 along with the technical Bid failing which the Bid will be out rightly rejected.</i>					

Signature and Seal of the Chartered Accountant with Date

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)

I, _____, the _____ (Designation) of
(Name of the Organisation) in witness whereof certify that **<Name of person>** is authorized to execute
the attorney on behalf of **<Name of Organisation>**, **<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 favour 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: _____

TECH - 5**(BIDDER'S PAST EXPERIENCE DETAILS)**

(List of assignments of printing and supplying of QR coded/Bar coded booklets of not less than 32 pages to at least two affiliating boards/ affiliating university under any Central Govt / State Govt each year during last 3 years)

Sl. No.	Name of the Client (Central Govt / State Govt)	Nature of the assignment (Printing and Supply of Bar Coded & QR Coded 32 Pages Answer Books)	Order Quantity (in nos)	Duration of Assignment (In month)	Value of Contract (in Lakh)	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

The bidder may enlist their relevant experience in last 3 years along with Supporting documents to proof supply of minimum 17 lakhs booklets per annum and minimum 8 lakhs answer script per order to the aforesaid organization.

Note: Information not conforming to the above format and supply of 17 lakhs booklets per annum and minimum 8 lakhs answer script per order to the aforesaid organizations will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

Undertaking Format for Not Blacklisting

(In Bidders Letter Head)

I, M/s. _____ (the name of the Organization) having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by any State Government or Central Government / Department / Organization in India or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____, 2026

Yours sincerely,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

Non-Consortium Declaration

(In Bidders Letter Head)

We, _____ <name of the Organisation>, having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that in the preparation and submission of our Proposal for _____ (name of the Project) under this RFP Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive. We declare that we are submitting this proposal as an independent Bidder, and not as a part of any consortium/Joint Venture/Associations.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Dated this _____ Day of _____, 2026

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

8. SECTION VI: Financial Bid (PART-B)

FIN-1

**COVERING LETTER
(In Bidders Letter Head)**

[Location, Date]

To,

**The Vice Chairman
SCTE&VT, Odisha
Unit-8, Bhubaneswar,
Odisha,Pin Code: 751012**

**Sub: Request for Proposal (RFP) for Selection of Agency for Printing and Supply of Bar Coded 32
Pages Answer Books (26 rolled pages ,04 Graph pages, 02 plane pages) [FINANCIAL BID]**

Sir,

I, the undersigned, offer to provide the supply/services for [Insert title of assignment] in accordance with your RFP No._____, Dated: _____. Our attached Financial Bid is for the sum of [**Insert amount(s) in words and figures***]. This amount is inclusive of all the applicable taxes as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the goods/services shall be provided in respect to the terms and conditions as stipulated in the RFP document. Segment wise rate as per format (**FIN-2**) given in the RFP documents are given below:

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

FIN-2

BOQ (on Bidders Letterhead)

Name of the Bidder: _____

Sl. No	Description of the work.	Specifications	Rate per Answer books (in INR)	Approx Quantity in numbers per year	Amount (in INR)
	A	B	C	D	E =CXD
1	Printing & Supply of QR & Bar-coded Answer Book 32 pages (26 rolled pages, 04 Graph pages, 02 plane pages) excluding Cover page (As per sample attached at Sample- I, II & III).(as per ToR of this RFP)	Specifications: (A) Answer Book Front Page Data Sheet: Paper: 100 GSM Maplitho paper satisfying the minimum requirements for writing and printing papers of IS1848(Part1):2018 i.e. Brightness $\geq$ 82, One minute Cobb Test max average=25, PH value $\geq$ 6.5 when tested in accordance with 10 of 1060(Part1) Size: A4 Printing: Dynamic field Bar-Code &QR code by laser printer. (B) Answer Book Inner page: 70 GSM, Maplitho paper satisfying the minimum requirements for writing and printing papers of IS1848(Part1):2018 i.e. Brightness $\geq$ 82, One minute Cobb Test max average=25, PH value $\geq$ 6.5 when tested in accordance with 10 of 1060(Part1) Size: A4, Colour: White. Graph Paper Colour: Blue Printing: Bar-coded, Margin Ruling, Cross ruling with 25 lines in rolled pages, Barcoded blue Colour graph pages having margin rolling of 3cm from the left & top Page Numbering bar code in each pages & Logo including plain page		17,00,000 per year	
2	Transportation cost of QR & Bar-coded Answer Book 32 pages (26 rolled pages, 04 Graph pages, 02 plane pages)Rates (in INR)			17,00,000 per year	
TOTAL Value in figures					

TOTAL Value in Words	
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- N.B.*
1. Rate quoted must be inclusive of all Taxes, Duties and inclusive of transportation to nodal centres
 2. Quantities are indicative only & per session the supply quantity is approximately 8.5 Lakhs.
 3. Effective price for One Answer book= $E / 1700000$ (rounded up to two decimal)

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

9. Section VII: Annexure

Bid Submission Checklist

SI No	Description Technical Bid (PART -A)	Submitted (Yes/No)	Page No.
1	Tender acceptance letter (TECH -1)		
2	General Details of the Bidder's Organisation (TECH - 2)		
3	Annual Turnover Certificates for average turnover of Rs. 3 crores for the last 4 financial years from 2021-22,2022-23, 2023-24& 2024-25 (duly attested by Chartered Accountant) along with (TECH – 3)		
4	Integrity Pact (Power of Attorney) on a non-judicial stamp paper of Rs. 100/- duly signed by Authorized signatory (Bidder) (TECH - 4)		
5	Work order / Contract Document / Completion Certificate from the previous Clients for carrying out the Similar work from Central Govt / State Govt/ PSU/ Autonomous bodies s in last three year. The work order must be for Printing & distribution of answer books. (at least Two work order per year for last 3 years, each order value must be ₹50.00 lakh or above) (TECH - 5)		
6	Undertaking format for not have been black listed by any Central / State Govt./PSU/any Autonomous bodies as on date of bid submission. (Tech-6)		
7	Non-Consortium Declaration (Tech-7)		
8	Copy of PAN		
9	Copy of Goods and Services Tax Identification Number (GSTIN)		
10	Copy of valid ISO 9001:2015 and ISO 27001:2022 Certificate		
11	Mill authorization letter for supply of A Grade paper		
12	Invoice of at least two nos of web offset four colour printing machine with inkjet systems installed on it with online sheeting process to execute the job in single pass process. These machines should have the capacity to print 2.5 lakh answer books (32 page) per day. In case of imported equipment custom clearance proof of the specified equipment's should be submitted. The bidder should submit documentary proof that they are capable of printing the schedules through single pass operation.		
13	Invoice of Automatic/ Semi-Automatic stitching Machine of appropriate nos. having production capacity of minimum 2.5 Lakhs per day.		
14	Invoice of necessary software/ hardware to generate barcode and variable data printing with a capacity to print 2.5 lakh answer books (32 page) per day. Invoice of details equipment list.		
15	Copy of List of at least 10 nos of employees with copy of statement of ESI and EPF Challan for month of September of each year for last 3 years (2022-23, 2023-24, 2024-25).		
16	Copies of IT Returns for the last 4 FYs (2020-21,2021-22,2022-23and 2023-24) latest GST Return (in GSTR-3B)		
17	Bid Processing Fee of Rs. 5900/- (Details)		
18	EMD of Rs. 4,00,000/- (details)		
19	Copy of RBI/IBA certification.		
20	Sample paper for cover page & inner page-12 nos. each to the client address		
Financial Bid (PART -B)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Bid (FIN-2)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____