



OSCPs

**Odisha State Child Protection Society**  
(Department of Women and Child Development, Government of Odisha)

**INVITATION FOR  
EXPRESSION OF INTEREST  
FOR  
EMPANELMENT OF PRINT/CREATIVE AGENCIES TO  
DESIGN, PRINT & SUPPLY OF  
VARIOUS INFORMATION, EDUCATION & COMMUNICATION  
(IEC) MATERIALS FOR AWARENESS GENERATION AND  
CAPACITY BUILDING CAMPAIGNs BEING IMPLEMENTED BY  
ODISHA STATE STATE CHILD PROTECTION SOCIETY**



# Odisha State Child Protection Society

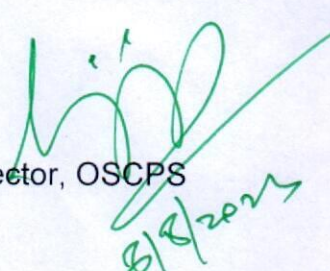
Department of Women and Child Development, Government of Odisha  
Ph.No.0674-2393822

NO-2801 SCPS-TIECA-IECA-0001-2022

Date: 9.08.2023

## Express of Interest (Eoi)

Sealed quotations are invited from intending Print Creative Agencies, Organisations / reputed firms for designing, printing and supplying of IEC materials. The agency should have a valid GST certificate for designing, printing and supply of the items to the office of Odisha State Child Protection Society as and when required. The quotation may be downloaded from the WCD website: [www.wcdodisha.gov.in](http://www.wcdodisha.gov.in) from 10.08.2023 to 31.08.2023. The quotation should reach this office latest by **31.08.2023** during office hours (10.00 AM to 5.30 PM) and it will be opened on 01.09.2023 at 11.00 AM in presence of quotationer or their authorized representatives. The rates quoted should be inclusive of all taxes, duties transportations, etc. Besides the price, the quotations should accompany a copy of a valid GST clearance certificate. The payments will be made by OSCPS after due verification of the item at the delivery point in good condition. The supplier should replace the materials at his own cost if found defective or unsuitable. The authority reserves the right to accept or reject any or all quotations without assigning any reasons thereof.

  
Director, OSCPS

## **Objectives:**

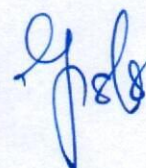
Odisha State Child Protection Society (OSCPS) intends to empanel reputed agencies for preparing IEC materials for its Awareness Generation and Capacity Building Campaigns. In its endeavor to spread awareness amongst the masses, OSCPS has launched various public awareness initiatives through electronic, print, and social media. These awareness campaigns of OSCPS are being implemented through various modes of advertisement like TV, Radio, Print, Exhibition, etc. Awareness campaigns of OSCPS have centered on spreading awareness among the masses on various issues related to Child Rights and Child Protection.

## **The campaign being carried out by OSCPS**

- i. Audio-Video spots on Child Protection
- ii. Print material-Posters & leaflets
- iii. Print campaign through newspapers and magazines
- iv. Audio-Video campaign through TV & Radio
- v. Participation in National & International Seminars, Conference & Exhibitions

OSCPS invites Expression of Interest (EOI) from eligible agencies for designing, printing, binding, and supplying of IEC materials such as posters, leaflet, folder files, newsletter, brochures, handbooks, manuals, pocket book, booklet, photocopies, stickers, handbands etc. Details of which are given at **Annexure-I**.

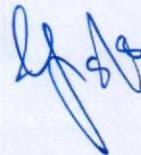
The agencies, who have been carrying out printing of items to any of the Government Offices, Public Sector Undertakings (PSUs), PSU banks, Financial institutions, Premier educational institutes would be preferred.



## Instructions to Bidders & Technical Specifications for designing, printing, binding and supply of different Items

### Instruction to Bidders

1. Sealed tenders are invited from registered Print Creative Agencies, Printing firms Organisations (with GST registration having GSTN) having adequate experience in designing and printing & supply of the different type of printing assignments.
2. Interested bidders may obtain detailed terms and conditions from the website of WCD for taking up this assignment. The interested bidder may download the tender document from the WCD website ([www.wcdodisha.gov.in](http://www.wcdodisha.gov.in)) and may be submitted along with prescribed tender forms with tender document cost of Rs. 1000.00 (Rupees One Thousand only) payable at Bhubaneswar through DD of any Nationalised bank drawn in favor of Odisha State Child Protection Society, Bhubaneswar.
3. The tender should be submitted in two parts i.e., **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The bidders should submit their **Technical** and **Financial** bid separately in two **separate envelopes** and the same should be put into **another cover envelope** superscripted as "**Tender for Printing & Supply of different items** in reference to Advt. No. 2801 dated 09.08.2023". The technical and Financial Bid envelopes should be clearly marked as technical Bid and Financial Bid on the top of the relevant envelopes. The sealed tender will be received through Speed post, Registered Post and Courier. Tender received through by any other mode shall not be acceptable. The bids received after the scheduled date and time will not be entertained.
4. The tenders will be opened on 01.09.2023 at 11.00 AM in the office of the OSCPS, Bhubaneswar.
5. The tenders should be addressed to:  
**The Director,  
Odisha State Child Protection Society  
Plot No-483(pt), 2nd Floor, W & CD complex,  
Ganga Nagar, Unit -6, BBSR-751001**
6. It would be the responsibility of the bidder/bidder's representative (only one authorized person of the bidder) to be present at the venue at the time of the opening of Bids. In case absence of any bidder then bid document could be opened by the Committee members.
7. Bidders who **qualify technically** [as per submission of relevant valid documents as asked to be submitted in Technical Bid-Part 1-Tender Forms (T1 & T2), fulfilling all the Terms & Conditions of the tender document, their **Financial Bid** (Price Schedule -Part 2) shall only be opened. The bidders are requested to clearly mention the %of GST along with



the HSN Code of GST separately against each item as mentioned in the price bid format (Price Schedule). The unit price (exclusive of tax) shall be taken into account for evaluation.

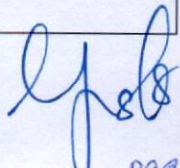
8. The quoted price shall remain valid for a period of one year from the date of approval of the tender on the annual rate contract basis. The validity of the tender may be extended, on the same terms and conditions along with the price, for a further period of one year at mutually agreed upon by the successful bidder and OSCPS, Bhubaneswar.
9. The items delivered should be as per the specification mentioned with clear visibility of contents. If found defective, the same has to be replaced immediately within seven days & total cost will be borne by the concerned awarded party.



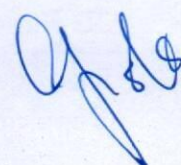
## TERM AND CONDITION

	<b>Terms &amp; Conditions</b>	<b>To be complied as accepted (Documents to be submitted as asked)</b>
1	Designing, preparation, printing, binding and supply of IEC materials (posters, leaflet, folder files, newsletter, brochures, handbooks, manuals, pocket book, booklet, photocopies, stickers, hand bands, etc.)	
2	The agency should be a bonafide registered body.	Photocopy of the Registration Certificate.
3	The agency must have GST registration certificate (with mention of GSTN) and PAN.	Photocopy of the GST registration certificate (with mention of GSTN) and PAN
4	The annual turnover of the bidder must be $\geq$ 10 lakh in each year of the last three preceding financial years(2019-20, 2020-21 and 2021-22).	Audited Balance Sheet & Profit & Loss account of last three preceding financial years
5	The tenderer should furnish copies of the Work Order / Works executed in a similar type of printing during the last three years with Government Departments, Public Sector Undertakings (PSUs), PSU Banks, Financial Institutions, Premier Educational Institutes.	Copy of Work Order of relevant department organizations
6	<p>The agency will have to submit an Affidavit (on original Stamp paper of relevant value) with the following clauses:</p> <ul style="list-style-type: none"> <li>a) Our company/organisation has not been blacklisted by any Government Organisation.</li> <li>b) Our company/organisation does not have any legal suit/criminalcase pending.</li> <li>c) OSCPS will have no liability regarding packaging, transportation, loading, and unloading of material, and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the agency</li> <li>d) Our agency agrees to abide by all terms &amp; conditions of the tender.</li> </ul>	Affidavit

	e) We quote our unit price(s) which is exclusive of GST.	
7	The tender must be accompanied by a <b>Bid Security Declaration Form (Annexure-B)</b> .  Tenders if not accompanied by Bid Security Declaration Form will not be considered.	Bid Security Declaration Form (Annexure-B) to be submitted in the Technical Bid.
8	Local micro & small enterprises registered in Odisha with the respective DIC, OSIC and NSIC while participating in tenders of Government Departments & Agencies under its control shall be exempted from payment of earnest money. At the conclusion of the bidding process, the local MSE bidder, if selected, shall be required to pay 25% of the value of performance security.	Photocopy of the Registration Certificate.
9	The successful bidder will have to deposit Performance Security of 3% <b>of the contract amount</b> in the shape of Demand Draft drawn on any Nationalized /Scheduled Bank payable at Bhubaneswar in favour of Odisha State Child Protection Society. The performance security shall be returned on completion of the contract without interest. The performance security may be forfeited towards compensation for any loss resulting from the successful bidder's failure to fulfill the obligations under the scope of work and terms & conditions of the Purchase Order.	To be submitted at the time of acceptance of the order.
10	Conditional Tenders (like alternative price offers etc) are liable to be rejected. The tender, which is not as per required specifications will not be considered.	
11	The IEC materials will be made in Odia/English as per requirement. Detailed content will be provided by OSCPS. The logo of OSCPS and any other required logo will be provided by OSCPS. The illustrations and designs as per the requirement will be done by the agency.	
12	The agency would finalize the IEC materials based on comments from OSCPS. The creative will be the property of OSCPS. <b>The agency will hand over the finalized and printed creatives and all soft copies designs through CD/Pen drive/Email.</b>	
13	The Agency will ensure that any material used for the preparation of print advertisements, leaflets, brochures, hand-outs, etc does not infringe any Intellectual Property	

  
page - 05

	Right. In case infringement of Intellectual Property Rights (IPR) of any Third Party (s) takes place, the Agency hired by OSCPS for preparation of IEC Materials is liable for payment of compensation to the aggrieved third party. Similarly, the final materials developed for OSCPS should not be shared with any other organisations/ agencies nor it should be used for any other purpose.	
14	If the successful bidder fails to supply within the stipulated period (to be mentioned in the work order), liquidated damage @0.5% of the order value shall be deducted from the final payment. Deductions shall be made a maximum of up to 5% of the purchase order. If the bidder still fails to supply, his order shall be cancelled	
15	The successful bidder shall also ensure the quality must be as per specification and sample paper submitted in the tender. If it is deviated or supplied lower in quality of goods the purchase order stands cancelled. No payment will be released to the supplier for that specific order.	
16	The cost towards the testing of paper will be borne by the successful bidder.	
17	Under no circumstances shall the agency appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions, the contract will be terminated forthwith without any notice, and security deposited by the organization shall be forfeited.	
18	On an emergency basis, the successful bidder will fulfil the order within three days as and when required by OSCPS.	
19	All legal disputes are subject to the jurisdiction Bhubaneswar only	
20	The Director, OSCPS, Bhubaneswar reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.	





Part 1  
FORM - T1

**To be submitted in technical Bid Envelop**

(The documents has to be arranged serially as per the order mentioned below)

1	Name of the Agency /organization	
2	Address of the Agency/organization	
3	Name of authorized signatory (in capital letters)	
4	Telephone number of authorized signatory/ organisation	
5	Authorization and specimen signature of the authorized signatory	
6	Registration No (Attach photocopy of registration certificate of the agency/ registration certificate issued from DIC in case of DIC registered firm)	
7a.	GST registration acknowledgment (Photocopy of GST registration)	
7b.	PAN (Photocopy of PAN)	
8	Demand Draft number & date of tender document cost (Non-refundable) of Rs 1,000/-	
9	Bid Security Declaration Form (BSDF) [Pl. refer to the Clause 7 of Section Terms & Conditions related to submission of BSDF.]	
10	Affidavit of declaration (on Original Stamp paper) as per Clause 6 of the Terms & Conditions.	
11	Sample of all types of paper mentioned in the Technical Specification & all the documents signed by an authority.	
12	Whether all documents submitted signed by the authorized signatory of the organization (Yes / No)	

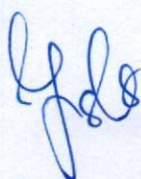
**DECLARATION**

I/ We hereby certify that the terms and conditions, specifications, etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my / our knowledge. I /we understand that in case of any deviation/forged information in the above statement at any stage or in case gets selected and make a deviation to tender terms and conditions or supply of poor quality printing item not as per technical specification, our Firm/Agency may be blacklisted and we are liable for forfeiture of our performance security.

(Signature and Seal of the authorized signatory)

Place:

Date:



FORM T2

(To be furnished in Technical Bid)

PAST EXPERIENCE IN EXECUTING MAJOR PRINTING WORKS

Name of Assignment	Name /address of the Organization for which printing works have been executed	Date of completion of the assignment	Value of the Work Order (Rs)

Note: Please furnish the Work Order copies & photographs of the works executed in support of the information mentioned above.

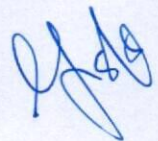
Authorized Signatory [in full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

Address: \_\_\_\_\_

(Organisation Seal)



**FORWARDING LETTER /SELF DECLARATION FORM**  
(To be submitted on Bidder's in non-judicial paper)  
[To be submitted in Technical Bid]

To

**The DIRECTOR**  
OSCPS  
Bhubaneswar

**Dear Madam/Sir,**

Sub: Your Tender Ref. No. \_\_\_\_\_ Dated \_\_\_\_\_

This is with reference to your above-mentioned tender for supply of Printed IEC Materials. Having examined the tender document, we hereby submit our proposal along with the necessary documents. I /We hereby declare that our company/Organisation is having an unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India or any State Government/PSU in the country of India.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that OSCPS reserves the right to consider/ reject any or all bids without assigning any reason thereof.

Date: \_\_\_\_\_ / \_\_\_\_\_ /2023

Authorised Signatory:

Name:

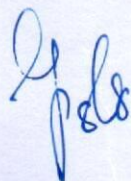
Designation:

Place:

Phone:

Email:

Seal of the applicant



**Bid Security Declaration Form**

(To be submitted on Bidder's in non-judicial paper)

[To be submitted in Technical Bid]

To

**The DIRECTOR**  
OSCPS  
Bhubaneswar

**Dear Madam/Sir,**

Sub: Your Tender Ref. No. \_\_\_\_\_ Dated \_\_\_\_\_

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid condition, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Date: \_\_\_\_\_ / \_\_\_\_\_ /2023

Authorised Signatory:

Name:

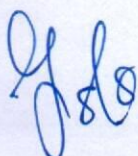
Designation:

Place:

Phone:

Email:

Seal of the applicant



**Technical Specifications**

SI	Item No	Type of Work	Minimum Order Qty/Pages	Specifications
a	b	c	d	e
1	i	Poster	10000	Double Demy (59cm x 89cm) Paper: 80GSM, Maplitho, Multicolour
	ii	Poster	10000	Demy (45cm x 58.5cm) Paper: 80GSM, Maplitho, Multicolour
	iii	Poster	10000	Demy (45cm x 58.5cm) Paper: 90GSM, Glossy, Multicolour
	iv	Poster	10000	Double crown (51cm x 76cm) Paper: 90GSM, Glossy, Multicolour
	v	Poster		Double crown (51cm x 76cm) Paper: 80GSM, Maplitho, Multicolour
2	i	1-page leaflet	1000	Demy 1/4 (20cm x 28cm), 300GSM Glossy, multi-color both side
	ii	2 Fold leaflet	1000	A4 size, 220GSM MAT, multi-colour both side
	iii	3 Fold leaflet	1000	A4 size, 220GSM, MAT, multi-colour both side
	iv	3 Fold leaflet	1000	Demy 'l, (43cm x 28cm), 220GSM, MAT, Multi-colour both side
	v	Folder File	1000	23cm x 30.5cm, 300GSM, Mat laminated, inner hall jacket
3	i	Annual Plan	100/150 pages	Demy 1/4 (20cm x 28cm), Cover page: 300GSM, Glossy, Multi-colour Inner Page: 80GSM map litho, Black and white and per page colour Gum Binding with zoo stitching
	ii	Newsletter / Participant Handbook	500/50 pages	21cm x 27cm, Cover Page: 250GSM, Glossy Inner Page: 130GSM Glossy Middle stich, Multi-colour
	iii	SOP/Training Manual	100/50 pages	Crown Size (18cm x 24cm) Cover Page: 300GSM, Mat Inner Page: 130GSM glossy Gum Binding with Zoo stitching, Multi-colour

	iv	Pocketbook	500/50 pages	8cm x 12cm, Cover Page: 300GSM Mat Inner Page: 90GSM Map litho Gum Binding with zoo stitching, Multi-colour
	v	Booklet (Do's & Don'ts)	200/50 pages	16cm x 24cm, Cover Page: 300GSM MAT Inner Page: 130GSM Glossy Gum Binding with zoo stitching, Multi-colour
	vi	Photocopy	500 pages	A4 size, 70 GSM Colour B/W
	vi	Custom Size	100/50 pages	Price per Sq Inch, in 70, 80, & 90GSM both for Maplitho and Glossy. Colour & B/W.
4	i	Standard Photo Album Book	300/20	Size B5(182mm X 257 mm) Landscape, Spiral thermal laminated binding, Color Glossy paper

*gds*

**Signature of the Applicant**

**Seal**

**Price Schedule**

Item No	Type of Work	Minimum Order Qty/Pages	Specifications	Quoted Rate in Rs. (Per Unit) Excl. of GST	% of GST applicable on & above the price mentioned in column	HSN Code (4 digit code) of the % of GST mentioned in column
b	c	d	e	f	g	h
1	Poster	10000	Double Demy (59cm x 89cm) Paper: 80GSM, Maplitho, Multicolour			
2	Poster	10000	Demy (45cm x 58.5cm) Paper: 80GSM, Maplitho, Multicolour			
3	Poster	10000	Demy (45cm x 58.5cm) Paper: 90GSM, Glossy, Multicolour			
4	Poster	10000	Double crown (51cm x 76cm) Paper: 90GSM, Glossy, Multicolour			
5	Poster		Double crown (51cm x 76cm) Paper: 80GSM, Maplitho, Multicolour			
6	1-page leaflet	1000	Demy 1/4 (20cm x 28cm), 300GSM Glossy, multi-color both side			
7	2 Fold leaflet	1000	A4 size, 220GSM MAT, multi-colour both side			
8	3 Fold leaflet	1000	A4 size, 220GSM, MAT, multi-colour both side			
9	3 Fold leaflet	1000	Demy 'l, (43cm x 28cm), 220GSM, MAT, Multi-colour both side			
10	Folder File	1000	23cm x 30.5cm, 300GSM, Mat laminated, inner hall jacket			
11	Annual Plan	100/150 pages	Demy 1/4 (20cm x 28cm), Cover page: 300GSM, Glossy, Multi-colour Inner Page: 80GSM map litho, Black and white and per page colour Gum Binding with zoo stitching			

12	Newsletter / Participant Handbook	500/50 pages	21cm x 27cm, Cover Page: 250GSM, Glossy Inner Page: 130GSM Glossy Middle stich, Multi-colour			
13	SOP/Training Manual	100/50 pages	Crown Size (18cm x 24cm) Cover Page: 300GSM, Mat Inner Page: 130GSM glossy Gum Binding with Zoo stitching, Multi-colour			
14	Pocketbook	500/50 pages	8cm x 12cm, Cover Page: 300GSM Mat Inner Page: 90GSM Map litho Gum Binding with zoo stitching, Multi-colour			
15	Booklet (Do's & Don'ts)	200/50 pages	16cm x 24cm, Cover Page: 300GSM MAT Inner Page: 130GSM Glossy Gum Binding with zoo stitching, Multi-colour			
16	Photocopy	500 pages	A4 size, 70 GSM Colour B/W			
17	Custom Size	100/50 pages	Price per Sq Inch, in 70, 80, & 90GSM both for Maplitho and Glossy. Colour & B/W.	70 GSM, Matplitho, B/W		
				80 GSM, Matplitho, B/W		
				90GSM, Matplitho, B/W		
				70 GSM Glossy, Multi colour		
				80 GSM Glossy, Multi colour		
				90GSM Glossy, Multi colour		
18	Standard Photo Album Book	300/20	Size B5(182mm X 257 mm) Landscape, Spiral thermal laminated binding, Color Glossy paper			
			Total Price			

Page-14



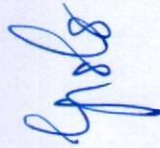
Only one price has to be quoted against each item. Alternative pricing against one item is not allowed. Rates per unit quoted should be inclusive of the cost of paper, pages, design, proofreading, DTP, printing, binding & stitching as per specification, paper testing charges, packaging in waterproof materials and corroborated boxes, transportation to the consignee, and exclusive of GST if any applicable. (The % of GST any must be mentioned in the separate column mentioned above).

The evaluation shall be made on the Price per Unit (Exclusive of GST). In case of a different % of GST for the relevant item (s) quoted by bidders, the correct % of GST shall be applicable.

(Signature of the authorized signatory)

Place:

Date:



Signature of the Applicant