

**TENDER CALL NOTICE FOR PRINTING & SUPPLY OF ANSWER BOOKS AND EXAMINATION MATERIALS
TO ODISHA STATE BOARD OF PHARMACY, BHUBANESWAR**

Tender call Notice No. 2372 /OSBP Dated 03/05/2025

Sealed quotations are invited from reputed printing agency/press for printing and supply of answer books and examination materials to Odisha State Board of Pharmacy, Bhubaneswar. The last date of tender submission is **16/05/2025 up to 05.00 P.M.** The sealed tender will be received by Speed Post/Registered Post/Courier only in Odisha State Board of Pharmacy, P.O – Mancheswar Railway Colony, Bhubaneswar - 751017. No hand delivery is acceptable. Tender received after the scheduled date and time will not be considered. The authority is not responsible for any postal delay. The authority reserves the right to cancel the bids without assigning any reason thereof. More details are available in website www.dmetodisha.gov.in , www.osbp.in and <https://khordha.odisha.gov.in>

**Sd/-
Member Secretary
OSBP, Bhubaneswar**


3/5/25

TENDER CALL NOTICE FOR PRINTING & SUPPLY OF ANSWER BOOKS AND EXAMINATION MATERIALS
TO ODISHA STATE BOARD OF PHARMACY, BHUBANESWAR
Tender call Notice No. 2372 /OSBP Dated 03/05/2025

Sealed quotations are invited from reputed printing agency/press for printing and supply of answer books and examination materials to Odisha State Board of Pharmacy, Bhubaneswar. Interested eligible bidders may obtain detail information and list of items with technical specifications from the website www.dmetodisha.gov.in , www.osbp.in and <https://khordha.odisha.gov.in>. The last date of submission of the quotation is **16/05/2025 up to 05.00 P.M.** The sealed quotations will be received by Speed Post/Registered Post/Courier only in Odisha State Board of Pharmacy, P.O – Mancheswar Railway Colony, Bhubaneswar - 751017. No hand delivery is acceptable. Tender received after the scheduled date and time will not be considered. The authority is not responsible for any postal delay. The authority reserves the right to cancel the bid/s without assigning any reason thereof. More details are available in website www.dmetodisha.gov.in & www.osbp.in.

Particulars about submission of quotation document are as follows:

Tender document cost	Nil
Bid Security (EMD)	Rs.5000/-
Date of availability of Bidding in the website www.dmetodisha.gov.in , www.osbp.in and https://khordha.odisha.gov.in	03/05/2025
Last date and time for submission of bids	16/05/2025 05:00 PM
Time and date of opening of bids	19/05/2025 03:00 PM
Place of opening of bids	O/o The Director of Medical Education and Training, Odisha, Heads of Dept. Building, Bhubaneswar - 751001
Address for submission of bids	Odisha State Board of Pharmacy, P.O – Mancheswar Railway Colony, Bhubaneswar - 751017

Sd/-
Member Secretary
OSBP, Bhubaneswar

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31/5/25

TENDER CALL NOTICE FOR PRINTING & SUPPLY OF ANSWER BOOKS AND EXAMINATION MATERIAL
TO ODISHA STATE BOARD OF PHARMACY, BHUBANESWAR
Tender call Notice No. 2372 /OSBP Dated 03/05/2025

1. General Instructions

- a. The selection of supplier for the procurement of answer books and examination related material will be based on quality and performance along with cost. In this context decision of purchase committee is final based on documentary evidence or actual physical verification.
- b. Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or the contract will be cancelled.
- c. All offers should be in mentioned in English and the price quoted for each item shall be in INR.
- d. The rates and the conditions of the tender will remain valid for 24 months from the date of issue of the first purchase order or for 04 (four) examinations conducted by OSBP, Bhubaneswar whichever is earlier. No change/alteration of the rate and/or quality of item supplied will be acceptable on any account during the tender period.
- e. Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.
- f. Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.
- g. If a tenderer finds discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing. This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.
- h. The contract shall not be sublease or sub-contract to any other agency.
- i. The printer shall print, bind and deliver the work in clear and legible type, form and style with proper material in good and workman like manner.
- j. The printer shall print, bind and deliver the work in the office of the OSBP, Bhubaneswar at his own cost.
- k. The proof reading/checking will be done by the printer himself with a view to ensure 100% error free work. However, the final proof has to be submitted to OSBP, Bhubaneswar for approval.
- l. The time specified for delivery of order shall be strictly adhered to and time in this respect shall be deemed to be essence of the contract. If the time schedule is not adhered to and the job is delayed, the penalty will be imposed.
- m. Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.
- n. Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance' 'subject to prior sale, etc. will not be considered.
- o. The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.
- p. The tenderer will not be permitted to change the substance of his offer after the tenders have been opened.
- q. In the event of non-compliance with this provision, the tenderer is liable to be disqualified.

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31/5/25

- r. The purchaser requires approximately 90000 answer books of 32 pages, 4000 answer books of 16 pages and 4000 additional answer books of 08 pages and other examination related material during the tender period in phases. However, this is a tentative requirement. The number of answer books to be purchased will depend on the number of candidates appearing in the examinations which may vary at the time of placing the purchase orders and also during the whole tender period.
- s. The material would be delivered by the supplier at Odisha State Board of Pharmacy, Bhubaneswar at their own cost.
- t. The answer books and other examination materials ordered must be supplied on part basis as per purchase order issued from time to time/in phases during the tender period.
- u. In case the items supplied by the supplier are found not up to the specification/quality, they shall be rejected. The supplier will be intimated to take back the stocks at his own cost within three (03) days from the date of rejection and to replace the same within seven (07) days, failing which penalty will be invoked in addition to legal actions.
- v. All taxes, levies, surcharges etc. should be paid and borne by the tenderer.

2. Bid Security (EMD)

- a. The tenderer has to submit a Demand Draft (Banker's Cheque/pay order of Rs. 5000/- (Rupees five thousand only) in favour of ORISSA STATE BOARD OF PHARMACY, BHUBANESWAR payable at Bhubaneswar drawn in any scheduled Bank towards EMD except MSME (copy of the certificate to that effect may be attached).
- b. In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.
- c. No request for adjustment of claims, if any, will be accepted.
- d. The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized without interest.

3. Procedure for submission of tenders/bids

- a. The Tenderers/bidders must submit their bids as required in **two parts in separate sealed covers** prominently superscribed as **Part – I (Technical Bid)** and **Part – II (Financial Bid)** and also indicating on each of the covers the "Tender call Notice Number 2372 & Date 03/05/2025 for printing & supplying of answer books and examination related material". These two bids (technical and financial bids) are placed inside a third envelope and superscribed as "**Tender call Notice Number. 2372 & Date 03/05/2025 for printing & supply of answer books and examination related material**" on the top of the envelope and submit by **Registered Post/Speed Post/Courier only** to Odisha State Board of Pharmacy, P.O – Mancheswar Railway Colony, Bhubaneswar - 751017 within the due date and time as stipulated in Tender. The sealed envelope must show the name of the tenderer and his address.
- b. All the documents submitted must have the signature and seal of the tenderer.
- c. All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics. Wherever possible, data in tabular form should be given.
- d. **Part – I (Technical Bid) (Annexure – 1, 2)**
 - i. Annexure 1 & 2 along with the required documents should be signed with seal and submitted in the Part – I (Technical bid) of this tender document.

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- ii. Sample answer books/items are to be submitted in original.
- e. **Part – II (Financial Bid) (Annexure – 3)**
 - i. The quoted price of the items shall be given in Part – II (Financial Bid) in the prescribed format as per Annexure – 3 of this tender document.
 - ii. Price quoted should be in INR inclusive of GST. Tax components as applicable should be mentioned clearly in the financial bid. The rate should be quoted for the unit pack size in the financial bid.

4. Bid opening and evaluation

- a. The Technical bids will be opened in the presence of the bidders or their representatives who choose to attend at the appointed place and time.
- b. The bid of any bidder who has not complied with terms & conditions prescribed in the Technical bid will be summarily rejected.
- c. All the samples of the items shall be inspected and tested for completeness, state of physical condition and performance as per quoted specification during the opening of the Technical Bid. The tenderer shall provide all test and measuring equipment/tools (if any) required for inspection/testing and the cost of all such tests shall be borne by the Tenderer.
- d. Financial bid of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders who choose to attend at the appointed place and time.

5. Penalty

If the successful bidders fail to deliver the items in time as specified in purchase order, the supplier will be charged @ 1% (one per cent) per month on part thereof subject to maximum 5% of the undelivered items and/or the purchaser may take steps to cancel the order without any financial loss on the part of the purchaser and/or to black list the printer and/or to recover from the printer, liquid damages by way of penalty.

6. Solving Disputes

- a. The purchaser & the tenderer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.
- b. All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

7. Payment terms

Payment will be made on actual supply after delivery of the items as per the quantity, schedule and specification mentioned in purchase order on submission of GST Invoice. Price should be quoted as per the unit pack of each item in INR inclusive of GST. Purchase order will be placed only as per the requirement.

- 8. All the above terms and conditions shall form a part of the Purchase Order.

9. OSBP, Bhubaneswar has all rights to accept/reject any tender or all tenders without assigning any reasons thereof.

10. List of items and specifications:

SI No	Description of item	Unit pack size
1	Main answer books (32 pages) *	1000
2	Main answer books (16 pages) *	1000
3	Additional answer books (08 pages) *	1000
4	Mark foil (Theory)	1000
5	Mark foil (Practical)	1000
6	Printed (unicolor) Brown color envelop (SIZE 9" x 4")	500
7	Printed (unicolor) Brown color envelop (SIZE 10" x 4.5")	500
8	Printed (unicolor) Cloth envelope (SIZE 10" x 14")	500
9	Printed (unicolor) Cloth envelope (SIZE 12" x 16")	500
10	Issue register (100 pages)	05
11	Stock register (700 pages)	05
12	Index register (100 pages)	05
13	Account register (100 pages)	05
14	Cash Book (200 pages)	05
15	Money receipt Book (100 pages)	05
16	Attendance register (Big)	05
17	Single side printed forms in unicolor, A4 size, 70 GSM without numbering	1000
18	Double side printed forms in unicolor, A4 size, 70 GSM without numbering	1000
19	Single side printed forms in unicolor, A4 size, 70 GSM with numbering	1000
20	Double side printed forms in unicolor, A4 size, 70 GSM with numbering	1000

*The technical specifications of the answer books are as follows:

SI. No.	Technical Specifications of the answer books
1.	No. of pages 32/16/08 including cover pages (Cover page to be printed with individual student data as per instructions given by OSBP.
2.	GSM 60 paper
3.	Size 11.4"x 7.8"
4.	Monolith type paper

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31/5/25

(in the letter head of the bidder)

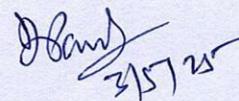
(Technical Bid)

Sl. No.	Description	Details
1	Name of the Firm	
2	Official Address	
3	Contact person with designation	
4	E-mail	
5	Mobile No.	
6	TIN/PAN No.	
7	GSTIN No.	
8	Any other document submitted	
9	Bank Details	
	Beneficiary Name	
	Bank Name	
	Branch Name	
	Account No	
	IFSC Code	

Date:

Place:

Signature of the bidder with date and seal



(in the letter head of the bidder)

Part – I
(Technical Bid)

Sl. No.	Name of the documents	Submitted (Yes/No)	Page No. (if yes)
1.	Copy of GSTIN Number		
2.	Copy of PAN Card		
3.	Bid security/EMD as DD (Rs.5000/-)		
4.	Copy of Income Tax return (last 3 years)		
5.	Client list in support of supply of printing material		
6.	Undertaking that the firm has not been debarred/blacklisted by any Govt. Organization/Semi Government Organization/PSUs. Attach the undertaking on a non-judicial stamp paper of Rs.20/- (Original Copy) with signature & seal of the bidder as per Annexure - 4		
7.	Documents in support of turn-over for 2021-22, 2022-23 and 2023-24 (certified by the Chartered Accountant) as per Annexure - 5		
8.	Sample answer book		
9.	Tender document with signature and seal in each page		

NB:

The required documents are to be signed with seal and submitted along with the Technical bid.

Date:

Place:

Signature of the bidder with date and seal

[Handwritten Signature]
31/5/25

(in the letter head of the bidder)

Part – II
(FINANCIAL BID)

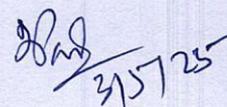
SI No.	Item	Unit pack size	Unit Price	GST (%)	Total price including GST (Rs.)	REMARKS (if any)
1	Main answer books (32 pages) *	1000				
2	Main answer books (16 pages) *	1000				
3	Additional answer books (08 pages) *	1000				
4	Mark foil (Theory)	1000				
5	Mark foil (Practical)	1000				
6	Printed (unicolor) Brown color envelop (SIZE 9" x 4")	500				
7	Printed (unicolor) Brown color envelop (SIZE 10" x 4.5")	500				
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14	Cash Book (200 pages)	500				
15	Money receipt Book (100 pages)	500				
16	Attendance register (Big)	500				
17	Single side printed forms in unicolor, A4 size, 70 GSM without numbering	05				
18	Double side printed forms in unicolor, A4 size, 70 GSM without numbering	05				
19	Single side printed forms in unicolor, A4 size, 70 GSM with numbering	05				
20	Double side printed forms in unicolor, A4 size, 70 GSM with numbering	05				

*As per the specifications mentioned in Clause No.10

Date:

Place:

Signature of the bidder with date and seal



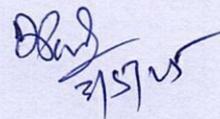
DECLARATION
(Affidavit before Executive Magistrate/Notary Public)

Name & Address of the Firm:

I, S/o
....., Address do
solemnly pledge and affirm the following:

1. That, I am the Proprietor/Partner/Director/Authorized signatory of M/s _____
2. That, I/We do declare that, I/We have carefully read all the terms & conditions of the Tender call Notice No./OSBP Dated
3. That, the approved rate will remain valid for a period of 24 months from the date of issue of the first purchase order or for 04 (four) examinations conducted by OSBP, Bhubaneswar whichever is earlier. No change/alteration of the rate and/or quality of item supplied will be made on any account during the tender period. I will abide with all the terms & conditions set forth in the Tender call Notice No./OSBP Dated
4. That, I/We, Proprietor/Partner/Director of the firm /Company have not been debarred/blacklisted by any State Govt./Union Territory/Govt. of India/Govt. Organization/Govt. Health Institutions for supply of Not of Standard Quality (NSQ) items/non-supply.
5. I/We do hereby declare that, I/we will supply the items quoted as per the terms, conditions and specification of the tender document.
6. That, no Police case and/or case by CBI/FEMA/Income tax/GST authorities are pending against the Proprietor/Partner/Director of the firm /company and also against the firm/company.

Signature of the bidder with date and seal



(To be furnished in the head of the auditor/Chartered Accountant)

ANNUAL TURNOVER STATEMENT

The Annual Turnover of M/s..... for the following years are given below and certified that the statement is true and correct.

Sl No.	Financial Year	Turnover in Lakhs (Rs.)
1	2021-22	
2	2022-23	
3	2023-24	
Annual turnover (for the above three years) in Lakh (Rs.)		

Date:

Signature of the Auditor/Chartered Accountant
Name

Place:

Note: To be issued in the letter head of the Auditor/Chartered Accountant.

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