



MO SCHOOL ABHIYAN PARICHALANA SANGATHAN

(An Initiative of Government of Odisha under School & Mass Education Department)

6th Floor, A1 Block, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007

Website: www.moschool.in, Tel No. : 0674-2572488

Expression of Interest (EOI) for Empanelment of vendors for Graphic Designers or Creative Agencies

EOI Ref No: 2388 / MSA / 23

Mo School Abhiyan Parichalana Sangathan (MSAPS), an Initiative of Government of Odisha under School & Mass Education Department intends to empanel of vendors for Graphic Design or Creative Agencies having professional and latest facilities of Vinyl printing; situated in Odisha primarily for a one (01) year extendable up to three (03) years for Branding/stickering Graphic designs/ Stickers of MSAPS etc.

Mo School Abhiyan Parichalana Sangathan (MSAPS) has invited expression of interest for the empanelment of **Graphic Designers or Creative Agencies** for various works like Branding of Cycles in respect of Govt., Govt. Aided and New Aided, Sanskrit tolls, Madrasas, OAVs and SSD of State under Free Bicycles Distribution Scheme of Govt. of Odisha in School & Mass Education Department.

Interested printers who fulfill the eligibility criteria, terms & conditions, and quality parameters along with other aspects mentioned in the EOI may send their request to the Chief Executive Officer, Mo School Abhiyan Parichalana Sangathan by 03rd August 2023, 5:00 PM.

The detailed terms and conditions of the tender may be downloaded from the MSAPS website www.moschool.in.

Printers/vendors should read the document carefully as enclosed and comply strictly with the terms and conditions before submitting their EOI.



Enlistment of printers/vendors for Graphic Designers or Creative Agencies

NOTE

Last date for submission of EOI 3rd August 2023 (5:00 PM)

- Please read and note each and every term and condition carefully before filling up the Documents.
- Documents must be signed on each page along with the seal.
- Documents must be submitted with the supporting requisites and relevant to the demand.
- The envelope shall clearly mention the Date, Applicant's Name and Address and shall be superscribed "Application for Enpanelment of Printers – for MSAPS"

BACKGROUND

The State Government of Odisha has received expressions of interest from alumni and others who are keen to contribute to their alma maters i.e., schools that they or their relatives attended. The Hon'ble Chief Minister of Odisha Shri Naveen Patnaik launched the Mo School campaign on November 14, 2017 – Children's Day – in response to this philanthropic interest from alumni of Odisha schools residing in India and abroad.

Mo School is an initiative that aims to create a platform for people to connect, collaborate and contribute to revamping the government and government-aided schools in Odisha. A robust and vibrant school education system holds the key to a brighter future for the state and its people. Odisha needs to groom its school children to be successful citizens that shape the emergence of a progressive and cosmopolitan state leading it to be the most developed one in the nation.

ELIGIBILITY CRITERIA (ESSENTIAL CRITERIA)

1. The firm should have necessary Printer Registration certificate.
2. The firm should be located in Odisha.
3. The firm should have at least three years (2020-21, 2021-22, 2022-23) experience of producing quality publications, i.e., Books, Magazine, Journals and other publication of Govt. & Public undertaking organizations.
4. The firm should have PAN number issued by the Income-tax department.
5. The firm should have GST Number.



DOCUMENTS TO BE SUBMITTED:

- Relevant EOI document and terms & conditions (each and every page) duly filled, signed and stamped by the printer along with the supporting Documents.
- Printer Registration certificate from appropriate authority.
- An audited copy (including balance sheet and P&L) of the annual turnover for last 3 years should be submitted.
- Copy of PAN number issued by the Income-tax department.
- Copy of GSTIN
- Letter of associated press/own printing facility
- Details of printing and designing works (Work order, completion certificate) executed for the last 3 financial years for Govt. & Public undertaking organizations.
- Sample of work (Graphic Design/Vinyl Sticking related)

EMPANELMENT PERIOD

- The empanelment will be for a period of one year extendable on a yearly basis for a maximum period of three years, on the basis of satisfactory services.
- The Panel of Printers empaneled through this EOI shall be eligible for award of work, as per the requirement as and when raised by MSAPS.

EMPANELMENT PROCEDURE

- The evaluation of the applications for empanelment shall be carried out by the Committee constituted for this purpose.
- The Committee will examine and evaluate each application on the basis of information and documents submitted by the applicant.
- On the basis of the evaluation, a list of printers who fulfill the requirement and provide the realistic rates shall be prepared.

NOTIFICATION OF EMPANELMENT

- MSAPS shall notify the successful applicant about empanelment in writing by registered letter or by e-mail.
- The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send its acceptance within 7 days of receiving the notification. Failure to abide by this may lead to termination of empanelment.

AWARDING OF WORKS

- MSAPS shall call the empaneled agencies by inviting quotation for institutes printing requirements, as and when required, as per given time schedule.
- MSAPS shall carry out detailed evaluation of such received documents to arrive at best selected printer for that work.
- MSAPS shall select and enter into specific contract with identified printer on basis of scope, deliverables and terms and conditions.

- The selected printer shall be responsible and bound by that contract for successful execution of the work.
- The printer would be required to develop a specimen/dummy of the required printing material before going for final printing.

PAYMENT

- Payment will be released on presentation of correct bill supported with the copy of the work order of the authorized officers of the MSAPS.

CONFIDENTIALITY

Both the parties shall take all reasonable steps to minimize the risk of disclosure of confidential information.

OTHER TERMS & CONDITIONS

- MSAPS's decision in respect of evaluation methodology and short listing of Applicants will be final and communications, whatsoever in this respect, shall be entertained.
- MSAPS also reserves the right to reject any application if:
 - i. It is not in the given format.
 - ii. At any time, a material misrepresentation is made or uncovered.
 - iii. The agency/firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the application.
 - iv. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid.
- In case any of the documents furnished by the vendor is found fake at any point of time, during scrutiny or during the entire tenure of empanelment, penal action can be taken against the defaulter vendor.
- During empanelment period, MSAPS reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the MSAPS reserves the right to remove such vendors from the empaneled list without giving any notice to the vendor in advance. MSAPS's decision will be final and binding in this regard.
- For all printing jobs, approved rates for printing shall be applicable. No hike in the rates shall be entertained.
- MSAPS reserves its right to terminate the empanelment at any time without assigning any reason and call for a fresh empanelment.
- MSAPS will periodically review the performance of the empaneled Printing Agencies and will take action as deemed fit in case of underperformance.
- The Printer shall be solely responsible for compliance with the provisions of all central and state Laws, various taxes & levies relating to persons deployed for providing services to MSAPS.
- This EOI is neither an agreement nor an offer and is only an invitation by MSAPS to the interested parties for submission of applications.



**MO SCHOOL ABHIYAN PARICHALANA
SANGATHAN**
(An Undertaking of School & Mass Education
Department, Government of Odisha),

**Application form for Empanelment of Graphic
Designers or Creative Agencies**

GENERAL

Note to fill the Application Form:

1. It is essential to fill in all columns of the application.
2. Each page of the application form to be signed by the authorized signatory.
3. Attach separate sheets to fill in the details, wherever required.

Name of the Printer/Vendor: _____

Office Address: _____

Telephones Nos.: _____

E-mail / Website: _____

Mobile Nos.: _____

Nature of ownership of firm (Sole/Partnership/otherwise)

If Registered, Regn. No. with name of authority:

Validity of registration:

GST. No.:

PAN No. :

Is the firm, on the panel of any other govt. organization:

Details of printing and designing works executed for the last 3 financial years (indicate year-wise)

Please attach list

Details of turn over for the last 3 financial years (indicate year wise)

List of clients with telephone Nos. in respect of which works have been executed successfully:

Sample of work (copy attached):

Any other (Achievements):

(Signature of the Proprietor/Authorized Signatory)

Rubber Seal of the

FirmPlace:

Date:



Specifications/ Information of Printing Materials

Name of Agency/Person:		
Sl No	Name of Work	Specification/ Quantity
1.	Vinyl Stickers to be pasted on both side of Bicycle frame: a) 'Ame Padhibu Badhibu Srestha Hebu' - in Odia font b) 'Ame Gadhibu Nua Odisha' - in Odia font	a) Size: Rectangular shape (4cm/35 cm) b) Color: Bi-color {Base 'Deep Green', Letters 'White'} c) Quantity: 11 lakh pcs. (Each 5.5 lakh)
2.	Vinyl Stickers to be pasted on both Mud guards of Bicycle: 'Ame Gadhibu Nua Odisha' - in Odia font	a) Size: Circular shape (Dimeter: 4cm) b) Color: Tri-color {Base 'Light Green', Letters 'Deep Green', Circle border 'Green'} c) Quantity: 11 lakh pcs.

Application for Empanelment of Graphic Designers/ Creative Agencies'

(To be typed & submitted in the Letter Head of the Company/Firm)

Offer Reference No.....

Dated:

To,
The Chief Executive Officer,
Mo School Abhiyan Parichalana Sangathan,
6th Floor, A1 Block, Toshali Bhawan,
Satya Nagar, Bhubaneswar- 751007

Dear Sir,

Sub: Submission of Application against EOI Ref No: _____

We wish to introduce ourselves as printer and request you to consider our application for empanelment as a 'Graphic Designer or Creative Agencies' for printing MSAPS's various printing work detailed in the EOI issued by MSAPS, in accordance with the terms and conditions thereof.

I/We have carefully read the terms and conditions specified in EOI and also following listed documents connected with the EOI documents and agree to abide by the same.

1. Amendments/Clarifications/Corrigenda/Errata/etc. issued in respect of the EOI by MSAPS (if any)
2. Notice Inviting Application
3. Documents referred in EOI.

Authorized Representative of Applicant