



**FOREST, ENVIRONMENT AND CLIMATE CHANGE DEPARTMENT  
GOVERNMENT OF ODISHA**

**OFFICE OF THE CHIEF EXECUTIVE,  
REGIONAL PLANT RESOURCE CENTER BHUBANESWAR**

**REQUEST FOR PROPOSAL (RFP)**

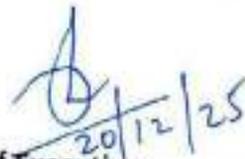
**FOR**

**Selection of a Printing agency for Designing, Printing, Bindings and Supply of Books,  
Reports, Publications etc. to RPRC, Bhubaneswar**

**BID IDENTIFICATION NO. 44 RPRC/2025-26**

**RPRC e-TCN- 44 of 2025-26  
E-mail- [rprcbbsr@gmail.com](mailto:rprcbbsr@gmail.com)**

**PROJECT PROPOSAL  
FOR THE YEAR 2025-26**



**Chief Executive  
Regional Plant Resource Centre  
Bhubaneswar**

## Contents of RFP

Sl.No.	Particulars	Page Nos.
1	Executive Summary	3-4
2	Disclaimer	5-6
3	Notice Inviting RFP	7
4	Data Sheet	8
5	SECTION 1 : Letter of Invitation	9-11
6	SECTION 2: Instruction to the Bidders	12-28
7	SECTION 3 :Terms of Reference	29-35
8	SECTION 4 :Technical Proposal Submission Forms (Tech-1 to 8)	36-45
9	SECTION 5 :Financial Proposal Submission Forms	46
10	SECTION 6 :Bid Submission Check list	47-48
11	SECTION 7 :Annexure- I to II	49-58
i.	Annexure-I: Format of performance bank guarantee	50-53
ii.	Annexure-II: Site visit Certificate	54
iii.	Annexure-III: Standard form of contract	55-56
iv.	Annexure-IV- Drawings	57-58

## EXECUTIVE SUMMARY

Regional Plant Resource Centre (RPRC), Bhubaneswar, an autonomous Research and Development Institute of Forest, Environment & Climate Change Department, Govt. of Odisha, has been implementing various R&D activities primarily through execution of various research projects relevant to the state and establishment of different State of the Art facilities to produce and conserve plant genetic resources.

RPRC has been prioritized research areas such as (i) Microbiological Studies & Applications, (ii) Tissue Culture & its application on various important plant spp. (banana, orchids, medicinal, forest spp. & mushrooms), (iii) Medicinal plants research and its application, (iv) Wild Edible Fruits - propagation, field introduction and nutraceutical analysis, (v) Propagation and reintroduction of RET spp., Orchids & Mangrove plants etc.

Publication of Books, report on different thematic areas of various research activities is a key for widespread dissemination of R&D activities of RPRC among the intended stakeholders, for which it is intended for design and printing of required quantities of I) Coffee Table Book on Orchids, II) Book on Orchid cultivation, III) Book on medicinal plants, IV) Monograph on the Mimoso ideae of Odisha, India, & V) Activity report of RPRC with an indicative cost of Rs.22, 52,856/- the details of which are listed in subsequent sections.

### Objectives

- I. **Coffee Table Book on Orchids**
  - i. Aimed at significant resource for botanists, horticulturists, students, collectors, and nature enthusiasts
  - ii. Provide thorough insights into the diversity of Orchidaceae.
  - iii. Pleasant and soothing read for its narrative flow with bright imagery, attracting broad audiences,
  - iv. Provide factual information, creative inspiration, or a moment of silent adoration on Orchids
- II. **Book on orchid cultivation**
  - v. To provide detail package of practices for Commercial Orchid cultivation in Odia
  - vi. To provide comprehensive information on methods and infrastructure requirements for the commercial cultivation of orchids
  - vii. To provide deeper understanding on successful cultivation of orchid plants
- III. **Book on Medicinal Plants**
  - i. To provide information of key medicinal plants available in Odisha to treat diseases or ailments and its healing properties.
  - ii. To provide a comprehensive documentation of medicinal plants and their diversity that are used in traditional medicine for a wide range of ailments
  - iii. To provide highlights on Medicinal Plants Knowledge Centre of RPRC that documents

- medicinal plant species, creating a database of their uses,
- iv. To provide a source of medicinal plant materials for practitioners and researchers.

**IV. Monograph on the Mimosoideae of Odisha, India**

- viii. To provide a comprehensive treatment of the subfamily Mimosoideae occurring in the state of Odisha,
- ix. To provide details of historical and recent nomenclatural changes, generic realignments, and taxonomic confusion
- x. To provide a reference document on Mimosoideae of Odisha for botanists, taxonomists, forest managers, ecologists, conservation biologists, and students working on the flora of Odisha and the broader Indian mimosoid diversity.

**V. Activity report of RPRC**

- i. To provide an overview of RPRC's activities undertaken during year 2024-25 which including Research & Development, plant and bio-diversity conservation, beautification of Botanic garden etc. for wider publicity of the Institute.

**Strategy**

Since the design, specification and cost etc. of the proposed design and printing works of proposed books and reports are difficult to derive, RFP for this purpose will be floated online for selection of eligible agency. The selection of the agency shall be based of QCBS method since quality aspects will be of utmost importance.

**Finance**

The indicative cost of entire publication material is Rs.20.00lakh excluding GST for RFP purposes only and the actual cost will be derived after technical and financial evaluation of the proposal. The proposed activity will be funded by RPRC.

The name and indicative cost of the proposed books/ publication materials excluding applicable GST are as follows-

Sl.	Item description in brief	Quantity (nos.)
1	Coffee Table Book on Orchids	500
2	Book on orchid cultivation	1000
3	Book on Medicinal Plants	100
4	Monograph on the Mimosoideae of Odisha, India	200
5	Activity report of RPRC	200
	<b>Total:</b>	<b>2000</b>

## **DISCLAIMER**

The information contained in this Request for Proposal document (RFP) or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Client or any of its employees or advisers, is provided to the Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Client to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort,

principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process. The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any Bidder upon the statements contained in this RFP.

The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the selected Bidder, as the case maybe, to provide the Services and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process as detailed out in different section of this entire document.

OFFICE OF THE CHIEF EXECUTIVE, RPRC, BHUBANESWAR

(e-mail id: [rprcbbsr@gmail.com](mailto:rprcbbsr@gmail.com))

Tel-(0674)-2557925

No. /2025/RPRC

Date: 20.12.2025

REQUEST FOR PROPOSAL

Bid Identification No. RPRC/ 44 / 2025-26

The Chief Executive, RPRC, Bhubaneswar on behalf of Forest, Environment & Climate Change Department, Govt. of Odisha invites RFP for "Selection of a Printing agency for Designing, Printing, Bindings and Supply of Books, Reports, Publications etc. to RPRC, Bhubaneswar" from eligible bidders through e-tendering process through two bid system. The bidders fulfilling the eligibility criteria of the RFP document can access and download the complete RFP and other details from RPRC website [www.rprcbbsr.in](http://www.rprcbbsr.in) / e-portal <https://rprc.ewizard.in>. The bid calendar under the end-to-end process are-

EMD in Rs.	Cost of Bid Document in Rs.	Availability of RFP document (online)		Date of Opening of (Technical Bid)
		From	To	
20,000/- (online)	6,000.00 (Online)	20.12.2025 / 10.00 A.M.	05.01.2026 / 10.00 A.M.	05.01.2026 / 11.30 A.M.

Addendum/ Corrigendum/ Cancellation, if any, will be published in RPRC website and e-portal. Bidder needs to register on the portal after successful Registration and send a mail to [epochelpdesk.101@gmail.com](mailto:epochelpdesk.101@gmail.com) with details (For New Bidders). For any other queries regarding registration & online tender submission contact to: Mr. Shivendra Kumar, Mobile- 9355030613 and Jitesh Kumar, Mobile- 9355030604, e-mail: [epochelpdesk.101@gmail.com](mailto:epochelpdesk.101@gmail.com)

  
20/12/25  
CHIEF EXECUTIVE,  
RPRC, BHUBANESWAR

### DATA SHEET

Sl.	Particulars	Details
1.	Name of the Client	The Chief Executive, Regional Plant Resource Centre, Bhubaneswar
2.	Method of Selection	Quality and Cost Based Selection (QCBS)70:30
3.	Proposal Validity	90 days
4.	Publication of RFP Notice	20.12.2025 at 10.00 A.M.
5.	Date of Issue of RFP	20.12.2025 at 10.00 A.M.
6.	Date of Pre-bid meeting	05.01.2026at 11.30 A.M. in Conference Hall of RPRC, Bhubaneswar (Physical mode)
7.	Proposal Submission Due Date	05.01.2026at 10.00 A.M.
8.	Date of opening of Technical Proposal	05.01.2026at 11.30 A.M.
9.	Date of Technical Presentation	05.01.2026at 12.30 P.M. (only for technically qualified bidders as per preliminary evaluation criteria)
10.	Date of opening of Financial Proposal	05.01.2026 at 01.00 PM. (only for technically qualified bidders after Stage-I & II evaluation)
11.	Expected Date of Commencement of Assignment	On Issue of work order
12.	Bid Processing Fee (Non- Refundable)	<b>Rs.6,000/- (Rupees Six Thousand Only)</b> through online mode only
13.	Performance Bank Guarantee (PBG)	5 % of the bid amount ( <b>only for L1 bidder</b> )with validity for 12 months
14.	Expected Date of Completion of of Assignment	Within 30 days from issue of Work Order

**RFP can be downloaded from: <https://rprc.ewizard.in&www.rprc.bbsr.in>**

**SECTION: 1**

**LETTER OF INVITATION**

## LETTER OF INVITATION

**Name of the Assignment:** "Selection of a Printing agency for Designing, printing, bindings and supply of books, reports, publications etc to RPRC, Bhubaneswar"

1. The Chief Executive, Regional Plant Resource Centre, Bhubaneswar in accordance with the provisions under the Guidelines for selection of eligible firms/ companies having establishment in Odisha for "Selection of a Printing agency for Designing, printing, bindings and supply of books, reports, publications etc to RPRC, Bhubaneswar" invite bid under Quality and Cost Based Selection procedure as prescribed in the RFP Document.
2. This is an e-tendering process. The proposal must be submitted online only. In online mode, the electronic files are to be uploaded on e-procurement portal i.e. www.e-Wizard System at- <https://rprc.ewizard.in>
3. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to opening of financial proposal.
4. **The two parts of the Proposal (Technical proposal and financial proposal) must be submitted on-line with all pages numbered serially, along with an index of submission. Submission in any other form shall not be acceptable. In the event, any of the instructions mentioned herein have not been adhered to; the Proposal may be summarily rejected.**
5. The proposal, complete in all respect as specified in the RFP Document, must be accompanied with a **Non-refundable** amount of **Rs. 6,000/- (Rupees Six Thousand only)** towards **Bid Processing Fee** and refundable **Earnest Money Deposit (EMD) amount of Rs. 20,000/- (Rupees Twenty thousand only)** as prescribed in the RFP failing which the bid will be rejected.
6. The Bidders must possess matching class compatible Digital Signature Certificate (DSC-Combo). The online bidding procedure is indicated in the Section-8 of the RFP document.

7. The last date and time for submission of proposal, date of opening of technical proposal as mentioned in the Bidder Data Sheet.
8. This RFP includes following sections:
- a) Letter of Invitation [Section-1]
  - b) Instruction to the Bidder [Section-2]
  - c) Terms of Reference [Section-3]
  - d) Technical Proposal Submission Forms [Section-4]
  - e) Financial Proposal Submission Forms [Section-5]
  - f) Bid Submission Checklist [Section-6]
  - g) Annexures [Section-7]
    - Annexure-I: Performance Bank Guarantee Format
    - Annexure-III: Standard form of contract
9. 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/data included in this RFP. The Client reserves the right to accept/reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

  
20/12/25  
Chief Executive,  
RPRC, Bhubaneswar

**SECTION: 2**

**INSTRUCTION TO BIDDERS**

## INSTRUCTION TO BIDDERS

### GENERAL

#### 1. Definitions:

- (a) "Client" means The Chief Executive, Regional Plant Resource Centre, Bhubaneswar or his authorized representative with whom the selected Bidder signs the contract for these services.
- (b) "RPRC" means Regional Plant Resource Centre, Bhubaneswar.
- (c) "Bidder" means any registered firms/ companies as per eligibility criteria as mentioned under Clause No. 5 of ITB.
- (d) "Contract" means the contract signed by the parties along with all attached documents listed in the RFP (Technical Bid & Price Bid).
- (e) "Day" means a calendar day.
- (f) "Government" means the Government of Odisha.
- (g) "Instructions to Bidders / consulting firms" (Section-I of the RFP) means the document which provides Bidders / consulting firms all information needed to prepare their proposals.
- (h) "Personnel" means professionals and support staff provided by the Bidder and assigned to perform the services in full or in any part thereof.
- (i) "Proposal" means the Technical Proposal (Tender Document: Part-I — Technical Bid) and the Financial Proposal (Tender Document: Part-II — Price Bid).
- (j) "Services" means the work performed by the Bidder pursuant to the Contract.
- (k) "Terms of Reference" (TOR) means the document included in the RFP as Section- 3, which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Bidder and expected results and deliverables under the assignment.

#### 2. Introduction:

The Bidder are invited to submit a Technical Proposal and a Financial Proposal on "Selection of a Printing agency for Designing, printing, bindings and supply of books, reports, publications etc to RPRC, Bhubaneswar"

The Bidder shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to contract award without thereby incurring any liability to the bidder.

### 3. Project Background:

Regional Plant Resource Centre (RPRC), popularly known as 'Ekamrakanan', was established in 1985 at Bhubaneswar, the capital city of Odisha over an area of 487 acre and can be approached from the land mark CRPF square on NH-5 and is about 1.5 Km. towards northern side of CRPF square. The centre undertakes scientific research and applied activities to conserve, propagate and document plant resources of the region. The Botanic Garden raised and maintained by the institute with its panoramic views attract visitors from far and wide. The sprawling lawns, colourful flower beds, exquisite collection of plants are major attractions for passive recreation of people belonging to different age groups.

The proposed Coffee Table Book on Orchids, Book on orchid cultivation, Book on Medicinal Plants, Monograph on the Mimosoideae of Odisha, India and Activity report of RPRC is expected to popularize this premier Institute's R&D activities, mandate among all the stakeholders including the farmers and the general public at large.

### 4. Source of Funding:

The work will be funded by the client. The indicative cost of the project is Rs. **20,00,000.00** excluding GST for RFP purposes.

### 5. Eligibility:

#### 5.1. Pre-Qualification Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Bidders must conform to the eligibility criteria given below and to this effect must produce the required supportive documents/information as indicated against each as part of their technical proposal:

Sl.	Eligibility criteria	Required supporting documents
1	The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership firm registered under The Limited Liability	<ol style="list-style-type: none"><li>1. Copy of certificate of Incorporation / Registration &amp; Article of Association/Memorandum of Association/ Partnership Deed of the firm</li><li>2. Authorization letter of firm regarding dealership or distributorship (in case the dealer/ distributor is the bidder)</li></ol>

	Partnership Act, 2008 or Proprietorship Firm/ or their authorized Dealers or distributors	
2	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder / Lead Bidder as per the format (TECH - 6)
3	The bidders shall submit a Power of Attorney in favour of the bidder's representative. (In the case, if the bidder appoints any representative)	Copy of power of attorney (TECH - 4)
4	The bidder must have executed & completed three similar natures of work amounting to Rs. 3.0 Lakh during last 3 FY. Similar nature of work means "Designing, printing, bindings and supply of books, reports, publications etc"	Completion Certificate/ letter of awards/work orders / contract agreement (TECH - 5)
5	The bidder should have a minimum average annual Turnover of <b>Rs. 50.00 lakhs</b> during last 3 financial year ending <b>31.03.2025</b> .	Certificate from statutory auditor/audited financial statements for previous Three financial years.
6	Bidder must have local office in Odisha.	Copy of electricity bill/ telephone bill/ rent agreement (with Name, address, Telephone / Fax number & E-mail address)
7	Undertaking for not blacklisted.	Self-Declaration
8	Covering letter/ Technical Proposal Submission Form in Bidder's letter head	[Tech-1]
9	Financial Details of the bidder along with all the supportive documents as applicable duly signed as per the instruction	(TECH - 3)
10	Bidders organisation details (general)	(TECH - 2)
11	Comments / Suggestions regarding	(TECH - 7)

	RFP / TOR	
12	Bid security declaration	(TECH - 8)
13	Declaration of No involvement in any legal conflicts or any pending legal issues with the Client during last 3 years.	Self-declaration
14	EMD (Rs. 20,000.00) online	System generated slip
15	Bid processing Fee (Rs. 6,000.00) online	System generated slip
16	Copy of PAN	Scanned copy of PAN
17	Copy of Goods and Services Tax Registration Certificate	Scanned copy of GST Certificate
18	Copies of IT Return for last 3 AY	Scanned copies

**Please note - \*Consortiums / Joint Ventures are not allowed. In case, any proposal is received from Consortium/ Joint Venture, the same shall be summarily rejected.**

**6. Other Requirements:**

- i. Even if the Bidder meet all other criteria, his tender shall be summarily rejected if they are found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirements.
- ii. The tender shall also be summarily rejected if the bidder has a record of performance such as absconding from work, works not properly completed as per the contract, inordinate delays in completion, financial failure and / or has participated in previous tendering for the same works and had quoted unreasonably high tender price/premium.
- iii. Notwithstanding the stipulations in the above clauses, in the event of revelation of any unfairness in shape of fake testimonials or any other fraudulent means to grab the tender, whether such revelations occurs at the beginning or during operation of the contract the agency shall be prevented from rendering further services & legal action consistent with the contract shall be initiated against him and no claims including securities etc. will be released till finalization of the case.

**7. Original Certificates/ Documents:**

Originals of the Certificates/Documents shall be produced as and when required to verify the copies of statements and other information furnished along with tender. Failure to produce original documents in time will lead to disqualification.

**8. Cost of Tendering:**

The bidder shall bear all expenses associated with the preparation and submission of the tender and the Chief Executive, RPRC shall in no case be responsible or liable for reimbursement of such expenses, regardless of the conduct or outcome of the tendering process.

**9. Pre-bid meeting:**

The interested bidders fulfilling the minimum eligibility criteria are allowed to submit their queries in respect of the RFP and other details if any to the C.E. RPRC, only through e-mail to [rprcbbsr@gmail.com](mailto:rprcbbsr@gmail.com) up to 10.30AM of 26.12.2025. However, all genuine and relevant queries related to this RFP only will be responded by the client during the pre-bidding meeting on 26.12.2025 at 03.30 P.M. (afternoon) in the Conference Hall of R.P.R.C. Bhubaneswar.

**B. TENDER DOCUMENTS**

**10. Tender Documents:**

10.1. A set of Tender Documents comprising of the Technical Bid and the Price Bid includes the following together with all Addenda thereto

**10.2 Documents/Formats need to be submitted along with TECHNICAL PROPOSAL:**

11 The bidders have to furnish the documents as per Bid Submission Check List (Section-6) duly signed in along with their Technical Proposal

*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 shall 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 complete in all respect and indexed. Each page should be numbered and signed by the authorized representative.*

**11. Bid Processing Fee:**

The bidder must furnish as part of technical proposal, the required bid processing fee as per the Data sheet of RFP document through online mode of transaction as prescribed in the RFP failing which the bid will be rejected.

**12. Earnest Money Deposit & Initial Security Deposit:**

The Earnest Money Deposit (EMD) shall be remitted on online mode. Tenders without EMD or with Part EMD or EMD in any other form shall not be accepted and such tenders shall be outrightly rejected. EMD shall also be returned to the unsuccessful bidders of General & Technical Bid (Part-I of tender documents) after finalisation of its evaluation. EMD is exempted for MSME firms/ other firms as per prevailing rules on submission of documental evidences.

**Exemptions:**

- Firms registered in the State of Odisha as per the Odisha MSME Development Policy. They must submit their registration certificate (e.g., Udyam registration, or registration with DIC, KVIC, NSIC, etc.) along with their bid to claim the exemption.
- **Startups** : Local startups that are defined and certified by the nodal agency under the Odisha Startup Policy are also exempt from EMD. They need to provide a valid "Startup India" recognition certificate issued by the Department for Promotion of Industry and Internal Trade (DPIIT).
- **Other Registered Entities:** Certain other entities registered with specific national bodies like the Directorate General of Supplies and Disposals (DGS&D) or the National Small Industries Corporation (NSIC) are also typically exempt from EMD in government tenders, as per general government financial rules.

### 13. Validity of the Proposal:

Proposals shall remain valid for a period of 90 (Ninety) days from the date of opening of the technical proposal. The Client reserves the rights 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.

### 14. Preparation and Submission of Proposal:

- I. Detail RFP may be downloaded from e-portal: <https://rprc.ewizard.in&www.rprcbbsr.in> and the Application should be submitted **online only**.
- II. The following shall be the form of various documents in the Application:
  - A. **Only Electronic Form (to be uploaded on the Tender Portal)**
    - (a) Technical proposal as per format prescribed in SECTION-4 of RFP including documents as indicated in para 'B' below.
    - (b) Financial proposal in the excel document template uploaded by the Authority for the assignment based on SECTION-5 of RFP.
  - (ii) **The Applicant shall upload scanned copies of the Technical Proposal as specified above on the Tender Portal (in a single PDF file only) on the Proposal Submission due date as specified in Data Sheet. Financial Proposal is to be submitted online only & no hard copy is to be submitted.**
  - (iii) It may be noted that the scanned copies can be prepared in PDF file format for Technical Proposal and in excel format for Financial Proposal, uploaded by the Authority in the designated locations.
  - (iv) Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page.

The Client will not consider any proposal that arrives after the deadline as

- (v) prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

*Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be signed by the authorized representative of the bidder. Bids with any conditional offers shall be outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bid will be rejected.*

15. **Opening of the proposal:**

- (i) Completed proposal must be submitted on or before the time and date stated in the Data Sheet.
- (ii) Opening of Proposals will be done through online.
- (iii) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non- responsive.
- (iv) The Financial Proposal 15 (ii) will be opened for the shortlisted applicants who qualify the technical evaluation criteria as per RFP.

16. **Evaluation of Proposal: (QCBS method)**

**A three-step evaluation** process will be conducted as explained below for evaluation of the proposals:

- I. **TECHNICAL EVALUATION (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply with the prescribed eligibility condition (*pre-qualification criteria as mentioned in Sl. 5.1, Section-2*) and the requisite documents/ information have been properly furnished by the bidder or not.

S. N.	Evaluation Criteria	Maximum Marks
1	Specific experience of Agency relevant to the assignment	

1	<p>The bidder must have executed &amp; completed three similar nature works (as defined under Clause no. 5 of Instructions to Bidders) costing not less than the 40% cost of the project or two similar works each costing not less than the 50% cost of the project or one similar work each costing not less than the 80% cost of the project during last three financial years.</p> <p>3 similar nature of work costing more than 40% upto 50% of project cost= 25 Marks</p> <p>2 similar nature of work costing more than 50% upto 80% of project cost= 35 Marks</p> <p>1 similar nature of work costing more than 80% of project cost= 40 Marks</p>	40
2	The bidder should have a minimum average annual Turnover of Rs. 50.00 lakhs during last 3 financial year ending 31.03.2025	20
	<p>Rs. 50.00 lakh up to Rs. 100.00 lakh =15 marks</p> <p>Rs. 100.00 lakh or above= 20 marks</p>	
3	Technical Presentation	40
	<p>a. Bidders profile, past experience, understanding the scope of work, approach &amp; methodology- 15 marks</p> <p>b. Design and quality of each type of publication materials with detailed specifications and standards mentioned under Scope of work (refer Clause no.3 under TOR)- 25 marks</p>	
<b>Total</b>		<b>100</b>

**B. TECHNICAL EVALUATION (2<sup>nd</sup> Stage):** Technical evaluation will be done only for those applicants who clear the requirements set in the Preliminary Evaluation Criteria. Applicants should satisfy basic criteria of experience and other requirements as mentioned in pre-qualification criteria. **Applicants should score at least 75 marks for being considered for opening of financial bid.** The financial offers of unsuccessful applicants' will be returned without opening.

The financial proposals of the bidders qualifying the technical evaluation (2<sup>nd</sup> Stage) only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announce during the meeting.

The lowest evaluated financial proposal (Fm) will be given a maximum financial score of 100 points. The formula for determining the financial scores of other

proposals will be computed as follows:

$S_f = 100 \times F_m/F$ , in which " $S_f$ " is the financial score, " $F_m$ " is the lowest price, and

" $F$ " the price of the Proposal under consideration.

- C. **FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial proposals of the bidders qualifying the technical evaluation (2<sup>nd</sup> Stage) only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

The lowest evaluated financial proposal ( $F_m$ ) will be given a maximum financial score of 100 points. The formula for determining the financial scores of other proposals will be computed as follows:

$S_f = 100 \times F_m/F$ , in which " $S_f$ " is the financial score, " $F_m$ " is the lowest price, and

" $F$ " the price of the Proposal under consideration.

17. **Evaluation Process: (QCBS)**

The highest evaluated Technical Proposal ( $T_h$ ) shall be given maximum Technical Score ( $S_t$ ) of 100. The formula for determining the Technical Scores ( $S_t$ ) of all other proposals is calculated as following:

$S_t = 100 \times T/T_h$ , in which " $S_t$ " is the Technical Score, " $T_h$ " is the highest Technical Score given, and " $T$ " is the Technical Score of the proposal under consideration.

Proposals shall be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T_w =$  the weight given to the Technical Proposal (0.7);  $P_w =$  the weight given to the Financial Proposal (0.3);  $T+P=1$ ) as following:

$$S = S_t \times T_w + S_f \times P_w,$$

The Selected Applicant shall be the First Ranked Applicant (**having the highest combined score**). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

The bidder shall quote financial charges as %age rate based on the 'Indicative Project Cost' mentioned in this RFP (**Please refer SECTION-5: Financial proposal submission form**). The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between partial mount and the total amount, or between word and figures the former will prevail. For the purpose of evaluation, the percentage quoted by the bidder shall be inclusive of all taxes & duties (except GST which shall be paid extra at prevalent rates by the client).

**NOTE:**

*1. If more than one bidder has quoted same rate up to two decimals, in that case, following method shall be adopted to break the ties between bidders during financial bid evaluation.*

*a. The bidder, who has scored maximum marks in the technical evaluation stage out of 100 marks, shall be shortlisted as preferred bidder in that bucket list of financial bid evaluation.*

*b. If still tie persists among bidders, having same marks in the technical evaluation stage, in that case, the bidder who scored maximum marks in the technical presentation out of 40 marks shall be shortlisted as preferred bidder in that bucket list of financial bid evaluation.*

**18. Performance Bank Guarantee (PBG):**

Within 3 days of notifying the acceptance of a proposal for award of contract, shortlisted bidder shall have to furnish a Performance Bank Guarantee amounting to 5% of the contract value from a scheduled Nationalise bank of India, Counter Guaranteed in its branch situated in Bhubaneswar in favour of The Chief Executive, Regional Plant Resource Centre, Bhubaneswar Project as per the format at Annexure- I, with the validity of **twelve months**(calculated from the date of effectiveness of the contract) as its commitment to perform services under the contract. Failure to comply with the terms & conditions of the contract agreement shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**19. Contract Negotiation**

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

**20. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing a Letter of Acceptance (LoA) 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 of 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 12 months** from the date of effectiveness of the contract and will be extended on mutual consent.

**21. Process to be Confidential:**

- a After the opening of tenders as per Clause 17, information relating to examination, clarification, evaluation and comparison of tenders and recommendations, concerning to the award of contract shall not be disclosed to the Bidders / consulting firms or any other person, officially not concerned with the process, until the award of the contract to the successful Bidder has been announced.
- b Any effort by any Bidder to influence office of the Chief Executive, RPRC officials in the scrutiny, clarification, evaluation and comparison of tenders, and in any decisions concerning award of a contract will be considered as corrupt and fraudulent practice and may result in the rejection of their Tender.

**22. Right to Accept or Reject any or all Tenders:**

Notwithstanding Clause-21, the Chief Executive, RPRC, Bhubaneswar reserves the right to accept or reject any tender-, annul the tendering process, reject all tenders at any time or any stage prior to the award of contract without incurring thereby any liability to the affected Bidder or Bidders / consulting firms.

**23. Notification of Award:**

23.1 The Chief Executive, RPRC will notify the particulars of the successful Bidder having tender validity by fax/mail/e-mail, letter or in some other written form, that his tender has been accepted. This letter, hereinafter called "Letter of Acceptance (LOA)", will confirm the tender rate which will apply to the services to be rendered by the Bidder during the contract period.

23.2. The Letter of Acceptance (LOA) will constitute notification of the intention of the employer to enter into a contract with the Bidder for the consultancy services under this contract.

**24. Signing of Agreement:**

On receipt of the LOA, the successful Bidder shall sign the agreement with the Chief Executive, RPRC (or his authorized representative) within 7 (Seven) days from the

date of issue of LOA.

**25. Award of Work:**

After signing of the Contract / Agreement, the client shall award the contract to the selected Bidder. The Bidder is expected to commence the assignment immediately after receipt of the work order. The contract shall remain valid for 12 months effective from the date of agreement. The contract is subjected to be altered (pre-closed or extended) based on mutual understanding and consent of both the parties.

**26. Conflict of Interest:**

Conflict of interest exists in the event of:

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

**27. Disclosure:**

- (i). 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.
  - 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.
- (ii). Bidders must disclose if they have been convicted of, or are the subject of any proceeding relating to:
  - a 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 fulfil any obligations in any jurisdiction relating to the

payment of taxes or social security contributions.

**28. Anti-corruption Measure:**

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

**29. 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.

**30. 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. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

**31. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only with in Odisha.

**32. Governing Law and Penalty Clause:**

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 completes 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 Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline / milestone will enforce a penalty @ **1/2% per week of subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount may 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. In such situations, the firm will be debarred from participation in future bids of this organization/ department for next three years from the date of this occurrence and notifications.

**33. Confidentiality:**

Information relating to evaluation of proposal and commendations 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 Bidder 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 Bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**34. Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum/ corrigendum at [www.rprcbbsr.in](http://www.rprcbbsr.in) and <https://rprc.ewizard.in>. Any such addendum/ corrigendum shall 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.

**35. Client's right to accept any proposal and to reject any or all proposal(s):**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without as signing any reason there of and there by incurring any liability to the bidders.

**36. Copyright, Patents and Other Proprietary Rights:**

**Chief Executive, RPRC Bhubaneswar** shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Bidder shall take all necessary steps to submit them to the Client in compliance with

the requirements of the contract.

**37. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for any reason.

**38. Settlement of Dispute:**

In the case of dispute arising up on or in relation to or in connection with the contract between the Employer and the Bidder, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the Employer and the Bidder, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Secretary of the Ministry/Department. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

**39. 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 in incomplete form or received after due date and time
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions, conditions or uncertainty.
- 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 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.

**40. Liability:**

The Liability of the selected Bidder under this agreement in any cases shall not be beyond the amount of fees payable to the selected Bidder under this agreement.

**41. Indemnity:**

The Bidder at all times during the pendency of this agreement, keep the Government/ Authority Indemnified to an amount not exceeding the total fees payable to the Bidder under this agreement.

**SECTION: 3**

**TERMS OF REFERENCE (ToR)**

## Terms of Reference (ToR)

### 1. Background

Regional Plant Resource Centre (RPRC), Bhubaneswar, an autonomous Research and Development Institute of Forest, Environment & Climate Change Department, Govt. of Odisha, has been implementing various R&D activities primarily through execution of various research projects relevant to the state and establishment of different State of the Art facilities to produce and conserve plant genetic resources.

RPRC has been prioritized research areas such as (i) Microbiological Studies & Applications, (ii) Tissue Culture & its application on various important plant spp. (banana, orchids, medicinal, forest spp. & mushrooms), (iii) Medicinal plants research and its application, (iv) Wild Edible Fruits - propagation, field introduction and nutraceutical analysis, (v) Propagation and reintroduction of RET spp., Orchids & Mangrove plants etc.

Publication of Books, report on different thematic areas of various research activities is a key for widespread dissemination of R&D activities of RPRC among the intended stakeholders

### 2. Objectives

#### I. Coffee Table Book on Orchids

- x. Aimed at significant resource for botanists, horticulturists, students, collectors, and nature enthusiasts
- xi. Provide thorough insights into the diversity of Orchidaceae.
- xii. pleasant and soothing read for its narrative flow with bright imagery, attracting broad audiences,
- xiii. Provide factual information, creative inspiration, or a moment of silent adoration on Orchids

#### II. Book on orchid cultivation

- xv. To provide detail package of practices for Commercial Orchid cultivation in Odia
- xvi. To provide comprehensive information on methods and infrastructure requirements for the commercial cultivation of orchids
- xvii. To provide deeper understanding on successful cultivation of orchid plants

#### III. Book on Medicinal Plants

- v. To provide information of key medicinal plants available in Odisha to treat diseases or ailments and its healing properties.
- vi. To provide a comprehensive documentation of medicinal plants and their diversity that are used in traditional medicine for a wide range of ailments
- vii. To provide highlights on Medicinal Plants Knowledge Centre of RPRC that

- documents medicinal plant species, creating a database of their uses,
- viii. To provide a source of medicinal plant materials for practitioners and researchers.

**IV. Monograph on the Mimosoideae of Odisha, India**

- xviii. To provide a comprehensive treatment of the subfamily Mimosoideae occurring in the state of Odisha,
- xix. To provide details of historical and recent nomenclatural changes, generic realignments, and taxonomic confusion
- xx. To provide a reference document on Mimosoideae of Odisha for botanists, taxonomists, forest managers, ecologists, conservation biologists, and students working on the flora of Odisha and the broader Indian mimosoid diversity.

**V. Activity report of RPRC**

- ii. To provide an overview of RPRC's activities undertaken during year 2024-25 which including Research & Development, plant and bio-diversity conservation, beautification of Botanic garden etc. for wider publicity of the Institute.

**3. Scope of Work**

- i) At the outset, the agency shall ascertain the requirements outlined in this ToR, including expectations of and possible constraints for implementation of the activity, and if required discuss with the Client. The outcome of these discussions shall form the basis for the assignment. A work plan, dummy designing of the Books as per the themes provided for respective books containing minimum four pages, must be prepared taking into the specifications of the respective books that shall be reviewed and endorsed by the Client before taking up the assignment.

The broad scope of work of all type of product assemblies includes the followings, but not limited to-

**1. Requirement of item and quantities-**

Sl.	Item description in brief	Quantity (nos.)
1	Coffee Table Book on Orchids	500
2	Book on orchid cultivation	1000
3	Book on Medicinal Plants	100
4	Monograph on the Mimosoideae of Odisha, India	200
5	Activity report of RPRC	200
	<b>Total</b>	<b>2000</b>

## **2. Book Name & Specification**

### **A. Printing of Coffee Table Book – ORCHID**

Size : 28(H ) x 30(W) cm

Pages : 120 + 8 End leaves + PLC

Paper : Text & End 145 gsm Natural Evolution

PLC 170 gsm Matt art

Printing : 4 col althru with Aqueous Primer varnish coat

Lamination : Scratch proof matt lamination on front & Texture Spot UV on front

Foil : Gold Foil on front(Embossing) & Fine Micro Embossing on front

Binding : Section sewn with Hard case

Quantity - 500 nos

### **B. Printing of Book - Monograph on the Mimosoideae of Odisha, India**

Quantity: 200 nos

Size: 22 x 26 cm

Pages: 100 + Cover

Paper: Inner 130 gsm& Cover 300 gsm art

Printing: 4 color all

Lamination: Matt lamination on front

Binding: Gum Binding

### **C. Printing of Book - Medicinal Plants**

Quantity: 100 nos

Size: 17 x 23 cm

Pages : 144 + Cover

Paper : Inner 130 gsm& Cover 300 gsm art

Printing : 4 color all

Lamination : Matt lamination on front

Binding : Gum Binding

### **D. Printing of Book - Orchid Cultivation boo**

Quantity: 1,000 nos

Size : 14 x 21 cm

Pages : 40 + Cover

Paper : Inner 130 gsm& Cover 300 gsm art

Printing : 4 color all

Lamination : Matt lamination on front

Binding : Center Stitch

### **E. Printing of Book - Research and Activity Report 2024-25**

Quantity: 200 nos

Size : 21 x 28 cm

Pages : 100 + Cover

Paper : Inner 130 gsm& Cover 300 gsm art

Printing : 4 color all

Lamination : Matt lamination on front  
Binding : Gum Binding

The firms should produce Dummy Designing of the Books as per the themes provided for respective books. The dummy should be of four pages, must be prepared taking the specifications of the respective books. (to be produced during presentation)

**I. Stage1–Design, Printing and binding**

- a. The design, shades, patterns & textures of all product assemblies should be approved by the C.E., RPRC, Bhubaneswar.
- b. The raw materials used for fabrication should meet the relevant Standards as mentioned under **Clause No.- 3** of this section.

**II. Stage 2- Supply**

- a. The Successful Bidder shall supply the required books.
- b. The Successful Bidder shall be responsible for procuring, packing, forwarding, loading, unloading, safekeeping, and handling of books.

**Requirement of item and quantities-**

Sl. No	Item Description	Quantity(In Nos)
1	Coffee Table Book on Orchids	500
2.	Book on orchid cultivation	1000
3.	Book on Medicinal Plants	100
4.	Monograph on the Mimosoideae of Odisha, India	200
5.	Activity report of RPRC	200
	<b>Total</b>	<b>2000</b>

**4. Other terms and conditions**

- a. The agency shall abide by all statutory and regulatory Acts of both Central Govt. and state Govt.
- b. The authority is not bound to accept the H1 (Highest Scorer) or L1 bidder and reserves the right to inspect / verify the stock/ quality of materials required for the work, in printing houses of selected bidder by nominating a committee or

authorized person to ascertain the credibility of the firm. Further, the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.

- c. The agency should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- d. Wherever specific terms & conditions have not been spelt out in the document, OGFR, Govt. of Odisha shall apply.
- e. No payment shall be made if the agreement is cancelled/ terminated on the ground of unsatisfactory works.
- f. Chief Executive RPRC, will not be responsible for any loss, damage, injury caused at the time of execution of the contract. The agency shall own the whole responsibility.
- g. The quantum of works may be decreased or increased as per the requirement. The cost shall be decided by the Authority.

**5. Payment Terms and milestone:**

The payment will be made in RTGS mode only after successful completion of the work and raising of invoices..No advance or part payment shall be made.

**Section: 4**

**Technical Proposal Submission Forms**

TECH -1

**COVERING LETTER / TECHNICAL PROPOSAL SUBMISSION FORM**

**(ON BIDDER'S LETTERHEAD)**

[Location, Date]

To,

The Chief Executive,  
RPRC, Bhubaneswar

**Subject:** OFFER for Selection of a Printing agency for Designing, printing, bindings and supply of books, reports, publications etc to RPRC, Bhubaneswar

**Dear Sir,**

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposals submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and \_\_\_\_\_ offer \_\_\_\_\_ to undertake the services described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provision of this RFP/ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any detail on its behalf.

I understand you are not bound to accept any proposal you receive.  
I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

Name and Designation: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

## TECH -2

**Bidder's Organization (General Detail)**

Sl.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id:	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	<b>Yes / No</b>
6	<b>Bid Processing Fee Details</b> Amount: Online reference No. : Date: Name of the Bank:	
7	<b>EMD Details</b> Amount : Online reference No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	<b>YES/ No</b>
11	Willing to accept all the terms and conditions as specified in the RFP	<b>YES/ No</b>

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

Name and Designation with Date and Seal: \_\_\_\_\_

TECH -3

**Bidder Organization (Financial Details)**

Financial Information in INR				
Details	FY2022-23	FY2023-24	FY 2024-25	Average
Average Annual Turnover (in Lakhs).				
<b>Supporting Documents:</b>				
<p>Audited certified financial statements for the last Three FYs (preceding the Financial year in which the proposal is due) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).</p> <p><b>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 in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</b></p>				

---

***Signature and Seal of the Company Auditor with Date in original***

***Signature of the Authorised Representative***

---

TECH -4

**FORMAT FOR POWER OF ATTORNEY**

**(On Bidder's Letter Head)**

I, \_\_\_\_\_, the (Designation) of (Name of the Organization) in witness whereof certify that \_\_\_\_\_ **<Name of person>** of \_\_\_\_\_ **<Name of the person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<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)**

**Table-1(Listofcompletedassignmentsonlyofsimilarnature\*\*inanysectorduringlast Three years**

Sl. no.	Period	Name of the Assignment with details thereof	Name of the Client	*Contract Value (in INR) and Duration inMonth	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarksif any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

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

Name and Designation with Date and Seal: \_\_\_\_\_

*Note: Bidders are requested to furnish the list of assignments of similar undertaken during the last 3 Years (preceding the due date of proposal) as per the above prescribed format only. Information not conforming to the above format 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.*

**\*\*Please refer to Section-2 (Clause 5.1) of RFP for definition of Similar nature of Works.**

TECH -6

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF**

*Are there any activities carried out by your Bidder which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (4). If yes, please furnish details of any such activities.*

If no, please certify,

**IN BIDDER' S LETTER HEAD**

I, hereby declare that our Bidder as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para(4).**

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

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

**Communication Address of the Bidder:**

TECH -7

**Comments and Suggestions on the Terms of Reference / Scope of Work and  
Counterpart Staff and Facilities to be provided by the Client**

**A: On the Terms of Reference / Scope of Work:**

*[The Bidder needs to present and justify in this section, if any modifications to the Terms of*

*Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]*

**B: On Input and Facilities to be provide by the Client:**

*[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]*

**Authorized Signatory [In full and initials]: \_\_\_\_\_ Name and Designation with Date and Seal:**

\_\_\_\_\_

**TECH- 8**

**Form of Bid-Security Declaration**

To

The Chief Executive,  
RPRC, Bhubaneswar

Bid Identification No:-

**(As per Finance Department O.M. No.8943 Dt.18.03.2021)**

Sir,

I/We the under signed, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid-Security Declaration.
2. I/We accept that the Authority/ Employer/ Tender Inviting Authority shall cancel our empanelment, and / or suspend/ prohibit/ debar/ blacklist from participating in bidding in any contract of the State for a minimum period of 180 days, if we are in breach of our obligation (s) under the bid conditions, because we:
  - (a) have withdrawn our Bid prior to the expiry date of the bid validity specified in the Letter of Bid or any extended date provided by us; or
  - (b) having been notified of the acceptance of our Bid by the Employer prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by us,
    - i. fail or refuse to furnish the performance Security and, Additional performance Security, if required in accordance with the ITB/ Terms of the Bid Document/RFP, or
    - ii. fail to agree to the decisions of the contract negotiation meeting or
    - iii. Fail or refuse to execute the Contract.
3. I/We understand this Bid-Security Declaration shall expire if we are not the successful Bidder, upon the earlier of your notification of the name of the successful

Bidder, through award of contract (ii) after the expiry date of the Bid validity.

4. I/We also understand that this declaration has to be submitted along with the bid and claim in a subsequent date will not be considered by the tender inviting authority.

Name of the Bidder\* \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of  
the Bidder\*\* \_\_\_\_\_

Title of the person signing the Bid

Signature of the person named above

Date of Signature

\*: In the case of the Bid submitted by joint venture specify the name of the joint Venture  
as Bidder

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder attached  
to the Bid

[ Note: In case of a Joint Venture, the Bid-Security Declaration must be in the name of  
all members to the Joint Venture that submits the bid].

## Section: 5

Financial Proposal Submission Forms (Cover-II) draft



**GOVERNMENT OF ODISHA**  
**DEPARTMENT OF FOREST & ENVIRONMENT**  
**OFFICE OF THE CHIEF EXECUTIVE,**  
**REGIONAL PLANT RESOURCE CENTER**

**TENDER NO.: RPRC e-TCN-44 of 2025-26**  
**DATE: 19.12.2025**

**NAME OF WORK: RFP Selection of a Printing agency for Designing, Printing, Bindings and Supply of Books, Reports, Publications etc. to RPRC, Bhubaneswar**

**Financial BID**

Name of the Firm

Address of the Firm

GST Reg. No. with HSN / SAC Code

PAN NO:

Phone/Mobile no.

E-Mail ID

SL.NO.	Item Description	QTY	UNIT	Rate (Rs./Unit)(Excl. GST)	AMOUNT(Rs)	Amount (Words)
1	2	3	4	5	6	7
A.	Designing, Printing, Bindings and Supply of Books, Reports, Publications etc. as per the following details					
1	Coffee Table Book on Orchids	500	nos			
2	Book on orchid cultivation	1000	nos			
3	Book on Medicinal Plants	100	nos			
4	Monograph on the Mimosoideae of Odisha, India	200	nos			
5	Activity report of RPRC	200	nos			

	<b>TOTAL Value of works excluding GST</b>						
<b>BIDDER'S PORTION</b>							
	PERCENTAGE OFFERED [ Above (+), Below (-), or At Par ] :					0.00%	<b>AT PAR</b>
	<b>Amount after Discount (INR) :</b>					<b>20,00,00</b>	
	Above values are excluding GST.					<b>0.00</b>	

*Please refer to RFP document and submit % (percentage) rates as per the BOQ uploaded in the e-tendering portal*

## Section 6

### Bid Submission Check List

TECHNICAL PROPOSAL (SCANNED COPY OF ORIGINALS TO BE UPLOADED)

Sl.	Eligibility criteria	Required supporting documents	Submitted (Yes/ No)	Page no.
1	The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership firm registered under The Limited Liability Partnership Act, 2008 or Proprietorship Firm/ or their authorized Dealers or distributors	<ol style="list-style-type: none"><li>1. Copy of certificate of Incorporation / Registration &amp; Article of Association/Memorandum of Association/ Partnership Deed of the firm</li><li>2. Authorization letter of firm regarding dealership or distributorship (in case the dealer/ distributor is the bidder)</li></ol>		
2	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder / Lead Bidder as per the format (TECH - 6)		
3	The bidders shall submit a Power of Attorney in favour of the bidder's representative. (In the case, if the bidder appoints any representative)	Copy of power of attorney (TECH - 4)		
4	The bidder must have executed & completed three similar natures of work amounting to Rs. 3.0 Lakh during last 3 FY. Similar nature of work means "Designing, printing, bindings and supply of books, reports, publications etc"	Completion Certificate/ letter of awards/work orders / contract agreement (TECH - 5)		
5	The bidder should have a minimum average annual Turnover of Rs.	Certificate from statutory auditor/audited financial		

	50.00 lakhs during last 3 financial year ending 31.03.2025.	statements for previous Three financial years.		
6	Bidder must have local office in Odisha.	Copy of electricity bill/ telephone bill/ rent agreement (with Name, address, Telephone / Fax number & E-mail address)		
7	Undertaking for not blacklisted.	Self-Declaration		
8	Covering letter/ Technical Proposal Submission Form in Bidder's letter head	[Tech-1]		
9	Financial Details of the bidder along with all the supportive documents as applicable duly signed as per the instruction	(TECH - 3)		
10	Bidders organisation details (general)	(TECH - 2)		
11	Comments / Suggestions regarding RFP / TOR	(TECH - 7)		
12	Bid security declaration	(TECH - 8)		
13	Declaration of No involvement in any legal conflicts or any pending legal issues with the Client during last 3 years.	Self-declaration		
14	EMD (Rs. 20,000.00) online	System generated slip		
15	Bid processing Fee (Rs. 6,000.00) online	System generated slip		
16	Copy of PAN	Scanned copy of PAN		
17	Copy of Goods and Services Tax Registration Certificate	Scanned copy of GST Certificate		
18	Copies of IT Return for last 3 AY	Scanned copies		

**Undertaking:**

- All the information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**

**Section 7**

**ANNEXURES I to II**

Annexure – I

PERFORMANCE BANK GUARANTEE FORMAT

BG should be obtained from Nationalized/Scheduled Bank and should be operable and invocable at its Branch in Bhubaneswar

(To be executed on INR 100/- non-judicial stamp paper)

B.G.No.

Dated:

**WHEREAS:**

..... ("AGENCY") and Regional Plant Resources Centre (RPRC) having its office at Nayapalli, Bhubaneswar – 751015 has issued a Letter of Award (LOA) dated ..... (the "LOA") whereby RPRC has agreed to engage the Agency for ..... (the "agreement").

A. The LOA requires the AGENCY to furnish an Initial Security Deposit to RPRC of a sum of INR ---/- (the "Guarantee Amount") as security for due and faithful performance of its obligations, under and in accordance with the AGREEMENT, for a period of 12 months (the "Guarantee Period").

B. We, ..... through our branch at (Bhubaneswar) (the "Bank") have agreed to furnish this bank guarantee ("Bank Guarantee") as Performance Security. NOW, THEREFORE, the Bank hereby, unconditionally and irrevocably, guarantees and affirms as follows:

1. The Bank hereby, unconditionally and irrevocably, guarantees and undertakes to pay to RPRC upon occurrence of any failure or default in due and faithful performance of all or any of the AGENCY's obligations, under and in accordance with the provisions of the agreement, on its mere first written demand, and without any demur, reservation, recourse, contest or protest, and without any reference to the Agency, such sum or sums up to an aggregate sum of the Guarantee Amount as RPRC shall claim, without RPRC being required to prove or to show grounds or reasons for its demand and/or for the sum specified therein.

2. A letter from RPRC that the AGENCY has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the

agreements shall be conclusive, final and binding on the Bank. The Bank further agrees that RPRC shall be the sole judge as to whether the AGENCY is in default in due and faithful performance of its obligations under the agreement and its decision that the Agency is in default shall be final, and binding on the Bank, notwithstanding any difference between RPRC and the Agency, or any dispute between them pending before any court, tribunal, arbitrator or any other judicial or quasi-judicial body or by the discharge of the Agency for any reason whatsoever.

3. In order to give effect to this Bank Guarantee, RPRC shall be entitled to act as if the Bank were the principal debtor and any change in the constitution of the Agency and/ or the Bank, whether by their absorption with any other body or corporation or otherwise, shall not in any way or manner affect the liability or obligation of the Bank under this Bank Guarantee.

4. It shall not be necessary, and the Bank hereby waives any necessity, for RPRC to proceed against the Agency before representing to the Bank its demand under this Bank Guarantee.

5. RPRC shall have the liberty, without affecting in any manner the liability of the Bank under this Bank Guarantee, to vary at any time, the terms and conditions of the agreement or to extend the time or period for the compliance with, fulfilment and/ or performance of all or any of the obligations of the AGENCY contained in the agreement or to postpone for any time, and from time to time, any of the rights and powers exercisable by RPRC against the AGENCY, and either to enforce or forbear from enforcing any of the terms and conditions contained in the agreement and/ or these securities available to RPRC, and the Bank shall not be released from its liability and obligation under this Bank Guarantee by any exercise by RPRC of the liberty with reference to the matters aforesaid or by reason of time being given to the AGENCY or any other forbearance, indulgence, act or omission on the part of RPRC or of any other matter or thing whatsoever which under any law relating to sureties and guarantors would, but for this provision, have the effect of releasing the Bank from its liability and obligation under this Bank Guarantee and the Bank hereby waives all of its rights under any such law.

6. This Bank Guarantee is in addition to, and not in substitution of, any other guarantee or security now or which may hereafter be held by RPRC in respect of, or relating to, the agreement or for the fulfilment, compliance and/ or performance of all or any of the obligations of the Agency under the agreement.

7. Notwithstanding anything contained hereinbefore, the liability of the Bank under this Bank Guarantee is restricted to the Guarantee Amount and this Bank Guarantee will remain in force until the expiry of the Guarantee Period, and unless a demand or claim in writing is made by RPRC on the Bank under this Bank Guarantee no later than **twelve (12) months** from the date of expiry of the Guarantee Period, all rights of RPRC under this Bank Guarantee shall be forfeited and the Bank shall be relieved from its liabilities hereunder.

8. The Bank undertakes not to revoke this Bank Guarantee during its validity, except with the previous express consent of RPRC in writing, and declares and

warrants that it has the power to issue this Bank Guarantee and the undersigned has full powers to do so on behalf of the Bank.

9. Any notice by way of request, demand or otherwise hereunder may be sent by hand/messenger or by post addressed to the Bank at its above referred branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof

forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of RPRC that the envelope was so posted shall be conclusive.

10. This Bank Guarantee shall come into force with immediate effect and shall remain in force and effect until the expiry of the Guarantee Period (including the claim period) or until it is released earlier by RPRC pursuant to the provisions of the agreement.

11. Capitalized terms used herein, unless defined herein, shall have the meaning assigned to them in the agreement.

12. Notwithstanding anything contained herein:

i) Our liability under this Bank Guarantee shall not exceed INR.....

ii) The Bank Guarantee shall be valid upto..... ("Expiry Date including claim period" ..... of the Bank Guarantee).

iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and if you serve upon us a written claim or demand made in the manner prescribed in this Bank Guarantee on or before (Claim Period of the Bank Guarantee) at our Branch

at \_\_\_\_\_ Bhubaneswar.

iv) After claim period all your rights under this Bank Guarantee will be forfeited and we shall be relieved and discharged from all liabilities there under, irrespective of whether the original has been returned to us or not.

13. The Bank Guarantee is issued in paper form and Advice transmitted through SFMS with required details to the beneficiary' sad vising bank(PUNJAB NATIONAL BANK, RPRC CAMPUS BRANCH, BHUBANESWAR, IFSC Code PUNB0418800)

Signed and Delivered by \_\_\_\_\_ Bank By the hand of Mr./Ms. \_\_\_\_\_, its \_\_\_\_\_ and authorized official.

(Signature of the Authorized Signatory) (Official Seal)

NOTE: (i)The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Bank Guarantee.

(ii)The address, telephone number and other details of the head office of the Bank as well as of issuing branch should be mentioned on the covering letter of issuing Branch.

For \_\_\_\_\_ [Indicate name of Bank]

Signature.....Full

Name.....

Designation..... Power of Attorney

No.....

Date.....Seal of the Bank.....

**WITNESS:(SIGNATUREWITHNAMEANDADDRESS)**

(1)

Signature.....Full

Name.....(2)

Signature.....Full

Name.....

Annexure-III

**Form of Contract (draft)**

**AGREEMENT**

for

**Selection of a Printing agency for Designing, printing, bindings and supply of books, reports, publications etc to RPRC, Bhubaneswar**

This Agreement has been entered into as per the conditions detailed out in the RFP document (Bid identification no. RPRC/ 44/ 2025-26).

This Agreement is made on the \_\_\_\_ day of MM YYYY and is valid up to Twenty-Four months of signing of this agreement or until completion of project.

**BETWEEN**

Regional Plant Resource Centre, Nayapalli, Bhubaneswar - 751015, Odisha represented by the Chief Executive, RPRC, Bhubaneswar, hereinafter called the **First Party** (which expression shall unless repugnant to the content and meaning thereof, be deemed to include its successors and permitted assignees).

**AND**

[*name of the agency*] represented by [*name of the person signing the agreement with designation*] (which expression shall unless repugnant to the context and meaning thereof be deemed to include their successors and permitted assignees).

**WHEREAS:**

The Chief Executive, Regional Plant Resource Centre, acting for and on behalf of the **First Party**, agreed to engage [ *name of the agency*] (**Second Party**) for Selection of a Printing agency for Designing, printing, bindings and supply of books, reports, publications etc to RPRC, Bhubaneswar.

**The Second Party** has agreed to provide the assignment as per the overall terms and conditions detailed out in the RFP document (Bid identification no. RPRC/ 44/ 2025-26)

and specific terms and conditions hereinafter expressed.

**NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:**

The Second party hereby agrees to execute the work **Designing, printing, bindings and supply of books, reports, publications etc to RPRC, Bhubaneswar** on behalf of First Party for the project. The Second party have sufficient experience for similar works which can be utilized by the First Party for execution of above work.

The following documents are part of this agreement. The terms & conditions stipulated under such documents and quoted / negotiated offers of consultant shall be treated as agreement stipulations.

1. Notice Inviting RFP
2. RFP Document including terms & conditions of each chapter
3. LOA Issued to the agency
4. Acceptance letter of LOA by the agency

IN WITNESS WHEREOF the parties to this agreement in their free will on the --day, MM month and YYYY years in presence of witness as mention below:

For the Second Party

Date :

Witness:

Name:

Address:

For the First Party

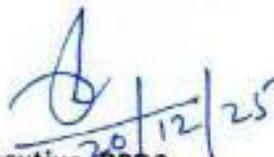
Date:

Witness:

Name:

Address

Total:-54(Fifty-four) pages only *Approved for 54(Fifty-four) pages only*

  
Chief Executive, RPRC,  
Bhubaneswar

