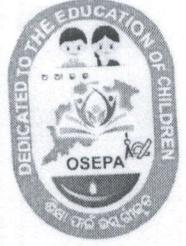




# DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, JHARSUGUDA

[At. Collectorate Campus, Jharsuguda. Po. OMP Line, Dist. Jharsuguda, Pin. 768204]  
Phone No. 06645-274468 (O), E-mail: dpcjharsussa.opepa@nic.in



Letter No. 1963/PI8/24

Dtd. 30.10.24

## EXPRESS OF INTREST (EOI)

Sealed quotations are invited for Teaching of Graphics Design Courses in one PM SHRI High School of Jharsuguda District. The interested Firm / Agency/Organization having valid GST may submit their EOI on or before 5.00 P.M on dt. 11.11.2024 positively through registered/speed post only. The envelope containing tender document must be super scribed as "Teaching of Graphics Design courses Tender Document FOR PM SHRI, Schools of ,JHARSUGUDA" The sealed tenders will be opened at 11 .00 A.M. on dt. 12.11.2024 the interested bidders may download EOI from the District website i.e www.jharsuguda.odisha.gov.in of Jharsuguda District. The bidders are requested to remain present at the time of opening of quotation.

Encl: As above

*[Signature]*  
30.10.24

District Education Officer-cum-DPC,  
SS, Jharsuguda

Memo No. 1964/PI6/24 .....Dtd.....30.10.24.....

Copy submitted to the District Informatics Officer, Jharsuguda for kind information and requested to publish the Quotation Call Notice in the District website.

*[Signature]*  
30.10.24

District Education Officer-cum-DPC,  
SS, Jharsuguda

Memo No. 1965/PI6/24 .....Dtd.....30.10.24.....

Copy to notice board of Collector, Jharsuguda/District Education Office/Block Education Offices/DRDA/DPO for kind information and wide circulation.

*[Signature]*  
30.10.24

District Education Officer-cum-DPC,  
SS, Jharsuguda

Memo. No. 1966/PI6/24 Dt. 30.10.24.

Copy to the Deputy Director, Advertisement, I and PR Department, Odisha, Bhubaneswar for information and necessary action, She/he is requested to publish the RFP documents in all editions of any TWO Odia dailies by 31.10.2024 for wide circulation. After publication the bill with all relevant documents as per the PR rate to be submitted to the undersigned for necessary payment. The size of the advertisement annexed herewith for your kind reference and publication of same.

*[Signature]*  
30.10.24

District Education Officer-cum-DPC,  
SS, Jharsuguda

## Teaching of Graphics Design courses Tender Document

Commencement of Application	30.10.2024
Last Date & Time of Submission	11.11.2024
Date & Time of Opening	12.11.2024 at 11A.M in the office of DPC,SS,Jharsuguda
Tender Paper cost (non-refundable) in form of Demand Draft (In favour of DPC,SSA,JHARSUGUDA payable at Jharsuguda)	5000/- (Rupees Five Thousand Only) None Refundable
Address and place of Submission of Tender	DISTRICT PROJECT COORDINATOR,SAMAGRA SHIKSHA,JHARSUGUDA  At- COLLECTORATE CAMPUS, POST-OMPLINE, PIN-768204
Tender Document Delivery Mode	Through Speed/Regd. Post only
Contact Person at DPO (for clarification with queries during the process of tender submission)	Planning Coordinator,Nodal Coordinator PMSHRI

**Note: The District Project Office reserves the right to change / revised the date of opening the tender. In such case, the information will be displayed on district's website [www.jharsuguda.odisha.gov.in](http://www.jharsuguda.odisha.gov.in)**

Sealed Tender under the two-bid system (Technical bid and Financial bid) are invited from registered firms/Institutes in Odisha, with at least 5years of experience in the teaching of Graphics design, development. Both 'Technical Bid' as well as 'Financial Bid' is expected to be submitted in conjunction with the same date of receipt. The stipulation that the price bids will be opened only after the technical evaluation of all the offers is done.

### **Eligibility Criteria: -**

Firm/bidders blacklisted at any stage or by any Organization/Universities/local body/PSUs etc. need not to apply.

- The bidder should be an ISO certified organization or their authorized franchise engaged in respective area of works. The bidder should have executed orders for training of such technical courses/ language lab software in NITs/IITs/IIITs/Central Universities/State Universities, Central/State Government institutions/localbody/PSUs.
- Minimum AVERAGE ANNUAL TURNOVER of Rs. 1 lakh in the last 3 financial years. (Balance sheet / CA certificate to be enclosed, duly supported by the income tax return (ITR) for financial years 2021-22, 2022-23 and 2023-24).



- (c) The bidder should have experience of similar work experience with at least 1 order from reputed organization, in last 03 years. The nature of completed work should be training and orientation of Software Courses. [NOTE: The documentary proof of WORK orders in respect of works mentioned in bid MUST be submitted along with the bid.
- (d) Bidder/Tenderer should submit documents in support of minimum eligibility criteria along with the tender/bid. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.
- (e) The Bidder/Tenderer should provide the following mandatory information:
- Information on the similar works completed successfully & satisfactorily in last 3 years. Bidder/Tenderer must submit satisfactory documentary proof from end users.
  - List of Organizations/Customers dealt by them.
  - Last three year's copies of Income Tax Return (As mention above) & PAN number.
  - Copy of Registration of Firm.
  - Copy of GST registration.
  - Tenders/bids not meeting any of the above —Eligibility Criteria shall be rejected.

**Earnest Money Deposit (EMD): -**

An EMD of Rs. 21600/-(Rupees Twenty One Thousand Six Hundred ) only in the form of an Account Payee Bank Draft (DD) payable in favor of DPC,SSA, Jharsuguda is required to be submitted along with the bid/tender.

**Performance Guarantee: -**

Successful Bidders must have to submit the performance security @ 5 % of the purchase order value or Contract value in the form of, Bank guarantee from a schedule commercial bank and will be retained up to the warranty Period of 6month.

**Instructions for submitting the Tender:**

Tender will be submitted in two sealed envelopes

**(A) Envelope 'A' shall contain**

- EMD and Tender Fee, Technical Bid as per Annexure-I along with all documents
- Undertaking of fulfillment of all condition

**(B) Envelope 'B' shall contain**

- Financial Bid

Please super scribe the above mentioned Title "Open Tender for Teaching of Digital graphics designing Language Lab Software" and Tender Notice No. on the sealed cover to avoid the bid being declared invalid.

- This OPEN TENDER is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the OPEN TENDER, should it become necessary at any stage.
- No tender document shall be sold by the authority. Prospective bidder may download the tender paper from the website and submit the bid in the office of DPC,SS, Jharsuguda in due time &date as mentioned in the tender document.

## **TERMS AND CONDITIONS:**

1. Terms and conditions for supply are as following:
  - a. The tender is liable to be rejected if not submitted as per the prescribed conditions and in the prescribed format.
  - b. The bidder should quote their offer / rate in clear terms without any ambiguity.
  - c. The tender will be opened as per the date and time given above in the presence of such tenderer(s) or their representatives who are desirous to be present.
  - d. Tender received after due date and time will not be entertained.
  - e. The tender form is non transferable.
  - f. Item No. and page no. of the tender form should be strictly in chronological order. Make, name of the bidder with complete address should be mentioned against the item.
  - c. Taxes, if liable extra, should be clearly indicated failing which the rate quoted in the tender will be considered as inclusive of all taxes.
  - d. There should be no alterations / corrections made in the Tender. The quoted rate should be in figures and words.
  - e. Tender-Rates should be valid for at least Twelve months from the date of opening of the tender. The prices should be firm without variations of any kind.
  - f. The successful bidder will impart 3days Theory classes and 3 days of practical Training to all the students of class 9 and 10 in a week.
  - g. After successful completion of the course, the implementing agency will assess all the students through practical examination and issued CERTIFICATES to all the students.
  - h. The school will provide required hardware (Desktops, Printer. internet etc) to the implementing agency, however , the bidder should arranged the required software, course materials, E-content etc .

### **DPO's Right to Terminate the Process**

- a) DPO may terminate the tender process at any time and without assigning any reason. DPO makes no commitments, expressed or implied that the process will result in a business transaction with anyone.
- b) This tender does not constitute an offer by DPO. The bidder's participation in this process may result in DPO selecting the bidder to engage in further discussion and negotiations onwards execution of a contract, if necessary. The commencement of such negotiation does not, however, signify a commitment by DPO to execute a contract or to negotiations. DPO may terminate negotiations at any time without assigning any reasons.

### **DISPUTE SETTLEMENT AND APPOINTMENT OF ARBITRATOR**

All dispute or differences whatsoever arising between the parties out of or relating to the work and the resulting agreement or the breach thereof that cannot be settling by good faith and negotiations between the parties within 60 days of the commencement of negotiation shall be settled by referring the dispute to the DEO-CUM-DPC,SS,JHARSUGUDA, who may either himself decide the dispute as Arbitrator or appoint some other person as arbitrator to adjudicate the same, who shall be unconnected with DPO. The proceedings will be governed by the provisions of the Arbitration & Conflation Act 1996. By consent of parties the jurisdiction of all other courts are exculpated and the High court at Cuttack, Odisha alone shall have jurisdiction. The language of Arbitration shall be English. The venue of Arbitration proceedings shall be JHARSUGUDA, Odisha as the case may be.

# SUGGESTIVE SYLLABUS FOR GRAPHICS DESIGNING

## GRAPHIC DESIGN

### **I. Introduction to Graphic Design,**

Students are welcomed to the class with a handout designed to explain procedures and expectations. Students will then be introduced to the class by viewing a variety of graphic design examples from students and professionals while exploring digital design based career choices.

**Handout: Welcome to Class**

**Presentation: What Does A Graphic Designer Do?**

## UNIT 1/BEGINNING PHOTOSHOP

### **II. Explore Photoshop Workspace,**

Students begin to explore the Photoshop interface. They will be introduced to many of the tools, palettes, menu selections, and techniques we will be using in class. Throughout the introduction they will be given an opportunity to 'play' with the various groups of tools as they are introduced and given a chance to explore some of the tools more in depth through a series of 1-2 day exercises (listed below).

#### **EXERCISE 1: COLOR EMPHASIS,**

##### **Selection Tools, Image Adjustments and Filters**

Students will learn to fine tune selections by adding and subtracting from them using the selection tool settings and keyboard shortcuts. Students will also familiarize themselves with the image adjustments menu and filter menu. Advanced students can learn and use layer masking for selections.

**Handout: Color Emphasis Tutorial**

#### **EXERCISE 2: FREAKY FRUIT,**

##### **Selections and Layers**

Students will investigate the layers panel by starting to combine photos from different sources together into one composition. In this exercise students will give living features like eyes, mouth and hands to a piece of fruit.

#### **EXERCISE 3: CHICAGO POSTCARD,**

##### **Beginning Layers, Filters and Adjustments**

Students will explore taking multiple steps to complete a final product. First the students will be given a photo (of the Millennium Park Bean in Chicago) that will require some adjustment repairs to be made using the healing brushes, clone stamp, and crop tools. Next students will use layer modes to blend the Chicago flag over the image. Finally students will include text with a layer style to create a city themed postcard.

#### **EXERCISE 4: STATUE MANIPULATION,**

##### **Explore Photoshop on your own**

Given the same photograph, students can use any of the tools and techniques that they've learned to modify the photo in any way they choose.

### **UNIT 2/USING WHAT YOU'VE LEARNED**

#### **III. Continued Layers and combining photos/FRANKENSTEIN'S MONSTER,**

Students further investigate layers including their ordering in the layers palette and how to modify/transform content within a layer. In the Frankenstein's Monster project, students must create a body from at least 15 parts from photos found online. In addition to the body, students will also search and include a background and create an appropriate shadow.

**Handout: How to Create a Shadow**

#### **IV. Advanced Layers/ILLUSTRATED WORD,**

#### **V. Digital Composition 1/SELF PORTRAIT COLLAGE,**

#### **VI. Digital Composition v.2/BLACK AND WHITE SURREAL COLLAGE,**

#### **VII. Digital Composition v.3/COLOR SURREAL LANDSCAPE,**

### **UNIT 3/DESIGNING FOR A PURPOSE**

#### **VIII. File Sizing for Purpose/MEME CREATION,**

#### **IX. Photoshop Animation/ROTOSCOPING/ANIMATED GIFS,**

#### **X. Book Cover/COURSE PLANNING HANDBOOK DESIGN,**

#### **XI. Option Project/ALLEGORY OR THEMED COLLAGE,**

### **UNIT 4/ VISUAL HIERARCHY & TYPOGRAPHY**

#### **XII. Text Effects/PRODUCT ADVERTISEMENT,**

#### **XIII . Visual Hierarchy/EVENT POSTER,**

#### **XIV. Font Choice and Style/TYPOGRAPHY,**

#### **XV. Option Project/ANIMAL ADVERTISEMENT,**

## **UNIT 6/LEARNING ILLUSTRATOR**

### **XVII. Introduction to Illustrator,**

Students begin to explore the Illustrator interface. They will be introduced to many of the tools, palettes, menu selections, and techniques we will be using in class. Students will be given an opportunity to 'play' with the various groups of tools as they are introduced.

### **XVIII. Drawing with Shapes/Cartoon YOU,**

Using simple shapes and colors, students will create a cartoon character that represents them using the simple shape, 2D/3D animation style of the South Park characters as inspiration. Students experiment with drawing and modifying shapes, the Pathfinder Palette, and using swatches for color. Students will also learn how to move objects within the workspace using the Object menu.

## **UNIT 7/CREATING VECTORS**

### **XIX. Drawing with the Pen Tool, Gradients & Symbols/VECTOR ILLUSTRATION,**

### **XX. Using and modifying assets/MOBILE GAME DESIGN,**

## **UNIT 7/LOGOS AND BRANDING**

### **XXI. Text & Imagery in Illustrator/LOGOS,**

### **XXII. Adobe Illustrator, Adobe Photoshop, Adobe In Design -**

- Basics of Illustrator CS4
- Introduction
- The Working Place
- Customizing
- Layer And Layer Options
- Pen, Pencils and Paths
- Tools
- Using the Brush and Paint
- Using the Symbols
- Designing Graphics
- Effects and Filters
- Scaling
- Specialized Tools
- Getting Creative with Types
- Masks
- Select, View and Object

- Playing with Palettes
- Color Adjustments
- Exporting
- Web and devices
- Output
- Settings

eh

**Annexure-1**  
**FINANCIAL BID FORMAT**

:

SL. No.	Particulars	Total Nos. of Students (CL-9 &10)	Course fees per student, including orientation, evaluative, certification)	Taxes if any (in Rs.)	Total Cost (in Rs.) per student	Total Amount (in Rs.) For all 178 nos. of students including all taxes
1.		178				

Authorized Signatory Name:

Designation:



## BID DOCUMENT FORMATS

### Annexure-2: Particulars of the Bidders

Sl.No.	Information Sought	Details to be Furnished
1	Name of the bidding Company	
2	Address of the Company	
3	Incorporation status of the firm (Public limited/Private limited,/Institute etc.)	
4	Year of Establishment	
5	Date of registration	
6	Reference No.	
7	Details of company registration	
8	Details of registration with appropriate authorities for GST	
9	Name, Address, e-mail ID, Phone Number and Mobile Number of Contact Person	
10	Roles & Responsibilities	
11	IT Returned Statement Last 3 years	

Name of the Bidder: .....

Authorized Signatory:.....

Signature: Seal: Date: Place:



### Annexure-3: Acceptance of Terms & Conditions

To,

The DEO-cum-DPC,SS

Sir,

I have carefully gone/ examined through the Terms & Conditions mentioned in "EOI for Selection Of Agency for **Teaching of Graphics Design courses**" Enquire No: .Dated ..... and I declare that all the previous/clause mentioned in this EOI Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Authorized Signatory Name: Designation:



**Annexure-4: Self-Declaration**

(Non-black listed in company Letter Head)

To  
The DEO-cum-DPC,SS

Sir

In response to the ....., Dated 30-10-2024, for EOI titled "Selection of Agency for **Teaching of Graphics Design courses in 01 NO. OF SCHOOL UNDER PMSHRI SCHEME** "as an owner/partner/Director of(organization name)

\_\_\_\_\_/I/We hereby declare that presently our Company/firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, by any State/ Central government/PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,  
Name of the Bidder: .....  
Authorized Signatory .....  
Signature: Seal:  
Date:  
Place:

