



**Request for proposal  
for  
Engagement of Consulting agency for Non-IT infrastructure  
of  
Expansion of Odisha State Datacenter**

**RFP Enquiry No. : OCAC-NEGP-INFRA-0008-2018/22036**

**Date : 25/05/2022**

**RFP SCHEDULE**

<b>Sl. No.</b>	<b>Items</b>	<b>Date &amp; Time</b>
01	Publication of RFP	25/05/2022
02	Last date for receiving queries through E-mail: <a href="mailto:osdc@ocac.in">osdc@ocac.in</a> & <a href="mailto:sk.bhol@nic.in">sk.bhol@nic.in</a>	31/05/2022, 05:00 PM
03	Pre Bid Conference	01/06/2022, 04:00 PM
04	Issue of Corrigendum (if required)	03/06/2022
05	Last date and time for Submission of Bid	16/06/2022, 02:00 PM
06	Opening of Pre-Qualification Bids (PQ)	16/06/2022, 04:00 PM
07	Opening of Technical Bids (TB)	To be informed
08	Opening of Commercial Bids (CB)	To be informed

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**1. Fact Sheet:**

This Fact Sheet comprising important factual data of the tender is for quick reference of the bidder.

Clause Reference	Topic
<b>The Proposal</b>	Odisha Computer Application Centre (OCAC) invites bid from agencies ("Bidders") for Engagement of Consulting agency for Non-IT infrastructure of expansion of Odisha State Datacenter(OSDC 2.0).
<b>Method of Selection</b>	Least cost based method (L1) shall be used to select the Consultancy Agency. The bidder has to submit the bid in three separate sealed envelopes marked as Pre-Qualification (PQ), Technical Bid (TB) and Price Bid (PB) in a Single enclosed Envelope Marked as "RFP for engagement of Consultancy Agency for non-IT infrastructure of expansion of Odisha State Data Centre (OSDC 2.0), Date: _____.
<b>RFP Document Fee</b>	RFP Document can be downloaded from <a href="http://www.ocac.in">http://www.ocac.in</a> , or <a href="http://www.odisha.gov.in">http://www.odisha.gov.in</a> or <a href="https://enivida.odisha.gov.in/">https://enivida.odisha.gov.in/</a> . RFP Document RFP document fee <b>Rs. 5,600/-</b> (Rupees Five Thousand Six Hundred Only) (including 12% GST) must be submitted along with the proposal. The RFP document fee must be in favour of <b>Odisha Computer Application Centre</b> drawn on any scheduled commercial bank and payable at Bhubaneswar.
<b>Earnest Money Deposit (EMD)</b>	EMD/ Bid Security Declaration needs to be submitted as per the prescribed format attached.
<b>Performance Bank Guarantee (PBG)</b>	Performance Bank Guarantee (PBG) @ <b>3%</b> of the cost of project from any nationalized bank in the prescribed format in favor of the Odisha Computer Application Centre shall be submitted by the successful bidder within <b>15 days</b> of issue of work order.
<b>Scope of Work</b>	Selected agency is expected to deliver the services listed in Scope of Work as mentioned in this RFP. Selected bidder need to start the services at designated site within <b>15 days</b> of signing of the Contract.
<b>Language</b>	Bid must be prepared by the Bidder in English language only
<b>Currency</b>	The bidder should quote in Indian Rupees only. The Total Price inclusive of taxes and duties will be considered for evaluation. So, the bidder must mention the base price and the tax component separately.
<b>Validity Period</b>	Proposals/bid must remain valid minimum for 180 days from the last date of

Clause Reference	Topic
	bid submission.
<b>Bid to be submitted on or before last date of submission at:</b>	The proposal must be submitted to:  The Proposal shall be submitted in online mode only using e-NIVIDA system available at <a href="https://enivida.odisha.gov.in/">https://enivida.odisha.gov.in/</a> . The bidder should register himself in e-Nivida portal.

## 2. Project Profile & Background Information

Odisha State Data Centre (OSDC) is a core infrastructure project under National e-Governance Plan (NeGP) implemented by Odisha Computer Application Centre (OCAC) in its own building over an area of 4000 Sqft with a provision for future expansion. OSDC offers a suite of services that provide a cost-effective strategy for Departments/ PSUs that need to quickly ramp up their IT infrastructures.

The State Government has set up a Data Centre and made Go-Live in the Year 2011 to provide better operations & management control; minimize overall cost of Data Management, IT Management and Deployment through use of common infrastructure, which broadly includes:

- i. Compute Infrastructure: To cater to the needs of application hosting at the State, an initial compute infrastructure consisting of web, application and database servers with different flavors of OS & database software's has been provisioned in the SDC.
- ii. Storage Infrastructure: Centralized storage with flexible and secure configuration is available in the SDC including backup facilities. The same shall be leveraged by different line departments for their data storage requirements in shared manner.
- iii. Network and Security Infrastructure: Core network infrastructure that is required for Data Centre has been provided at SDC to meet the basic needs of the State Data Center.

The service includes space in a controlled environment, regulated power supply, dedicated and shared network connections, state-of-the-art security, fire detection and suppression, and many other valuable features. Additional value-added services are offered as part of the services including network and connectivity services, remote hand support services, storage services, DR service, virtualization etc.

At present the utilization of rack space of OSDC infrastructure has been reached to 97% due to the co-location of major department's applications such as Commercial Tax, e-Registration, e-Municipality, e-District, CCTNS, i3MS etc. Looking into this the expansion of State Data Centre (SDC) is very much essential to meet the future requirement of the state. Following the guidelines of DeitY, now State Govt. propose to scale up the capacity of the existing Data Centre at 2nd floor OCAC Building, Bhubaneswar.

OCAC on behalf of Department of Information Technology , Government of Odisha intends to select a Consultancy Agency for the expansion of existing Odisha State Data Centre.

**Note :-** Consortium, JVs, partnerships or making sub-contracting arrangements at any stage of this tender is not allowed.

### **3. Scope of Work**

The minimum scope of work is underlined below. However, the agency may be assigned other works by OCAC as and when required.

#### **3.1 Requirement Analysis**

The consulting agency shall be responsible for carrying out a detailed analysis of the status of the project till date (As Is Assessment), which will capture the State's requirements and the completion of works, service needs/requirements, present infrastructure, interoperability, security issues etc. This scoping study should also contain reviews and evaluations of the proposed project contract terms & conditions (Technical, Commercial, Legal etc.) for all stakeholders involved in setting up and operation of the Odisha State Data Centre.

#### **3.2 Risk Assessment/ Management**

The Consulting Agency should conduct a risk analysis study to review the work already done, based on their own evaluations as well as the inputs from the Department's for decision-making support.

#### **3.3 Design Security Strategy & Policy Documents**

The Consulting Agency should adopt the security variables in drafting specific policies to help in project implementation.

#### **3.4 Review Technical Design**

Based on the result of requirement analysis and security requirement, the consultant shall customize the technical design document.

#### **3.5 Review Site Plan**

The Consulting Agency should review the site plan as prepared earlier. This should include study of the detailed civil layout and electrical plan, necessary physical security requirement, like access control system, CCTV, Fire suppression / detection system, building management system, power backup and also address the availability, scalability and security strategies for the data centre.

#### **3.6 Review of BOM/Other Specifications**

The Consulting Agency should propose the bill of material in line with the existing BOM of SDC in the template RFP and provide their report which should be backed by suitable requirement analysis and justifications.

### **3.7 Refine the RFP**

Based on the Template RFP and specifications of the State, the Consulting Agency should prepare the RFP for non-IT setup of OSDC 2.0 and conduct the Bid Process management which shall include:

- Support the State in release of the tender advertisement in the newspaper
- Conduct the Pre-bid meetings
- Design the Tender evaluation criteria
- Collection of response and bid management
- Preparation of Agreement for Approval
- Support the State in negotiation and closure
- Provide support to the State in their discussion with the successful vendor
- Confirm the strategies adopted by the bidder are in alignment with the State Data Centre objectives
- Coordinate between the various agencies (State Implementation Agency, Data Centre Operator, SWAN operator and the different Stake holders involved in OSDC)
- Preparation of the BOM (Bill of Materials) for the procurement of the material/equipment/components etc.
- Verification of equipment installation with respect to the requirements indicated in the RFP
- Conduct acceptance test and confirm the commissioning of the State Data Centre for actual use
- To conduct periodic reviews of the project plans and progress and advice the State implementing agency
- To track project issues/risks and present project status to the State Project Implementation Committee.
- To prepare the Change Management Plan, Communication Plan and Training Plan needed for OSDC
- To prepare periodic reports on monitoring and evaluation (while SDC work is in progress) on the project objectives and enforcement of SLA's with implementation vendors/DCO
- To prepare the documentation on operations & maintenance of the OSDC

### **3.8 IPECC Management**

In fact, the Consulting Agency shall be responsible for IPECC (Initiation, Planning, Execution, Control and Closing) of the OSDC.

### **3.9 Time-Schedule**

The duration of the engagement is scheduled for the entire period of the contract and subject to further extensions, if necessary. If OCAC, Department of IT, Govt. of Odisha

decides that the Consultant to carry on with the activities beyond the stated period, based upon the satisfactory performance of the consultants – the same shall be mutually extended by additional period as required, based upon further negotiation as the case may be.

### 3.10 Deliverables

Though the final list of deliverables may vary and will not be strictly restricted to the terms & conditions in Scope of work for the Consulting Agency. The consulting agencies are expected to put their best effort and experience for the project deliverables in addition to the deliverables listed herein.

**The Broad Scope of work consists of providing the following deliverables:-**

<b>Pre RFP Stage</b>	Preparation and submission of detailed infrastructure requirement report for proposed Data Center after evaluation of existing infrastructure. Preparation of RFP document including eligibility criteria, technical specifications of the support infrastructure for Tier-III Data Center.  a) Detail project report with budget in hard and soft format b) Request for proposal document in hard and soft format
<b>Bid process management stage</b>	Assisting in techno commercial evaluation of the bids, selection of vendor and submission of reports as and when required till selection of vendor.
<b>Project Implementation Stage</b>	Project Management and Monitoring the works of the selected vendor, to ensure conformity to Tier-III standards.
<b>User Acceptance Testing and Sign-Off</b>	Final testing, handing over of the site to OCAC for conformity to the standards specified including warranty information and issuance of completion certificate.

### 3.11 Pre RFP Stage

The consultant shall prepare a detailed Infrastructure requirement report for the expansion of Data Center at OCAC tower, Bhubaneswar. The consultant(s) have to study, prepare and submit report etc to OCAC on the following:-

- Site survey and report on existing civil works at the site and propose the additional civil works required for expansion.

Tender Drawings in hard and soft format. Tender drawings will include the following not limited to

- Proposed Datacenter layout drawings
- Layout of Utility area
- Electrical single line diagram

as per Tier-III standard as defined by “The Uptime Institute”.

- Cost benefits and efficiency analysis of various technologies for HVAC, Security, Safety, Systems, UPS, DG Power etc. for Data Center.  
Design documents such as
  - i. Electrical load calculation sheet
  - ii. Airconditioning load calculation sheet
- The consultant is expected to prepare detailed RFP document highlighting detailed specifications for various components which may broadly include and not limited to PAC, Electrical & Data Cabling, Safety and Security Systems like Fire, CCTV, Access control, UPS, DG etc, with Integrated Building Management System, Civil / Interior and Electrical works with suitable layout for accommodating various functional areas like server farm, UPS, office space and discussion rooms etc for the proposed Data Centre. The proposed solution also have the detail integration of new systems with the exiting Enterprise Management System (EMS).
- Integration of BMS with EMS vice-versa solution with detail architecture, specifications and component requirement.
- The detailed design documents with relevant drawings for each of the services mentioned above shall be submitted to OCAC by the consultant for evaluation and confirmation.
- The expansion Data Center Architecture proposed and specifications contained in the RFP shall be compliant to the ISO 27001 Standard for Security.
- The RFP document prepared by the consultant should also contain the technical and commercial specifications / documentation and Service Level Agreements.
- The consultant is also required to advice and recommend on any other matter during the course of engagement as and when needed /required by OCAC to complete the expansion of Data Center.

### **3.12 Bid process management stage**

The consultant would co-ordinate for floating of RFP and Tender document, conduct bid process management (pre bid conference, preparation of corrigendum, technical evaluation, commercial evaluation, selection of bidder, drafting (legal, W.O. agreements and SLA's etc ), finalizing of award of contract etc.)

### **3.13 Project Implementation and Monitoring Stage**

After award of contract to the vendor, the consultants is expected to vet the project plan and milestone prepared by the vendor in order to ensure the conformity with the timelines prescribed for execution and completion of the project. The consultant(s) have to present in-person, on site at the time of execution, prepare inventory of components delivered at site

and organize testing of the same onsite before commissioning. The consultant has to coordinate with the stake holders for smooth execution of the project. The consultant shall submit a weekly report on the progress of the supply, implementation & deviation if any from the baseline of the project and responsible for arrange weekly meetings onsite with OCAC representative and all involved vendors / stakeholders.

### 3.14 UAT and Sign-Off Stage

The consultant will perform the testing of systems (Civil, electrical, UPS, DG, HVAC, Safety and Security etc.) for conformity to the standards specified to meet the standards for Tier -III and the design should ensure an uptime of **99.749%** on a quarterly basis.

## 4. Resource engagement

Sl. No.	Resource Detail	Qualification	Location
01	Principal Consultant – One number during RFP stage and Project Execution stage	B.E./B.Tech Electrical/Electronics/computer Science/Electronics and communication with 15 yrs. Of experience in Design and implementation of non-IT infrastructure for data centre with certification like ATD (ccredited Tier designer by Uptime Institute, USA)/CDCE (certified Datacenter expert by EPI Singapore). Should have designed atleast one tier III certified data centre in India	Onsite
02	Non-IT infrastructure expert consultant – One number During RFP stage and Project Execution stage	B.E./B.Tech Electrical/Electronics/computer Science/Electronics and communication with 2 yrs. Of experience or Diploma in Electrical/Electronics/computer Science/Electronics and communication with 5 years of design and implementation of non-IT infrastructure of data centre	On Site

## 5. Eligibility Criteria

The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The bidder must also possess the technical know-how and the financial where with all that would be required to successfully build the Data Center and provide support services sought by the OCAC, for the entire period of the contract. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the tender document.

The invitation to bid is open to all bidders who qualify the eligibility criteria are given below:-

### 5.1 Pre-Qualification Bid Criteria

S.No	Clause	Documents required
01	The bidder should be a company registered under the Companies Act, 1956 since last 5 years. <b>Or</b> Partnership firm registered under LLP Act 2008 <b>Or</b> Partnership firm under partnership act of 1932	Certificate of incorporation, Certificate of Commencement Certificate consequent to change of name, if applicable has to be submitted. 1) GSTN registration number 2) Income Tax registration/ PAN number 3) Income Tax returns for the last three Financial to be submitted till 31/03/2021.
02	Bidder should have experience of data center consulting covering Non-IT physical infrastructure design & consulting for a period exceeding five (5) years as on 31-03-2021.	Work Orders / Completion-Partial completion certificates confirming year and area of activity.
03	Bidder should have valid ISO 9001:2015	Valid Copy of the Certification stating the location and the scope of the certification has to be submitted.
04	Bidder should have experience of consultancy for setting up of minimum one number of Facility build/design/consultancy projects (Tier II or above uptime certified/ TIA 942 certified Rated 2 or higher in India during the last five (5) years: a. One Order Value for consulting/design services for Data Centre/NOC of any State Govt / Central Govt / PSU of value not less than Rs. 16 Lakhs b. Two Order Value for consulting/design services for Data Centre/NOC of any State Govt / Central Govt / PSU of value not less than Rs. 12 Lakhs	a. Copy of Work Orders / Completion-Partial Completion Certificates / Client Certificates

	c. Three Order Value for consulting/design services for Data Centre/NOC of any State Govt / Central Govt / PSU of value not less than Rs. 8 Lakhs	
05	The bidder's annual turnover must be minimum Rs 1.0 crore the last three financial year ending 31/03/21 The bidder should have positive network for last 3 (three) years ending March 2021	Chartered Accountant certificate for Net-worth. Net-worth shall exclude any revaluation reserve. Copy of the audited profit and loss account along with audited balance sheet of the company showing turnover of the company for last three (3) financial years.
06	a) Full-time 10 professional staff engaged in consulting services	Certificate from bidders HR Department for number of qualified professionals employed by the company from authorised signatory.  EPFO challan for the employees for last 3 years. -
07	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies. Any Bidder, who was banned in the past by Government of India / any organization under Government of India / any State Government / any organization under any State, shall not be eligible to participate in the tender unless they produce current-dated clearance certificate from the respective authority addressed to the bid inviting authority, in order to be able to participate in the tender process.	Declaration in this regard by the authorized signatory of the bidder on its own letterhead.
08	The bidder should have an office in Bhubaneswar. However, if the local presence is not there in Bhubaneswar, the bidder should give an undertaking for establishment of an office, within two months of award of the contract.	Proof of Office establishment at Bhubaneswar.

**Note :-** Only bidders qualifying in Pre-Qualification evaluation would be considered for the technical evaluation as per below criteria.

## 5.2 Technical Bid Evaluation Criteria

In order to determine whether the bidders are qualified and whether the technical aspects are substantially responsive to the requirements set forth in the bidding

documents, the **Tendering Authority** will examine the information supplied by the Bidders and shall award points to the bidders on the basis of the following parameter.

Sl. No	Parameter	Documents required	Maximum Score
<b>1</b>	Past relevant experience in the following work of consultancy in last 5 years ending last day of the month previous to one in which RFP are invited. <b>(Max.- 40 marks)</b>		<b>40</b>
<b>1 (a)</b>	Bidder should have experience of consultancy for setting up of minimum one number of Facility build/design/consultancy projects (Tier II or above uptime certified/ TIA 942 certified Rated 2 or higher in India during the last five (5) years: a. One Order Value for consulting/design services for Data Centre/NOC of any State Govt / Central Govt / PSU of value not less than Rs. 16 Lakhs b. Two Order Value for consulting/design services for Data Centre/NOC of any State Govt / Central Govt / PSU of value not less than Rs. 12 Lakhs c. Three Order Value for consulting/design services for Data Centre/NOC of any State Govt / Central Govt / PSU of value not less than Rs. 8 Lakhs	One order of value more than 16 lakhs or two order of value more than 12 lacs or three order of value more than 8 lacs = 10 marks  More than One order of more than 16 lakhs or More than two order of more than 12 lacs or More than three order of more than 8 lacs = 20 marks	
<b>1 (b)</b>	Experience of providing Consultancy services for the State Govt / Central Govt / PSU in the state of Odisha of value not less than Rs. 8 Lakhs	> 1 Projects = 20 Marks 1 Projects = 15 Marks	
<b>2</b>	Gross Revenue from non-IT consultancy/design services (Max.- 10 marks) in last 2 years ending 31.03.2022. (work order details to be furnished)	Minimum 1 Cr = 7 Marks More than 1 Cr = 10 Marks	<b>10</b>
<b>3</b>	<b>Presentation (Max.- 25 marks)</b> i. Understanding of the objectives of the assignment-5 marks ii. Completeness and responsiveness-	Approach & Methodology	<b>25</b>

	5Marks iii. Demonstration of understanding of the Department's requirements- 10Marks iv. Project work break down structure- 5Marks Note : Documentation should be submitted		
<b>4</b>	<b>Resource Criteria- (Max 25 Marks)</b>		<b>25</b>
<b>4 (a)</b>	<b>Principal Consultant (Max.- 25 marks)</b>		
	B.E./B.Tech Electrical/Electronics/computer Science/Electronics and communication with 15 yrs. Of experience in design and implementation of non-IT infrastructure for data centre with certification like ATD (ccredited Tier designer by Uptime Institute, USA)/CDCE ( certified Datacenter expert by EPI Singapore). Should have designed atleast one tier III certified data centre in India. Note:- In case agency doesn't have required certification, has to submit the certification within one month of award of contract.	>15 Years of experience = 20 Marks  =<15 Years of experience = 15 Marks	
<b>4 (b)</b>	<b>Non-ITInfrastructure Expert(Max.-5 marks)</b>		
	B.E./B.Tech Electrical/Electronics/computer Science/Electronics and communication with 2 yrs. Of experience or Diploma in Electrical/Electronics/computer Science/Electronics and communication with 5 years of design and implementation of non-IT infrastructure of data centre	>5 Years of experience = 5 Marks  =<5 years of experience = 2Marks	
	<b>Total</b>		<b>100</b>

**Note :-** As a part of **Technical Qualification Process**, those bidders who have scored  $\geq 70$  marks would be considered for opening of commercial bid.

### 5.3 Award of Contract

OCAC will award the contract to the successful bidder whose proposal has been determined to be substantially responsive as per the process outlined above. The bidder with the lowest price

quote shall be considered as L1 and award of the contract shall be made to the bidder with the lowest cost (L1). If the L1 bidder refuses / fails to accept the Work Order within Ten days, the next higher responsive bidder (L2) will be proposed to accept the Work Order at the rates offered by the lowest bidder (L1). If L1 bidder refuses / fails at any stage of contract, the entire work can be given to the L2 bidder at L1 rate. OCAC reserves the right to negotiate specifications, prices during evaluation if found necessary.

#### 5.4 Signing of Contract

After the OCAC notifies the successful bidder that its proposal has been accepted, OCAC shall enter into a contract within thirty (30) days of the award of the contract or within such extended period, as may be specified by the Authorized Representative of OCAC, incorporating all clauses and the proposal of the bidder with the successful bidder and the draft Service Level Agreement (SLA) will be provided as a separate document.

#### 5.5 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Draft Service Level Agreement (SLA) and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award. In such case OCAC may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the OCAC shall forfeit the EMD of the successful bidder.

#### 5.6 Time lines for completion of project

Sl.No.	Activity	Mile stone
1	Pre RFP Stage	2 Weeks from date of issue of Purchase Order to the Consultant. Submission of budget & DPR.
2	Bid process management Stage	3 Weeks from approval of Budget and DPR, submission of RFP document with drawings and publication of RFP. 10 Weeks from date of aproval of RFP. Assisting OCAC for extending support for selection of system integrator.
3	Project Implementation and Monitoring Stage	30 Weeks from date of Purchase Order to the System integrator.
4	UAT and Sign-off	6 Weeks from date of Purchase Order to the System integrator.

**Note :-** In case the project is not completed in time due to delay solely by the cosnulting agency, penalty of 0.5% per week maximum upto 10 weeks will be applicable. After that Odisha Computer Application Centre (OCAC) will be free to cancel the contract .

#### 5.7 Prices

The Bidder shall quote a fixed price for the entire project on a single responsibility basis. The successful bidder is held responsible for the overall deliverables during the period of contract.

The Contract price shall be the only payment, payable by OCAC to the Successful Bidder for completion of the contractual obligations by the Successful Bidder under the Contract, subject to the terms of payment specified in the Contract. The total price inclusive of taxes and duties will be considered for evaluation. So, the bidder must mention the base price and the tax component separately. The prices once offered must remain firm and must not be subject to escalation for any reason whatsoever within the period of the project.

## 5.8 Billing

Billing is to be done in the name of Odisha Computer Application Centre, Plot No.-N1/ 7D, Acharya Vihar Square, RRL Post Office, Bhubaneswar -751013.

## 5.9 Payment Terms

The Payment shall be made after making necessary deductions of applicable taxes and the complete payment schedule to the vendor shall be as follows:-

Sl.No.	Milestone	Payment (%)
1	Completion of pre RFP	10 % of the contract value
	Completion of bid process management stage with selection of system integrator or 15 weeks from the date of work order, whichever is earlier.	40% of the contract value
2	By end of 10 weeks of Project Management and Monitoring until the completion of the Project. ( start date fo this milstone will be date of work order to System Integrator)	10 % of the contract value
3	By end of 20 weeks of Project Management and Monitoring until the completion of the Project. ( start date fo this milstone will be date of work order to System Integrator)	10 % of the contract value
4	By end of 30 weeks of Project Management and Monitoring until the completion of the Project. ( start date fo this milstone will be date of work order to System Integrator)	10 % of the contract value
3	UAT and Sign-Off	20 % of the contract value

## 5.10 Key Requirements of the Bid

### 5.10.1 Right to Accept Any Proposal and To Reject Any or All Proposal (s)

- a) OCAC reserves the right to accept or reject any proposal at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.
- b) OCAC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- c) The submission of RFP does not constitute an offer by OCAC. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.
- d) The type of services indicated in this RFP are indicative and may change as per the actual requirement.

### 5.10.2 Bid Security Declaration

Bid Security Exemption Declaration (for Non – Submission of EMD / Bid Security) as per the requisite format in this bid as per the annexure attached.

### 5.10.3 Performance Bank Guarantee

- a) An unconditional and irrevocable Bank Guarantee equivalent to **3%** of the cost of project from any nationalized bank in the prescribed format in favor of the Odisha Computer Application Centre shall be submitted by the successful bidder within **15 days** of issue of work order.
- b) Failure of submission PBG within the specified time period may lead to cancel the Work Order
- c) The Bank Guarantee shall be valid till completion of all the contractual obligations.
- d) In the event of the bidder being unable to service the contract for whatever reason, OCAC would evoke the PBG. OCAC shall notify the Bidder in writing of the exercise of its right to receive such compensation within **14 days**, indicating the contractual obligation(s) for which the Bidder is in default.

### 5.10.4 Pre-Bid Queries

- a) OCAC shall hold a pre-bid meeting with the prospective bidders on scheduled date at OCAC premises or through Video Web Conference.
- b) The Bidders will have to ensure that their queries for Pre-Bid meeting should reach in e-mail id – **osdc@ocac.in** , **sk.bhol@nic.in** and **https://enivida.odisha.gov.in/** only on or before the scheduled timeline. Queries submitted after the scheduled date and time, shall not be accepted.
- c) The queries should necessarily be submitted in the following format:.

Company Name	Person Name	Designation, e-Mail, Contact Number

Page No.	Section	Sub-Section	Clarification	Remarks

- d) OCAC shall not be responsible for ensuring that the bidder's queries have been received by them. Any requests for clarifications after the indicated date and time shall not be entertained by OCAC.

#### **5.10.5 Responses to Pre-Bid Queries and Issue of Corrigendum**

- a) OCAC will endeavor to provide timely response to all valid queries. However, OCAC makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does OCAC undertake to answer all the queries that have been posed by the bidders.
- b) At any time prior to the last date for receipt of bids, OCAC may, for any reason, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the websites [www.ocac.in](http://www.ocac.in), [www.odisha.gov.in](http://www.odisha.gov.in) and <https://enivida.odisha.gov.in/>.
- d) Any such corrigendum shall be deemed to be incorporated into this RFP.
- e) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, OCAC may, at its discretion, extend the last date for the receipt of Proposals.

#### **5.10.6 Authentication of Bids**

The RFP document shall be accompanied by an Authorization Letter as per the prescribed format (power-of-attorney) in the name of the authorized signatory of the proposal.

#### **5.10.7 Language**

The proposal shall be filled by the bidder in English language only.

#### **5.10.8 Insurance**

The Consultant shall take and maintain at their own cost, insurance coverage against the risks of their personnel and properties relating to this assignment.

#### **5.10.9 IT Act**

Besides the terms and conditions stated in this document, the contract shall also be governed by the overall acts and guidelines as mentioned in IT Act 2000 and subsequent amendments, and any other guideline issued by State from time to time.



#### **5.10.10 Confidentiality**

The Bidder shall not use or disclose to any third party, except for the purpose of the observance of these terms and conditions any confidential information of OCAC & OSDC.

#### **5.10.11 Dispute Resolution**

- Any dispute or difference, whatsoever, arising between the parties to this agreement arising out of or in relation to this agreement shall be amicably resolved by the Parties through mutual consultation, in good faith and using their best endeavours. Parties, on mutual consent, may refer a dispute to a competent individual or body or institution or a committee of experts appointed By OCAC (Nodal Authority) for such purpose and abide by the decisions thereon.
- On non settlement of the dispute, same shall be referred to the commissioner-cum-secretary to Government, IT department, and Government of Odisha for his decision and the same shall be binding on all parties, unless either party makes a reference to arbitration proceedings, within sixty days of such decision.
- Such arbitration shall be governed in all respects by the provision of the Arbitration and Conciliation Act, 1996 or later and the rules framed there under and any statutory modification or re-enactment thereof. The arbitration proceeding shall be held in Bhubaneswar, Odisha.

#### **5.10.12 Failure to Agree with the Terms and Conditions of the RFP**

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in such event OCAC may award the contract to the next best value bidder or call for new proposals from the interested bidders.

In such a case, OCAC shall invoke the PBG of the most responsive bidder

#### **5.10.13 Completeness of Tender**

The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Bidder 's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms / Performa in the tender are not fully furnished.

#### **5.10.14 Clarifications on using e-Nivida Portal**

- i. Any queries relating to the tender document and the terms and conditions should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support. Please feel free to contact e-Nivida Helpdesk (as given below) for any query related to e-tendering.

**Phone No.: 011-49606060**

**Mail id: odishaenivida@gmail.com**

**Annexure: G-1 - Particulars of the Bidder  
(To be in company letter head)**

RFP Enquiry No: \_\_\_\_\_, Date: \_\_\_\_\_

1. Name of the Firm/Organization:

2. Organization Status of Registration

3. Address of Corporate Office

4. Address of Office in Odisha (if any)

5. Telephone No  Fax No

6. Email Address

7. Website

8. Registration No of Certificate of  
Incorporation & Date

9. Registration No of Sales Tax/  
VAT & Date

10. Registration No of Service Tax

11. Permanent Account Number of  
Income Tax & Date of Regn.

12. No. of years of proven experience of providing similar Services:

**Annexure: G-2 - Self declaration of not be under Ineligibility for corrupt and fraudulent practice**

**(To be in company letter head)**

RFP Enquiry No: \_\_\_\_\_, Date: \_\_\_\_\_

To

The General Manager (Admn.)  
Odisha Computer Application Centre,  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square, RRL Post Office  
Bhubaneswar – 751013

Sir/Madam,

In response to the RFP No. - \_\_\_\_\_ Ms./Mr. \_\_\_\_\_, as a  
\_\_\_\_\_, I / We hereby declare that our firm/organization/company  
\_\_\_\_\_ is having unblemished past record and have not been declared  
blacklisted by any Central/State Government/PSU institution and there has been no pending  
litigation with any government department on account of similar services. I/We further declare that  
our company has not defaulted in executing any Government order in the past.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

**Annexure: G-3 - Authorization Letter**  
**(To be in company letter head)**

RFP Enquire No: \_\_\_\_\_, Date: \_\_\_\_\_

To

The General Manager, (Admn)  
Odisha Computer Application Centre,  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square, RRL Post Office  
Bhubaneswar – 751013

Sir/Madam,

Ms. /Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the firm/organization/company in dealing with the RFP No. - \_\_\_\_\_ Dated: \_\_\_\_\_.

She /He is also authorized to attend meetings & submit the commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

**Annexure: G-4 - Acceptance of Terms & Conditions Contained In the RFP Document**

**(To be in company letter head)**

RFP Enquire No: \_\_\_\_\_, Date: \_\_\_\_\_

To

The General Manager (Admn)  
Odisha Computer Application Centre,  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square, RRL Post Office  
Bhubaneswar – 751013

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the RFP No: \_\_\_\_\_, regarding Engagement of consultant for Odisha State Data Centre.

I declare that all the provisions of this RFP 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.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

**Annexure: G-5 - Format for List of Previous Work Orders Executed**

**(To be in company letter head)**

RFP Enquire No: \_\_\_\_\_, Date: \_\_\_\_\_

SL. No	Name of Client	Name of the Project	Project Brief	Project Cost	Status (Complete/ In Progress/ Delay)
1					
2					
3					
.					
.					

**Note:** The information provided in the above table must supported by copies of relevant work order and completion certificate.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

**Annexure: G-6 - Technical Bid Letter**  
**(To be in company letter head)**

RFP Enquiry No: \_\_\_\_\_, Date: \_\_\_\_\_

To

The General Manager (Admn)  
Odisha Computer Application Centre,  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square, RRL Post Office  
Bhubaneswar – 751013

**Subject:** Submission of the Bid of RFP – For Selection of Consultancy Agency for Expansion of OSDC  
(From DeitY Empanelled Agencies)

Sir/Madam,

We, the undersigned, offer to provide our services against your RFP enquiry no. <Insert RFP no> dated <insert date>. We are hereby submitting our Proposal, which includes this Technical and the Price Bids sealed in separate envelopes.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We agree that you are not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products / services specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled \_\_\_\_\_ to act on behalf of our corporation/company /firm/organization and empowered to sign this document as well as such other documents which may be required in this connection.

Yours sincerely,

Authorized Signature [In full and initials]

**Annexure: G-7 - Price Bid Letter**

**(To be in company letter head)**

**Price Bid Letter**

RFP EnquireNo: \_\_\_\_\_, Date: \_\_\_\_\_

To

The General Manager (Admn),  
Odisha Computer Application Centre,  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square, RRL Post Office  
Bhubaneswar – 751 013

**Subject:** Submission of the Bid of RFP – For Selection of Consultancy Agency for Expansion of OSDC (From DeitY Empanelled Agencies)

Sir/Madam,

We, the undersigned, offer to provide our services for Selection of Consultant Agency for Expansion of OSDC (from DeitY Empanelled Agencies) in accordance with your RFP Document <<RFP No. >> Dated <<Date>> and our Bid (Technical and Price Bid). Our Price Bid is attached in Annexure : G-10.

**1. Price and Validity**

All the prices mentioned in our RFP are in accordance with the terms as specified in the RFP documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the RFP. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

**2. Unit Rates**

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

**3. Qualifying Data**

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

**4. Bid Price**

We declare that our Bid Price is for the entire scope of the work as specified in the RFP. These prices are indicated at Price Bid attached with our bid as part of the Bid.

We understand you are not bound to accept any tender you receive.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that our bid is binding on us and that you are not bound to accept a bid you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**Annexure: G-8 - Price Bid Format****(To be in company letter head)**

Sl.No.	Description	[A] Fixed Price for the Consultancy (INR)	[B] Taxes as Applicable (INR)	[C = A+B] Total Cost (INR)
1	Total fixed price for undertaking the consultancy assignment for expansion of Odisha State Data Centre as specified in scope of work.			

**Note:** - Bidder must mention the base price and the tax component separately.

**Annexure: G-9 - Proposed Manpower Details**

**(To be in company letter head)**

Sl.No	Role	No of Resources	Qualification, Relevant Experience & Certifications

**CV Format for of Project Manager, SDC Consultant, Infrastructure Expert**

The format for submission of CVs is the following:

1. Name: \_\_\_\_\_
2. Profession / Present Designation: \_\_\_\_\_
3. Years with firm: \_\_\_\_\_ Nationality: \_\_\_\_\_
4. Area of Specialization: \_\_\_\_\_
5. Details of Certification:
6. Date of Birth:
7. Proposed Position in Team:
8. Key /Experience suitable to the proposed assignment: \_\_\_\_\_

(Under this heading give outline of staff members' experience in the area of assigned work in projects of similar nature handled in the past. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.

9. Education/Training Programs:

(Under this heading, summarize college/ university and other specialized education of staff member, giving names of colleges, dates and degrees obtained)

10. Experience:

Signature & Seal of the Bidder

(Under this heading, list of positions held by staff member since graduation, giving dates, names of employing organization, title and duration of positions held and location of assignments. For experience in last ten years also give types of activities performed and Owner references, where appropriate.)

**Signature(Concerned employee):** \_\_\_\_\_

**Counter Signature of Authorized Signatory:** \_\_\_\_\_

**Full Name :** \_\_\_\_\_

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

**Date:**

***Note: 1. Certified supporting documents to be enclosed evidencing the above criteria of such personnel mentioned above.***

**Annexure : G-10 - Bid-Security Declaration**

**(To be in company letter head)**

To

General Manager (Admin.)  
Odisha Computer Application Centre  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square, RRL Post Office  
Bhubaneswar - 751013

Reference: (1) Enquiry No. \_\_\_\_\_.  
(2) Our Bid No. \_\_\_\_\_ date \_\_\_\_\_.

I/ We, \_\_\_\_\_ irrevocably declare as under:

I/ We understand that, as per Clause \_\_\_\_\_ of Tender/ bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/ We hereby accept that I/ We may be disqualified from bidding for any contract with you for a period of **Three Years** from the date of disqualification as may be notified by you (without prejudice to OCAC's rights to claim damages or any other legal recourse ) if,

- 1) I am /We are in a breach of any of the obligations under the bid conditions,
- 2) I /We have withdrawn or unilaterally modified/ amended/ revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- 3) On acceptance of our bid by OCAC, I /we failed to deposit the prescribed Performance Bank Guarantee (PBG) or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

**Signature:**

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ (complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ month, \_\_\_\_\_ year.

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).

**Annexure : G-11 - Performance Bank Guarantee**

To

The General Manager (Admin)  
Odisha Computer Application Centre  
Plot No. - N-1/7-D, Acharya Vihar  
P.O.-RRL, Bhubaneswar - 751013  
EPBX: 0674-2567280/2567064/2567295  
Fax: +91-0674-2567842

Whereas, << name of the agency and address >> (hereinafter called "the Bidder") has undertaken, in pursuance of contract no. << insert contract no. >> dated. <<Insert date >> to provide Implementation services for << name of the assignment >> to OCAC (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, << name of the bank >> a banking company incorporated and having its head /registered office at << address of the registered office >> and having one of its office at << address of the local office >> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, upto a total of Rs.<< insert value >> (Rupees << insert value in words >> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs.<< insert value >> (Rupees << insert value in words >> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between

you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until << *Insert Date* >>)

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs<< insert value >> (rupees << insert value in words >> only).
- II. This bank guarantee shall be valid up to << insert expiry date >>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before << insert expiry date >>) failing which our liability under the guarantee will automatically cease.

**(Authorized Signatory of the Bank)**

**Seal**

**Date**

**List of Enclosures**

RFP Enquire No: \_\_\_\_\_, Date: \_\_\_\_\_

Please check whether following have been enclosed.

Sl. No	Enclosure description	Enclosed (Yes / No)	Annexure / Attachment / Page No. / Envelop No. of the Enclosure
1	Particulars of the Bidder (Annexure-G1)		
2	Copy of Registration Certificate of the firm		
3	Organisation Profile		
4	Declaration of ineligibility for corrupt and fraudulent practice (Annexure-G2)		
5	Self Declaration that the bidder hasn't been black listed by any Govt./PSU		
6	Up-to-date IT return and GST Clearance Certificate ending 31 <sup>st</sup> March 2021		
7	Copy of PAN No allotted by Income Tax Department		
8	Balance Sheet and Profit & Loss Account statement for last three years 31 <sup>st</sup> March 2021.		
9	Authorization Letter (Annexure-G3)		
10	Acceptance of terms and condition (Annexure-G4)		
11	List of work orders and work completion certificates from the client. (Annexure-G5)		
12	Tender document Fee	DD No : Amount : Bank:	
13	Bid Security Declaration (Annexure – 10)	DD No : Amount : Bank:	
14	Pre-qualification check list duly signed with sealed envelope.		
15	Technical bid Letter (Annexure-G6)		
16	Price letter & Price bid duly signed . (Annexure-G7 & G8)		
17	Manpower details (Annexure-G9)		