

# Request for Proposal



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**Selection of Software Solution Provider**

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**For development and Implementation of  
Mobile Based Class Monitoring System in  
Government Polytechnics & ITIs in Odisha  
under SCTE&VT, Odisha**

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**RFP No.: OCAC-TH-10/2023/ENQ/24026**

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**Vol-I | Instructions to Bidder**



**ODISHA COMPUTER APPLICATION CENTRE**

[TECHNICAL DIRECTORATE OF E&IT DEPARTMENT, GOVERNMENT OF ODISHA]

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## 1 Glossary of Terms

<b>DSC</b>	Digital Signature Certificate
<b>EMD</b>	Earnest Money Deposit
<b>FRS</b>	Functional Requirement Specification
<b>GST</b>	Goods and Services Tax
<b>ICT</b>	Information and Communication Technology
<b>IT</b>	Information Technology
<b>ITES</b>	Information Technology Enabled Services
<b>Nos</b>	Numbers
<b>OCAC</b>	Odisha Computer Application Center
<b>OSD</b>	Original Software Developer
<b>PBG</b>	Performance Bank Guarantee
<b>PMU</b>	Project Management Unit
<b>PSU</b>	Public Sector Undertaking
<b>QCBS</b>	Quality & Cost Based Selection
<b>RFP</b>	Request for Proposal
<b>SSP</b>	Software Solution Provider

## Tender Reference

Date	15/02/2024
Tender Reference Number	<b>OCAC-TH-10/2023/ENQ/24026</b>
Title	<b>Selection of Software Solution Provider for Development and Implementation of Mobile Based Class Monitoring System in Government Polytechnic &amp; ITIs in Odisha under State Council for Technical Education &amp; Vocational Training (SCTE&amp;VT), Govt. of Odisha.</b>

## Tender Schedule

Event	Date & Time Venue / Address
Date of Publication	<b>15/02/2024, 12:30 PM</b> ( <a href="http://www.ocac.in">www.ocac.in</a> & <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> )
Last Date of submission of Pre-bid queries	20/02/2024 up to 3:00 PM (Details in Fact Sheet)
Schedule for Pre-bid meeting	22/02/2024, 12:30 PM through Virtual Meeting on MS Teams Platform
Schedule for Issue of Corrigendum	26/02/2024, 05:00 PM ( <a href="http://www.ocac.in">www.ocac.in</a> & <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> )
Last date for submission of bid documents	11/03/2024, 02:00 PM
Opening of Pre-Qualification-cum-Technical Bids	<b>11/03/2024, 04:00 PM</b> at Conference Hall, OCAC or through VC using MS Teams
Technical Presentation	Will be communicated later
Opening of Financial Bids of technically qualified bidders	Will be communicated later

## 2 Fact Sheet

Sl#	Item	Description
a)	Project Title	<b>Selection of Software Solution Provider [SSP] for Development and Implementation of Mobile Based Class Monitoring System in Government Polytechnics &amp; ITIs in Odisha under SCTE&amp;VT, Odisha</b>
b)	Name of Purchaser	Odisha Computer Application Center (OCAC)
c)	Contact Person, Address and Email	General Manager (Admin) Plot No. N-1/7-D, Acharya Vihar RRL Post Office, Bhubaneswar Odisha - 751013 gm_ocac@ocac.in sudha.mohanty@ocac.in avijit.puhan@semt.gov.in
d)	RFP Document Fees	<b>Rs. 5,600/-</b> inclusive of GST @ 12% (Rupees Five Thousand and Six Hundred only)
e)	Submission of proposal	The proposals must be submitted online in the portal <a href="http://enivida.odisha.gov.in">enivida.odisha.gov.in</a> . Submission of proposals in other forms or portal shall not be considered. For details on submission of proposal in e-Nivida portal. For details, please refer to <b>Clause No. 6.5</b> of this document.
f)	Earnest Money Deposit	<b>Rs. 2,50,000/-</b> (Rupees Two Lakhs Fifty Thousand only). For details, please refer to <b>Clause No. 6.4.3</b> of this document.
g)	Selection Method	QCBS (70% Weightage on Technical and 30% Weightage on Commercial Evaluation)
h)	RFP Reference	RFP Ref No: OCAC-TH-10/2023/ENQ/24026
i)	Date of Publication	15/02/2024, 12:30 PM
j)	Submission of pre-bid queries by bidders	20 <sup>th</sup> February 2024 by 3:00 PM. For details, please refer to <b>Clause No. 6.3</b> of this document.
k)	Pre-bid meeting	<b>22<sup>nd</sup> February 2024 at 12:30 PM</b> . For details, please refer to <b>Clause No. 6.3</b> of this document.

Sl#	Item	Description
l)	Response to pre-bid clarifications and issue of corrigendum (if required) by OCAC.	26 <sup>th</sup> February 2024 by 5:00 PM. For details, please refer to <b>Clause No. 6.3</b> of this document.
m)	Last date and time for receipt of proposals from Bidders	<b>11/03/2024, 02:00 PM</b>
n)	Schedule for opening of bids	11/03/2024, 04:00 PM
o)	Date and time for Technical Presentation	To be notified later via email
p)	Date and time for opening of Commercial Bids	To be notified later via email
q)	Bid Validity Period	180 days
r)	Project Term	<ul style="list-style-type: none"> <li>– Study, design, development, implementation and Go-live – within 3 months.</li> <li>– Application Maintenance Support – 1 Year from the date of completion of 1 year warranty.</li> </ul>

### 3 Request for proposal.

Sealed proposals are invited from eligible, reputed, qualified software application developers and implementers for Development and Implementation of Mobile Based Class Monitoring System in Government Polytechnics & ITIs under Government of Odisha. This invitation to bid is open to all bidders meeting the minimum eligibility criteria as mentioned in this RFP Document.

### 4 Structure of the RFP

This RFP document for selection of Software Solution Provider (SSP) for Development and Implementation of Mobile Based Class Monitoring System in Government Polytechnics & ITIs under Government of Odisha comprises of the following volumes:



## **4.1 Volume-I [Instructions to Bidder]**

The contents of this volume broadly cover following areas:

- a) Project Background
- b) Instruction to Bidders
- c) Criteria for evaluation
- d) Appointment of Software Solution Provider
- e) Formats for Pre-Qualification, Technical and Financial Bid response

## **4.2 Volume-II [Terms of Reference]**

The contents of this volume broadly cover following areas:

- a) About the project and its objectives
- b) Scope of work
- c) Functional Requirements
- d) Project Schedule
- e) Payment Terms and Schedule
- f) Service level for Software Solution Provider
- g) Timeline of Project implementation
- h) Bill of Material and Quantity

# **5 Background Information**

## **5.1 Basic Information**

OCAC, the Technical Directorate of E&IT Department, Government of Odisha invites responses (“Tenders”) to this Request for Proposals (“RFP”) from Software Solution Provider firms (“Bidders”) for this RFP document for selection of SSP for Development and Implementation of Mobile Based Class Monitoring System in Government Polytechnics & ITIs under Government of Odisha. as described in the Vol-II “Terms of Reference” of this RFP.

Proposals must be received not later than time, date and venue mentioned in the Fact Sheet.

Proposals that are received late will not be considered in this procurement process.

OCAC will award the contract to the successful bidder whose proposal has been determined as the best value proposal based on Technical and Financial evaluation criteria and accepted by the Tender Accepting Authority.

## **5.2 Project Background**

### **5.2.1 About OCAC**

The Department of Electronics & Information Technology is the Nodal Department for Government of Odisha in the matters of IT, ITES and Communication. The department plays a vital role in formulating and implementing policy matters in Information Technology, ITES, Electronics and Telecom; promotion of Odisha as an ultimate ICT destination for investment and facilitating ICT industries; assisting other department for effective e-Governance and capacity building; Promotion of ICT based education in the State.

Odisha Computer Application Centre (OCAC), the Technical Directorate of Electronics and Information Technology Department, Government of Odisha, has evolved through years as a Centre of Excellence in IT solutions and e-Governance. It has contributed significantly to the steady growth of IT in the state. It helps IT to reach the common citizen so as to narrow down the Digital Divide and widespread applications of IT in establishing a system where the citizens are receiving good governance in addition to ensuring speed of decisions from a transparent Government through an effective e-Governance System.

OCAC on behalf of SCTE&VT, Government of Odisha intends to develop and Implement a Mobile Based Class Monitoring System in Government Polytechnics & ITIs under Government of Odisha. This will be a robust platform with upgraded technology and improved performance, making it more user friendly. OCAC is pleased to engage qualified and preferred software development agency to execute this project.

### **5.2.2 Project Profile**

The State Council for Technical Education and Vocational Training (SCTE&VT) plays a crucial role in advancing our Mission Skilled-In-Odisha. Its primary duty is to uphold academic excellence by developing curricula, conducting examinations, and certifying ITI and Diploma institution trainees and students.

Further, SCTE&VT, Odisha has announced its plan to introduce a Mobile-Based Class Monitoring System in Government Polytechnics & ITIs across Odisha through a qualified agency. This centralized system will enable the faculties of Government Polytechnics & ITIs to register, while the respective institute heads will have the capability to oversee and ensure the smooth operation of classes according to the schedule.

The proposed system shall accommodate four key components:

- a) Faculty Enrolment/ Registration /Attendance
- b) Class Scheduling
- c) Class Management
- d) Reporting

SCTE&VT, Odisha is committed to establishing an efficient method for managing both theory and practical classes in the state's Government Polytechnics & ITIs. The aim is to depart from traditional class management and instead implement a robust centralized system for more effective and punctual class monitoring. The primary objectives of this envisioned system include:

- a) Monitoring of timely conduct of classes in all the institutes by all the faculties.
- b) Effective management of timetable at a faculty level as well as institute level.
- c) Consolidation and reporting in a comprehensive way at the institute level as well as centrally at SCTE&VT.
- d) AI based Attendance System with GIS coordinate.

The proposal involves the deployment of an efficient system across all Government Polytechnics & ITIs, utilizing an AI-based Mobile Application. This application will enable faculties and trainers in Government Polytechnics & ITIs to input the status of their classes on a per-class basis. Simultaneously, the principals of these institutes and central-level authorities can closely oversee the daily class management activities with effectiveness.

## **6 Instruction to the Bidders**

### **6.1 General**

- a) While efforts have been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the solution needed to meet requirements. Also, bidders may wish to consult their own legal advisers in relation to this RFP.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by OCAC based on this RFP.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of OCAC. Any notification of preferred Bidder status by OCAC shall not give rise to any enforceable rights by the Bidder. OCAC may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of OCAC.

- d) This RFP supersedes and replaces any previous public documentation and communications, and Bidders should place no reliance and dependence on such communications.

## 6.2 Compliant Proposals / Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements, and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
- Include all documentation specified in this RFP.
  - Follow the format of this RFP and respond to each element in the order as set out in this RFP.
  - Comply with all requirements as set out within this RFP.

## 6.3 Pre-Bid Meeting and Clarifications

### 6.3.1 Pre-Bid conference

- a) OCAC will hold a pre-bid meeting with the prospective bidders as per the schedule in the fact sheet, either Virtual or Physical (OCAC building) or Hybrid mode.
- b) Link will be provided to the interested bidders on request through email to [gm\\_ocac@ocac.in](mailto:gm_ocac@ocac.in) (with a copy to [umesh.mishra@ocac.in](mailto:umesh.mishra@ocac.in) [sudha.mohanty@ocac.in](mailto:sudha.mohanty@ocac.in) and [avijit.puhan@semt.gov.in](mailto:avijit.puhan@semt.gov.in)) as per the schedule in the fact sheet.
- c) The representatives of Bidders (restricted to two persons) may attend the pre-bid meeting.
- d) The Bidders should submit their queries in writing in below specified format (in MS-Excel only) by the schedule as mentioned in this RFP, prior to attending the pre-bid meeting.

Sl#	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification

- e) OCAC shall not be responsible for any Bidders' queries received by it in any other format. Any requests for clarifications post the indicated date and time mentioned will not be entertained by OCAC.

### 6.3.2 Responses to Pre-Bid Queries and Issue of Corrigendum

- a) The Nodal officer notified by OCAC will endeavor to provide timely response to all queries. However, OCAC neither makes 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, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by corrigenda and/or addenda.
- c) The Corrigendum (if any) and clarifications to the queries from all Bidders will be posted on [www.ocac.in](http://www.ocac.in), [www.odisha.gov.in](http://www.odisha.gov.in) and [enivida.odisha.gov.in](http://enivida.odisha.gov.in)
- d) Any such corrigenda and/or addenda shall be deemed to be incorporated into this RFP.
- e) To provide prospective Bidders reasonable time for taking the corrigenda and/or addenda into account, OCAC may, at its discretion, extend the last date for the receipt of Proposals.

### 6.4 Key Requirements of the Bid

#### 6.4.1 Right to Terminate the Process

- a) OCAC may terminate the RFP process at any time and without assigning any reason. OCAC makes no commitment, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by OCAC. The Bidder's participation in this process may result in OCAC selecting the Bidder to engage towards execution of the contract.

#### 6.4.2 RFP Document Fees

The bidder must furnish along with its bid required bid processing fee amounting to **₹5,600/- inclusive of GST @ 12% in shape of bank draft in favor of Odisha Computer Application Centre (OCAC)**, drawn in any scheduled commercial bank and payable at Bhubaneswar failing which the bid will be rejected. The fee may also be paid through electronic mode to the following account:

Bank A/c No.: 149311100000195
Payee Name: Odisha Computer Application Center
Bank Name & Branch: Union Bank of India, Acharya Vihar, Bhubaneswar
Account Type: Savings
IFSC: UBIN0814938

Also, the fees may be paid online on e-Nivida portal through e-Payment Gateway.

### 6.4.3 Earnest Money Deposit

- a) Bidders shall submit, along with their Bids, **EMD of 2,50,000/- (Rupees Two Lakhs Fifty Thousand only) in the shape of Bank Draft OR Bank Guarantee (in the format specified in this RFP)** issued by any scheduled bank in favor of Odisha Computer Application Centre” payable at Bhubaneswar and should be valid for 90 days from the due date of the tender / RFP. The EMD should be submitted in the General Bid.
- b) EMD of all unsuccessful bidders would be refunded by OCAC within 60 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.
- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited:
  - If a Bidder withdraws the Proposal or increases the quoted prices after opening of the Proposal and during the Bid validity period or its extended period, if any.
  - In case, the successful Bidder fails to sign the agreement in accordance with Terms and Conditions (including timelines for execution of the Agreement) of this RFP or fails to furnish Performance Bank Guarantee in accordance with the Terms and Conditions (including timelines for furnishing Performance Bank Guarantee)
  - If a Bidder withdraws its bid during the period of bid validity.
  - During the Bid process, if a Bidder indulges in any act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
  - If a Bidder has been found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFP.
  - If a Bidder’s proposal contains deviations, conditional offers, and partial offers.
- f) The local bidders registered under MSE (local MSEs) are exempted from submission of EMD. However, they must furnish documentary evidence against the same.

## 6.5 Submission of proposal

### 6.5.1 Instruction to Bidders for Online Bid Submission

e-Nivida is a complete process of e-Tendering, from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. The instructions given below are meant to assist the bidders in registering on e-Nivida Portal and submitting their bid online on the portal.

More information useful for submitting online bids on the e-Nivida Portal may be obtained at: <https://enivida.odisha.gov.in>

### 6.5.2 Guidelines for Registration

- a) Bidders are required to enroll themselves on the e-Nivida Portal <https://enivida.odisha.gov.in> or click on the link “Bidder Enrolment” available on the home page **by paying Registration Fees of Rs.2,500/- + Applicable GST.**
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS / nCode/ eMudhra etc.), with their profile.
- e) Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
- g) The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
- h) After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id [odishaenivida@gmail.com](mailto:odishaenivida@gmail.com) for activation of the account.

### **6.5.3 Searching for Tender Documents**

- a) There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
- b) Once the bidders have selected the tenders they are interested in, then they can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

### **6.5.4 Preparation of Bids**

- a) Bidder should consider any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Color option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
- e) These documents may be directly submitted from the "My Documents" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

### **6.5.5 Submission of Bids**

- a) Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.



- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Department.
- c) Bidder has to select the payment option as per the tender document to pay the tender fee / Tender Processing fee and EMD as applicable and enter details of the instrument.
- d) In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
- e) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the yellow colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- f) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g) The uploaded bid documents become readable only after the tender opening by the authorized bid openers.
- h) Upon the successful and timely submission of bid click "Complete" (i.e. after clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement and a bid summary will be displayed with the unique id and date and time of submission of the bid with all other relevant details.
- i) The tender summary must be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

### 6.5.6 Clarifications on using e-Nivida Portal

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) 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

Email id: [odishaenivida@gmail.com](mailto:odishaenivida@gmail.com)

### 6.5.7 Tender Validity

Proposals shall remain valid for a period of **180 Days** from the date of opening of the pre-qualification and technical proposals. OCAC 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, if felt necessary.

### 6.5.8 Submission and Opening of Proposals

- a) The bidders should submit their responses as per format given in this RFP in the following manner:
  - Response to Pre-Qualification Criteria (Cover-1)
  - Technical Proposal (Cover-2)
  - Commercial Proposal (Cover-3)
- b) Please Note that Prices should not be indicated in the Pre-Qualification Response or Technical Proposal but should only be indicated in the Commercial Proposal.
- c) The Response to Pre-Qualification criteria, Technical Proposal and Commercial Proposal (as mentioned in previous paragraph) should be submitted through online mode in e-Nivida Portal.

The Proposals submitted (as per the schedule in the fact sheet) will be opened (as per the schedule in the fact sheet) by Proposal Evaluation Committee, in presence of those Bidders or their representatives who may be authorized by the bidder to be present at the time of opening. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to be identified as bona-fide for attending the opening of the proposal.

### **6.5.9 Late Bids**

- a) The eNivida portal does not allow submission of bids after due date and time. Hence, the bidders are advised to submit their bids much before the prescribed date and time.
- b) The bids submitted by any other means like physical submission / telex / telegram / fax / e-mail etc. except online in eNivida Portal shall not be considered. No correspondence will be entertained on this matter.
- c) OCAC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities and need vis-à-vis urgent commitments.

### **6.5.10 Proposal Preparation Costs**

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings or discussions or presentations, preparation of Proposal, in providing any additional information required by OCAC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

OCAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **6.5.11 Language**

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by Bidders. For purposes of interpretation of the Proposal, English translation shall govern.

### **6.5.12 Acceptance and Rejection of Bids**

OCAC reserves the right to reject in full or part, any, or all bids without assigning any reason thereof. OCAC reserves the right to assess the Bidder's capability and capacity. The decision of OCAC shall be final and binding. Bid should be free of overwriting. All measures, correction or addition must be clearly written both in words and figures and attested. Offers not submitted in prescribed manner or submitted after due date and time are liable to rejection.

## 6.6 Evaluation Process

- a) OCAC will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b) The Proposal Evaluation Committee constituted by OCAC shall evaluate the responses to RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection of the bid.
- c) The decision of Proposal Evaluation Committee in evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals, if required.
- e) The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
- g) Initial bid scrutiny will be held, and incomplete details as given below will be treated as nonresponsive if proposals are:
  - Not submitted as specified in the RFP document.
  - Received without the Letter of Authorization (Power of Attorney)
  - Found with suppression of details.
  - Found with incomplete information, subjective, conditional offers and partial offers submitted.
  - Submitted without the documents requested in checklist.
  - Submitted with lesser validity period.
- h) All responsive Bids will be considered for further processing as below:

OCAC will prepare a list of responsive bidders, who comply with all the Terms and Conditions of RFP. All eligible bids will be considered for further evaluation by a committee according to the evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

## 7 Criteria for Evaluation

The overall objective of this evaluation process is to select the capable and qualified firm and providing associated capacity building, training and operations and maintenance support.

The Pre-Qualification proposal will be evaluated as per criteria mentioned below and only those bidders who qualify the requirements will be eligible for next level of evaluations. Technical Proposal and Commercial Proposal of Bidders who do not meet the Pre-Qualification criteria will not be opened in the portal.

The technical score of all the bidders would be calculated as per the criteria mentioned below. All the bidders who achieve at least **70% marks** in the technical evaluation would be eligible for the next stage, i.e. Commercial Bid opening.

Bidders should submit supporting documentary evidence with respect to the above, in absence of which their proposals will be summarily rejected.

### 7.1 Pre-Qualification Criteria

#### 7.1.1 General

Sl#	Basic Requirement	Specific Requirement	Documents required
a)	Consortium bidding	Consortium bidding and sub contacting is not allowed	Self-declaration on company letter head
b)	Legal Entity	<p>The bidder must be:</p> <ul style="list-style-type: none"> <li>– Registered under Companies Act,1956/ a partnership firm registered under the Indian Partnership Act, 1932/ Limited Liability Partnership Act,2008.</li> <li>– Company should be in operation for last 5 five years as on date of bid submission date.</li> <li>– Registered with Goods and Services Tax Network (GSTN).</li> </ul>	<ul style="list-style-type: none"> <li>– Copy of Certificate of Incorporation / Registration</li> <li>– Copy of the work order/completion certificate as documentary proof of 5 years in operation</li> <li>– Copy of GST Registration Certificate</li> </ul>

Sl#	Basic Requirement	Specific Requirement	Documents required
c)	Sales Turnover	<ul style="list-style-type: none"> <li>- Average sales turnover of the Bidder from software development only must be at least Rs. 5 Crores in last three financial years ending on 31<sup>st</sup> March 2023.</li> <li>- For Start-up Companies, Average sales turnover of the Bidder from software development only must be at least Rs. 2 Crores in last three financial years ending on 31<sup>st</sup> March 2023.</li> </ul>	<ul style="list-style-type: none"> <li>– Copy of audited Profit &amp; Loss Statement OR</li> <li>– Certificate from the Statutory Auditor</li> </ul>
d)	Net Worth	The Bidder must be making profit and positive net worth in last three financial years ending on 31 <sup>st</sup> March 2023.	Certificate from the statutory auditor
e)	Manpower	The Bidder must have at least 50 full time technical resources in its payroll as on date of submission of bid.	Copy of the latest EPF deposit challan with declaration from HR indicating their name and qualification.
f)	Certifications	<p>The Bidder should have at least three of the following certifications with validity:</p> <ul style="list-style-type: none"> <li>– CMMI DEV - Level 3 or above (from CMMi Institute erstwhile SEI) published in CMMi website.</li> <li>– ISO/IEC 27001-2013</li> <li>– ISO/IEC 20000</li> <li>– ISO/IEC 9001</li> </ul>	Copy of certificate issued by accredited organizations.
g)	Technical Capability	The Bidder should have successfully completed at least following numbers of e-Governance application for any Government Department / Government Agency / PSU in India during last 10 years as on	Work Order + Project completion / Go-live certificate.

Sl#	Basic Requirement	Specific Requirement	Documents required
		bid submission date and value specified below: <ul style="list-style-type: none"> <li>– 1 project not less than 1.2 Cr.</li> <li>OR</li> <li>– 2 projects not less than 1 Cr. each</li> <li>OR</li> <li>– 3 projects not less than 60 lakhs Each</li> </ul>	
h)	Similar Experience	The bidder must have experience of implementing at least one AI based application for any Government Department / Government Agency / PSU in India during last 10 years as on bid submission date.	Work Order + Project completion / Go-live certificate.
i)	Blacklisting	The bidder must not be currently under declaration of ineligibility for corrupt and fraudulent practices or blacklisted/debarred by Central Government or any State Government organization / department / PSU in India at the time of submission of the bid	Self-declaration in this regard by the authorized signatory of the bidder on the company letterhead (as per template provided in this RFP document)
j)	Local Presence	The Bidder should have a local office in Odisha. If the primary bidder does not have a local office at the time of bid submission, they must furnish an undertaking to setup an office within one month from issuance of work order.	Leased agreement/ Trade licence/ Undertaking
k)	Power of Attorney for Authorized Signatory	The bidder shall submit Power of Attorney, duly authorizing the person signing the documents to sign on behalf of the bidder and thereby binding the bidder.	Power of Attorney document
l)	RFP Document Fees	Rs. 5,600/- inclusive of GST @ 12% (Rupees five Thousand and six Hundred only).	In shape of Bank Draft or Online Transfer. Details under <b>clause no. 6.4.2.</b>

Sl#	Basic Requirement	Specific Requirement	Documents required
m)	Earnest Money Deposit	<b>Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only). Details under clause 6.4.3.</b>	In the shape of Bank Draft OR Bank Guarantee (in the format specified in this RFP).
n)	Original Equipment Manufacturer Authorization Form (for COTS Product)	The bidder should submit an OEM MAF as part of bid submission	Original Equipment Manufacturer (OEM) Authorization Form in OEM Letter Head as per the template in this tender.

## 7.2 Technical Evaluation Scoring Matrix

Technical proposal of those bidders will be opened and evaluated, who qualify the Pre-Qualification criteria. The Evaluation Committee will evaluate the Technical Proposals based on technical evaluation criterion as provided below:

<b>Organization Profile &amp; Resource Strength</b>	<b>15</b>
<b>e-Governance Strength</b>	<b>45</b>
<b>Approach &amp; Methodology</b>	<b>40</b>

Sl#	Evaluation Criterion	Max Score	Documents Required
<b>a)</b>	<b>Organization Profile &amp; Resource Strength</b>		
i)	<p>Average sales turnover of the Bidder from software development in last 3 years</p> <ul style="list-style-type: none"> <li>– ≥ 5 Cr: 3 Marks</li> </ul> <p><i>[Additional 1 mark for each additional 2 crore subject to maximum 5 marks]</i></p> <p><u>For Start-ups :</u></p> <ul style="list-style-type: none"> <li>– ≥ 2 Cr: 3 Marks</li> </ul> <p><i>[Additional 1 mark for each additional 1 crore subject to maximum 5 marks]</i></p>	5	<ul style="list-style-type: none"> <li>– Copy of audited Profit &amp; Loss Statement</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>– Certificate from the Statutory Auditor</li> </ul>



Sl#	Evaluation Criterion	Max Score	Documents Required
ii)	<p>Quality certification of the Bidder</p> <ul style="list-style-type: none"> <li>– CMMI Level 3 or above : 2 Marks</li> <li>– ISO 9001:2015: 1 Mark</li> <li>– ISO 20000 : 1 Mark</li> <li>– ISO 27001 : 1 Mark</li> </ul> <p>CMMi Level 3/5 certificate must be obtained from CMMi Institute erstwhile SEI and published in CMMi website</p>	5	Copy of relevant Certification
iii)	<p>The bidder must have at least 50 full time technical resources in its payroll as on date of submission of bid.</p> <ul style="list-style-type: none"> <li>– ≥ 50 Resources: 3 Mark</li> </ul> <p><i>[Additional 1 mark for each additional 20 resources subject to maximum 5 marks]</i></p>	5	Copy of the latest EPF deposit challan or declaration from HR
<b>b)</b>	<b>General e-Governance Experience</b>		
i)	<p>The bidder should have experience in development &amp; implementation of **e-Governance application for any Government Department / Government Agency / PSU in India during last 10 years as on 31<sup>st</sup> March 2023 with minimum order value of 1 Cr.</p> <ul style="list-style-type: none"> <li>– <u>Number of projects implemented [10 marks]</u> <ul style="list-style-type: none"> <li>○ 2 Projects: 5 Marks</li> <li>○ For each additional project beyond 2 – 2.5 marks (subject to maximum 10 marks)</li> </ul> </li> </ul>	10	Work Order + Project completion / Go-live certificate.
ii)	<p>The bidder should have experience in implementation of School or College Information Management/ Academic Information System/ Class Monitoring system/ Faculty Management system /Student Management System/ Attendance Monitoring System in last 5 years as on 31<sup>st</sup> March' 2023 for any Government Department</p>	10	Work Order + Project completion / Go-live certificate

Sl#	Evaluation Criterion	Max Score	Documents Required
	/ Government Agency / PSU in India during last 10 years as on 31 <sup>st</sup> March 2023. [Each project will be awarded 5 marks]		
iii)	The bidder should have implemented project involving cutting edge technology / data analytics / AI during last 10 years for any Government Department / Government Agency / PSU in India during last 10 years as on 31 <sup>st</sup> March 2023. [Each project will be awarded 5 marks]	10	Work Order + Project completion / Go-live certificate.
iv)	The bidder should have implemented facial recognition/ Attendance system using AI during last 10 years for any Government Department / Government Agency / PSU in India during last 10 years as on 31 <sup>st</sup> March 2023. [Each project will be awarded 2.5 marks]	05	Work Order + Project completion / Go-live certificate.
v)	The bidder should have implemented mobile application project in last 10 years for any Government Department / Government Agency / PSU in India [Each project will be awarded 5 marks]	10	Work Order + Project completion / Go-live certificate/ App Store Info/Play store Info
<b>c)</b>	<b>Approach &amp; Methodology</b>		
i)	Proposed Solution will be evaluated on following parameters: <ul style="list-style-type: none"> <li>– Prototype demonstration.</li> <li>– Technology Adopted</li> <li>– Scalability</li> <li>– Completeness</li> <li>– Simplicity</li> </ul>	15	Quality of Technical Proposal and Presentation
ii)	Approach and Methodology <ul style="list-style-type: none"> <li>– Understanding of the objectives of the assignment</li> <li>– Completeness and responsiveness</li> <li>– Risk management and mitigation plan.</li> <li>– Staff engagement plan</li> <li>– Detailed Work Plan with activities</li> </ul>	25	Quality of Technical Proposal and Presentation

- a) All the bidders who secure a Technical Score of **70%** or more will be declared as technically qualified.
- b) The bidder with highest technical bid (H1) will be awarded 100% score.
- c) Technical Scores for other than H1 bidders will be evaluated using the following formula:

**Technical Score of a Bidder (Tn) =**

{(Technical Bid score of the Bidder/ Highest technical evaluation marks \* 100} %  
(Adjusted to two decimal places)

- d) The commercial bids of only the technically qualified bidders will be opened for further processing.

### **7.3 Evaluation of Commercial Bids**

- a) The Commercial Bids of technically qualified bidders (i.e. Bidders with more than 70 marks in Technical Evaluation) will be opened on the prescribed date in the presence of bidder representatives.
- b) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- c) Any conditional bid would be rejected.
- d) Errors & Rectification: Arithmetical errors will be rectified on the following basis: “If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder does not accept the correction of error, its bid will be rejected”.
- e) If there is no price quoted for certain material or service, the bid shall be declared as disqualified.
- f) If there are 2 or more bidders having the same value in commercial bid, the bidder securing highest technical score will be adjudicated as “Best responsive bid” for award of the Project.
- g) The bidder with lowest qualifying financial bid (L1) will be awarded 100% score. Financial score for other bidders will be evaluated using the following formula:

**Financial Score of a Bidder (Fn) =**

{(Financial Bid of L1 / Financial Bid of the Bidder) \* 100} %  
(Adjusted to two decimal places).

## **7.4 Final Evaluation of Bids**

- a) The technical and financial evaluation scores secured by each bidder will be added using weightages of **70% and 30%** respectively to compute composite score. The composite score will be computed as under:

$$B_n = 70\% * T_n + 30\% * F_n$$

- b) The bidder securing highest composite score will be adjudicated as most responsive bidder for award of project.

## **8 Appointment of System Integrator / Solution provider**

### **8.1 Award Criteria**

OCAC will award the Contract to the successful bidder whose proposal has scored the highest composite score and would consider it as substantially responsive as per the process outlined above.

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

OCAC reserves the right to accept or reject any proposal, and to annul the tendering process/ public procurement process and reject all proposals at any time prior to 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 OCAC action.

### **8.3 Purchaser's Procurement Rights**

Without incurring any liability, whatsoever to the affected bidder or bidders, the Purchaser reserves the right to:

- a) Amend, modify, or cancel this tender and to reject any or all proposals without assigning any reason.
- b) Change any of the scheduled dates stated in this tender.
- c) Reject proposals that fail to meet the tender requirements.
- d) Exclude any of the module(s)
- e) Remove any of the items at the time of placement of order.
- f) Increase or decrease no. of resources supplied under this project.
- g) Should the Purchaser be unsuccessful in negotiating a contract with the selected bidder, the Purchaser will begin contract negotiations with the next best value bidder to serve the best interest.
- h) Make typographical correction or correct computational errors to proposals.
- i) Request bidders to clarify their proposal.

#### **8.4 Notification of Award**

Prior to the expiration of the proposal validity period, OCAC will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process/public procurement process has not been completed within the stipulated period, OCAC may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute formation of the Contract. Upon the successful bidder's furnishing of Performance Bank Guarantee (PBG), OCAC will notify each unsuccessful bidder and return their EMD.

#### **8.5 Contract Finalization and Award**

OCAC may also like to reduce or increase the quantity of any item in the Scope of Work defined in RFP. Accordingly, total contract value may change on the basis of rates defined in the financial proposal.

#### **8.6 Performance Guarantee**

- a) OCAC will require the selected bidder to provide a Performance Bank Guarantee (PBG), within 15 days from the date of notification of award.
- b) PBG would be **10% of the Project Cost excluding GST** and should be valid for **18 months**.
- c) For Local (Odisha) MSEs, PBG would be **2.5% (i.e. 25% of the 10% of the Project cost excluding GST)** and should be valid for **18 months**. Each year the SSP should submit the fresh PBG accordingly or extend the PBG in each year.
- d) The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the service during the work order period.
- e) In case the selected bidder fails to submit performance guarantee within the time stipulated, OCAC at its discretion may cancel the order placed on the selected bidder and/or forfeit the EMD after giving prior written notice to rectify the same.
- f) OCAC shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or OCAC incurs any damages due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

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

Failure of the successful bidder to agree with the draft legal agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of award, in which event OCAC may call for new proposals from the interested bidders. In such a case, OCAC shall invoke the PBG of successful bidder.

## 9 Formats for Response

### 9.1 Pre-Qualification Bid Formats

#### 9.1.1 FORM PQ-1: Cover Letter

(To be submitted on the Letterhead of Bidder)

To

The General Manager (Admin),  
Odisha Computer Application Centre,  
N-1/7-D, Acharya Vihar, P.O. RRL, Bhubaneswar - 751013.

**Sub: <<Project Name as per RFP>>**

Madam/Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your <<RFP No: .....>>, <<date>>. We hereby submit our proposal which includes the pre-qualification proposal, technical proposal, and commercial proposal, sealed under separate envelopes. Our proposal will be valid for acceptance up to **180 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 our 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 proposal 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 service 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 provisions of this RFP/ ToR/Scope including of our technical and financial proposal are found to be deviated, then you shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,  
(Authorized Signatory)  
Name, Designation & Contact No. and Seal

### 9.1.2 FORM PQ-2: Bidder's Organization (General Details)

(To be submitted on the Letterhead of Bidder)

Sl#	Information	Details
a)	Name of Bidder	
b)	Registered Address of Bidder	
c)	Address for Communication	
d)	Address of local office in Odisha.  If bidder has no local office at the time of bid submission, an undertaking has to be furnished on bidder's letter head on setting up an office within 3 months from issuance of work order.	
e)	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP	
f)	Mobile no. of contact person:	
g)	E-mail address of contact person:	
h)	GST Number of the Firm	
i)	PAN No. of the firm	

Yours faithfully,

(Authorized Signatory)  
Name, Designation & Contact No.  
Seal

### 9.1.3 FORM PQ-3: Acceptance of Terms and Conditions

(To be submitted on the Letterhead of Bidder)

To

The General Manager (Admin),  
Odisha Computer Application Centre,  
N-1/7-D, Acharya Vihar P.O. RRL, Bhubaneswar - 751013.

**Sub: <<Project Name as per RFP>>**

Madam/Sir,

I have carefully and thoroughly gone through the Terms & Conditions along with scope of work contained in the <<RFP No: .....>> regarding RFP for “RFP for Selection of Software Solution Provider for <<Project Name as per RFP>>”.

I declare that all the provisions/clauses including scope of work of this RFP are acceptable to our company. I further certify that I am an authorized signatory of the company and I am, therefore, competent to make this declaration.

Yours faithfully,

(Authorized Signatory)  
Name, Designation & Contact No.  
Seal



#### 9.1.4 FORM PQ-4: Project Citation Format

a)	Project Name:	
b)	Value of Contract/ Work Order (In INR):	
c)	Name of the Client:	
d)	Project Location:	
e)	Contact person of the client with address, phone and e-mail:	
f)	Project Duration:	
g)	Start Date (month/year): Completion Date (month/year):	
h)	Status of assignment: Completed / Ongoing (if it is on-going, level of completion)	
i)	Narrative description of the project with scope:	
j)	List of Services provided by your firm/company:	

### 9.1.5 FORM PQ-5: Bank Guarantee Template

To

The General Manager (Admin)

Odisha Computer Application Centre

(Technical Directorate of E & IT Dept, Govt. of Odisha)

N-1/7-D, Acharya Vihar P.O. - RRL,

Bhubaneswar - 751013

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of <<RFP No: .....>> for Selection of Software Solution Provider for <<Project Name as per RFP>> (hereinafter called "the Bid") to OCAC.

Know all men by these presents that we <<Name of the Bidder>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Nodal Agency>> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

- a) If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
- b) If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
  - i) Withdraws his participation from the bid during the period of validity of bid document; or
  - ii) Fails or refuses to participate in the subsequent Tender process after having been short listed.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- a) Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)
- b) This Bank Guarantee shall be valid up to <<insert date>>)
- c) 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 date>>) failing which our liability under the guarantee will automatically cease.

Yours faithfully,

(Authorized Signatory)  
Name, Designation & Contact No.  
Seal

**9.1.6 FORM PQ-6: Manufacturer’s Authorization Form (MAF) (for COTS Product)**

(To be submitted on the Letterhead of Bidder)

To  
The General Manager (Admin),  
Odisha Computer Application Centre,  
N-1/7-D, Acharya Vihar P.O. RRL, Bhubaneswar - 751013.

**Sub: Issue of the Manufacturer’s Authorization Form (MAF) for <<Project Name as per RFP>>**

Ref: RFP No: <<.....>>

Madam/Sir,

We {name and address of the OEM} who are established and reputed original equipment manufacturers (OEMs) having offices at {addresses of office location} do hereby authorize <<Name of the Firm/Company/Organization>> who is our {Distributor/ Channel Partner/ Retailer/ Others <please specify>} to bid, negotiate and conclude the contract with you against the aforementioned reference for the following Software manufactured by us: -

{OEM will mention the details of all the proposed product(s) with their make/ model.}

We undertake to provide OEM Support / Warranty for the offered Software, as mentioned above, for <please specify as per Tender requirements> Years.

We hereby confirm that the offered Software is not declared as End-of-Service/ Support on the date of bid submission and comply with the technical specifications mentioned in this Tender.

Yours faithfully,

(Authorized Signatory)  
Name, Designation & Contact No.  
Seal

### 9.1.7 FORM PQ-7: Format for Non-blacklisting Declaration

(To be submitted on the Letterhead of Bidder)

To

The General Manager (Admin),  
Odisha Computer Application Centre,  
N-1/7-D, Acharya Vihar P.O. RRL, Bhubaneswar - 751013.

**Sub: Non-Blacklisting declaration in connection with RFP No: <<.....>>,  
<<date>>**

Madam/Sir,

This is to notify you that our <<Name of the Firm/Company/Organization>> is not declared ineligibility for corrupt and fraudulent practices or blacklisted/debarred by Central Government or any State Government organization / department / PSU in India at the time of submission of the bid.

Yours faithfully,

(Authorized Signatory)  
Name, Designation & Contact No.  
Seal

## 9.2 Technical Bid Formats

### 9.2.1 FORM TECH-1: Description of Proposed Solution

*[along with Technology, Scalability, Completeness, Simplicity and Interoperability]*

Bidder has to provide details of the entire solution proposed, along with its key differentiators, covering all requirements as listed out in Volume-II of this RFP.

Bidder has to specifically include (but not limited to) diagram and detailed description of the following:

- a) Functional Architecture
- b) Technical Architecture
- c) Network Architecture
- d) Deployment Architecture
- e) Security Architecture

Bidder must cover all aspects of the solution while showcasing its scalability, completeness, simplicity and interoperability.

### **9.2.2 FORM TECH-2: Description of Proposed Approach & Methodology**

Bidder is free to propose any type of approach for development and implementation of <<Project Name as per RFP>>.

### 9.2.3 FORM TECH-3: Detailed Work Plan

*[with Activities, Duration, Sequencing, Interrelations, Milestones and Dependencies]*

SL#	Deliverable/ Activity*	Months							
		1	2	3	4	5	6	7	n
a)									
b)									
c)									
d)									
e)									
f)									
g)									
h)									
i)									
j)									
k)									
l)									
m)									
n)									
o)									
p)									
q)									
r)									
s)									



### 9.2.4 FORM TECH-4: Team Composition, Assignment and Experts' Inputs

No.	Name	Expert's Input (in person/month) per Deliverable (listed in TECH-3)								Total Time-input (in Months)		
		Position	Home/ Field	D-1	D-2	D-3	D-4	.....	D-n	Home	Field	Total
<b>KEY EXPERTS</b>												
K-1			Home									
			Field									
K-2			Home									
			Field									
K-3			Home									
			Field									
K-4			Home									
			Field									
K-5			Home									
			Field									
<b>NON-KEY EXPERTS (Bidder to determine no. of Non-Key Experts as per its proposed work plan)</b>												
N-1			Home									
			Field									
N-2			Home									
			Field									
N-n			Home									
			Field									
<b>Sub-Total</b>												

### 9.3 Financial Bid

#### 9.3.1 FORM FIN-1: Financial Bid Covering Letter

(To be submitted on the Letterhead of Bidder)

To

The General Manager (Admin),  
Odisha Computer Application Centre,  
N-1/7-D, Acharya Vihar P.O. RRL, Bhubaneswar - 751013.

**Sub: <<Project Name as per RFP>>**

Madam/Sir,

I /We, the undersigned, offer to provide the service for development and implementation of <<Project Name as per RFP>> as per RFP No: <<.....>> and our Pre-Qualification, Technical and Financial Proposals. Our attached Financial Proposal is for the sum of <<Amount in words and figures>> exclusive of all applicable taxes and duties.

a) BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the <Refer Section No.>. These prices are indicated in the Financial Bid as part of this RFP response. In case there is substantial difference between the component wise price approved by OCAC and the price quoted by the bidder, OCAC will have the rights to ask the bidder to realign their prices without impacting the total bid price. We hereby agree to submit our offer accordingly.

b) PERFORMANCE BANK GUARANTEE

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in this RFP document.

We understand you are not bound to accept any Proposal you receive. We hereby declare that our Proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

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

Yours faithfully,

(Authorized Signatory)

Name, Designation & Contact No. and Seal

### 9.3.2 FORM FIN-2: Financial Quote

<b>Costing for development and implementation of Mobile based Class Monitoring System in Government Polytechnics &amp; ITIs in Odisha under SCTE&amp;VT, Govt. of Odisha.</b>						
<b>Sl#</b>	<b>Category</b>	<b>Module/Item</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Rate</b>	<b>Total Amount</b>
A	Application Development [Study, Design, Development, Testing, Implementation & Training] with 1-year Operational Support after Go-Live	Web & Mobile Application	Lump-sum	1		
B	AMC	Application Support & Software Maintenance	Year	1		
C	Resource Deployment	One onsite support associate for 1 year	Man-Month	12		
D	SSL certificate	With 1 year Subscription	Year	2		
E	Security Audit	Third Party Security Audit	Nos.	2		
					<b>Total</b>	
					<b>GST (@ 18%)</b>	
					<b>Grand Total</b>	

Yours faithfully,  
 (Authorized Signatory)  
 Name, Designation & Contact No.  
 Seal