

## **Request for Proposal (RFP)**

**for**

**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for All-in-One Desktop & Laptops for Strengthening of State Statistical System in Odisha under the Odisha State Capability & resilient Growth Policy Program for the Directorate of Economics and Statistics (DE&S), supported by the World Bank.**

**E-Tender RFP Ref No.: PT2-OCAC-SEGP-SPD-0031-2024-25047**



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## Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics



### DISCLAIMER

The information provided in this Tender document or subsequently communicated to the Bidder(s)—whether verbally, in writing, or any other form—by the Odisha Computer Application Centre (OCAC) or its representatives, is provided subject to the terms and conditions outlined in this Tender document and other applicable terms and conditions.

Date	05/05/2025
Tender Reference Number	PT2-OCAC-SEGP-SPD-0031-2024-25047
Title	Selection of an Agency for Supply and Installation of Microsoft Office Licenses for All-in-One Desktops & Laptops for Strengthening of State Statistical System in Odisha under the Odisha State Capability & Resilient Growth Policy Program for the Directorate of Economics and Statistics (DE&S) supported by the World Bank.

This Tender does not constitute an agreement, offer, or invitation by OCAC to the Bidders or any other party. It is intended solely to provide interested parties with information that may assist them in preparing their technical and financial proposals (the "Bid"). The document contains statements based on various assumptions and assessments made by OCAC concerning the Project. These assumptions and assessments may not include all the details required by every Bidder and might not align with each Bidder's unique technical capabilities, investment objectives, financial situation, or specific requirements.

The information, assumptions, and assessments contained herein may not be exhaustive, accurate, or complete. Bidders are encouraged to conduct their investigations, analyses, and validations of the information provided in this Tender and seek appropriate independent advice as necessary.

The information contained in this Tender document may address legal matters or statutory requirements. However, it should not be regarded as a comprehensive or definitive statement of applicable law. OCAC does not accept responsibility for the accuracy or reliability of any interpretations or opinions on legal matters contained herein.

OCAC disclaims all liability for any loss, damage, cost, or expense incurred by any person, including Bidders, due to reliance on the contents of this Tender. This includes but is not limited to, inaccuracies, omissions, assumptions, or other information presented. OCAC makes no representations or warranties, whether expressed or implied, concerning the accuracy, adequacy, completeness, or reliability of the information provided in this Tender.

OCAC reserves the right, at its sole discretion and without obligation, to update, amend, or supplement the information or assumptions contained in this Tender. Issuance of this Tender does not obligate OCAC to select any Bidder, appoint a Preferred Bidder, or proceed with the Project. OCAC retains the right to reject any or all Bids without providing a reason.

Furthermore, OCAC may cancel, terminate, amend, or modify the bidding process or requirements specified in this Tender at any time, without prior notice or liability.

All costs incurred by the Bidder related to the preparation and submission of the Bid—including but not limited to copying, postage, delivery, demonstrations, or presentations—shall be borne solely by the Bidder. OCAC shall not be responsible for any such costs, irrespective of the outcome of the bidding process.

**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



**Tender Schedule**

<b>Event</b>	<b>Date &amp; Time Venue / Address</b>
Date of Publication	<b>09/05/2025</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	13/05/2025, 04:00 PM (Details in Fact Sheet)
Schedule for Pre-bid meeting	14/05/2025, 4:30 PM through Virtual Meeting on MS Teams Platform
Schedule for Issue of Corrigendum	16/05/2025, 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	24/05/2025, 02:00 PM through e-Nivida
Opening of Pre-Qualification-cum-Technical Bids	<b>24/05/2025, 04:00 PM</b> at Conference Hall, OCAC, or through VC using MS Teams
Date and time of Technical Presentation	Will be communicated later
Opening of Financial Bids of technically qualified bidders	Will be communicated later

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## 1. Definitions/Acronyms

Term	Definition
Authorized Representative	Any person authorized by either of the parties
Bidder	Any firm offering the solution(s), service(s), and /or materials as required in the RFP. The word Bidder when used in the pre-award period shall be synonymous with parties bidding for this RFP, and when used after award of the contract shall mean the successful party with whom OCAC, signs the agreement for rendering of services for implementation of this project.
DE&S	Directorate of Economics and Statistics.
EMD	Earnest Money Deposit
e-Nivida	The portal where all this tendering process will take place from publishing to opening & Award of the tender. Bidders must use this portal for Bid Submission and further activities till Award. URL: <a href="https://enivida.odisha.gov.in">https://enivida.odisha.gov.in</a>
LD	Liquidated Damages
Law	“Law” shall mean any Act, notification, by law, rules and regulations, directive, ordinance, order, or instruction having the force of law enacted or issued by the Government of India or State Government or regulatory authority or political sub-division of government agency.
LCS	Least Cost Selection
OCAC	Odisha Computer Application Centre
OEM	Original Equipment Manufacture
Party	This means OCAC or Bidder, individually, and “Parties” means OCAC and Bidder, collectively.
Proposal / Bid	The Pre-Qualification – cum – Technical Proposal and Commercial Proposals all together, i.e., a complete proposal for the implementation of this project.
Request for Proposal (RFP)	This means this document and its annexure etc., seeking a set of solution(s), services(s), materials, and/or any combination of them.
PBG	Performance Bank Guarantee.
POC	Point-of-Contact
SI	System integrator
UAT	User Acceptance Test

## Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics



### 2. Fact Sheet

#	Clause/ Reference	Description
1.	Project Title	<b>Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&amp;S).</b>
2.	Name of Purchaser	Odisha Computer Application Centre (OCAC)
3.	Contact Person, Address and Email	General Manager (Admin) Plot No. N-1/7-D, Acharya Vihar RRL Post Office, Bhubaneswar, Odisha - 751013 <a href="mailto:gm_ocac@ocac.in">gm_ocac@ocac.in</a>
4.	Mode of Submission	Online through the e-Nivida portal
5.	e-Nivida Registration Fees	₹ 2,500/- plus Applicable GST
6.	Earnest Money Deposit	Bidders shall submit, along with their Bids, an EMD of ₹ 50,000/— (Fifty Thousand) in the form of a 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. The EMD should be valid for 90 days from the due date of the tender / RFP. The EMD should be submitted in the General Bid.
7.	Selection Method	<b>The method of selection:</b> Least Cost Based Selection (LCBS) method will be used to select the Procurement of MS Office for DE&S. The bidder must apply the bid in three systems through e-nivida portal: I. Pre-Qualification II. Technical bid & III. Financial bid. Technical bids for those bidders who qualify in Pre-Qualification shall be opened. <b>The consortium is not allowed to participate in the tender.</b>
8.	Downloading RFP Document	RFP can be downloaded from <a href="http://www.ocac.in">http://www.ocac.in</a> , <a href="http://www.odisha.gov.in">http://www.odisha.gov.in</a> and <a href="https://enivida.odisha.gov.in">https://enivida.odisha.gov.in</a>
9.	Scope of work	This project is linked to deliverables relating to the supply of <b>Microsoft Office Licenses</b> as per the specification mentioned in Point No. 9.8 within the stipulated time.
10.	Bid publication date	<b>09/05/2025</b>
11.	Last date for submission of queries by Bidders	<b>13/05/2025, 04:00 PM</b>
12.	Pre-bid Meeting	<b>14/05/2025, 4:30 PM</b>
13.	Pre-bid clarifications by OCAC (if any)	<b>16/05/2025, 05:00 PM</b>
14.	Last date and time for receipt of proposals from Bidders	<b>24/05/2025, 02:00 PM</b>
15.	Date and time for opening of Pre- Qualification-cum- Technical Proposals	<b>24/05/2025, 04:00 PM</b>



**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



#	Clause/ Reference	Description
16.	Taxes	The bidder must quote the price in Indian Rupees only. The bid price to be offered by the bidders must be inclusive of all taxes.
17.	Proposal Validity	Proposals must remain valid till <b>180 days</b> after the last date of submission of the bids.
18.	Submission of Responses	Bidders must submit all required documents online on the website. <a href="https://enivida.odisha.gov.in">https://enivida.odisha.gov.in</a>
19.	Timeline	The System Integrator must supply & deliver the equipment within a time frame of 15(Fifteen) days from the date of work order/PO.
20.	Online Proposal	This is an online proposal; interested bidders/parties are required to submit online only on the website mentioned above. No hard copies will be entertained from the bidders.

### **3. Introduction**

Odisha Computer Application Centre, the designated Technical Directorate of Electronics and Information Technology Department, Government of Odisha, has evolved through the years as a center of excellence in IT solutions and e-governance. It has contributed significantly to the steady growth of IT in the state.

The Directorate of Economics and Statistics (DE&S) has requested OCAC for procurement of 115 Nos MS Office to facilitate in All-in-One Desktop & Laptops. This invitation to bid is open to all bidders meeting the minimum eligibility criteria as mentioned in this RFP Document.

This Request for Proposal (RFP) for Procurement, Supply, and Installation of 115 Nos MS Office for DE&S comprises of the following:

**a) Instructions on the Bid process to respond to this RFP.**

This broadly covers:

- I. General instructions for the bidding process
- II. The bid evaluation process includes the parameters for Pre-qualification, Technical Specification, and Commercial Evaluation for determining the bidder's suitability as the system integrator.
- III. Commercial bid

**b) Functional and Technical Requirements of the project. The contents of the document broadly cover the following areas:**

- I. About the project and its objectives
- II. Scope of work
- III. Functional and Technical Requirements
- IV. Project Schedule
- V. Service level agreements for the implementation partner
- VI. Timeline of Project
- VII. The bidders are expected to respond to the requirements as completely and in as much relevant detail as possible and focus on demonstrating the bidder's suitability to become the implementation partner of OCAC for this project.

Bidders are expected to review all instructions, forms, terms, project requirements, and additional information provided in the RFP documents. If bidders do not provide all the required information or submit a proposal that does not fully comply with the RFP documents, they do so at their own risk. This may lead to the rejection of their proposal.

## **4. Project Background**

### **4.1 About OCAC**

The Department of Electronics & Information Technology is the nodal department for the 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; promoting Odisha as an ultimate ICT destination for investment and facilitating ICT industries; assisting other departments for effective e-governance and capacity building; Promoting ICT based education in the State.

Odisha Computer Application Centre (OCAC), the Technical Directorate of Electronics & Information Technology Department, Government of Odisha, has evolved through the 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 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.

### **4.2 Project Profile**

The Directorate of Economics & Statistics (DE&S) is a cornerstone of the State Statistical System in Odisha, undertaking critical responsibilities such as data collection, processing, analysis, interpretation, and dissemination. Leveraging its field functionaries, DE&S collects official statistics and conducts extensive socio-economic censuses and surveys.

To facilitate this transition, Odisha Computer Application Centre (OCAC), on behalf of DE&S, is inviting proposals from reputed bidders for the procurement, supply, and Installation of 115 Nos. MS Office. The Request for Proposal (RFP) issued by OCAC serves as the sole point of reference and contact throughout the selection process. This RFP aims to provide potential system integrators (SI) or bidders with detailed information to prepare and submit proposals for fulfilling the procurement and support requirements of DE&S.

## **5. Instructions to the Bidders**

### **5.1 General**

- a) While every effort has been made to provide comprehensive and accurate background information, requirements, and specifications, Bidders must independently assess the solution needed to meet these requirements. Bidders and recipients of this RFP are encouraged to consult their legal advisors regarding this document.
- b) All information submitted by Bidders may be considered contractually binding if the assignment is awarded to them by OCAC based on this RFP.
- c) No commitment of any kind, whether contractual or otherwise, will exist unless a formal written contract has been executed by or on behalf of OCAC. Notification of preferred bidder status by OCAC does not create any enforceable rights for the Bidder. Additionally, OCAC reserves the right to cancel this public procurement at any time before a formal written contract is executed.

### **5.2 Compliant Proposals/ Completeness of Response**

- a) Bidders are encouraged to thoroughly review all instructions, forms, terms, requirements, and additional information included in the RFP documents. Submitting a bid indicates that you have carefully studied and understood the RFP document and its implications.
- b) Failure to meet the requirements outlined in this RFP may result in the proposal being deemed noncompliant and could lead to its rejection.

Bidders must:

- I. Include all documentation specified in this RFP.
- II. Follow the format of this RFP and respond to each element in the order as set out in this RFP.

III. Comply with all requirements as set out within this RFP.

### **5.3 Code of Integrity**

No official of a procuring entity or a bidder shall act in violation of the code of conduct, which includes the following prohibitions:

a) Prohibitions on:

- I. Making an offer, solicitation, or acceptance of a bribe, reward, gift, or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to influence the procurement process inappropriately.
- II. Omitting or misrepresenting information that may mislead or attempt to mislead, leading to the acquisition of financial or other benefits or the avoidance of obligations.
- III. Engaging in collusion, bid rigging, or any anti-competitive behavior that undermines the transparency, fairness, and integrity of the procurement process.
- IV. Improperly using information provided by the procuring entity to gain an unfair advantage in the procurement process or for personal gain.
- V. Entering into any financial or business transactions between the bidder and any official of the procuring entity related to the tender or contract execution could influence the procuring entity's decisions directly or indirectly.
- VI. Coercing or threatening to harm any party or its property to influence the procurement process directly or indirectly.
- VII. Obstructing any investigations or audits related to the procurement process.
- VIII. Making false declarations or providing false information to participate in a tender process or to secure a contract.

b) Disclosure of Conflict of Interest.

c) In the event of reported violations, the procuring entity shall provide a reasonable opportunity for the involved bidder or prospective bidder to be heard. If it concludes that the code of integrity has been violated, the entity may take appropriate measures.

### **5.4 Pre-Bid Conference**

#### **5.4.1 Pre -Bid Queries**

OCAC shall hold a pre-bid meeting with the prospective bidders on **14/05/2025, 4:30 PM**

A 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 [manas.pati@ocac.in](mailto:manas.pati@ocac.in), [debashis.pujari@odisha.gov.in](mailto:debashis.pujari@odisha.gov.in), and [sourav.dash@odisha.gov.in](mailto:sourav.dash@odisha.gov.in)) by **13/05/2025, 4:00 PM**

Bidders' representatives (restricted to one person) may attend the Pre-bid meeting.

The Bidders should submit their queries in writing in the below-specified format (in MS Excel only) by the schedule mentioned in this RFP before attending the pre-bid meeting.

During the meeting, the representatives of the bidders should only ask showstopper queries and relevant queries that seem to be an obstacle to their participation in the tender. All other queries will be answered and published as a response sheet.

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

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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.

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

- a) The Nodal Officer designated by OCAC will strive to provide timely responses to all queries. However, OCAC does not guarantee the completeness or accuracy of any responses made in good faith and does not commit to answering all questions posed by the Bidders.
- b) At any time before the final date for submitting bids, OCAC may, for any reason—whether on its initiative or in response to a clarification requested by a prospective Bidder—modify the RFP document through corrigenda and/or addenda.
- c) Any corrigendum or clarifications regarding queries from all Bidders will be posted on [www.ocac.in](http://www.ocac.in) or [www.odisha.gov.in](http://www.odisha.gov.in).
- d) Such corrigenda and/or addenda will be considered an integral part of this RFP.
- e) In order to give prospective bidders a reasonable amount of time to consider the corrigenda and/or addenda, OCAC may, at its discretion, extend the deadline for receiving Proposals.

### **5.5 Key requirements of the bids**

#### **5.5.1 Right to Terminate the Process**

- a) OCAC reserves the right to terminate the RFP process at any time and without providing any reason. There are no commitments, either express or implied, from OCAC that this process will lead to a business transaction with any party.
- b) Additionally, this RFP does not represent an offer made by OCAC. While a bidder's participation in this process may lead to OCAC selecting them for contract execution, it does not guarantee such an outcome.

#### **5.5.2 Earnest Money Deposit (EMD)**

Bidders are required to submit an Earnest Money Deposit (EMD) of ₹35,000/- (Rupees Thirty Five Thousand Only) along with their bids. This deposit may be provided in the form of a Bank Draft or a Bank Guarantee, using the specified format outlined in this RFP. The deposit must be issued by any scheduled bank in favor of the Odisha Computer Application Centre and should be payable at Bhubaneswar. The EMD must remain valid for 90 days from the due date of the tender/RFP and must be included with the General Bid.

- a) The EMD may also paid through electronic mode to the following Bank:  
Bank A/c No.: 149311100000195  
Payee Name: Odisha Computer Application Centre  
Bank Name & Branch: Union Bank of India, Acharya Vihar, Bhubaneswar  
Account Type: Savings  
IFSC: UBIN0814938
- b) OCAC will refund the EMD of all unsuccessful bidders within 60 days after notifying them of their unsuccessful bid. For the successful bidder, the EMD will be returned upon submission of the Performance Bank Guarantee.
- c) The EMD amount is interest-free and will be refunded to unsuccessful bidders without any interest accrued.
- d) Bids or proposals submitted without the required EMD will be summarily rejected.
- e) The EMD may be forfeited under the following circumstances:
  - I. If a bidder withdraws their bid during the bid validity period.
  - II. If a successful bidder fails to sign the contract in accordance with this RFP.
  - III. If a bidder is found to have a record of poor performance, such as abandoning work, being

blacklisted, causing significant delays, or facing commercial failures.

- IV. If a bidder is discovered to have engaged in the suppression of facts, submitted fraudulent statements, committed misconduct, or participated in any other dishonest or unethical activities related to this RFP.
- V. If a proposal contains deviations from the specified requirements (except when such deviations are explicitly allowed in the RFP), or if it includes conditional offers or partial offers.

### **5.5.3 Lack of Information to the Bidders**

The bidder shall be deemed to have carefully examined the RFP document to his entire satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligation under the tender.

### **5.5.4 Language**

The Proposal must be completed by the Bidder in English only. If any supporting documents are submitted in a language other than English, they must be accompanied by an English translation, which should be duly attested by the Bidders. In case of any discrepancies in interpretation, the English translation will take precedence.

### **5.5.5 Proposal Preparation Cost**

- a) The bidder is responsible for all costs associated with participating in the RFP process. This includes but is not limited to, expenses related to conducting due diligence, attending meetings, discussions, and presentations, preparing the proposal, providing any additional information requested by OCAC to facilitate the evaluation process, and negotiating a definitive contract, as well as any other activities related to the bidding process.
- b) OCAC will not be responsible or liable for any of these costs, regardless of the conduct or outcome of the bidding process.

## **5.6 Submission of Proposal**

### **5.6.1 Instruction to Bidders for Online Bid Submission**

e-Nivida is a complete process of e-tendering, from publishing tenders online, inviting online bids, and evaluating, and awarding contracts using the system. The instructions given below are meant to assist the bidders in registering on the e-Nivida Portal and submitting their bids 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>.

### **5.6.2 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 R 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 addresses 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 for ensuring that they do not lend their DSCs 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 the e-tender portal.
- h) After completion of registration payment, bidders need to send their acknowledgment copy to our help desk mail id [odishaenivida@gmail.com](mailto:odishaenivida@gmail.com) for activation of the account.

### **5.6.3 Searching for Tender Documents**

- a) The e-Tender Portal offers various search options to help bidders find active tenders using several parameters.
- b) Once bidders identify the tenders they are interested in, they can pay the non-refundable tender fee and processing fee using net banking, a debit card, or a credit card. After both fees have been paid, the selected tenders will be moved to the 'Requested' tab. This process allows the e-Tender Portal to notify bidders via SMS or email if any amendments or changes, known as corrigenda, are issued for the tender documents.

### **5.6.4 Preparation of Bids**

- a) Bidder should take into account 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 with 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 Colour option which helps reduce the 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 the bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

### **5.6.5 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 the Department.
- c) Bidder has to select the payment option as per the tender document to pay the Tender fee / Tender Processing fee & 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 the 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 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 the 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 the bid click "Complete" (i.e. after clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgment & a bid summary will be displayed with the unique ID and date & time of submission of the bid with all other relevant details.
- i) The tender summary has to be printed and kept as an acknowledgment of the submission of the tender. This acknowledgment may be used as an entry pass for any bid opening meetings.

#### **5.6.6 Clarifications on using the e-Nivida Portal**

For any inquiries regarding the tender document and its terms and conditions, please reach out to the Tender Inviting Authority or the specific contact person mentioned in the tender.

If you have questions related to the online bid submission process or the e-tender portal in general, please contact Helpdesk Support.

For assistance with e-tendering, feel free to reach out to the e-Nivida Helpdesk using the information provided below:

**Phone No.: 011-49606060**

**Email: odishaenivida@gmail.com**

#### **5.6.7 Tender Validity**

Proposals will remain valid for 180 days from the date of opening the pre-qualification and technical proposals. OCAC reserves the right to reject any proposal that is valid for a shorter period, classifying it as non-responsive. We will make every effort to finalize the selection process and award the contract within the bid validity period. However, the bid validity period may be extended upon mutual agreement.

#### **5.6.8 Submission and Opening of Proposals**

- a) The bidders should submit their responses as per the format given in this RFP in the following manner:
  - Response to Pre-Qualification Criteria
  - Technical Proposal
  - Commercial Proposal
- 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 the Prequalification criteria, Technical Proposal, and Commercial Proposal (as mentioned in the previous paragraph) should be submitted through online mode in the e-Nivida Portal.

The Proposals submitted up to **24/05/2025, 2:00 PM** will be opened on **24/05/2025, 4:00 PM** by the Proposal Evaluation Committee.

#### **5.6.9 Late Bids**

- a) Bids submitted after the due date and specified time (including any extended period) for any reason will not be accepted and will be returned unopened.
- b) Bids submitted in hard copy or via postal mail/email will not be considered, and no correspondence regarding this matter will be entertained.
- c) OCAC reserves the right to modify or amend any of the aforementioned conditions or criteria based on project priorities and urgent commitments.



## **6. Tender Evaluation Process**

- a) Odisha Computer Application Centre (OCAC) will establish a Proposal Evaluation Committee to evaluate the responses from bidders.
- b) The Proposal Evaluation Committee, formed by OCAC, will assess the proposals submitted in response to the Request for Proposal (RFP) along with all supporting documents and evidence. Failure to provide the required supporting documents may result in the rejection of the bid.
- c) The decisions made by the Proposal Evaluation Committee regarding the evaluation of RFP responses are final. No correspondence will be entertained outside the negotiation or discussion process with the Committee.
- d) The Proposal Evaluation Committee may request meetings with bidders to seek clarifications on their proposals if necessary.
- e) The Committee reserves the right to reject any or all proposals based on any deviations from the specified requirements.
- f) All proposals will be evaluated according to the criteria and requirements outlined in this RFP.
- g) An initial scrutiny of bids will take place, and those deemed non-responsive will include proposals that are:
  - Not submitted as specified in the RFP document
  - Received without a Letter of Authorization (Power of Attorney)
  - Found to have omitted details
  - Incomplete, subjective, conditional, or partially submitted offers
  - Submitted without the requested documents from the checklist
  - Submitted with a shorter validity period than required
- h) All responsive bids will be considered for further processing as follows:

OCAC will compile a list of responsive bidders who comply with all the terms and conditions of the RFP. All eligible bids will be evaluated further by the committee according to the defined evaluation process in this RFP document. The Committee's decision in this matter will be final.

## **7. Criteria for Evaluation**

Tenders for this contract will be assessed using the **Least Cost Selection (LCS i.e., L1) system**, where the bidder with the lowest total quote (the lowest amount in the Grand Total column of the commercial bid) will be awarded the contract. All bids will initially be evaluated based on the Pre-Qualification Criteria and Technical Qualification Criteria.

To make this determination, the Evaluation Committee will examine and compare the technical aspects of the proposals based on the information provided by the bidders, considering the following factors:

- a) Overall completeness and compliance with the requirement
- b) Proposed technical compliance sheet, quoted product data sheet, brochures & work plan that the bidder will achieve the performance standards within the time frame described in RFP documents.
- c) Any other relevant factors, if any, listed in the RFP document or the OCAC deems necessary or prudent to take into consideration.

To streamline the evaluation of technical proposals, the parameters outlined in the technical specifications indicate the significance of the evaluation criteria. Only bidders who meet these technical evaluation criteria by scoring the required marks will be considered for further evaluation of their financial bids. Technical bids that do not comply with the specifications requested in the Request for Proposals (RFP) will be deemed technically non-responsive and

## Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics



will be excluded from the financial bid opening process.

### 7.1 Pre-qualification Criteria

In order to undertake the project, bidders must meet the following pre-qualification criteria. Only the technical bids of those who qualify will be opened for evaluation.

Sl No	Components	Specific Requirements	Documents Required
1	<b>Legal Entity</b>	<p>(i) The bidder must be a company registered in India under the Indian Companies Act 1956/2013, for the last 5 years as on 31st March 2024. The bidder must have GST registration &amp; an up-to-date Income Tax Return, and a PAN Number as of 31st March 2024.</p> <p>(ii) The bidders should have a Local office in Odisha. However, if the presence is not there in the State, the bidder should give an undertaking for the establishment of an office, within one month of the award of the contract.</p>	<p>i. Certificates of incorporation  ii. Registration Certificates,  iii. PAN copy  iv. GST Certificate  v. Income Tax return for the year ended 31<sup>st</sup> March 2024.</p>
2	<b>Average Sales Turnover in Hardware Sales &amp; Maintenance services</b>	Annual average Turnover Minimum of Rs. 1 Crore generated from IT Hardware supply and associated maintenance services during the last three financial years i.e. FY 2023-24, FY 2022-23, and FY 2021-22	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor
3	<b>Net Worth</b>	The net worth of the bidder in last of the three financial years should be positive. i.e. FY 2023-24, FY 2022- 23, and FY 2021-22	CA Certificate with CA's Registration Number / Seal indicating the net worth of the firm
4	<b>Technical Capability</b>	<p>Bidder must have successfully undertaken at least the following numbers IT Hardware &amp; Software supply and associated maintenance services of the value specified herein during the last three financial years i.e. FY 2023-24, FY 2022- 23, and FY 2021-22</p> <p>One project of a similar nature not less than the amount Rs. 15 Lakh; OR</p> <p>Two projects of similar nature each of which not less than the amount Rs. 12 Lakh; OR</p> <p>Three projects of a similar nature each of which is not less than Rs. 10 Lakh.</p> <p><b>'Similar Nature'</b> is defined as the supply &amp; installation IT hardware and system Software, such as Desktop Computers, Laptops, Servers, System Software for government/public sector enterprises in India.</p>	The work order, completion Certificates from the client, duly signed Delivery Challan, and Installation Report need to be submitted. The project should be complete with all payments received.

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Sl No	Components	Specific Requirements	Documents Required
5	<b>Quality and Security Certifications</b>	<ul style="list-style-type: none"> <li>• ISO 9001:2015</li> <li>• ISO 20000</li> <li>• ISO 27001</li> </ul>	Copy of certificate
6	<b>License from OEM</b>	The Bidder must attach a Manufactures Authorization Certificate (MAF) specific to this Tender.	A copy of the OEM's authorization letter, as mentioned in 10.2.4, should be enclosed, duly stamped, and signed.
7	<b>Local Service Centres</b>	The bidder should have a presence with Service Support Centre at Bhubaneswar with Escalation Matrix	A Self Certified letter by an authorized signatory
8	<b>Blacklisting</b>	Any Department of the Government of Odisha or Government of India must not have blacklisted the bidder.	A Self-certified letter by an authorized signatory.
9	<b>Authorized Representative from Bidder</b>	A power of attorney/board resolution in the name of the person signing the bid.	Original Power of attorney on legal paper/ Board resolution copy

## **7.2 Financial Evaluation Criteria**

- a) The bid with the lowest Financial (L1) i.e., “lowest price quoted” in total as mentioned in the Financial Bid/Commercial Table (as above) will be considered as the Successful bid i.e., Lowest Bid (L1 Bid)
- b) Only fixed-price financial bids indicating the total price for all the deliverables and services specified in this bid document will be considered.
- c) The bid price will be inclusive of all taxes and levies and shall be in Indian Rupees.
- d) Any conditional bid would be rejected.
- e) Errors & Rectification- Arithmetical errors will be rectified on the following basis:
  - I. If there is a discrepancy between the unit price and the total price of any item—calculated by multiplying the unit price by the quantity—the unit price will take precedence, and the total price will be adjusted accordingly.
  - II. In the case of multiple items, the total price will be corrected by adding together the subtotal costs of each item.
  - III. If there is a discrepancy between the written amount and the numerical amount for the unit price, the written amount will prevail.

## **8. Appointment of System Integrator or Service Provider**

### **8.1 Award Criteria**

OCAC will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid as per the process outlined above.

### **8.2 Right to Accept Any Proposal & Reject Any / All Proposal(s)**

OCAC has the right to accept or reject any proposal, annul the tendering process or public procurement process, and reject all proposals at any time before the contract is awarded. This decision can be made without incurring any liability to the affected bidder(s) or any obligation to inform them of the reasons for such actions.

### **8.3 Purchaser’s Procurement Rights**

Without incurring any liability to the affected bidder(s), the Purchaser reserves the right to:

- a) Amend, modify, or cancel this tender and reject any or all proposals without providing any reasons.
- b) Change any of the scheduled dates stated in this tender.
- c) Reject proposals that do not meet the tender requirements.
- d) Exclude any module(s) from consideration.
- e) Remove any items at the time of placing the order.
- f) Increase or decrease the quantity of materials.
- g) Increase or decrease the number of resources supplied under this project.
- h) If the Purchaser is unsuccessful in negotiating a contract with the selected bidder, they will begin contract negotiations with the next best-value bidder to serve the best interests.
- i) Make typographical corrections or correct computational errors in proposals.
- j) Request bidders to clarify any aspect of their proposals.

### **8.4 Notification of Award**

Before the validity period expires, OCAC will inform the successful bidder in writing or via email by issuing a Letter of Intent, indicating that their proposal has been accepted. If the tendering or public procurement process has

not been completed within the specified timeframe, OCAC may request the bidders to extend the validity period of their bids.

The notification of the award will serve as the formation of the contract. Once the successful bidder provides the Performance Bank Guarantee, OCAC will notify all unsuccessful bidders and return their Earnest Money Deposit (EMD).

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

OCAC shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Commercial Evaluation to the proposed Project. On this basis, the contract agreement would be finalized for award & signing.

### **8.6 Performance Guarantee**

- a) The selected Bidders shall be required to furnish the minimum Performance Bank Guarantee of **10 % of the Project Cost** in the form of an unconditional and irrevocable Bank Guarantee from a scheduled commercial bank in India in favor of “Odisha Computer Application Centre”, Bhubaneswar. OCAC will require the selected bidder to provide a Performance Bank Guarantee (PBG), within 15 days from the date of notification of award.
- b) 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.
- c) In case the selected bidder fails to submit a performance guarantee within the time stipulated, OCAC at its discretion may cancel the order placed on the selected bidder and/or initiate action, after giving prior written notice to rectify the same.

OCAC shall invoke the PBG in case the selected bidder fails to discharge their contractual obligations during the period or OCAC incurs any damages due to the bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

### **8.7 Signing of Contract**

Once OCAC notifies the successful bidder that their proposal has been accepted, it will issue a purchase order to the bidder. This order will consider the relevant clauses of the Request for Proposal (RFP), any pre-bid clarifications, corrigendum, the bidder's proposal, and any other agreed-upon clauses.

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

If the successful bidder fails to agree to the Terms and Conditions of the Request for Proposal (RFP) and the submitted Proposal, even after considering and mutually agreeing upon the deviations proposed by the bidder, this will provide sufficient grounds for canceling the award. In such instances, the OCAC may award the contract to the next best-value bidder or invite new proposals from interested bidders. Additionally, the OCAC will invoke the Performance Bank Guarantee (PBG) or the Earnest Money Deposit (EMD) from the most responsive bidder.

### **8.9 Conflict of Interest**

The winning bidder will be prohibited from participating in any future bidding processes for downstream activities outlined in the Scope of Work that the winning bidder or its employees support for the duration of their contract with OCAC. This restriction applies while the winning bidder provides services under the current contract. However, the winning bidder will still be allowed to complete any ongoing projects for which the department has already selected them.

## **9. Scope of work**

### **9.1 Purpose**

The Odisha Computer Application Centre (OCAC) is seeking proposals from reputable bidders for the procurement

of MS Office to assist the Directorate of Economics and Statistics (DE&S) to facilitate in conducting surveys.

## **9.2 Delivery**

The selected bidder must ensure the safe delivery of the equipment to the Directorate of Economics and Statistics, Bhubaneswar. The bidder must arrange any necessary transit insurance, labor, road permits, or other requirements at no additional cost to OCAC.

## **9.3 Insurance**

The procurement, supply, and delivery of MS Office for DE&S must be fully insured against any loss or damage, including theft, burglary, fire, or other physical damage. The insurance coverage will commence from the date of the Final Acceptance Test (FAT) and will remain in effect until the end of the contract. The insurance document should be submitted to the GM (Admin).

**Please note:** In the event of theft, burglary, fire, or any physical damage, the bidder must provide a replacement of the equipment—either the same or with a higher configuration—within 30 working days from the date the Non-Tracing Report (NTR) is received from the relevant local police authority. For any equipment deemed non-repairable, the bidder is required to supply a replacement with the same or higher configuration within 30 working days from the logging of the issue and the identification of the equipment as non-repairable.

## **9.4 Timeline**

The necessary Procurement, Supply & delivery of MS Office Licenses for DE&S, should be completed within the time duration of 15 days (15) from the date of issue of the Purchase Order.

## **9.5 Warranty**

All Licenses provided under this Request for Proposal (RFP) must come with a MS Office Support with support from Bidder.

## **9.6 Service Level Change Controls**

### **a) General**

- I. It is acknowledged that the Service Levels may change as the Purchaser's business needs evolve throughout the contract period. This document defines the following management procedures:
  - II. A process for negotiating changes to the Service Levels.
  - III. An issue management process for documenting and resolving particularly challenging issues.
- b) The Purchaser and Bidder management escalation process will be used if an issue is not resolved in a timely manner at the lowest possible level of management.
  - c) Any changes to the levels of service provided during the term of this Agreement will be requested, documented, and negotiated in good faith by both parties. Either party may request a change.
  - d) The parties may amend the Service Levels by mutual agreement. Changes can be proposed by either party. Unresolved issues will also be addressed. The Bidder's representative will maintain and distribute current copies of the Service Level document as directed by the Purchaser. Additional copies of the current Service Levels will be available at all times to authorized parties.

## **9.7 Version Control**

All negotiated changes will require an update to the version control number. Minor changes may be accumulated for periodic release or for release when a critical threshold of change has occurred.

## 9.8 Minimum Technical Specifications

### 1. MS Office 2024 Home & Business (Perpetual)

Sl. No.	Specifications	Values
1.	MS Office	Office Home and Business 2024
2.		Microsoft Corporation
3.		One-time purchase for 1 laptop or Mac
4.		Classic 2024 Laptop versions of Word, Excel, Power Point, Outlook, Access and OneNote
5.		Access to support resources
6.		Compatible with Windows 11, Windows 10 , or macOS*
7.		Works with Microsoft Teams

### 2. MS Office O365 F3 Licenses

Sl. No.	Specifications	Values
1.	MS Office	O365 F3 Licenses
2.		Microsoft Corporation
3.		Yearly Subscription
4.		Should be installed as desktop and Online (Web) in laptop or Mac
5.		Laptop versions of Word, Excel, Access, Power Point, Outlook , OneNote, Message encryption, Rights management, Data loss prevention for email and files, Microsoft 365 Copilot, available as an add-on.
6.		Access to support resources
7.		Compatible with Windows 11, Windows 10 , or macOS*
8.		Works with Microsoft Teams



## 9.9 Payment term

Sl. No	Project Milestone	Payment %	Documents Required
1	Delivery and Installation at DE&S Bhubaneswar.	100%	1. Original Delivery Challan 2. Original Invoice (In triplicate)

## 9.10 Other General Clauses of Payment

- Before the release of payment towards Installation, the selected bidder must furnish the
- Licenses with Key and backup for licenses failing which no payment will be released.
- The payment will be subject to fulfilment of warranty obligations.
- The selected bidder must submit their payment request in writing to OCAC. This request should include invoices that detail the goods delivered and the related services performed. Additionally, it must be accompanied by all required documents, as specified in the general conditions of the contract, and must confirm that all obligations stated in the contract have been fulfilled.
- Due Payments shall be made promptly by OCAC, generally within thirty (30) days after submission of an invoice and other supporting documents in order.
- The currency or currencies in which payments shall be made to the supplier/selected bidder(s) under this Contract shall be Indian Rupees (INR) only.
- In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- Advance Payments will not be made.
- Taxes, as applicable, will be deducted at source, from due payments, as per the prevalent rules and regulations.
- All payments will be made subject to TDS (Tax deduction at Source) as per the Income- Tax Act, 1961, and other taxes if any as per Government of India rules.
- The Successful Bidder will have full and exclusive liability for payment of all Duties, Taxes, and other statutory payments payable under any or all of the Statutes/Laws/Acts, etc. now or hereafter imposed.
- In case the bidder fails to execute the contract, OCAC shall be at liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalties.

## 9.11 Service Levels and Penalty Term

Sl. No.	Description	Service Level	Applicable Penalty
1	Supply, delivery, and complete acceptance for 100% of the ordered quantity at all locations of device(s) within 30 days of issuance of Work Order by the Department	Within 15 days	No Penalty
		15 to 30 days	1% (the value of undelivered and/or not accepted quantity) per week or part thereof, for every subsequent week, subject to a max of 4 weeks.
		30 to 45 days	5% (the value of undelivered and/or not accepted quantity) per week or part thereof, for every subsequent week, subject to a max of 4 weeks.
		>45 days	The Contract shall be terminated, and the PBG shall be forfeited.

**Note** - Public Holidays as declared by the Government of Odisha will be excluded from the above downtime calculation.



### **9.12 Exit Management**

- a) The bidder must submit a comprehensive Exit Management Plan before the contract period concludes.
- b) The Exit Management Plan should be discussed with OCAC and the relevant Department and finalized before it is executed.
- c) In the event of termination, the Exit Management Plan will be implemented within the minimum necessary period to facilitate knowledge transfer until a new successor is selected to operate the Contact Centre, ensuring that services remain uninterrupted.

**As part of the Exit Management Process, the bidder is required to provide the following deliverables:**

- Exit Management Plan
- Updated status report of the project, including complete equipment details and any user manuals
- Knowledge transfer and handover of documents and other relevant materials between the outgoing bidder and the new bidder.

### **9.13 Indemnity Clause**

The Agency shall indemnify, defend, and hold harmless the **OCAC**, its officers, employees, agents, and representatives (hereinafter referred to as the "Indemnified Party") from and against any and all claims, demands, losses, damages, liabilities, penalties, costs, and expenses (including but not limited to reasonable legal fees and expenses) arising from or in connection with:

- a) **Breach of Contract:** Any failure by the Agency to fulfill its obligations under this Agreement, including but not limited to the supply, installation, and activation of Microsoft Office licenses.
- b) **Intellectual Property Rights (IPR) Infringement:** Any claim that the software, materials, or services provided by the Agency infringe upon any patent, copyright, trademark, trade secret, or other intellectual property rights of any third party.
- c) **Regulatory and Legal Non-Compliance:** Any violation of applicable laws, regulations, or World Bank guidelines related to software licensing, procurement, or information security.
- d) **Data Security & Cyber Risks:** Any loss, theft, corruption, or unauthorized access to data resulting from negligence, misconduct, or failure of the Agency to implement adequate cybersecurity measures during installation and configuration of Microsoft Office software.
- e) **Workplace Incidents & Third-Party Liabilities:** Any personal injury, property damage, or third-party claims arising due to the acts, omissions, or negligence of the Agency or its personnel during execution of the contract.
- f) In the event of a claim, the Indemnified Party shall promptly notify the Agency in writing and provide reasonable assistance in the defense of such claim. The Agency shall have the right to assume control of the defense and settlement of the claim, provided that no settlement shall be entered into without the prior written consent of the Indemnified Party, which shall not be unreasonably withheld.
- g) If the Agency fails to defend the Indemnified Party against such claims, the Indemnified Party shall have the right to undertake its own defense at the cost and expense of the Agency.

**9.14 Force Majeure**

- a) Notwithstanding the provisions of the tender, the Bidder shall not be liable for forfeiture of its performance guarantee, liquidated damages, or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include but are not restricted to, acts of the Client either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- c) If a Force Majeure situation arises, the qualified Bidder shall promptly notify the Client in writing of such conditions and the cause thereof. Unless otherwise directed by the Client in writing, the Bidder shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Client may terminate this contract, by giving written notice of a minimum of 30 days to the Bidder, if as a result of Force Majeure, the Bidder is unable to perform a material portion of the services for more than 60 days.

**9.15 Arbitration and Jurisdiction**

If any dispute arises between the Parties hereto during the subsistence or thereafter, both Parties hereto shall endeavour to settle such dispute amicably. If an attempt to bring an amicable settlement is failed an arbitrator/arbitrators will be appointed by mutual consent. The Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, of 1996. The place of Arbitration shall be Bhubaneswar. The award given by the arbitrators will be binding on both the parties.

The contract shall be interpreted in accordance with the Indian law/Contract Act.

**10. Formats for Submission of Proposal**

**10.1 Formats for the Prequalification Form**

**10.1.1 PQ-1: Bidder's Organisation (General Details)**

(To be submitted on the Letterhead of the Bidder)

**RFP reference No.:**

Sl. No.	Information	Details
1	Name of Bidder	
2	Registered Address of Bidder	
3	Address for Communication	
4	Name, Designation, and Address of the contact person to whom all references shall be made regarding this Tender	
5	Telephone no. of contact person:	
6	Mobile no. of contact person:	
7	Fax no. of contact person:	
8	E-mail address of contact person:	
9	GST Number of the Firm	
10	PAN No. of the firm	
11	EPF Registration No	
12	ESIC Registration No.	
13	Address of local office in Odisha if the presence is not there in the State, the bidder should give an undertaking for the establishment of an office, within one month of the award of the contract.	

Authorized Signatory with Date and Seal:

**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



**10.1.2 PQ-2: Details of Service Centre**

(To be submitted on the Letterhead of the Bidder)

**Name of the Bidder:**

**RFP reference No.:**

Sl. No.	Name of Districts	Details of the Service Centre	POC Details

Authorized Signatory with Date and Seal:

**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



**10.1.3 PQ-3: Self-Declaration: Not Black-Listed**

(To be submitted on the Letterhead of the Bidder)

To  
The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

**Sub: Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S). – Self Declaration for not Blacklisted**

*RFP Ref No. PT2-OCAC-SEGP-SPD-0031-2024-25047*

Sir,

In response to the RFP No.: PT2-OCAC-SEGP-SPD-0031-2024-25047 for RFP titled “**Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S), Government of Odisha** an owner/ partner/ Director of (organization name) \_\_\_\_\_ I/  
We hereby declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central Government/ PSU.

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

Thanking you,  
Yours faithfully,

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

**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



**10.1.4 PQ-4: Bidder's Authorisation Certificate**

(To be submitted on the Letterhead of the Bidder)

To  
The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

**Sub: Procurement, Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S). – Bidder's Authorization Certificate**

Sir,

With reference to the RFP No.: PT2-OCAC-SEGP-SPD-0031-2024-25047 , Ms./Mr. <Name> , <Designation> is hereby authorized to attend meetings & submit pre-qualification, and technical & commercial information as may be required by you in the course of processing the above said Bid. She/he is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application. Her/his contact mobile number is \_\_\_\_\_ and Email id is \_\_\_\_\_.

For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Signature  
(Authorised Signatory)

(Signature Verified by)  
Director/CEO

Seal:  
Date:  
Place:  
Name of the Bidder:

## **10.2 Format for Technical Qualification Form**

### **10.2.1 TQ-1: Technical Bid Cover Letter**

(To be submitted on the Letterhead of the Bidder)

To

The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

#### **Sub: Procurement, Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S). – Technical Bid Submission**

Sir,

We, the undersigned, offer to provide a solution to OCAC, for Selection of Selection of a System Integrator to Procure, Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S) in response to RFP No.: PT2-OCAC-SEGP-SPD-0031-2024-25047.

We are hereby submitting our Proposal, which includes the Pre-Qualification Bid, Technical bid, and the Commercial Bid sealed in a separate envelope.

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 undertake, if our Proposal is accepted, to initiate the implementation services related to the assignment not later than the date indicated in the RFP Document.

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

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

Thanking you,  
Signature

(Authorised Signatory)

Seal:  
Date:  
Place:

### **10.2.2 TQ-2: Project Citation Format**

(To be submitted on the Letterhead of the Bidder)

**Project Name: Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S).**

**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



**Project Ref. No:** PT2-OCAC-SEGP-SPD-0031-2024-25047

**Relevant IT / e-Gov Project Experience**

General Information	
Name of the project	
The client for which the project was executed	
Name and contact details of the client	
Date of award and date of completion	
Project Details	
Description of the project	
Scope of services	
Service levels being offered/ Quality of service (QOS)	
Technologies used	
Outcomes of the project	
Other Details	
Total cost of the project	
Total cost of the services provided by the respondent	
Duration of the project (no. of months, start date, completion date, current status)	
Other relevant information	
Copy of Work Order	



**10.2.3 TQ-3: Undertaking on Pricing of Items of Technical Response**

(To be submitted on the Letterhead of the Bidder)

To  
The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

**Sub: Procurement, Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S). – Undertaking on Pricing of Items of Technical Response**  
**RFP Ref No.: (PT2-OCAC-SEGP-SPD-0031-2024-25047)**

Sir,

I/We do hereby undertake that the Commercial Proposal submitted by us (against RFP No.: PT2-OCAC-SEGP-SPD-0031-2024-25047) is inclusive of all the items in the technical proposal and is inclusive of all the clarifications provided/may be provided by us on the technical proposal during the evaluation of the technical offer. We understand and agree that our Commercial Proposal is firm and final and that any clarifications sought by you and provided by us would not have any impact on the Commercial Proposal submitted by us.

Thanking you,

Signature  
(Authorised Signatory)

Seal:  
Date:  
Place:  
Name of the Bidder:

**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



**10.2.4 TQ-4: Manufacturers' Authorization Form (MAF)**

(To be submitted on the Letterhead of the OEM)

Date:

MAF No.:

To

The General Manager (Admin)

Odisha Computer Application Centre

(Technical Directorate of I.T. Dep't, Govt. of Odisha)

N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

**Sub: MAF for Procurement, Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S).**

**(RFP No.: PT2-OCAC-SEGP-SPD-0031-2024-25047)**

Sir/Madam.

We, \_\_\_\_\_ (Name of OEM), having its registered office at \_\_\_\_\_ (Address of OEM), who are established and reputable manufacturers/producers \_\_\_\_\_

\_\_\_\_\_ do hereby authorize M/s \_\_\_\_\_ (Name and address of bidder) to submit, quote, negotiate, and supply of \_\_\_\_\_ against the above Bid Invitation.

The standard service warranty shall be applicable for the products offered as per OEM standard policy.

This MAF authorization shall be valid for \_\_\_\_\_.

Yours faithfully,  
(Name)

(Name of Producers/Manufacturer)

**Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The Bidder in its Bid should include it.**

**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



**10.2.5 TQ-5: Bank Guarantee for Earnest Money Deposit**

(To be submitted on the Letterhead of the Bidder)

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

**Sub: Procurement, Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S), Government of Odisha.**

RFP Ref. No.: PT2-OCAC-SEGP-SPD-0031-2024-25047

Dear Sir,

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP Ref. No. PT2-OCAC-SEGP-SPD-0031-2024-25047, for engagement of Implementing Agency for Procurement, Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S), Government of Odisha (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 Odisha Computer Application Centre (hereinafter called "the Purchaser") in the sum of Rs 50,000- (Rupees Fifty Thousand 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:

1. If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender; or
2. If the Bidder has been notified of the acceptance of his tender by the Purchaser during the period of its validity: -
3. If the tenderer fails to furnish the Performance Security for the due performance of the contract; or
4. Fails or refuses to accept/execute the contract.

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:**

- I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)
- II. This Bank Guarantee shall be valid up to <<insert date>>)
- III. It is the 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.

(Authorized Signatory of the Bank)

Seal:

Date:

### **10.3 Format for Commercial**

#### **10.3.1 FIN-1: Financial Bid Letter**

(To be submitted on the Letterhead of the Bidder)

To  
The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

**Sub:** Procurement, Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S). – **Financial Bid Submission**

Bid Ref. Number: PT2-OCAC-SEGP-SPD-0031-2024-25047

Sir,

We, the undersigned, offer to provide the service for the Selection of a System Integrator to Procure, **Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S)**, as per RFP No.: PT2-OCAC-SEGP-SPD-0031-2024-25047 and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <<Amount in words and figures>> exclusive of taxes and duties.

#### **1. PRICE AND VALIDITY**

All the prices mentioned in our Tender are in accordance with the terms specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 days from the date of opening of the Bid and the clause of the repeated purchase can be made within this period.

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. TENDER PRICING**

We further confirm that the prices stated in our bid are in accordance with your clauses in RFP/Tender document.

#### **4. QUALIFYING DATA**

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

#### **5. 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 Commercial Bid attached with our Tender as part of the Tender.

In case there is a substantial difference between the component-wise price approved by OCAC and the price quoted by the bidder, OCAC will have the right to ask the bidder to realign their cost without impacting the total bid price. We hereby agree to submit our offer accordingly.

#### **6. PERFORMANCE BANK GUARANTEE**

**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



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.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, i.e., [Date].

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

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

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

Thanking you,

Signature  
(Authorised Signatory)

Seal:

Date:

Place:

Name of the Bidder:

**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



**10.3.2 Fin-2: Commercial Bid**

**Bid Title: Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S).**

**Bid ref. Number: PT2-OCAC-SEGP-SPD-0031-2024-25047**

**Name of the Bidder:**

**Address of the Bidder:**

SL#	Particulars	Quantity	Base Price	Tax Rate in %	GST Amount	Total Amount
		No.	INR	INR	INR	INR
		(a)	(b)	(c)	(d = b * c)	(e =b + d)
1.	MS Office 2024 Home & Business	100				
3.	MS Office O365 F3 1 Years subscription	15				
Grand Total						
Grand Total Cost in Words						

**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



**10.3.3 Fin-3: Performance Security**

To

The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

**Sub: Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S).**

**RFP. No.: PT2-OCAC-SEGP-SPD-0031-2024-25047**

Whereas, <<name of the supplier and address>> (hereinafter called “the bidder”) has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide services for the Procurement, Supply, and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics (DE&S), (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the agreement 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 agreement,

And whereas we, <Name of Bank> a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its offices at <Address of 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, up to a total of <<Cost of Service>> in (words) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the agreement and without cavil or argument, any sum or sums within the limits of <<Cost of Service>> (in Words) 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 agreement to be performed there under or of any of the agreement 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 contrary contained in any law for the time being in force or banking practice, this guarantee shall not be assignable or transferable by the beneficiary i.e OCAC. Notice or invocation by any person such as assignee, transferee, or agent of beneficiary shall not be entertained by the Bank.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:



**Selection of an Agency for Supply and Installation of Microsoft Office Licenses for the Directorate of Economics and Statistics**



- I. Our liability under this bank guarantee shall not exceed <<amount>> (Amt. in words).
- II. This bank guarantee shall be valid up to <<insert 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 date>> failing which our liability under the guarantee will automatically cease

(Authorized Signatory of the Bank)

Seal:

Date:

----- End of Document -----