



Request for Proposal (RFP) for Selection of Agency with Operational Platform and Facilitation Network for Collection of Knowledge-Based Odia Datasets under the Odia Bhasadana Abhiyana

Reference No. – OVA-OVAO-OPS-0010-2025/1201

Dated: 30/12/2025

Sl. No	Events	Date & Time
1.	RFP Document published on websites (http://www.OVA.in , https://enivida.odisha.gov.in)	30/12/2025
2.	Last date of receiving pre-bid queries (https://enivida.odisha.gov.in)	06/01/2026
3.	Issue of corrigendum (if any)	07/12/2025
4.	Last date and time for submission of RFP	19/01/2026 (2.00PM)
5.	Date and time for opening of Technical Bid	19/01/2026 (4.00PM)
6.	Date and time for opening of Price Bid	To be intimated later

Odia Virtual Academy (OVA) C/o: OCAC Building, E & IT Department, Govt. of Odisha N-1/7-D, Acharyavihar Square

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The information contained in this Tender document or subsequently provided to **Bidder(s)**, whether verbally or in documentary or any other form by Odia Virtual Academy (OVA) or any of their employees is provided to Bidder(s) on the terms and conditions set out in this Tender Document and such other terms and conditions subject to which such information is provided. This Tender is not an agreement and is neither an offer nor invitation by the OVA to the Bidders or any other person. The purpose of this Tender is to provide interested parties with information that may be useful to them in making their technical and financial offers pursuant to this Tender (the "**Bid**"). This Tender includes statements, which reflect various assumptions and assessments arrived at by the OVA in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Tender may not be appropriate for all persons, and it is not possible for the OVA, to consider the technical capabilities, investment objectives, financial situation and particular needs of each party who reads or uses this Tender. The assumptions, assessments, statements and information contained in this Tender, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations, studies and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender and obtain independent advice from appropriate sources.

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

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from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Tender.

OVA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Tender. The issue of this Tender does not imply that OVA is bound to select a Bidder or to appoint the Preferred Bidder, as the case may be, for the Project and OVA reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

OVA reserves all the rights to cancel, terminate, change or modify this selection process and/or requirements of bidding stated in the Tender, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by OVA or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and OVA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Instructions to Bidders for Online Bid Submission

e-Nivida is a complete e-Tendering process starting from publishing of tenders online to inviting online bids , evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://enivida.odisha.gov.in> . Bidder Enrolment can be done using "**Bidder Enrollment**".

The instructions given below are meant to assist the bidders in registering on the e-Nivida Portal, and submitting their bid online on the portal as per uploaded bid.

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

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enrol themselves (one time) on the eNivida Portal <https://enivida.odisha.gov.in> _ or click on the link "**Bidder Enrollment**" available on the home page of e-tender Portal by paying the Registration fee of Rs.2,500/- + Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. 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.
4. 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.
5. 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.
6. Thereafter, the Bidder shall log in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token .
7. **The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.**
8. After completion of registration & payment, bidders need to send their acknowledgement copy to our help desk mail id odishaenivida@gmail.com for activation of the account.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, they can pay the prescribed Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card after which he/she may download the required documents / tender schedules, Bid documents etc. Once payment of both the fees is done, 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.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. The bidder is required to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get the bid documents to be submitted ready as indicated in the tender document / schedule and generally, these should be in PDF formats. Original documents of the Bid may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. 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, 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.
5. 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 reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

ONLINE SUBMISSION OF BIDS

1. 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.
2. 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.

3. 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.
4. In case of BG, the 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 in original with required amount and validity by the said time, the uploaded bid will be summarily rejected.
5. 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 Coloured (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.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the datelines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. The uploaded bid documents become readable only after the tender opening by the authorized bid openers.
8. 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 & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to 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.

For any clarification in using eNivida Portal:

1. 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.
2. 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 eNivida Helpdesk (as given below) for any query related to e-tendering.

Phone No. 011-49606060

Mail id: - odishaenivida@gmail.com

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1. Fact Sheet

Proposal inviting agency	Odia Virtual Academy (OVA)
Start date of Uploading document	30/12/2025
The contact information	Secretary, Odia Virtual Academy-cum-Special Secretary Electronics & Information Technology Department Government of Odisha Bhubaneswar-751013
Last date and time for submission of proposal	19/01/2026 by 02:00 PM
Earnest Money Deposit - (EMD)	Earnest Money Deposit (EMD) of amount ₹20,00,000/- (Rupees Twenty Lakh only) (refundable) in shape of Demand Draft (DD)/Bank Guarantee (BG) in favor of Secretary, Odia Virtual Academy issued from any of the Scheduled Banks/ nationalized bank as per the prescribed format in this RFP. Note: Scanned copy of the Demand Draft (DD) / Bank Guarantee (BG) as applicable shall be submitted along with technical bid document during online bid submission and original copy of shall be submitted on or before the date of submission of bid.
Pre bid Conference	On 07/01/2026 at 11:00 AM (Bidders queries should reach as on before 06/01/2026 05:00 PM - through email smruti.mishra@odisha.gov.in , ova@odisha.gov.in)
Posting of response to queries and release of corrigendum, if any	09/01/2026
Opening of Technical Bid	19/01/2026 (4.00PM)

Opening of General cum Technical Presentation by the qualified Bidder.	Will be intimated later
Opening of Commercial Bids	Will be intimated later
Bid validity	Bid must remain valid up to 180 (One Hundred & Eighty) days from the actual date of submission of bid.
Address for Correspondence and Clarifications	Secretary, Odia Virtual Academy OCAC Building Acharya Vihar, Bhubaneswar The Bidder has to submit the bid online through https://enivida.odisha.gov.in through two bid system, i.e. General & Technical Bid and Commercial bid.
Language of the proposal	This proposal should be filled in English language only. If any supporting documents are to be submitted, in any other language other than English, then translation of the same in English language, attested by the Bidder should be attached.
Proposal currency	Bidder shall be quote prices in Indian Rupees (INR) and will receive payment is Indian Rupees only
Scope of Work	Selected agency is expected to deliver the services listed in Scope of Work required for successful execution. Responsibility of the services for a period of One Year . Selected Bidder need to start the services at designated site within 15 days of signing of the Contract.
Method of Selection	QCBS (70% Weightage on Technical and 30% Weightage on Commercial Evaluation)

2. Background & Objective

The Odia Virtual Academy (OVA), under the Department of Electronics & Information Technology (E&IT), Government of Odisha, is mandated to preserve, promote, and digitize the Odia language and its vast literary and cultural heritage. Recognized as one of India's six Classical Languages, Odia carries immense linguistic, cultural, and academic significance.

In the era of digital transformation, Odisha envisions establishing Odia as a functional and modern digital language for governance, communication, and citizen engagement. To advance this vision, OVA has launched the Odia Bhasadana Abhiyana - a Statewide movement aligned with the BHASHINI Mission of the Ministry of Electronics & Information Technology (MeitY), Government of India. The initiative seeks to enrich the National Digital Language Corpus by facilitating the creation and contribution of high-quality Odia language datasets through large-scale citizen participation.

Under this RFP, OVA intends to engage an agency that already operates an operational, production-grade platform and possesses a statewide facilitation network capable of mobilizing participants and facilitating data uploads. The agency shall be responsible for collection, management, and reporting of knowledge-based Odia datasets contributed by citizens, students, government officials, and Odia-speaking communities across the State and beyond.

This initiative aims to institutionalize Odia as the working and digital language of governance, while fostering digital readiness, linguistic pride, and inclusion in the digital ecosystem. The selected agency will serve as OVA's implementation partner, leveraging its platform, manpower, and mobilization experience to achieve the State's dataset collection target efficiently and transparently.

While the initial phase of the Odia Bhasadana Abhiyana focuses on citizens within Odisha, the data contribution drive is envisioned to extend beyond the State to include Non-Resident Indians (NRIs), Non-Resident Odias (NROs), and the global Odia community. Through the use of digital platforms, social media, and collaborative outreach, OVA aims to enable Odia-speaking individuals across the world to participate in this cultural and linguistic movement. Within Odisha, the initiative will be implemented at the grassroots level, engaging participants through schools, colleges, institutions, and local organizations across all districts and blocks.

About the Odia Bhasadana Abhiyana

The Odia Bhasadana Abhiyana, implemented by the Odia Virtual Academy (OVA) under the Department of Electronics & Information Technology (E&IT), Government of Odisha, is a flagship initiative aimed at enriching the National Digital Language Corpus and promoting the use of Odia language in digital, administrative, and citizen service environments. The Abhiyana aligns with the vision of the BHASHINI Mission, Ministry of Electronics & Information Technology (MeitY), Government of India, to strengthen India's linguistic diversity in the digital domain. The Odia Bhasadana Abhiyana aspires to become a global

people's movement, connecting Odia speakers across Odisha and the world to collaboratively enrich the Odia digital language repository.

The Abhiyana seeks to transform Odia into a **functional and modern digital language** by integrating language proficiency, technology, and cultural identity. Its key objectives include:

- **Promoting Odia Language Usage in Digital Platforms:** Enabling citizens, students, and professionals to confidently use Odia on computers, smartphones, and e-Governance systems through improved digital and linguistic proficiency.
- **Enhancing Digital Readiness:** Building foundational digital literacy by integrating Odia typing and content creation skills, thereby empowering citizens to access online services and participate in the digital economy.
- **Supporting e-Governance and Administrative Efficiency:** Facilitating increased use of Odia in official communication, documentation, and data management across departments and public institutions.
- **Strengthening Employability and Examination Readiness:** Equipping learners with Odia typing and digital communication competency essential for government jobs, data-entry roles, and competitive examinations.
- **Promoting Linguistic Pride and Cultural Identity:** Reinforcing the importance of Odia as a symbol of Odisha's heritage and as a language adaptable to the technological age.
- **Ensuring Inclusive Access:** Delivering Odia Bhasadana-related training and facilitation through extensive field networks, ensuring participation from rural, tribal, and urban areas across all districts of the State.
- **Institutionalizing Odia as the Working and Digital Language of Governance:** Encouraging sustained departmental adoption, standardized Odia-enabled workflows, and Odia-based citizen-facing services.
- **Aligning Departmental Policies and Processes:** Supporting the transition of Government departments to Odia-first digital operations through continuous capacity-building, tools, and content generation.

- **Establishing Odia as the Default Language of Governance:** Promoting measurable adoption of Odia in official correspondence, public interfaces, and e-Governance platforms.

Through the Odia Bhasadana Abhiyana, Odisha envisions a **digitally empowered ecosystem** where Odia becomes the **language of governance, communication, learning, and innovation**, thereby bridging tradition with technology and reinforcing the State's linguistic pride in the digital age.

Objectives:

The primary objective of this engagement is to select a competent Agency having an operational platform and a functional field-level facilitation network capable of undertaking large-scale collection and management of knowledge-based Odia datasets under the Odia Bhasadana Abhiyana, implemented by the Odia Virtual Academy (OVA), Electronics & Information Technology (E&IT) Department, Government of Odisha.

This initiative forms a vital component of Odisha's contribution to the BHASHINI Mission of the Ministry of Electronics & Information Technology (MeitY), Government of India, which aims to build a National Digital Language Corpus to enable inclusive language technologies and multilingual AI tools.

Through this RFP, OVA seeks to onboard an experienced facilitation partner that already operates a production-ready, scalable platform for dataset collection and possesses an established district- and block-level human network capable of mobilizing citizens, institutions, and Odia-speaking communities to participate in the State-wide data contribution drive.

a) Mobilization and Facilitation

- i. To engage an agency with an existing operational presence across Odisha, including trained manpower up to the Block level, for mobilizing contributors and facilitating dataset uploads through its platform at the State, District, and Block levels.
- ii. To organize training, and facilitation sessions for students, government officials, institutions, and citizens to contribute Odia datasets.
- iii. To facilitate registration and/or collection of a minimum of twenty lakh (20,00,000) Odia dataset entries as per the project timeline. The number of registration and/or collection of Odia Entries may be extended up to fifty lakh (50,00,000) or more.

- iv. To extend the outreach of the Odia Bhasadana Abhiyana to the global Odia community, including NRIs and NROs, by leveraging the platform's online accessibility, social media campaigns, and digital communication channels to enable cross-border participation in Odia dataset contribution.

b) Platform Utilization and Management

- i. To utilize the agency's operational platform, capable of collecting, validating, and managing the repository for large volumes of Odia datasets.
- ii. To customize and configure the platform for Odia language operations, including user registration, dataset submission, automated and manual validation, and real-time transaction tracking.
- iii. To integrate with the BHASHINI platform and the Odia Wiki platform, and securely push/link validated Odia datasets using approved APIs, data formats, and interoperability standards as notified by OVA/MeitY; and to enable integration with any other State or National platforms, systems, or repositories as may be mandated by OVA in future, based on program expansion, technological requirements, or wider dissemination needs.

c) Capacity Building and User Support

- i. To deploy a structured manpower framework including district coordinators, block facilitators, and call centre executives for operational assistance and participant guidance.
- ii. To establish a Call Centre / Helpline to address user queries, technical assistance, and feedback during the dataset upload and validation process.
- iii. To ensure accessibility of platform interfaces and help materials in Odia and English for diverse user groups.

d) Recognition and Engagement

Each registered participant shall be encouraged to **contribute an original Odia dataset in the form of a article** composed directly through the **Odia Bhasadana Abhiyana Portal**. Participants may select a topic of their choice from the following broad knowledge categories:

- i. Places, Personality, Event
- ii. Odia Language, Literature, History, Geography
- iii. Agriculture and Agricultural Allied Sciences
- iv. Science and Technology
- v. Health, Nutrition, Pharmaceutical Science, and Allied Entrepreneurship
- vi. Economics and Management
- vii. Dance, Music, Cinema, Sports, and Entertainment
- viii. Forests, Environment, and Climate Studies
- ix. Major Institutions
- x. Temples and Ancient Architecture
- xi. Life Span and Traditional Medicine
- xii. Plants and Trees/Vines
- xiii. Jagannath Consciousness
- xiv. Administration, Administrative Methods and Regulations, and Law
- xv. Artificial Intelligence

The contribution may be made in any of the following modes—(a) typed in **Odia Unicode script**, (b) **handwritten and uploaded as a scanned image**, or (c) **recorded audio**—and shall contain a word range (<500 words – Category I & >500 words – Category II).

- xvi. Upon successful online submission of the original Odia article or dataset, the participant shall automatically receive an “e-Certificate of Participation”, generated through the portal, acknowledging his/her contribution to the Odia Bhasadana Abhiyana.
- xvii. The submitted content will then be routed to **Subject-Matter Experts (SMEs) / Validators** appointed by OVA for quality review and linguistic validation. Validation shall cover parameters such as originality, linguistic accuracy, adherence to category, and compliance with technical specifications.
- xviii. After successful validation and acceptance of the dataset by OVA, the contributor shall be issued an “e-Certificate of Successful Contribution”, recognizing the validated entry as part of the official Odia digital language corpus.
- xix. In addition to individual certificates, OVA may **recognize and felicitate high-performing contributors, educational institutions, districts, or facilitators** demonstrating exemplary participation, quality, or volume of

validated contributions, through State-level acknowledgment events or digital honours published on the OVA portal.

e) Reporting and Monitoring

- i. To maintain real-time dashboards for monitoring total registrations, submission, contributions, validations, and district-wise performance.
- ii. To provide monthly progress reports summarizing dataset volume and field activities.
- iii. To maintain audit-ready records for every transaction and facilitate third-party verification as and when required by OVA.

2.1 Basic Information

Any contract that may result from this RFP Processes will be issued for a term of One Year (“the Term”) which would include, but not limited to, verify the deliverable, inspection of materials the deliver by the SI, as defined in the respective SLA’s.

RFP documents must be received not later than time, date and venue mentioned on the cover page. Tender papers that are received after the deadline WILL NOT be considered in this procurement process.

Definitions

- a) Request for Proposal (RFP)”, means this detailed notification seeking a set of solution(s), services(s), materials and/or any combination of them.
- b) “State” shall mean the state of Odisha
- c) “GoO” shall mean Government of Odisha.
- d) “OVA” shall mean the Odia Virtual Academy, established by the Electronics and Information Technology Department of Odisha, is a digital platform for preserving, promoting, and propagating the Odia language and literature. Its key functions include digitizing rare manuscripts and books, developing Odia language tools (fonts, spellcheckers, OCR - Optical Character Recognition, TTS - Text-to-Speech), standardizing language resources, and providing open access to Odia content through a centralized repository. It also supports localization of e-governance services and conducts training programs to build capacity in Odia computing and digital content creation. OVA serves as the implementing and nodal agency for the Odia Bhasadana Abhiyana and all related digital language development, preservation, and promotion initiatives of the State Government.
- e) “Secretary” shall mean the Secretary, Odia Virtual Academy-cum-Special Secretary, Electronics & Information Technology Department, Government of Odisha,

Bhubaneswar, and shall include any other officer or authority authorized by the Secretary to act on his/her behalf for the purpose of this RFP and the subsequent contract.

- f) "Authorized Representative" shall mean any person authorized by either of the parties.
- g) "Bidder" means any firm offering the solution(s), service(s) and /or materials required in the RFP. The word Bidder when used in the pre-award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the successful Bidder or Vendor with whom Government of Odisha signs the agreement for rendering of services.
- h) "Requirements" shall mean and include schedules, details, description, statement of technical data, performance characteristics, standards (Indian as well as International) as applicable and specified in the RFP.
- i) "Service" means provision of Contracted service as per this RFP.
- j) "Site" shall mean the location(s) for which the Contract has been issued and where the service shall be provided as per agreement.
- k) "Contract" is used synonymously with Agreement.
- l) "Default Notice" shall mean the written notice of Default of the Agreement issued by one Party to the other in terms hereof.
- m) "Termination Notice" means the written notice of termination of the Agreement issued by one Party to the other in terms hereof.
- n) "Final Acceptance Test (FAT)" means the acceptance testing of the network including equipment at all co-located & remote offices.
- o) "Fraudulent Practice" means a misrepresentation of facts in order to influence procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Government of Odisha of the benefits of free and open competition.
- p) "Implementation Period" shall mean the period from the date of signing of the agreement and up to the completion of time period of contract.
- q) "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 Central Government and/ or the Government of Odisha or any other Government or regulatory authority or political subdivision of government agency.
- r) "Lol" means issuing of Letter of Intent which shall constitute the intention of the Bidder to place the Purchase Order with the successful Bidder.
- s) "Party" means Government of Odisha or Bidder, individually and "Parties" means Government of Odisha and Bidder, collectively.

3 Eligibility Criteria

The Bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in the RFP document. Keeping in view the complexity & volume of the work involved, the following criteria are prescribed as pre-qualification criteria for Bidder interested in undertaking the project. The Bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully execute the work and support the services sought by OVA for the entire period of the contract. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the tender document. The invitation to bid is open to all Bidders who qualify the eligibility criteria as given below:

3.1 Pre-Qualification Criteria

- Bidders are expected to meet all the conditions of the eligibility criteria as mentioned below. Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting eligibility criteria are liable to be rejected summarily.
- The bidder must possess the requisite experience, strength, and capabilities in providing the services necessary to meet the requirements. The responses must be complete in all respects.

The invitation to the responses is open to all bidders who qualify the eligibility criteria as follows:

S.N.	Basic Requirement	Specific Requirement	Documents required
a.	Legal Entity	The responding Bidder should be: <ul style="list-style-type: none">• Registered as a Company / LLP under Companies Act, 1956/2013 OR Partnerships Firm registered under LLP Act, 2008.• Registered with Goods and Services Tax Network (GSTN).• Company in operation for last ten (10) years as on date	<ul style="list-style-type: none">• Copy of Certificate of Incorporation / Registration in India• Copy of the work order• Completion certificate as documentary proof of 10 years in operation• Copy of GST Registration

		<p>of bid submission date</p> <ul style="list-style-type: none"> The Bidder should participate as a single entity, no consortium or group companies will be allowed. 	Certificate
b.	Turnover	The average turnover of the Bidder should be at a minimum of Rs. 20 Crores in the last three financial years ending on 31st March 2025.	<ul style="list-style-type: none"> Copy of audited Profit & Loss Statement OR Certificate from the Statutory Auditor
c.	Net Worth	The Bidder must be making profit and positive net worth in the last three financial years ending on 31 st March 2025.	<ul style="list-style-type: none"> Certificate from the statutory auditor
d.	Earnest Money Deposit (EMD)	The bidder must submit Earnest Money Deposit (EMD) of INR 20,00,000/- (Rupees Twenty Lakh only) in the form of Bank Guarantee with a validity of 180 days from the date of submission of bid. The BG should be from a scheduled commercial bank operating in India.	Amount of INR 20,00,000/- (Rupees Twenty Lakh only) in the form of Demand Draft (DD) in favor of Odisha Virtual Academy and payable at Bhubaneswar or Bank Guarantee (BG) with a validity of 180 days
e.	Manpower	<ul style="list-style-type: none"> The bidder must have at least 20 technical/managerial staff on payroll with qualifications of B.E. / B.Tech. / MCA / MBA for ensuring core technical execution and centralized project coordination. The bidder must have technical resources available in at least 90 percent of the blocks of the state (283 	<ul style="list-style-type: none"> Declaration from HR along with PF Challan (any month during last 6 months)

		blocks) as well as in all 30 districts of Odisha since last one year. These resources must have been deployed directly or through a partnership with a local agency. If resources are deployed through an agency, the bidder must provide a copy of the agreement with that agency.	<ul style="list-style-type: none"> • Copy of agreement/MoU/Contract with the firm
f.	Certifications	<p>The Bidder should have following valid certifications.</p> <ol style="list-style-type: none"> 1. ISO - 27001 2. ISO - 20000 3. ISO - 9001 	<ul style="list-style-type: none"> • Copy of certificate issued by accredited organizations.
g.	Technical Capability	<p>The bidder should have successfully implemented or managed an IT/ITeS project or training program across the state with deployed field resources, covering at least 90 percent of the blocks and all districts within the last ten years for any Government/PSU/Autonomous body.</p> <p>Ongoing projects or training engagements will also be considered.</p>	<ul style="list-style-type: none"> • Work Order / Agreement / Purchase Order; • Completion or Satisfactory Work Certificate issued by the client/ any other documentary evidence from the client/any Government body.
h.	Blacklisting	<p>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</p>	<ul style="list-style-type: none"> • Self-declaration in this regard by the authorized signatory of the Bidder on the company letterhead (as per template provided in this RFP

			document)
i.	Local Presence	The bidder must have an established presence in Odisha with operations at the district level. This may be through its own offices, authorized local partners, affiliated institutions, or other documented operational arrangements.	<ul style="list-style-type: none"> • Agreement/ Trade licence/ Undertaking
j.	Consortium	<ul style="list-style-type: none"> • The Bidder should participate as a single entity, no consortium or group companies will be allowed. • The Bidder shall be single point of contact with OCAC and shall be solely responsible for the execution and delivery of the work. 	

Note: It is to be noted that in case of non-compliance of any of the above clauses mentioned in the RFP pre-qualification criteria, the bids will be summarily rejected without entertaining any clarification from the Bidder.

3.2 Criteria for Evaluation of Technical Bids

The technical proposals will be evaluated based on the following parameters. Bidders must submit valid supporting documents for each criterion. In absence of formal documents, a self-declaration with relevant evidence may be submitted.

Technical Evaluation Criteria

S.N.	Criteria	Max. Marks	Weightage Parameters
1	Experience in implementing or managing IT/ITeS project or training program across the state of	20 Marks	Each Project – 10 marks

	<p>Odisha with deployed field resources, covering at least 90 percent of the blocks and all districts for any Government/PSU/Autonomous agency.</p> <p>Supporting Documents: Work Orders / Agreements / Completion Certificates / Client Letters clearly indicating participant numbers and project nature.</p>		
2	<p>Statewide Manpower Deployment for Facilitation and Training/handholding Activities</p> <p>The bidder should have an deployment of technical manpower (Diploma, BCA, Degree, MCA) deployed across multiple districts and blocks of Odisha, either directly or indirectly through Associates / Authorized Partners, engaged in facilitation, training, or similar field-level activities under Government / PSU projects. The manpower network shall demonstrate the bidder’s capability to ensure statewide execution and on-ground reach for the Odia Bhasadana Abhiyana.</p> <p>Supporting Documents:</p> <ul style="list-style-type: none"> • List of Implementation Associates / Authorized Partners with an undertaking document confirming engagement and functional presence; and • In case the deployment is made by the bidder directly, 	10 marks	<p>Presence of up to 100 trained personnel across the State – <i>2.5 Marks</i></p> <p>Presence of above 100 and up to 250 personnel – <i>5 Marks</i></p> <p>Presence of above 250 and up to 500 personnel – <i>7.5 Marks</i></p> <p>Presence of above 500 personnel – <i>10 Marks</i></p>

	<p>declaration on company letterhead certified by the Authorized Signatory confirming the current operational manpower strength and deployment across Odisha.</p>		
3	<p>The bidder should have successfully developed or implemented, or managed application platforms or digital systems supporting large-scale user engagement exceeding one lakh (100,000) users, under Government, PSU, or large institutional projects. The experience shall demonstrate the bidder's capability to handle high-volume user registration, content submission, and data management activities.</p> <p>Supporting Documents:</p> <p>Copies of Work Orders / Agreements / Completion Certificates / Client Letters clearly mentioning the nature of the platform and approximate number of active users handled.</p>	10 Marks	Each Project – 5 marks
4	<p>Tie-ups / Partnerships / Associations with Higher Educational Institutions, Colleges, or Universities for Training Activities</p> <p>The bidder should have existing formal tie-ups, partnerships, or associations with recognized Higher Educational Institutions, Colleges, or Universities for conducting training, skilling, or capacity-building programs. Such institutional linkages will demonstrate</p>	10 Marks	Each institution- 2 marks

	<p>the bidder's ability to mobilize participants, organize training sessions, and extend outreach through academic networks across the State.</p> <p>Supporting Documents:</p> <p>Copies of MoUs / Agreements / Letters of Association / Endorsements from respective institutions confirming partnership or collaboration for training or facilitation activities.</p>		
5	<p>Experience in Conducting Training or Capacity-Building Programs in Odisha</p> <p>The bidder should have conducted <i>Training or capacity building programme</i> in Odisha.</p> <p>This criterion shall demonstrate the bidder's experience in preparing master trainers/trainers, validators, or expert resource personnel for large-scale education, skilling, or digital facilitation programs within the State.</p> <p>Supporting Documents:</p> <p>Copies of Work Orders / Completion Certificates / Client Letters / Performance Reports indicating number of candidates trained and project scope.</p>	5 Marks	Each 1000 candidates – 1 marks
6	<p>Experience in Conducting Hackathon or Educational Enrichment Programs for Students</p> <p>The bidder should have organized or</p>	5 Marks	<p>1,000 to 2,000 candidates trained – 1 Marks</p> <p>2,001 to 3,000</p>

	<p>executed knowledge-based, academic, or competitive programs (such as Olympiads, aptitude tests, innovation challenges, or learning assessments) aimed at enhancing students' knowledge, awareness, and subject proficiency in association with Government Departments, PSUs, or recognized educational institutions during the last five (5) years preceding the bid submission date.</p> <p>Supporting Documents:</p> <p>Copies of Work Orders / Completion Certificates / Event Reports / Client Acknowledgments clearly indicating the number of participants and nature of the program.</p>		<p>candidates trained – 2 Marks</p> <p>3,001 to 4,000 candidates trained – 3 Marks</p> <p>4,001 to 5,000 candidates trained – 4 Marks</p> <p>Above 5,000 candidates trained – 5 Marks</p>
7	Technical Presentation: Approach & Methodology for Project / Service Monitoring	30 Marks	<p>a) Understanding of OVA objectives and Odia Bhasadana Abhiyana – 10 marks</p> <p>b) Implementation Plan and Field Mobilization Strategy – 10 marks</p> <p>c) Data Validation and Quality Assurance Mechanism – 5 marks</p> <p>d) Innovation and Best Practices in Similar Assignments – 5 marks</p>
8	Demonstration of the proposed platform	10 marks	Demonstration of the platform

Formula

- a) Bidders who secure a Technical Score of at least 70 Marks 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:
- d) $T_n = \{(\text{Technical Bid score of the Bidder} / \text{Highest technical evaluation marks}) * 100\} \%$
(Adjusted to two decimal places)
- e) The commercial bids of only the technically qualified bidders will be opened for further processing.

3.1 Evaluation Criteria

The technical proposals will be evaluated based on the following parameters. Bidders must submit valid supporting documents for each criterion. In absence of formal documents, a self-declaration with relevant evidence may be submitted.

3.2 Financial bid Evaluation Criteria

- a) The Financial Bids of the technically qualified bidders (those have secured more than 70% of mark in technical evaluation) will be opened on the prescribed date in the presence of bidders' representatives.
- b) The bid with lowest Financial (L1) i.e. "lowest price quoted" will be awarded 100% Score.
- c) Financial Scores for other than L1 Bidders will be evaluated using the following formula
Financial Score of a Bidder=
$$\{(\text{Financial Bid of L1} / \text{Financial Bid of the Bidder}) * 100\} \%$$

(Adjusted up to two decimal Places)
- d) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- e) The bid price will be exclusive of all taxes and levies and shall be in Indian Rupees.
- f) Any conditional bid would be rejected
- g) **Though cost quoted in Software Enhancement Service and Support resources will be added in total cost and will be considered during financial bid evaluation, payment will be made based on total man-month consumed/number of resources engaged as per actual.**
- h) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total

price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.

3.3 Combined evaluation of Technical and Financial Bids

a) The technical and financial scores secured by each bidder will be added to compute a composite Bid Score.

- The technical and financial scores secured by each bidder will be added using weightage of 70% (Technical) and 30% (Financial) respectively to compute a Composite Bid Score.

$$B_n = 0.70 * T_n + 0.30 * F_n$$

Where

B_n = overall score of bidder

T_n = Technical score of the bidder (out of maximum of 100 marks)

F_n = Normalized financial score of the bidder

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Technical Score	Financial Score	Weighted Technical Score (70% of B)	Weighted Financial Score (30% of C)	Composite Score (F=D+E)
A	B	C	D	E	F

b) The Bidder securing Highest Composite Bid Score will be adjudicated with the Best Value Bidder for award of the project.

c) In the event the bid composite bid scores are ‘tied’, the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the project.

4 Instructions to Bidders

4.1 General terms and conditions

- a) The terms and conditions outlined in this Request for Proposal (RFP), along with any subsequent corrigenda issued by the Odia Virtual Academy (OVA), shall be applicable and binding throughout the bidding process and subsequent contract period.
- b) Each Bidder shall submit only one Proposal in response to this RFP. Any Bidder who submits or participates in more than one proposal—either independently or as part of a consortium or joint venture—shall be disqualified from the bidding process.
- c) While every effort has been made to provide accurate and comprehensive background information and to outline the scope of responsibilities and requirements, Bidders are advised to conduct their own due diligence and rely on

their professional judgment and prior experience in similar engagements to assess the support and effort required to meet the stated objectives.

- d) All information submitted by Bidders as part of their proposal shall be deemed contractually binding upon the Bidder, in the event that the assignment is awarded to them by OVA.
- e) It is expressly clarified that no commitment of any kind, whether contractual or otherwise, shall exist unless and until a formal written contract has been executed by or on behalf of OVA. Any communication indicating the status of a Bidder as "preferred" shall not, under any circumstances, be construed as a contract or agreement. OVA reserves the right to cancel or withdraw this procurement process at any stage, without incurring any liability or obligation, prior to the execution of a formal contract.

4.2 Authentication of Bid

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or by a person duly authorized to bind the Bidder to the Contract. A Letter of Authorization, Power of Attorney, or Board Resolution, as applicable, authorizing the signatory to sign the bid documents on behalf of the Bidder shall be enclosed with the bid.

All pages of the bid, except for unaltered printed brochures and literature, shall be initialed and stamped by the authorized signatory. Failure to comply with this requirement may result in the bid being considered non-responsive.

4.3 Validation of Interlineations in Bid

The bid shall be free from any interlineations, erasures, or overwriting, except as necessary to correct errors made by the Bidder. In such cases, the corrections shall be initialed and stamped by the authorized signatory of the Bidder. Any bid containing unauthorized alterations is liable to be rejected.

4.4 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, including any costs incurred for presentations, demonstrations, or clarifications that may be requested by the Purchaser. Under no circumstances shall the Purchaser be liable for these costs, regardless of the outcome or final decision of the tendering process.

4.5 Clarification on Tender Document

Prospective Bidders requiring any clarification on the RFP document shall submit their queries in writing through the e-tendering portal at <https://enivida.odisha.gov.in> only, in accordance with the timeline specified under “Invitation for Bids / Key Events and Dates.”

Queries must be submitted in the following format only to be considered for response:

Sl. No.	RFP Reference (Section No./Page No.)	Clause Description	Clarification Sought
1			
2			

No other mode of communication (email/post/phone) shall be entertained for submission of queries.

Pre-bid Conference will be held on XX/XX/2025 @ 12:30PM through online VC system. Meeting Link will be sent to Bidders through email, who will submit their queries.

4.6 Responses to Pre-Bid Queries and Issue of Corrigendum

- a. The Nodal Officer mentioned in the RFP will endeavor to provide timely responses to all queries received. However, OVA makes no representation or warranty as to the completeness or accuracy of any response provided in good faith, and is not obliged to respond to all queries received.
- b. At any time prior to the last date for receipt of bids, OVA may, for any reason—either at its own initiative or in response to a clarification request—modify the RFP by issuing a corrigendum.
- c. All corrigenda and clarifications, if any, shall be published on the e-tender portal: <https://enivida.odisha.gov.in>.
- d. Any such corrigendum shall be deemed to form an integral part of this RFP.
- e. In order to allow prospective Bidders reasonable time to take the corrigendum into account, OVA may, at its discretion, extend the last date for submission of bids.

4.7 Documents Comprising the Bids

The bid prepared by the Bidder shall comprise the following components. Bids not conforming to the requirements shall be summarily rejected.

a) Pre-Qualification Bid

The Bidder shall submit the following documents in support of eligibility:

- **Format 1:** Covering Letter
- **Format 2:** General Information about the Bidder
- **Format 3:** Detailed Checklist for Pre-Qualification along with supporting documents
- **Format 4:** Declaration Regarding Ineligibility / Blacklisting
- **Format 5:** Declaration of Acceptance of Terms & Conditions

b) Technical Bid

- **Format 6:** Technical Bid Letter
- **Format 7:** Project Experience

c) Financial Bid

- **Format 8:** Commercial Bid Letter
- **Format 9:** Price Bid Format (Breakdown of Cost Components)

4.8 Bid Prices

The Bidder shall quote prices in the prescribed format, indicating unit rates and the total bid price. Prices should be shown separately for each component as per the scope of work. Any omission or incomplete price information may result in rejection of the bid. The quoted prices are intended solely to facilitate evaluation and do not limit OVA's right to negotiate final terms.

The Bidder is responsible for understanding the complete scope of work. Any additional efforts required to meet the functional requirements shall be carried out within the quoted price. No additional cost shall be entertained.

4.9 Firm Prices

Prices quoted must be firm and final and not subject to any upward revision. OVA reserves the right to negotiate the quoted prices to seek downward revision, if necessary.

Disclosure of financial bid details in any form before opening of the commercial bid shall lead to outright rejection. Any changes in pricing, if required due to clarification, must be submitted only with prior written approval and at least seven days before the final bid submission date.

4.10 Bid Currencies

Prices shall be quoted in **Indian Rupees (INR)** only.

4.11 Bidder Qualification

The term "Bidder" refers to the entity that has submitted the bid. The person signing the bid should be either the Principal Officer or an authorized signatory supported by a valid Power of Attorney/Board Resolution. All bid documents and clarifications must be signed by the authorized representative.

4.12 Bid Validity

- Bids shall remain valid for **180 days** from the date of technical bid opening. A bid valid for a shorter period will be considered non-responsive.
- Prices quoted shall remain fixed throughout the contract period and shall not increase. In case of global price decline, OVA reserves the right to renegotiate.
- OVA may request an extension of the bid validity period. Such requests and responses shall be made in writing, and EMD validity shall be extended accordingly.

4.13 Modification and Withdrawal of Bids

- A Bidder may modify or withdraw its bid before the last date for bid submission by sending a **written request** to OVA. Withdrawal requests via email or fax shall be followed by a signed confirmation.
- No modification or withdrawal will be allowed after the bid submission deadline. Any withdrawal during the bid validity period may lead to disqualification.

4.14 Opening of Bids

- Bids will be opened by OVA or its appointed committee at the time and date specified under "Invitation for Bids."
- Authorized representatives of Bidders may attend the bid opening. Names of Bidders, bid modifications, withdrawals, and EMD declarations will be announced.
- Bids that are incomplete or received late shall not be considered for further evaluation.

4.15 Rectification of Errors

- In case of a discrepancy between unit price and total price, the **unit price shall prevail**.
- If an item is not quoted but required, the **highest price quoted by other Bidders** for that item shall be added to the concerned Bidder's total cost for evaluation.
- If there is a discrepancy between words and figures, the **amount in words shall prevail**.

4.16 Contacting the Purchaser

- No Bidder shall contact OVA on any matter relating to its bid from the time of bid opening until the contract is awarded.
- Any attempt to influence the Purchaser's decisions may lead to rejection of the bid.

4.17 Purchaser's Right to Vary Scope or Extend Contract

- OVA may issue the initial work order for **One year** and extend the contract annually based on performance.
- Changes to scope may be made with mutual agreement, and cost/time adjustments will be incorporated through contract amendments.

4.18 Purchaser's Right to Accept or Reject Any or All Bids

OVA reserves the right to accept or reject any bid, wholly or in part, or cancel the tender without assigning any reason and without incurring any liability.

4.19 Notification of Award

OVA 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 in the RFP.

After OVA notifies the successful bidders that its proposal has been accepted, OVA shall issue purchase order and enter into a contract with the successful bidders taking into account the relevant clauses of RFP, pre-bid clarifications, Corrigenda, the proposal of the bidder in addition to other agreed clauses. Service Agreement (SA) would be signed for entire project period & value.

4.20 Failure to Abide by the Agreement

Failure to comply with the contractual obligations will result in termination and enforcement of penalties as specified.

4.21 Performance Bank Guarantee

- a) OVA 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 work order value (excluding all taxes) and should be valid for a period of 72 months.
- c) The Performance Guarantee shall be kept valid till completion of the particular work order period.
- 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, OVA 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) OVA shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or OVA incurs any damages due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

4.22 Rejection Criteria

a) Pre-Qualification Rejection

- Missing or invalid Tender Fee/EMD
- Non-submission of signed documents or authorization
- Misleading/fraudulent information
- Submission after the deadline

b) Technical Rejection

- Commercial details in Technical Bid
- Incomplete technical documentation
- Non-compliance with RFP terms
- Partial or non-quoting of required scope
- Deviations from project timelines

c) Commercial Rejection

- Incomplete or incorrect Financial Bid
- Deviations from prescribed commercial format

4.23 Concessions under Statutes

The Bidder is responsible for availing statutory concessions, if any. OVA shall not be responsible for any additional financial burden arising due to non-availment.

4.24 Tax Liability

The Bidder shall be solely responsible for all statutory tax liabilities.

5 Scope of Work

The selected **Agency** shall be responsible for the **facilitation, registration, collection, integration, and management of knowledge-based Odia datasets** under the **Odia Bhasadana Abhiyana**, implemented by the **Odia Virtual Academy (OVA), Department of Electronics & Information Technology (E&IT), Government of Odisha**.

The Agency shall **utilize its operational platform** and **deploy a structured field-level facilitation network** across all districts and blocks of Odisha to mobilize citizens, students, institutions, and Odia-speaking communities for large-scale contribution of Odia datasets.

The engagement will focus on both **digital facilitation** (through the agency's operational platform) and **human facilitation** (through district and block-level manpower), ensuring inclusivity, efficiency, and quality in dataset collection. The Agency shall also **facilitate integration of validated Odia datasets with the BHASHINI platform**, as per the technical standards and interoperability guidelines prescribed by OVA and the BHASHINI Mission.

The project shall **facilitate collection of a minimum of twenty lakh (20,00,000) Odia dataset records** (text, speech, or image), **subject to a maximum cap of fifty lakh (50,00,000) records**, during the contract period.

Note:

For the purpose of this RFP, the term *Odia Dataset Record* shall include the following types of contributions—

- **Text Dataset:** Odia content typed in **Unicode Odia script** and submitted digitally through the authorized platform.
- **Speech Dataset: Recorded audio** of Odia speech, narration, or reading contributed as per prescribed format, clarity, and duration standards.
- **Image Dataset: Scanned handwritten Odia text** (on paper or digital pad) uploaded in approved image formats as notified by OVA.

Components under Scope**a) Platform Utilization and Configuration**

- (i) The Agency shall utilize its **operational, production-grade application platform**, which is already capable of handling large-scale multilingual data uploads, validation, and reporting.
- (ii) The platform shall support Odia language input (Unicode-based), speech uploads, and image-based text submissions.
- (iii) The Agency shall customize and configure its platform to accommodate OVA's program parameters, dataset formats, validation processes, and contributor recognition features.
- (iv) The Agency shall ensure that the platform provides the following essential functionalities:
 - A. Secure user registration and authentication;
 - B. Dataset upload module supporting **text (Unicode Odia), speech (audio), and image (scanned handwritten)** formats;

- C. **Validation workflow through designated Subject Matter Experts (SMEs) / Validators**, ensuring linguistic accuracy, originality, and compliance with prescribed standards;
- D. Real-time dashboards and progress tracking for contributors, facilitators, and administrators;
- E. Automated generation of two types of digital certificates:
 - a. An **e-Certificate of Participation** issued upon successful submission of an Odia dataset; and
 - b. **e-Certificate of Successful Contribution** issued after validation and final approval of the dataset; and
- F. Administrative monitoring interface for OVA officials with access to user analytics, dataset statistics, and validation status.
- G. Integration and Interoperability Modules for:
 - a. **BHASHINI Platform Integration:** Enabling secure transfer and synchronization of validated Odia datasets to the National Digital Language Corpus through BHASHINI APIs and data standards prescribed by the Ministry of Electronics & Information Technology (MeitY), Government of India.
 - b. **Odia Wiki Integration:** Facilitating structured linkage and content exchange between validated Odia datasets and Odia Wiki repositories to enhance public accessibility, linguistic research, and collaborative enrichment of Odia digital resources.
 - c. **Odia Database Enhancement:** Supporting continuous expansion and refinement of the Odia language dataset repository as directed by OVA, through integration of new data types, improved annotation layers, and corpus enrichment modules aligned with emerging linguistic and AI requirements.

The platform shall be **hosted at the State Data Centre (SDC), Government of Odisha**, while the Agency shall provide and maintain all required **technical support, configuration, and performance monitoring** services at its own cost.

b) Mobilization and Field-Level Facilitation

- i. The Agency shall deploy its **State-wide network** to ensure coverage across all **districts and blocks of Odisha**.
- ii. Each block shall have designated **Facilitators / Coordinators** responsible for:
 - Conducting orientation sessions;
 - Assisting participants in uploading datasets through the platform; and
 - Ensuring correctness and completeness of contributions.
- iii. The Agency shall organize district- and block-level drives, camps, and training sessions in coordination with local institutions, schools, colleges, and community organizations.
- iv. The facilitation network shall operate under a **structured reporting hierarchy** — *Block Facilitators → District Coordinators → State Nodal Officer*.
- v. The Agency shall also facilitate global outreach and participation of Non-Resident Indians (NRIs), Non-Resident Odias (NROs), and members of the global Odia community through the use of the platform's online interface, digital campaigns, and social media-based engagement strategies, as directed by OVA. The Agency shall ensure that Odia-speaking individuals residing outside India can access the platform and contribute datasets in text, speech, or image formats in accordance with the prescribed guidelines.

c) Manpower Deployment Plan

- i. The Agency shall deploy a **dedicated team of qualified professionals** at the State and District levels to ensure effective coordination, facilitation, and training activities under the Odia Bhasadana Abhiyana. The deployed personnel shall work in

close coordination with the Odia Virtual Academy (OVA) and under the overall supervision of OVA-designated officers.

ii. Within Odisha, the Agency shall implement a grassroots mobilization strategy ensuring coverage up to the Block and Gram Panchayat levels, leveraging district coordinators and field facilitators to engage schools, colleges, government institutions, and local communities for Odia dataset contribution drives. The manpower shall be responsible for the following core functions:

- Execution of training and facilitation activities for dataset contribution;
- District and block-level coordination with institutional and community partners;
- Technical management of data, tools, and the operational platform; and
- Contributor support and query resolution through a centralized Call Centre.

iii. Besides deployment of manpower at district and block level, a dedicated Program Management Unit (PMU) to be established at the state level for overall monitoring and supervision of the program. The details of the PMU will be given below.

Sl. No.	Position	Number of Personnel (Minimum)	Key Roles and Responsibilities
1	Program Manager	1	Overall management of project execution, coordination with OVA, supervision of district-level operations, and reporting of consolidated progress.
2	Managers - Program & Outreach Coordination	1	Oversee planning and scheduling of training programs, supervise district-level facilitators, coordinate institutional linkages for dataset contribution, and monitor mobilization and training deliverables.
3	Technical Experts - Data, AI & Platform Management	1	Manage platform configuration, data integrity, and user management; coordinate with OVA's technical team for integration with BHASHINI and Odia Wiki; support AI-driven enhancements

			and Odia database enrichment.
4	Designer & Communication Specialists	1	Design digital training aids, IEC materials, visual creatives, and communication collaterals in Odia and English for contributor engagement and campaign dissemination.
5	Video Editor (AI Skills)	1	Create and edit training and awareness videos using AI-assisted tools; support production of visual tutorials, validator training clips, and multimedia materials for online and offline dissemination under OVA's direction.
6	Call Centre Executives	5	Handle contributor and facilitator queries through the centralized helpline, maintain call logs, and provide first-level technical assistance. Detailed roles and responsibilities are described under Clause (f) — <i>Call Centre / Helpline Operations</i> .

- iv. The above manpower shall be deployed for the duration of the project as per timelines specified by OVA.
- v. The Agency shall ensure that all personnel are **qualified, trained, and competent** for their assigned roles prior to deployment.
- vi. Minimum Qualification and Experience Requirements are tabled below:

Sl. No.	Position	Minimum Educational Qualification	Minimum Experience
1	Program Manager	Post-Graduate Degree in Management / Social Sciences / Information Technology or equivalent from a recognized University.	Minimum 5 years of experience in project management, coordination of State or Central Government projects, preferably in training, capacity building, or digital facilitation domains.
2	Managers – Program & Outreach	Graduate / Post-Graduate Degree in Management / Education / IT / Mass	Minimum 3 years of experience in coordination of multi-district training or outreach projects,

	Coordination	Communication.	preferably with Government or PSU clients.
3	Technical Experts – Data, AI & Platform Management	B.E. / B.Tech. / MCA or equivalent in Computer Science / IT / AI / Data Science from a recognized institution.	Minimum 3 years of experience in database management, AI/ML systems, web platform administration, or data integration assignments; prior exposure to e-Governance platforms preferred.
4	Designer & Communication Specialists	Graduate / Diploma in Graphic Design / Visual Communication / Multimedia or related field.	Minimum 2 years of experience in content design, visual communication, or educational media development; ability to design Odia-language materials essential.
5	Video Editor (AI Skills)	Graduate / Diploma in Multimedia Production / Film Editing / Animation / Visual Communication or related discipline; certification in AI-based editing tools desirable.	Minimum 2 years of experience in video production and editing using AI-assisted tools (e.g., automated subtitling, background enhancement, speech sync); experience in creating training or instructional videos in Odia preferred.
6	Call Centre Executives	Graduate in any discipline.	Minimum 1 years of experience in customer support / helpline / training facilitation; familiarity with Odia typing and data entry is desirable.

d) Training Program for Participants

- i. The Agency shall prepare and execute a comprehensive Training Program Strategy for Odia dataset contribution, aligned with OVA's communication plan and messaging guidelines.
- ii. The training program shall focus on the following key components:
 - Overview and objectives of the Odia Bhasadana Abhiyana;
 - Demonstration of the dataset contribution process through the authorized platform;

- Quality parameters and best practices for text, speech, and image submissions;
 - Motivational, recognition, and participation mechanisms for contributors; and
 - Use of Odia Unicode typing tools and digital interfaces for creating and uploading content.
- iii. The Agency shall conduct training through multiple modes, including district-level workshops, institutional sessions, and digital webinars, ensuring accessibility to participants from both urban and rural areas.
 - iv. The Agency shall develop and distribute training and communication materials (brochures, posters, videos, banners, and digital creatives) in Odia and English, duly approved by OVA, to ensure uniformity of message and visual identity across all sessions.
 - v. The Agency shall ensure that all training sessions emphasize mass participation, inclusivity, and pride in contributing to the digital empowerment of the Odia language.
 - vi. The Agency shall develop and disseminate digital training modules and self-learning content suitable for Odia-speaking audiences globally, enabling online participation by NRIs, NROs, and members of the global Odia community through the platform, time-zone friendly webinar scheduling, and other virtual sessions coordinated with OVA.
 - vii. The Agency shall ensure deployment of sufficient trainers and field facilitators to conduct **Block-level training programmes** on the use of the Odia Bhasadana Portal, covering processes such as participant registration, login, Odia dataset contribution (text/speech/image), submission tracking, and basic troubleshooting. These trainings shall be organized in coordination with local institutions and as per the schedule and guidelines approved by OVA, with specific focus on enabling first-time and rural users to independently use the portal.
- e) **Training for Validators / Subject Matter Experts (SMEs)**
- i. The Agency shall deploy necessary manpower for demonstration and explanation of the platform for the review, validation and approval process of the Odia dataset in

the training and orientation program organized by OVA for Validators / Subject Matter Experts (SMEs).

- ii. The training shall focus on:
 - Familiarization with the **dataset validation workflow** on the platform;
 - Procedures for reviewing text, speech, and image submissions;
 - Guidelines for assessing **originality, linguistic quality, and content accuracy**;
 - Data handling protocols and confidentiality requirements; and
 - Reporting and feedback mechanisms within the platform.
- iii. The Agency shall prepare concise **training manuals, digital tutorials, or user guides** for Validators / SMEs approved by OVA prior to rollout.
- iv. Each training session shall include **hands-on demonstration and practice exercises** using sample datasets to ensure consistency and uniformity in the validation process.
- v. The Agency shall organize **training and orientation programmes for Validators / SMEs at State and District levels**, as per the batch plan, locations, and timelines approved by OVA. The Agency shall ensure availability of adequate resource persons, demo environments, and training materials so that all designated Validators / SMEs are fully familiar with the validation workflow, quality parameters, and reporting mechanisms before commencement of large-scale dataset validation.

f) Call Centre / Helpline Operations

- i. The Agency shall establish a **Call Centre / Helpdesk** to support contributors, facilitators, and OVA officials throughout the implementation period.
- ii. The Helpdesk shall provide:
 - Guidance on dataset upload and validation process;
 - Technical support for users facing issues; and
 - Data reporting and status updates.

- iii. The Agency shall ensure adequate staffing of the helpdesk with Odia-speaking support executives and maintain a log of calls and queries resolved.

g) Facilitation to validate Data

- i. The Agency shall provide necessary training and technical support to **Validators / Subject Matter Experts (SMEs)** regarding the use of the platform and validation workflow, and shall extend facilitation or logistical assistance for any recognition or felicitation activities as directed by OVA.
- ii. The platform shall capture an originality declaration at the time of submission. Each contributor shall submit original Odia article work as part of the dataset contribution process. The article must be the participant's own creation, aligned with approved thematic categories (Art, Social Work, Administration, Science, etc.) and submitted in Odia Unicode, handwritten (scanned image), or recorded audio as per the notified specifications. The Agency shall configure and facilitate this process as per OVA's guidelines.
- iii. **Multi-layer Validation and Verification Mechanism**

A comprehensive **multi-layer validation mechanism** shall be implemented within the platform to ensure linguistic accuracy, originality, and quality compliance of all submitted datasets.

Layer 1 (L1) – Verification:

- Preliminary verification of submissions by the concerned departmental or domain-level validators to confirm thematic relevance, category alignment, and adherence to prescribed format and metadata standards.
- Improper or incomplete datasets shall be rejected at this stage, and contributors shall be notified automatically through the platform for necessary correction or resubmission.

Layer 2 (L2) – Linguistic Review and Quality Screening:

- Secondary review by trained validators or linguistic experts for content integrity, grammar, syntax, and contextual accuracy.

- This layer shall focus on detailed language review and identification of quality issues, duplication, or potential content anomalies prior to final validation.

Layer 3 (L3) – Central Validation and Scoring:

- Final verification by the Central Validation Team designated by OVA, responsible for evaluation of datasets using the approved on-screen evaluation system.
- Datasets approved at this stage shall be considered “**Validated and Approved Records**” eligible for inclusion in the official Odia language corpus and subsequent integration with the BHASHINI and Odia Wiki platforms.

***NB:** For the purpose of this RFP, automated checks refer only to basic platform-assisted suggestions and preliminary data consistency indicators that appear when a user types in Odia Unicode through the platform (e.g., spelling/word-form suggestions derived from the repository). These do not constitute validation or approval. Final validation shall always be carried out by designated Subject Matter Experts (SMEs) / Validators under OVA’s supervision.*

h) Contributor Recognition and Certification

- i. The Agency shall configure its platform to enable **automatic generation and issuance of two types of e-Certificates** to participants as part of the Odia Bhasadana Abhiyana:
 - **e-Certificate of Participation**, to be auto-generated immediately upon successful submission of an original Odia article or dataset contribution through the platform; and
 - An **e-Certificate of Successful Contribution**, to be issued automatically after the submitted dataset has been validated and approved by designated Subject Matter Experts (SMEs) / Validators under OVA supervision.
- ii. Each certificate shall bear the name and logo of the Odia Virtual Academy (OVA) and shall include participant details, type of contribution (Text /

Speech / Image), title of submission, and a unique Certificate ID linked to the participant's contribution record.

- iii. The Agency shall submit **monthly progress reports** to OVA summarizing:
 - Number of contributors and datasets uploaded;
 - District-wise and block-wise performance;
 - Validation status; and
 - Field-level manpower deployment.
- iv. The Agency shall provide **real-time dashboards** accessible to OVA for monitoring dataset collection, validation, and outreach activities.
- v. OVA may conduct **random checks or third-party audits** to verify reported transactions and data authenticity.

i) Performance and Delivery Targets

- i. During the engagement period, the Agency is expected to facilitate **approximately 20 lakh participant registrations** and **around 20 lakh Odia dataset submissions** as the **indicative baseline target**, subject to program uptake and field conditions.
- ii. Based on OVA's assessment and written approval, and depending on program growth, geographical expansion, or operational readiness, the Agency may be requested to scale the contribution volume **up to a maximum of 50 lakh dataset submissions** during the contract period, while maintaining the prescribed standards of quality, verification, and audit compliance.

j) Compliance and Data Security

- i. The Agency shall ensure strict compliance with the **Information Technology Act, 2000, IT (Reasonable Security Practices and Procedures) Rules, 2011**, and relevant data privacy norms.

- ii. All Odia datasets, metadata, and logs generated under this project shall remain the **exclusive intellectual property of the Government of Odisha**, managed through OVA.
- iii. No data collected under this project shall be used, shared, or stored by the Agency for any other commercial purpose without prior written approval from OVA.

k) Overall Deliverables (as part of Scope)

Under this Scope, the following key deliverables shall be provided by the selected Agency:

- A. **Platform Readiness & Hosting:** Deployment, configuration, and Go-Live of the Agency's operational platform for Odia dataset collection and management, hosted at the **State Data Centre (SDC), Government of Odisha**, with ongoing technical support, configuration updates, uptime/performance monitoring, and security hardening.
- B. **Contributor Onboarding & Transactions Enablement:** End-to-end enablement of three transaction types on the platform: **(i) Participant Registration**, **(ii) Dataset Submission** (text/speech/image), and **(iii) On-screen Evaluation** by Validators/SMEs; with secure authentication, unique transaction IDs, and audit-ready logs.
- C. **Facilitation Network (Statewide Grassroots):** Establishment and operation of a structured facilitation network of manpower across **all districts and blocks** of Odisha (including coverage up to Gram Panchayat level as required) to mobilize citizens, students, institutions, and officials for Odia dataset contribution.
- D. **Global Participation Enablement:** Digital outreach and participation enablement for **NRIs, NROs, and the global Odia community** through online access, social media campaigns, and platform-based webinars/digital sessions as directed by OVA.
- E. **Training Program for Participants:** Design and delivery of district/institution-level **training sessions** and digital webinars covering Abhiyana objectives, platform usage, submission standards for text/speech/image, Odia Unicode tools, and participation/recognition mechanisms; with OVA-approved bilingual (Odia/English) materials.

- F. **Training for Validators / SMEs:** Conduct of dedicated **orientation and hands-on training** for Validators/SMEs on workflow, evaluation rubric, originality checks, data handling/confidentiality, and reporting—supported by concise manuals/tutorials approved by OVA.
- G. **Validation & Quality Assurance: Facilitation of multi-layer validation** (SME review and supervisory approval) for accuracy, duplication checks, linguistic quality, and compliance; maintenance of audit-ready transaction trails (contributor, validator IDs, timestamps).
- H. **Contributor Recognition & Certificates: Auto-generation of two e-Certificates:**
- i. *e-Certificate of Participation* upon successful submission;
 - ii. *e-Certificate of Successful Contribution* upon validation and approval—each bearing OVA logo/name, contribution details, and unique Certificate ID.
- I. **Call Centre / Helpline:** Operation of a **centralized Call Centre/Helpdesk** with Odia-speaking executives to support contributors/facilitators/OVA, including issue resolution and maintenance of call logs and resolution records.
- J. **Integration with BHASHINI and Odia Wiki:** Facilitation of integration and secure transfer of validated Odia datasets to:
- the BHASHINI platform, as per APIs, technical standards, and interoperability guidelines notified by OVA / MeitY; and
 - the Odia Wiki platform, for structured linkage and open access to validated Odia content as approved by OVA.
- K. **Targets & Scale:** Facilitation to **collect a minimum of 20,00,000** (twenty lakh) Odia dataset records (text/speech/image) within the project timeline and **scalable up to 50,00,000** (fifty lakh) subject to OVA's approval and extended timeline.
- L. **Dashboards, Monitoring & Reports:** Provision of **real-time dashboards** for OVA (contributions, validations, geography-wise performance), and submission of **monthly progress reports** (registrations, submissions, validations, manpower deployment, district/block metrics); support for random checks/third-party audits.
- M. **Compliance, IP & Data Security:** Adherence to the **IT Act, 2000, IT Rules, 2011** (Reasonable Security Practices), and OVA data/privacy directives; confirmation that

all datasets/metadata/logs are the **exclusive IP of Government of Odisha (through OVA)**; no secondary use/sharing without prior written approval.

6 Submission of Bids

- a. The Bidder shall submit their proposal in two separate digitally signed files, namely: “Technical Bid (Envelope-I)”, “Commercial Bid (Envelope-II)” through the e-Tender portal: <https://enivida.odisha.gov.in>.
- b. The contents of the Technical and Financial Bids shall be as specified in the RFP. All documents uploaded must be digitally signed by the authorized signatory of the Bidder.
- c. The Bidder shall submit the hard copy of the Pre-Qualification Proposal (1 original) within two (2) working days from the date of online submission, in the following manner:
Pre-Qualification Proposal: One original hard copy, duly signed and bound.
- d. Prices should not be mentioned anywhere in the Technical Proposal. Any violation of this clause shall result in rejection of the bid.
- e. The envelope containing the hard copy of the Pre-Qualification Proposal should be clearly marked as:
“Pre-Qualification Proposal for [Insert RFP Title]”, Enquiry No.: [Insert Tender Reference Number].
- f. All pages of the submitted proposal must be sequentially numbered and must contain a table of contents with page numbers. Any deficiency in documentation may result in rejection of the bid.
- g. The proposal shall contain no interlineations, erasures, or overwriting, except where necessary to correct errors made by the Bidder. Any such corrections must be initialed by the authorized signatory of the Bidder.
- h. All pages of the bid shall be initialed and stamped by the person or persons duly authorized to sign on behalf of the Bidder.
- i. In case of any discrepancy between the online submitted bid documents and the hard copy, the contents of the original physical bid document shall prevail.

- j. Detailed supporting documents, technical details, and other relevant information are to be submitted strictly as per the prescribed formats. Non-compliance may result in disqualification.

7 General Terms and Conditions of the Contract

7.1 Purchaser

Odia Virtual Academy (OVA)
C/o: OCAC Building, E & IT Department,
Govt. of Odisha N-1/7-D, Acharyavihar Square

7.2 Term of Contract

This will include the period as referred to in this Contract required to deliver the deliverables and other services specified in this Contract's terms of reference, including the duration of the support period (as may be applicable).

7.3 Use of Contract Documents and Information (Confidentiality)

- The Selected Agency shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, report, findings, data or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Selected Agency in performance of the services under the contract.
- The Selected Agency shall not, without the Purchaser's prior written consent, disclose any documents including (soft and hard copies), plan, report, findings, data, plans, specifications, process definitions/details and copies thereof furnished by the Purchaser, as well as all deliverables (hard and soft copies), including but not limited to methodologies, frameworks, models, plans, process documentation, program specifications etc., to any person other than a person employed by the Selected Agency in performance of the services under the Contract.
- The Bidder will sign a Non-Disclosure Agreement (NDA) with OVA and/or other stakeholders of the project.

7.4 Insurance of Key Personnel

The Purchaser shall not be liable for or in respect of any payment for accidental injury to any personnel provided by the Selected Agency.

7.5 Indemnity

The Selected Agency shall indemnify the Purchaser from and against any costs, losses, direct damages, expenses, or claims arising or incurred during and after the Contract period out of:

- a) Any infringement of patent, trademark or copyright due to Supplier's breach arising from third-party claims resulting from the use of the reports/deliverables provided by the Supplier or any part thereof; provided that this indemnity shall not apply in the following cases:
- b) The modification of Supplier's deliverables/reports by any person other than the Selected Agency or its personnel; (b) Purchaser's failure to use any modification to Supplier's deliverables/reports made available by the Empanelled Agency where use of such modification would have avoided the infringement;
- c) Information, materials, instructions, or specifications that are themselves infringing and are provided by or on behalf of the Purchaser, or which the Purchaser requests or requires the Supplier to use;
- d) The use of the Supplier's deliverables/reports in a manner not agreed to under the Contract.
Provided that the Purchaser shall give the Supplier written notice of any such claim and sole control over the defence of any such claim.
- e) The Purchaser shall indemnify and hold harmless the Supplier, its affiliates and member firms for all losses, claims, damages, or expenses incurred in connection with any third-party claim or liabilities, except to the extent finally and judicially determined to have resulted primarily from the fraud or bad faith of the Supplier.

7.6 Limitation of Liability towards the Purchaser

Neither Party shall be liable to the other Party for any indirect or consequential loss or damage (including loss of revenue and profits, loss of use, contracts, data, goodwill—whether or not deemed to constitute direct losses) arising out of or relating to the Contract.

Except in the case of gross negligence or willful misconduct on the part of the Supplier, or on the part of any authorised person acting on behalf of the Supplier in executing the work or in carrying out the Services under this Contract, under no circumstances shall the Supplier's total aggregate liability for any claims, losses or damages arising out of or in relation to this Contract—whether in contract, tort or otherwise, or with respect to damage caused by the Supplier, including to property and/or assets of the Purchaser or of any of

Purchaser's vendors—exceed either (A) the Contract Value or (B) the proceeds the Supplier may be entitled to receive from any insurance maintained by the Supplier to cover such a liability, whichever of (A) or (B) is higher.

For the purposes of this Clause, "Gross Negligence" means any act or failure to act by a Party which was in reckless disregard of or gross indifference to the obligations of the Party under the Contract and which causes harmful consequences to life, personal safety, or real property of the other Party—where such Party knew, or would have known if it was acting as a reasonable person, that such consequences would result.

Notwithstanding the foregoing, Gross Negligence shall not include any action taken in good faith for the safeguard of life or property. "Willful Misconduct" means an intentional disregard of any provision of this Contract which a Party knew, or should have known if it was acting as a reasonable person, would result in harmful consequences to life, personal safety, or real tangible property of the other Party, but shall not include any error of judgment or mistake made in good faith.

7.7 Termination of Contract

A. Terms of Contract

- a) OVA, without prejudice to any other remedy for breach of Contract or non-compliance with service levels, may terminate the Contract in whole or in part by written notice of default sent to the Supplier, under the following conditions:
- If the Supplier fails to deliver any or all contracted services as per service standards specified in the Contract; or
 - If the Supplier fails to perform any other obligation(s) under the Contract as per the contract timeline and for the period of the contract; or
 - If the Supplier has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event OVA terminates the Contract in whole or in part, OVA may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the Selected Bidder shall be liable to OVA for any excess costs for such similar services. However, the Bidder may continue performance of the Contract to the extent not terminated. OVA will not be liable to pay any damages to the Selected Bidder in cases comprising termination for default.

In case it leads to termination for default, Odia Virtual Academy (OVA) will give 30 days' notice to the Supplier of its intention to terminate the Contract and shall terminate the Contract unless, during the 30 days' notice period, the Bidder initiates remedial action acceptable to OVA.

- b) In case of delays in the project not attributable to the Bidder, OVA may take a final decision on the additional costs for the time overrun on a monthly basis (computation will be as per the quarterly payment). In case of inordinate delays beyond 15 months from the date of issue of the Work Order, not attributable to the Bidder, the Bidder will be permitted to hand over the due project deliverables at that point of time to OVA and withdraw from the project after receiving the fees based on completed milestones.

B. Termination for Insolvency

OVA may at any time terminate the Contract by giving written notice to the Selected Bidder if the Selected Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Selected Bidder, provided that such termination shall not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to OVA.

C. Termination for Convenience

OVA, by written notice of 30 days sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for its convenience.

In case of termination for convenience, OVA will pay the Supplier the cost based on the milestones and delivery percentages as per the Work Order. For milestones and deliverables for which only part of the work has been completed by the Supplier at the time of closure, a fee based on the proportion of work completed will be paid. The Performance Bank Guarantee (PBG) in such case will be refunded to the successful Bidder.

7.8 Force Majeure Condition

The successful Bidder shall not be liable for forfeiture of its Performance Bank 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.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence, and not foreseeable. Such events may include, but are not limited to, acts of OVA in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Bidder shall promptly notify the authorized representative of OVA in writing of such condition and the cause thereof. Unless otherwise directed by the authorized representative of OVA in writing, the Bidder shall continue to

perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

7.9 Resolution of Disputes

- a) The Purchaser and the Supplier shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- b) If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve a Contract dispute amicably, the dispute shall be referred to the Chief Executive Officer, OVA, for resolution.
- c) If, after thirty (30) days from the commencement of such reference, the Chief Executive Officer, OVA, is unable to resolve the Contract dispute between the Purchaser and the Supplier, either party may refer the dispute to the Principal Secretary to Government, E&IT Department, Government of Odisha.
- d) Any dispute or difference whatsoever arising between the parties (Purchaser and Supplier) to the Contract, out of or relating to the construction, meaning, scope, operation or effect of the Contract, or the validity of the breach thereof, which cannot be resolved through the process specified above, shall be referred to a sole arbitrator to be appointed by mutual consent of both parties. In the event the parties cannot agree to a sole arbitrator, such arbitrator shall be appointed in accordance with the Indian Arbitration and Conciliation Act, 1996.

7.10 Governing Law and Jurisdiction

This Agreement and all questions of its interpretation shall be construed in accordance with the Laws of India. The High Court at Cuttack shall have exclusive jurisdiction. Suits, if any, arising out of the Contract/Agreement shall be filed by either party in a court of law to which the jurisdiction of the High Court of Odisha extends.

7.11 Tender Prices and Taxes

The Supplier shall be responsible for the payment of taxes and other statutory levies payable under any or all statutes/laws/acts, now or hereafter imposed. Payment will be made to the Supplier after deduction of taxes at source, as per prevailing laws.

However, if there is a change in taxation policy by the Government, then only the tax component will change, based on the prevailing policy, on the base consultancy cost value, after deducting any penalty.

7.12 Payment Terms

The payment to the selected Agency shall be released based on **successful delivery of services** and **submission of verified invoices and certified reports**, in alignment with the quoted rates under **Platform Usage Charges** of the Price Bid Format. Payments shall be governed by the following terms:

- a) All remuneration payable to the selected Agency shall be **purely transaction-based**, computed strictly on the number of:
 - **Participant Registrations** (A-1), and
 - **Odia Dataset Submissions** (A-2), as authenticated through system-generated and audit-verified records.
- b) Invoices for participant registrations and dataset submissions shall be raised **independently**, and may be submitted after accumulation of a minimum of **25,000 approved registrations or 25,000 approved dataset submissions**, as applicable. The Agency may also raise a consolidated invoice when both thresholds are met simultaneously, based on actual approved transactions.
- c) The Agency shall **design, develop, deploy, host, operate, and maintain** the platform and all related systems entirely at its own cost throughout the contract period. No additional payment shall be made for these activities beyond the quoted rates.
- d) No separate or additional payment shall be made towards:
 - Software development or enhancement
 - Server infrastructure, hosting, or AMC
 - Field-level manpower deployed
 - Social media campaigns or digital content creation,
 - Mobilization, outreach, school/college visits, or awareness camps.

All such costs shall be deemed included in the rates quoted under **Price bid**.

- e) For the creation of the **Odia Dataset Repository**, the Agency shall be eligible for **reimbursement of typing and printing costs** at Government-approved rates, subject to:
 - Submission of documentary evidence,
 - Verification by OVA, and

- Alignment with project requirements.

f) All payments shall be made by OVA within the stipulated timeline after:

- Verification of claims,
- Certification of deliverables, and
- Deduction of penalties, if applicable, for SLA or performance deviations.

7.13 Criteria for Payable Dataset Records and Transaction Certification

a) Definition of “Odia Content Entry / Dataset Record (Transaction)”

An **Odia Content Entry** (Dataset Record / Transaction) refers to a **successfully submitted** digital contribution made through the platform for creation of the Odia Language Corpus. Each approved transaction shall consist of one of the following:

- **Text Dataset:** Odia textual content typed or uploaded in Unicode format.
- **Speech Dataset:** Odia audio recordings meeting prescribed technical parameters.
- **Image Dataset:** Printed or handwritten Odia text images submitted for digitization.
- **Any additional dataset type** formally approved by OVA during the project.

Rejected, duplicate, or incomplete entries shall not be eligible for payment.

b) Price Bid Structure

Payments shall strictly follow the Price Bid Format included in this RFP.

c) Transaction Verification and Certification

- Each dataset entry will carry a **system-generated unique Transaction ID**.
- The platform shall maintain **audit-ready logs** including contributor details, timestamps, dataset type, and validation outcome.
- A **monthly Certified Transaction Report**, issued by authorized OVA officials after reconciliation of logs, shall form the basis for payment.
- OVA may conduct **random sampling or third-party verification** to confirm authenticity and quality before approving payment.

d) Basis of Financial Evaluation

- Financial evaluation shall be based solely on the **quoted Rate per Approved Dataset Record (Transaction)**.
- The bidder quoting the **lowest transaction rate (L1)** shall receive the highest financial score as per QCBS criteria.
- **No additional or unquoted cost component** shall be considered for financial evaluation.

7.14 Minimum Assured Payment Commitment

OVA shall provide the Agency a minimum assured payment equivalent to seven lakh (7,00,000) participant registrations and seven lakh (7,00,000) dataset submissions, at the respective rates quoted under Category A-1 and A-2, irrespective of actual volumes achieved. This assurance is provided as a financial viability safeguard and shall not be treated as a guaranteed work volume. If actual approved transactions exceed this threshold, payment shall be made for the full volume, while all SLA, quality, and compliance conditions shall continue to apply.

7.15 Invoicing and Payment Schedule

a) The Agency shall submit invoices as follows:

- (i) Registrations and Dataset Submissions (Category A): Invoices shall be submitted upon accumulation of a minimum of 10,000 approved registrations and 10,000 approved dataset submissions, supported by:
 - The Certified Transaction Summary generated by the platform;
 - The System-Generated Approval Report; and
 - The Approval Note issued by OVA confirming the verified count of approved transactions.
- (ii) Payments for Category A shall be calculated as: $\text{Payment} = (\text{Number of Registrations} \times \text{Quoted Rate A-1}) + (\text{Number of Dataset Submissions} \times \text{Quoted Rate A-2})$.

b) OVA shall verify the claims and release payments within the stipulated period, subject to:

- Deduction of **TDS, TDS on GST**, and other applicable statutory dues;
 - Adjustments for penalties, if any, arising from SLA deviations.
- c)** If any discrepancy is found in the certified counts, logs, documentation, or invoices, OVA shall return the invoice to the Agency for rectification. Processing shall resume only after submission of a corrected and fully compliant invoice.

7.16 Penalty

- a. The time schedule for the entire project and for the major activities will be agreed upon between OVA and the Bidder.
- b. In case of any delay solely on account of the Bidder’s fault, a penalty of 2% will be imposed for a delay of every twelve (12) weeks or part thereof, subject to a maximum delay of thirty-six (36) weeks from the scheduled target date.

S.N.	Activity	Amount to be Penalized
1	Delay in deliverable/activities	2% of the QGR value for every 12 weeks of delay

The maximum penalty levied upon the Bidder shall not exceed 5% of the QGR.

- c. Beyond a delay of thirty-six (36) weeks, OVA reserves the right to either terminate the project:
 - In the event of OVA deciding to continue the project, the Bidder shall complete the verification and performance monitoring project without any extra fee for the specific period.
 - In the event of the State deciding to terminate the project, OVA reserves the right to invoke the bank guarantee submitted by the Bidder and initiate action to recover the balance penalty amount.

8 Annexures (Forms & Formats)

8.1 FORMAT 1 – FORMAT FOR COVERING LETTER

(On the Bidder's Letterhead)

To,
Secretary,
Odia Virtual Academy-cum-Special Secretary,
Odia Virtual Academy (OVA) C/o: OCAC Building,
E & IT Department, Govt. of Odisha N-1/7-D, Acharyavihar Square

Electronics & Information Technology Department
Government of Odisha
Bhubaneswar

Subject: Submission of Bid for *Request for Proposal (RFP) for Selection of Agency with Operational Platform and Facilitation Network for Collection of Knowledge-Based Odia Datasets under the Odia Bhasadana Abhiyana*

Reference: Notification No. _____

Sir/Madam,

In response to the advertisement dated _____ issued by the General Manager (Admn), Odia Virtual Academy (OVA), we hereby submit our proposal for *Selection of Agency with Operational Platform and Facilitation Network for Collection of Knowledge-Based Odia Datasets under the Odia Bhasadana Abhiyana*.

Having examined the RFP documents including all addenda/amendments, we, the undersigned, offer to provide the services as mentioned in the Scope of Work of the RFP for the duration and in accordance with the terms and conditions set forth therein.

In our capacity as the applicant, we confirm that we possess the required technical competence, relevant experience, and financial capability to undertake the assignment. Our proposal is consistent with and fully compliant with the requirements specified in the RFP. We further understand and acknowledge that:

- Our qualification for this engagement will be based on the technical, operational, and financial information provided in our RFP response.

- Any development that affects our continued eligibility or any misrepresentation may result in our disqualification from the selection process.
- All material facts and circumstances relevant to this proposal have been fully disclosed in accordance with the terms of the RFP.

We also understand that OVA reserves the right to reject any or all bids without assigning any reason. We look forward to the opportunity to associate with OVA and contribute to the effective monitoring of IT infrastructure under e-Governance initiatives across Odisha.

Thanking you,

Yours faithfully,

(Signature of Authorized Signatory)

Name & Title: _____

Date: _____

Seal of the Organization

8.2 FORMAT 2 – GENERAL INFORMATION ABOUT BIDDER

(To be submitted on the Bidder's Letterhead)

No.	Particulars	Details to be Furnished
A. Details of the Bidder		
1.	Company Name	
2.	Month & Year of Incorporation	
3.	Details of Company's Registration	
4.	Registration Number & Name of Registration Authority	
5.	GST Registration No.	
6.	Permanent Account Number (PAN)	
7.	Address	
8.	Telephone	
	Fax	
9.	E-mail	
	Website	
B. Details of Authorized Person		
1.	Name	
2.	Designation	
3.	Address	
4.	Telephone & Mobile	
5.	Email	

Note: Please attach a copy of the Power of Attorney/Power of Authorization in support of the authorized signatory.

8.3 FORMAT 3 – Detailed Checklist for Pre-Qualification

(To be submitted on the Bidder's Letterhead)

Sl. No.	Pre-Qualification Criteria	Supporting Documents	Compliance (Yes/No)	Document Attached (Page No.)
a.	The Bidder is a legal entity registered under the Companies Act, 1956/2013 or LLP Act, 2008	Certificate of Incorporation / Registration		
b.	The Bidder is in operation for at least 10 years	Work Orders / Completion Certificates		
c.	GST Registration	Copy of GST Certificate		
d.	Average turnover of ₹15 Crores in last 3 FYs	Audited P&L or Certificate from CA		
e.	Positive net worth and profit-making in last 3 FYs	Certificate from Statutory Auditor		
f.	Minimum 50 technical and administrative staff	Declaration from HR		
g.	Valid ISO Certifications (9001, 20000, 27001)	Copies of Certificates		
h.	Successfully executed similar projects	Work Orders / Completion Certificates / Self-Declaration		
i.	Not blacklisted/debarred	Format 3: Self-Declaration		
j.	Presence in Odisha	Trade License / Office Proof / Undertaking		

k.	Conflict of Interest Declaration: Bidder is not involved as a current supplier/implementation partner for the same IT/ICT infrastructure being monitored	Self-Declaration on Company Letterhead		
l.	Earnest Money Deposit (EMD)	Copy of EMD document		

8.4 FORMAT 4 – Declaration Regarding Ineligibility for Corrupt or Fraudulent Practices or Blacklisting

(On the Bidder's Letterhead)

To,
Secretary,
Odia Virtual Academy-cum-Special Secretary,
Odia Virtual Academy (OVA) C/o: OCAC Building,
E & IT Department, Govt. of Odisha N-1/7-D, Acharyavihar Square

Subject: Declaration of Ineligibility / Blacklisting Status

Sir/Madam,

We have carefully examined the Terms & Conditions contained in the RFP Document [RFP No. _____] for *"Selection of Agency with Operational Platform and Facilitation Network for Collection of Knowledge-Based Odia Datasets under the Odia Bhasadana Abhiyana."*

We hereby declare that our company/organization has **not** been declared ineligible for corrupt or fraudulent practices, nor has been debarred or blacklisted by the Government of India, any State Government, or any government agency/undertaking, as on the date of submission of this bid.

I further confirm that I am a duly authorized officer of my organization and competent to make this declaration on its behalf.

Thanking you,

Yours faithfully,

(Signature of the Authorized Signatory)

Name: _____

Designation: _____

Seal of the Organization

Date: _____

Business Address: _____

8.5 FORMAT 5 – Declaration of Acceptance of Terms and Conditions in RFP

(On the Applicant's Letterhead)

To,
Secretary,
Odia Virtual Academy-cum-Special Secretary,
Odia Virtual Academy (OVA) C/o: OCAC Building,
E & IT Department, Govt. of Odisha N-1/7-D, Acharyavihar Square

Subject: Declaration of Acceptance of RFP Terms and Conditions

Sir/Madam,

I have carefully reviewed the terms and conditions specified in the RFP document [RFP No. _____] for *“Selection of Agency with Operational Platform and Facilitation Network for Collection of Knowledge-Based Odia Datasets under the Odia Bhasadana Abhiyana.”*

I hereby declare that my organization accepts all the provisions, terms, and conditions mentioned in the above RFP document without any deviation.

I further confirm that I am a duly authorized signatory of my organization and am competent to make this declaration on its behalf.

Thanking you,

Yours faithfully,

(Signature of the Authorized Signatory)

Name: _____

Designation: _____

Seal of the Organization

Date: _____

Business Address: _____

8.6 FORMAT 6 – Technical Bid Letter

(On the Bidder's Letterhead)

To,
Secretary,
Odia Virtual Academy-cum-Special Secretary,
Odia Virtual Academy (OVA) C/o: OCAC Building,
E & IT Department, Govt. of Odisha N-1/7-D, Acharyavihar Square

Subject: RFP for *Selection of Agency with Operational Platform and Facilitation Network for Collection of Knowledge-Based Odia Datasets under the Odia Bhasadana Abhiyana by OVA*

Reference: Tender No: <TENDER REFERENCE NUMBER> dated <DD/MM/YYYY>

Sir/Madam,

We, the undersigned Bidders, having thoroughly read and examined all the tender documents in detail, hereby submit our Technical Proposal to provide the services as specified in the RFP document [No. <RFP REFERENCE NUMBER>] dated <DD/MM/YYYY>.

We submit our Technical Bid along with the following declarations:

1. Earnest Money Deposit (EMD)

We have enclosed an EMD in form of Demand Draft (DD) or Bank Guarantee (BG) with a validity of 180 days . We understand that this declaration is liable to be enforced in accordance with the provisions of the RFP and the General Conditions of the Contract.

2. Contract Performance Guarantee

We hereby declare that in the event the contract is awarded to us, we shall furnish the required Contract Performance Guarantee as stipulated in the RFP document.

3. Bid Validity Period

We agree that our bid shall remain valid for a period of 180 days from the date of opening of the bids, or for any extended period mutually agreed upon, and that our bid shall remain binding during the validity period.

We further confirm that:

- Our bid has been submitted in good faith and without collusion or fraud.

- The information provided in our bid is true, correct, and complete to the best of our knowledge and belief.
- We fully understand that OVA is under no obligation to accept any bid and reserves the right to reject one or all bids without assigning any reason.

We respectfully request your kind consideration of our submission.

Thanking you,

Yours faithfully,

(Signature of the Authorized Signatory)

Name: _____

Designation: _____

Seal of the Organization

Date: _____

Business Address: _____

8.7 FORMAT 7 – Project Experience

S. No	Item	Details
1	Project title	
2	Name of the Client	
3	Name of the contact person from the client organization who can act as a reference with contact details <ul style="list-style-type: none"> • Name • Designation • Address • Phone Number • Mobile Number • Email ID 	
4	Duration (Start Date and End Date)	
5	Current Status of project	
6	Number of personnel deployed (Peak team size)	
7	Value of the engagement in INR	
8	Narrative description of project:	
9	Description of actual services provided by the responding firm within the project and their relevance to the envisaged components / services involved in the project for which this RFP is published.	
10	Description of the key areas where significant contributions are made for the success of the project.	
11	Supporting Documents (Work Order/LoA/Client Certificate etc.)	

8.8 FORMAT 8 – Commercial Bid Letter

(On Bidder's Letterhead)

To,
Secretary,
Odia Virtual Academy-cum-Special Secretary,
Odia Virtual Academy (OVA) C/o: OCAC Building,
E & IT Department, Govt. of Odisha N-1/7-D, Acharyavihar Square

Subject: RFP for *Selection of Agency with Operational Platform and Facilitation Network for Collection of Knowledge-Based Odia Datasets under the Odia Bhasadana Abhiyana*

Reference: Tender No: <TENDER REFERENCE NUMBER> Dated <DD/MM/YYYY>

Sir/Madam,

We, the undersigned Bidder, having read and examined in detail all the tender documents in respect of the *Selection of Agency with Operational Platform and Facilitation Network for Collection of Knowledge-Based Odia Datasets under the Odia Bhasadana Abhiyana*, do hereby submit our Commercial Bid to provide the required services as specified in the tender documents [Tender No: <TENDER REFERENCE NUMBER> Dated <DD/MM/YYYY>].

1. PRICE AND VALIDITY

- All prices mentioned in our bid are in accordance with the terms specified in the tender documents.
- The prices quoted are valid for a period of **180 calendar days** from the date of opening of the commercial bid.
- We understand and accept that applicable taxes, including Income Tax, GST, Professional Tax, or any other levies as per Indian law, shall be paid by us.

2. UNIT RATES

We have provided unit rates in the prescribed format for payments and potential price adjustments due to scope changes, if any, during the contract period.

3. DEVIATIONS

We hereby declare that all services shall be delivered in full compliance with the scope, terms, and conditions outlined in the tender documents. We confirm **no deviations** have been proposed in our commercial offer.

4. TENDER PRICING

The prices quoted in our Commercial Bid are in line with the instructions provided in the RFP. We have not included any hidden or conditional costs.

5. QUALIFYING DATA

We confirm that all relevant qualifying data has been submitted as per the Instructions to Bidders. If any further information or documents are required, we agree to furnish them promptly to your satisfaction.

6. BID PRICE

We declare that the **Bid Price covers the entire scope of work**, as defined in the Schedule of Requirements and RFP document, and has been provided in the prescribed Financial Bid Format.

7. CONTRACT PERFORMANCE GUARANTEE

We hereby confirm that, if awarded the contract, we shall submit the required Contract Performance Guarantee as per the terms of the RFP.

We further declare that:

- This bid is made in good faith and without collusion or fraud.
- All information provided in this bid is true and correct to the best of our knowledge and belief.
- This commercial bid is binding upon us, and we understand that OVA is not bound to accept the lowest or any bid it may receive.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Name: _____

Designation: _____

Seal:

Date: _____

Business Address: _____

8.9 FORMAT 9 – Price Bid Format

(To be submitted on the Bidder's Letterhead)

Name of the Bidder: _____

RFP Title: *Selection of Agency with Operational Platform and Facilitation Network for Collection of Knowledge-Based Odia Datasets under the Odia Bhasadana Abhiyana*

Tender Reference No.: _____

Date: _____

Category A: Platform Usage Charges

S.N.	Component	Unit	Rate (₹, excl. GST)
A-1	Per Participant Registration – successful registration of a new user on the platform	Per Registration	₹ _____
A-2	Per Dataset Submission – successful submission of an Odia dataset (text / speech / image) by a registered participant through the platform	Per Submission	₹ _____
Total per user cost for registration and submission (A = A1 + A2)			

Notes

1. All quoted prices shall be **in Indian Rupees (INR)** and **exclusive of applicable GST**. GST shall be paid extra at prevailing rates.
2. The quoted rates shall remain **firm and fixed** throughout the contract period; no escalation shall be permitted.
3. Payments shall be made strictly on the basis of verified counts of registrations, submissions.
4. No separate payment shall be made towards **software development, infrastructure, or maintenance**; all costs are deemed subsumed in the quoted rates.

5. The **Financial Bid** must be submitted in a **separate sealed envelope**, clearly superscribed as "*FINANCIAL BID*", distinct from the Pre-Qualification and Technical Bid envelopes.
6. Any **overwriting, erasure, or conditional pricing** shall render the bid liable for rejection.
7. Financial evaluation shall be based solely on the **Grand Total of Category A** for determining the Lowest Evaluated Bid (L₁).

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Name: _____

Designation: _____

Seal: _____

Date: _____

Business Address: _____

8.10 Annexure - Template : Draft Performance Guarantee

(To be issued by a Scheduled Commercial Bank)

To,
Secretary,
Odia Virtual Academy-cum-Special Secretary,
Odia Virtual Academy (OVA) C/o: OCAC Building,
E & IT Department, Govt. of Odisha N-1/7-D, Acharyavihar Square

WHEREAS, << Name of the Agency and Address >> (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. << Insert Contract Number >> dated << Insert Date >>, to *facilitate with Operational Platform and Network for Collection of Knowledge-Based Odia Datasets under the Odia Bhasadana Abhiyana* (hereinafter called “the Beneficiary”).

AND WHEREAS it has been stipulated in the said contract that the Bidder shall furnish a **Performance Bank Guarantee** from a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we, << Name of the Bank >>, a banking company incorporated under the laws of India and having its registered office at << Address of the Registered Office >>, and one of its branch offices at << Address of the Local Branch >>, have agreed to give the Bidder such a bank guarantee.

NOW THEREFORE, we hereby affirm that we are the guarantors and responsible to you, on behalf of the Bidder, up to a total sum of Rs. << Insert Amount >> (Rupees << Insert Amount in Words >> only), and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without any demur, cavil or argument within the cumulative limits of Rs.. << Insert Amount >> (Rupees << Insert Amount in Words >> only) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

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

We further agree that no change or addition to, or other modification of, the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until << Insert Validity Date >>.

Notwithstanding anything contained herein:

- i. Our liability under this bank guarantee shall not exceed Rs. << Insert Amount >> (Rupees << Insert Amount in Words >> only).
- ii. This bank guarantee shall be valid up to << Insert Expiry Date >>.
- iii. It is a condition of our liability to pay the guaranteed amount or any part thereof under this bank guarantee that we receive a valid written claim or demand for payment under this guarantee on or before << Insert Expiry Date >>, failing which our liability under the guarantee shall automatically stand discharged.

(Authorized Signatory of the Bank)

Name: _____

Designation: _____

Bank Seal: _____

Date: _____