REQUEST FOR PROPOSAL FOR DEVELOPMENT AND IMPLEMENTATION OF SOFTWARE FOR ONLINE SUBMISSION & PROCESSING OF CLAIM APPLICATION UNDER OPID ACT, 2011

RFP Enq. No.: . OCAC-SEGP-SPD-0009-2015-19045

ocac

Odisha Computer Application Center

(Technical Directorate of IT Department, Govt of Odisha)

Plot No.-N-1/7-D, Acharya Vihar, P.O.-RRL, Bhubaneswar-751013

EPBX: 674-2567280/2567064, Fax: + 91-674-2567842

URL: http://www.ocac.in

DISCLAIMER

The information contained in this Tender document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by Odisha Computer Application Centre (OCAC) 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 OCAC 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 OCAC 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 OCAC, 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. OCAC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

OCAC, makes no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender or arising in any way in this Bid Stage. OCAC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Tender.

OCAC 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 OCAC is bound to select a Bidder or to appoint the Preferred Bidder, as the case may be, for the Project and OCAC reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

OCAC 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 OCAC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and OCAC 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.

TABLE OF CONTENTS

Tender Reference

Tender Date	06.12.2019
Tender Reference Number	OCAC-SEGP-SPD-0009-2015-19045
Title	Request for Development and Implementation of Software for Online Submission & Processing of Claim Application under OPID Act, 2011
Issuing Department	Odisha Computer Application Centre, Bhubaneswar
Contact Person Details	General Manager (Admin) Odisha Computer Application Centre (Technical Directorate of I.T. Deptt, Govt. of Odisha) N-1/7-D, Acharya Vihar Square P.O.- RRL, Bhubaneswar - 751013 **Phone Number :** 0674-2567280/2567064/2567295/2588283 **Email ID** : gm_ocac@ocac.in,
Availability of RFP Document	www.ocac.in, www.odisha.gov.in and www.tenders.gov.in

Bid Process Schedule

Sl#	Event	Date & Time	Venue
1.	Date of Publication	06.12.2019	www.ocac.in, www.odisha.gov.in and www.tenders.gov.in
2.	Last date of submission of pre-bid queries	11.12.2019 by 5 PM	
3.	Pre bid Conference	12.12.2019	Conference Hall of OCAC
4.	Last date for submission of bid documents	27.12.2019 by 12 Noon	OCAC
5.	Opening of General & Technical Bid	27.12.2019 at 12:30 PM	At Conference Hall, OCAC
6.	Technical Presentation	To be intimated later	At VC Room of OCAC
7.	Opening of Financial Bids of technically qualified bidders	To be intimated later	At Conference Hall, OCAC

Bid Costs

1.	Bid fee	₹1120/-	Payable along with the bid document submission
2.	Ernest Money Deposit	₹20,000	Payable along with the bid document submission in shape of Demand Draft in favour of "Odisha Computer Application Centre" payable at Bhubaneswar

Document Structure

This document is divided into five parts as described below

Part I: Bid Overview

Part II: Instructions to Bidders

Part III: Contractual Clauses

Part IV: Terms of Reference

Part V: Formats for Submission of Proposal

1. Bid Overview

1.1 Requirement

It has been decided by the Government to develop an online application for online submission and processing of application for refund of money deposited with Financial Establishments booked under OPID Act, 2011. The detailed requirements are mentioned in the RFP. The Proposals are invited from software development with relevant experiences and credentials within last date mentioned at schedule of events.

The selected bidder shall design, develop, implement and support that application for a period of one year from the day for User Acceptance Test(UAT). All the activities related to services and support shall be done through a dedicated Technical Team. Details of the functionality can be referred as mentioned in the section entitled '**Terms of Reference'**.

1.2 Pre-bid Conference

A pre-bid conference shall be held with the prospective bidders on 12.12.2019 at 11:30 AM at OCAC premises. The Bidders will have to ensure that their queries for Pre-Bid conference should reach to by email only (gm_ocac@ocac.in with a copy to subrat.mohanty@ocac.in) on or before 11.12.2019 by 5 PM. The queries should necessarily be submitted in the following format:

S. No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification
1.			
2.			

2. Instructions to Bidders

2.1 Eligibility Criteria

At the time of submission of bid response, the Bidder should conform to and/or be able to demonstrate the following:-

(a) The bidder should be a company registered in India under companies Act 1956, registered with the GST and operating for the last Five years in IT/ITeS Services as of 31st March 2019.

(b) The bidder must have a registered development centre in the State of Odisha.

(c) The bidder must be an ISO 9001 certified company and the certificate needs to be validity till the date of submission of bid.

(d) The bidder should have a proven track record of successful implementation of at least one web based application worth of ₹8,00,000/- or two web based applications with value of ₹6,00,000/- each or three applications value of ₹4,00,000/- each. All the projects mentioned in this clause should be from Govt./PSUS in India.

(e) The bidder should have a minimum strength of 10 IT professionals (having B. Tech/MCA or higher) in its pay roll. The bidder should submit copy of EPF return statement/Declaration from HR Head as documentary evidence.

(f) The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government/PSU.

(g) Bidders should possess valid registrations for all statutory requirements such as PAN and GST.

(h) The bidder must have average annual turnover of not less than ₹50 lakhs in the last three financial years ending with FY2018-2019. Net worth of the firm should be positive. Audited balance sheet will need to be submitted in support of this requirement.

(i) Consortium Bidding is not allowed

2.2 Bid Processing

2.2.1 General Information

a. The bid process involves a three-stage evaluation namely, Pre-qualification, followed by the evaluation of the Technical bid and Financial bid.

b. The bidder shall submit only one Proposal.

c. Proposal should be in the specified format .Any other format shall not be acceptable.

d. Proposals should be in English Language only.

e. The Bidder is not permitted to modify, substitute or withdraw their Proposal after submission

f. Bid should be valid for a period of 90 days from the date of submission

g. The original Proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be attested by the person or persons who sign(s) the Proposals.

h. An authorized representative of the bidder should sign on all the pages of the Proposal. The representative's authorization should be confirmed by a written power of attorney or board resolution accompanying the Proposal.

i. Bidders should specify the price of their services in Indian Rupee (INR) only.

j. Authority reserves the right to accept or reject any/all bid without assigning any reason thereof, and to annul the bid process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. The decision of the competent authority would be final and binding on the bidders.

k. All communication pertaining to this bid will be published in the designated website in case direct communication to bidders is not feasible, so it would be the bidders' responsibility to check website for such communication.

2.2.2 Proposal Submission

a. All the bid documents sealed in separate envelopes will need to be submitted.
b. Each envelope should be super scribed on the left hand side top corner as "Bid reference Number" along with the name of the project.

c. The bids must consist of the following documents:

   i) Pre-qualification bid

   ii) Technical Proposal.

   iii) Financial Proposal

   iv) EMD as per RFP in a separate envelope to be submitted with the General bid.

d. All the proposals should be sealed separately super scribed as "General Bid", "Technical bid" and "Financial Bid" on the respective envelope along   with the name of project and RFP reference number.

e. Soft copies of Technical Proposal and presentation should be submitted in CD-ROM and all documents should be in PDF Format.

f. Proposals should be comprehensive where necessary and unwanted material, including repetition of the bid document contents should be strictly avoided.

2.2.3 **Bid Opening**

a. The bids that have been received within the specified deadline would be opened at the specified date and time as indicated.

b. Bidder's representatives are free to be present at the time of bid opening.

c. The bidders names and the presence or absence of requisite bid security and such other details considered appropriate, will be announced at the time of bid opening.

d. Bids that do not contain necessary security amount or which has substantive material deficiencies shall be rejected upon opening.

e. Bids received after the deadline (i.e. late bids) shall be returned unopened to the respective bidder.

2.2.4 **Ernest Money Deposit**

a. Earnest money deposit: The proposal must be accompanied by earnest money deposit of **₹20,000 (Rupees Twenty Thousand only)** in the form of Demand Draft from any nationalized bank in favour **of Odisha Computer Application Centre payable at Bhubaneswar** without which the proposal will be rejected outright. Earnest money deposit will not be accepted in cash or any other form. No interest is payable on the amount of EMD.

b. The Earnest money deposit will be refunded or returned (along with necessary endorsement for payment) to the bidders whose offers are not accepted by the **Odisha Computer Application Centre within one months** of the placing of final order to the successful bidder. However for the successful bidder, the Earnest money deposit so submitted will be refunded on submission of Bank guarantee against security deposit or as per the decision by the authority of OCAC. EMD of Bidders disqualified on pre-bid qualification will be returned on spot or within 15 days of bid opening.

c. Non-acceptance of an award resulting from this bid process would entail forfeiture of the Ernest Money Deposit.

2.3   Award

a. The contract will be awarded to the bidder securing the highest Composite Bid Score.

b. Prior to expiration of the period of bid validity, Department will notify the successful bidder in writing, that their proposal has been accepted.

c. Department and successful bidder will formalize the Contract Agreement that has been finalized

d. The successful bidder shall furnish Bank guarantee only after which disbursement of monies would be made in accordance with contractual terms or as may be decided by the Nodal Authority.

e. After the contract is formalized with the successful bidder, the Department will promptly notify other bidders on the shortlist that they were unsuccessful and return their Security Deposit.

f. Failure of the successful bidder to accept the correction of the errors as specified herein OR to sign the contract OR wilful violation of the bid process shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Department may choose to award the work to the next highest scoring bidder or call for fresh bids.

2.4   Bid Evaluation

Bidders will be selected through **Least Cost Based Selection Process (L1)**.

2.4.1   Preliminary Scrutiny

a. Assessment of the eligibility criteria will be done to determine whether the proposal submitted conforms to all mandatory criteria specified to merit further evaluation.

b. Bids not conforming to such preliminary requirements will be prima facie rejected.

2.4.2   Evaluation of Technical Bid

a. The bidder should give details of the technology architecture, project plan etc. in technical bid.

b. Criteria for evaluation of technical bids have been specified in clause 2.5 of this document.

c. All the bidders who secure a Technical Score of 70% or more will be declared as technically qualified.

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

2.4.3 Evaluation of Financial Bid

a. The Financial Bids of the technically qualified bidders will be opened on a the prescribed date in the presence of bidder representatives

b. The bidder with lowest financial bid (L1) will be awarded the contract.

c. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.

d. The price should be quoted excluding taxes and levies and shall be in Indian Rupees. Taxes will be calculated extra and will be paid as per actual.

e. 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".

2.5 Technical Scoring Patterns

SI#	Parameters	Max Points	Evaluation Criteria
A	**Organizational Capability-**	**60**	
(a)	Should have turnover of more than ₹50 lakhs (average of last 3 years)	10	₹50 Lakhs – 3 Marks Beyond ₹50 Lakh 1 mark for each ₹2 Lakh up to maximum 10 marks
(b)	Quality Certification	10	- ISO9001 -2 Marks - CMM3- 5 Marks - CMMi5 – 8 Marks
(c)	**Manpower Strength:** The bidder should have 10 Technical Resources [BE/B.Tech/MCA/M.Tech]	10	Minimum 10: 3 Marks Beyond 10 professionals, 1 mark for each 5 professionals maximum 10 marks
(d)	Experience of development & implementation Web based applications in Govt. Sector (order value more than ₹8 lakhs will be considered)	30	5 point for each successfully completed project – up to 6 projects
B	**Technical Presentation**	**40**	

SI#	Parameters	Max Points	Evaluation Criteria
(a)	Technical Presentation on approach and methodology	40	1.Overall Understanding about scope (10 Marks) 2.Project Management methodology (10 Marks) 3.Software solution approach and implementation methodology (For the proposed solution) (10 Marks) 4.Testing and Quality Assurance Approach (5 Marks) 5. Risk Management, Mitigation and Exit Management (5 Marks)

Note :

1. The bidder has to produce documentary evidence for awarding the marks**.**
2. Detailed documentation on project plan with work breakdown structure, Project Management methodology, Software solution approach and implementation methodology, Testing and Quality Assurance Approach, Risk Management, Mitigation and Exit Management plan in both hard copy and soft copy (in CD-R) to be submitted in Technical Bid.

2.6   Conditions Governing Receipt and Opening of Proposals

The Financial Proposal should only indicate prices **without any condition or qualification** whatsoever and should include of all taxes, duties, fees, levies and other charges levied by Central & State, as may be applicable in relation to activities proposed to be carried out which will be reimbursed on submission of payment bill.

The Technical Proposal (including Soft Copies) should be placed in one envelope. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and clearly marked, **"Do not open, except in presence of the Evaluation Committee."**

i.   After the deadline for submission of proposals the General Proposal shall be opened immediately by the evaluation committee. Technical Proposal can also be opened on the same date on the decision of Evaluation Committee.

ii.   From the time the bids are opened to the time the contract is awarded, if any Bidders wish to contact the Department on any matter related to its proposal, it should do so in writing at the address of the nodal officer. Any effort by the Bidder to influence the bid proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the proposal.

2.7   Performance Bank Guarantee

Before release of payment, the successful Bidder shall furnish the performance bank guarantee (PBG) in accordance with the Conditions of Contract, in the Performance Guarantee Bond.

This Performance Bank Guarantee will be for an amount equal to 10% of the bid value (excluding tax) which shall be valid till 40 months.The performance bank guarantee may be discharged/ returned by OCAC upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.

In the event of the bidder being unable to service the contract for whatever reason, OCAC would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of the Department under the contract in the matter, the proceeds of the PBG shall be payable to OCAC as compensation for any loss resulting from the bidder's failure to perform/ comply with its obligations under the contract. OCAC shall notify the bidder in writing of the exercise of its right to receive such compensation indicating the contractual obligation(s) for which the bidder is in default and the bidder will have to pay it within 14 days of the notice date. The decision of OCAC in this respect will be final.

The Performance Bank Guarantee may be forfeited if the buyer determines at any time that representatives of the bidder were found engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract.

3. Contractual Clauses

The Contract Agreement for this engagement would contain the following key clauses:-

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

3.2   Termination
a) Normal termination of the contract would happen at the end of the tenure.

b) Pre-mature termination of the contract would happen in case of insolvency of bidder or due to conditions of material breach.

3.3   Effects of Termination
a) In the event of a pre-mature termination of this agreement by Nodal Agency, the compensation payable to bidder will be decided in accordance with the Terms of Payment Schedule for the milestones completed services and accepted deliverables.

b) Parties shall mutually agree upon a transition plan and comply with such a plan. The bidder agrees to extend full cooperation in supporting the transition process.

3.4   Scope of Work and Deliverables
This will be in conformity with the terms of reference specified in the RFP document and shall include the submissions made by the bidder in their proposal and work plans, further refined during the negotiations. Deliverables and milestones shall be established with a process of formal acceptance or such measurable criteria.

3.5   Norms Governing Service Delivery
a) Provide necessary performance guarantees on signing of the agreement;

b) Shall deliver the services in a professional manner commensurate with accepted industry practices and/or technical standards which are generally expected of such an engagement;

c) Bidders shall establish a formal team structure with a named Project Manager who will serve as single point of contact and staff with competent resources to provide effective and expert service delivery, in tune requirements;

d) Provide a roadmap and project plan for this engagement, describing clearly the responsibilities, timelines, dependencies, milestones and risks;

e) The cost of travel & accommodation during visit to various places of Odisha various works like system study, training etc. should be borne by the bidder.

3.6 Fees and Payments

b) The total fees payable to the bidder including a milestone based payment as specified in the terms of reference would be specified. Such payments shall be inclusive of all taxes / levies and other out of pocket expenses. Rate of taxes will be applicable as the rate prevailing at the time of submission of Bill.

c) Payments for additional services in case of change in scope will also be specified.

d) In case of a *bona fide* dispute regarding any invoice OCAC shall be entitled to delay or withhold payment of the invoice or part of it, limited to the extent of the disputed amount.

3.7 Ownership and Audit

a) Software including source code, licenses (if any) and all technical documents/manuals shall be in favour of the OCAC and shall be submitted to the OCAC before final payment or on demand.

b) All records pertaining to this work shall be made available to the OCAC and its authorized agencies upon request for verification and/or audit, on the basis of a written request.

c) The software and documents prepared for this project are subject to audit. The bidder should help OCAC during preparation of compliances of audit without any additional cost.

d) The entire software developed under this contract shall be the property item of OCAC/Govt. of Odisha. OCAC will hold the **Intellectual Property Rights (IPR)** for the customized/developed software including software and documentations, which will be delivered in totality before beginning of Go-live and end of each release.

3.8 Confidentiality

Bidder and its agents shall exercise professionally reasonable care to maintain the required confidentiality and privacy with regard to OCAC/Departmental data, wherever applicable. If required, the bidder will sign a Non Disclosure Agreement(NDA) with OCAC/ other stakeholders of project.

3.9 Indemnity

The bidder shall indemnify, defend and hold OCAC and their officers, employees, successors and assigns harmless from and against any and all losses arising from personal injury or claims by third parties pursuant to this agreement, including but not limited to any equipment, software, information, methods of operation or other intellectual property (or the access, use or other rights thereto) provided.

3.10 Force Majeure

Neither Party to this agreement shall be liable to the other for delay or default in performance of its obligations or any loss or damage which may be suffered by the other directly due to a Force Majeure event provided that the affected Party notifies the other Party of such event and its likely effects and duration as soon as possible and takes all reasonable steps to mitigate the losses/disruption.

3.11 Dispute Resolution

Any dispute or difference, whatsoever, arising between the parties to this agreement arising out of or in relation to this agreement shall be amicably resolved by the Parties through mutual consultation, in good faith and using their best endeavours. Parties, on mutual consent, may refer a dispute to a competent individual or body or institution or a committee of experts appointed By OCAC (Nodal Authority) for such purpose and abide by the decisions thereon.

On non settlement of the dispute, same shall be referred to the Principal Secretary to Government, E&IT Department, Government of Odisha for his decision and the same shall be binding on all parties, unless either party makes a reference to arbitration proceedings, within sixty days of such decision.

Such arbitration shall be governed in all respects by the provision of the Arbitration and Conciliation Act, 1996 or later and the rules framed there under and any statutory modification or re-enactment thereof. The arbitration proceeding shall be held in Bhubaneswar, Odisha.

3.12 Governing Law and Jurisdiction

This agreement and all questions of its interpretation shall be construed in accordance with the Laws of India with the Courts at Cuttack (High Court) having jurisdiction.

3.13 Change Request Management

Any requirement beyond the scope mentioned in the RFP will be treated as Change Request and the process to address the change request is as follows :

- Identification and documentation of change request requirement– The details of scope of change will be analysed and documented
- Effort Estimate – OCAC will ask the successful bidder to submit the effort estimate in terms of man month rate using Function Point Analysis.
- Approval or disapproval of the change request – Technical Committee constituted by OCAC will approve or disapprove the change requested including the additional payments, after analysis and discussion with successful bidder on the impact of the change on schedule.
- Implementation of the change Request– The change will be implemented in accordance to the agreed cost, effort, and schedule. The vendor shall consolidate all approved CRs and raise invoice to OCAC accordingly.

The costing of change request shall be finalised as per cost mentioned in financial bid format- for Man month cost for software development.

3.14 Limitation of Implementation Agency (IA) liability towards OCAC

a. Except in case of gross negligence or wilful misconduct on the part of the IA Team in executing the work or in carrying out the Services, the IA, with respect to damage caused by the IA to property and/or assets of OCAC or of any of OCAC vendors, shall not be liable to OCAC.

1. for any indirect or consequential loss or damage; and

2. for any direct loss or damage that is limited to Contract Value.

b. This limitation of liability shall not affect the IA liability, if any, for damage to Third Parties caused by the IA Team or any person or firm/company acting on behalf of the IA in executing the work or in carrying out the Services

4. Terms of Reference

4.1 Features of the Software application

4.1.1 All the captions of the applications should be in bilingual i.e. in Odia and English.

4.1.2 Design of the application as per the GIGW guideline of Govt. of India and to make it disable friendly

4.1.3 Compatible to all the modern browser like Chrome, Mozila firefox, Internet Explorer, Safari, Opera.

4.1.4 Web portal/application should be mobile responsive and compatible to Mobile, Tabs, i-Pad

4.1.5 Since applications to be accessed from rural areas of Odisha, the application interface should run smoothly in low bandwidth.

4.1.6 Application should have provision for Aadhaar based authentication through OTP and should have Barcode(2D & 1D) enabled

4.1.7 Application should support single sign-on

4.1.8 The software application should be integrated with workflow engine for multiple approval process on various inputs/processes/reports.

4.1.9 Database driven application with CMS (Content Management System) and User Management to manage the requirement from Admin Interface by the multiple users

4.2 Scope of Work

4.2.1 **Development of software application as per following requirement**

4.2.1.1 High Level Functional Requirements

Functional Area	Key Requirements
Application Interface for citizen	Through the citizen interface, the citizen can submit the claim application as per the following basic requirement 1) Data Entry Format :- As given in Annexure-I 2) Data Entry Location :- At the Common Service Centres at District / Block / GP level or through internet. The data entry should suffice with scanning/upload of documents. 3) Database :- The database will be maintained in a centralised server located at IT Centre/SDC

	4)	<u>Unique ID</u> :- After submission, each online application should auto generate a unique running ID. The structure of the ID will be decided later)
	5)	<u>Alert for Mismatch</u> :- There should be internal validation for mismatches between data entry figures and auto-calculated figures.
	6)	<u>Uploading of documents</u> - The software should have facility to upload photographs, scanned signature and relevant documents relating to investment. No of documents to be uploaded to the system will be decided later.
	7)	<u>Receipt Generation</u> :- The system should generate two printouts of the application on completion of the data entry, which should contain the running unique ID. The applicant may check the particular, and if OK, may sign one copy and return to the CSC for record. The printout should contain the Unique ID at top of the application along with a Bar Code (1D/2D).
Report Module		a. The software should able to generate fixed format report and statistical reports.
		b. Functionality must be made in the software to generate dynamic reports based on the selection of attributes as well as conditions by the users.
		c. Report formats: Report should be generated in HTML/PDF format. However, the report module should have the facility to export the report in MS-Excel format.
		d. The reports have interface to search and filter the data of the report.
		e. Report should be capable of drill down and drill up with the report tool
		f. The users should not require knowledge of SQL or database to create self service adhoc reports.

Web Portal	The solution should have a CMS based web portal for hosting of information, reports and other contents as per the requirement
Workflow Engine	1. The software should have inbuilt workflow engine for finalisation of final list of investors (the cross functional diagram at 4.2.1.3) 2. The software should have the facility to upload the field verification reports/other investigation reports and tag the report with the received application.
CMS (Content Management System)	a. Its CMS should able to store the photograph & document(s) uploaded by the citizen during submission of application with the respective ID. b. Support template based content presentation. b. The template shall have capability to define place holders for content c. Support management of menu and sub-menu items d. Functionality to link content/activity/module to a menu/sub-menu item e. Modules for creating commonly used features such as feedback, sitemap, events, what's new, notifications etc. f. Shall support content in multiple formats including PDF, DOC, DOCX, XLS,XLSX, TXT, JPEG, JPG, PPT, XML, etc. g. Shall have an inbuilt functionality for search, print, etc. including option for contents including archived contents
General Features	a. Comprehensive Dashboard based on Login for specific level of users b. Adherence to formats as may be applicable to various documents. c. The entire application should be Digital Signature enabled. d. The system should be designed to have minimum satisfactory performance in low bandwidth (256 kbps) e. Each field/attribute in user interface of citizen should have a balloon help. f. Help manual of the entire application should be in both English & Odia and should be available at user interface.

| | g. The solution should maintain a database of frequently asked questions (FAQ) |
	a. All the exceptions will store at DB end and pass the same at state/centre label for further escalation
	b. The application should store the IP/MAC address of user along with time in database while accessed.
	c. If required, OCAC may ask the bidder to integrate the application for Aadhaar authentication. In such case API will provide by OCAC and the bidder has to integrate at no extra cost.
Other Technical requirements	a. The application should send the unique ID of application to the citizen through SMS. SMS gateway will be provided by OCAC. The API will be provided by OCAC.
	b. The solution should be provided along with the product manuals, user manuals and functional specifications
	c. Data model should be flexible to add more data fields as per changing business needs
	d. All error messages produced by the System must be meaningful.
	e. Frequently-executed system transactions must be designed so that they can be completed with a small number of interactions (e.g. mouse clicks)
User Access Management	d. Access to modules / functions within modules restricted to authorized users.
	e. It should provide logging by user and terminal, the date and time of all transactions with details of creation, reading, updating, deletion or printing.
	f. Access should be restricted to different levels as program, module, transaction, etc.
	g. Notify security administrator of unauthorized access or attempted access and record in a log with reporting.
	h. Ability to support role based access control

4.2.1.2   Process Flow

4.2.1.2.1   Citizen (investor) apply the application form through CSC/internet café/or from any desktop computer having internet facility and upload the photo, scanned signature and relevant documents of investment.

4.2.1.2.2   After submission of online form, a PDF copy of the application form will be generated and displayed having unique id of application and Bar code. Citizen have to take printout of two copies of the application form and keep one copy; and send another copy of the application form to the address of concern 'Competent Authority'.

4.2.1.2.3   After receipt the hard copy of the application at 'Competent Authority', the IT resources (deployed by the bidder) will tag the 'hard copy receipt' acknowledgement with concern unique id of the application in the database/application and then keep the hard copy of the application in district wise sequencing order.

4.2.1.2.4   The Competent Authority may prepare provisional list of the claimants in District / Block/GP wise format and then forward the application to Economic Offence Wing(EOW)/Crime Branch/ investigating agency for verification online through work flow engine.

4.2.1.2.5   The EoW will very the application through their login (provided in the application). There must be facility to download the application in EoW login so that they can compare the applicant details with their available database.

4.2.1.2.6   After analysis of data, the matching records (online applications) would be flagged. The doubtful cases and un-match records will also be flagged.

4.2.1.2.7   After matching of the online application with EOW/Crime Brach database, all the applications (along with flagged one) will be forwarded to concerned district collector.

4.2.1.2.8   The concern official at District Collector will take printout of the online application and arrange the application block/GP wise for field verification.

4.2.1.2.9   Collector will create a field verification team and the printout of the application will be handed over to the field verification team.

4.2.1.2.10   Field verification team will do the field verification and upload the field verification report. Then the field verification report will be tagged online with the application. (for example, if there are 50 investors in a village, after field verification the team leader may prepare one report which will be tagged with all 50 investors)

4.2.1.2.11   After field verification, another team will also do a random sample check and upload the verification report to the application.

4.2.1.2.12   Collector, then, forward all the applications with the field verification report to the competent authority online.

4.2.1.2.13   After receipt of same at   competent authority, the IT manpower deployed by the bidder will update the record on a separate screen. In no case the original information will be updated. The updated information will be kept separately, in order compare the modifications later stage.

4.2.1.2.14   Competent Authority, then prepare 'Provisional Claimant List' after due diligence at their level.

4.2.1.2.15   'Provisional Claimant List' will be hosted at the portal developed under this contract for raising of objection, if any.

4.2.1.2.16   After hearing of objection, Competent Authority will prepare Final List of Claimants.

4.2.1.3 Cross Functional Work Flow Diagram
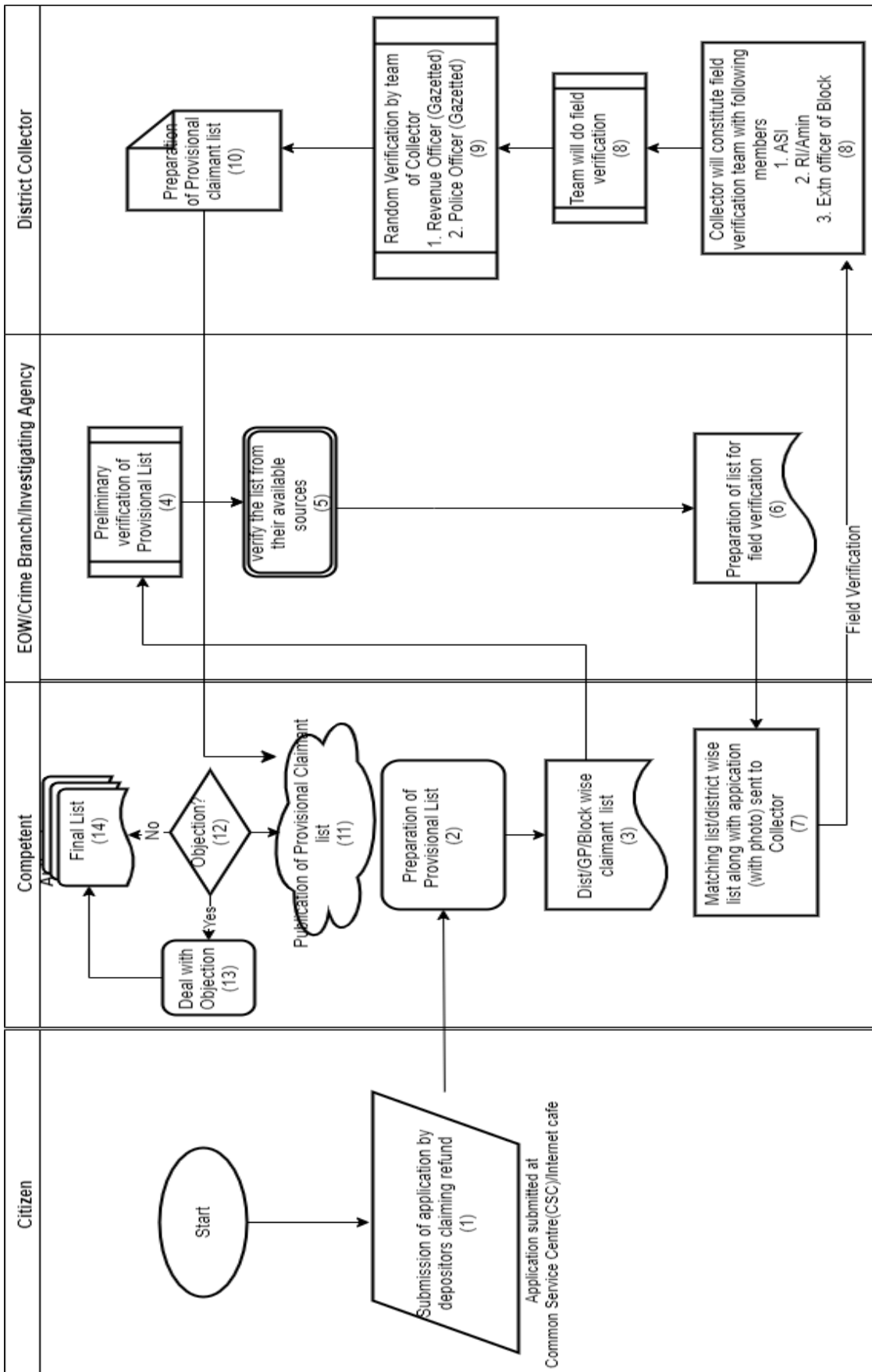
4.2.2 Project Documentation

The bidder shall create / update and maintain all project documents that would be submitted to OCAC after UAT. Any subsequent approved changes to the requirements / design shall be incorporated into the documents and submitted to OCAC. Project documents include but are not limited to the following:

i.   Latest version of Source Code

ii.   SRS documents. For all the new requirements/modification in existing process, bidder shall conduct a detailed system study and update the SRS documents.

iii. High Level Design (HLD) documents (including but not limited to)

    a. Application architecture documents

    b. ER diagrams and other data modelling documents

    c. Logical and physical database design

    d. Data dictionary and data definitions

    e. Application component design including component deployment views, control flows, etc.

iv.   Low Level Design(LLD) documents (including but not limited to)

    a. Application flows and logic including pseudo code

    b. GUI design (screen design, navigation, etc.)

v.   Test Plans and Reports

vi.   Issue Logs

vii. User Manual

viii. Application Installation & Configuration Manual

4.2.3 Training

a. The bidder should provide adequate training to the concern staffs of the Competent Authorities and EOW on entire functionality of the application software. The venue of such training programme will be at Bhubaneswar.

b. The bidder should provide training on software processes for field verification to the staffs on collectorate through VC from Bhubaneswar

4.2.4 Security Audit

It is to be noted that the following is to be carried out for the web portal

1. The bidder has to make security audit of websites and provide Safe to Host Certification.

2. Web Application Audit & Vulnerability management of the web enabled applications has to be strictly done as per the guidelines issued for Third party Audit empanelled agency by Cert-in.

3. Web-enabled Application is to be audited as per OWASP (Open Web Application Security Project) 2013 standards.

4. The pre-requisite for the software to be accepted is that it should have ZERO Severity Level defects and should be audited and certified by the **Security Audit Organisation empanelled under Cert-in**

4.2.5 Software License

The list of third party software licenses (like Database, application server etc.) required for the proposed application shall be provided to OCAC by the selected bidder without any cost to OCAC. However, if the software is open source then a stable version should be provided by the bidder.

4.2.6 Contents of technical bid

The bidder should give details of the project methodology to be followed, technology architecture (with details of technology, software versions etc), project plan etc. in technical bid document. A soft copy of technical bid (in CD-R) should be enclosed in technical bid envelope.

4.2.7 Performance Requirements (SLAs)

The purpose of this Service Level Agreement (herein after referred to as SLA) to clearly define the performance criteria that shall be adhered to by the bidder for the duration of the project.

SL#	Major Area	Parameter	Requirements	Penalty
1	Application System Development and Implementation	Major milestone during development and implementation as per project plan document.	4 Weeks	Delay up to 4weeks after scheduled date @0.5% and beyond 4 weeks penalty will be 1% of the development cost per week. Week means full week(7 days) or part thereof.

				If delay is more than 8 weeks from the scheduled date, authority reserves right to cancel the order.
2	Availability of application	Application covering all the features	98% availability round the clock and Computation will be done on monthly basis. Note : Fault at application level only.	Up to 90-97.99% - 1% of application development cost Less than 90%- 2% of application development cost
3	Resolution Time (Only for Bug fixing)	Time taken by the Bidder to fix the problem	Within 6 hours of reporting	6hrs to 24 hrs @0.01% of application development cost. Beyond 24 hrs 0.1% of application development cost.

Note: Penalty will be imposed on respective project cost

4.2.8 Acceptance, Certification and Roll-out

As this project involves both the development and hosting of the web application the following points related to Acceptance, Certification and Roll out shall be considered:-

a) An acceptance test plan along with test cases and expected results traced to the requirements shall be provided during the development and the same shall be accepted by the Department.

b) Any observations/feedback from the Department related to the test plan and test cases shall be duly factored in as relevant.

c) Department shall constitute a team of users who will facilitate the test process, but the bidder's personnel shall carry out the tests.

d) The errors identified during testing, shall be duly rectified and resolved. Maximum of three rounds of testing shall be permitted.

e) Hosting of the solution in the State Data Centre/IT centre should be carried out after the user acceptance testing and other certification has been successfully completed and the same will need to be factored in the work (project) plan.

4.2.9 Timelines for Project Implementation

The software application should be developed, security audited through any Cert-in empanelled firm and Go-live within the time duration of one month from the date of issuance of work order. Go-Live means hosting of application at public domain and at least twenty live transaction by any stakeholders other than OCAC and bidder.

4.2.10 Payment Milestone and deliverables

SI#	Milestones	Payment %	Deliverables
Development of application			
I.	After UAT of application & Security Audit	70% Cost of the application	1. Approved SRS 2. UAT Certificate 3. Safe to host certificate issued by Cert-in empanelled agency 4. User Manual
II.	After go live	Balance 30% of the application	Report from application on number of transactions. Rest of the deliverables as per clause no. 4.2.2
III.	Cost of Security Audit	100% of security audit cost	Submission of Safe to Host Certificate
Annual Maintenance Support			
IV.	Annual Maintenance support cost for respective year will be paid after completion of	100% of the annual maintenance support cost	Application performance report, resource utilization reports to be submitted quarterly.

	each year from the date of Go-live	
Manpower Support Cost		
V.	Support Manpower Cost (if any)	100% of manpower cost will be paid after completion of each quarter. If the manpower engaged less than a quarter, in such case payment will be made on monthly basis.
Change Request Cost		
VI.	Change Request cost	100% of the Change request cost will be paid after completion of the respective assignment (i.e. after UAT)

Application Maintenance Support

Bidder has to support the application for a period of 3 years from the date of go-live. The bidder has to quote the year wise maintenance cost accordingly as per format 5.8.1.4

5. Formats for Submission of Proposal

5.1   Pre-qualification bid Checklist

SI. No	Criteria	Documents Required
1.	The bidder should be a company registered in India under companies Act 1956, registered with the GST and operating for the last Five years in IT/ITeS Services as of 31st March 2019.	Copy of Certificate of Registration of Company & GSTN
2.	The bidder must have a registered development centre in the State of Odisha.	Copy of trade license/lease agreement
3.	The bidder must be an ISO 9001 certified company and the certificate needs to be validity till the date of submission of bid.	Copy of Certificate
4.	The bidder should have a proven track record of successful implementation of at least one web based application worth of ₹8,00,000/- or two web based applications with value of ₹6,00,000/- each or three applications value of ₹4,00,000/- each. All the projects mentioned in this clause should be from Govt./PSUS in India.	Details of the project in the specified Form, along with contract/Work Order and the client certificate about successful implementation.
5.	The bidder should have a minimum strength of 10 IT professionals (having B. Tech/MCA or higher) in its pay roll. The bidder should submit copy of EPF return statement/Declaration from HR Head as documentary evidence.	EPF return statement/Declaration from HR Head
6.	The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government/PSU.	Declaration from Authorised Signatory as mentioned
7.	Bidders should possess valid registrations for all statutory requirements such as PAN and GST.	Copy of PAN & GST
8.	The bidder must have average annual turnover of not less than ₹50 lakhs in the last three financial years ending with FY2018-2019. Net worth of the firm should be positive. Audited balance sheet will need to be submitted in support of this requirement.	Certificate from CA/ Balance Sheet with Profit & Loss Statement
9.	EMD of ₹20,000/-	In DD
10.	Document Fee of ₹1000/-	In DD
11.	Authorised signatory of the bidder	Declaration in letter head
12.	The bidder should have a minimum strength of 50 I.T. professionals with the company.	EPF return statement for confirming the same.

5.2   Self Declaration: Not Blacklisted (in company letterhead)

To,

General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of E & I.T. Deptt, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O. - RRL,
Bhubaneswar - 751013

Sir

In response to the RFP Ref.No.: OCAC-SEGP-SPD-0009-2015-19045 for RFP titled "Development and Implementation of Software for Online Submission & Processing of Claim Application under OPID Act, 2011", as an owner/ partner/ Director of (organisation name)_____ I/ We hereby declare that presently our Company/ firm is having unblemished record and is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

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

Thanking you,

Name of the Bidder: ....

Authorised Signatory: ....

Signature:

Seal:

Date:

Place:

5.3   Bidder's Authorisation Certificate

(Company letter head)

To,

General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of E& I.T. Deptt, Govt. of Odisha)
 N-1/7-D, Acharya Vihar P.O.- RRL,
Bhubaneswar - 751013

Bid Ref No : OCAC-SEGP-SPD-0009-2015-19045

Sir,

<Name>, , <Designation> is hereby authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above said Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date:_____

Place: _____

5.4 Particulars of the bidder

S No.	Information Sought	Details to be Furnished
1	Name and address of the bidding Company	
2	Incorporation status of the firm (public limited / private limited etc)	
3	Year of Establishment	
4	Date of registration	
5	ROC Reference No.	
6	Details of company registration	
7	Details of registration with appropriate authorities for service tax	
8	Contact Person: Name Address eMail Phone Nos Mobile Number	

5.5 Technical Bid Formats
5.5.1 Technical Cover Letter

To

General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of E& I.T. Deptt, Govt. of Odisha)
 N-1/7-D, Acharya Vihar P.O. - RRL,
Bhubaneswar - 751013

Subject: Submission of the Technical bid for "Development and Implementation of Software for Online Submission & Processing of Claim Application under OPID Act, 2011"

Bid Reference No - OCAC-SEGP-SPD-0009-2015-19045

Dear Sir/Madam,

We, the undersigned, offer to provide solution to OCAC, for Development and Implementation of Software for Online Submission & Processing of Claim Application under OPID Act, 2011.

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

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

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

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 30 days as stipulated in the RFP document.

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

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

5.5.2: Certificate of Conformity and Non-Deviation
(Company Letterhead)

To,

      General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of E& I.T. Deptt, Govt. of Odisha)
 N-1/7-D, Acharya Vihar P.O. - RRL,
Bhubaneswar - 751013

Bid Reference No OCAC-SEGP-SPD-0009-2015-19045

This is to certify that, the specifications of Software & Services which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the specifications of the Tender document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the tender document and by signing this certificate, we hereby submit our token of acceptance to all the tender terms & conditions without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the execution of the project, to meet the desired Standards set out in the Tender Document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization:

                                            Date:

                                            Place:

5.6   Format for fairness of documents

(Company letterhead)

To,

General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of E& I.T. Deptt, Govt. of Odisha)
 N-1/7-D, Acharya Vihar P.O.- RRL,
Bhubaneswar - 751013

Sir

      In response to the RFP Ref. No. OCAC-SEGP-SPD-0009-2015-19045 for RFP titled "Development and Implementation of Software for Online Submission & Processing of Claim Application under OPID Act, 2011"   As an owner/ partner/ Director of.. ...., I/ We hereby declare that any documents or information submitted under this bid is without any doubt, true and fair, to the best of my/our knowledge.

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

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:_____

Place: _____

5.7 Format for Citations of the projects required to be evaluated for Technical evaluation

General Information

Name of Project

Client for which the project was executed

Name and contact details of the client

Project Details

Description of the project

Outcomes of the project (Completed/ in progress)

Other Details

Total cost of the project

Total cost of the services provided by the

respondent

Duration of the project   *Start Date....../....../.......*

                                           End Date ....../....../.......

Security Certification (Details)

Other Relevant Information

Mandatory Supporting Documents:

5.8   Commercial Bid Format

5.8.1 Cost Summary

Si No. (1)	Description (2)	Cost Excluding Tax (3)
1.	Development & Implementation of web based application software as per scope of work (as per Clause 4- Terms of Reference)	
2.	Cost of Security audit of the application through any Cert-in empanelled bidder	
3.	Maintenance cost of entire application for 1st year	
4.	Maintenance cost of entire application for 2nd year	
5.	Maintenance cost of entire application for 3rd year	
6.	One Man-month cost for Software Development (it is a cost discovery item to be paid in case of Change Request)	
7.	Cost of One support resources for one month (it is a cost discovery item to be paid in case of requirement by the client)	
Grand Total		
In Words		

(Please quote the price excluding tax. Taxes will be paid as per actual at the time of billing)

NB: L1 will be declared based on the grand total cost comprising of all cost components , quoted by the bidder.

5.9 Undertaking on Pricing of Items of Technical Response

(Company Letterhead)

To

General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of E& I.T. Deptt, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O.- RRL,
Bhubaneswar - 751013

Sub: Undertaking on Clarifications

Sir,

I/We do hereby undertake that Commercial Proposal submitted by us (against bid Ref No : OCAC-SEGP-SPD-0009-2015-19045) is inclusive of all the items in the technical proposal and is inclusive of all the clarifications provided/may be provided by us on the technical proposal during the evaluation of the technical offer. We understand and agree that our Commercial Proposal is firm and final and that any clarifications sought by you and provided by us would not have any impact on the Commercial Proposal submitted by us.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

The Odisha Gazette

SUPPLEMENT

PUBLISHED BY AUTHORITY

No. 24   CUTTACK,   FRIDAY,   NOVEMBER   4,   2016/KARTIKA 13,   1938

SEPARATE PAGING IS GIVEN TO THIS PART IN ORDER THAT IT MAY BE FILED AS A SEPARATE COMPILATION

Resolutions, Weather and Crop Reports and other Statistical Reports, etc.

CONTENTS   PAGE

Corrigendum regarding F.D. Resolution No. 27608/F., dated the 16th October 2016 in   89—94
Annexures I & II in Para. 1 & 2 is hereby replaced in Annexure 'A' & 'B'.

No. 28014—FIN-DIP-OPID-0001/2016-F.

GOVERNMENT OF ODISHA

FINANCE DEPARTMENT

CORRIGENDUM

The 19th October 2016

Whereas, the State Government have prescribed the general guidelines for identification of genuine depositors along with the amount they are eligible to receive out of the sale proceeds of attached properties under Section 9(7) of OPID Act, 2011 which has been notified vide Finance Department Resolution No. 27608-F, dated the 16th October 2015;

And whereas, considering the felt need in order to protect the interest of depositors, the State Government have decided to modify certain Clauses and Annexures of the said guidelines.

Now, therefore, certain Clauses/Annexures of the said Resolution are hereinafter modified as follows:

1. The Para. 5 of the said Resolution hereinafter may be read as follows:

Para. 5 Publication of Provisional Claimant List:—

After verification of the Provisional Claimant List by the Collector and District Magistrate and after establishing that the depositors enlisted therein are genuine, the same shall be sent by him to the Competent Authority and shall be publicly displayed in the Gram Panchayat/NAC/ Municipality Office Noticeboards of District Level Offices and, if possible, published in Local Newspapers. The list will also be up loaded on the Website of the Competent Authority as well as on the Website of the Finance Department. A period of 15 days may be given for the public to raise objection or request modification, if any, before the Competent Authority.

If no objection is received, the list may be deemed as final. In case of objection or request for modification the list may be finalised after dealing with such objection.

2. The Annexure-I referred in Para. 1 and appended with the said Resolution is hereby replaced by Annexure-A appended with this Corrigendum.

3. The Annexure-II referred in Para. 2 and appended with the said Resolution is hereby replaced by Annexure 'B' appended with this Corrigendum.

Accordingly, this Corrigendum is issued.

By order of the Governor

A. K. MISHRA

OSD-*cum*-Special Secretary to Government

ANNEXURE —'A'

Application for Refund of Deposits invested in Financial Establishments U/s 9(7) of OPID Act, 2011

Financial Establishment [   ] (Select the option from combo box)

Applicant's Detail :

Upload Photo of Depositor

Name of the Depositor [   ]

Son/Daughter/Wife of [   ]

Is the Depositor alive ?   ○ Yes   ○ No

Date of Birth [DD/MM/YYYY e.g. 05/03/2016]

Present age as on 31-12-2015 (in years) [   ]

e-Mail ID [   ]

Mobile Number [   ]

Present Address :

House No. and Street Name [   ]   Village/Ward [   ] (Select the option from combo box)

State [   ]   District [   ] (Select the option from combo box)

Block [   ]   Post Office [   ] (Select the option from combo box)

Police Station [   ]   Gram Panchayat [   ] (Select the option from combo box)

Pin Code [   ]

Permanent Address :   ☐ Same as Present Address

House No. and Street Name [   ]   Village/Ward [   ] (Select the option from combo box)

State [   ]   District [   ] (Select the option from combo box)

Block [   ]   Post Office [   ] (Select the option from combo box)

Police Station [   ]   Gram Panchayat [   ] (Select the option from combo box)

Pin Code [   ]

SUPPLT. TO THE ODISHA GAZETTE, NOVEMBER 4, 2016/ KARTIKA 13, 1938 91

Income Tax Information :

Wheather the depositor is/was Income Tax Assessee ? ○ Yes   ○ No   PAN No. (if yes) [   ]

Identification Details of Depositor :

ID Type [   ]

(Aadhaar Card/Electroral Photo Identity Card/PAN Card)   [Preferably Aadhaar, If not available then other]

Card/ID No. [   ]

Details of Deposit

Name of Group Company	Amount Deposited (Not the promised or Assured value)	Mode of Payment	Mode of Deposit	Amount received back against the deposit	Amount Outstanding	Attach Documents in support of deposits (Money receipts etc.)
1	2	3	4	5	6	7
		Cheque/	Direct/			
		Cash	Agent			

In case of mode of deposit through Agent		
Name of Agent	Agent's Father Name	Agent's Address

Attach documents towards proof of deposit (Maximum 10 Nos.)

Bank Account Details :   (Bank Account details of the Claimant to which refund amount will be credited)

Account No. [   ]   IFSC Code [   ]

Bank Name [   ]   Account is linked with Aadhar ?   ○ Yes   ○ No

Branch Address [   ]

Declaration :

I declare that the details furnished in this claim application are true to the best of my knowledge and belief. I shall be liable for any legal or criminal action, in case any information or claim furnished by me is found to be false.

Upload Signature of Claimant   [Browse]

[Agree]   [Disagree]

92   SUPPLT. TO THE ODISHA GAZETTE,   NOVEMBER 4, 2016/ KARTIKA 13, 1938

ANNEXURE—'A'

Application for Refund of Deposits invested in Financial Establishments U/s 9(7) of OPID Act, 2011
(In case Depositor is not alive)

Financial Establishment [   ]   (Select the option from combo box)

Applicant's Detail (in case of death of depositor) :

Name of the Depositor [   ]   Upload Photo of Depositor   Upload Death Certificate of Depositor

Name of the Claimant [   ]

Son/Daughter/Wife of [   ]

Date of Birth [DD/MM/YYYY e.g. 05/03/2016]   Upload photo of claimant   Upload legal heir certificate

Present age as on 31-12-2015 (in years) [   ]

e-Mail ID [   ]

Mobile Number [   ]

Present Address :

House No. and Street Name [   ]   Village/Ward [   ]   (Select the option from combo box)

State [   ]   District [   ]   (Select the option from combo box)

Block [   ]   Post Office [   ]   (Select the option from combo box)

Police Station [   ]   Gram Panchayat [   ]   (Select the option from combo box)

Pin Code [   ]

Permanent Address :   ☐ Same as Present Address

House No. and Street Name [   ]   Village/Ward [   ]   (Select the option from combo box)

State [   ]   District [   ]   (Select the option from combo box)

Block [   ]   Post Office [   ]   (Select the option from combo box)

Police Station [   ]   Gram Panchayat [   ]   (Select the option from combo box)

Pin Code [   ]

Income Tax Information :

Wheather the depositor is/was Income Tax Assessee ?   ◯ Yes   ◯ No   PAN No. (if yes) [   ]

Identification Details of Depositor :

ID Type [   ]

(Aadhaar Card/Electroral Photo Identity Card/PAN Card)   [Preferably Aadhaar, If not available then other]

Card/ID No. [   ]

SUPPLT. TO THE ODISHA GAZETTE, NOVEMBER 4, 2016/ KARTIKA 13, 1938 93

Details of Deposit :

Name of Group Company	Amount Deposited (Not the promised or Assured value)	Mode of Payment	Mode of Deposit	Amount received back against the deposit	Amount Outstanding	Attach Documents in support of deposits (Money receipts etc.)
1	2	3	4	5	6	7
		Cheque/	Direct/			
		Cash	Agent			

In case of mode of deposit through Agent		
Name of Agent	Agent's Father Name	Agent's Address

Attach proof of deposit (Maximum 10 Nos.)

Bank Account Details :　　　　　　　(Bank Account details of the Claimant to which refund amount will be credited)

Account No. [　　　　　　　]　　　　IFSC Code [　　　　　　　]

Bank Name [　　　　　　　]　　　　Account is linked with Aadhaar ?　　○ Yes　　○ No

Branch Address [　　　　　　　]

Declaration :

I declare that the details furnished in this claim application are true to the best of my knowledge and belief. I shall be liable for any legal or criminal action, in case any information or claim furnished by me is found to be false.

Attach Signature　　　　　　　[Browse]

[Agree]　　　　　[Disagree]

ACKNOWLEDGEMENT

Application for refund of deposit invested in Financial Establishment in M/s. .... has been successfully submitted by Smt./Shri .... Son/Daughter/Wife of ....

of Vill./Ward .... P.O. .... P.S. .... Dist. ....

having Ref. No. .... Dated ....

(Signature)

94 SUPPLT. TO THE ODISHA GAZETTE, NOVEMBER 4, 2016/KARTIKA 13, 1938

ANNEXURE—B

Provisional List of Depositors Claiming Refund of Deposits made with Financial Establishment under OPID Act, 2011

Name of the Group Company M/s. .... Group of Companies

Name of the District .... Name of the Police Station .... Name of the Block/Tahasil ....

Sl. No.	Application number	Name of the depositor	Name of the Claimant (if depositor is not alive) and mention below the names of other.	Son/ Daughter/ wife of	Date of Birth	Present Age as on 31-12-2015	Mob./ Phone No.	Present address	Permanent address	Name of the G.P.	Name of the village/ ward (as per present addres) where field verification will be made.	PAN Card No. (If income Tax assessee)	ID Details		Name of the Company under the group Company)	Mode of Payment	
													ID Type (Adhaar/ Electoral Photo ID/ PAN)	ID No.		Cash/ Cheque/ DD	If through agent mention the name and address of the agent.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Actual amount deposited (not the promised or assured value) in Rs.	Money Receipt No. & Date	Cheque/ DD No. and Date	Amount received back against the deposit (at Col. 19) In Rs.	Amount out-standing (Col. 19- Col. 22) in Rs.	Bank Account details of the claimant			Remarks of the Investigating agency (whether data match or does not match with their Data base)	Observation of the field verification team (Mention details of discrepancies noticed)	Claims suggested by the field verification team	Signature of the applicant	Signature of the witness (s)	Amount paid to the depositors by the competent authority.	Balance amount to be paid	REMARKS
					Bank Account No. (Including legal heirs if depositor is dead)	Bank and Branch name	IFSC Code								
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34

Signature of Field Verification Team

1......
2......
3......