

REQUEST FOR PROPOSAL



**SELECTION OF IMPLEMENTING AGENCY FOR DESIGN,
DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE
SUPPORT OF SANRAKSHANA WEB PORTAL & MOBILE
APPLICATION (IOS & ANDROID)
FOR
ST & SC DEVELOPMENT AND MBC WELFARE DEPARTMENT,
GOVERNMENT OF ODISHA**

RFP No.: OCAC-SEGP-SPD-0077-2023-24023



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| Volume I | Instructions to Bidder |
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ODISHA COMPUTER APPLICATION CENTRE

[Technical Directorate of E & I.T. Department, Government of Odisha]

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1. Glossary of Terms

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|-----------|------------|---|
| 1 | OBC | Other Backward Classes |
| 2 | IT | Information Technology |
| 3 | ICT | Information & Communications Technology |
| 4 | ORV | Orissa Reservation of Vacancies |
| 5 | FAQ | Frequently Asked Questions |
| 6 | DPC | Departmental Promotion Committee |
| 7 | GIS | Geographic Information Systems |
| 8 | DP | Drawing of Incremental Pay |
| 9 | PAR | Annual Performance Appraisal Report |
| 10 | ST & SC | Schedule Caste and Schedule Tribe |
| 11 | SRS | Software Requirement Specification |
| 12 | FRS | Functional Requirement Specification |
| 13 | CERT-IN | Indian Computer Emergency Response Team |
| 14 | SSL | Secure Sockets Layer |
| 15 | MIS | Management Information System |
| 16 | UAT | User Acceptance Testing |
| 17 | OCAC | Odisha Computer Application Centre |
| 18 | GST | Good and Service Tax |
| 19 | PBG | Performance Bank Guarantee |
| 20 | RFP | Request for Proposal |
| 21 | QCBS | Quality & Cost Based Selection |
| 22 | EMD | Earnest Money Deposit |
| 23 | SLA | Service Level Agreement |
| 24 | IPMP | Integrated Project Management Plan |
| 25 | SDD | System Design Document |
| 26 | SI | System Integrator |
| 27 | OSDC | Odisha State Data Centre |
| 28 | MPR | Monthly Progress Report |

2. Fact Sheet

| # | Item | Description |
|----|--|---|
| a) | Tender Reference Number | OCAC-SEGP-SPD-0077-2023-24023 |
| b) | Project Title | Selection of Implementing Agency for Development, Implementation, and Maintenance Support of Sanrakshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department, Government of Odisha |
| c) | Name of Purchaser | Odisha Computer Application Centre (OCAC) |
| d) | Contact Person, Address and Email | General Manager (Admin) Plot No. N-1/7-D, Acharya Vihar RRL Post Office, Bhubaneswar, Odisha - 751013 gm_ocac@ocac.in |
| e) | RFP Document Fees | ₹ 11,200/- inclusive of GST @ 12% (Rupees Eleven Thousand and Two Hundred only) Non-refundable. |
| f) | Earnest Money Deposit | Bidders shall submit, along with their Bids, EMD of ₹3,50,000/- (Three lakhs Fifty Thousand) and should be valid for 180 days from the due date of the tender / RFP. The EMD should be submitted with the General Bid. The EMD may be paid through electronic mode to the following: Bank A/c No.: 149311100000195 Payee Name: OCAC Training Name & Branch: Union Bank of India, Acharya Vihar, Bhubaneswar Account Type: CURRENT IFSC: UBIN0814938 |
| g) | Selection Method | QCBS (70% Weightage on Technical and 30% Weightage on Commercial Evaluation) |
| h) | Date of Publication | 09.02.2024 (www.ocac.in , www.odisha.gov.in & enivida.odisha.gov.in) |
| i) | Last date for submission of Pre-bid queries by Bidders | 15.02.2024 by 05:00 PM |
| j) | Pre-bid Meeting | 16.02.2024 at 11:00 AM |
| k) | Issue of Corrigendum | 19.02.2024 by 05:00 PM (www.ocac.in , www.odisha.gov.in & enivida.odisha.gov.in) |
| l) | Last date and time for receipt of proposals from Bidders | 02.03.2024 by 02:00 PM |
| m) | Date and time for opening of Pre-Qualification-cum-Technical Proposals | 02.03.2024 at 04:00 PM |
| n) | Date and time for Technical Presentation | Will be communicated later |
| o) | Date and time for opening of Commercial Bids | Will be communicated later |
| p) | Bid Validity Period | 180 Days |

3. Structure of the RFP

This RFP document for **Selection of Implementing Agency for Development, Implementation, and Maintenance Support of Sanrakshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department, Government of Odisha** & post Implementation Support for **one (1) Year**, comprises of the following volumes:

Volume-I: Instructions to Bidder

The contents of this volume broadly cover following areas:

- a) Project Background
- b) Instruction to Bidders
- c) Criteria for evaluation
- d) Appointment of System Integrator / Implementing Agency
- e) Formats for Pre-Qualification, Technical and Financial Bid response

Volume-II: Terms of Reference

The contents of this volume broadly cover the following areas:

- a) About the project and its objectives
- b) Scope of Work
- c) Functional Requirements
- d) Project Milestones and Timelines
- e) Payment Terms and Schedule
- f) Service Level Agreement for System Integrator

The bidder is expected to respond to the requirements as completely and in as much relevant detail as possible and focus on demonstrating bidder's suitability to become the Implementing agency for this project.

4. Project Background

The vision of ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. Of Odisha is to streamline the perspective of the ORV Act by incorporating its objectives, focusing on effectively managing any violations in reservations during recruitment or promotional processes, annual report generation, inspections, and the storage of all guidelines and artefacts in a timely manner. This will be achieved through a user-friendly application accessible on both web and mobile platforms. Also this transformative initiative will empower ST & SC Department as a central authority according to the ORV Act, enabling them to make data-driven decisions efficiently, eliminating the need for manual pen and paper interventions. The integrated system shall consolidate functions such as slot booking, approval mechanisms, notification services, and annual report generation, complemented by a FAQ handling feature that provides real-time metadata insights.

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

Odisha Computer Application Centre (OCAC), the Designated Technical Directorate of Electronics & Information Technology Department, Government of Odisha, has evolved through years as a Centre of Excellence in IT solutions and e-Governance. It has contributed significantly to the steady growth of IT in the state. OCAC facilitates IT outreach to the general public with the goal of reducing the Digital Divide. It promotes the extensive use of IT by creating a framework that ensures citizens receive effective governance in addition to facilitating prompt decision-making through a transparent & efficient e-Governance System.

OCAC on behalf of ST & SC Development and MBC Welfare Department, Govt. of Odisha intends to engage a qualified and preferred system integrator for implementation of **Sanrakhshana Web Portal & Mobile Application (IOS & Android)**, which will be a robust and automated platform for monitoring of ORV Act.

5. Instruction to the Bidders

5.1 Request for Proposal

- a. OCAC invites sealed proposals from eligible bidders for **Selection of Implementing Agency for Development, Implementation, and Maintenance Support of Sanrakshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department, Government of Odisha & Post Implementation Support for one (1) Year** as per detailed scope of work in this RFP document (Volume-II).
- b. This invitation to bid is open to all bidders meeting the minimum eligibility criteria as mentioned in this RFP Document.
- c. Not more than one bid shall be submitted by one Bidder.
- d. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received late will not be considered in this procurement process.
- e. Bidder who has downloaded the RFP from the OCAC Website: (www.ocac.in), Govt. of Odisha web portal (www.odisha.gov.in) or eRFP Portal (www.enivida.odisha.gov.in) shall not tamper/modify the RFP form including downloaded price bid template in any manner. In case if the same is found to be tampered /modified in any manner, bid will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with OCAC.
- f. The bids must be submitted electronically at e-Nivida Portal.
- g. OCAC will award the contract to the successful bidder whose proposal has been determined as the best value proposal based on Technical and Financial evaluation criteria and accepted by the Tender Accepting Authority.
- h. OCAC reserves the right to reject any or all the Bids in whole or part, prior to signing of the Contract, without assigning any reasons.

5.2 General

- a. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, the bidder must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may consult their own legal advisers with regard to this RFP.
- b. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by OCAC on the basis of this RFP.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of OCAC. Any notification of preferred Bidder status by OCAC shall not give rise to any enforceable rights by the Bidder. OCAC may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of OCAC.
- d. This RFP supersedes and replaces any previous public documentation and communications, and Bidders should place no reliance and dependence on such communications.

5.3 Compliant Proposals / Completeness of Response

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

5.4 Pre-Bid Meeting and Clarifications

5.4.1 Pre-Bid conference

- a. OCAC shall hold a pre-bid meeting with the prospective bidders on **16-Feb-2024, 11 AM.**
- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to General Manager (Admin) only by email to gm_ocac@ocac.in (with a copy to kalpana.biswal@ocac.in & soumya.nic90@gmail.com) on or before 15.02.2024 by 5 PM.
- c. The bidders, who want to participate in the pre-bid meeting, should submit a request (by mentioning the firm name, contact person name, WhatsApp number and e-Mail id) by email to gm_ocac@ocac.in (with a copy to kalpana.biswal@ocac.in & soumya.nic90@gmail.com) on or before 15.02.2024 by 5 PM. The link for participation will be shared to the authorised representative from bidders before pre-bid meeting.
- d. The queries should necessarily be submitted in the following format (Soft copy in .xls file to be attached):

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

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

5.4.2 Responses to Pre-Bid Queries and Issue of Corrigendum

- a. The Nodal officer notified by OCAC shall endeavor to provide timely response to all queries. However, OCAC neither makes representation or warranty as to the completeness or accuracy of any response made in good faith, nor does OCAC undertake to answer all the queries that have been posed by the Bidders.
- b. At any time prior to the last date for receipt of bids, OCAC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by corrigenda and/or addenda.

- f. The Corrigendum (if any) and clarifications to the queries from all Bidders will be posted on www.ocac.in, www.odisha.gov.in and www.enivida.odisha.gov.in.
- c. Any such corrigenda and/or addenda shall be deemed to be incorporated in this RFP.
- d. In order to provide prospective Bidders reasonable time for taking the corrigenda and/or addenda into account, OCAC may, at its discretion, extend the last date for the receipt of Proposals.

5.5 Key Requirements of the Bid

5.5.1 Right to Terminate the Process

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

5.5.2 RFP Document Fees

- a. RFP document can be downloaded from www.enivida.odisha.gov.in, www.ocac.in & www.odisha.gov.in. The bidders are required to pay the document Fee of ₹11,200/- (including GST 12%). The fee may be paid through electronic mode to the following account:

| |
|--|
| Bank A/c No.: 149311100000195 |
| Payee Name: OCAC Training |
| Bank Name & Branch: Union Bank of India, Acharya Vihar, Bhubaneswar |
| Account Type: Current |
| IFSC: UBIN0814938 |

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

- b. Proposals received without or with inadequate RFP Document fees shall be rejected.

5.5.3 Earnest Money Deposit

- a. An EMD of the value @ ₹3,50,000/- must be paid electronically through e-Nivida portal.
- b. The EMD should be submitted in the General Bid.
- c. The EMD may also paid through electronic mode to the following:
 - Bank A/c No.: 149311100000195
 - Payee Name: OCAC Training
 - Bank Name & Branch: Union Bank of India, Acharya Vihar, Bhubaneswar
 - Account Type: Current
 - IFSC: UBIN0814938
- d. The EMD of the unsuccessful bidders would be returned within 60 days of award of work.
- e. The EMD of successful bidder would be returned upon submission of Performance Bank Guarantee.
- f. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

- g. The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- h. The EMD shall be forfeited:
 - If Bid is withdrawn during the validity period or any extension agreed by the Bidder thereof.
 - If the Bid is varied or modified in a manner not acceptable to the Purchaser after opening of Bid during the validity period or any extension thereof.
 - If the Bidder tries to influence the evaluation process.
 - If the Bidder/s selected as SI chose to withdraw the Bid before the finalization process.
 - If the successful bidder fails to sign the contract or the performance guarantee is not submitted within the time specified
- i. The local **MSE** bidders are exempted from submission of EMD. However, they must furnish documentary evidence against the same.

5.5.4 Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by OCAC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. OCAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5.5.5 Language

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

5.6 Submission of proposal

5.6.1 Instruction to Bidders for Online Bid Submission

e-Nivida is a complete process of e-Tendering, from publishing of RFPs online, inviting online bids, evaluation and award of contract using the system. The instructions given below are meant to assist the bidders in registering on e-Nivida Portal and submitting their bid online on the portal. More information useful for submitting online bids on the e-Nivida Portal may be obtained at: <https://enivida.odisha.gov.in>

5.6.2 Guidelines for Registration

- a. Bidders are required to enrol themselves on the eNivida Portal <https://enivida.odisha.gov.in> or click on the link "Bidder Enrolment" available on the home page by paying Registration Fees of Rs. 2,950/- inclusive of Applicable GST.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
- d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS / nCode/ eMudhra etc.), with their profile.

- e. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
- g. The scanned copies of all original documents should be uploaded in pdf format on eRFP portal.
- h. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id odishaenivida@gmail.com for activation of the account.

5.6.3 Searching for RFP Documents

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

5.6.4 Preparation of Bids

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

5.6.5 Submission of Bids

- a. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the RFP document as a token of acceptance of the terms and conditions laid down by Department.
- c. Bidder has to select the payment option as per the RFP document to pay the RFP fee / RFP Processing fee & EMD as applicable and enter details of the instrument.

- d. In case of BG, bidder should prepare the BG as per the instructions specified in the RFP document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
- e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOM format with the RFP document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOM 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 BOM file is found to be modified by the bidder, the bid will be rejected.
- f. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g. The uploaded bid documents become readable only after the RFP opening by the authorized bid openers.
- h. Upon the successful and timely submission of bid (i.e. after Clicking "Submit" in the portal), the portal will give a successful RFP 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.
- i. The RFP summary has to be printed and kept as an acknowledgement of the submission of the RFP. This acknowledgement may be used as an entry pass for any bid opening meetings.

5.6.6 Clarifications on using e-Nivida Portal

- a. Any queries relating to the RFP document and the terms and conditions contained therein should be addressed to the RFP Inviting Authority for a RFP or the relevant contact person indicated in the RFP.
- b. Any queries relating to the process of online bid submission or queries relating to e-RFP Portal in general may be directed to the Helpdesk Support. e-Nivida Helpdesk can be contacted (as given below) for any query related to RFP.

Phone No.: 011-49606060

Mail id: odishaenivida@gmail.com

5.6.7 Tender Validity

The offer submitted by the Bidders shall be valid for minimum period of 180 days from the last date of submission of RFP. However, validity of the price bid of selected bidder will be for entire contract period including extension period as mentioned in the RFP and the extension period, if any.

OCAC reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period.

5.6.8 Late Bids

- a. Bidder needs to submit the bids in electronic mode only, hence the date & time of submission of bids will be in sync with the date & time of the server of the e-Nivida portal. Bidder need to plan well in advance to submit the bids in due time.
- b. The bids submitted physically or by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c. OCAC shall not be responsible for non-submission/delay in submission of bids due to any technical glitches in the eNivida portal. It is the responsibility of the bidder to ensure submission of bid much prior to the deadline and report the issues (If any) in the help desk for resolution, so as to avoid last minute rush.
- d. OCAC reserves the right to modify and amend any of the above-stipulated condition / criterion depending upon project priorities vis-à-vis urgent commitments

5.6.9 Acceptance and Rejection of Bids

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

5.7 Evaluation Process

- a. The Proposal Evaluation Committee constituted by OCAC shall evaluate the responses to RFP and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection of the bid.
- b. The decision of Proposal Evaluation Committee in evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- c. The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals, if required.
- d. The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- e. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
- f. Clarification (if any) sought has to be submitted by the bidder within specified timeline, failing which the Bid is liable to be rejected.

5.8 RFP Opening

The Proposals submitted up to **02.03.2024** by **2 PM** will be opened on **02.03.2024 at 4 PM** electronically by Proposal Evaluation Committee. The representatives of the bidders who have submitted the bids may request through email to gm_ocac@ocac.in (with a copy to kalpana.biswal@ocac.in and soumya@gmail.com) to share the VC link enclosing the identity card or a letter of authority from the tendering firms to participate in the Bid Evaluation Meeting.

5.9 RFP Evaluation

- a. Incomplete details as given below will be treated as non-responsive, if Proposals;
 - Are not submitted in as specified in the RFP document
 - Are found with suppression of details
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist
 - Have non-compliance of any of the clauses stipulated in the RFP
 - With lesser validity period

- b. All responsive Bids will be considered for further processing as below:

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

6. Criteria for Evaluation

All bids will primarily be evaluated on the basis of Prequalification Criteria- Cum-Technical Bid. The Evaluation Committee will carry out a detailed evaluation of the Proposals.

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

6.1 Pre-Qualification Criteria

| Sl. # | Basic Requirement | Specific Requirement | Documents required |
|-------|---|---|---|
| a. | Legal Entity | Responding Firm/ Company should be: – Registered as a Company under Companies Act, 1956/2013 – Registered with Goods and Services Tax Network (GSTN). Have been operating for at least five (5) financial years as on 31st March 2023. | – Copy of Certificate of Incorporation/ Registrationalong with Copy of the work order/completion certificateas documentary proof in S/W development – Valid GSTIN and copy of GST Registration Certificate. Turnover certificate/audited balance sheet and profit & loss statement from the Statutory Auditor for last three years i.e., FY 22-23, FY 21-22, FY 20-21 |
| b. | Sales Turnover in System Implementation | Sales Turnover from IT/ITES operations and services must be ₹ 5 Crores in last three financial years ending at 31st March 2023. | Copy of audited Profit & Loss Statement OR Certificate from the Statutory Auditor |
| c. | Net worth | The company must be positive net worth in last three financial years ending at 31st March 2023. | Certificate from the Statutory Auditor OR Copy of Audited Balance Sheet |
| d. | Certifications | The bidder must possess a valid CMMi-Dev L3 and ISO 9001 Certificate as on date of submission of this RFP. | Copy of certificate from CMMI institute to be submitted, which can be verified through CMMiinstitute.com |
| e. | Technical Capability | The bidder must have successfully completed at least following numbers of e-Governance projects for any Government Department / Government Agency / PSU in India during last 5 years as on 31st March 2023 and of value specified below: | Work Order + Project completion/ Phase Completion / Go-live certificate |

| Sl. # | Basic Requirement | Specific Requirement | Documents required |
|-----------|---------------------------------------|---|--|
| | | <ul style="list-style-type: none"> 1 project not less than 1 Cr. OR 2 projects not less than 80 lakh each OR 3 projects not less than 60 lakh each | |
| f. | EMD & Document Fee | EMD of ₹3,50,000/- (Three lakhs fifty thousand) Tender document fee of ₹11,200 inclusive of GST @ 12% (Rupees Eleven Thousand and Two Hundred only). | <ul style="list-style-type: none"> The tender fee be paid through electronic mode or ePayment gateway of eNivida Portal |
| g. | Black Listing | The bidder should not continue to be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government or PSU in India at the time of submission of bid. | FORM PQ-4 - Self-Declaration |
| h. | Existence in Odisha | The bidder should have a Centre operational in Odisha or shall furnish an undertaking to open an operation Centre within 15 days from award of the project. | Trade License/Leased Agreement etc. / Declaration |
| i. | Consortium bidding / sub-contracting | Consortium bidding/ sub-contracting is not allowed | Self-Declaration |
| j. | Authorized Representative from Bidder | A power of attorney / board resolution in the name of the person signing the bid. | Original Power of attorney on legal paper/ Board resolution copy |

6.2 Technical Evaluation Scoring Matrix

Technical proposal of those bidders will be opened and evaluated, who qualify the Pre-Qualification criteria.

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

| Sl.# | Evaluation Criterion | Max Score | Documents Required |
|------|--|-----------|---|
| a) | <p>Quality Certification (CMMi Institute recognized and published CMMi 3)</p> <ul style="list-style-type: none"> • CMMI Level 3 or above= 2 mark • ISO 27001 = 1 mark • ISO 20000 = 1 Mark • ISO 9001 = 1 Mark | 5 | Valid certificate copy |
| b) | <p>The bidder should have minimum 40 IT resources engaged on its payroll as on 31st March 2023</p> <ul style="list-style-type: none"> • 40 IT resources : 3 Marks <p><i>(Additional 1 mark for additional 10 resources subject to maximum 5 marks)</i> <i>(Declared IT Resources must be B.E./B.Tech/ MCA or BCA or equivalent)</i></p> | 5 | HR declaration from Head of HR department with Name and qualification of the resources with latest EPF challan |
| c) | <p>The firm/ company should have experience in implementation of projects covering Software development, resource deployment and maintenance support for any Government Department / Government Agency / PSU in India during last 5 years as on bid submission date</p> <p><i>Criteria : Total value of all projects</i></p> <p><i>For each 1 Cr. - 3 Mark</i></p> <p><i>Subject to Maximum 15 Marks</i></p> | 15 | <p>Work order + Go-Live / Project Completion Certificate from the client.</p> <p>(Only Go-Live projects will be considered for evaluation)</p> <p>Note: Development should be clearly mentioned. Only implementation work order will not suffice.</p> |
| d) | <p>The firm/ company should have experience of implemented E-Governance Projects in any Department of State/Central Government / PSU/Govt. Autonomous body in Odisha having functionalities such as Employee Information Management or Beneficiary Database Management</p> <p><i>[Each Project will be awarded 5 marks subject to maximum 15 marks]</i></p> | 15 | <p>Work order + Go-Live / Project Completion Certificate from the client.</p> <p>(Only Go-Live projects will be considered for evaluation)</p> <p>Note: Development should be clearly mentioned. Only implementation work order will not suffice.</p> |
| e) | <p>The bidder should have experience of developing API integration with 3rd party applications (other than email or SMS) for any PSU/State Govt./Central Govt. in India during last 5 years as on 31st March 2023.</p> <p><i>[Each project will be awarded 1 mark subject to maximum 5 marks]</i></p> | 5 | <p>Work Order and phase Completion certificate or Go-Live Certificate</p> <p>Note: Development should be clearly mentioned. Only implementation work order will not suffice.</p> |

| Sl.# | Evaluation Criterion | Max Score | Documents Required |
|------|--|-----------|--|
| f) | The firm/ company should have developed and implemented Mobile application having Geo-Tagging / Geo-Fencing functionality for any Department in State / Central Government/Govt. PSU/Govt. Autonomous body in India 2 Projects – 3 Marks 1 mark for each additional project subject to maximum 5 marks | 5 | Work Order & documentary evidence of deployed on play store or app store. Note: Development should be clearly mentioned. Only implementation work order will not suffice. |
| g) | Bidder should have developed and implemented mobile application on Android or IOS platform with minimum 1 lakh downloads as on bid submission date. <i>[Each project will be awarded 2.5 marks subject to maximum 5 marks]</i> | 5 | Work Order & documentary evidence of deployed on play store or app store. Note: Development should be clearly mentioned. Only implementation work order will not suffice. |
| h) | The company must have experience in developing and implementing projects involving Government Beneficiary Schemes in India within the last five years, up to March 31, 2023. <ul style="list-style-type: none"> Projects covering 20 lakh beneficiaries – 3 marks For each additional 10 lakh beneficiaries beyond 20 lakh – 1 mark <i>(Subject to maximum 5 marks)</i> | 5 | Work Order & documentary evidence of deployed on play store or app store. Note: Development should be clearly mentioned. Only implementation work order will not suffice. |

6.3 Approach & Methodology - 40

| Sl.# | Evaluation Criterion | Documentary Evidence | Max Mark |
|------|--|------------------------|----------|
| a) | Proposed Solution and its components with Prototype design/Live demonstration. | Technical Presentation | 25 |
| b) | Work plan, approach & methodology for completing the work. Technologies used, Risks and Mitigation Plan Training Methodology and plan time frame. Operation and maintenance road map. Clear and unambiguous narration of exit Management activities of the bidder. Challenges likely to be encountered Client references. | Technical Presentation | 15 |

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

6.4 Evaluation of Commercial Bids

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

$$F_n = \left\{ \frac{\text{Financial Bid of L1}}{\text{Financial Bid of Bidder}} * 100 \right\} \%$$

6.5 Final Evaluation of Bids

- a. The technical and financial evaluation scores secured by each bidder will be added using weightages of 70% and 30% respectively to compute composite score. The composite score will be computed as under:
 $B_n = 70\% * T_n + 30\% * F_n$
- b. The bidder securing highest composite score will be adjudicated as most responsive bidder for award of project.
- c. In case of a tie between bidders, the bidder with the highest Technical Scores will be considered.

7. Appointment of System Integrator

7.1 Award Criteria

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

7.2 Right to Accept Any Proposal and to Reject Any or All Proposal(s)

OCAC reserves the right to accept or reject any proposal, and to annul the tendering process/ public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for OCAC action.

7.3 Purchaser's Procurement Rights

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

- a. Amend, modify, or cancel this tender and to reject any or all proposals without assigning any reason.
- b. Change any of the scheduled dates stated in this tender.
- c. Reject proposals that fail to meet the tender requirements.
- d. Exclude any of the module(s)
- e. Remove any of the items at the time of placement of order.
- f. Increase or decrease no. of resources supplied under this project.
- g. Should the Purchaser be unsuccessful in negotiating a contract with the selected bidder, the Purchaser will begin contract negotiations with the next best value bidder in order to serve the best interest.
- h. Make typographical correction or correct computational errors to proposals.
- i. Request bidders to clarify their proposal.
- j. The Purchaser understands and appreciates that the proposal is for an integrated application and the change / addition / deletion as per above shall not result in change of the overall scope of the Project for which the RFP is sought. However, quantities depending on number of schools can be added / deleted based on actual situation on ground, as part of Change Management. Approved Scope should include total number of schools and users at the time of approval of SRS and commencement of Development/ Customization/ Integration phase.

7.4 Notification of Award

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

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

7.5 Contract Finalization and Award

After OCAC notifies the successful bidders that its proposal has been accepted, OCAC 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.

7.6 Performance Guarantee

- a. Selected bidder shall submit a Performance Bank Guarantee (PBG), within 15 days from the date of notification of award to OCAC.
- b. PBG would be 10% of the total Project cost excluding taxes and valid for 30 months from the date of submission of PBG.
- c. 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.
- d. In case the selected bidder fails to submit performance guarantee within the time stipulated, OCAC at its discretion may cancel the order placed on the selected bidder and/or forfeit the EMD after giving prior written notice to rectify the same.
- e. OCAC shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or OCAC incurs any damages due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.
- f. The local MSE bidders shall submit PBG of 25% of the prescribed value of Performance Security so as to ensure the performance of the contract (Reference : OGFR issued by Finance Department, Government of Odisha dtd. 13.09.2023).

7.7 Failure to Agree with the Terms and Conditions of the RFP

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

7.8 Fraudulent and Corrupt Practices

- a. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, OCAC shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process.

- b. In such an event, OCAC shall, without prejudice to its any other rights or remedies, forfeit and appropriate Performance Security or suspend the bidder for a specific time period, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.
- c. Without prejudice to the rights of OCAC under Clause above and the rights and remedies which OCAC may have under the LOI or the Agreement, if a Bidder is found by OCAC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the Work Order or the execution of the Agreement, such Bidder shall not be eligible to participate in any RFP or RFP issued by OCAC/ Any Department of State Govt. for a period of 2 (two) years from the date of such Bid.

7.9 Notices

Notice or other communications given or required to be given under the contract shall be in writing and shall be faxed/e-mailed/hand-delivery with acknowledgement thereof or transmitted by pre-paid registered post or courier.

7.10 Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or OCAC as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- a. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics
- b. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- c. Terrorist attack, public unrest in work area provided either party shall within 10 days from the occurrence of such a cause, notifies the other in writing of such causes. The bidder or OCAC shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30/100 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

8. Formats for Response

8.1 Pre-Qualification Bid Formats

8.1.1 FORM PQ-1: Cover Letter

(To be submitted on the Letterhead of Bidder)

To

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

Sub: Selection of Implementing Agency for Development, Implementation, and Maintenance Support of Sanrakshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department, Government of Odisha

Ref: RFP Reference No. OCAC-SEGP-SPD-0077-2023-24023.

Sir / Madam,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. **OCAC-SEGP-SPD-0077-2023-24023**. We hereby submit our proposal which includes the pre-qualification proposal, technical proposal and commercial proposal, sealed under separate envelopes. Our proposal will be valid for acceptance up to 180 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in our proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR/Scope including of our technical and financial proposal are found to be deviated, then you shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

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

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

(To be submitted on the Letterhead of Bidder)

| Sl. # | Information | Details |
|-------|---|---------|
| 1. | Name of Bidder | |
| 2. | Registered Address of Bidder | |
| 3. | Address for Communication | |
| 4. | Address of local office in Odisha. If bidder has no local office at the time of bid submission, an undertaking has to be furnished on bidder's letter head on setting up an office within 1 month from issuance of work order. | |
| 5. | Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP | |
| 6. | Mobile no. of contact person: | |
| 7. | E-mail address of contact person: | |
| 8. | GST Number of the Firm | |
| 9. | PAN No. of the firm | |

Yours faithfully,

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

8.1.3 FORM PQ-3 [Acceptance of Terms and Conditions]

(To be submitted on the Letterhead of Bidder)

To

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

Sub: Selection of Implementing Agency for Development, Implementation, and Maintenance Support of Sanrahshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department, Government of Odisha

Madam/Sir,

I have carefully and thoroughly gone through the Terms & Conditions along with scope of work contained in the RFP No. **OCAC-SEGP-SPD-0077-2023-24023** regarding RFP for Selection of System Integrator for **Selection of Implementing Agency for Development, Implementation, and Maintenance Support of Sanrahshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department, Government of Odisha.**

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

Yours faithfully,

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

8.1.4 FORM PQ-4 [Self-Declaration against Not-Blacklisted]

(To be submitted on the Letterhead of Bidder)

To

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

Sub: Selection of Implementing Agency for Development, Implementation, and Maintenance Support of Sanrahshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department , Government of Odisha

Ref: RFP Ref No. OCAC-SEGP-SPD-0077-2023-24023

Sir,

In response to the RFP No.: **OCAC-SEGP-SPD-0077-2023-24023** for RFP titled "**Selection of Implementing Agency for Development, Implementation, and Maintenance Support of Sanrahshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department , Government of Odisha** an owner/ partner/ Director of (organization name) _____ I/ We hereby declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

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

Thanking you,
Yours faithfully,

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

8.1.5 FORM PQ-5 Project Citation Format

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

8.2 Financial Bid

8.2.1 FORM FIN-1: Financial Bid Covering Letter

(To be submitted on the Letterhead of Bidder)

To

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

Sub: Selection of Implementing Agency for Development, Implementation, and Maintenance Support of Sanrakshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department , Government of Odisha

Ref: RFP Reference No. OCAC-SEGP-SPD-0077-2023-24023

Madam/Sir,

I /We, the undersigned, offer to provide the service for **Selection of Implementing Agency for Development, Implementation, and Maintenance Support of Sanrakshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department , Government of Odisha** as per RFP No. **OCAC-SEGP-SPD-0077-2023-24023** and our *Pre-Qualification, Technical and Financial Proposals*. Our attached Financial Proposal is for the sum of <<Amount in words and figures>> exclusive of all applicable taxes and duties.

a) BID PRICE

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

b) PERFORMANCE BANK GUARANTEE

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

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

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

Yours faithfully,

(Authorized Signatory)
Name, Designation & Contact No.

Seal

8.2.2 FORM FIN-2: Financial Bid format:

| SI No | Category | Module/ Item | Unit | Rate | Qty | Amount (in Rs.) |
|--------------------|--|---|---------|------|-----|-----------------|
| 1 | Web Application Development [Study, Design, Development, Testing, Implementation & Training] | Sanrakshana Portal [ORV Act Monitoring] | Lumpsum | | 1 | |
| 2 | Android & iOS Mobile Application Development | ORV Act Monitoring | Lumpsum | | 1 | |
| 3 | Operation & Maintenance | Support after Warranty | Year | | 1 | |
| 4 | Help-Desk & Handholding | One Handholding Support Resource | Month | | 12 | |
| 5 | Security Audit | Third Party Security Audit | Year | | 1 | |
| 6 | SSL Certificate | | Year | | 1 | |
| Sub Total | | | | | | |
| Tax (18%) | | | | | | |
| Grand Total | | | | | | |

Note:

- The bid price will be exclusive of all taxes and shall be in Indian Rupees.
- 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".
- Bidder to upload the PDF copy of the commercial bid in e-Nivida Portal.

Above cost is exclusive of all taxes & duties.

Thanking you,

Signature

(Authorised Signatory) Seal:

Date:

Place:

8.3 Performance Security

To

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

Sub: Selection of Implementing Agency for Development, Implementation, and Maintenance Support of Sanrakshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department, Government of Odisha

Ref: RFP Reference No OCAC-SEGP-SPD-0077-2023-24023.

Whereas, <<name of the supplier and address>> (hereinafter called "the bidder") has undertaken, in pursuance of contract dated. <Date> with OCAC (hereinafter called "the beneficiary") the Development, Implementation, and Maintenance Support of Sanrakshana Web Portal & Mobile Application (IOS & Android) for ST & SC Development and MBC Welfare Department, Government of Odisha.

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

And whereas we, <Name of Bank> a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> have agreed to give the bidder such a bank guarantee.

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

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

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

This Guarantee shall be valid until <<<insert date>>

Notwithstanding anything contrary contained in any law for the time being in force or banking practice, this guarantee shall not be assignable or transferable by the beneficiary i.e OCAC. Notice or invocation by any person such as assignee, transferee or agent of beneficiary shall not be entertained by the Bank.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

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

(Authorized Signatory of the Bank)

Seal:

Date:

8.4 Standard Contract Form

The GM(Admin), OCAC (herein after called the "PURCHASER") which expression shall unless repugnant to the context thereof include his successors, administrator, heirs, assigns, of the one part, and (name of authorized signatory) of (name of the firm/company) (hereinafter called the "Implementing Agency") which expression shall unless repugnant to the context thereof include his successors, administrator, heirs, assigns, of the other part.....