



OCAC

Request for Proposal (RFP)

for

Selection of Agency towards Establishment of Video Conferencing (VC) Infrastructure at all ULBs under Housing & Urban Development Department, Govt. of Odisha and all Zilla Parisad (DRDA) through OSWAN Backbone

RFP Enquiry No. OCAC-NEGP-INFRA-0045-2025-26016, Dtd. 20/02/2026

RFP Schedule

Sl. No.	Items	Date & Time
1	Availability of Bid Document in the website (www.ocac.in , www.odisha.gov.in , https://enivida.odisha.gov.in)	20/02/2026 at 05:00 PM onwards
2	Last date for receiving pre-bid queries through e-mail: odisha.ocac@gmail.com , souri.das@odisha.gov.in , rajib.dash@odisha.gov.in	26/02/2026 by 03:00 PM
3	Pre Bid Conference	27/02/2026 at 12:00 PM
4	Issue of Corrigendum (if required)	06/03/2026 by 05:00 PM
5	Last date and time for Submission of Bid	20/03/2026 by 02: 00 PM
6	Opening of Pre-Qualification Bids	20/03/2026 at 04:00 PM
7	Date and Time of opening of Technical Bids (TB)	To be Informed
8	Opening of Price Bids	To be Informed

Odisha Computer Application Centre (OCAC)

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

OCAC Building, Plot No.-N-1/7D, Acharya Vihar,

RRL Post Office, Bhubaneswar, Odisha

DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by the Odisha Computer Application Centre (OCAC) Odisha, or any of its employees, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not aim to hold all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Odisha Computer Application Centre (OCAC) Odisha and its employees to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. Odisha Computer Application Centre (OCAC) Odisha and its employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. Client Department 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 the Bidding Documents.

Information provided in the RFP Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OCAC/Client Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The issue of this RFP Documents does not imply that the OCAC/Client Department is bound to select a Bidder or to appoint the Selected Bidder or Service Provider for the Project and the OCAC/Client Department reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

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, uploading, expenses associated with any demonstrations or presentations which may be required by OCAC/Client Department or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the OCAC/Client Department 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 Selection process. OCAC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

INSTRUCTION TO BIDDERS

INVITATION FOR BIDS:

Odisha Computer Application Centre (OCAC) invites bids from eligible Agency (here after called as Bidder /Agency) who have the necessary qualifications for Implementation, Operations and Maintenance of Video Conferencing Infrastructure at Urban Local Bodies (ULBs) Offices and Zilla Parisad (DRDA) Offices as per the “Scope of Work” described in this RFP. The Agency shall be responsible for implementing the Video Conferencing Infrastructure and providing the operations and maintenance support for 3 years from the date of FAT.

The Bid document has been published in the official website of OCAC (www.ocac.in), OCAC e-Tender Portal <https://enivida.odisha.gov.in> and official website of Govt. of Odisha (www.odisha.gov.in). Bidders are requested to go through the Bid document carefully and participate in the bidding process with all necessary details as required.

This RFP is issued by OCAC, which is the sole point of contact during the selection process. The Nodal Officer responsible for entire process is General Manager (Admin).

E-TENDER POTAL:

e-Nivida is the complete process of eTendering, from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://enivida.odisha.gov.in>

Bidder Enrollment can be done using “**Bidder Enrollment**”.

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

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

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enroll themselves on the eNivida Portal <https://enivida.odisha.gov.in> or click on the link “Bidder Enrollment” available on the home page of e-tender Portal by paying the Registration fee of Rs.2,500/- + Applicable GST.
2. As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any

Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. 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.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their acknowledgment copy on our help desk mail id odishaenivida@gmail.com, for activation of the account.

SEARCHING FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, 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.
- 5) These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in

the time required for bid submission process. Already uploaded documents in this section will be displayed. Click “New” to upload new documents.

SUBMISSION OF BIDS

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

For any clarification in using eNivida Portal:

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact eNivida Help-desk (as given below) for any query related to e- tendering.

Phone No. 011-49606060

Mail id: - odishaenivida@gmail.com

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1. FACT SHEET

This Fact Sheet comprising important factual data of the tender is for quick reference of the bidder.

Clause Reference	Topic
The Proposal	Odisha Computer Application Centre (OCAC) invites RFP for Selection of Agency towards Establishment of Video Conferencing (VC) Infrastructure at all ULBs under Housing & Urban Development and all Zilla Parisad (DRDA) through OSWAN Backbone.
Method of Selection	Least Cost Based Selection (LCBS) i.e., L1 method shall be used to select the bidder. The bidder is required to submit the bids in General (Pre-qualification), Technical & Financial bid in eNivida portal (https://enivida.odisha.gov.in). Technical bid of those bidders who qualify in General Bid shall be opened. Financial bid of those bidders who qualify in Technical Bid shall be opened.
RFP Publishing and document download	The RFP document will be published on and can be downloaded from the website www.odisha.gov.in or www.ocac.in or https://enivida.odisha.gov.in/ .
RFP Document Fees	<p>The bidder must have submitted the Document fee of ₹10,000/- (Rupees Ten Thousand Only) + 18% GST, in the shape of Demand Draft (DD) from any Nationalized/Scheduled Commercial Bank in favor of Odisha Computer Application Centre (OCAC) payable at Bhubaneswar.</p> <p>Bidder should upload the scan copy of the DD online and submit the original DD at OCAC office on or before 21/03/2026, 5:00 PM</p>
Earnest Money Deposit (EMD)	<p>The bidder must have submitted the EMD of ₹24,00,000/- (Rupees Twenty Four Lakh Only) in the shape of Demand Draft (DD) from any Nationalized/Scheduled Commercial Bank in favor of Odisha Computer Application Centre (OCAC) payable at Bhubaneswar. The EMD should be valid for a minimum period of 90 days from the last date of submission of the Bid.</p> <p>Bidder should upload the scan copy of the DD online and submit the original DD at OCAC office on or before 21/03/2026, 5:00 PM</p>
Performance Bank Guarantee (PBG)	Performance Bank Guarantee (PBG) @ 10% of the cost of the project from any Nationalized/Scheduled Commercial Bank in the prescribed format in favour of the Odisha Computer Application Centre shall be submitted by the successful bidder within 30 days of issue of work order.
Scope of Work	Selected Bidder is expected to deliver the services as mentioned in the scope of work in this RFP.
Language	Bid must be prepared by the Bidder in English language only.
Currency	The bidder should quote in Indian Rupees only. The Total Price inclusive of GST will be considered for evaluation. So, the bidder must mention the base price and the GST component separately.

Clause Reference	Topic
Validity Period	Proposals/bid must remain valid for a period of 180 days from the last date of bid submission.
Bid to be submitted on or before last date of submission at:	Proposals must be submitted on or before 20/03/2026 by 02:00 PM through electronic mode only i.e. https://enivida.odisha.gov.in .

2. Proposal

Odisha Computer Application Centre (OCAC) invites bids from eligible Agency (here after called as Bidder /Agency) for Procurement, Supply, Installation & Commissioning of Video Conferencing (VC) Infrastructure at 115 nos of ULBs under Housing & Urban Development and Zilla Parisad (DRDA) Offices through OSWAN Backbone, as per the “Scope of Work” described in this RFP”.

3. Background Information

The purpose of this RFP is to provide interested Bidder / Agency with information to enable them to prepare and submit a proposal to provide a Comprehensive solution for Establishment of Video Conferencing (VC) Infrastructure at 115 nos of ULBs under Housing & Urban Development Department, Govt. of Odisha and 30 Zilla Parisad (DRDA) Offices through OSWAN Backbone. The successful bidder will be responsible for delivery of all hardware/software and /or services requested in this proposal. OCAC will consider the bidder to be the sole point of contact with regard to contractual matters, including pricing structure, delivery of products, warranty & operation support of equipment, and payment of any and all charges resulting from the purchase of products specified in this proposal.

This RFP is issued by OCAC, which is the sole point of contact during the selection process. The officer responsible for entire process is **General Manager (Admin)**.

3.1. Basic Information

Any contract that may result from this RFP Processes will be issued for a term of THREE (03) years (“the Term”) which would include, but not limited to, monitoring the day-to-day operation & maintenance of Video Conferencing (VC) Infrastructure at 115 nos of ULBs under Housing & Urban Development Department, Govt. of Odisha and Zilla Parisad (DRDA) Offices, with a view to ensure desired Quality of Service / Performance by the Bidder, as defined in this RFP.

Bid documents must be submitted online not later than time, date mentioned in the RFP.

3.2. Definitions

- a) “Request for Proposal (RFP)”, means this detailed notification seeking a set of solution(s), services(s), materials and/or any combination of them.
- b) “OCAC”, shall mean the Odisha Computer Application Centre, Under Electronic and Information Technology Department, Government of Odisha. “GM” shall mean the General Manager of Odisha Computer Application Centre or any authorized officer to act on his behalf for a specified work.
- c) “H&UD” means Housing and Urban Development Department, Govt. of Odisha
- d) “ULB” means Urban Local Bodies under H&UD Department.
- e) “Zilla Parisad” means Zilla Parisad (DRDA) office at all District Head Quarters.
- f) “OSWAN” means Odisha State Wide Area Network.

- g) “Authorized Representative” shall mean any person authorized by either of the parties.
- h) “Bidder/Agency” means System Integrator (S.I), offering the solution(s), service(s) and /or materials required in the RFP. The word Bidder when used in the pre award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the successful Bidder or Agency on whom Government of Odisha will place order for rendering of services for Establishment of Video Conferencing (VC) Infrastructure at 115 nos of ULBs under Housing & Urban Development and 30 Zilla Parisad through OSWAN Backbone.
- i) "Service" means provision of Contracted service as per this RFP.
- j) “Site” shall mean the location(s) for which the Contract has been issued and where the service shall be provided as per Purchase Order.
- k) “Termination Notice” means the written notice of termination of the Purchase Order issued by one Party to the other in terms hereof.
- l) “HDMI” means High-Definition Multimedia Interface.
- m) “VC” means Video Conferencing.

3.3. Existing Video Conferencing Details

Odisha State Wide Area Network (OSWAN) Project is currently running successfully in the State Head Quarter (SHQ), 30 District Head Quarters (DHQs) and 314 Block Head Quarters (BHQs), 1351 Horizontal Offices across the State which have been implemented by Odisha Computer Application Centre (OCAC), Bhubaneswar (Under E&IT Department Govt. of Odisha). As a part of OSWAN Project, various offices of the State Govt. starting from the State Headquarter (OCAC) to District Headquarters 16 Mbps, down to Block Headquarters 8 Mbps are connected through MPLS connectivity from M/s BSNL. Apart from M/s BSNL, ILL connection has been established through M/s. RailTel, in State Head Quarter (SHQ) OCAC, 30 District Head Quarters (DHQs) and 314 Block Headquaters.

Existing Connectivity in Odisha SWAN					
SL#	Name of the PoP	Qty.	Bandwidth	Type of Connectivity	Name of the ISP
1.	SHQ	1	2 Gbps	MPLS	BSNL
		1	1 Gbps	P2P	NKN
		1	1 Gbps	ILL	RailTel
2.	DHQ	30	16 Mbps	MPLS	BSNL
			50 Mbps	ILL	RailTel
3.	BHQ	314	8 Mbps	MPLS	BSNL
			20 Mbps	ILL	RailTel
4.	HO	1351	2/4/8/16 Mbps	MPLS	BSNL

Under OSWAN Project numbers of Video Conferencing Setups (Studios) have been established at 70 locations at State Head Quarters (SHQ) Bhubaneswar, 1 each at District Head Quarters (DHQ) totaling to 30 VC Studios and one each at Block Head Quarters (BHQ) totaling to 314 VC Studios. Additionally, there is a constant increase in the number of VC

Studios within the OSWAN Backbone. In SHQ Bhubaneswar and 30 DHQs mostly Polycom Real-Presence Group 500 VC end points have been used. Further in all 314 Blocks Poly G7500 Modular video conferencing systems have been established.

It is now envisaged to implement a state of art “Video Conferencing project for “Urban Local Bodies (ULBs) Offices” and “Zilla Parisad(DRDA) Offices” to modernize the communication technologies of Government services and information related to government can be carried out anytime and anywhere throughout the State. The objective of “Video Conferencing project for Urban Local Bodies (ULBs) offices” and “Zilla Parisad (DRDA) Offices” is to work on latest communication technologies for better delivery of e-Governance initiatives, improvements in administrative effectiveness & efficiency and accelerated development of the State through better Government interfaces through OSWAN.

At present Polycom RMX 2000 MCU (Multipoint Conferencing Unit) facility has been setup at State Head Quarter (SHQ) at OCAC Building, to connect 1300 ports @ 720P simultaneously. Apart from this, Gatekeeper, Management Server & Firewall Traversal solution is available in High Availability mode. These VC setups are being managed by the OSWAN Network Operator.

The equipment listed below were the existing VC setup under OSWAN Project which supports HD 800 ports.

Sl. No.	Existing Product Description	Quantity	Status
1	Polycom RMX 2000	5	Installed and running at SHQ
2	Polycom DMA Core	2	Installed and running at SHQ
3	Polycom Resource Manager	2	Installed and running at SHQ
4	Polycom DMA Edge	2	Installed and running at SHQ
5	Polycom Real Presence Web Suit	1	Installed and running at SHQ
6	Polycom Real Presence Group 500 VC end points	118	Installed and running at SHQ and all DHQ
7	Poly G7500 USB Studio video conferencing system	356	Installed and running at SHQ, DHQ, BHQ & Other locations.

3.4. Scope of Work

Computer Application Centre (OCAC), has planned to establish video-conferencing infrastructure at all 115 Urban Local Bodies (ULBs) Offices and Zilla Parisad (DRDA) Offices over the OSWAN Backbone. Also to conduct Video-conferencing simultaneously with Urban Local Bodies (ULBs) offices and Zilla Parisad(DRDA) offices of any District of Odisha, it is decided to use existing MCU (Multi-point Conferencing Unit) Infrastructure installed at SHQ.

The bidder will quote necessary hardware, software and licenses accordingly to meet the requirement as mentioned in this RFP. The prospective bidder needs to visit OCAC site to have a detailed view of the existing setup.

The detailed scope of work includes: -

- a) Supply, installation, integration, warranty support, operation & maintenance of Studio based Video Conferencing Endpoint including PTZ Camera with Microphone complying with the technical specifications mentioned in this RFP.
- b) Supply, installation, integration, warranty support, operation & maintenance of Maintenance Free Earth as per RDSO spec. No. RDSO /SPN/197/2008 or similar & 1 KVA Online UPS with 1 Hour backup for Video Conferencing setup complying with the technical specifications mentioned in this RFP.
- c) Supply, installation, operation & maintenance of 5Nos of 85 Inch or higher 4K UHD (3840 X 2160) Interactive Display & 110 Nos of 75 Inch or higher 4K UHD (3840 X 2160) Interactive Display for Video Conferencing Equipment complying with the technical specifications mentioned in this RFP.
- d) The bidder should supply the necessary passive components i.e. cables, connectors, electrical wiring, movable enclose self with locking facility for the VC endpoint etc. as per the requirement at site.
- e) The bidder should provide assistance & Training to IT Professionals/officials of Urban Local Bodies (ULBs) Offices and Zilla Parisad Offices for operation of the Video Conferencing Equipment.
- f) Keeping the scope of work under consideration, the bidder must submit the detailed un-priced Bill of Material (BOM) along with OEM part code inclusive of all hardware, software and licenses in the Technical bid.
- g) Submission of operational report on as & when required by OCAC during contract period.
- h) The bidder should conduct at least 4Nos of Preventive maintenance in a year for the Video Conferencing Infrastructure installed at all Urban Local Bodies (ULBs) Offices and Zilla Parisad Offices.

4. INSTRUCTION TO THE BIDDERS

4.1. General

1. The terms and conditions given in the RFP, subsequent corrigendum if any released by OCAC against this RFP and release of corrigendum if any for Selection of Agency for Establishment of Video Conferencing (VC) Infrastructure at Urban Local Bodies (ULBs) and Zilla Parisad under OSWAN Backbone.
2. Each bidder shall submit only one Proposal. The bidder who submits or participates in more than one proposal will be disqualified.
3. Consortium is not allowed.
4. While every effort has been made to provide comprehensive and accurate background information with desired responsibilities and requirements. Bidders must form their own conclusions about the support needed to meet the requirements based on their past experience.
5. All information supplied by bidders may be treated as contractually binding on the bidders, on successful award of the assignment by the OCAC.
6. 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 the OCAC. Any notification of preferred bidder status by the OCAC shall not give rise to any enforceable rights by the Bidder. OCAC may cancel this procurement at any time prior to a formal written contract being executed by or on behalf of OCAC.

4.2. Completeness of the RFP Document

1. 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.
2. Failure to comply with the requirements of this paragraph or any clause of the RFP document may render non-compliant and the RFP document may be rejected. Bidders must:
 - Include all documentation specified in this RFP document;
 - Follow the format prescribed in this RFP document and respond to each element in the order as set out in this RFP document.
 - Comply with all requirements as set out within this RFP document.

4.3. Key Requirements of the Bid

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

- a) 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 such action.
- b) OCAC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- c) The submission of RFP does not constitute an offer by OCAC. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

4.3.2. RFP Document Fees

The bidder must have submitted the Document fee of ₹10,000/- (Rupees Ten Thousand Only) + 18% GST, in the shape of Demand Draft (DD) from any Nationalized/Scheduled Commercial Bank in favor of Odisha Computer Application Centre (OCAC) payable at Bhubaneswar.

Bidder should upload the scan copy of the DD online and submit the original DD at OCAC office on or before **21/03/2026, 5:00 PM**

4.3.3. Earnest Money Deposit (EMD)

- a) **The bidder must have to submit the EMD of ₹24,00,000/- (Rupees Twenty Four Lakh Only) in the shape of Demand Draft (DD) from any Nationalized/Scheduled Commercial Bank in favor of Odisha Computer Application Centre (OCAC) payable at Bhubaneswar. The EMD should be valid for a minimum period of 90 days from the last date of submission of the Bid. EMD should be submitted in the General/Pre-qualification Bid.**
- b) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- c) The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - In case of a successful bidder, if the bidder fails to accept the Purchase Order in accordance with this tender/RFP.
 - If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures or found to have furnished false/ forged documents etc.

4.3.4. Performance bank Guarantee

- a) An unconditional and irrevocable Bank Guarantee equivalent to 10% of the total cost of project (without GST) from any nationalized / scheduled commercial bank in the prescribed format as mentioned in this RFP in favor of the Odisha Computer Application Centre shall be submitted by the successful bidder within 15 days of issuance of Purchase Order.
- b) Failure of submission PBG within the specified time period may lead to cancel the Purchase Order.
- c) The Bank guarantee shall be valid till 3 years and 3 Months (39 Months) beyond completion of all installation of the necessary Hardware/components/Licenses at OCAC.
- d) In the event of the bidder being unable to provide services and other terms and conditions of the PO/RFP for whatever reason, OCAC would revoke the PBG. OCAC shall notify the Bidder in writing of the exercise of its right to receive such compensation within **15 days**, indicating the contractual obligation(s) for which the Bidder is in default.

4.3.5. Pre-Bid Queries

Bidders are requested to submit their queries by e-mail (One Mail-ID Per Bidder is allowed to submit the query only), to rajib.dash@odisha.gov.in and mark a copy to gm_ocac@ocac.in, souri.das@odisha.gov.in and odisha.ocac@gmail.com as per the format attached in **Annexure-G5**, in excel format only, on or before **26/02/2026 by 03:00 PM**. Failure to submitted the queries in the asked format will result in rejection of queries. If same bidder submits the query in multiple mail ids, then the bidder's query will be rejected.

The pre-bid meeting will be held on **27/02/2026 at 12:00 PM**, through MS Team. The meeting link will be communicated to the bidders through their mail IDs only. No Physical meeting will be conducted at OCAC for the pre-bid conference.

4.3.6. Responses to Pre-Bid Queries and Issue of Corrigendum

- a) The Nodal Officer mentioned in the RFP document will endeavor to provide timely response to all queries. However, OCAC makes no 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 applicants. The responses to the queries from all applicants will be published by OCAC through corrigendum.
- b) At any time prior to the last date for receipt of RFP, OCAC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from the prospective bidders will be published at OCAC and Odisha Govt. Website.
- d) Any such corrigendum shall be deemed to be incorporated into this RFP.
- e) In order to provide prospective applicants reasonable time for taking the corrigendum into account, OCAC may, at its discretion, extend the last date for the receipt of RFP.

Note: The tendering authority reserves the right not to respond to any/all queries raised or clarifications sought if, in their opinion and at their sole discretion, they consider that it would be inappropriate to do so or do not find any merit in it.

4.3.7. Authentication of Bids

The RFP document shall be accompanied by an Authorization letter (**Annexure: G3**) / Power-of-Attorney in the name of the authorized signatory of the proposal.

4.4. Preparation and Submission of Bid

4.4.1. Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the bid process, including site visits but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations,

preparation of bid, 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.

4.4.2. Language

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

4.4.3. Deadline for Submission of Bid

Proposals, in its complete form in all respects as specified in the RFP document, must be submitted on or before the last date and time of submission of bid as mentioned on the cover page of the RFP bid through online mode only. Any other way of submission of bid shall not be considered.

4.4.4. Tendering Authority

The General Manager (Admin),
OCAC Building, Plot No.-N-1/7-D, Acharya Vihar Square,
RRL Post Office,
Bhubaneswar-751013 (INDIA)

4.4.5. Late Bids

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.
- b. The bids submitted 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 any postal delay or non-receipt of the documents. No further correspondence on the subject will be entertained.

5. CRITERIA FOR EVALUATION

The selection process consists of below three phase's i.e.

1. Pre-Qualification Evaluation
2. Technical Bid Evaluation
3. Commercial Bid Evaluation

5.1. Pre-Qualification

The bidder shall attach a content page to the bid document highlighting the page numbers/ Flag Marks in the first page of the Pre-Qualification Bid where each document is available without which the bid will be rejected

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1.	General	The Bidder or its OEM incorporated in a country sharing a land boundary with India cannot participate in this bid.	– Declaration by the Bidder / OEM on their letter head in this regard should submit along with the Bid.
2.	Legal Entity	The Bidder should be an established Company/ OEM registered under the – Indian Companies Act, 1956/2013, or partnership firm register under LLP Act, 2008 since last 10 years as on 31st March 2025. NB: - In case any bidder has undergone restructuring (merger, demerger, hive off, slump sale etc.), bid submitted by such bidder who has acquired a Company/ Division of a company shall also be considered for evaluation if the eligibility and technical evaluation criteria is met jointly between the bidder and the Company/ Division acquired. Note: - Consortium of any kind shall not be acceptable for this project. Any deviation would lead to disqualification or termination of the same.	– Copy of GST registration. – Copies of relevant Certificates of registration Income Tax / PAN Number from the respective Government Department.

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
3.	Financial Turnover	Annual Average Turnover of the Bidder during the last three financial years, as per the last published audited balance sheets), should be more than ₹60 Crores as on 31st March 2025.	CA/CS Certificate for Turnover with CA's/CS's Registration No or Seal and Copy of audited profit and loss account and balance sheet of the last three financial years ending 31st March 2025.
4.	Net Worth	The net worth of the Bidder should be Positive for last three Financial Years, as on 31st March 2025.	CA/CS Certificate for Net Worth with CA's/CS's Registration No or Seal and Copy of audited profit and loss account and balance sheet of the last three financial years ending 31st March 2025.
5.	Technical Capability	<p>Bidder must have successfully undertaken at least similar nature of work of value specified herein during the last Five Financial years i.e. 2020-21,2021-22,2022-23,2023-24 and 2024-25</p> <ul style="list-style-type: none"> – One similar nature of work not less than the amount ₹9 Crores. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> – Two similar natures of work not less than the amount of ₹6 Crores each. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> – Three similar natures of work not less than the amount of ₹5 Crore each. <p>'Similar Nature' is defined as Supply, Installation, Commissioning or Maintenance of of IT/ITeS in turnkey basis for any Government/Public Sector Enterprises/ BFSI in India in last five previous years ending with March 2025".</p>	<p>Satisfactory work Completion Certificates from the client + Copy of the Work Order/Purchase Order.</p> <p style="text-align: center;">OR</p> <p>Copy of Work Order/Purchase Order + Self Certificate of satisfactory work Completion certificate from the respective Employer/Company.</p> <p style="text-align: center;">OR</p> <p>Copy of Work Order/Purchase Order + Satisfactory Phase Completion Certificate from the Employer for ongoing projects.</p>
6.	Quality	The bidder must have valid ISO 9001	Copies of the valid

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
	Certifications	certificate as on the date of submission of bid.	certificates.
7.	Local Service Centres	The OEM / Bidder or his Authorised Business Partner should have presence in Odisha with support Centre in case not, successful bidder must establish their support centre with adequate manpower within 30 days.	– A Self Certified letter by an authorized signatory; OR – Undertaking for setting up Service Support Centres direct or through Channel Partner.
8.	Performance	The Bidder must not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India Organization / Department during last 5 years as on <u>‘31st March 2025’</u> .	A Self Certified letter
9.	OEM Authorization	<p>The bidder must attach Manufactures Authorization Certificate & Back-to-back support letter from OEMs for providing Comprehensive Maintenance support and services of the OEM equipment covered under the RFP.</p> <p>Both the bidder and his OEM should commit full professional services support and resources for the successful completion of the project. A documentary proof to the above effect signed by both the bidder and his OEM must be submitted along with the bid inclusive of the following:</p> <p>“Confirmed that the Equipment being quoted for the project in the bid should not be declared as End of Sale / End of Support on the date of submission of the bid. Service / Support including spares, patches etc. for the quoted products shall be available for the complete duration of the project or 5 years</p>	As per Annexure

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
		whichever is higher from the date submission of bid.”	
10.	OEM Pre-Qualification	OEM should have been presence in India with their service centre from past 10 years. Products quoted must be the running product in any Govt / PSU from minimum past 3 years from the date of submission of the bid. (Copy of the performance certificate must be attached with the Pre-Qualification bid).	Undertaking from OEM for their presence in India with their service centre details. Performance certificate of the quoted models from any Govt. /PSU.
11.	Blacklisting	The bidder should not continue to be blacklisted/banned at any time under any conditions by any State Government/Central Government /PSU/ Autonomous Body in India.	A Self Certified letter
12.	Local Presence	The bidder should have an office in Odisha. However, if the presence is not there in the state, the bidder should give an undertaking for establishment of an office, within one month of award of the contract.	Relevant Documents supporting office addresses/ Undertaking.
13.	Tender Document Fee	The bidder must have submitted the Document fee of ₹10,000/- (Rupees Ten Thousand Only) + 18% GST, in the shape of Demand Draft (DD) from any Nationalized/Scheduled Commercial Bank in favor of Odisha Computer Application Centre (OCAC) payable at Bhubaneswar. Bidder should upload the scan copy of the DD online and submit the original DD at OCAC office on or before 21/03/2026, 5:00 PM	
14.	EMD	The bidder must have submitted the EMD of ₹24,00,000/- (Rupees Twenty Four Lakh Only) in the shape of Demand Draft (DD) from any Nationalized/Scheduled Commercial Bank in favor of Odisha Computer Application Centre (OCAC) payable	Demand Draft (DD)

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
		<p>at Bhubaneswar. The EMD should be valid for a minimum period of 90 days from the last date of submission of the Bid.</p> <p>Bidder should upload the scan copy of the DD online and submit the original DD at OCAC office on or before 21/03/2026, 5:00 PM.</p>	

Note: - Only bidders qualifying in Pre-Qualification criteria would be considered for Technical Bid evaluation.

5.2. Technical Bid Evaluation Criteria

In order to facilitate the technical proposal evaluation, the technical criteria laid down along with the assigned weights have been presented in subsequent section. The marking scheme presented here is an indication of the relative importance of the evaluation criteria. Bidders securing a minimum of 70% marks in the technical evaluation will only be considered for further financial bid evaluation. Bids or Tenders which do not secure the minimum specified technical score will be considered technically non-responsive and hence debarred from being considered for financial evaluation.

Technical Evaluation Marks (Total Marks = 100)			
Sl. No.	Description of the Parameters	Max Score	Supporting Document
1.	<p>The Bidder should be an established Company/ OEM registered under the – Indian Companies Act, 1956/2013, or partnership firm register under LLP Act, 2008 since last 10 years as on 31st March 2025.</p> <p>= 10 Years – 5 Marks >10 Years & <= 15 Years = 7 Marks > 15 Years = 10 Marks</p>	10	<ul style="list-style-type: none"> – Copy of GST registration. – Copies of relevant Certificates of registration Income Tax / PAN Number from the respective Government Department
2.	<p>Annual Average Turnover of the Bidder during the last three financial years, as per the last published audited balance sheets), should be more than ₹60 Crores as on 31st March 2025.</p> <p>= ₹60 Cr – 10 Marks > ₹60 Cr & <= ₹100 Cr – 15 Marks > ₹100 Cr – 20 Marks</p>	20	<p>CA/CS Certificate for Turnover with CA's/CS's Registration No or Seal and Copy of audited profit and loss account and balance sheet of the last three financial years ending 31st March 2025.</p>
3.	Bidder's Quality Certification: -	10	Proof of Supporting

Technical Evaluation Marks (Total Marks = 100)			
Sl. No.	Description of the Parameters	Max Score	Supporting Document
	- ISO 27001 = 5 Marks - ISO 20000 Certificate = 5 Marks		Documents
4.	The bidder must have implemented/maintained "Audio and Video Conferencing Solution including associated LAN/WAN Infrastructure in any Government / Public Sector Enterprises/ BFSI sector in India in last five years ending March 31st, 2025. " <ul style="list-style-type: none"> • 25 Nos of Hardware VC Endpoint Solution - 10 Marks • 50 Nos of Hardware VC Endpoint Solution - 15 Marks • 100 Nos of Hardware VC Endpoint Solution – 20 Marks 	20	Purchase Order / Work Order should be in the name of bidder only. All the components pertaining to Audio / Video Conferencing Solution should be clearly mentioned in PO.
5.	The bidder must have office in Odisha for after sales service. Yes = 10 Marks No = 0 Mark	10	Proof of Supporting Documents
6.	Technically Compliance to all IT & Non-IT items asked in this RFP. Partially Yes / Conditional / No = 0 Mark	30	Technical Compliance Documents in OEM Letter Head duly signed & stamp by competent authority OR Supporting Document / Data sheet available in OEM portal for public access. <i>OCAC may ask for POC for the Quoted product.</i>

Note: - All the bidders who secure a Technical Score of 70 marks out of total 100 marks i.e. 70% of total marks or more will be declared as technically qualified and are eligible for financial bid opening.

5.3. Commercial Bid

- a) Commercial Bid should be submitted online as per the given format.
- b) The PRICE PART shall contain only a schedule of rates duly filled in. No stipulation, deviation, terms & conditions, presumptions etc. is permissible in the price part of the bid. OCAC shall not take any cognizance of any such conditions and may at its discretion reject such a commercial bid.
- c) Prices should be given in INR in figures Only.
- d) Bidders are advised strictly not to alter or change the BOQ format /contents. Bidders are also advised not to paste any image file with BOQ.

5.4. Commercial Bid Evaluation

- a) The financial bids of bidders who qualify in Technical evaluation shall be opened online by OCAC at the notified time, date. This will be conducted in the presence of the bidders or their representatives who choose to be present.
- b) The process of opening of financial bids shall be similar to that of Pre-Qualification and Technical bid
- c) The names of the firms and the rates given by them shall be read out and recorded in the tender opening register.
- d) To evaluate a financial bid, the tendering authority shall consider the following: -
 - The bid price as quoted in accordance with bidding document.
 - Price adjustment for correction of arithmetic errors in accordance with bidding document.
- e) The evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities. Treatment of GST etc.
- f) The evaluation shall be made adding all schedules to arrive lowest quoted bid.
- g) All rates quoted must be FOR destination/on site and should include all taxes, levies and duties. In case of local supplies, the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the Government. And the delivery of the goods/services shall be given at the premises/onsite.
- h) The Commercial Bid Evaluation will be on Least Cost Based Selection (LCBS) method.

5.4.1. Correction of Arithmetic Errors in Financial Bids

The Proposal evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

- a) 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, unless in the opinion of the Proposal Evaluation Committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

6. Appointment of Vendor

6.1. Notification of Award

OCAC will award the contract to the successful bidder whose proposal has been determined to be substantially responsive as per the process outlined above. The bidder with the lowest price quote shall be considered as L1 and award of the contract shall be made to the bidder with the lowest cost (L1). If the L1 bidder refuses / fails to accept the Work Order within Ten days, the next higher responsive bidder (L2) will be proposed to accept the Work Order at the rates offered by the lowest bidder (L1). If L1 bidder refuses / fails at any stage of contract, the entire work can be given to the L2 bidder at L1 rate. OCAC reserves the right to negotiate specifications, prices during evaluation if found necessary.

6.2. Issue of Purchase Order

After Tender Process is over and subsequent approval of the competent authority, OCAC shall issue the purchase order or within such extended period, as may be specified by the Authorized Representative of OCAC, incorporating all clauses and the proposal of the bidder with the successful bidder.

6.3. Repeat Order

- a) The Purchaser has reserves the rights to issue repeat order on the quoted price anytime, within 1 year from the date of issuance of PO.
- b) The repeat order may be one time or multiple time within the said period.
- c) The quantity of items may vary during issuance of repeat order (if any).
- d) The repeat order may contain all/any item(s) from the BoQ mentioned in the clause 8.1
- e) The terms and conditions of this RFP will prevail for the Repeat Order (if any).

6.4. Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Terms, Conditions of PO and the RFP shall constitute sufficient grounds for the annulment of the award, in which event OCAC may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the OCAC shall forfeit the EMD of the successful bidder.

6.5. Roles and Responsibilities Matrix

SL. No.	Activity	ULB and Zilla Parisad	OCAC	Bidder
1.	Preparing the designated conference room for VC setup, including: a) Furniture arrangement suitable for VC sessions. b) Ensuring the room meets acoustic and lighting requirements for optimal video and audio	✓		

SL. No.	Activity	ULB and Zilla Parisad	OCAC	Bidder
	quality. c) Ensuring power supply to all necessary VC equipment.			
2.	Supply, Installation, integration & Commissioning of VC infrastructure at all 115 ULB Offices and 30 Zilla Parisad Offices			✓
3.	Preventive Maintenance of VC infrastructure at ULB Offices & 30 Zilla Parisad Offices and submission of report to OCAC.			✓
4.	Training to IT Professionals/officials of ULB Offices and Zilla Parisad Offices for operation of the Video Conferencing Equipment			✓
5.	Interoperable with the existing VC Endpoint			✓
6.	Final Acceptance Test (FAT) Certificate	✓	✓	
7.	Phase wise Site list for Delivery & installation of Equipment	✓	✓	

6.6. Delivery and Installation Timeline

➤ The Bidder should deliver & install all the Hardware/materials/Licenses as per below schedule

Sl No	Phase	Delivery & Installation Location	Time
01	Phase – I	65 ULB Offices and 15 Zilla Parisad Offices	Delivery of Equipment within 12Weeks from the date of issue of PO & Installation within 8 Weeks from date of Delivery
02	Phase – II	50 ULB Offices and 15 Zilla Parisad Offices	Delivery of Equipment within 12Weeks from date of Instruction issued by OCAC & Installation within 8 Weeks from date of Delivery
03	Go-Live		1 week from the date of installation for each phase.
04	Warranty Period		Warranty for 3 years for all equipment(Phase-I & II), from the date of Phase-II Go-Live

- For integration with OSWAN System, the FMS Operator of OSWAN will extend necessary support to the bidder.
- Delivery of the Goods shall be made by the bidder in accordance with the terms of the Purchase Order. The bidder should take responsibility of the Goods till it reaches the delivery destination as informed by OCAC, transport to such place of destination, including insurance and storage, as shall be specified in the Purchase Order, shall be arranged by the Supplier.
- Bidder shall arrange the Road Permits and any other document, wherever required, without additional cost to OCAC.

- d) After completion of delivery & installation of Equipment, the bidder should obtain the Installation-cum-Acceptance Certificate as per format given in, **Annexure-G10** from the site.
- e) Installation/Integration will be treated as incomplete in the following situations: -
- Non-delivery of any hardware or other components viz. accessories, license/software/drivers/documentation media etc.
 - Delivery, but no installation/integration of the components and/or software.
 - System operational, but unsatisfactory to OCAC.
 - Final Installation-cum-Acceptance Certificate both from successful bidder and OCAC technical team.
- OCAC will consider the inability of the Bidder to deliver or install the equipment within the specified time limit, as a breach of contract and would entail the payment of Liquidation Damages on the part of the Bidder.
- The liquidation damages represent an estimate of the loss or damage that OCAC may have suffered due to delay in performance of the obligations (relating to up-gradation, integration, operationalization, training, acceptance, warranty, maintenance etc. of the deliverables) by the Bidder.
- OCAC shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum as specified in General Terms and Conditions.
- Licenses should be in the name of Odisha Computer Application Centre, Bhubaneswar and one hard copy of the Licenses should be submitted to OCAC.

7. General Terms and Conditions of Contract

7.1. Purchaser

Odisha Computer Application Centre, Plot No.-N-1/7-D, Nayapalli, Near Planetarium, Acharya Vihar square, Bhubaneswar-751013.

7.2. Cost of Proposal

The bidder shall bear all the costs associated with the preparation and submission of its Proposal, including site visits, and the GoO/OCAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process.

7.3. Amendment of RFP Documents

At any time prior to the deadline for submission of Proposal, OCAC reserves the right to modify and amend any of the stipulated condition/criterion in the RFP, depending upon project priorities *vis-à-vis* urgent commitments. Such amendments in shape of corrigendum/addendum shall be hosted in the websites where the original RFP was hosted. The bidder shall acknowledge the receipt of each corrigendum/addendum by submitting a signed copy of it along with Pre-Qualification Bid/Price Bid to the RFP issuing authority. Failure to acknowledge receipt of each corrigendum/addendum shall be interpreted as receipt of the corrigendum/addendum by the bidder and no claim will be entertained or accepted in this regard.

7.4. Prices

- Prices quoted by the bidders should include, GST, back to back support with OEM during warranty for 3 Years, insurance costs, transportation costs etc., till all hardware, Software and Licenses are installed at OCAC.
- Once a contract price is arrived, the same must remain firm and must not be subject to escalation during the performance of the contract due to fluctuation in foreign currency, change in the GST structure, changes in costs related to the materials and labour or other components or for any other reason.
- No other cost whatsoever will be paid by OCAC.
- Further, subsequent to the orders being placed, the Bidder shall pass on to OCAC all fiscal benefits arising out of reductions in Government Levies viz., GST, Otherwise rates are firm during the entire contract period.

7.5. Payment Terms

The payment schedule is as follows: Each milestone payment will be made to the bidder against submission of Performance Bank Guarantee (PBG) which is TEN PERCENTAGE of the Purchase Order Value)

Sl. No.	Project Milestone	Payment (%)	Documents Required	Penalty for Delay
1.	Delivery of Equipment as per delivery schedule at Clause 6.6	50% of the Project Value	1. Original Delivery Challan duly signed with stamp by site in-charge	0.5% per week maximum to 2.5% of the project value excluding GST

Sl. No.	Project Milestone	Payment (%)	Documents Required	Penalty for Delay
			2. Original Invoice (In triplicate)	
2.	Installation, Configuration & Integration as per Installation schedule at Clause 6.6	30% of the Project Value	1. Installation Certificate duly signed with stamp by site in-charge 2. Training to Officials	0.5% per week maximum to 5% of the project value excluding GST
3.	Go-Live (Acceptance) of the Project as per as per Clause 6.6	20% of the Project Value	1. Go-Live (Acceptance) Certificate from OCAC 2. Warranty Certificate from OEM	0.5% per week maximum to 2.5% of the project value excluding GST

Note:

1. In case of non-readiness of site, the bidder may supply the materials at the respective sites. After due intimation from Department/OCAC, on readiness of the respective site(s), it is the responsibility of the bidder to install the equipment, within 2 weeks from the date of intimation. Beyond that, penalty will be applicable as mentioned in the RFP
2. The Maximum Penalty will be 10% of the project value excluding GST.
3. Payment may be released to the selected agency, subject to fund receipt from the Department/Availability of funds.
4. Bidder will not charge any interest due to delay payment.

7.6. Technical Information

- The technical documentation involving detailed instruction for operation and user's manual etc. is to be delivered with the equipment supplied. The language of the documentation should be English.
- The system offered should not be End-of-Support declared by OEM for a minimum period of 7 Years from the date of issue of PO.
- In addition to the above, if any additional / enhanced configuration is suggested in view of technological changes, it may be furnished as optional feature with / without cost duly explaining the additional utility of the offered model as well as commercial offer document. However, the basic quote should be confined only to the configuration / model offered for.

7.7. Acceptance

- The entire VC infrastructure Hardware/Licenses test will be performed after complete integration of the system at Tehsil Offices including integration with existing OSWAN Video Conferencing System. The test will be conducted by OCAC Technical Team.
- Successful tests Hardware/Licenses for the installed product components shall also be the sole responsibility and at the cost of the Bidder. During testing the bidder has to demonstrate all the features of the system.
- Bidder must submit all the duly signed Installation-cum-Acceptance Certificates both by the successful bidder/OEM Technical Team and OCAC Technical Team and submit to OCAC and the warranty certificate for a period of 3 years from the date of successful Installation.

7.8. Operation Support

- The warranty of entire products shall be onsite for a period of 3 years (36 months) from the date of successful installation at OCAC.
- The bidder will provide support for the system including operation of the system during the warranty period. Defective product shall be replaced by the bidder at his own cost, including the cost of transport.
- The warranty should cover all parts including maintenance or support for its proper operation & performance as mentioned in the RFP for a period of 36 months from the date of successful installation at no cost to OCAC.
- For preventive maintenance of the system the bidder shall inform OCAC, 7 days in advance before doing or pre-planned activity.
- Response time to any service call should be 'TWO HOURS'. In no case resolution time should exceed 'SEVENTY TWO HOURS'.
- If during operation, the down time of any piece of equipment or component thereof exceeds the agreed Call-To-Resolution time, the Supplier shall provide standby equipment of the same specifications or higher with required Licenses at no cost to OCAC till the original equipment is repaired and made operational. if there will be delay of more than SEVENTY TWO HOURS' in call Resolution time then , OCAC would evoke the PBG

7.9. Disqualification

The bid is liable to be disqualified if:-

- Bid not submitted in accordance with this RFP.
- During validity of the bid or its extended period, if any, the bidder increases his quoted prices without the consent of department to change the bid quote.
- The bidder puts his own conditions with the bid.
- Bid received in incomplete form or not accompanied by EMD.
- Bid received after due date and time.
- Bid not accompanied by all requisite documents.
- Bidder fails to enter into a contract within 30 working days of the date of notice of the award of tender or within such extended period, as may be specified by an authorized representative.

7.10. Liquidated Damages

- a) OCAC will consider the inability of the Bidder to deliver or install the equipment within the specified time limit, as a breach of contract and would entail the payment of Liquidation Damages on the part of the Bidder.
- b) The liquidation damages represent an estimate of the loss or damage that OCAC may have suffered due to delay in performance of the obligations (relating to delivery, up-gradation, integration, training, etc., of the deliverables) by the Bidder. Penalty will be charged @ 0.5% of the total value without GST per week subject to maximum of 10% of total order value, in case of delay in delivery, installation & integration beyond delivery & installation schedule

mentioned in Purchase Order/RFP.

- c) OCAC shall without prejudice to its other remedies under the terms and condition of PO/RFP, deduct the Price, as liquidated damages from the Performance Bank Guarantee given by the Bidder.

7.11. Termination of Purchase Order

Prior to the delivery of the system, OCAC may at any time terminate the Purchase order by giving written notice to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to OCAC. OCAC reserves the right to cancel the Purchase order in the event of happening one or more of the following Conditions: -

- Failure of the successful bidder to accept the Purchase order
- Delay in delivery beyond the specified period.
- Delay in up-gradation / integration and acceptance tests beyond the specified periods.
- In addition to the cancellation of purchase contract, OCAC reserves the right to appropriate the damages through encashment of Bid Security / Performance Guarantee given by the Bidder.
- OCAC would not be liable to pay any damages to the selected Bidder in cases comprising termination for default.

7.12. Force Majeure Condition

- a) If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of Fire, explosion, cyclone, floods, War, revolution, acts of public enemies, blockage or embargo, Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labor disputes which are not instigated for the purpose of avoiding obligations herein, or Any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.
- b) If a Force Majeure situation arises, the Bidder shall promptly notify the authorized representative of OCAC in writing of such condition and the cause thereof. Unless otherwise directed by the authorized representative of OCAC in writing, the Bidder shall continue to perform its obligations under the terms and conditions of PO as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

7.13. Resolution of Disputes

- a) It will be OCAC's endeavor to resolve amicably any disputes or differences that may arise between OCAC and the Bidder from misconstruing the meaning and operation of the Tender and the breach that may result.

- b) In case of Dispute or difference arising between OCAC and a Supplier relating to any matter arising out of or connected with this Purchase Order, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The Arbitrators shall be chosen by mutual discussion between OCAC and the Supplier OR in case of disagreement each party may appoint an arbitrator and such arbitrators may appoint an Umpire before entering on the reference. The decision of the Umpire shall be final.
- c) The Bidder shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by OCAC or unless the matter is such that the work cannot possibly be continued until the decision of the Arbitrator or the umpire, as the case may be, is obtained.
- d) Arbitration proceedings shall be held at Bhubaneswar, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English Notwithstanding anything contained above, in case of dispute, claim & legal action arising out of the contract, the parties shall be subject to the jurisdiction of courts at Bhubaneswar, India only.
- e) Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax and confirmed in writing to the other party's specified address. The same has to be acknowledged by the receiver in writing. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

8. MINIMUM TECHNICAL SPECIFICATION

- a) The proposed system must be based on ITU standards & hardware based. No software-based solution will be accepted. All components of the VC system like Codec, Camera, Microphones and Remote Control should be from the same OEM.
- b) The warranty of all equipment mentioned in this clause should be on Comprehensive onsite OEM warranty for a period of 3 years.

8.1. Tentative Bill of Equipment:

The tentative bill of equipment & Technical Specification is mentioned below. However, if the bidder will go with separate solution beyond the BoQ mentioned, S/he has to submit the separate BoQ, matching with all Technical specification mentioned in clause.

Sl. No.	Description	Qty.	UOM
1.	Video Conferencing End Point (4K Codec, 12X PTZ Camera & 2Nos IP Mic)	145	Nos
2.	VC Equipment Rack & Glass shelf for Camera	145	Nos
3.	1 KVA Online UPS with 1 Hour backup	145	Nos
4.	86" 4K UHD (3840 X 2160) Interactive Display	6	Nos
5.	75" 4K UHD(3840 X 2160) Interactive Display	77	Nos
6.	65" 4K UHD(3840 X 2160) Interactive Display	62	Nos
7.	Maintenance Free Earth as per RDSO spec. No. RDSO/SPN/197/2008 or similar with 3Years maintenance Support	145	Nos
8.	Supply, Installation of Aprox 70Mtr CAT-6 UTP Cables, I/O & Patch Cord including PVC/Conduit Pipe for OSWAN Connectivity	145	Set
9.	Electrical Wiring with supply of required materials like (i.e: Power cable, Switch, Socket, DP and other accessories)	145	Set

8.2. VC End Point

Sl. No.	Description	Specification Parameter
1	Package	UHD 2160p (4K) PTZ Camera, 4K/Full HD Codec, Omnidirectional Microphone and Remote Control from the same OEM.
2	Video Standards and Resolutions	It should support H.323 & SIP standards for communications.
		It should support interoperability and bandwidth saving using video compression H.264 AVC, H.264 High Profile, H.265
		It should support 4K 30fps/1080p 60 fps, 1080p 30 fps ,720p 60 fps ,720p 30 fps.
3	Content Standards and Resolutions	It should support both wired and wireless content sharing using standard based H.239 and BFCP. It should also support audio from Laptop used for content sharing.
		It should transmit content to the far end location up to 4K 15fps.
		It should support inbuilt feature for wireless content sharing from Windows, MacOS, Android, iOS Smartphones & Tables without downloading any application on the user device.
		It should support Content Annotation and White Boarding/Blackboarding capability when connected to Touch Enabled Display/Monitor.
4	Audio Standards and Features	It should support G.711, G.728, G.729A, G.722, G.722.1, G.719 or better
		Automatic Gain Control and Automatic Noise Suppression
		It should have inbuilt technology to identify and eliminate non-human distracting noises such as keyboard typing, paper shuffling and wrapper crinkling during video calls.
5	Video and Audio Inputs	1 x HDMI/HDCI/USB input for connecting main Full HD camera
		1 x HDMI input to share 4K/Full HD content from PC/Laptop/Document camera/PTZ Camera.
		It should have additional USB port for connecting minimum 2 more cameras or it should support AV over IP to connect multiple cameras
		It should support minimum five omnidirectional mics. The bidder needs to quote 2 omnidirectional microphone with mute/unmute soft touch button on the microphone. Each microphone should have atleast 15 feet pickup range.
		1 x RCA/3.5mm stereo line-in

Sl. No.	Description	Specification Parameter
6	Video and Audio Outputs	2 x HDMI output for connecting primary and secondary 4K(UHD)/Full HD displays.
		1 x RCA/3.5 mm stereo line-out
7	Other Interfaces	1 x 10/100/1000 Ethernet port
		1 x USB to support system software upgrade
		Bluetooth 5.0 and WiFi 802.11a/b/g/n/ac (MIMO) for Wireless Content Sharing for Guests using their Smartphones and Tablets (Android and iOS)
8	Camera	The camera should support group framing and presenter tracking
		The camera should support minimum 12X Optical Zoom, PAN +/- 170°, Tilt +/- 30° & minimum 10 camera presets.
		The camera should support 4K UHD resolution
		Video Conference Camera and Codec should be controlled using same Remote Control.
9	Network Features	H.323 and SIP bandwidth supporting up to 6 Mbps or more.
		Must support IPv4 and IPv6 from day one on both H.323 and SIP.
		Auto Gatekeeper Discovery, Lost Packet Recovery (LPR) technology, IP Precedence and DiffServ, Configurable MTU size
10	USB Pass-Thru Mode	The system should have inbuilt functionality to use the VC system as an external camera and microphones when connected to a Laptop/PC over a single USB cable without using any external hardware components to connect to any Cloud Based VC platform like Cisco Webex, Zoom, BlueJeans, Microsoft Teams, Google Meet, etc.
		The system should be able to support up to 1080p30fps video transmit in USB Pass-thru mode.
		It should be possible to Mute/Unmute all the microphones and control camera functionality from the same remote control/touch control panel during USB pass-thru mode.
		The system should be supplied with 5 mtrs. single USB cable from the same OEM for USB Pass-thru mode for seamless functionality.
11	Security	Media Encryption (H.323, SIP): AES-128, AES-256, H.235.6 support
		Authenticated access to admin menus, web interface and APIs
		Local account password policy configuration

Sl. No.	Description	Specification Parameter
		Global Directory/Centralized Directory/LDAP support
12	Other Standards/features	H.460.18, H.460.19, SSL, TLS
13	Cloud Integration	It should be possible to natively register the VC system with Microsoft Teams Room and Zoom Room account for native cloud based video calling features and experience. USB Pass-Thru mode functionality should also be available when the system is running in Microsoft Teams Room / Zoom Room mode.
14	Additional Feature	It should be able to achieve 1080p resolution at 1024 Kbps while making video call with same set of endpoint.
15	Management	It should be possible to provision the VC device to a cloud based management software available from same OEM to monitor manage and software upgrade the inventory from a central location. In case of any license required same need to supply along with the device.
16	Warranty	The complete solution should be from the same OEM with 3 years of comprehensive onsite warranty from day one.
17	Integration with existing OCAC video Infrastructure	<ul style="list-style-type: none"> • Join a multi-conferencing call on the MCU • Registration on gatekeeper for H.323 and SIP functionality • Centralized Device Management • Join 720p HD calls from 512 kbps • Join 1080p HD calls from 1024 Kbps
18	Compliance	Compliance for the technical specifications need to be submitted on OEM letterhead

8.3. INTERACTIVE DISPLAY 86 INCH.

S/N	Parameter	Functionality	
1	PANEL	Screen Size	86"
		Panel Technology	IPS
		Back Light Type	Direct
		Aspect Ratio	16:9
		Native Resolution	3840x2160 (UHD)
		Refresh Rate	60Hz
		Brightness	440 nits
		Contrast Ratio	1,200:1
		Dynamic CR	5000:1
		Color gamut	NTSC 72%
		Viewing Angle(H x V)	178 X 178
		Color Depth	10bit, 1.07Billion colors
		Response Time	8ms (G to G)
		Operation Hours (Hours/Day)	16/7
Surface Treatment (Haze)	28%		
2	Connectivity (Jack Interface)	HDMI Input	Yes(3), HDCP2.2
		RGB Input	VGA (1)
		Audio In	Yes (1)
		RS232C IN	Yes (1)
		RJ45(LAN)	Yes (1)
		USB	USB3.0 Type A(4) USB2.0 Type A(1) USB Type C (1)
		Audio Out	Yes (1)
		Touch USB	Yes (2)
3	Mechanical Specification	Bezel Color	Black
		Bezel Width	15/15/15/44mm
4	Basic Feature	Internal Memory	32GB
		Built-in Wi-Fi	Slot type
		Power Indicator	Yes
		Auto brightness sensor	Yes
		webOS ver.	Android 11.0
		Screen Share	Yes
5	Environment Conditions	Operation Temperature	0 °C to 40 °C
		Operation Humidity	10% to 90%
6	Power Consumption	Typ.	385W
		Max.	580W
		Power off	≤0.5W

S/N	Parameter	Functionality	
7	SOUND	Speaker	Inbuilt (15wX2)
8	CERTIFICATION	Safety	CB / NRTL
		EMC	FCC Class "A" / CE /KC
9	OPS	OPS Power built in	Yes
10	Accessory	Power Cord 3 M*1, USB Cable (Type A-Type B) 5 M*1, HDMI Cable 3 M*1, Writing Pen*2pcs, User Manual, QSG, Carton Box, Remote Controller(include battery 2ea), Wifi module	
11	Touch Features	Response Time (PC Win10)	≤5ms
		Accuracy	+/- 1mm
		Interface	USB2.0
		Protection Glass Thickness	3T (Anti-Glare)
		Operating System Support	Windows 7/8/10/WindowsXP/ Linux/Mac/Android (WindowsXP/ Linux/Mac Support one point touch)
		Multi touch point	Max 40 Points
12	Android System	SoC	Quad core A55
		GPU	Mali G52MP2
		RAM	4 GB
		WIFI	802.11 a/b/g/n/ac/ax (WiFi 6)
		LAN	Gigabit LAN
		Bluetooth	Bluetooth 5.0
13	Warranty	Onsite	3 Years
14	Support Service	OEM should have registered office in Odisha along with authorized service center across the state	
		OEM should have Registered Office in Odisha from last 5 years (Odisha GST Registration is mandatory)	

8.4. INTERACTIVE DISPLAY 75 INCH.

S/N	Parameter	Functionality	
4.	PANEL	Screen Size	190.5cm (75)
		Panel Technology	IPS
		Back Light Type	Direct
		Aspect Ratio	16:9
		Native Resolution	3840x2160 (UHD)
		Refresh Rate	60Hz
		Brightness	440 nit
		Contrast Ratio	1200:1
		Color gamut	NTSC 72%
		Viewing Angle(H x V)	178°(H/V)
		Color Depth	10bit(8bit + FRC)
		Response Time	8ms
		Surface Treatment(Haze)	25%
		Lifetime	50,000hrs (L30)
		Operation Hours (Hours/Day)	16/7
5.	Connectivity (Jack Interface)	HDMI Input	HDMI (3) HDCP2.2
		RGB In	(1, VGA)
		Audio In	(1)
		RS232C IN	(1)
		RJ45(LAN)	(1)
		USB	USB3.0 Type A(4),USB2.0 Type A(1)USB Type-C(1, USB-PD, DP-Alt)
		Display Out	HDMI Out (1)
		Audio Out	(1, Optical 1(SPDIF))
		Touch USB	(2)
RJ45(LAN)	(1)		
6.	Mechanical Specification	Bezel Color	Black
		Bezel Width	T/R/L/B : 15/15/15/44mm
		VESA™ Standard Mount Interface	800 × 400
7.	Basic Feature	Built-in Wi-Fi	Slot type
		Auto Brightness sensor	Yes
		Power Indicator	Yes
		webOS ver.	Android 13.0 (EDLA)
		Multi-screen PIP	Yes (1 external source)
		Smart Energy Saving	Energy Saving
		Wake on LAN	Yes
8.	Environment Conditions	Operation Temperature	0 ~ 40 °C

S/N	Parameter	Functionality	
		Operation Humidity	10 ~ 90 % RH
9.	Power Consumption	Typ.	225W
		Max.	430W
		Power off	≤0.5W
10.	SOUND	Speaker	15W x 2
11.	CERTIFICATION	Safety	CB / NRTL
		EMC	FCC Class "A" / CE / KC
12.	OPS	OPS Power built in	Yes
13.	Language	OSD	English
14.	Accessory		Power Cord 3 M*1, USB Cable (Type A-Type B) 5 M*1, HDMI Cable 3 M*1, Writing Pen*2pcs, User Manual, QSG, Remote Controller(include battery 2ea), Wifi module
15.	Touch Features	Reponse Time	≤5ms
		Accuracy	±1mm
		Interface	USB2.0
		Protection Glass Thickness	Toughened glass with 9H level 7 Mohs standard
		Operating System Support	Windows 7/8/10/Linux/Mac/Android (Linux/Mac Support one point touch)
		Multi touch point	Max 40 points
16.	Android System	SoC	Quad core A55
		GPU	Mali G52MP2
		Internal Storage	64GB
		RAM	8GB
		Wi-Fi	802.11a/b/g/n/ac/ax (WiFi 6)
		LAN	Gigabit LAN
		Bluetooth	Bluetooth 5.0
17.	Warranty	Onsite	3 Years
18.	Support Service	OEM should have registered office in Odisha along with authorized service center across the state	
		OEM should have Registered Office in Odisha from last 5 years (Odisha GST Registration is mandatory)	

8.5. INTERACTIVE DISPLAY 65 INCH.

S/N	Parameter	Functionality	
19.	PANEL	Screen Size	165.1cm (65)
		Panel Technology	IPS
		Back Light Type	Direct
		Aspect Ratio	16:9
		Native Resolution	3840x2160 (UHD)
		Refresh Rate	60Hz
		Brightness	440 nit
		Contrast Ratio	1200:1
		Color gamut	NTSC 72%
		Viewing Angle(H x V)	178°(H/V)
		Color Depth	10bit(8bit + FRC)
		Response Time	8ms
		Surface Treatment(Haze)	25%
		Lifetime	50,000hrs (L30)
		Operation Hours (Hours/Day)	16/7
20.	Connectivity (Jack Interface)	HDMI Input	HDMI (3) HDCP2.2
		RGB In	(1, VGA)
		Audio In	(1)
		RS232C IN	(1)
		RJ45(LAN)	(1)
		USB	USB3.0 Type A(4),USB2.0 Type A(1)USB Type-C(1, USB-PD, DP-Alt)
		Display Out	HDMI Out (1)
		Audio Out	(1, Optical 1(SPDIF))
		Touch USB	(2)
RJ45(LAN)	(1)		
21.	Mechanical Specification	Bezel Color	Black
		Bezel Width	T/R/L/B : 15/15/15/44mm
		VESA™ Standard Mount Interface	800 × 400
22.	Basic Feature	Built-in Wi-Fi	Slot type
		Auto Brightness sensor	Yes
		Power Indicator	Yes
		webOS ver.	Android 13.0 (EDLA)
		Multi-screen PIP	Yes (1 external source)
		Smart Energy Saving	Energy Saving
		Wake on LAN	Yes
23.	Environment Conditions	Operation Temperature	0 ~ 40 °C
		Operation Humidity	10 ~ 90 % RH

S/N	Parameter	Functionality	
24.	Power Consumption	Typ.	225W
		Max.	430W
		Power off	≤0.5W
25.	SOUND	Speaker	15W x 2
26.	CERTIFICATION	Safety	CB / NRTL
		EMC	FCC Class "A" / CE / KC
27.	OPS	OPS Power built in	Yes
28.	Language	OSD	English
29.	Accessory		Power Cord 3 M*1, USB Cable (Type A-Type B) 5 M*1, HDMI Cable 3 M*1, Writing Pen*2pcs, User Manual, QSG, Remote Controller(include battery 2ea), Wifi module
30.	Touch Features	Reponse Time	≤5ms
		Accuracy	±1mm
		Interface	USB2.0
		Protection Glass Thickness	Toughened glass with 9H level 7 Mohs standard
		Operating System Support	Windows 7/8/10/Linux/Mac/Android (Linux/Mac Support one point touch)
		Multi touch point	Max 40 points
31.	Android System	SoC	Quad core A55
		GPU	Mali G52MP2
		Internal Storage	64GB
		RAM	8GB
		Wi-Fi	802.11a/b/g/n/ac/ax (WiFi 6)
		LAN	Gigabit LAN
		Bluetooth	Bluetooth 5.0
32.	Warranty	Onsite	3 Years
33.	Support Service	OEM should have registered office in Odisha along with authorized service center across the state	
		OEM should have Registered Office in Odisha from last 5 years (Odisha GST Registration is mandatory)	

8.6. 1 KVA ONLINE UPS

SI No	Features	General Specification
1	Capacity (in kVA / kW)	1kVA/0.8kW 1-Phase Input / 1-Phase Output with IGBT Rectifier
2	Input Voltage Range	110-300VAC
3	Input Frequency Range	40 - 70Hz
4	Nominal Output voltage	200/208/220/230/240 VAC
5	O/P Voltage	200/208/220/230/240Vac
6	Charging Current	Min. 6A
7	Efficiency(Min)	88%
8	Out put Socket	Output Socket . Minimum 2 nos - Indian Socket inbuilt to the UPS back
9	Backup Required	1 Hour
10	Battery Bank Voltage	36 VDC
11	USB Port should be available	Yes
12	RS232 Port & SNMP Port	Yes
13	Product IP	IP 20
14	Inbuilt Automatic Bypass	Yes
15	Intelligent Battery Management	Yes
16	Battery Deep Discharge Protection	Yes
17	ECO Mode	Yes
18	Manufacturer	QMS: As per ISO 9001: 2015 EMS: As per ISO 14001: 2015 ISO 45001: 2018 TL9000 Factory calibration lab of manufacturer shall be NABL accredited in India
19	ROHS	Yes
20	Warranty	3Years Onsite including Battery
21	OEM should have Turnover more than 400Crores for last 3 years.	
22	Bidder should provide suitable Battery Rack & Interconnecting Cables for Installation	

8.7. MAINTENANCE FREE EARTHING

Sr No	General Specification
1	<p>Maintenance Free Earthing system which includes supply of earthing kit-1 set consisting: -</p> <ul style="list-style-type: none"> (i) Earth electrodes of copper clad steel alloy of 10 feet (3mtr) long, 17 mm dia and copper thickness of 250 microns -01 nos. (ii) Earth enhancing compound in 30 kg pack -01no (iii) Copper wire of 14SWG with 99% purity - 02 nos and another of 25mmX6mmX150mm to terminate on earth electrode. <p>The earthing material shall be inspected by OCAC official.</p>
2	

9. Annexures

9.1. Annexure: G-1 - Particulars of the Bidders

(To be in company letter head)

Sl. No.	Information Sought	Details to be Furnished
1	Name of the bidding Company	
2	Address of the Company	
3	Incorporation status of the firm (Public limited / Private limited, etc.)	
4	Year of Establishment	
5	Date of registration	
6	RoC Reference No.	
7	Details of company registration	
8	Details of registration with appropriate authorities for GST	
9	Name, Address, e-mail ID, Phone nos. and Mobile Number of Contact Person	
10	Roles & Responsibilities	

Name of the Bidder:

Authorized Signatory:

Signature:

Seal:

Date:

Place:

9.2. Annexure: G-2 - Self declaration of not been declared blacklisted

(To be in company letter head)

RFP Enquiry No: **OCAC-NEGP-INFRA-0045-2025-26016, Dtd. 20/02/2026**

To

The General Manager (Admn.)
Odisha Computer Application Centre,
OCAC Building, Plot No. N-1/7-D
Acharya Vihar Square, RRL Post Office
Bhubaneswar – 751013

Sir/Madam,

In response to the RFP Enquiry No. - RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2026, Ms. /Mr. _____, as a _____, I / We hereby declare that our firm/organization/company _____ is having unblemished past record and have not been declared blacklisted by any Central/State Government/PSU institution and there has been no pending litigation with any government department on account of similar services. I/We further declare that our company has not defaulted in executing any Government order in the past.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

9.3. Annexure: G-3 - Authorization Letter
(To be in company letter head)

RFP Enquiry No: **OCAC-NEGP-INFRA-0045-2025-26016, Dtd. 20/02/2026**

To

The General Manager, (Admn.)
Odisha Computer Application Centre,
OCAC Building, Plot No. N-1/7-D
Acharya Vihar Square, RRL Post Office
Bhubaneswar – 751013

Sir/Madam,

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the firm/organization/company in dealing with the RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2026, She/he is also authorized to attend meetings & submit the commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

9.4. Annexure: G-4 - Acceptance of Terms & Conditions Contained In the RFP Document

(To be in company letter head)

RFP Enquiry No: **OCAC-NEGP-INFRA-0045-2025-26016, Dtd. 20/02/2026**

To

The General Manager (Admn)
Odisha Computer Application Centre,
OCAC Building, Plot No. N-1/7-D
Acharya Vihar Square, RRL Post Office
Bhubaneswar – 751013

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2026, for Selection of Agency towards Establishment of Video Conferencing (VC) Infrastructure at all ULBs under Housing & Urban Development Department, Govt. of Odisha and all Zilla Parisad (DRDA) through OSWAN Backbone.

I declare that all the provisions of this RFP document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

9.5. Annexure: G-5 - Pre-Bid Queries Format

RFP Enquiry No: OCAC-NEGP-INFRA-0045-2025-26016, Dtd. 20/02/2026

Name of the Bidder/Company:

Name of Person(s) Representing the Bidder/Company:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.

Query / Clarification Sought:

Sl.No.	RFP Page No.	RFP Clause No.	Clause Details	Query / Suggestion / Clarification

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX). Queries not submitted in the prescribed format will not be considered/ responded at all by the tendering authority. Also, kindly attach the colored scanned copy of the receipt towards the submission of the bidding/tender document fee.

9.6. Annexure: G-6 - Format for List of Previous Work Orders Executed

(To be in company letter head)

RFP Enquiry No: OCAC-NEGP-INFRA-0045-2025-26016, Dtd. 20/02/2026

SL. No	Name of Client	Name of the Project	Project Brief	Project Cost	Status (Complete/ In Progress/ Delay)
1					
2					
3					
.					
.					

Note: The information provided in the above table must supported by copies of relevant work order and completion certificate.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

9.7. Annexure: G-7 - Price Bid Letter

(To be in company letter head)

RFP Enquiry No: **OCAC-NEGP-INFRA-0045-2025-26016, Dtd. 20/02/2026**

To

The General Manager (Admn),
Odisha Computer Application Centre,
OCAC Building, Plot No. N-1/7-D
Acharya Vihar Square, RRL Post Office
Bhubaneswar – 751 013

Subject: Submission of the Bid for Selection of Agency towards Establishment of Video Conferencing (VC) Infrastructure at all ULBs under Housing & Urban Development Department, Govt. of Odisha and all Zilla Parisad (DRDA) through OSWAN Backbone.

Sir/Madam,

We, the undersigned, offer to provide our services or Selection of Agency for Selection of Agency towards Establishment of Video Conferencing (VC) Infrastructure at all ULBs under Housing & Urban Development Department, Govt. of Odisha and all Zilla Parisad (DRDA) through OSWAN Backbone. In accordance with your RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2026 and our bid document with Price Bid is attached in **Annexure: G-8**.

1. Price and Validity

All the prices mentioned in our RFP are in accordance with the terms as specified in the RFP documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the RFP. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon. We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2. Unit Rates

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. Qualifying Data

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

4. Bid Price

We declare that our Bid Price is for the entire scope of the work as specified in the RFP. These prices are indicated at Price Bid attached with our bid as part of the Bid.

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

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

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

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

9.8. Annexure: G-8 - Price Bid Format

RFP Enquiry No: OCAC-NEGP-INFRA-0045-2025-26016, Dtd. 20/02/2026

S/L No.	Equipment details	Qty	UoM	Unit rate in ₹	Total Amount in ₹
		A		B	C = B x A
1.	Video Conferencing End Point (4K Codec, 12X PTZ Camera & 2 Nos IP Mic)	145	Nos		
2.	VC Equipment Rack & Glass shelf for Camera	145	Nos		
3.	1 KVA Online UPS with 1 Hour backup	145	Nos		
4.	86" 4K UHD (3840 X 2160) Interactive Display	6	Nos		
5.	75" 4K UHD(3840 X 2160) Interactive Display	77	Nos		
6.	65" 4K UHD(3840 X 2160) Interactive Display	62	Nos		
7.	Maintenance Free Earth as per RDSO spec. No. RDSO/SPN/197/2008 or similar with 3Years maintenance Support	145	Nos		
8.	Supply, Installation of Aprox 70Mtr CAT-6 UTP Cables, I/O & Patch Cord including PVC/Conduit Pipe for OSWAN Connectivity	145	Set		
9.	Electrical Wiring with supply of required materials like (i.e: Power cable, Switch, Socket, DP and other accessories)	145	Set		
Total Price					
GST					
TOTAL PRICE (A)					
Total Amount in Word:					

Note:

1. L1 will be decided based on the total amount inclusive of GST.
2. The price will be valid for entire project period from the date of issuing PO

9.9. Annexure: G-9 - Manufacturer Authorization Format

(To be submitted in OEM's letter head)

RFP Enquiry No: OCAC-NEGP-INFRA-0045-2025-26016, Dtd. 20/02/2026

To

The General Manager (Admn),
Odisha Computer Application Centre,
OCAC Building, Plot No. N-1/7-D
Acharya Vihar Square, RRL Post Office
Bhubaneswar – 751 013

Subject: -Submission of Manufacturer Authorization Letter.

We <OEM Name> having our registered office at <OEM Address> are an established and reputed manufacturer of <hardware details> do hereby authorize M/s_____ (Name and address of the Partner) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the solution, products/equipment and services offered against this invitation for tender offer by the above firm and will extend technical support and updates / upgrades if contracted by the bidder.

We also confirm that we will ensure all product upgrades (including management software upgrades and new product feature releases) are provided by M/sfor all the products quoted for and supplied to the OCAC during the three year product warranty period. Further we confirmed that the Equipment being quoted for the Tender in the bid should not be declared as End of Sale / End of Support on the date of submission of the bid. Service / Support including spares, patches etc. for the quoted products shall be available for the complete duration of the project or 5 years whichever is higher from the date submission of bid.”

<OEM Name>

<Authorised Signatory>

Name:

Designation:

Note: This letter of authority should be on the letterhead of the OEM and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the bidder in its Pre-qualification bid.

9.10. Annexure: G-10 - Installation-cum-Acceptance Certificate

RFP Enquiry No: **OCAC-NEGP-INFRA-0045-2025-26016, Dtd. 20/02/2026**

Bidder Name	
RFP Enquire No.	
Purchase Order No and Date	
Description of equipment	
Date of delivery of equipment	
Installation Date	
Serial No's of equipment Installed	
Acceptance of equipment	Equipment has been delivered and successfully installed & configured and commissioned as per our RFP requirements and all the systems are working satisfactorily. Accordingly the Equipment may be accepted.

Name of OCAC official: _____

Designation: _____

Signature: _____

Date: _____

Seal:

9.11. Annexure: G-11 - Performance Bank Guarantee

To

The General Manager (Admin)
Odisha Computer Application Centre
Plot No. - N-1/7-D, Acharya Vihar
P.O.-RRL, Bhubaneswar - 751013
EPBX: 0674-2567280/2567064/2567295
Fax: +91-0674-2567842

Whereas, << name of the agency and address >> (hereinafter called “the Bidder”) has undertaken, in pursuance of Order no. << insert contract no. >> dated. <<Insert date >> to provide Implementation services for << name of the assignment >> to OCAC (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said 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 contract;

And whereas we, << name of the bank >> a banking company incorporated and having its head /registered office at << address of the registered office >> and having one of its office at << address of the local office >> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.<< insert value >> (Rupees << insert value in words >> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs.<< insert value >> (Rupees << insert value in words >> only) 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 contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until << Insert Date >>)

Notwithstanding anything contained herein:

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

(Authorized Signatory of the Bank)

Seal

Date

10. List of Enclosures

RFP Enquiry No: **OCAC-NEGP-INFRA-0045-2025-26016**, Dtd. 20/02/2026

Please check whether following have been enclosed.

Sl. No.	Enclosure description	Enclosed (Yes / No)	Annexure / Attachment / Page No. / Envelop No. of the Enclosure
1.	Annexure-G1 Particulars of the Bidder		
2.	Copy of Registration Certificate of the firm		
3.	Organization Profile		
4.	Self Declaration that the bidder hasn't been black listed by any Govt./PSU (Annexure-G2)		
5.	Up-to-date Copy of GST Return of previous 3 Years		
6.	Copy of GST Registration No & PAN No with Date		
7.	Copy of the IT Return up to previous 3 Years		
8.	Audited Balance Sheet and Profit & Loss Account statement for previous three years.		
9.	Authorization Letter (Annexure-G3)		
10.	Acceptance of terms and condition (Annexure-G4)		
11.	List of previous work orders executed (Annexure-G6)		
12.	EMD in a sealed envelope (Super scribe EMD on the top of the sealed envelope) with pre-qualification bid.	DD No : Amount : Bank:	
13.	Price Bid Letter & Price Bid duly signed with sealed envelope. (Annexure-G7 & G8)		
14.	Manufacturer Authorization Format (Annexure-G9) with pre-qualification bid.		
15.	Performance Bank Guarantee (Annexure-G11)		

11. List of Location

11.1. List of ULB Offices

SL. No.	Office Name	District
1	Angul Municipality	Angul
2	Talcher Municipality	Angul
3	Notified Area Council, Athamallik	Angul
4	Soro Municipality	Balasore
5	Balasore Municipality	Balasore
6	Jaleswar Municipality	Balasore
7	Notified Area Council, Nilgiri	Balasore
8	Notified Area Council, Remuna	Balasore
9	Bargarh Municipality	Bargarh
10	Notified Area Council, Attabira	Bargarh
11	Notified Area Council, Barpali	Bargarh
12	Notified Area Council, Bijepur	Bargarh
13	Notified Area Council, Padmapur	Bargarh
14	Bhadrak Municipality	Bhadrak
15	Basudevpur Municipality	Bhadrak
16	Notified Area Council, Chandbali	Bhadrak
17	Notified Area Council, Dhamnagar	Bhadrak
18	Bolangir Municipality	Bolangir
19	Titlagarh Municipality	Bolangir
20	Notified Area Council, Kantabanji	Bolangir
21	Notified Area Council, Patnagarh	Bolangir
22	Notified Area Council, Tusura	Bolangir
23	Notified Area Council, Boudhgarh	Boudh
24	Cuttack Municipal Corporation	Cuttack
25	Choudwar Municipality	Cuttack
26	Notified Area Council, Banki	Cuttack
27	Notified Area Council, Athgarh	Cuttack
28	Deogarh Municipality	Deogarh
29	Dhenkanal Municipality	Dhenkanal
30	Notified Area Council, Hindol	Dhenkanal
31	Notified Area Council, Bhuban	Dhenkanal
32	Notified Area Council, Kamakhyanagar	Dhenkanal
33	Paralakhemundi Municipality	Gajapati
34	Notified Area Council, Kashinagar	Gajapati
35	Berhampur Municipal Corporation	Ganjam
36	Hinjilicut Municipality	Ganjam
37	Notified Area Council, Aska	Ganjam
38	Notified Area Council, Buguda	Ganjam

SL. No.	Office Name	District
39	Notified Area Council, Chikiti	Ganjam
40	Notified Area Council, Polasara	Ganjam
41	Notified Area Council, Surada	Ganjam
42	Notified Area Council, Bhanjanagar	Ganjam
43	Notified Area Council, Gopalpur	Ganjam
44	Notified Area Council, Khallikote	Ganjam
45	Notified Area Council, Rambha	Ganjam
46	Notified Area Council, Bellaguntha	Ganjam
47	Notified Area Council, Chatrapur	Ganjam
48	Notified Area Council, Ganjam	Ganjam
49	Notified Area Council, Kabisuryanagar	Ganjam
50	Notified Area Council, Kodala	Ganjam
51	Notified Area Council, Purushottampur	Ganjam
52	Notified Area Council, Digapahandi	Ganjam
53	Jagatsinghpur Municipality	Jagatsinghpur
54	Paradeep Municipality	Jagatsinghpur
55	Jajpur Municipality	Jajpur
56	Vyasanagar Municipality	Jajpur
57	Jharsuguda Municipality	Jharsuguda
58	Belpahar Municipality	Jharsuguda
59	Brajrajnagar Municipality	Jharsuguda
60	Bhawanipatna Municipality	Kalahandi
61	Notified Area Council, Dharmagarh	Kalahandi
62	Notified Area Council, Junagarh	Kalahandi
63	Notified Area Council, Kesinga	Kalahandi
64	Phulbani Municipality	Kandhamal
65	Notified Area Council, Balliguda	Kandhamal
66	Notified Area Council, G.Udayagiri	Kandhamal
67	Kendrapara Municipality	Kendrapara
68	Pattamundai Municipality	Kendrapara
69	Keonjhar Municipality	Keonjhar
70	Anandapur Municipality	Keonjhar
71	Barbil Municipality	Keonjhar
72	Joda Municipality	Keonjhar
73	Notified Area Council, Champua	Keonjhar
74	Bhubaneswar Municipal Corporation	Khordha
75	Jatni Municipality	Khordha
76	Khordha Municipality	Khordha
77	Notified Area Council, Banpur	Khordha
78	Notified Area Council, Balugaon	Khordha
79	Jeypore Municipality	Koraput
80	Koraput Municipality	Koraput

SL. No.	Office Name	District
81	Sunabeda Municipality	Koraput
82	Notified Area Council, Kotpad	Koraput
83	Malkangiri Municipality	Malkangiri
84	Notified Area Council, Balimela	Malkangiri
85	Rairangpur Municipality	Mayurbhanj
86	Baripada Municipality	Mayurbhanj
87	Notified Area Council, Karanjia	Mayurbhanj
88	Notified Area Council, Udala	Mayurbhanj
89	Nabarangpur Municipality	Nabarangpur
90	Umerkote Municipality	Nabarangpur
91	Nayagarh Municipality	Nayagarh
92	Notified Area Council, Ranpur	Nayagarh
93	Notified Area Council, Odagaon	Nayagarh
94	Notified Area Council, Daspalla	Nayagarh
95	Notified Area Council, Khandapada	Nayagarh
96	Notified Area Council, Khariar	Nuapada
97	Notified Area Council, Khariar Road	Nuapada
98	Notified Area Council, Nuapada	Nuapada
99	Puri Municipality	Puri
100	Notified Area Council, Konark	Puri
101	Notified Area Council, Nimapara	Puri
102	Notified Area Council, Pipili	Puri
103	Rayagada Municipality	Rayagada
104	Notified Area Council, Gudari	Rayagada
105	Gunupur Municipality	Rayagada
106	Sambalpur Municipal Corporation, Sambalpur	Sambalpur
107	Notified Area Council, Kuchinda	Sambalpur
108	Notified Area Council, Redhakhhol	Sambalpur
109	Sonepur Municipality	Subarnapur
110	Notified Area Council, Binka	Subarnapur
111	Notified Area Council, Tarbha	Subarnapur
112	Rourkela Municipal Corporation	Sundargarh
113	Birmitrapur Municipality	Sundargarh
114	Rajgangpur Municipality	Sundargarh
115	Sundargarh Municipality	Sundargarh

11.2. List of Zilla Parisad (DRDA) Offices

Sl. No.	District	Name of Zilla Parisad Office
1	Angul	Zilla Parisad, Angul
2	Balangir	Zilla Parisad, Balangir
3	Balasore	Zilla Parisad, Balasore
4	Bargarh	Zilla Parisad, Bargarh
5	Bhadrak	Zilla Parisad, Bhadrak
6	Boudh	Zilla Parisad, Boudh
7	Cuttack	Zilla Parisad, Cuttack
8	Deogarh	Zilla Parisad, Deogarh
9	Dhenkanal	Zilla Parisad, Dhenkanal
10	Gajapati	Zilla Parisad, Gajapati
11	Ganjam	Zilla Parisad, Ganjam
12	Jagatsinghpur	Zilla Parisad, Jagatsinghpur
13	Jajpur	Zilla Parisad, Jajpur
14	Jharsuguda	Zilla Parisad, Jharsuguda
15	Kalahandi	Zilla Parisad, Kalahandi
16	Kandhamal	Zilla Parisad, Kandhamal
17	Kendrapara	Zilla Parisad, Kendrapara
18	Keonjhar	Zilla Parisad, Keonjhar
19	Khordha	Zilla Parisad, Khordha
20	Koraput	Zilla Parisad, Koraput
21	Malkangiri	Zilla Parisad, Malkangiri
22	Mayurbhanj	Zilla Parisad, Mayurbhanj
23	Nayagarh	Zilla Parisad, Nayagarh
24	Nawarangpur	Zilla Parisad, Nawarangpur
25	Nuapada	Zilla Parisad, Nuapada
26	Puri	Zilla Parisad, Puri
27	Rayagada	Zilla Parisad, Rayagada
28	Sambalpur	Zilla Parisad, Sambalpur
29	Sonepur	Zilla Parisad, Sonepur
30	Sundargarh	Zilla Parisad, Sundargarh