

## REQUEST FOR PROPOSAL (RFP)



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Selection of Agency for Supply, Installation & Commissioning of ICT Equipment  
for Kasturba Gandhi Balika Vidyalaya (KGBV)

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**RFP Enquire No. - OCAC-SEGP-INFRA-0050-2025-26026, Date: 16/04/2026**

### **ODISHA COMPUTER APPLICATION CENTRE**

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

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

EPBX: 674-2567280/2567064/2567295/2567283

Fax: +91-674-2567842

E-mailID: [contact@ocac.in](mailto:contact@ocac.in), Website: [www.ocac.in](http://www.ocac.in)

## **DISCLAIMER**

OCAC is the Tender inviting authority for this tender.

The information contained in this Request for Proposal (RFP) document, or subsequently provided to bidders, whether verbally or in documentary form, by or on behalf of OCAC, or any of their employees or advisors, is provided to bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by OCAC or its representatives to any other party. The purpose of this RFP document is to provide interested parties with information to assist the formulation of their Proposal. This RFP document does not purport to contain all the information each Applicant may require.

This RFP document may not be appropriate for all persons, and it is not possible for OCAC, their employees or advisors to consider the investment objectives, financial situation and particular needs of each entity/bidder who reads or uses this RFP document. Certain bidders may have a better knowledge of the proposed Project than others. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. OCAC, its employees and advisors 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.

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 for Online Bid Submission**

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

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

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

### **GUIDELINES FOR REGISTRATION:**

1. Bidders are required to enrol themselves on the eNivida Portal <https://enivida.odisha.gov.in> or click on the link “Bidder Enrolment” available on the home page of e-tender Portal by paying the Registration fee of Rs.2,500/- + Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode/ eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. 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 acknowledgement 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 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 bidders 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 acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

**For any clarification in using eNivida Portal:**

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

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

**Phone No. 011-49606060**

**Mail id: - odishaenivida@gmail.com**

### **Acronyms and Glossary of Terms**

<b>Acronyms / Abbreviations</b>	<b>Description</b>
OCAC	Odisha Computer Application Centre
EMD	Earnest Money Deposit
IT	Information Technology
LD	Liquidated Damages
LOI	Letter of Intent
OEM	Original Equipment Manufacturer
OS	Operating System
SLA	Service Level Agreement
UAT	User Acceptance Test

### **Important Dates & Information**

<b>Information</b>	<b>Descriptions</b>
Bid Inviting Authority	Odisha Computer Application Center (OCAC) Technical Directorate of I.T. Dept., Govt. of Odisha.
Correspondence Address	The General Manager (Admin) Odisha Computer Application Centre (OCAC) (Technical Directorate of I.T. Dept, Govt. of Odisha) N- 1/7-D, Acharya Vihar, P.O.- RRL, Bhubaneswar -751013
RFP Name	RFP for Selection of Agency for Supply, Installation, Commissioning & Maintenance of IT and Non IT Equipment at Kasturba Gandhi Balika Vidyalaya (KGBV).
Bid Reference No. and Date	OCAC-SEGP-INFRA-0050-2025-26026 , Dated 16-04-2026

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Earnest Money Deposit (EMD)	The bidder is required to submit an Earnest Money Deposit (EMD) amounting to <b>₹15,00,000/- (Fifteen Lakh Only)</b> in shape of Bank Draft (BD) /Bank Guarantee (BG) in favour of Odisha Computer Application Centre, Bhubaneswar or Bank Guarantee issued from any of the Scheduled Banks as per the prescribed format in this RFP.
Non-Refundable RFP Document Fee	<p><b>₹11,200/-</b> (Rupees Eleven Thousand and Two Hundred Only, Inclusive of 12% GST) in the form of a Demand Draft (DD) drawn from any Scheduled Bank in favour of "Odisha Computer Application Centre", payable at Bhubaneswar, or Paid online through the OCAC e-Tender Portal (<a href="https://enivida.odisha.gov.in">https://enivida.odisha.gov.in</a>) or transferred online through NEFT only to the following account: -</p> <p>Bank Name: Union Bank of India Branch: Acharya Vihar, Bhubaneswar Account Name: Odisha Computer Application Centre Account Number: 149311100000195 IFSC Code: UBIN0814938</p> <p>In case of online transfer of the RFP document fee, the firm must mention the RFP Enquiry Number, Firm Name, Amount Transferred, Transaction ID and GST details while submitting the pre-bid queries to the mail id mentioned in the RFP.</p> <p>Bidders are requested to submit their queries via email (only one email ID per bidder shall be permitted for submission), strictly in the format prescribed in the RFP and in Excel format only. Queries submitted in any other format shall be rejected. If same bidder submits the query in multiple mail ids, then the bidder's query will be rejected.</p>
Availability of Bid Document in the website ( <a href="http://www.ocac.in">www.ocac.in</a> , <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> & <a href="https://tendersodisha.gov.in/nicgep/app">https://tendersodisha.gov.in/nicgep/app</a> )	16-04-2026 To 08-05-2026 at 04:00 PM
Last date for submission of queries by Bidders	21-04-2026 by 03:00 PM
Date and Time of Pre-bid Conference	23-04-2026 at 12:00 PM

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Pre-bid Conference Web-link	The web-link for the pre-bid conference will be shared via email to the prospective bidders who have submitted their pre-bid queries along with the non-refundable RFP document fee within the deadline specified in the RFP document.  <b><i>Queries submitted after the deadline with non-refundable RFP document fee shall also not be entertained by OCAC.</i></b>
Issue of Corrigendum (if Required)	27-04-2026
Last Date and Time for Submission of Bid Document	08-05-2026 by 04:00 PM
Date and Time of opening of Pre-Qualification & Technical Bids (PQ)	08-05-2026 at 05:00 PM
Opening of Commercial Bid (CB)	To be informed

## 1. Fact Sheet

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

<b>Clause Reference</b>	<b>Topic</b>
<b>The Proposal</b>	Odisha Computer Application Centre (OCAC) invites RFP for Selection of Agency for Supply, Installation, Commissioning & Maintenance of IT and Non IT Equipment at Kasturba Gandhi Balika Vidyalaya (KGBV).
<b>Method of Selection</b>	Least Cost Selection (LCS) or L1 method for bidder selection, where the bidder offering the lowest cost (L1) is awarded the contract.
<b>Earnest Money Deposit (EMD)</b>	The bidder is required to submit Earnest Money Deposit (EMD) amounting to ₹15,00,000/- (Fifteen Lakh Only) in shape of Bank Draft (BD) /Bank Guarantee (BG) in favour of Odisha Computer Application Centre, Bhubaneswar or Bank Guarantee issued from any of the Scheduled Banks as per the prescribed format in this RFP.
<b>Performance Bank Guarantee (PBG)</b>	Performance Bank Guarantee (PBG) @ 5% of the cost of project from any Nationalized /Scheduled Commercial Bank in the prescribed format in favor of the Odisha Computer Application Centre shall be submitted by the successful bidder within 30 days of issue of work order.
<b>Time Period For Completion of Work</b>	Selected Bidder is expected to complete the entire work within 18 weeks as mentioned in the scope of work of this RFP.
<b>Language</b>	Bid must be prepared by the Bidder in English language Only
<b>Currency</b>	The bidder should quote in Indian Rupees only. The total price inclusive of taxes and duties will be considered for evaluation. So, the bidder must mention the base price and the tax component separately.
<b>Validity Period</b>	Proposals/bid must remain valid minimum for 90 days from the last date of bid submission.
<b>Bid to be submitted on or before last date of submission at:</b>	The proposal must be submitted to:  The General Manager (Admn.) Odisha Computer Application Centre (OCAC) OCAC Building, Plot No.-N-1/7-D, Acharya Vihar Square,

	RRL Post Office, Bhubaneswar-751013 (INDIA) Proposals must be submitted on or before-08-05-2026 by 04:00 PM through electronic mode only, i.e., <a href="https://enivida.odisha.gov.in">https://enivida.odisha.gov.in</a>
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## 2. Invitation for Bids

Odisha Computer Application Centre (OCAC) invites bids from eligible bidders who have the necessary qualifications for Supply, Installation and Commissioning of Computer Cum Language Lab for KGBV Schools as per the "Scope of Work" described in this RFP.

The Bid document has been published in the official website of OCAC [www.ocac.in](http://www.ocac.in), <https://enivida.odisha.gov.in> and <http://www.odisha.gov.in>. The tender advertisement has also been published in leading newspapers for wide circulation. 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).

## 3. Background Information

The purpose of this RFP is to procure ICT Equipment in Kasturba Gandhi Balika Vidyalaya (KGBV), under Department of School & Mass Education, Govt., of Odisha as per the list mentioned in this RFP. This RFP is issued by OCAC, which is the sole point of contact during selection process. The officer responsible for entire process is **General Manager (Admin)**. The purpose of this RFP is to provide the bidders with required information to enable them to prepare and submit the proposal to Supply, Installation, Commissioning & Maintenance of IT and Non IT Equipment at Kasturba Gandhi Balika Vidyalaya (KGBV). The school's list is enclosed in this RFP.

## 4. Requirement, Scope of Work, Deliveries & Timelines

Odisha Computer Application Centre (OCAC) with Head Office at Bhubaneswar proposes to invite Request for Proposal (RFP) from the eligible bidders to Procure, Supply, Install & Commission of IT and Non IT Equipment at Kasturba Gandhi Balika Vidyalaya (KGBV). This includes procurement, supply, installation, commissioning and operation support of Computer Cum Language Lab for a period of three (03) years.

#### **4.1 Detailed Requirement under this Project**

- a) Procurement, Supply and Installation of Desktop computer, Desktop server and printer at each KGBV School.
- b) All the software and hardware required to meet the required functionalities should be supplied by the selected bidder.
- c) Training at schools for the day-to-day operation management of the system.
- d) The product specifications are mentioned in detail in the **Annexure-3 under minimum technical specification**. Please refer to the same for required sizing. Bidder should propose products in order to comply the requirement.

#### **4.2 Detailed Scope under this Project**

- a.) Procurement, Supply and installation of the ICT equipment in hostel.
- b.) All the software and hardware required to meet the required functionalities should be supplied by the selected bidder.
- c.) Testing of the equipment commissioned and ensuring proper functioning at all levels.
- d.) Training at schools for day-to-day operation management of the system.
- e.) The Bidder shall ensure the safe delivery of the equipment up to the designated place of installation. Any transit insurance, labor, road permits etc., if required for the same, shall be arranged by the Bidder at no extra cost to OCAC/Client Department.
- f.) The bidder needs to provide training on basic day-to-day troubleshooting to the teachers.
- g.) The bidder needs to submit the successful completion of training along with the attendance sheet and acknowledgment of the teachers.
- h.) Overall operation and management of the entire system for a period of 3 years.
- i.) The Bidder will be required to maintain the entire IT Equipment with its associated software and is responsible for entire Operation & Management Support for the period 3 years. However, the schools premises upkeep, safety and the electrical maintenance will be the responsibility of the school authorities.
- j.) The Bidder must ensure that the IT equipment and accessories supplied and delivered by them to each school are in good condition. Each IT equipment and accessories shall be packed in a non- hazardous packing of appropriate size. If any defect is found pursuant to the post-supply test in respect of the supplied quantity of the IT equipment and accessories, the Bidder shall

replace the rejected equipment and accessories for the particular School with the new ones as per the instructions of OCAC.

- k.) The bidder is responsible to maintain documentation on the progress of the work and will have to update the same on regular basis to OCAC/Client Department.

#### **4.2.1 Warranty & Support**

- ✓ The Bidder should have the **Back to Back support agreement with OEM** till the completion of the 3 years onsite warranty period of the entire equipment to ensure the smooth functioning and to achieve the highest uptime on the offered solution.
- ✓ Advanced replacement of hardware.
- ✓ Software updates and upgrades at no cost to OCAC.
- ✓ On-site support from the Bidder.

#### **4.2.2 Training & Handholding**

- ✓ The Selected Bidder shall impart necessary hand holding & Training for effective usages of the equipment.
- ✓ The selected bidder shall conduct an onsite one full day training in each school to train on HW and SW operations, use and collect a training report with attendance.

### **4.3 Project Deliverables, Milestones & Time Schedule**

The milestones, deliverables and time schedule for the implementation of project shall be as follows: -

- a) The time specified for delivery and other activities as mentioned in the table below shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies and provide the required services within the specified period.
- b) It should be noted that any delay in the project timelines shall attract Liquidated Damages to the Agency.

<b>Sl. No.</b>	<b>Activity / Mile stone</b>	<b>Delivery Schedule</b>
<b>1</b>	Delivery of Equipment	<b>10 Weeks</b> from date of issue of purchase order to the Bidder
<b>2</b>	Installation, Configuration & Integration	<b>6 Weeks</b> from date of Delivery of Equipment
<b>3</b>	UAT, Sign-off & Training	<b>18 Weeks</b> from date of purchase order to the Bidder

**Note:** -Total time for completion of the contract / project **is 18 weeks.**

#### 4.4 Service Levels and Penalty Terms

Service Level Agreement (SLA) shall form part of the contract between OCAC/Client Department and the Bidder. SLA defines the terms of the Bidder's responsibility in ensuring the timely delivery and the compliance to the Performance Indicators as detailed in this RFP document. The Bidder shall comply with Service Levels requirements to ensure adherence to timelines, quality and availability of services. OCAC shall have the right to expect the following service levels as also to impose penalty on Bidder on its failure to meet them as under: -

<b>Sl. No.</b>	<b>Description</b>	<b>Service Level</b>	<b>Applicable Penalty</b>
1.	Supply and complete acceptance testing for 100% of the ordered quantity at all locations of device(s) within 98 days of issuance of Work Order by the Department	Within 98 days	No Penalty
		98 to 154 days	0.5 % (the value of undelivered and / or not accepted quantity) per week or part thereof, for every subsequent
		> 154 days	The Contract shall be terminated
2.	Resolution of any hardware or software issue related to the Device(s) during the maintenance period through helpdesk support.	Within 2 working days from the date of reporting of issue	No Penalty
		> 3 - 14 working days	The bidder shall provide temporary replacement of device(s) in which the issue has been reported. Failing to do so will

		> 3 - 14 working days	Rs. 200 per day per reported device, maximum up to 60 days, post that the department shall
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## 4.5 Helpdesk and Support

The Bidder shall be required to set up a centralized monitoring system with helpdesk support and deploy an online tracking and ticket management software with telephone number for KGBV schools. The telephone number shall provide by the department.

The helpdesk service will serve as a single point of contact for all the support related to schools. The Helpdesk shall undertake the following activities: -

1. Log issues/complaints/grievances related to equipment including Hardware, Software, Connectivity, etc. at each location.
2. Track each issue/complaint to resolve.
3. Escalate the issues/complaints/grievances, to Department Authorities if necessary, as per the escalation matrix defined in discussion with the department
4. Provide feedback and resolution to the callers.
5. Helpdesk Phone Numbers to be provided by the department and Specific e-mail account for day to day support to be set up by the Department/OCAC.

## 5. Pre-Qualification/Eligibility Criteria

Following table describe the pre-qualification criteria. A bidder participating in the bidding process shall possess the following minimum pre-qualification/eligibility criteria. Any bidder failing to meet the stated criteria shall be summarily rejected and will not be considered for Technical Evaluation.

The Bidder or its OEM incorporated in a country sharing a land boundary with India cannot participate in this bid.

Sl. No.	PQ Criteria	Description of the Criteria	Documents to be Submitted
1	<b>Legal Entity</b>	The bidder must be a company registered in India under Indian Companies Act 1956/2013, since last 10 years as on	a. Valid copy of certificate of

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		31st March 2025. The bidder must have GST registration & up- to-date Income Tax Return, PAN Number as on 31st March 2025. <b>(Joint Venture or Sub-Contracting or Consortium is not allowed - Bidder should give a notarized affidavit in 100/-non-judicial stamp paper in this regards).</b>	incorporation and registration certificates. b. Copy of GST registration. c. Copies of relevant Certificates of registration Income Tax / PAN Number from the respective Government Department. d. Notarized affidavit w.r.t sub-contracting.
<b>2</b>	<b>Turnover</b>	The average annual turnover of the Bidder during the last 3 financial years ending with 2024-25 (i.e. FY 2022-23, FY 2023-24 & FY 2024-25), should not be less than ₹12 Crores, from IT/ITeS, as per the last published audited balance sheets incurred in India.	- Audited Balance Sheets - CA Certificate
<b>3</b>	<b>Net Worth &amp; Profit</b>	The Net Worth of the bidder should not be negative and should not have eroded by more than 30% in the last (3) financial years i.e., FY 2022-23, FY 2023-24 & FY 2024-25.	Certificate from the Statutory Auditor
<b>4</b>	<b>Technical Capability</b>	The bidder must have successfully undertaken at least the following numbers of similar assignments of value specified herein: -  One project of similar nature in system integration, not less than the amount ₹5,00,00,000/- (Five Crores Only)  <b>OR</b>  Two projects of similar nature in system integration) not less than the amount ₹4,00,00,000/- (Four Crores Only)  <b>OR</b>  Three projects of similar nature in system integration, not less than the amount ₹3,00,00,000/- (Three Crores Only)	Satisfactory Work completion certificate from the client + Copy of the Work order  <b>Annexure-13 &amp; 14</b>

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		<p><i>Similar Nature" is defined as: Procurement, Supply, Installation &amp; Commissioning of IT Hardware (i.e. Laptop/Desktop/Printers/TAB and Interactive Panel) in Government/Semi Government/PSU (Schools/Colleges/Universities) in the last seven years ending with 31<sup>st</sup> March 2025. Purchase order (POs) must be issued in the name of bidder or the prime bidder (in case of a consortium bid). Purchase orders issued in the name of any consortium partner other than the prime bidder shall not be considered. All the components pertaining to IT Hardware (i.e. Laptop/Desktop/TAB/Printers and Interactive Panel/Smart TV etc.) should be included in the single PO".</i></p>	
<b>5</b>	<b>Quality Certification</b>	The bidder must possess a valid ISO 9001:2015 & ISO 20000-1:2018 Certifications.	Copies of the valid certificates.
<b>6</b>	<b>Blacklisting</b>	The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government or PSU in India.	A notarized affidavit in 100/- stamp paper  <b>Annexure- 12</b>
<b>7</b>	<b>OEM Authorization</b>	The bidder must attach Manufactures Authorization certificate specific to this tender & Back-to-back support letter from major OEMs for providing Comprehensive support and services of the OEM"s product covered under the RFP as below: -  - Interactive Flat Panel (IFP) - Desktop Computer - Printer	OEM MAF  <b>Annexure- 8</b>
<b>8</b>	<b>Local Presence</b>	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.

<b>9</b>	<b>EMD</b>	The bidder is required to submit Earnest Money Deposit (EMD) amounting to <b>₹15,00,000/- (Fifteen Lakh Only)</b> in shape of Bank Draft (BD)/Bank Guarantee (BG) in favour of Odisha Computer Application Centre, Bhubaneswar or Bank Guarantee issued from any of the Scheduled Banks as per the prescribed format in this RFP.	
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## 5.1 Technical Evaluation Criteria

The proposal evaluation committee will evaluate the proposals submitted by the bidders with a detailed scrutiny. During evaluation of proposals, OCAC, may, at its discretion, ask the bidders for clarification of their Proposals. Only those proposals meeting the pre-qualification criteria will be selected for technical evaluation. Financial bid of those bidders who qualify in Technical proposal shall be opened. Technical evaluation will be based on the technical compliance of the equipment asked in Technical Specifications mentioned in **Annexure-3**.

## 6. Instruction to Bidders

### 6.1 General

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

- e) No further communication of any shortfall of bidding documents shall be considered after submission of bids through online.

## 6.2 Availability of RFP Document

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

## 6.3 Guidelines for Registration

- a) Bidders are required to enroll themselves on the Tenders Odisha Portal <https://enivida.odisha.gov.in> or click on the link "Online Bidder Enrollment" available on the home page.
- b) As part of the enrolment process, after creation of login ID, bidders will be required to Generate the Password By Clicking on Generate / Forgot Password? available on the home page.
- c) Bidders are also advised to register their valid correspondence email and mobile numbers as part of the registration process. At the time of creation of password OTP will be sent on the registered mobile and correspondence email id only. These would be used for any communication with the bidders also.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing Key Only) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS / nCode/ eMudhra etc.), with their profile.
- e) Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

Bidder then logs in to the website <https://enivida.odisha.gov.in>.

- f) through the secured log-in by entering their login ID /password and then password of the DSC / e-Token.
- g) The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.

## 6.4 Searching for Tender Documents

- a) There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
- b) Once the bidders have selected the tenders they are interested in, then they can pay the processing fee (NON-REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc.
- c) For any further assistance kindly refer to the link: <https://enivida.odisha.gov.in>.

## **6.5 Preparation of Bids**

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Bidder, in advance, should get ready with the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Color option which helps in reducing size of the scanned document.

## **6.6 Submission of Bids**

- a) Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission end date and time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Department.
- c) Bidder has to select the payment option as per the tender document to pay the Tender Processing fee & EMD as applicable and enter details of the instrument.
- d) In case of BG, bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before execution of contract. In case of non-receipt of BG amount in original by the said time, the bid will be summarily rejected.
- e) The server time (which is displayed on the bidders' dashboard top right corner) 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.

- f) The uploaded bid documents become readable only after the tender opening date by the authorized bid openers.
- g) Upon the successful and timely submission of bid click "Submit / Freeze Bid" (i.e. after uploading documents in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique Bid ID and date & time of submission of the bid with all other relevant details.
- h) The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

## 6.7 Clarifications on using Odisha Tender Portal

- a) 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.
- b) 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.
- c) Please feel free to contact Odisha Tender Portal Helpdesk (as given below) for any query related to e-tendering.

## 6.8 Late Bids

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

## **6.9 Proposal Preparation Costs**

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings or discussions or presentations, preparation of Proposal, in providing any additional information required by OCAC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

OCAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **6.10 Language**

The Proposal should 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 Bidders. For purposes of interpretation of the Proposal, English translation shall govern.

## **6.11 Acceptance and Rejection of Bids**

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

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

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

## **6.13 Pre-bid Meeting & Clarifications**

### 6.13.1 Pre-bid Conference

- a) A pre-bid conference will be scheduled by OCAC to clarify doubts of potential bidders in respect of the procurement and the records of such conference shall be published on the respective websites as Pre-bid clarifications.
- b) A pre-bid meeting will be held through online only.
- c) The BG/EMD can also be transfer online through NEFT only to **Union Bank of India, Account Number 149311100000195, IFSC Code - UBIN0814938, Acharya Vihar Branch, Bhubaneswar, Account Name Odisha Computer Application Centre**. In case of NEFT online transfer, the firm must mention the Firm Name, Amount Transfer with Transaction ID, RFP Enquire Number, GST No to the mail.
- d) The web-link of Pre-bid meeting shall be shared through the mail to the prospective bidders those have submitted the pre-bid queries along with proof of payment of RFP document fee.
- e) The Bidders will have to ensure that their queries for Pre-Bid meeting should reach the below email id on or before the prescribed date as mentioned in "Important Dates and information" section of this RFP.
- f) Pre-Bid Queries to be sent to [gm\\_ocac@ocac.in](mailto:gm_ocac@ocac.in) with a copy to [jayashree.mishra@odisha.gov.in](mailto:jayashree.mishra@odisha.gov.in) and [chandan.pradhan@semt.gov.in](mailto:chandan.pradhan@semt.gov.in)
- g) The Queries should necessarily be submitted in the format as prescribed in **Annexure-4 of** this RFP.
- h) OCAC shall not be responsible for ensuring receipt of the bidders" queries. Any requests for clarifications post the indicated date and time may not be entertained by OCAC.

### 6.13.2 Responses to Pre-Bid Queries and Issue of Corrigendum

- a) The Nodal Officer notified by the OCAC will endeavor to provide timely response to all queries. However, OCAC neither makes representation or warranty as to the completeness or accuracy of any response made in good faith, nor does OCAC undertake to answer all the queries that have been posed by the bidders.
- b) At any time prior to the last date for receipt of bids, OCAC may, for any reason, whether at its own initiative or in response to a clarification

requested by a prospective Bidder, modify the RFP Document by a corrigendum.

The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on [www.ocac.in](http://www.ocac.in), <https://enivida.odisha.gov.in> & [www.odisha.gov.in](http://www.odisha.gov.in).

- c) Any such corrigendum shall be deemed to be incorporated into this RFP.
- d) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, OCAC may, at its discretion, extend the last date for the receipt of Proposals.

### **6.13.3 Amendments to RFP Document**

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 the Technical 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.

### **6.14 Period of Validity of Bids**

- a) Bids submitted by the bidders shall remain valid for a period of 180 Days from the date of submission of RFP. A Bid valid for a shorter period shall be rejected by the procuring entity as nonresponsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.
- c) Bidders who agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

### **6.15 Format and Signing of Bids**

- a) All the Bids submitted by the bidders must be submitted with the checklist.

- b) Each page of the bidding document shall be kept with the office seal and signature by the authorized representative from the Bidder.

## **6.16 Cost & Language of Bidding**

- a) 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.
- b) The Proposal should 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.

## **6.17 Alternative/ Multiple Bids**

- a) Each bidder shall submit only one Proposal. The bidder who submits or participates in more than one proposal will be disqualified.
- b) The bidder may quote for multiple brands/ make/ model for each item in the technical Bid and should also mention the details of the quoted make/ model of the respective items.

## **6.18 Bid Security/Earnest Money Deposit (EMD)**

The bidder is required to submit Earnest Money Deposit (EMD) amounting to ₹15,00,000/- (Fifteen Lakh Only) in shape of Bank Draft (BD) / Bank Guarantee (BG) in favour of Odisha Computer Application Centre, Bhubaneswar or Bank Guarantee issued from any of the Scheduled Banks as per the prescribed format in this RFP. The bid / proposal submitted without EMD/BG, mentioned above, will be summarily rejected.

## **6.19 Submission of Manufacturer's Authorization Form**

Bidder must submit the dully signed MAF of the major items at the time of bid submission in the Prequalification Proposal as per the prescribed format (Annexure-9). The MAF should be submitted in OEM's letter head mentioning required details.

## **6.20f Deadline Submission of Bids**

- a) Bidder must ensure to submit their response on or before the deadline date as mentioned in "Important Dates & Information" section of this RFP.
- b) Normally, the date of submission and opening of Bids will not be extended. In exceptional circumstances or when the bidding documents are required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original Bidding Document.
- c) It shall be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. OCAC shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. If the last date of submission or opening of Bids is a non- working day, the Bids shall be received or opened on the next working day.

## **6.21 Venue for Submission of Bids**

Response to Bid, in its complete form in all respects as specified in the RFP, must be submitted to <https://enivida.odisha.gov.in>.

## **6.22 Mode of Submission of Bids**

The bid documents as asked in this RFP shall submitted only through online mode in <https://enivida.odisha.gov.in>.

## **6.23 Withdrawal, Substitution, and Modification of Bids**

- a) If permitted by OCAC, a Bidder may withdraw its Bid or re-submit its Bid as per the instructions/ procedure prescribed by OCAC.
- b) Bids withdrawn shall not be opened and processed further.

## **6.24 Opening of Bids**

- a) The Bids shall be opened by the Evaluation Committee in the presence of the bidders or their authorized representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.

- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.
- d) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the:
  - i. Bid is accompanied by bid security and processing fee (if applicable).
  - ii. Bid is valid for the period, specified in the bidding document.
  - iii. Bid is unconditional and the bidder has agreed to give the required performance security and other conditions, as specified in the bidding document are fulfilled.
  - iv. Any other information which the committee may consider appropriate.
- e) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.
- f) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.

## **6.25 RFP Evaluation**

### **6.25.1 Evaluation & Tabulation of Pre-Qualification Bid**

- a) Determination of Responsiveness: The designated committee of OCAC shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b) A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where:
  - i. "Deviation" is a departure from the requirements specified in the bidding document.
  - ii. "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
  - iii. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c) A material deviation, reservation, or omission is one that, if accepted, shall:-

- i. Affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
  - ii. Limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; OR
  - iii. If rectified, shall unfairly affect the competitive position of other bidders  
presenting responsive Bids.
- d) The designated committee of OCAC shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e) Fulfillment of eligibility criteria: All the criteria mentioned in **Section 5 (Eligibility Criteria)** are mandatory. The bidder has to comply with all the components mentioned in the eligibility criteria.
- f) All supporting documents as mentioned in **Annexure-16**.

### **6.25.2 Evaluation & Tabulation of Technical Bid**

The Technical evaluation committee will evaluate the technical response submitted by the Bidder. The Technical bid response includes the below details: -

- a) The Technical Bid response will be initiated with the Technical Bid Cover letter in specified format as mentioned in **Annexure- 8**.
- b) Detailed Compliance Sheet of the Technical Specification asked in the RFP (**Annexure-3**) duly signed in Company Letter Head.
- c) In case of deviation while evaluating the Technical Bid response based upon the criteria, the bid will be subjected for rejection.
- d) All supporting documents as mentioned in **Annexure-16**.

### **6.25.3 Evaluation & Tabulation of Financial Bids**

- a) The Financial bid of the technically qualified bidders (those have secured equal or more than 70% of mark in technical evaluation) will be opened on the prescribed date in the presence of bidders' representatives.
- b) The bid with lowest Financial (L1) i.e., "lowest price quoted" will be awarded the contract.
- c) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- d) The bid price will be inclusive of all taxes and levies and shall be in Indian Rupees.
- e) Any conditional bid would be rejected

- f) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

#### **6.25.4 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.

#### **6.26 Exclusion of Bids / Disqualification**

- a) A procuring entity shall exclude/ disqualify a Bid, if: -
  - i. The information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
  - ii. The information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
  - iii. The bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document.
  - iv. The Bid materially departs from the requirements specified in the bidding document or it contains false information.
  - v. The bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process.
  - vi. The bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b) Bid shall be excluded/ disqualified as soon as the cause for its exclusion / disqualification is discovered.

- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
  - i. Communicated to the concerned bidder in writing.
  - ii. Published on the State Public Procurement Portal, if applicable.

## **6.27 Lack of Competition**

- a) A situation may arise where, if after evaluation of Bids, the proposal evaluation committee may end-up with one responsive Bid only. In such situation, the Proposal Evaluation Committee would check as to whether while floating the Bid all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the tender would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that:-
  - i. The Bid is technically qualified.
  - ii. The price quoted by the bidder is assessed to be reasonable.
  - iii. The Bid is unconditional and complete in all respects.
  - iv. There are no obvious indicators of cartelization amongst bidders; and
  - v. The bidder is qualified as per the provisions of pre-qualification/eligibility criteria in the bidding document.
- b) The Evaluation Committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
- c) In case of dissent by any member of Proposal Evaluation Committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.

## **6.28 Acceptance of the successful Bid and award of Project**

### **6.28.1 Award Criteria**

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

### **6.28.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)**

OCAC reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability

to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

### **6.28.3 Purchaser's Procurement Rights**

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

- a) Amend, modify, or cancel this tender and to reject any or all proposals without assigning any reason.
- b) Change any of the scheduled dates stated in this tender.
- c) Reject proposals that fail to meet the tender requirements.
- d) Increase or decrease the quantity of the hardware items
- e) Remove any of the item at the time of placement of order.
- f) Increase or decrease no. of resources supplied under this project.
- g) Should the Purchaser be unsuccessful in negotiating a contract with the Agency, the Purchaser will begin contract negotiations with the next best value bidder in order to serve the best interest.
- h) Make typographical correction or correct computational errors to proposals
- i) Request bidders to clarify their proposal.

### **6.28.4 Notification of Award**

Prior to the expiry of the validity period, OCAC will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, OCAC may like to request the bidders to extend the validity period of the bid. The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee, OCAC will notify each unsuccessful bidder.

### **6.28.5 Issuance of Purchase Order**

The OCAC shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Commercial Evaluation to the proposed Project, as per the guidance provided by CVC. On this basis the Purchase order would be issued.

### **6.28.6 Performance Guarantee**

The OCAC will require the Agency to provide a Performance Bank Guarantee, within 30 days from the Notification of award, for a value equivalent to 5% of the total cost of ownership i.e. total order value excluding taxes. The Performance Guarantee should be valid for a period of 3 years 3 months (39 months). The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The Agency shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the Agency fails to submit performance guarantee within the time stipulated, the OCAC at its discretion may cancel the order placed on the Agency after giving prior written notice to rectify the same. OCAC shall invoke the performance guarantee in case the selected Service Provider fails to discharge their contractual obligations during the period or OCAC incurs any damages due to Service Provider's negligence in carrying out the project implementation as per the agreed terms & conditions.

#### **6.28.7 Issuance of Purchase Order**

After the OCAC notifies the successful bidder that its proposal has been accepted, OCAC shall issue a Purchase Order to the successful bidder taking into account the relevant clauses of RFP, pre-bid clarifications, Corrigendum, the proposal of the bidder in addition to other agreed clauses.

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

Failure of the successful bidder to agree with the Terms & Conditions of the RFP and the Proposal submitted by the successful bidder, despite the deviations submitted by the Bidder are adequately considered and mutually agreed, shall constitute sufficient grounds for the annulment of the award, in which event OCAC may award the Project to the next best value bidder or call for new proposals from the interested bidders. In such a case, the OCAC shall invoke the PBG as the case may be, of the most responsive bidder.

### **6.29 Confidentiality**

- a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -
  - i. Impede enforcement of any law.
  - ii. Affect the security or strategic interests of India.
  - iii. Affect the intellectual property rights or legitimate commercial interests of bidders.

- iv. Affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
  - b) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorized to have access to such information.
  - c) The procuring entity may impose on bidders and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
  - d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

## **7. General Terms and Conditions of RFP**

Bidders should read these conditions carefully and comply strictly while submitting their bids.

### **7.1 Definitions**

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

- 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, the Designated Technical Directorate of Information Technology Department, Government of Odisha.
- c) "GM" shall mean the General Manager of Odisha Computer Application Centre or any authorized officer to act on his behalf for a specified work.
- d) "Authorized Representative" shall mean any person authorized by either of the parties.
- e) "Agency/Vendor/Bidder" means any firm offering the solution(s), service(s) and /or materials required in the RFP. The word Vendor/Bidder when used in the pre award period shall be synonymous with Bidder, and when used after award of the Work shall mean the successful Bidder or Agency to whom OCAC issues the Purchase Order for rendering of sales & services.
- f) "Service" means provision of Contracted service as per this RFP.
- g) "Site" shall mean the location(s) for which the Order has been issued and where the service shall be provided as per Scope mentioned in the RFP.

- h) "Termination Notice" means the written notice of termination of the Purchase Order issued by one Party to the other in terms hereof.

## **7.2 Language**

- a) The Proposal should be filled by the bidders/Agency in English language only. For purposes of interpretation of the documents, the English translation shall govern. All Proposals and accompanying documentation will become the property of OCAC and will not be returned.
- b) The Purchase Order as well as all correspondence and documents relating to the Project exchanged by the successful/ Agency and the Purchaser, shall be written in English language only. Supporting documents and printed literature that are part of the Project may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Project, this translation shall govern.
- c) The successful Bidder/Agency shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

## **7.3 Notices**

- a) Any notice given by one party to the other pursuant to the Project shall be in writing to the address specified in the Purchase Order. The term "in writing" means communicated in written form with proof of dispatch and receipt.
- b) A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.

## **7.4 Governing Law**

The Project shall be governed by and interpreted in accordance with the laws of the Govt. of Odisha/Govt. of India unless otherwise specified in the Purchase Order.

## **7.5 Scope of Supply**

- a) Subject to the provisions in the bidding document and Purchase Order, the Goods/Equipment and related services to be supplied shall be as specified in the bidding document (RFP).
- b) Unless otherwise stipulated in this document, the quantity and specifications are for minimum quantity and configuration respectively. The bidder may supply higher configuration.
- c) Unless otherwise stipulated in the Purchase Order, the scope of supply shall include all such items not specifically mentioned in the Purchase order but

that can be reasonably inferred from the Contract as being required for attaining delivery and completion of the goods and related services as if such items were expressly mentioned in the Contract.

- d) The bidder shall not quote and supply hardware/ software that is likely to be declared as End of Sale and End of Service/ Support for the period as mentioned in BoM (**Annexure -2**) from the last date of bid submission. OEMs are required to mention this in the MAF for all the quoted hardware/ software. If any of the hardware/ software is found to be declared as End of Sale/ Service/ Support, then the bidder shall replace all such hardware/ software with the latest ones having equivalent or higher specifications without any financial obligation to the purchaser.

## **7.6 Project Value**

- a) The Project value (PO Amount) shall be paid as specified in the Purchase Order subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Project.
- b) Prices charged by the Supplier/ Agency for the Goods delivered and the Related Services performed under the Project shall not vary from the prices quoted by the Supplier/ Agency in its bid, with the exception of any price adjustments authorized in the special conditions of the Project.

## **7.7 Recoveries from Supplier/ Agency**

- a) Recovery of liquidated damages, short supply, breakage, rejected articles shall be made ordinarily from bills.
- b) OCAC shall withhold amount to the extent of short supply, broken/ damaged or for rejected articles unless these are replaced satisfactorily. In case of failure to withhold the amount, it shall be recovered from performance security deposit of AGENCY available with OCAC.
- c) The balance, if any, shall be demanded from the Supplier/ Agency and when recovery is not possible, OCAC shall take recourse to law in force.

## **7.8 Taxes & Duties**

- a) The GST if applicable shall be deducted at source.
- b) For goods/Equipment supplied from outside India, the successful/ Agency shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.

- c) For goods/Equipment supplied from within India, the successful Agency shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- d) If any tax exemptions, reductions, allowances or privileges may be available to the successful Agency in India, OCAC shall use its best efforts to enable the successful Agency to benefit from any such tax savings to the maximum allowable extent.

## **7.9 Packing and Documents**

- a) The Agency shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Purchase Order. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme atmospheric temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.
- b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Project, including additional requirements, if any, specified in the Purchase Order, and in any other instructions ordered by OCAC.

## **7.10 Insurance**

The Agency should be responsible for undertaking comprehensive insurance including liability insurance, system and facility insurance and any other insurance for the personnel, Assets, data, software, etc. relating to this assignment.

## **7.11 Transportation**

The Agency shall be responsible for transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at project locations. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/inspection of the material by the consignee. No extra cost on such account shall be admissible.

## **7.12 Extension in Delivery Period and Liquidated Damages (LD)**

- a) Except as provided under clause "Force Majeure", if the supplier/ selected bidder fails to deliver the related Services within the period specified in the Purchase Order, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Purchase Order Price, as liquidated damages, a sum equivalent to the percentage specified in Section "Service Level Standards" for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the bidding document and/ or Purchase Order. Once the maximum is reached, the Purchaser may cancel the Purchase Order pursuant to clause "Termination".
- b) The time specified for delivery in the bidding document shall be deemed to be the essence of the Project and the supplier/ selected bidder shall arrange goods supply and related services within the specified period.
- c) Delivery period may be extended with or without liquidated damages, if the delay in the supply of goods or service is on account of hindrances beyond the control of the selected bidder:
  - i. The selected bidder/Agency shall request in writing to the Purchaser giving reasons for extending the delivery period of service, if he/she finds himself /herself unable to complete the supply of goods or service within the stipulated delivery period or is unable to maintain prorata progress in the supply of goods or service delivery. This request shall be submitted as soon as a hindrance in delivery of goods and service occurs or within 15 days from such occurrence but before expiry of stipulated period of completion of delivery of goods and service after which such request shall not be entertained.
  - ii. The Purchaser shall examine the justification of causes of hindrance in the delivery of goods and service and the period of delay occurred due to that and recommend the competent authority on the period of extension which should be granted with or without liquidated damages.

Normally, extension in delivery period of service in following circumstances may be considered without liquidated damages:

- When delay has occurred due to delay in approval by OCAC.
- When the delay has occurred in providing space or any other infrastructure, if OCAC was required to provide the same as per the terms of the Bid.
  - iii. If the competent authority agrees to extend the delivery period/ schedule, an amendment to the Purchase Order with suitable denial clauses and with or without liquidated damages, as the case may be, shall be issued. The amendment letter shall mention that no extra price or additional cost for any reason, what so ever beyond the contracted cost shall be paid for the delayed supply of goods and service.

### **7.13 Warranty**

- a) The bidder must execute back-to-back support contract with OEM for the period of three years from the date of UAT.
- b) The bidder shall either repair or replace the defective goods or parts thereof with brand new genuine/ authentic ones having similar or higher specifications from the respective OEM as per the time period specified.

### **7.14 Termination**

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:

- a) Failure of the successful bidder to accept the contract.
- b) Delay in delivery beyond the specified period.
- c) In addition to the cancellation of the contract, OCAC reserves the right to appropriate the damages through encashment of Bid Security / Performance Guarantee given by the Bidder.
- d) OCAC would not be liable to pay any damages to the Agency in cases comprising termination for default.

### **7.15 Settlement of Disputes**

- a) General: If any dispute arises between the supplier/ Agency and OCAC during the execution of a Project that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the supplier/ Agency on the points of dispute. The representation so received shall be examined by the concerned Committee which sanctioned the tender. The Procurement Committee may take legal advice of a counsel and then examine the representation. The supplier/ Agency will also be given an opportunity of being heard. The Committee will take a decision on the representation and convey it in writing to the supplier/ Agency.
- b) Standing Committee for Settlement of Disputes: If a question, difference or objection arises in connection with or out of the Order issued or the meaning of operation of any part, thereof or the rights, duties or liabilities of either party have not been settled by mutual discussions or the decision of tender sanctioning Procurement Committee, it shall be referred to the empowered standing committee for decision.

## **8. Special Terms and Conditions of RFP**

## 8.1 Payment Terms and Schedule

The payment schedule is as follows:

Sl. No.	Project Milestone	Payment (%)	Documents Required
1	Delivery & Installation of all equipment's at designated site	60% of the contract value	1. Original Delivery Challan
			2. Original Invoice (In triplicate) <b>Note:</b> If case the site is not ready and any dependency from the department then the bidder will get 70% of amount towards delivery of the materials at site.
2	User Acceptance Test (UAT) and Training	40% of the contract value	1. Installation Certificate from School authority. 2. Training Certificate from school. 3. OEM Warranty Certificate for 3 years for the product Desktop, Printer & Interactive Panel.

**Note: The RFP is floated by Odisha Computer Application Centre (OCAC) and the request of Odisha School Education Programme Authority (OSEPA). The payment will be released subject to release of fund from OSEPA.**

## 8.2 Payment of Goods & Services Tax

GST shall be shown extra by the bidder in their invoices for the items applicable. The same shall be paid by OCAC as per actual after verification. If there is any tax savings, the same shall be reduced from the payable amount. In case of any new incidence of tax or increase in existing tax rates taking place during the Project Period, that shall be borne and payable by the OCAC over and above the agreed price for each item as may be applicable as per the Invoice raised by the agency on the OCAC. Similarly, any reduction in taxes shall be to the benefit of OCAC.

### 8.3 Penalty

Penalty will be charged @ 0.5% of the Project value per week subject to maximum of 5% of total order value, in case of delayed in supply of stipulated time period. Similarly, 0.5 % will be deducted from the PBG on each time there is a delay in providing support in terms of Repair/replace of equipment per hour beyond the minimum support assistance response period of 48 Hrs. maximum value that may be deducted from the PBG is 5%.

### Annexure- 1: Particulars of the Bidders

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	

### Annexure-2: Indicative Bill of Quantity (BOQ)

Bill of Quantity (BOQ)				
SL. No.	Particulars	Type of School	Equipment Details at each Hostel	Quantity
1	Smart Classroom in KGBV Type-III	Hostel	One 65 Inch Interactive Panel	189 Nos
2	Smart Classroom in KGBV Type-IV	Hostel	One 65 Inch Interactive Panel	138 Nos
3	ICT in KGBV Type-IV	Hostel	3 Nos of Desktops, 3 Nos 600VA line interactive UPS with 15 minutes backup, 1 Printer, 4 Tables and 3 Chairs	95 Nos

### **Annexure-3: Technical Specification for KGBV LAB**

<b>Technical Specification</b>	
<b>Interactive Flat Panel 65 Inch</b>	
Size (Diagonal)	65 inch (Diagonal) or higher
Panel Technology	IPS/VA
Brightness	350 cd/m <sup>2</sup> or higher
Resolution	3840 x 2160 or Better
Aspect Ratio	16:09
Viewing angle	178 degree (H/V) or better
Colors	10 Bits
Lifetime	Min 50,000 hours
Gap between Panel & glass	1mm or less
Surface Treatment	Hard Coating / Anti-glare treatment
Refresh Rate	60Hz
CPU	8 core ARM Cortex-A55
GPU	Quad core A55, MaliG52
ROM	128GM or higher
RAM	8GB or higher
Android Version	Android 14.0 or Higher
Touch Technology	Infrared Recognition or better
Touch Point	Min. 20 touch points/4 writing points or more
Touch accuracy	1mm or less
Surface Hardness	Toughened Glass with Level 7 of MOHS Standard and 4mm Toughened Glass.
<b>Connectivity features:</b>	
Built-in Bluetooth: Yes, Built in Wi-Fi: Yes	
Single Wi-Fi Module	Integrated Wi-Fi
Wi-Fi	802.11 a/b/g/n/ac
Wireless screen sharing from phones, tablets, PCs or Macs to the IFP directly from the device	
On-Board Ports	RJ45 *1, Earphone Out *1, HDMI IN*1, RS232 *1, USB 3.0 *1, USB 2.0 *1, TF Card *1, Type-C*1
<b>Audio features:</b>	
Minimum number of Speakers – 2	
Inbuilt front facing Speaker Output RMS - 15W x 2 or above	
Supported Audio Formats Audio Codec: Dolby Digital or above /AAC/ MP3/ PCM/DTS/DTS-HD/DTS Express/WMA	
The Webcam supplied must be compatible with Interactive Panel	
Certifications for panel	BIS, RoHS and CE/FCC (BIS & RoHS with Test Pass Certificate are Mandatory)
<b>Note:</b> The Panel should be a wall mounted Structure with locking facility with white writing board in front along with KB and mouse & a vertical wall mounted metal cabinet for UPS with lock & Key.	
	i. Should Support multi touch & multi writing

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Interactive Software features	ii. Should support gesture, recognition like Zoom, flicks etc.
	iii. Should have the following interactive tools/features like pen, eraser, shape editing, grouping, infinite color options for annotation, color bucket, background pattern, lines & arrows, screen capture tools (freehand capture is must), import / export files, Cut & Paste, page navigation, save page(s), Undo/Redo.
	iv. Should be capable to annotate on any 3rd party applications
	v. Annotation Capability with MS office application
	vi. Compatible with MS Word: handwriting recognition & draw object
	vii. Compatible with MS Excel: Should draw graph without touching Keyboard & Mouse
	viii. Compatible with MS Power point: Should Create, Edit, Save, delete & annotate slides
	ix. Should have recording feature
	x. Capability of taking Snapshot from running video
	<b>Vertical Wall Mount Cabinet</b>
<b>OPS Features</b>	
<b>Processor</b>	CPU Intel Core i5 12th Generation
Memory	256 GB SSD or better
RAM	8 GB or Higher
OPS Ports	1*HDMI, 1*DP, 5*USB , 1*RJ-45, 1*Audio & mic, 1*Type C
Pre-installed OS	Windows 10 Professional Version
Certificate	BIS, RoHS, FCC, CE, MAC

**Specification for Desktop Computer**

<b>Make:</b>		<b>Model Name:</b>
<b>Parameter</b>	<b>Particulars</b>	<b>Compliance (Yes/No)</b>
Processor	Minimum x86 Processor with minimum 04 Cores, Minimum 8 MB or more Cache, Minimum 3.40 GHz Base clock frequency, support 4.80 GHz or more turbo frequency (Minimum Intel 14 <sup>th</sup> Gen./AMD Ryzen 8000 Series Processor. Processor TDP not less than 35W).	

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Motherboard	Intel Q series or AMD Pro 6x series., OEM make motherboard with minimum 64 GB memory expandability support. integrated TPM 2.0 security in the motherboard. BIOS should have department LOGO.	
Memory	08 GB DDR5 4800 MHz or higher upgradeable to 64GB with 2 physical DIMM Slots.	
Monitor	Minimum 21.5" IPS/VA/TN Display. Monitor BIS Certification should be in the name of PC OEM. Monitor must be TCO 10 and Energy star 8.0 certified. Monitor power supply must be external/integrated power adaptor. Integrated ports in the monitor: 1xVGA/1xDisplay Port & 1x HDMI port.	
Display	FHD Resolution 1920 x 1080	
Hard Disk Drive	Minimum 1TB PCIe M.2 NVMe SSD or better	
Minimum Ports	Front /Rear USB 3.2 - 3 or more, USB 3.2 Gen 2 Type C Port -1 or more, USB 2.0 - 2 or more (Total USB ports should be 6 or more) , 1 Audio in/out - 1 or higher Ethernet Ports - 1 or higher HDMI port - 1 and Display Port - 1 or more	
PCI	2 x M.2 Slots	
Keyboard & Mouse	USB keyboard & USB mouse (Same Desktop OEM make with OEM logo must embossed)	
Ethernet Card	10/100/1000 and Integrated WI-FI 6 With Bluetooth 5.2 or better	
Product country of Origin	India.	
Operating System & Support	Factory pre-loaded / Pre-install Windows 11 Single Language Operating System and Microsoft Office Home & Student. Desktop must certify with Windows and Linux operating system certifications must be available under public domain. Bid specific Microsoft MAF needs to submit from OEM along with the bid.	
Security	Integrated Hardware Trusted Platform Module (TPM) 2.0 and Keyboard & Mouse Security Lock Integrated in Chassis. Chassis Intrusion switch/sensor, chassis volume not more than 10L.	
Management Software	Systems should have pre-loaded hardware diagnostic tool from the same desktop OEM and must work without any operating system.	
Desktop OEM Eligibility and certifications for the quoted model	OEM must have presence in India for Last 15 years and minimum turnover of 1000 Crores in last 3 financial years. RoHS Compliance, FCC, UL/MET Certificate, CE, EPEAT INDIA and BEE/Energy Star 8.0.	

<b>Specification for Printer</b>			
<b>Make:</b>		<b>Model Name:</b>	
<b>Sl. No.</b>	<b>Parameter</b>	<b>Particulars</b>	<b>Compliance (Yes/No)</b>
1	Function	Print, Scan, Copy	
2	Print Technology	Laser	
3	Printer Type	Mono	
4	Toner technology	Composite or Separate drum & toner	
5	Function	Print, Scan, Copy	
6	Print Speed A4	30 PPM and Higher	
7	Print Resolution	1200 X 1200 dpi	
8	Processor Speed	600 MHz	
9	Duplex Printing	YES	
10	COPY	YES	
11	Scanning	YES	
12	Memory	512 MB or Better	
13	Duty Cycle	30001- 50000 pages or Better	
14	Input Tray	150 pages	
15	Out Put Tray capacity	100 pages	
16	Connectivity	Ethernet, 10/100, Hi-Speed 2.0,Wifi, & Wi- Fi Direct	
17	Additional toner	Three additional OEM toner to be supplied by Bidder per year per machine.	

**Annexure-3: Pre-Bid Queries Format**  
*(To be filled by the Bidder)*

**Name of the Company/Firm:**

\_\_\_\_\_

**Person(s) Representing the Company/ Firm:**

Name of the 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: (MS-Excel Sheet Format)**

Sl.No.	Bidder Name	RFP Chapter No.	RFP Clause No.	RFP Page No.	Clause Details as per RFP	Query/Clarification/Suggestion

**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. The softcopy of the queries (**only in MS-Excel Sheet format**) should also be submitted through e-mail at [gm\\_ocac@ocac.in](mailto:gm_ocac@ocac.in) with a copy to [jayashree.mishra@odisha.gov.in](mailto:jayashree.mishra@odisha.gov.in) and [chandan.pradhan@semt.gov.in](mailto:chandan.pradhan@semt.gov.in).

**Annexure-4: Bidder's Authorization Certificate**  
(To be filled by the Bidder)

To,

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

Bhubaneswar-751013 (INDIA)

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with RFP reference No. OCAC-SEGP-INFRA-0050-2025-26026, Dated 16-04-2026. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder:

Verified Signature

Authorized Signatory:

Seal of the Organization:

Date:

Place:

## **Annexure-5: Bank Guarantee Format**

*(To be signed by bank and submitted by Bidder)*

To,

The General Manager (Admn.)  
Odisha Computer Application Centre (OCAC)

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

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP Ref. No. OCAC-SEGP-INFRA-0050-2025-26026, Dated 16-04-2026, for Selection of Agency for Supply, Installation, Commissioning & Maintenance of IT and Non IT Equipment at Kasturba Gandhi Balika Vidyalaya (KGBV), (hereinafter called "the Bid") to OCAC Know all Men by these presents that we <<Name of the Bidder>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Nodal Agency>> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
  - a) Withdraws his participation from the bid during the period of validity of bid document;
  - Or
  - b) Fails or refuses to participate in the subsequent RFP process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the RFP occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including

<<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) II.

This Bank Guarantee shall be valid up to <<insert date>>)

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

## **Annexure-6: RFP Form**

*(To be filled by the Bidder)*

<b>Name of the Tendering Authority</b>	The General Manager (Admin.)
--	------------------------------

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<b>Address</b>	Odisha Computer Application Centre (OCAC) OCAC Building, Plot No.-N-1/7-D, Acharya Vihar Square, RRL Post Office, Bhubaneswar-751013 (INDIA)
<b>Telephone</b>	
<b>Tele Fax</b>	
<b>Email</b>	

2) **Firm Details:**

<b>Name of Firm</b>				
<b>Name of CMD of the firm with email id,</b>				
<b>Name of Contact Person with Designation</b>				
<b>Registered Office Address</b>				
<b>Address of the Firm</b>				
<b>Year of Establishment</b>				
<b>Type of Firm Put Tick</b>	Public Limited	Private Limited	Partnership	Proprietary
<b>Telephone Number(s)</b>				
<b>Email Address/ Web Site</b>	Email:		Web-Site:	
<b>Fax No.</b>				
<b>Mobile Number</b>	Mobile:			
<b>Certification/Accreditation/Affiliation, if Any</b>				

3) The requisite tender processing fee amounting to Rs. \_\_\_\_\_/- (Rupees <in words>) has been deposited vide DD/BC/receipt no. \_\_\_\_\_ Dated \_\_\_\_\_.

4) We agree to abide by all the terms and conditions mentioned in this form issued by the Empanelment Authority and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).

Date: \_\_\_\_\_

Name & Seal of the firm: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

### **Annexure-7: Covering Letter - Technical Bid**

*(To be filled by the bidder and signed in Company Letter Head)*

To

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

**Subject:** Technical Proposal for Selection of Agency for Supply, Installation, Commissioning & Maintenance of IT and Non IT Equipment at Kasturba Gandhi Balika Vidyalaya (KGBV), RFP Enquire No-OCAC-SEGP-INFRA-0050-2025-26026, Dated 16-04-2026.

Sir/Madam,

We, the undersigned, offer to provide our services against your RFP enquiry no. <Insert RFP no> dated <insert date>. We are hereby submitting our Proposal, which includes this Technical Bid sealed in the envelope.

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

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

We agree that you are not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products / services specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company /firm/organization and empowered to sign this document as well as such other documents which may be required in this connection.

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## **Annexure-8: Manufacturer's Authorization Form (MAF)**

Letter No. \_\_\_\_\_

To

The General Manager (Admin.)  
Odisha Computer Application Centre  
Plot No. - N-1/7-D, Acharya Vihar P.O. - RRL,  
Bhubaneswar – 751013

Sub: OEM Authorization Letter

RFP Ref No: OCAC-SEGP-INFRA-0050-2025-26026, Dated 16-04-2026.

Dear Sir

We, who are established and reputable \_\_\_\_\_ having factories / development facilities at (*address of factory / facility*) do hereby authorize M/s (*Name and address of Agent*) to submit a Bid, and accept the Purchase Order against the above Bid Invitation. We hereby extend our full guarantee and warranty for the Solution, Products and services offered by the above firm against this Bid Invitation. We further undertake that we will support the supplier with all related spares and maintenance during the entire contract period.

We duly authorize the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the Project.

Yours faithfully,

(Name)

Seal

**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.

## **Annexure-9: Financial Bid Cover Letter and Format**

*(To be filled by the bidder and signed in Company Letter Head)*

To

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

Date:

**Subject:** Submission of the financial bid for Selection of Agency for Supply, Installation, Commissioning & Maintenance of IT and Non IT Equipment at Kasturba Gandhi Balika Vidyalaya (KGBV).

Dear Sir/Madam,

We, the undersigned, offer to Supply, Installation, Commissioning & Maintenance of IT and Non IT Equipment at Kasturba Gandhi Balika Vidyalaya (KGBV), RFP Ref No. OCAC-SEGP-INFRA-0050-2025-26026, Dated 16-04-2026 and our Proposal (Pre-qualification, Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <<Amount in words and figures>>inclusive of taxes and duties.

### **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 hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

### **2. Unit Rates**

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

### **3. 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

Odisha Computer Application Centre (OCAC) 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,

Yours sincerely,

Authorized

Signature:

Name and Title of Signatory:

Name of Firm: Address:

### **Annexure-10: Commercial Bid - Item Wise Price Schedule for KGBV Hostels**

Sl. No.	Item	Bill of Quantity	Unit Cost	GST Per Unit	Total Unit Cost	Total Amount
A	B	C	D	E	F	G=E+F
1	One 65 Inch Interactive Panel for Smart Classroom in KGBV Type-III Hostel	189				
2	One 65 Inch Interactive Panel for Smart Classroom in KGBV Type-IV Hostel	138				
3	3 Nos of Desktops for ICT in one KGBV Type-IV Hostel	95				
4	3 Nos of 600VA line interactive UPS with 15 minutes backup in one KGBV Type-IV Hostel	95				
5	One Printer for ICT in one KGBV Type-IV Hostel	95				
6	4 Nos of Tables for ICT in one KGBV Type-IV Hostel	95				
7	3 Nos of Chairs for ICT in one KGBV Type-IV Hostel	95				
8	One Time Delivery & Installation Cost for total KGBV Hostels	Lot				
<b>Grand Total Cost Including GST for KGBV Hostels</b>						
<b>Total Cost in words (Including GST): ₹</b>						

**Note: -**

- All the above price would be in INR only.
- The above price would include Compressive OEM Warranty Support for a period of THREE (03) years from the date of UAT.
- The bidder has to compulsorily quote for all items mentioned in the Commercial-bid Tables. In case bidder fails to quote for any of the item, the bid would be summarily rejected.
- Above is indicative, however the quantity may increase or decrease at the time of placing the purchase order as per actual.
- The Tax rates will be mentioned as per standards.

**Authorized Signatory with Official Seal**

Selection of Agency for Supply, Installation & Commissioning of ICT Equipment for  
Kasturba Gandhi Balika Vidyalaya (KGBV)

**Annexure-11: Financial Capabilities**  
*(To be filled by the Bidder)*

<b>Turnover (Rs. In Crores)</b>		
<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-25</b>
<b>Net worth (Rs. In Crore)</b>		
<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-25</b>

**Annexure-12: Self-Declaration**  
*(Non-blacklisted in company Letter Head)*

To

The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep<sup>t</sup>, Govt. of Odisha)  
N-1/7-D, Acharya Vihar P.O. - RRL,  
Bhubaneswar - 751013

Sir

In response to the RFP Ref. No: OCAC-SEGP-INFRA-0050-2025-26026, Dated 16-04-2026., for RFP titled "Selection of Agency for Supply, Installation, Commissioning & Maintenance of IT and Non IT Equipment at Kasturba Gandhi Balika Vidyalaya (KGBV)", as an owner/ partner/ Director of (organization name) \_\_\_\_\_ I/ We hereby

declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/Central government/PSU.

I/We further declare that there is no past / ongoing legal trial in name of any of the Owner / Partner / Director of the bidding company as on the tender submission date.

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

Thanking you,

Name of the Bidder: .....

Authorized Signatory: .....

Signature:

Seal:

Date:

Place:

**Annexure-13: Project Citation Format**  
*(To be filled by the Bidder)*

<b>Relevant IT Project Experience</b>	
<b>General Information</b>	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
<b>Project Details</b>	
Description of the project	
Scope of services	
<b>Other Details</b>	
Total cost of the project	
Duration of the project (no. of months, start date, completion date, current status)	

### **Annexure-14: Project References for Experience of Bidder**

Sl. No.	Name of Customer	Contact person Name	Phone, fax and e- mail of customer	Project Location:	Name of the Project with Brief	Year						
						2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
<b>1</b>												
<b>2</b>												
<b>3</b>												

(Indicative Format, to be filled by Bidder & submitted in Company Letter Head)

**Note:** Please attach a copy of the work order/ completion certificate/ purchase order/ letter from the customer for each project reference.

## Annexure-15: Details of documents to be submitted by the Bidder

Sl. No.	Documents to be submitted		
	Pre-qualification bid	Technical Bid	Financial Bid
1	Bidder's Authorization Certificate ( <b>Annexure-4</b> )	Technical Bid Covering Letter ( <b>Annexure-7</b> )	Financial Bid Cover letter and Format ( <b>Annexure-9</b> )
2	Particulars of the Bidder( <b>Annexure-1</b> )	Detailed Bill of material as per components indicated in Bill of Quantity. ( <b>Annexure-2</b> )	Financial Bid ( <b>Annexure-10</b> )
3	a. Valid copy of Certificate of incorporation and Registration Certificates b. Copy of GST registration. c. Copies of relevant Certificates of Registration, Income Tax/ PAN Number from the respective Government Department.	Technical Specification Compliance Documents with all supporting details.	
4	Audited Balance Sheets		
5	CA Certificate with CA's Registration Number & Seal		
6	Valid Copy of ISO Certificates		
7	Relevant Documents supporting Office Addresses /Undertaking. (Local presence)		
8	RFP Form ( <b>Annexure- 6</b> )		
9	MAF ( <b>Annexure-8</b> )		
10	Self-Declaration ( <b>Annexure- 12</b> )		
11	Project Citation Format( <b>Annexure- 13</b> )		
12	Project References ( <b>Annexure- 14</b> )		
13	<b>EMD</b> Declaration as mentioned in the Eligibility/Pre-qualification Criteria of the RFP		