

Procurement of 632 Nos. of Tablets for Monitoring & Data Management of School Process at Block Resource Centers of OSEPA



Request for Proposal (RFP) for Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA

RFP Enquire No.: PT1-OCAC-SEGP-INFRA-0022-2023-26034

Date: 05-06-2026



**(RFP RESPONSE TO BE SUBMITTED IN e-TENDER MODE
ONLY THROUGH e-NIVIDA PORTAL:
<https://enivida.odisha.gov.in>)**



ODISHA COMPUTER APPLICATION CENTRE

[TECHNICAL DIRECTORATE OF E&IT DEPARTMENT, GOVERNMENT OF ODISHA]

OCAC Building, Acharya Vihar Square, Bhubaneswar-751013, Odisha, India

www.ocac.in | T: 0674-2567295/2567283 | F: 0674-2567842

Instruction to Bidders for Online Bid Submission

1. 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>
2. The will invite for online Bids. Bidder Enrolment can be done using "Bidder Enrollment".
3. 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.
4. More information useful for submitting online bids on the eNivida Portal may be obtained at: <https://enivida.odisha.gov.in>

GUIDELINES FOR REGISTRATION:

5. Bidders are required to enrol themselves on the eNivida Portal or click on the link "Bidder Enrollment" available on the home page of e-tender Portal by paying the Registration fee of Rs.2,500/- + Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digit 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 fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

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

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Department.
3. Bidder has to select the payment option as per the tender document to pay the tender fee / Tender Processing fee & EMD 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 Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. The uploaded bid documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

For any clarification in using eNivida Portal:

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

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

Phone No. 011-49606060

Mail id: -odishaenivida@gmail.com

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Place:

Signature & Seal of the Bidder

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Date:

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Fact Sheet

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

| Clause Reference | Topic |
|------------------|---|
| Section 4.3.1 | <p>A pre-bid meeting will be held on 12-06-2026 at 12:00 PM through VC mode.</p> <p><i>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. Queries submitted after the deadline with non-refundable RFP document fee shall also not be entertained by OCAC.</i></p> <p>Contact Person General Manager (Admin), Email: gm_ocac@ocac.in All the queries should be received on or before 10-06-2026 by 3:00 PM through email only to gm_ocac@ocac.in, with a copy to jayashree.mishra@odisha.gov.in, sourav.dash@odisha.gov.in and chandan.pradhan@semt.gov.in</p> |
| Section 4.4.2 | <p>₹11,200/- (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 (https://enivida.odisha.gov.in) 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</p> |

Place:
Date:

Signature & Seal of the Bidder

| Clause Reference | Topic |
|------------------|--|
| | <p>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> |
| Section 4.4.3 | The bidder is required to submit Earnest Money Deposit (EMD) amounting to ₹2,00,000/- (Two Lakh Only) in shape of Demand Draft (DD) / 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. |
| Section 4.4.4 | Bidders must submit response eNivida portal https://enivida.odisha.gov.in/ Only |
| Section 4.5.2 | The Proposal should be filled in by the Bidder in English language only. |
| Section 4.5.3 | The bidder should quote price in Indian Rupees only. The offered price must be exclusive of taxes and duties. The taxes as appropriate & applicable would be paid at the prevalent rates. |
| Section 4.5.4 | <p>The proposal to be submitted to:</p> <p>General Manager (Admin) Odisha Computer Application Centre N-1/7-D, Acharya Vihar Square P.O.- RRL, Bhubaneswar - 751013</p> <p><i>Proposals must be submitted on or before 29-06-2026 by 4:00 PM through electronic mode only (through eNivida portal (https://enivida.odisha.gov.in/))</i></p> |
| Section 4.6.2 | Proposals/Bids must remain valid 180 days from the date of opening of Commercial Bid. |
| Section 5 | Least Cost Selection (LCS) i.e., L1 method shall be used to select the bidder for this tender. The bidder is required to submit the bids General (Pre-qualification), Technical & Financial bid in eNivida portal (https://enivida.odisha.gov.in/). Technical bid of those bidders who qualify in General Bid shall be opened. Financial bid of those bidders who qualify in technical criteria shall be opened. Consortium bid is not allowed. |

Place:
Date:

Signature & Seal of the Bidder

| Clause Reference | Topic |
|------------------|---|
| Section 6 | This project Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centres of OSEPA for a period of 3 years from the date of commission/UAT. |
| Section 7 | Total project period is 3 years and 2 months . The Agency must supply & deliver the equipment within time frame of 2 months from the date of issue of work order/PO. |

1 Request for Proposal

Sealed proposals are invited from eligible, reputed & qualified bidders for Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centers of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha. A total 632 numbers of 8" tablets procured under "Teachers Resource Package", "Monitoring of School Activities" & "Digital Classroom Assessment System" for OSEPA. All 632 TABs will be handed over to OSEPA, School & Mass Education (S&ME) Department, Government of Odisha, for distribution at the block level by OSEPA. This invitation to bid is open to all bidders meeting the minimum eligibility criteria as mentioned in this RFP Document.

2 Structure of the RFP

This RFP document for Selection of Agency for Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha comprises of the following.

- a) Instructions on the Bid process for the purpose of responding to this RFP. This broadly covers:
 - i) General instructions for bidding process
 - ii) Bid evaluation process including the parameters for Pre-qualification, Technical Specification and Commercial Evaluation for determining bidder's suitability as the Agency
 - iii) Commercial bid and other formats
- b) Functional and Technical Requirements of the project. The contents of the document broadly cover the following areas:
 - i) About the project and its objectives
 - ii) Scope of work
 - iii) Functional and Technical Requirements
 - iv) Project Schedule
 - v) Service levels for the implementation partner

Place:
Date:

Signature & Seal of the Bidder

vi) Timeline of Project implementation

The bidders are expected to respond to the requirements as completely and in as much relevant detail as possible and focus on demonstrating bidder's suitability to become the implementation partner of OCAC for this project. The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

3 Background Information

3.1 Basic Information

OCAC the Technical Directorate of E&IT Department, Government of Odisha invites responses ("Tenders") to this Request for Proposals ("RFP") from System Integration firms ("Bidders") for Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha, as described in this RFP, "Terms of Reference".

Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received late will not be considered in this procurement process.

OCAC will award the Contract to the successful bidder whose proposal has been determined as the best value proposal based on Technical and Financial evaluation criteria and accepted by the Tender Accepting Authority.

3.2 Project Background

3.2.1 About the Department

Odisha Computer Application Centre (OCAC) is the premier IT solutions provider and the nodal agency for implementing e-Governance initiatives in the state of Odisha. Functioning under the Electronics & Information Technology (E&IT) Department, Government of Odisha, OCAC plays a pivotal role in driving digital transformation and fostering a technology-driven ecosystem in the state.

OCAC's key responsibilities include:

- Developing and managing IT infrastructure for the state government.
- Implementing e-Governance projects to improve citizen services.
- Providing training and capacity building for IT skill development.
- Industry Facilitation and IT Promotion

As a catalyst for Odisha's IT growth, OCAC ensures effective digital governance, bridging the gap between citizens and government services, and contributing to the state's vision of a

Place:
Date:

Signature & Seal of the Bidder

robust and inclusive digital economy. The Bid document has been published in the official website of OCAC www.ocac.in, <https://www.odisha.gov.in> & <https://enivida.odisha.gov.in>. The RFP 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).

3.2.2 Project Profile

Odisha Computer Application Centre (OCAC) on behalf of S&ME Department inviting proposals from the reputed bidders towards Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centers of OSEPA for 3 Years.

The purpose of this RFP is to Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centers of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha. 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 interested Agency (SI)/Bidders with information to enable them to prepare and submit a proposal towards Procurement, Supply, Installation and Warranty Support of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centers of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha. for a period of Three (03) Years.

4 Instructions to the Bidders

4.1 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.

Place:
Date:

Signature & Seal of the Bidder

4.2 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 noncompliant and the Proposal may be rejected. Bidders must:
 - i) Include all documentation specified in this RFP;
 - ii) Follow the format of this RFP and respond to each element in the order as set out in this RFP
 - iii) Comply with all requirements as set out within this RFP.

4.3 Code of integrity

No official of a procuring entity or a bidder shall act in contravention of the codes which includes

- a. prohibition of
 - i. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - ii. Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - iii. any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
 - iv. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
 - v. any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
 - vi. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - vii. obstruction of any investigation or auditing of a procurement process.
 - viii. making false declaration or providing false information for participation in a tender process or to secure a contract;
- b. disclosure of conflict of interest.
- c. Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (a) with any entity in any country during the last three years or of being debarred by any other procuring entity.

In case of any reported violations, the procuring entity, after giving a reasonable opportunity of being heard, comes to the conclusion that a bidder or prospective

Place:
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bidder, as the case may be, has contravened the code of integrity, may take appropriate measures.

4.4 Pre-Bid Queries & Clarifications

4.4.1 Pre-bid Queries

- a) The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to General Manager (Admin) only by email gm.ocac@odisha.gov.in with a copy to jayashree.mishra@odisha.gov.in, sourav.dash@odisha.gov.in & chandan.pradhan@semt.gov.in on or before **10/06/2026** by **3:00 PM**.
- b) The queries must be submitted in the following format (Soft copy in **MS Excel** Format file to be attached). No other soft copy format will be accepted.

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

- c) 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.

4.4.2 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.
- c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on www.ocac.in and www.odisha.gov.in.
- d) Any such corrigendum shall be deemed to be incorporated into this RFP.
- e) 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.

4.5 Key Requirements of the Bid

4.5.1 Right to Terminate the Process

- a) OCAC may terminate the RFP process at any time and without assigning any reason. OCAC makes no commitments, express or implied, that this process will result in a business transaction with anyone.

Place:
Date:

Signature & Seal of the Bidder

- b) This RFP does not constitute an offer by OCAC. The bidder's participation in this process may result OCAC selecting the bidder to engage towards execution of the contract.

4.5.2 RFP Document Fees

The RFP document can be downloaded from www.ocac.in or www.odisha.gov.in. There is no fee for downloading the RFP document. However, bidders are required to register on the e-Nivida Portal at <https://enivida.odisha.gov.in>, or by clicking the 'Bidder Enrolment' link available on the home page, by paying a non-refundable registration fee of 2,500/- plus applicable GST."

4.5.3 Earnest Money Deposit (EMD)

- a) Bidders shall submit, along with their Bids, EMD of **₹2,00,000/- (Rupees Two Lakh Only)** in the shape of Bank Draft (BD) **OR** Bank Guarantee (BG) (in the format specified in this RFP) issued by any scheduled bank in favour of Odisha Computer Application Centre (OCAC), payable at Bhubaneswar, and should be valid for 180 days from the due date of the tender/RFP. The EMD should be submitted in the General Bid.
- b) EMD of all unsuccessful bidders would be refunded by OCAC within 60 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.
- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited:
- If a bidder withdraws its bid during the period of bid validity.
 - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.
 - If found to have a record of poor performance such as having abandoned work, having been blacklisted, having inordinately delayed completion and having faced Commercial failures etc.
 - The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFP
 - A Proposal contains deviations (except when provided in conformity with the RFP) conditional offers and partial offers.

4.5.4 Submission of Proposals

- a) The bidders should submit their responses as per the format given in this RFP in the following manner
- Response to Pre-Qualification & Technical Criterion: First Cover
 - Commercial Proposal: Second Cover

Place:

Signature & Seal of the Bidder

Date:

- b) Please Note that Prices should not be indicated in the Pre-Qualification Proposal or Technical Proposal but should only be indicated in the Commercial Proposal.
- c) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- d) The proposal/ bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be marked by the person (or persons) who sign(s) the proposals.
- e) All pages of the bid shall be marked and stamped by the authorized person or persons who sign the bid.
- f) In case of any discrepancy observed by OCAC in the contents of the submitted scan copies of bid documents then clarification related to the documents shall be asked by OCAC.
- g) Bidder must ensure that the scan copies of the documents furnished by him is final and original related to the bid documents asked in the RFP.

4.5.5 Contents of the technical bid

The bidder should give details related to project timeline, plan to be followed, equipment quoted by them with product data sheets & brochures mentioning the Make & Model of quoted items, resource plan, warranty support of the quoted equipment, operation management plan with team structure in technical bid document.

4.6 Preparation and Submission of Proposal

4.6.1 Proposal Preparation Costs

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

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

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

4.6.3 Venue & Deadline for Submission of Proposals

Place:
Date:

Signature & Seal of the Bidder

Proposals, in its complete form in all respects as specified in the RFP, must be submitted to OCAC at the address specified below:

| | |
|---------------------|---|
| Addressed To | General Manager (Admin) |
| | Odisha Computer Application Centre, N-1/7-D, Acharya Vihar P.O.- RRL, Bhubaneswar – 751013, Odisha, India |
| Submission Schedule | 29-06-2026 by 4:00 PM |

4.6.4 Late Bids

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b) The bids submitted by telex/ telegram/ fax/ Email etc. **shall not be considered.** No correspondence will be entertained on this matter.
- c) OCAC shall not be responsible for any non-receipt of the bid documents. No further correspondence on the subject will be entertained. It is the responsibility of the bidder to ensure that its bid/proposal is received by OCAC within the prescribed timeline.
- 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.

4.7 Evaluation Process

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

4.7.1 Tender Opening

Place:
Date:

Signature & Seal of the Bidder

The Proposals submitted up to **29-06-2026 by 4:00 PM** will be opened on **29-06-2026 at 5:00 PM** by Evaluation Committee, in presence of those Bidders or their representatives who may be authorized by the bidder to be present at the time of opening. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to be identified as bona-fide for attending the opening of the proposal.

4.7.2 Tender Validity

The offer submitted by the bidders should be valid for minimum period of 180 days from the date of submission of Tender. However, validity of the price bid of selected bidder will be for 36 months from the date of agreement.

4.7.3 Tender/Proposal Evaluation

- a) Initial Proposal scrutiny will be held to confirm that Proposals do not suffer from the infirmities detailed below. Proposals will be treated as non-responsive, if a Proposal is found to have been:
- submitted in manner not conforming with the manner specified in the RFP document
 - Submitted without appropriate EMD as prescribed herein
 - received without the Letter of Authorization
 - containing subjective/incomplete information
 - submitted without the documents requested in the checklist
 - non-compliant with any of the clauses stipulated in the RFP
 - having lesser than the prescribed validity period.
 - The EMD of all non-responsive bids shall be returned to the bidders.
- b) All responsive Bids will be considered for further processing as below:

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

5 Criteria for Evaluation

Tenders for this contract will be assessed in accordance with **Least Cost Selection (LCS i.e., L1)** system i.e., the bidder who have quoted lowest total quote (i.e., Lowest quote in Commercial bid including taxes) will be awarded the work. All bids will primarily be evaluated on the basis of Prequalification & Technical Specification asked in this RFP. The Proposal Evaluation Committee will carry out a detailed evaluation of the proposals, only those who qualify all Prequalification criteria, in order to determine whether the technical aspects are in accordance with the requirements set forth in the RFP Documents. In order to reach such a

Place:
Date:

Signature & Seal of the Bidder

determination, the Tender Evaluation Committee will examine and compare the technical aspect of the proposals on the basis of information provided by the bidder, taking into account the following factors:

- a) Overall completeness and compliance with the requirement.
- b) Proposed technical compliance sheet, quoted product data sheet, brochures & work_plan that the bidder will achieve the performance standards within the time frame described in RFP documents.
- c) Any other relevant factors, if any, listed in RFP document or the OCAC deems necessary or prudent to take into consideration

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

5.1 Prequalification Criteria (General Bid)

Keeping in nature of the work involved, following criteria are prescribed as pre-qualification criteria for the Bidder interested in undertaking the project. Technical Bids of only the successful prequalifies will be opened for evaluation.

| Sl# | Basic Requirement | Specific Requirement | Documents required |
|-----|-------------------|---|---|
| a) | Legal Entity | The bidder must be a company registered in India under Indian Companies Act 1956/2013 and must have GST registration & up- to-date Income Tax Return and must be having business operations in India for the last five years as on 31st March 2025. <i>Note: - Consortium of any kind shall not be acceptable for this project. Any deviation would lead to disqualification or termination of the same.</i> | - Certificates of incorporation - Registration Certificates, - PAN copy - GST Certificate - Income Tax return for the year ended 31st March 2025. |
| b) | Turnover | Average Turnover of the bidder from IT/ITES must be Rs. 2 Crores (Rupees Two Crore) in last three financial years ending with 31st March 2025 (i.e., 2022-23, 2023-24 & 2024-25). | - Audited Balance sheet - Certificate from CA |

Place:
Date:

Signature & Seal of the Bidder

| | | | |
|----|----------------------|--|---|
| c) | Net worth | The Net Worth of the bidder should not be negative in the last (3) financial years i.e., FY 2022-23, FY 2023-24 & FY 2024-25. | - Certificate from CA |
| d) | Certifications | The bidder must have valid ISO 9001:2015 & ISO 20001:2018 Certificates as on date of submission of this bid. | - Copy of certificate |
| e) | Local Presence | The bidder should have an office in Odisha and a valid GST Registration. However, if the presence is not there in Odisha, the bidder should give an undertaking for establishment of a project office, within one month of award of the contract. | -Relevant Documents |
| f) | Technical Capability | <p>The bidder must have successfully undertaken at least the following numbers of similar assignments of value specified herein: -</p> <p>One project of similar nature not less than the amount Rs. 75,00,000/- (Seventy-Five Lakh Only)</p> <p>OR</p> <p>Two projects of similar nature not less than the amount Rs. 60,00,000/- (Sixty Lakh Only)</p> <p>OR</p> <p>Three projects of similar nature in system integration, not less than the amount Rs. 40,00,000/- (Forty Lakh Only)</p> <p>"Similar Nature" is defined as: Supply, Installation & Commissioning of Tablets in any State Govt./Central Govt./PSUs in last five years ending with FY 2025-26.</p> | Copy of Work Order + Project completion/ Continuation certificate |
| g) | OEM Authorization | <p>The bidder must attach Manufactures Authorization certificate for 8 Inch Tablet specific to this tender & Back-to- back support letter from the OEM for providing Warranty Support and services covered under this RFP for a period of Three (03) Years.</p> <p><i>Bid specific MAF should be provided and the same will be verified by the representative available in India of the concerned OEM. The product quoted</i></p> | MAF as per Annexure |

Place:

Signature & Seal of the Bidder

Date:

| | | | |
|----|--------------|--|--|
| | | <i>shall not attend end of OEM support within 3 years from the date of supply.</i> | |
| h) | Blacklisting | The bidder should not be under blacklist by any Government Department/Government Agency /PSU in India as on date of submission of bid. | Self-declaration duly signed by authorized bid signatory |

Place:
Date:

Signature & Seal of the Bidder

5.2 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. The product specifications are mentioned in detail in **Clause-7.10** under minimum technical specification. Please refer to the same for required sizing. Bidder should propose products in order to comply the requirement.

5.3 Financial bid Evaluation Criteria

- a) The bid with lowest Financial (L1) i.e., "lowest price quoted" in Grand total as mentioned in the Financial Bid/Commercial Table (as above) will be considered as the Successful bid i.e., Lowest Bid (L1 Bid)
- b) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- c) The bid price will be inclusive of all taxes and levies and shall be in Indian Rupees.
- d) Any conditional bid would be rejected.
- e) Errors & Rectification- Arithmetical errors will be rectified on the following basis:
 - i. If there is a discrepancy between the unit price and the total price of any item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly.
 - ii. In case of multiple items, grand total price shall be corrected adding the sub-total costs of each item.
 - iii. If there is a discrepancy between words and figures in respect of unit price, the amount in words will prevail.

6 Appointment of Agency or Service Provider

6.1 Award Criteria

OCAC will award the Contract 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.

6.2 Right to Accept Any Proposal & Reject Any / 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.

Place:

Signature & Seal of the Bidder

Date:

6.3 Purchaser's Procurement Rights

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

- a) Amend, modify, or cancel this tender and to reject any or all proposals without assigning any reason.
- b) Change any of the scheduled dates stated in this tender.
- c) Reject proposals that fail to meet the tender requirements.
- d) Exclude any of the module(s)
- e) Remove any of the items at the time of placement of order.
- f) Increase or decrease quantity of materials
- g) Increase or decrease no. of resources supplied under this project.
- h) Should the Purchaser be unsuccessful in negotiating a contract with the selected bidder, the Purchaser will begin contract negotiations with the next best value bidder in order to serve the best interest.
- i) Make typographical correction or correct computational errors to proposals
- j) Request bidders to clarify their proposal.
- k) No request for change in model or product shall be entertained during the bidding and post bidding process. In case any bidder request for such changes their order will be cancelled by forfeiting the EMD.

6.4 Notification of Award

Prior to the expiry of the validity period, OCAC will notify the successful bidder in writing or by fax or email (in shape of issuing Letter of Intent), 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 furnishing the Performance Bank Guarantee i.e., 5% of the contract value excluding taxes.

6.5 Contract Finalization and Award

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. On this basis the contract agreement would be finalized for award & signing.

6.6 Purchase Order

After OCAC notifies the successful bidder that its proposal has been accepted, OCAC shall issue purchase order and with all the terms & conditions taking into account the relevant clauses of RFP, pre-bid clarifications, Corrigenda, the proposal of the bidder in addition to other agreed clauses.

Place:
Date:

Signature & Seal of the Bidder

6.7 Performance Guarantee

On receipt of a letter of intent from OCAC, the successful Bidder will furnish a bank guarantee, by way of performance security, equivalent to 5% (Five Percent) of the total contract value excluding tax, on or before the signing of the subsequent contract, typically within 30 days from notification of award, unless specified to the contrary (Performance Guarantee). In case the successful Bidder fails to submit Performance Guarantee within the time stipulated, the Purchaser may at its sole discretion cancel the letter of intent without giving any notice and encash the EMD furnished by the Bidder, in addition to any other right available to it under this RFP.

The Performance Guarantee furnished by the successful Bidder shall be in the manner prescribed at point no. **8.8**. The successful Bidder shall ensure, the Performance Guarantee is valid for 39 months i.e., at all times during the Term of the subsequent contract (including any renewal) and for a period of 60 days beyond all contractual obligations, including warranty terms.

The Purchaser may invoke the Performance Guarantee in the event of a material breach by the successful Bidder leading to termination for material breach.

6.8 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 contract 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 or the EMD as the case may be, of the most responsive bidder.

7 Scope of Work

7.1 Brief Background

Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha.

Odisha Computer Application Centre (OCAC) inviting proposals from the reputed agencies towards Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha. The scope of work primarily focuses on Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha. for a period of Three (03) Years. All the hardware, software/firmware required to meet the required functionalities should be supplied by the selected bidder.

Place:

Signature & Seal of the Bidder

Date:

The objective of the project is to achieve the digital information in 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha. The tablet with internet features will enable teachers to have access to online information and improve their learning outcomes and ensuring digital information access for students & teachers.

The detailed scope for the bidder are mentioned below: -

1. Supply and installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA at respective site, complying to the Technical Specification given in this RFP, along with all accessories. The supplied equipment should have latest technology features and standards.
2. Required documents/manuals will be delivered at respective locations.
3. Three-year default warranty support of the equipment from the date of acceptance.
4. On-site support from Bidder whenever required.
5. Advanced replacement of hardware.
6. Software/firmware updates and upgrades at no cost to OCAC.
7. On-site support from bidder for day to day operational issues as and when arises.
8. 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.
9. Testing of the equipment commissioned and ensuring proper functioning at all location.
10. Helpdesk and onsite support for repair and maintenance of supplied equipment.

7.2 Installation of Equipment

Procurement, Supply and installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA. 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.

7.3 Insurance

The Tablets is to be fully insured against any loss or damage caused to it including theft, burglary, fire or any physical damage during transit period.

7.4 Timeline

Place:
Date:

Signature & Seal of the Bidder

The necessary installation, & commissioning of Tablets should be completed within the time duration of THREE MONTHS (03) from the date of issue of Purchase Order.

7.5 Warranty

All the equipment supplied under this RFP must have 3 years' warranty.

7.5.1 Service Level Change Controls

- a) General
 - i) It is acknowledged that this Service levels may change as Purchaser's business needs evolve over the course of the contract period. As such, this document also defines the following management procedures:
 - ii) A process for negotiating changes to the Service Levels
 - iii) An issue management process for documenting and resolving particularly difficult issues.
- b) Purchaser and Bidder management escalation process to be used in the event that an issue is not being resolved in a timely manner by the lowest possible level of management.
- c) Any changes to the levels of service provided during the term of this Agreement will be requested, documented and negotiated in good faith by both parties. Either party can request a change.
- d) Service Level Change Process: The parties may amend Service Level by mutual agreement in accordance. Changes can be proposed by either party. Unresolved issues will also be addressed. The bidder's representative will maintain and distribute current copies of the Service Level document as directed by Purchaser. Additional copies of the current Service Levels will be available at all times to authorized parties.
- e) Version Control: All negotiated changes will require changing the version control number. As appropriate, minor changes may be accumulated for periodic release or for release when a critical threshold of change has occurred.

7.6 Payment Terms

| Sl. No. | Project Milestone | Payment (%) | Documents Required |
|---------|--|---------------------------|--|
| 1 | Delivery and Installation of Equipment at sites. | 70% of the contract value | 1. Original Delivery Challan 2. Original Invoice (In triplicate) <i>Note: In case the site is not ready and any dependency from the department related to site clearance/readiness for delivery of material, then the bidder will get 60% of the amount towards delivery.</i> |

Place:

Signature & Seal of the Bidder

Date:

| | | | |
|---|----------------------------|----------------------------|---|
| 2 | User Acceptance Test (UAT) | 30 % of the contract value | 1. Demonstration of Equipment 2. Warranty Certificate for THREE (3) years from the date of User Acceptance Test (UAT) from the OEM. 3. Acceptance Letter from OCAC. |
| <p>Additional considerations:</p> <ol style="list-style-type: none"> All payments will be made in INR only. No advance will be paid, or no letter of credit will be issued. Any upward/downward revision of taxes (GST) shall be applicable at the time of invoicing. However, to arrive at the bid value of the respective bidder, bidder has to quote the charges inclusive of all taxes mentioning the prevailing tax rates. The Successful Bidder will have full and exclusive liability for payment of all Duties, Taxes and other statutory payments payable under any or all of the Statutes/Laws/Acts etc. now or hereafter imposed. The invoice may only be raised by the bidder if necessary, documentation supporting the acceptance of required good and related services is provided by the department in writing. These supporting evidences along with the invoice is mandatory to get the payment processed by the TIA. Payment shall be made within 30 days of the submission of invoices. The payment will be subject to fulfilment of warranty obligations. | | | |

Service Levels and Penalty Terms:

| Sl. No. | Description | Service Level | Applicable Penalty |
|---------------|--|--|--------------------|
| 1. | Supply and complete acceptance testing for 100% of the ordered quantity at all locations of device(s) within 60 days of issuance of Work Order by the Department | 60 days | No Penalty |
| 60 to 90 days | | 0.5 % (the value of undelivered and / or not accepted quantity) per week or part thereof, for every subsequent week subject to a max of 4 weeks. | |
| > 90 days | | The Contract shall be terminated and the PBG shall be forfeited. | |

Note - Public Holidays as declared by Government of Odisha will be excluded for the above downtime calculation.

Place:

Signature & Seal of the Bidder

Date:

7.7 Other General Clauses of payment to be noted

- No advance payment shall be made to the bidder under any circumstances
- Payment will be made within 30 days of submission of invoice along with all required supporting documents.
- All payments will be made subject to TDS (Tax deduction at Source) as per the income-Tax Act, 1961 and other taxes if any as per Government of India rules.
- All tax will be calculated and paid as per prevailing rates.
- In case the bidder fails to execute the contract, OCAC shall be at a liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- All above reports and certificates are to be signed by the concerned Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha. representatives.

7.8 Exit Management

- a) The bidder shall submit a systematic Exit Management Plan, Six (6) months prior to the end of the contract period.
- b) The Exit Management Plan should be discussed with OCAC & Department and finalized prior to its execution.
- c) In case of termination, the Exit Management Plan will be executed within the minimum period to transfer the knowledge till the next successor has been selected to operate the Contact Centre without affecting its services.
- d) The bidder needs to submit the following deliverables as part of the Exit Management Process.
 - ✓ Exit Management Plan
 - ✓ Updated Status of the Project with entire equipment details & User Manuals, if any
 - ✓ Knowledge transfer and handover/takeover of documents and other relevant materials between the outgoing and the new bidder.

7.9 Bill of Quantity (BOQ)

| Sl. No. | Item Details | Offered Make & Model (to be filled in by the bidder) | UoM | Qty. |
|---------|-------------------------------------|--|-----|------|
| 1 | 8 inch Tablet with 3 years warranty | | No | 632 |

Note:

- ❖ The bidder is responsible for Delivery, Installation & Warranty Support of all the Components related to Tablet.
- ❖ The bidder is responsible to maintain the warranty support of all (Hardware & its associated Software/Firmware) for a period of three years.

Place:

Signature & Seal of the Bidder

Date:

- ❖ All the equipment supplied under this RFP must have 3 Years warranty.

7.10 Minimum Technical Specifications

OEM Criteria:

- OEM must have Local Service Centre / collection point in at least 70% of district HQ access state of Odisha at the time of bid submission. Contact details and address for the same should be submitted on OEM Letter head. For remaining 30% bidder/OEM must establish one within 30 days of award of contract.
- OEM must not share land border with India.
- OEM should be among top 3 IDC Tablet vendor, at least in last 4 quarters (FY 2025-26).
- Valid Certification of OEM to be submitted - ISO 9001, ISO 14001, BIS, CE, RoHs report, FCC CB, EPR, SAR report.
- Compliance sheet and Quoted Product EOL (End-of-Service) certificate for 3 years must be submitted in OEM Letterhead with sign by Authorized Signatory.
- OEM of the Product should undertake that no refurbished component will be used in the quoted products must submitted in OEM Letterhead with sign by Authorized Signatory.
- OEM should have a 24x7 Toll-Free Helpdesk number (with human call centre executive support, IVR Support at night shall not be accepted) operational in a minimum of two languages Hindi & English. The 24x7 Toll-Free number should be indicated on the OEM website. The OEM should have their own Android service application. OEM declaration regarding the service support features and their details to be uploaded along with the Bid.
- Availability of customer service online chat and email details along with the link from OEM website wherein details are mentioned to be submitted on OEM letterhead.
- The OEM must provide the following customer support features on its official website: Availability of FAQ (Tips and Solutions), Online Service Appointment, 24x7 WhatsApp chat for services related interaction and schedule a Callback request service with an expert. The bidder must submit details along with website links as proof of availability on OEM letterhead.
- **GMS Certified Operating System:** - Undertaking from OEM along with the screenshot from the Google Play supported devices webpage showing the quoted device is listed under GMS is to be attached with the bid.
- Procurement under this bid is reserved for purchase from Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a class 1 local supplier is 50%. All bidders must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected.

| Sl. No. | Feature | Technical Specification |
|---------|------------------|------------------------------|
| 1 | Operating system | Android 14 or latest |
| 2 | CPU | 2.2 GHz, Octa Core or better |

Place:

Signature & Seal of the Bidder

Date:

| | | |
|----|----------------------|--|
| 3 | RAM | 4GB or more |
| 4 | Flash Memory | 64Gb or more |
| 5 | Extended micro SD | Up to 256 GB |
| 6 | 3G | WCDMA 900/2100MHZ |
| 7 | 2G | GSM/GPRS/EDGE 850/900/1800/1900 |
| 8 | 4G LTE & VoLTE | B3/B5/B8/B40 |
| 9 | Touch panel | Capacitive touch |
| 10 | Screen Size | 8" or higher |
| 11 | Resolution | 1280 x 800 TFT/ IPS / LCD Panel with at least 350 NIT Brightness or Better. |
| 12 | Camera | 5MP Front Camera and 8 MP Rear Camera or better |
| 13 | Bluetooth | BT 5.3 or higher |
| 14 | Wireless Lan | 802.11 a/b/g/n/ac |
| 15 | Microphone | Built in |
| 16 | Speakers | 2 inbuilt stereo speakers |
| 17 | I/O interface | 1*Earphone 3.5mm |
| | | 1*Micro SD Socket |
| | | 1*5pin Micro USB Interface or type C USB port |
| | | 1*SIM Socket |
| 18 | Sensors | Accelerometer, GPS |
| 19 | Battery | 5100mAh or higher |
| 20 | Warranty | Three (03) Years Standard Warranty Including Battery. |
| 21 | Certifications | ISO 9001, ISO 14001,BIS, CE, RoHs, CB, EPR, SAR, & EPR |
| 22 | Dynamic Boot feature | TAB should support Dynamic Boot Logo feature to change the boot logo of all the deployed devices at field level and allowing the Department to change the boot logo as per their choice. |

Place:

Signature & Seal of the Bidder

Date:

Note:

- *Installation, Commissioning and Warranty support of all the IT equipment for a period of 3 Years from the date of UAT.*
- *Equipment Configurations are to be followed as per latest Industry Standard.*

Place:
Date:

Signature & Seal of the Bidder

Formats for Submission of Proposal

7.11 Bidder's Organization (General Details)

(To be submitted on the Letterhead of the Bidder)

| Sl. No. | Information | Details |
|----------------|--|----------------|
| 1. | Name of Bidder | |
| 2. | Registered Address of Bidder | |
| 3. | Address for Communication | |
| 4. | Name, Designation and Address of the contact person to whom all references shall be made regarding this Tender | |
| 5. | Telephone no. of contact person: | |
| 6. | Mobile no. of contact person: | |
| 7. | Fax no. of contact person: | |
| 8. | E-mail address of contact person: | |
| 9. | GST Number of the Firm | |
| 10. | PAN No. of the firm | |
| 11. | EPF Registration No | |
| 12. | ESIC Registration No. | |
| 13. | Address of local office in Odisha, if any | |
| 14. | Name and contact details of the contact person in Odisha, if any | |
| 15. | Turnover FY 2022-23 FY 2023-24 FY 2024-25 | |
| 16. | Net Worth | |

Authorized Signatory with Date and Seal:

Place:
Date:

Signature & Seal of the Bidder

7.12 Self-Declaration: Not Blacklisted

To (Company letter head)

The General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

Sub: Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centres of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha– *Self Declaration for not Blacklisted*

Sir

In response to the RFP Enq. No.: PT1-OCAC-SEGP-INFRA-0022-2023-26034 dtd.05-06-2026, for RFP titled "Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha, as an owner/ partner/ Director of (organisation name) _____ I/ We hereby declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

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

Thanking you,

Signature
(Authorised Signatory)

Seal:

Date:

Place:

Name of the Bidder:

Place:
Date:

Signature & Seal of the Bidder

7.13 Bidder's Authorization Certificate

To (Company letter head)
The General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

Sub: Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centres of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha– ***Bidder's Authorization Certificate***

Sir,

With reference to the RFP Enq. No.: PT1-OCAC-SEGP-INFRA-0022-2023-26034, dtd. 05-06-2026, Ms./Mr. <Name>, <Designation> is hereby authorized to attend meetings & submit pre- qualification, technical & commercial information as may be required by you in the course of processing the above said Bid. She/he is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application. Her/his contact mobile number is _____ and Email id is _____ For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Signature
(Authorized Signatory)

Verified Signature by
Director/CEO

Seal:

Date:

Place:

Name of the Bidder:

Place:
Date:

Signature & Seal of the Bidder

7.14 Acceptance of Terms & Conditions

To (Company letter head)

The General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

Sub: Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centres of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha– **Acceptance of Terms & Conditions**

Sir,

I have carefully and thoroughly gone through the Terms & Conditions along with scope of work contained in the RFP Enq. No.: PT1-OCAC-SEGP-INFRA-0022-2023-26034, dtd. 05-06-2026, regarding "Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centers of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha".

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

Thanking you,

Signature

(Authorised Signatory)

Seal:

Date:

Place:

Name of the Bidder:

Place:
Date:

Signature & Seal of the Bidder

7.15 Technical Bid Cover Letter

To (Company letter head)

The General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

Sub: Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha– **Technical Bid Submission**

Sir,

We, the undersigned, offer to provide solution to OCAC, for Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha, in response to the RFP Enq. No.: PT1-OCAC-SEGP-INFRA-0022-2023-26034, dtd. 05-06-2026.

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

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

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

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

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

Thanking you,

Signature
(Authorised Signatory)

Seal:

Date:

Place:

Name of the Bidder:

Place:

Date:

Signature & Seal of the Bidder

7.15.1 Project Citation Format

| Relevant IT / e-Gov Project Experience | |
|--|--|
| <i>General Information</i> | |
| Name of the project | |
| Client for which the project was executed | |
| Name and contact details of the client | |
| Date of award and date of completion | |
| <i>Project Details</i> | |
| Description of the project | |
| Scope of services | |
| Service levels being offered/ Quality of service (QOS) | |
| Technologies used | |
| Outcomes of the project | |
| <i>Other Details</i> | |
| Total cost of the project | |
| Total cost of the services provided by the respondent | |
| Duration of the project (no. of months, start date, completion date, current status) | |
| <i>Other relevant Information</i> | |
| | |
| Copy of Work Order | |

Place:
Date:

Signature & Seal of the Bidder

7.16 Undertaking on Pricing of Items of Technical Response

To (Company letter head)

The General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

Sub: Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha – ***Undertaking on Pricing of Items of Technical Response***

Sir,

I/We do hereby undertake that Commercial Proposal submitted by us, against RFP Enq. No.: PT1-OCAC-SEGP-INFRA-0022-2023-26034, dtd. 05-06-2026, is inclusive of all the items in the technical proposal and is inclusive of all the clarifications provided/may be provided by us on the technical proposal during the evaluation of the technical offer. We understand and agree that our Commercial Proposal is firm and final and that any clarifications sought by you and provided by us would not have any impact on the Commercial Proposal submitted by us.

Thanking you,

Signature
(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

Place:

Date:

Signature & Seal of the Bidder

7.17 Manufacturers' Authorization Form (MAF)

(To be submitted in OEM letter head)

To

The General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

Sub: Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha.

We who are established and reputable manufacturers / producers of _____ having factories / development facilities at (address of factory /facility) do hereby authorize M/s (Name and address of bidder) to submit a Bid, and sign the contract with you 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 also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products manufactured or distributed by the Supplier:

- a. Such Products as the Purchaser may opt to purchase from the Supplier, provided, that this option shall not relieve the Supplier of any warranty obligations under the Contract; and
- b. in the event of termination of production of such Products:
 - i. advance notification to the Purchaser of the pending termination, in sufficient time to permit the Bank to procure needed requirements; and
 - ii. Following such termination, furnishing at no cost to the Purchaser, the blueprints, design documents, operations manuals, standards, source codes and specifications of the Products, if requested.

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

Yours faithfully,

(Name)

(Name of Producers/Manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The Bidder in its Bid should include it.

Place:
Date:

Signature & Seal of the Bidder

7.18 Format for Bank Guarantee for Earnest Money Deposit

To

The General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

Sub: Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP Enq. No.: PT1-OCAC-SEGP-INFRA-0022-2023-26034, dtd. 05-06-2026, for Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha. Government of Odisha (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 Tender 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

Place:
Date:

Signature & Seal of the Bidder

the Purchaser will note that the amount claimed by it is due to it owing to the 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 upto <<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:

Place:
Date:

Signature & Seal of the Bidder

7.19 Financial Bid Letter

To

(Company letter head)

The General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

Sub: Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centres of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha – **Financial Bid Submission**

Sir,

We, the undersigned, offer to provide the service for Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centres of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha, as per RFP Enq. No. PT1-OCAC-SEGP-INFRA-0022-2023-26034, dtd. 05-06-2026, and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <<Amount in words and figures>> exclusive of taxes and duties.

1) PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 5 years from the date of opening of the Bid.

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) TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your clauses in RFP/Tender document.

4) QUALIFYING DATA

Place:
Date:

Signature & Seal of the Bidder

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

5) BID PRICE

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

6) PERFORMANCE BANK GUARANTEE

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in the clause 6.7 of this RFP document.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

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

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

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

Thanking you,

Signature
(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder

Place:
Date:

Signature & Seal of the Bidder

Place:
Date:

Signature & Seal of the Bidder

7.19.1 Commercial Bid**Supply & Installation of Digital Smart TVs for PMSHRI Schools of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha.**

| SL# | Particulars | Make & Model | Quantity | Price Per Unit @ (in Rs.) | | |
|-----|--|--------------|----------|---------------------------|------------|-------------|
| | | | | Before Taxes | GST (Rate) | Total Price |
| 1 | 8 inch Tablet | | 632 | | | |
| 2 | One time delivery, installation & integration cost | | 1 | | | |
| | Grand Total Cost | | | | | |

Note: -

- All the above price would be in INR only, including applicable GST as per standards
- All the above price would include Three Year Warranty & Support.
- L1 will be decided based on the Grand Total Cost Including GST for PMSHRI School.
- The bidder has to compulsorily quote for all items mentioned in the Commercial-bid Tables. In case the bidder fails to quote for any of these items, 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 actuals

Place:
Date:

Signature & Seal of the Bidder

8. Performance Security

To

The General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

Sub: Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha -

Whereas, <<name of the supplier and address>> (hereinafter called "the bidder") has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide services for Selection of Agency for Procurement, Supply & Installation of 632 nos. of Tablets for Monitoring & Data Management of the School Process at Block Resource Centre of OSEPA, School & Mass Education (S&ME) Department Govt. of Odisha (hereinafter called "the beneficiary")

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

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

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

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

Place:

Signature & Seal of the Bidder

Date:

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

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

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

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

(Authorized Signatory of the Bank)

Seal:

Date:

Place:

Date:

Signature & Seal of the Bidder

