

ଓଡ଼ିଶା ବନ ଉନ୍ନୟନ ନିଗମ ଲିମିଟେଡ  
**Odisha Forest Development Corporation Limited**

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: Plot No. A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001

Telephone:-0674-2534086, 2534269 Fax: 0674-2535934

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No. 12109 /Estt. (Misc)/ 36/14/2019

Dated: Bhubaneswar, the 10<sup>th</sup> August, 2020

**REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR CONDUCTING AND MANAGING MCQ  
TYPE COMPUTER BASED RECRUITMENT TEST (CBRT).**

Proposal are invited from eligible bidders for selection of Recruitment Agency to conduct MCQ type in Computer based recruitment test (CBRT) for recruitment of different posts in ODISHA FOREST DEVELOPMENT CORPORATION (OFDC) Ltd.

The eligibility criteria, terms and conditions, details of Bid submission and opening of Bids etc are available in the RFP document which can be seen and downloaded from OFDC Website [www.odishafdc.com](http://www.odishafdc.com). The last date of submission of the proposal is 25<sup>th</sup> August 2020, 17.00 Hrs. The intending bidders may submit their Bid through Registered Post/ Speed Post to the Managing Director, OFDC Ltd, A/84, Kharvel Nagar, Bhubaneswar-751001, Odisha or may drop in the Tender Box kept in the Corporate Office of the OFDC Ltd for the purpose before the last Date & Time.

For and behalf of OFDC Ltd,

**Sd/-  
MANAGING DIRECTOR**

# REQUEST FOR PROPOSAL

## **Selection of Agency for Conducting & Managing MCQ Type in Computer Based Recruitment Test (CBRT)**

**Notice No. 12109 /Estt. (Misc)/ 36/14/2019**

**Date: 10.08.2020**

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For and behalf of OFDC Ltd,

**Sd/-  
MANAGING DIRECTOR**

## **DISCLAIMER**

The information contained in this Request for Proposal (RFP) document or subsequently provided to Applicant(s), by or on behalf of the Odisha Forest Development Corporation Ltd. (OFDC), is provided to Applicant(s) only on the terms and conditions stipulated in this RFP document.

This RFP document is not an agreement and is not an offer or invitation by the OFDC or its representatives to any other party and it does not create any legal right in favour of any applicant(s). The purpose of this RFP document is to provide interested parties required information to assist the formulation of their Application and detailed Proposal. This RFP document does not purport to contain all such information each Applicant may require. This RFP document may not be appropriate for all persons, and it is not possible for the OFDC, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP document. Certain applicants 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. OFDC, 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. OFDC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

**NOTICE INVITING BID**  
**ODISHA FOREST DEVELOPMENT CORPORATION LIMITED**

Proposals are Invited from Eligible Bidders for Selection of Recruitment Agency to Conduct **MCQ Type in Computer Based Recruitment Test (CBRT)** For Recruitment of Different Posts for and on behalf of OFDC LTD.

1	Availability of RFP document	From Date 10 <sup>th</sup> Aug 2020 Downloadable from website: <a href="http://www.odishafdc.com">www.odishafdc.com</a>
2	Last date and time for submission of completed proposal.	On 25 <sup>th</sup> Aug 2020 up-to 17:00 Hours.
3	Date, time and venue for opening of Technical Proposal & Pre-qualification Evaluation	On 26 <sup>th</sup> Aug 2020 at 11:30 Hours at OFDC Corporate Office.
5	Date & time of Financial Bid opening (Only of Technically Qualified Bidders)	To be announced after technical bid evaluation and intimated through Email only.
6	Venue of the opening of Technical & Financial Bids	Corporate Office, OFDC Ltd, A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001
7	Contact Officer	General Manager (A&P)/Manager(HR), Corporate Office, OFDC Ltd, A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001

## SECTION - I INSTRUCTIONS TO BIDDERS

1.1 The Odisha Forest Development Corporation (OFDC) Limited (Bid Inviting Authority) a Govt. of Odisha Undertaking was incorporated in the year 1962 under Companies Act 1956 to trading of Timber, Firewood, Kendu Leaf, Bamboo and other forest produces as a commercial partner of the State Government.

1.2 This 'Bid Document' contains the following:

Section I : Instruction to Bidders

Section II: General Definitions & Scope of Contract

Section III: Bid Schedule

Section IV: Terms of Reference

Section V: Eligibility Criteria

Section VI: Terms and Conditions of Contract

Section VII: Bid Evaluation Criteria

Section VIII: Formats for bidder for Submission of Bid (Technical bid)

Section IX: Annexure [Formats for the successful bidder (Supplier) after finalization of bid]

1.2.1 DOWNLOADING OF BIDDOCUMENT:

The bidder can download the bid document from the website of the OFDC Ltd. at [www.odishafdc.com](http://www.odishafdc.com) and take a print out of the same. The Bid document along with all supporting documents are required to be signed and sealed at every page towards acceptance of all the terms and conditions of this Tender. Signed and sealed Tender document along with all other required supporting documents and Bank draft evidencing payment of non refundable tender fee of Rs 1000 + 18% GST and Bank Draft of Rs.2,50,000/- towards EMD are required to be submitted as per details provided in clause no. 6.5-6.7. The Tender Fees and EMD are to be paid in shape of Bank Draft drawn in any nationalized bank in favour of the Managing Director, Odisha Forest Development Corporation Ltd payable at Bhubaneswar.

**The bidder may also deposit the tender fees and EMD amount through RTGS/NEFT to the Punjab National Bank A/c No- 05530022100007489 of Station Square Bhubaneswar Branch, IFSC code No- PUNB0055300. However it is responsibility to the bidder to ensure that the amount of tender fees and EMD after deposited through RTGS/NEFT is well within the last date of submission of bid. The bidder is require to mention the UTR No. of the transaction in the bid. Amount credited to Bank A/c after due to will not be accepted and the Bid will be rejected for non-submission of Tender Fee and EMD.**

1.2.2 CLARIFICATION ON BID:

The registered bidder can ask questions related to bid only through Email ID

[general@odishafdc.com](mailto:general@odishafdc.com) of OFDC before the pre-bid meeting. OFDC will clarify queries related to the bid and any modification in the RFP will be published in the website in form of a corrigendum to this RFP.

1.2.3 PREPARATION OF BID

The detail guideline for preparation of bid is mentioned at Terms & Conditions of Contract- Section VII (Clause 6.4 – 6.7 & 6.17)

1.2.4 PAYMENT OF EMD AND COST OF BIDDOCUMENT:

The detail guideline for payment of EMD & Cost of Bid Document is mentioned at Terms & Conditions of Contract- Section VI (Clause 6.5 -6.7)

1.2.5 SUBMISSION AND SIGNING OF BID

The detail guideline for submission & signing of bid is mentioned at Terms & Conditions of Contract - Section VII (Clause 6.16 -6.17)



## SECTION II

### General Definitions & Scope of Contract

#### 2.1 General Definitions

- 2.1.1 *Corporation* means Odisha Forest Development Corporation Limited-OFDC.
- 2.1.2 *Government* means Government of Odisha.
- 2.1.3 *Authority* means the Managing Director or any authorized person of Odisha Forest Development Corporation Limited (OFDC Ltd.) by the Managing Director, who on behalf of the Corporation calls and finalizes bid under reference.
- 2.1.4 *Bid Evaluation Committee & Technical Committee* is the Committees authorized by the Managing Director of OFDC Ltd.
- 2.1.5 *Blacklisting/debarring* – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/User Institution, more specifically mentioned in the Terms & Conditions of Contract (Section VI) of this bid document, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the OFDC Ltd. On account of such violations.

#### 2.2 Scope

- 2.2.1 The detail Terms of Reference is mentioned in Section –IV.
- 2.2.2 The successful bidder selected for the purpose shall enter in to a contract with the agreed terms and conditions mentioned in Section –VI.
- 2.2.3 The successful bidder will be engaged initially for a **period of 6 months**, which may further be extended by the Authority, subject to satisfactory performance and mutual agreement.

## SECTION III

### 3.1. Bid Details

#### BID SCHEDULE

1.	Bid Reference No.	
2.	Cost of Bid Document	Rs.1000/- +18% GST in DD/Banker's cheque (Non-refundable)*
3.	Earnest Money Deposit	Rs.2, 50,000/- in shape of D.D. & is refundable to un successful bidder*
4.	Validity of bid	120 days from the last date of bid submission.
5.	Security Deposit	25% of the contract price (for successful bidders).EMD will be adjusted against the Security Deposit in case of successful bidder.
6.	Validity of Performance Security	Up to 90 days after the date of completion of the Contractual obligations.

\* The bidder may also deposit the tender fees and EMD amount through RTGS/NEFT to the Punjab National Bank A/c No- 05530022100007489 of Station Square Bhubaneswar Branch, IFSC code No- PUNB0055300. However it is responsibility to the bidder to ensure that the amount of tender fees and EMD after deposited through RTGS/NEFT is well within the last date of submission of bid. The bidder is require to mention the UTR No. of the transaction in the bid. Amount credited to Bank A/c after due to will not be accepted and the Bid will be rejected for non-submission of Tender Fee and EMD.

### 3.2. Important Dates:

<i>Sl. No.</i>	<i>Particulars</i>	<i>Date and time</i>
1.	Date of invitation of Bid	<b>10-08.2020</b>
2.	Date & time of Pre-Bid Meeting	<b>17.08.2020 at 15.30 Hrs</b>
3.	Last Date & time of bid submission	25.08.2020 at 17.00 Hrs
4.	Date & time of Technical bid opening	<b>26.08.2020 at 11.00 Hrs</b>
5.	Date of opening of Financial bid	To be informed to the qualified bidders

## **SECTION – IV**

### **TERMS OF REFERENCE**

#### **4.1. Background:**

Odisha Forest Development Corporation Limited (OFDC Ltd) is a Government of Odisha Enterprise incorporated under the Companies Act, 1956 having its registered Office at Bhubaneswar dealing with various Forestry/ Plantation activities in the State of Odisha.

**4.1** OFDC Ltd. intends to conduct/implement **MCQ Type in Computer Based Recruitment Test (CBRT)** for conducting & managing the recruitment process. The system shall mainly comprise of the following activities:

- a) Preparation of centers for Conducting **MCQ Type in Computer Based Recruitment** examination with all requisite hardware (Computers, Servers, Networking, Internet) & CBRT software and for conducting Computer based practical test.
- b) Setting of MCQ type question banks
- c) Conducting **Computer Based Recruitment Test (CBRT) as well as computer based practical test**
- d) Setting-up of Help desk at OFDC Ltd. Corporate office at Bhubaneswar
- e) Preparation/compilation of Result
- f) MIS/customized report generation

#### **4.2 Salient Features of Recruitment Examination:**

**4.2.1 MCQ Type in Computer Based Recruitment Test (CBRT)** shall ordinarily be held in **Bhubaneswar**. However depending on the number of Candidates, the examinations may be held in other parts of Odisha like Sambalpur, Rourkela, Berhampur, Cuttack, Keonjhar, Bolangir, Baripada, Balasore, Koraput etc.

**4.2.2** Recruitment examination will be conducted for approximately **7,000-10,000 candidates** for all the posts. However, there is possibility of significant variation in the number of Candidates.

**4.2.3** The examinations may be conducted on different dates depending on the number of candidates for each post. However examination for a particular post shall be conducted on a single day in a single sitting.

**4.2.4** There shall be only one **MCQ** type **Computer Based Recruitment Test (CBRT)** question paper for each position. The maximum marks for different tests, and detailed below:-

Accounts Assistant Gr.II (Junior Accountant /Auditor)  <b>No. of Posts: 58 Nos</b>		Assistant Gr.III (L.D.Assistant)  <b>No. of Posts: 72 Nos</b>		Executive Assistant (Junior Stenographer)  <b>No. of Posts: 16 Nos</b>	
Subject	Mark	Subject	Mark	Subject	Mark
<b>A. Written test</b>					
English	20	English	50	English	50
Accounts	40	General Knowledge/Ge neral Aptitude	50	General Knowledge/Ge neral Aptitude	50
General Knowledge/Gen eral Aptitude	40				
Mathematics	50	Mathematics	50	Mathematics	50
Basic Computer	50	Basic Computer	50	Basic Computer	50
<b>B. Practical Test</b>					
Computer with Tally test	50	Computer test	50	Computer with stenography test	50
Grand Total	250		250		250

**4.2.5** The Standard of examination shall be equivalent to that of +2 or equivalent standards.

**4.2.6** The Successful Bidder shall have to prepare the question bank for each category of posts and hand over Model Question Banks having all types and difficulty level to the OFDC for ensuring that Questions are of appropriate level.. After approval of the Model question papers by the OFDC, the Agency will take all steps for their encryption, uploading and conduct of test. **Confidentiality of question Banks is the sole responsibility of the Agency.**

**4.2.7** Duration of examination will range from **90 -120 minutes**.

**4.2.8** Medium of examination will be English.

### **4.3 Scope of Work**

The Organization / Agency is expected to prepare the question banks, to draw the examination plan (both MCQ Type and Practical Examination) and design the examination process in consultation with OFDC Ltd. broadly in the manner as indicated below.

#### **4.3.1 Pre-examination Phase**

All pre-examination phase processes shall be carried out in consultation with OFDC Ltd. which is as follows:

**4.3.1.1 Linking of Online Application Forms**, which will include:

4.3.1.2 Provide a mock test module to be available either in the OFDC Ltd. web site and / or any other web site to be specified by the organization.

4.3.1.2.1 Uploading the list of eligible and ineligible candidates inviting objection.

4.3.1.2.2 Online submission of objection by the Candidates in OFDC Portal but are to be handled by the OFDC Ltd and the Agency for the respective Scopes.

4.3.1.2.3 Uploading the decision of OFDC Ltd. on the objections received.

**4.3.1.3 Receipt of application and Admit Card Generation and Distribution:** Application will be received by OFDC Ltd through its portal and will be supplied to the Agency for Scrutiny and allotment of examination centre by it. Admit card will be issued by the OFDC Ltd on the basis of candidate wise examination center allotment data supplied by the agency.

#### **4.3.1.4 Candidate-Handling Process**

4.3.1.4.1 Allocation of examination centers to candidates.

4.3.1.4.2 Design of monitoring console

4.3.1.4.3 Bulk / individualized SMS

4.3.1.4.4 Bulk / individualized Emails

4.3.1.4.5 Designing FAQ and uploading the same in the recruitment website

4.3.1.4.6 Set up a help desk at OFDC Ltd. office and provide reply to the candidates 'queries.

#### **4.3.1.5 Security Management Process**

The organization shall ensure complete security as mentioned below:

4.3.1.5.1 Physical Security

4.3.1.5.2 Information Security

4.3.1.5.3 Server security

4.3.1.5.4 Network Security

4.3.1.5.5 Prepare and provide standard operating procedure (SOP) for all processes for safe and secure conduct of examination along with protocols for contingency and

exception handling / emergency / disaster recovery procedures.

4.3.1.5.6 Provide Hardware and Software required at all stages of the CBRT at examination centers.

**4.3.1.5.7** To provide consulting, training and manpower support to handle the entire CBRT. The required Hardware, Software including internet & LAN connectivity shall be installed by the agency, **whose cost would be all-inclusive under the price per candidate mentioned in commercial bid.**

#### **4.3.2 Examination Phase**

##### **4.3.2.1 Examination Centre Management**

- a. To identify required nos. of examination centers in **Bhubaneswar** and other towns for conducting MCQ type CBRT minimum capacity of 100 nodes / computers + 20% reserve per centre and also for computer based skill test and practical test for those candidates who will be shortlisted on the basis of Computer Based Test by the OFDC Ltd.
- b. To ensure that examination centers have the following minimum facilities:
  - i. Proper sitting arrangement for the candidates with facility social distanced computer based testing; (SD-CBT)
  - ii. For conducting CBRT: Suitable Computer System, Software, Internet and LAN connectivity for conducting the CBRT [ i) Computer System: Min. Speed 2 GHZ, 2 GB DDR RAM with updated antivirus, ii) Operating System: Minimum Windows XP SP3 or higher, iii) LAN: Exam. Center must have structured LAN using at least CAT 5e or higher cabling with secured managed layer switches, Internet : Internet connectivity should have sufficient bandwidth (not less than 2 MBPS) to download /upload the examination materials on the date of examination without fail]
  - iii. UPS and Generator facility at each examination centre for uninterrupted power supply.
  - iv. Drinking water and toilet facility both for Ladies and Gents.
  - v. Security arrangement for safe conduct of the examinations.
- c. To carry periodic checks at examination centers for
  - i. Verification of the examination centers and its facilities
  - ii. Verification of proper functioning of hardware, Operating System, processor speed, RAM, network, bandwidth for internet and LAN connectivity, screen resolution, browser etc.
  - iii. Various security parameters
- d. Videography/CCTV Surveillance with recording of the entire examination and related processes
- e. Demonstration of application server logs to capture all errors, warning and exception that are generated in applications along with the time which they occurred.

#### **4.3.2.2 Man power Deployment:**

For conducting CBRT each examination centre having capacity of 100 nodes / computers should have a minimum of 20 buffers should have the minimum following personnel to be deployed by the agency:

- a. Exam Centre Administrator : 1 (regular employee of the agency)
- b. IT Manager : 1 (regular employee of the agency)(for CBRT)
- c. Invigilators: 2 per 20 systems with a minimum of 2 nos. in a room or 2 persons in a room for 50 nos. of candidates for examination.
- d. Support Staff : Minimum 2 nos. per 100 students
- e. Security Guards : Minimum 2 per 100 students (Suitability need to be justified with centers)

The above staffing pattern should be increased proportionately on the basis of the size of the centre in terms numbers of candidates.

#### **4.3.2.3 Software Management for CBRT**

- a. The candidate roll no. and photograph should be displayed on every system even before the candidate enters the examination room. This would help candidate in locating their seats. Also, it would ensure that no two candidates exchange seats.
- b. The examination software should ask for candidate concurrence on hardware provided to him / her before the start of examination. Without this, the examination should not start.
- c. The examination shall be computer based with the questions being provided on screen on a random basis with multiple choice answers, without any manual intervention.
- d. The examination software should be / have been designed keeping color blind candidates in mind.
- e. Sufficient time of 15-20 minutes shall be allotted for providing orientation to the candidates on the structure of the examination, time limits and guidelines for answering the question papers.
- f. Computer based examination software should support standard features such as automatic calculation of test score, negative marking, time left, flag questions for review, navigation to unanswered questions and prompt for submission.
- g. The candidate should be given time to go through the instructions before the start of examination. During this time, the software should strictly restrict candidates from starting the exam.
- h. The examination software should have zoom capability. The software should be capable of providing zoom to specific candidates, if required.
- i. The examination software should provide real time audit report of candidates while taking the examination. This is mandatory to tackle candidates' complaint, if any, during the course of examination.
- j. To host and manage the examination process through computer based test solution at examination centers.
- k. The agency must prepare randomized question paper sets (3-4 sets) from the question bank.
- l. To provide required instruction / information to the candidates at examination centre.

- m. To maintain audit trails of all activities of candidates (click by click stroke) during the course of examination.
- n. To monitor and supervise the examination centre activities on monitoring console at examination centers.
- o. At the end of the examination, transmit / export candidates' response and audit trails on secured channel from local server to central server within one hour from examination centers. Other data such as attendance sheet, paragraph, video recording, seating plan etc. should be submitted to OFDC Ltd. within 3 days of conclusion the examinations.
- p. The source code of the Computer Based examination software must be owned by the Agency and the application should be CERTIN Certified. The Certification should not be more than 3 Months old. Further the Agency is also require to give an undertaking to obtain a fresh certification of the Application prior to conduct of online examination.

#### **4.3.3 Post Examination Phase**

4.3.3.1 To calculate marks obtained by each candidate and submit the result in the format prescribed by OFDC Ltd.

4.3.3.2 To provide document inputs and support for handling

- a. Students queries
- b. Press interaction
- c. RTI queries
- d. Court Cases pertaining to CBRT/written examination
- e. MIS / customized report generation

4.3.3.3 To perform post-examination statistical analysis viz, General Merit List, gender wise merit list etc as per requirement of OFDC Ltd. The agency must place a dedicated team with OFDC Ltd. to provide reports properly.

#### **4.3.4 Time Frame for Delivery of Services**

The detail **time frame** for delivery of services is mentioned at **clause 6.25** of terms & condition.

Note: The successful bidder shall have to carry / demonstrate complete System Test Run (STR) with test data to OFDC Ltd. before implementation. The bidder should be able to demonstrate click audit trail for any type of enquiry.



**SECTION – V**  
**ELIGIBILITY CRITERIA**

The bidder should fulfill the following Eligibility Criteria:

Sl.	Criteria	Supporting documents required to be furnished.
1	Should be registered in India as a Company / Firm / Society under Company's Act 1956 or Society's Registration Act 1860. <b>Consortium is not Permitted.</b>	Copy of the Certificate of incorporation /registration
2	The agency should have an operational office/ support office in <b>Bhubaneswar</b>	Proof of Local address to be submitted
3	The average annual turnover should be minimum Rs. <b>10</b> Crores during the last 3 financial years, i.e. 2016-17, 2017-18 and 2018-19	Annual Turnover Statement by Chartered Accountant (as Per Format – Annexure-6 ) Copy of the certified and audited profit & loss account and balance sheet of the Organization 2016-17, 2017-18 and 2018-19
4	The average turnover generated from services related to computer based examination / computer based recruitment examination during the last 3 financial years should be at least <b>Rs.5 Crores.</b> i.e. 2016-17, 2017-18 and 2018-19	Annual Turnover Statement from services related to online examination / online recruitment examination by Chartered Accountant (as Per Format – Annexure-6).
5	The Organization should have ISO 27001 certification	Copy of ISO 27001 certification.
6	The agency must have successfully conducted at least <b>03 (Three)</b> computer based examinations of at least 5,000 candidates in single shift anywhere in India except Odisha	Performance statement in Format - Annexure-7, Work order copies & Completion Certificate from the client.
7	The agency must have successfully conducted at least <b>one</b> computer based examination of at least 3,000 candidates in Odisha	Performance statement in Format – Annexure-8, Work order copies & Completion Certificate from the client.

8	Bidder must have primary data center with secondary data center for data security. Data Center should be ISO certified	Self Certification & ISO certification
9	The source code of the Computer Based examination software must be owned by the Agency and the application should be CERTIN Certified. The Certification should not be more than 3 Months old. Further the Agency is also require to give an undertaking to obtain a fresh certification of the Application prior to conduct of online examination	Required Certificate
10	The computer based examination software should be capable of minimum 128 bit encryption standard	Self certification with data sheet of the software mentioning the encryption standard
11	The agency should not have been blacklisted / suspended or its contract for any computer based examination should not have been revoked / terminated / cancelled / terminated by any State Government / State Government undertaking / PSU / Central Government / Statutory Bodies	Affidavit in the Format – Annexure- 4
12	The agency should have GST Registration & PAN	Copy of GST Registration Copy of the PAN

## **SECTION – VI**

### **TERMS & CONDITIONS**

#### **6.1 Contents of the Bid Document:**

This 'Bid Document' contains the following:

Section I: Instruction to Bidders

Section II: General Definitions & Scope of Contract

Section III: Bid Schedule

Section IV: Terms of Reference

Section V: Eligibility Criteria

Section VI: Terms and Conditions of Contract

Section VII: Bid Evaluation Criteria

Section VIII: Formats for bidder for Submission of Bid (Technical bid)

Section IX: Annexure [Formats for the successful bidder (Supplier) after finalization of bid]

#### **6.2 Bid Document:**

6.2.1 The detailed terms of reference and terms and conditions governing the scope of services are contained in this "Bid Document".

6.2.2 The bid document shall be made available in the tender section of the O.F.D.C Ltd. website [www.odishafdc.com](http://www.odishafdc.com) and for downloading. Bidder shall submit Bid Document cost (mentioned in Section III) as described in clause 6.5 and non submission of the same shall be one of the primary reasons for rejection of the offer in the first round.

6.2.3 The BID shall be submitted through registered post at the address OFDC Ltd., A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001.

##### **6.2.3.1 Payment of Bid Document Cost & EMD:**

The **details of payment of document cost &EMD** is mentioned at clause 6.5

6.2.3.2 The **details of documents** in support of any eligibility criterion of technical bid is mentioned at clause 6.17

6.2.3.3 Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/variable price quotation will be treated as non - responsive and rejected.

### **6.3 Responsibility of Verification of Contents of Bid Document:**

- 6.3.1 The Bid Documents has total 58nos. of Pages duly inscribed at the bottom of each pages excluding the cover page. The bidder shall examine all instructions, forms, terms and conditions, terms of reference in the Bid Document and verify that all the contents mentioned under clause 6.1, are contained in the 'Bid Document'.
- 6.3.2 Failure to furnish any information required by the bid documents and submission of an offer not substantially responsive to it in every respect shall be at the bidder's risk and may result in the rejection of the bids, without any further notice.

### **6.4 Guidelines for Preparation of Bid**

- 6.4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and OFDC Ltd. Here in after referred to as "Tender Inviting Authority", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. The document to be submitted is mentioned in clause 6.2.3.
- 6.4.2 In the event of documentary proof as required being not enclosed, the Bid shall be liable to be rejected. All pages of the bid, except for unamendable printed literature, shall be signed by the authorized person or persons signing the bid along with the stamp of the bidder.
- 6.4.3 Language of Bid: - The Bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Tender Inviting Authority, shall be in English language. Supporting documents and printed literature furnished by the bidder may be written in another language provided they are accompanied by an authenticated accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the English translation shall govern.
- 6.4.4 The bid (in English Language only) for the services mentioned in Section IV shall be submitted along with detailed information in the prescribed formats.
- 6.4.5 The documentary evidence regarding past performance shall be submitted along with the Bid shall be produced duly attested by the bidder on every page and serially numbered. Any interlineations, erasures or over writing shall be valid only if they are initialed by the person (s) signing the offer.
- 6.4.6 Bidder shall submit a declaration letter as per the format given as Format Annexure-4 and copy of amendments published if any signed by the bidder or the authorized representative shall be enclosed as part of the technical bid as a proof of having read and accepted the terms and conditions of the bid document.
- 6.4.7 An offer submitted in vague /ambiguous financial terms and the like, shall be termed as non-responsive and shall be summarily rejected.

6.4.8 Clarifications to specific requests shall be responded through e-mail and general clarifications, affecting all the bidders shall be published in the official website of the Corporation ([www.odishafdc.com](http://www.odishafdc.com)). However, it shall be the duty of the prospective bidder to ensure that the clarifications sought for has been properly received in time by the Tender Inviting Authority.

6.4.9 Any clarification on the Tender procedure shall be obtained from ODISHA FOREST DEVELOPMENT CORPORATION LIMITED (OFDC) over Email general @odishafdc.com.

## **6.5 Payment (Bid document Cost & EMD)**

6.5.1 The bid document cost and EMD shall be paid by the bidder in the following manner:

The **bid document fee & EMD** shall have to be furnished in shape of **Demand Draft** from any nationalized/scheduled bank in India in favour of Managing Director, OFDC Ltd., payable at **Bhubaneswar**.

**The bidder may also deposit the tender fees and EMD amount through RTGS/NEFT to the Punjab National Bank A/c No- 05530022100007489 of Station Square Bhubaneswar Branch, IFSC code No- PUNB0055300. However it is responsibility to the bidder to ensure that the amount of tender fees and EMD after deposited through RTGS/NEFT is well within the last date of submission of bid. The bidder is require to mention the UTR No. of the transaction in the bid. Amount credited to Bank A/c after due to will not be accepted and the Bid will be rejected for non-submission of Tender Fee and EMD.**

2. The **Proof of Payment** of the bid document cost & EMD(s) in a sealed envelope should be kept in separate sealed envelope and should be clearly super scribed as: Bid document cost & EMD, Bid Reference No. and the name of the bidder.

## **6.6 Bid Document Cost**

6.6.1 The bidder has to submit the bid document cost as mentioned in Section–III and non-submission of Bid Document Cost as mentioned in Section III shall be one of the primary reasons for rejection of the offer in the first round.

6.6.2 All bidders shall pay bid document cost as per the instructions provided in clause 6.5. Bidders are liable to pay bid document cost even if any exemption is allowed in EMD.

## **6.7 Earnest Money Deposit (EMD):**

6.7.1 The amount of the EMD(s) to be submitted is mentioned at Section III and Non-submission of EMD as mentioned in Section III shall be one of the primary reasons for rejection of the offer in the first round.

6.7.3 Local MSEs registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall pay 25% of the prescribed EMD, subject to submission of the valid registration certificate from the concerned authority.

- 6.7.4 None of the bidders other than those specified in clause 6.7.3, are exempted from the remittance of EMD.
- 6.7.5 EMD of unsuccessful bidders will be discharged / returned as promptly
- 6.7.6 The successful bidder's EMD will be discharged upon the bidders signing the contract and adjusted towards the security deposit.
- 6.7.7 No interest will be paid for the EMD submitted.
- 6.7.8 The EMD will be forfeited, if a bidder;
  - 6.7.8.1 Misrepresents facts or submit fabricated / forged / tampered / altered / manipulated documents during verification of bidding process.
  - 6.7.8.2 withdraws its bid after the opening of technical bid;
  - 6.7.8.3 a successful bidder, fails to sign the contract after issuance of Letter of Intent
  - 6.7.8.4 Fails to furnish performance security after issuance of Letter of Intent.

## **6.8 Deadline for Submission of Bid**

- 6.8.1 Bid completed in all respect should reach the corporate office, OFDC Ltd. on or before the last date of submission. OFDC Ltd. shall not be held liable for any delay. Bid received after the last date shall not be accepted.
- 6.8.2 OFDC Ltd. may, at its discretion, extend the deadline for submission of Bid by amending the Bid Document, in which case, all rights and obligations of the OFDC Ltd. and the bidders previously subjected to the deadline shall thereafter be subjected to the same deadline so extended.

## **6.9 Period of Validity of Bid**

- 6.9.1 The bid must remain valid for minimum 120 days (four months) from the date of opening of price bid. A bid valid for a shorter period shall be rejected by the OFDC Ltd. as non-responsive.
- 6.9.2 The successful bidder upon entering into a contract can withdraw from the contract by giving one month prior notice after 120 days of price firmness, but not after the execution of agreement or issuance of work order for any of the agreed items.
- 6.9.3 Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement or issuance of work order will lead to invoking of penal provisions and may also lead to black listing/debarring of the successful bidder.

## **6.10 Rejection of Bids:**

6.10.1 The bids shall be rejected in case the bidder fails to meet the eligibility criteria as specified in Section V

6.10.2 At any point of time, the OFDC Ltd. reserves the right to reject the bid if the bidder fails to fulfill the terms & conditions of the bid document, furnishing of relevant document as per the satisfaction of OFDC Ltd.

## **6.11 Notices**

6.11.1 The OFDC Ltd. shall publish the following information on its website at the appropriate time as part of ensuring transparency in the bid process;

6.11.1.1 The bid notices, documents, corrigendum, addendum etc. if any.

6.11.1.2 Amendments to the bid conditions, if any, especially after the pre-bid meeting.

6.11.1.3 Results of the responsiveness of the technical bids and minor infirmities/clarifications sought.

6.11.1.4 List of bidders qualified and reasons for rejection of unqualified bidders.

6.11.1.5 Final List of technically qualified bidders.

6.11.1.6 Summary of price bid opening

6.11.2 Notice, if any, relating to the contract given by one party to the other, shall be sent in writing by email or fax and confirmed by post. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.

6.11.3 The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

## **6.12 Other Terms and Conditions**

6.12.1 The bidder shall be responsible for payment of any charges due to any statutory authorities such as Income Tax, GST etc.

6.12.2 In the event, if it found that there is some statutory deduction to be made at the source, the OFDC Ltd. will have the authority to do so.

## **6.13 Pre-Bid Meeting**

6.13.1 A pre-bid meeting will be convened to clarify the doubts of the prospective bids. The OFDC Ltd., may or may not amend the terms and conditions as well as terms of reference

of the bid document after the pre-bid meeting on the basis of feedback obtained during such meeting with a view to obtain maximum number of competitive bids.

6.13.2 Date of pre-bid meeting is mentioned in Section III.

6.13.3 Pre-bid meeting is called by the OFDC Ltd. to explain briefly about the requirements as well as the terms and conditions of the bid document and to get the views of the prospective bidders, or any clarifications sought by the prospective bids on bid terms & conditions / terms of reference etc., as part of ensuing transparency in the bid process.

6.13.4 It is an opportunity for the prospective bidder to obtain all the details about the bided services, conditions governing the bids and also to get the explanation of any ambiguous condition that may be present in the bid document.

6.13.5 It is also an opportunity for the OFDC Ltd. to assess the market and obtain feedback on the terms of reference / features etc. requested by the User Institution/funding agency, so as to make amendments in the bid document on the basis of expert advice.

6.13.6 Failure to attend the Pre-bid meeting will not be a disqualification, but a loss of opportunity for the prospective bidders to understand about the items bided and the bid conditions.

**6.13.7 Filled up Bids will be accepted only after the date of pre-bid meeting.**

#### **6.14 Amendment of Bid Documents:**

6.14.1 At any time prior to the dead line for submission of Bid, the OFDC Ltd. may, for any reason, modify the bid document by amendment.

6.14.2 The amendments shall be published in web portal of the OFDC Ltd. only, and the bidder shall submit copy of amendments published if any signed by the bidder or the authorized representative shall be enclosed as part of the technical bid as a proof of having read and accepted the terms and conditions of the bid document.

6.14.3 The OFDC Ltd. shall not be responsible for failure to inform the prospective bidders for any notices published related to each bid. Bidders are requested to browse website of the OFDC Ltd. for information/general notices/amendments to bid document etc. on a day to day basis till the bid is concluded before submission of bid.

#### **6.15 Submission of Bid**

6.15.1 The bids are to be submitted in **two parts**.

6.15.2 **PART-I as TECHNICAL BID** shall be submitted in a separate sealed envelope super scribed as Technical Bid with all the required documents as mentioned in clause 6.17.

6.15.3 **PART II as FINANCIAL BID** (in the required Format) has to be submitted in a separate



sealed envelope super scribed as Financial Bid. The price bid format is specific to a bid to be typed under the letter head of the Agency and is not interchangeable. The Financial bids submitted in **any other formats** will be treated as non-responsive. Multiple price bid submission by bidder shall lead to cancellation of bid.

6.15.3.1 Both technical bid and financial bid kept in a separate sealed envelope are to be put in third envelope super scribe as "RFP For selection of agency for conducting & Managing MCQ type in CBRT" and to be submitted through registered/speed post to the Managing Director, O.F.D.C. Ltd., A/84, Kharvel Nagar, Bhubaneswar or may drop in the tender box kept in the Corporate office of the O.F.D.C Ltd. for the purpose.

#### **6.15.4 Signing of Bid**

The bidder shall digitally sign on all statements, documents, certificates submitted by him, owning responsibility for their correctness / authenticity. If any of the information furnished by the bidder is found to be false / fabricated / bogus, the EMD/Bid Security shall stand forfeited & his/her name shall be recommended for blocking of portal registration and the bidder is liable to be blacklisted.

#### **6.15.5 WITHDRAWAL OF BIDS:**

6.15.5.1 The Bidder can withdraw its bid before the opening of Technical Bid by writing a letter addressing to the Managing Director, OFDC Ltd. citing reasons for withdrawal. In Case of withdrawal request, the bidder is to ensure that his /her withdrawal request is received by the OFDC Ltd. before the opening of the Technical Bid. Only withdrawal request received prior to opening of Technical Bid shall be considered.

#### **6.16 List of Documents in Bid Submission**

The list of documents as a part of Technical Bid (PART I) is as mentioned below:

6.16.1 Bank draft evidencing payment of Bid Document cost

6.16.2 Bank Draft evidencing Earnest Money Deposit.

6.16.3 Annexure-1 (Check List)

6.16.4 Annexure-2 (Details of bid document cost & EMD)

6.16.5 Annexure-3 (Details of Bidder & Registered / Branch office in Bhubaneswar)

6.16.6 Proof of Registered / Branch Office/ Support Office in Bhubaneswar (Copy of Telephone Bill / Registration etc.)

6.16.7 Annexure-4 (Declaration Form)

- 6.16.8 Annexure-5 (Annual Turnover Statement by Chartered Accountant)
- 6.16.9 Copies of the annual audited statement / Annual Report for 2016-17, 2017-18, 2018-19 in support of information provided in Annexure-5 (Provisional statement of account shall not be considered)
- 6.16.10 Annexure-6 (Annual Turnover statement by Chartered Accountant from services related to conducting various examination (both Online/Offline) during the last three Years)
- 6.16.11 Annexure-7 (Performance Statement for conducting various examination (both Online/Offline) in Odisha during the last three Years)
- 6.16.12 Copies of work orders & end user certificates in support of the information furnished in Annexure-7
- 6.16.13 Annexure-8 (Performance Statement for conducting Computer based examination in Odisha during the last three Years)
- 6.16.14 Copies of work orders & end user certificates in support of the information furnished in Annexure-8
- 6.16.15 Annexure-9 [Details of Infrastructure capability (no. of computers) with center details in Odisha, where examinations have been conducted in last three years]
- 6.16.16 Annexure-10 [Details of Infrastructure capability (no. of computers) with center details in Odisha, where examinations can be conducted]
- 6.16.17 Annexure-11(Letter of Exclusivity)
- 6.16.18 Annexure-12 (Approach, Methodology & Work plan)
- 6.16.19 Self certification related to source code of computer based examination software is owned by the agency
- 6.16.20 Self certification related to own primary data center with secondary data center for data security. Data Center should be ISO certified
- 6.16.21 Copy of Quality Certificates (ISO 27001, 20000 & CMMI Level 3 or higher)
- 6.16.22 Copy of the GST Registration certificate
- 6.16.23 Copy of PAN
- 6.16.24 Financial bid in prescribed format as per Annexure-13.

**Note: No price information to be furnished in the Technical bid.**

## **6.17 Opening of Technical Bid**

6.17.1 The opening of the technical bid and the financial Bid shall be done by the OFDC Ltd. as per bid schedule. The prospective bidders or his/her representative may be present at the time of the opening of technical or financial bids.

6.17.2 In the event of the specified date for opening of bid being declared holiday, the Bid shall be opened at the appointed time and venue on the next working day.

## **6.18 Evaluation of Bid**

6.18.1 Bid Evaluation Committee:

6.18.1.1 The documents submitted as part of the technical bids shall be scrutinized by a bid evaluation committee duly appointed.

6.18.1.2 The bid evaluation committee may also verify the veracity of claims in respect of the known performance of the services offered, the experience and reputation of bidder in the field, the financial solvency etc.

6.18.1.3 The decisions of the bid evaluation committee on whether the bidders are responsive or non-responsive are final and binding on the bidders.

### **6.18.2 Bid Evaluation Criteria**

The bidder who qualifies based on the **eligibility criteria** mentioned in Section V shall be eligible for further evaluation of their technical bid for award of mark. Bid evaluation shall be based on **Quality & Cost based Selection (QCBS)** method. The **details** of the technical & price bid evaluation, weightage of technical & price bid, the parameters of scoring of marks are mentioned in **Section-VII**.

## **6.19 Award of Contract**

Criteria:-The bidder with **highest score** as specified in **Section VII** would be awarded the contract.

## **6.20 Notification of Award/Letter of Intent (LOI)**

6.20.1 Before expiry of the bid validity period, the OFDC Ltd. will notify the successful bidder(s) in writing, by registered / speed post or by email (to be confirmed by registered / speed post immediately afterwards) that its bid for the services, which have been selected by the OFDC Ltd., has been accepted, also briefly indicating there in the essential details like description of services and the corresponding prices accepted. This notification is undertaken by issuing a Letter of Intent (LOI) by the OFDC Ltd.

6.20.2 The successful bidder, upon receipt of the LOI, shall furnish the required performance security and submit an agreement in the prescribed format within seven days, failing which the EMD will be forfeited and the award will be cancelled.

6.20.3 The Notification of Award shall constitute the conclusion of the Contract.

## **6.21 Signing of Contract**

6.21.1 The successful bidder shall execute an agreement in the format prescribed by the Corporation for ensuring satisfactory execution of the services.

6.21.2 The successful bidder shall submit bank guarantee in the format as per **Annexure-14**, a performance security prescribed under cl.6.24.

6.21.3 Promptly after notification of award, **within seven days**, the successful bidder shall execute the contract on Rs.100/- stamp paper purchased in the name of the successful bidder, duly signed and dated, to the OFDC Ltd. by registered / speed post or in person.

6.21.4 Assignment: -The Successful bidder shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Tender Inviting Authority's prior written permission.

6.21.5 Sub Contracts: - The Successful bidder shall not sub-contract the execution of the contract. Such action, if done without the knowledge of the OFDC Ltd. prior to the entering of the contract, shall not relieve the Successful bidder from any of its liability or obligation under the terms and conditions of the contract.

**6.22** Period of Contract: The successful bidder will be engaged initially for a **period of 6 months**, which may further be extended by the Authority, subject to satisfactory performance and mutual agreement.

6.23 Modification of contract: -

6.23.1 If necessary, the OFDC Ltd. may, by a written order given to the successful bidder at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract.

6.23.2 In the event of any such modification/alteration causing increase or decrease in the cost of services to be supplied and provided, or in the time required by the successful bidder to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/or contract delivery schedule, as the case may be, and the contract amended accordingly.

6.23.3 If the successful bidder doesn't agree to the adjustment made by the Tender Inviting Authority/User Institutions, the successful bidder shall convey its views to the OFDC Ltd. within ten days from the date of the successful bidder's receipt of the amendment / modification of terms of the contract.

## 6.24 Security Deposit

- 6.24.1 There will be a performance security deposit amounting to the total value as mentioned in Section III excluding taxes, which shall be submitted by the successful bidder to the OFDC Ltd. within 7 days from the date of issuance of 'Letter of Intent'.
- 6.24.2 The contract duly signed and returned to the OFDC Ltd. shall be accompanied by a demand Draft or Bank Guarantee in the prescribed format.
- 6.24.3 Upon receipt of such contract and the performance security, the OFDC Ltd. shall issue the work order containing the terms and conditions for the execution of the order.
- 6.24.4 Failure of the successful bidder in providing performance security mentioned in Section III and/or in returning contract copy duly signed in time shall make the bidder liable for forfeiture of its EMD.
- 6.24.5 The Security Deposit shall be denominated in Indian Rupees or in the currency of the contract as detailed below:
- 6.24.5.1 It shall be in any one of the forms namely Account Payee/Demand Draft or Bank Guarantee issued by a Scheduled bank in India, in the prescribed form as provided in this document endorsed in favour of the Managing Director, OFDC Ltd. payable at Bhubaneswar.
- 6.24.5.2 In the event of any amendment issued to the contract, the successful bidder shall, within ten (10) days of issue of the amendment, furnish the corresponding amendment to the Security Deposit (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- 6.24.5.3 OFDC Ltd. will release the Security Deposit without any interest to the successful bidder on completion of the successful bidder's all contractual obligations.
- 6.24.5.4 The Bank Guarantee submitted in place of DD shall be in the prescribed format (Annexure II); Bank Guarantee in no other form will be accepted.

Sl.	Activity	No. of days from the Date of Provisioning the list of Candidates
1	List of eligible & ineligible candidates to be provided by ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDCL to the agency	0 day
2	Examination centre readiness depending on the candidates with manpower, computers and internet, LAN connectivity etc. to be supplied by successful agency	10 <sup>th</sup> day
3	Submission of allotment of examination center for Generation of Admit Card & intimation to candidates by OFDC Ltd	15 <sup>th</sup> day

4	Conducting MCQ Type computer based examination	30 <sup>th</sup> day
5	Submission of Result with all reports to ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC	35 <sup>th</sup> day
6	Conducting Practical Test for list of candidates submitted by OFDC	45 <sup>th</sup> day
7	Submission of Results with all reports of Written & Practical test to OFDC	48 <sup>th</sup> day

#### **6.25 Time Frame for Delivery of Services**

#### **6.26 Payment**

6.26.1 No advance payments will be made to the successful bidder.

6.26.2 **60% of the contract value** shall be paid after successful completion of the examination

6.26.3 The **balance 40% of the contract value** shall be paid after 60 days of processing of the result and submission of the result list (to be counted from the date of last examination in case of multiple dates as per requirement)

6.26.4 The original invoice submitted shall be in the name of the OFDC Ltd.

6.26.5 Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable to the Successful bidder at rates as notified from time to time.

#### **6.27 Intellectual Property Rights (IPR)**

6.27.1 The successful bidder shall, at all times, indemnify and keep indemnified the OFDC Ltd. free of cost, against all claims which may arise in respect of goods & services to be provided by the successful bidder under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks.

6.27.2 In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the OFDC Ltd., the OFDC Ltd. shall notify the successful bidder of the same and the successful bidder shall, at his own expenses take care of the same for settlement without any liability to the OFDC Ltd.

6.27.3 The Successful bidder shall at all times, indemnify and keep indemnified the OFDC Ltd. against all claims/ damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services.

#### **6.28 Corrupt or Fraudulent Practices**

6.28.1 It is required by all concerned namely the OFDC Ltd./User Institution/ Bidders/ Successful bidders etc to observe the highest standard of ethics during the procurement and

execution of such contracts. In pursuance of this policy, the OFDC Ltd. defines, for the purposes of this provision, the terms set forth below as follows:

- 6.28.2 OFDC Ltd. will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question; will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the OFDC Ltd. if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
- 6.28.3 No bidder shall contact the OFDC Ltd. or any of its officers or any officers of the Government on any matter relating to its bid, other than communications for clarifications and requirements under this bid in writing, with an intention to influence the members of various committees or officials of Tender Inviting Authority. Any such effort by a bidder to influence the OFDC Ltd. in the OFDC's bid evaluation committee, bid comparison or contract award decisions may result in rejection of the bid.

## **6.29 Force Majeure**

- 6.29.1 For purposes of this clause, Force Majeure means an event beyond the control of the successful bidder and not involving the successful bidder's fault or negligence and which is not foreseeable and not brought about at the instance of , the party claiming to be affected by such event and which has caused the non-performance or delay in performance. Such events may include, but are not restricted to, acts of the OFDC Ltd. either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.
- 6.29.2 If a Force Majeure situation arises, the successful bidder shall promptly notify the OFDC Ltd. in writing of such conditions and the cause there of within seven days of occurrence of such event. Unless otherwise directed by the OFDC Ltd. in writing, the successful bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 6.29.3 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
- 6.29.4 In case due to a Force Majeure event the OFDC Ltd. is unable to fulfill its contractual commitment and responsibility, the OFDC Ltd. will notify the successful bidder accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

### **6.30 Resolution of Disputes**

- 6.30.1 If dispute or difference of any kind shall arise between the OFDC Ltd. and the successful bidder in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- 6.30.2 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the bid document, either the OFDC Ltd. or the successful bidder may give notice to the other party of its intention to commence arbitration, as provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.
- 6.30.3 In the case of a dispute or difference arising between the OFDC Ltd. and a domestic Successful bidder relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of Chairman, OFDC Ltd. whose decision shall be final.
- 6.30.4 Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, i.e., Bhubaneswar, Odisha.

### **6.31 Applicable Law & Jurisdiction of Courts**

- 6.31.1 The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
- 6.31.2 All disputes arising out of this bid will be subject to the jurisdiction of courts of law in Bhubaneswar / High court of Orissa.

### **6.32 General/ Miscellaneous Clauses**

- 6.32.1 Nothing contained in this Contract shall be constructed as establishing or creating between the parties, i.e. the Successful bidder on the one side and the Tender Inviting Authority on the other side, a relationship of master and servant or principal and agent.
- 6.32.2 Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
- 6.32.3 The Successful bidder shall notify the OFDC Ltd. of any material change would impact on performance of its obligations under this Contract.
- 6.32.4 The Successful bidder shall, at all times, indemnify and keep indemnified the OFDC Ltd/ User Institution / Government of Odisha against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action,



omission or operation conducted by or on behalf of the successful bidder/its associate/affiliate etc.

6.32.5 All claims regarding indemnity shall survive the termination or expiry of the contract.

### **6.33 Penalties for Non-performance**

6.33.1 The penalties to be imposed, at any stage ,under this bid are;

- 6.33.1.1 imposition of liquidated damages,
- 6.33.1.2 forfeiture of EMD/performance security
- 6.33.1.3 termination of the contract
- 6.33.1.4 blacklisting/debarring of the bidder

6.33.2 Failure to produce the requisite certificates after claiming to possess such certificates or concealment or misrepresentation of facts will not only lead to rejection of bids in the first round itself and/or may lead to forfeiture of EMD or performance security as well as result in black listing/debarring of the bidder.

6.33.3 The penalties to be imposed on the bidder, at any stage, will be decided on the basis of the violations of number of bid conditions specifically mentioned in the bid document as that leading to forfeiture or EMD/ Performance Security or leading to black-listing/ debarring.

6.33.4 Any unexcused delay by the successful bidder in maintaining its contractual obligations towards delivery of goods and performance of services shall render the successful bidder liable to any or all of the following sanctions:

6.33.5 **Liquidated Damages:-** If the successful bidder fails to deliver any or all of the goods or fails to perform the services within the time frame(s) prescribed in the contract, the OFDC Ltd. shall, without prejudice to other rights and remedies available to the OFDC Ltd. under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to **1% of the value of the services** per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a **maximum of 4%**. Once the delivery period is exceeded, OFDC Ltd. may consider termination of the contract. During the above-mentioned delayed period of supply and / or performance, the conditions incorporated shall also apply and OFDC Ltd. shall seek alternate measures at the risk and cost of the successful bidders.

6.33.6 The penalties imposed by the OFDC Ltd. will be published on the website of the OFDC Ltd. for a period as decided as appropriate by it with a view to prevent other government institutions from procurement of services from such bidders.

6.33.7 The decision to impose penalties and finally to black list the defaulting firm will be final and shall be binding on all bidders participating in this bid. However there will be provision for appeal before the government against the decisions of the Tender Inviting Authority.

### **6.34 Termination of Contract**

- 6.34.1 Termination for default:- The Tender Inviting Authority/User Institution, without prejudice to any other contractual rights and remedies available to it (the Tender Inviting Authority), may, by written notice of default sent to the successful bidder, terminate the contract in whole or in part, if the successful bidder fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Tender Inviting Authority.
- 6.34.2 In the event of the OFDC Ltd. terminates the contract in whole or in part, the OFDC Ltd. May procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the successful bidder shall be liable to the OFDC Ltd. for the extra expenditure, if any, incurred by the OFDC Ltd. for arranging such procurement.
- 6.34.3 Unless otherwise instructed by the OFDC Ltd/ User Institution, the successful bidder shall continue to perform the contract to the extent not terminated.
- 6.34.4 Termination for insolvency: If the successful bidder becomes bankrupt or otherwise insolvent, the OFDC Ltd. reserves the right to terminate the contract at any time, by serving written notice to the successful bidder without any compensation, whatsoever, to the successful bidder, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Tender Inviting Authority.
- 6.34.5 Termination for convenience:- The OFDC Ltd. reserves the right to terminate the contract, in whole or in part for its (Tender Inviting Authority's/User Institution's) convenience, by serving written notice on the successful bidder at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Tender Inviting Authority/User Institution. The notice shall also indicate inter alia, the extent to which the successful bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.

### **6.35 Confidentiality**

- 6.35.1 It would be the sole responsibility of the successful bidder to keep all information of ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC confidential and make sure that the examination software is foolproof to prevent any leakage of question paper, result etc.

**SECTION – VII**  
**EVALUATION CRITERIA**

**7.1 Evaluation of Technical Bid**

In the first stage, the Technical Bid will be evaluated on the basis of bidder’s fulfillment of eligibility criteria. **Only those bidders** whose proposal fulfills the **eligibility criteria** shall only be considered for **technical evaluation and award of marks** as per the evaluation parameters mentioned below:

Sl.	Technical Evaluation ( maximum marks – 100 )	Score
<b>A</b>	Certifications of the Agency ( maximum marks – 10 )	
	CMMI 5 Level certificate	5
	CMMI 4 level Certificate	2
	ISO 27001 certificate	3
	ISO 20000 certificate	2
	(Marks will be awarded for each certificate separately)	
<b>B</b>	Annual Turnover of the Agency in last 3 Financial Years ( maximum marks – 10)	
	Above Rs. 100 Crores	10
	>Rs. 50 Crores and < Rs.100Crores	7.5
	Rs 10 Crores- Rs.50 Crores	5
<b>C</b>	Annual Turnover of the Agency generated from services related to computer based examination during last 3 years in last 3 Financial Years ( Maximum marks – 10 )	
	Above Rs. 10 Crores	10
	>Rs. 7.5 Crores< 10 Crores	7.5
	>Rs. 5 Crores< Rs.7.5 Crores	5
<b>D</b>	Experience in conducting Computer based examination <b>in India</b> of at least 5,000 candidates in single shift <b>except Odisha</b> in last three years.(Maximum Marks – 10). Details to be furnished (Format – Annexure-7 )	
	>15 Assignments	10
	11 - 15 Assignments	7.5
	3- 10 Assignments	5
<b>E</b>	Experience in conducting Computer based examination for minimum 3000 Candidates in Odisha in last three years. Details to be furnished (Format – Annexure-8) (Maximum marks – 10 )	
	>5 Assignments	10
	3-5 Assignments	7.5
	1-2 Assignments	5

<b>F</b>	Experience in conducting Computer based examination in <b>Single Shift in Odisha</b> in last three years. Details to be furnished (Annexure –8) (Maximum marks – <b>10</b> )	
	>7500 Candidates	10
	More than 5000 less than 7500 candidates	7.5
	Between 3000 to 5000 Candidates	5
<b>G</b>	Infrastructure Capability (number of computers) in Odisha where examinations have been conducted in last three years. Details of no. of nodes for which examinations conducted to be furnished from the client (maximum Marks – <b>10</b> ). Details to be furnished (Annexure – 9)	
	More than 9000	10
	7001-9000	7.5
	5000-7000	5
	Between 3000 to 5000 Candidates	3
<b>H</b>	Ownership of Source Code of the computer based examination software for customization and Primary Data Center with secondary data center for data security owned by the agency along with ISO certification (maximum marks – <b>5</b> )	5
<b>I</b>	Advanced Data Encryption Standard of the computer based examination Software (maximum marks – <b>5</b> )	
	256 Bit	5
	128 Bit	2.5
<b>J</b>	Presentation on Methodology, Work Plan and Deliverables based on TOR (Maximum marks – <b>10</b> ).	10
<b>K</b>	Demonstration of the computer based examination / recruitment software Owned by the agency (Maximum marks – <b>10</b> ).	10

Based on the criteria, each technical bid would be assigned a score called as Technical Score (TS) out of 100.

## 7.2 Evaluation of Financial Proposal:

The lowest financial bid shall be awarded a commercial score of 100.

The financial score **FS**, of the bidder shall be determined by using the following using the formula:

**FS**= (Price of the lowest bidder /Price of the bidder under consideration) X 100 (up to two decimal)

## 7.3 Combined Score

Bids will finally be ranked according to their combined score as follows:

$$S = (TS \times TW) + (FS \times FW)$$

Where,

S = The combined score (Technical & Financial) after multiplication of weightage factors

TS = Technical Score before multiplication of weightage factor

FS = Financial Score before multiplication of weightage factor

TW = Weightage factor for Technical Bid

FW = Weightage factor for Financial Bid

The weightage factors assigned to **Technical Bid** and **Financial Bid** shall be **0.80** and **0.20** respectively.

The bidder with the **highest Combined Score (S)** would be awarded the contract.

**SECTION –VIII**

**FORMATS FOR SUBMISSION OF BID**

**(Technical Bid)**

## FORMAT

### Annexure-1 CHECK LIST

(To be submitted in *Part I -Technical Bid*)

The documents has to be arranged as per the order mentioned in checklist for ease of scrutiny.

Name of the Bidder			
Sl. No	Item	Whether included Yes /No	Page No.
1	As per Format in Annexure- 1 (Check List)		
2	Bid Document Cost as DD (Rs.1000/- + 18% GST)		
3	The Earnest Money Deposit as DD (Rs.2,50,000/-)		
4	As per Format in Annexure-2 (Details of Bid Document Cost & EMD submitted)		
5	As per Format in Annexure-3 (Details of Bidder & Registered / Branch office in Bhubaneswar )		
6	Proof of Registered / Branch Office in Bhubaneswar (Copy of Telephone Bill / Registration etc.)		
7	Annexure - 4 (Declaration Form)		
8	Annexure5 (Annual Turnover Statement by Chartered Accountant)		
9	Copies of the annual audited statement / Annual Report for 2016-17, 2017-18, 2018-19 (Provisional statement of account shall not be considered) in support of information in Format Annexure-5		
10	Annexure -6 (Annual Turnover Statement from services related to computer based examination, to be certified by Chartered Accountant )		
11	Annexure- 7 (Performance Statement for computer based examinations conducted in India except Odisha during the last three Years)		
12	Copies of work orders & end user certificates in support of the information furnished in Format enclosed in Annexure-7		

13	Annexure-8 (Performance Statement for computer based examinations conducted in Odisha during the last three Years)		
14	Copies of work orders & end user certificates in support of the information furnished in Format in Annexure-8		
15	Annexure-9 (Details of Infrastructure capability (no. of computers) with center details in Odisha, where examinations have been conducted in last three years)		
16	Annexure-10 (Details of Infrastructure capability (no. of computers) with center details in Odisha, where examinations can be conducted)		
17	Annexure-11 (Certificate of Exclusivity)		
18	Annexure-12 (Approach, Methodology & Time Frame)		
19	Self certification related to source code of computer based examination owned by the agency		
20	Self certification related to own primary data center with Secondary data center for data security. Data Center should be ISO certified		
21	Copy of ISO 27001 certificate		
22	Copy of ISO 20000 certificate		
23	Copy of the CMMI Level 3 or higher certificate		
24	Copy of the Service Tax Registration Certificate		
25	Copy of PAN (Income Tax)		

**Note: No price information (i.e. Scanned copy of the price format etc.) to be uploaded in Technical Bid.**



**Format – Annexure-2**  
(To be submitted in *Part I -Technical Bid*)

**DETAILS OF BID DOCUMENT COST & EMD SUBMITTED**

<b>Sl.</b>	<b>Particulars</b>	<b>Draft No. &amp; Date</b>	<b>Name of Bank</b>	<b>Amount (Rs.)</b>
1	Bid Document Cost			
2	EMD			

**Signature of the Bidder:**

**Date:**

**Official Seal:**

### **Format – Annexure-3**

(To be submitted in *Part – I Technical Bid*)

#### DETAILS OF THE BIDDER & REGISTERD/BRANCH OFFICE IN BHUBANESWAR

<b>GENERAL INFORMATION ABOUT THE BIDDER</b>						
1	Name of the Bidder					
	Registered address of the firm					
	State		District			
	Telephone No.		Fax			
	Email		Website			
<b>Contact Person Details</b>						
2	Name		Designation			
	Telephone No.		Mobile No.			
<b>Communication Address</b>						
3	Address					
	State		District			
	Telephone No.		Fax			
	Email		Website			
<b>Type of the Agency ( Please tick the relevant box )</b>						
4	Private Ltd.	<input type="checkbox"/>	Public Ltd.	<input type="checkbox"/>	Proprietorship	<input type="checkbox"/>
	Partnership	<input type="checkbox"/>	Society	<input type="checkbox"/>	Govt./PSU	<input type="checkbox"/>
	Registration No. & Date of Registration.			Furnish the copy of the registration / certificate of incorporation		
<b>Key personnel Details (Chairman, CEO, Directors, Managing Partners etc. )</b>						
5	Name			Designation		
	Name			Designation		
6	<i>Whether any criminal case was registered against the company/Firm/Society or any of its promoters in the past?</i>				Yes / No	
7	<i>Other relevant Information</i>					

8.a	<p><i>Service Tax Registration No:</i></p> <p><i>Furnish the copy of the Service Tax registration certificate</i></p>
8.b	<p><i>Permanent Account No. :</i></p> <p><i>Furnish the copy of the PAN</i></p>
9	<p><i>Details of <u>Registered / Branch office</u> in Bhubaneswar:</i></p> <p><i>Name of Contact Person :</i></p> <p><i>Designation :</i></p> <p><i>Address of Registered / Branch Office in Bhubaneswar:</i></p> <p><i>Telephone No.(Landline):</i></p> <p style="padding-left: 40px;"><i>Mobile :</i></p> <p><i>Email :</i></p> <p><i>Fax:</i></p> <p><i>No. of technical &amp; administrative personnel available in Bhubaneswar Office :</i></p>
	<p><i>Proof of <u>Registered / Branch office</u> in Bhubaneswar : Attach copy of the registration details or telephone bill receipt etc.</i></p>

Signature of the bidder:

**Seal**

Date :

Name & Address of the Firm :

**Format – Annexure-4**

(To be submitted in *Part-I Technical Bid*)

**DECLARATION FORM**

**(Affidavit before Executive Magistrate / Notary Public)**

I/We .....having My / our office at.....do declare that I / We have carefully read all the terms & conditions of bid of ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC, Odisha for Selection of agency for computer based examination . I will abide with **all the terms & conditions** set forth in the **Bid document Reference no. \_\_\_\_\_ along with the subsequent amendment, if any.**

I/We do hereby declare I/We have not been de-recognized / black listed by any State Govt. / Union Territory / Govt. of India / PSU / Statutory Body. I/We further declare that in case of contracts awarded to us, the contracts have never been revoked / cancelled / terminated by any State Govt. / Union Territory / Govt. of India / PSU / Statutory Body.

I/We agree that the OFDC Ltd. can forfeit the Earnest Money Deposit and or Performance Security Deposit and blacklist me/us for a period of 3 years if, any information furnished by us proved to be false at the time of inspection / verification and not complying with the Bid terms & conditions.

I/We .....do hereby declare that, if selected will carry out the work as per the terms & conditions and terms of reference of the bid document. I / we further declare that I / we have a registered / branch office in Odisha.

Signature of the bidder :

**Seal** Date :

Name & Address of the Firm :

**Format – Annexure-5**

(To be submitted in *Part – I Technical Bid*)

**ANNUAL TURN OVER STATEMENT**

The Annual Turnover for the last three financial years of M/s\_\_\_\_\_ are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in Crores (Rs.) both in words and figures
1	2016 – 2017	
2	2017 – 2018	
3	2018– 2019	
	<b>Average</b>	

Date:

Place:

Signature of Auditor/  
Chartered Accountant

(Name in Capital)

Seal

**Membership No.**

*Note:*

*To be issued in the **letter head** of the Chartered Accountant.*

This turnover statement should also be **supported by** copies of audited **annual statement** of the last three years / **Annual Report** and the turnover figure should be **highlighted** there.

**Format – Annexure-6**

(To be submitted in *Part – I Technical Bid*)

**TURN OVER STATEMENT FOR MCQ TYPE ON COMPUTER BASED EXAMINATION**

We have verified the books of account and other relevant records of M/s \_\_\_\_\_  
\_\_\_\_\_ and hereby certify that the Annual Turnover of M/s  
\_\_\_\_\_ from India Operations relating to conducting Computer  
based examinations & end to end solutions during the last three financial years are as given below  
and certified that the statement is true and correct.

<b>Sl.No.</b>	<b>Financial Year</b>	<b>Turnover in Crores (Rs.) both in words and figures</b>
<b>1</b>	<b>2016 – 2017</b>	
<b>2</b>	<b>2017 – 2018</b>	
<b>3</b>	<b>2018– 2019</b>	
	<b>Average</b>	

Date:

Place:

Seal

Signature of Auditor/  
Chartered Accountant

(Name in Capital)

**Membership No.**

**Note:**

*To be issued in the **letter head** of the Chartered Accountant.*

**Format –Annexure-7**

(To be furnished in the technical proposal)

**PAST EXPERIENCE IN CONDUCTING MCQ TYPE ON COMPUTER BASED EXAMINATION IN INDIA EXCEPT ODISHA DURING THE  
LAST THREE YEARS**

(Attach separate sheets if the space provided is not sufficient)

Sl.	*Name of Assignment	Name of the Organisation (who issues work order)	Name of the State (s) where examination conducted	Total no. of Candidates	No. of Candidates in Single Shift	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your firm

Note: Please furnish the **Work order /Contract copies** and completion certificates of the works executed in support of the information mentioned above.

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

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

(Company Seal)

**Format –Annexure-8**

(To be furnished in the technical proposal)

**PAST EXPERIENCE IN CONDUCTING COMPUTER BASED EXAMINATION IN ODISHA DURING THE LAST THREE YEARS**

(attach separate sheets if the space provided is not sufficient)

Sl.	*Name of Assignment	Name of the Organisation (who issues work order)	Name of the Places / District where examination conducted	Total no. of Candidates	No. of Candidates in Single Shift	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your firm

Note: Please furnish the **Work order /Contract copies** and completion certificates of the works executed in support of the information mentioned above.

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

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

(Seal)



**FORMAT – Annexure-9**

*(to be furnished in the technical proposal)*

**INFRASTRUCTURE CAPABILITY (COMPUTER NODES) IN ODISHA**

**(NO. OF COMPUTERS WHERE EXAMINATION CONDUCTED IN ODISHA DURING THE LAST THREE YEARS)**

**(attach separate sheets if the space provided is not sufficient)**

Sl.	Name of Assignment	*Name/address of the Organisation	Name of the Centers	No. of Computers (Center wise)
			1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
			1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
			1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
			1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
			1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
			<b>TOTAL</b>	

\* Note: Please furnish the **Work order /Contract copies** and completion certificates of the works executed in support of the information mentioned above.

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

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

(Seal)

**FORMAT – Annexure-10**

*(to be furnished in the technical proposal)*

**INFRASTRUCTURE CAPABILITY (COMPUTER NODES) IN ODISHA**

**(NO. OF COMPUTERS WHERE EXAMINATION CAN BE CONDUCTED IN ODISHA**

**(attach separate sheets if the space provided is not sufficient)**

Sl.	Name of the Centers (Institutions)	No. of Computers
	<b>TOTAL</b>	

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

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

(Seal)

**FORMAT :Annexure- 11**  
*(to be furnished in the technical proposal)*

**Letter of Exclusivity**

I, we, \_\_\_\_\_, hereby declare that we are/ will not associate with any other firm/entity for submitting the proposal under consideration.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2020

For \_\_\_\_\_

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

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

(Seal)

\*

**Annexure- 12**

*(to be furnished in the technical proposal)*

**Approach, methodology and work plan**

Response to Terms of Reference

*[Describe your Approach/methodology and work plan to provide the required services and the compliance of your methodology and work plan to the terms of reference mentioned in Section IV]*

\*The **approach section** should highlight the issues and current thinking on best practice that will indicate the manner in which the agency approaches this project.

The **methodology section** should provide insight to each of the main task areas specified in the terms of reference. The section should highlight each of the main task areas. Specify what activities will be undertaken by whom at what stage in the project and should clearly set out the specific deliverables.

The **work plan** should show the methodology graphically in Microsoft project or by means of a Gantt chart or other recognized project management tool, showing by task area, the activities to be undertaken and the **timing of deliverables** keeping in mind the time frame mentioned in the Terms of Reference.

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

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

(Seal)

## Format- Annexure-13

### APPLICATION-FINANCIAL BID

**FOR CONDUCT OF WRITTEN EXAMINATION AND COMPUTER BASED SKILL TEST FOR APPOINTMENT TO BASE LEVEL POST IN ODISHA FOREST DEVELOPMENT CORPORATION LTD.**

1). Name of Tendering Firm / Agency / institution:

2). Cost of conducting of written examination and computer-based skill test:

A. For Conducting CBRT

Particulars	Rate per Eligible Candidate(*) (Exclusive of GST)	
	In Figures	In Words
For conducting Computer Based Written Test Ltd as per the scope of work as described in RFP inclusive of all charges, overheads, duties and other levies (Excluding GST)		

B. For conducting Computer Based Practical Test

Particulars	Rate per Shortlisted Candidate(*) (Exclusive of GST)	
	In Figures	In Words
For conducting Computer Based Practical Test inclusive of all charges, overheads, duties and other levies (Excluding GST)		

C. For conducting Computer Based Stenography Test

Particulars	Rate per Shortlisted Candidate(*) (Exclusive of GST)	
	In Figures	In Words
For conducting Computer Based Stenography Test inclusive of all charges, overheads, duties and other levies (Excluding GST)		

Note:1. For evaluation of Tender, only the quoted "Rate per eligible Candidate" for

Computer Based Test (MCQ Type) as per clause- A above will be considered.

2. Eligible Candidates are those to whom admit cards will be issued for online test and short listed candidates are those who will be shortlisted for computer based skill test/stenography test.
3. The computer Based Tests are to be conducted on separate dates for each post.
4. Expected volume of Application for each post will be approximately 3000 No. However, actual number of application may vary

Signature of authorized person

Full Name:

Seal:

Date:

Place:

# **SECTION-IX**

## **ANNEXURES**

**(Required to be executed by the successful bidder)**

**AGREEMENT**

THIS AGREEMENT made the..... day of ....., 2020 between..... (Name and Address of the Service Provider) represented by the Managing Director, Odisha Forest Development Corporation Ltd. (hereinafter called “the **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC**”) of one part and..... (Name and Address of agency) ..... (hereinafter “the Agency”) represented by..... (Name of the Authorized Signatory and Designation), Aged ..... Years, residing at ..... (Full Residential Address of the Signatory) of the other part:

WHEREAS the **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC** has invited bids for the selection of agency for conducting & management of Computer based Recruitment Test (CBRT) vide bid reference no..... dated .....). The **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC** has finalized the bid in favour of the Agency for the for the said services for a total cost of Rs. (Contract Price in Words and Figures) (hereinafter “the Contract Price”) and issued Letter of Intent / Notification of Award No..... Dated .....

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz.:
  - (a) all the documents submitted by the agency as part of technical bid and price bid;
  - (b) Scope of contract mentioned in the bid reference mentioned above;
  - (c) Terms of Reference of the bid reference mentioned above;
  - (d) the clarifications and amendments issued / received as part of the bid document
  - (e) Terms & Conditions of Contract mentioned in the bid reference mentioned above;
  - (f) Letter of Intent / Notification of award
3. In consideration of the payments to be made by the **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC** to the Agency as hereinafter mentioned, the Agency hereby covenants with the **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC** to carry out the Services and to remedy defects there in conformity in all respects with the provisions of the Contract.



4. The **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC** hereby covenants to pay the Agency in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

**BRIEF PARTICULARS OF THE SERVICES WHICH SHALL BE SUPPORTED / PROVIDED BY THE AGENCY ARE:**

**Price:**

**Time frame for Delivery of Services:**

**IN WITNESS** where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

said..... (For the **ODISHA FOREST DEVELOPMENT CORPORATION LIMITED-OFDC**)

in the presence of .....

Signed, Sealed and Delivered by the

said..... (For the Agency) (Signature, Name, Designation and Address with Office seal)

in the presence of .....

1) (Signature, Name and Address of witness)

2) (Signature, Name and Address of witness)

**BANK GUARANTEE FORM  
(For Security Deposit)**

To

The Managing Director  
The Odisha Forest Development Corporation Limited,  
A/84, Kharvel Nagar, Unit – III, Odisha,  
Bhubaneswar -751 001.

WHEREAS..... (Name and address of the Service Provider)  
(Hereinafter called “Agency”) has undertaken, in pursuance of contract No ..... dated  
..... (Hereinafter “the contract”) to ..... (Description of  
Services)

AND WHEREAS it has been stipulated by you in the said contract that the Agency shall furnish  
you with a bank guarantee by a scheduled commercial bank recognized by you for the sum  
specified there in as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give such a bank guarantee on behalf of the Agency;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of  
the supplier, up to a total of..... (Amount of the guarantee in words and  
figures), and we undertake to pay you, upon your first written demand declaring the supplier to  
be in default under the contract and without cavil or argument, any sum or sums within the  
limits of (amount of guarantee) 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 supplier before  
presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract  
to be performed there under or of any of the contract documents which may be made between  
you and the supplier 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 up to 90 days after the date of completion of the contractual  
obligations, i.e. up to..... (indicate date)

.....  
(Signature with date of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch