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Odisha Forest Development Corporation Ltd

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN751001

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No. 5294 /OFDC-14014/2/2022-MIS
Bhubaneswar, dtd. 16th March 2026

Request for Proposal (RFP) for Upgradation, Operation and Maintenance of Existing Online MIS Application of OFDC, e-Auction and e-Tender Portal, Official Web Portal of OFDC, Career Portal, HRM System of OFDC, Android based booking application & Development of Modules as an Enhancement to the existing Online MIS System/HRMS application etc. of OFDC as per requirement and providing manpower support to OFDC for operational guidance & training of its employees.

Odisha Forest Development Corporation Ltd., a Govt. of Odisha undertaking invites sealed quotation from the Software Development Agencies for “ Upgradation, Operation and Maintenance of Existing Online MIS Application of OFDC, e-Auction and e-Tender Portal, Official Web Portal of OFDC, Career Portal, HRM System of OFDC, Android based booking application & Development of Modules as an Enhancement to the existing Online MIS System/HRMS application etc. of OFDC as per requirement and providing manpower support to OFDC for operational guidance & training of its employees “ The RFP document containing details of the scope, eligibility criteria and terms & conditions can be downloaded from the website of the Corporation at www.odishafdc.com.

Interested Software Development agencies are requested to submit the sealed proposals enclosing separate demand drafts of requisite amounts towards payment of Document fees and EMD by post (Registered / Speed) or by hand(Dropbox) at the office of the Managing Director, OFDC Ltd., A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha PIN-751001. Last date for submission of sealed proposals is 07th April 2026 by 14.00 hrs , which will be opened on the same day at 16.00 hrs in presence of authorized representatives of the Agencies.

OFDC Ltd. reserves it's right to cancel/modify this Request for Proposal at any stage without assigning any reason.

**-Sd-
Managing Director**

Odisha Forest Development Corporation



Request for Proposal (RFP) for Upgradation, Operation and Maintenance of Existing Online MIS Application of OFDC, e-Auction and e-Tender Portal, Official Web Portal of OFDC, Career Portal, HRM System of OFDC, Android based booking application & Development of Modules as an Enhancement to the existing Online MIS System/HRMS application etc. of OFDC as per requirement and providing manpower support to OFDC for operational guidance & training of its employees.

Ref No.: 5294

Date: 16.03.2026

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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 6.3.1	<p>A pre-Bid meeting will be held on 31st March 2026 at 11.30 AM at ODISHA FOREST DEVELOPMENT CORPORATION A-84, Kharavela Nagar, Bhubaneswar - 751001, Odisha, India, T +91 (0)674 2534086, 2534269 F +91 (0)674 2535934 Email Address:general@odishafdc.com</p> <p>Contact Person : Company Secretary, OFDC Email : ofdccorp@gmail.com All the queries should be received on or before 30th March 2026 by 5 PM, through email only to general@odishafdc.com (with a copy to ofdccorp@gmail.com) at the above mentioned address.</p>
Section 6.4.2	<p>RFP can be Downloaded from https://www.odishafdc.com/ The bidders are required to submit the Non Refundable document Fee of ₹1,000/- (Rupees One thousand Only) + 18% GST in shape Demand Draft in favour of Odisha Forest Development Corporation and payable at Bhubaneswar from any of the scheduled commercial banks along with the Proposal (General Bid).</p>
Section 6.4.3	<p>The bidder is required to submit Earnest Money Deposit amounting to ₹1,00,000/- (Rupees One Lakh Only) in shape of Bank Draft in favour of <u>Odisha Forest Development Corporation</u> payable at Bhubaneswar.</p>
Section 6.4.5	<p>Bidders must submit hard copy of the Pre-qualification & Technical Proposal along with Commercial Proposal.</p>
Section 6.5.2	<p>The Proposal should be filled in by the Bidder in English language only.</p>
Section 7.3	<p>The bidder should quote price in Indian Rupees only. The offered price must be inclusive of taxes and duties as per format. The taxes as appropriate & applicable would be paid at the prevalent rates.</p>
Section 6.5.3	<p>The proposal submission address is: The Managing Director ODISHA FOREST DEVELOPMENT CORPORATION A-84, Kharavela Nagar, Bhubaneswar - 751001, Odisha, India, T +91 (0)674 2534086, 2534269 F +91 (0)674 2535934</p>

Clause Reference	Topic
	<i>Proposals must be submitted on or before 07th April 2026 by 2:00 PM</i>
Section 7	QCBS method shall be used to select the software firm for this tender. The bidder is required to submit the bids General (Pre-qualification), Technical & Financial bid in three separate sealed envelopes which are, in turn, to be put in an outer sealed envelope. Technical bid of those bidders who qualify in General Bid shall be opened. Financial bid of those bidders who qualify in Technical Bid by scoring 70% or above shall be opened. Consortium not allowed. Date of Opening of Financial Bid of the eligible bidders shall be communicated through email.
Section 6.6.2	Proposals/ Bids must remain valid 180 days from the date of opening of Commercial Bid.
Section 4	<p>This project includes deliverables relating to</p> <p><u>(i) Phase-1 :</u> Upgradation, Operation and Maintenance of Existing Online MIS Application of OFDC with e-Auction and e-Tender Portal, Official Web Portal of OFDC with Career Portal, HRM System of OFDC, Android based booking application & Development of Modules as an Enhancement to the existing Online MIS System/HRMS application etc. of OFDC as per requirement and providing manpower support to OFDC for operational guidance & training of its employees</p> <p><u>(ii) Phase-2 :</u> Development of New modules as an enhancement of existing MIS & HRMS applications, Android application etc as per requirement of OFDC Upto Rs. 50 Lakhs Per annum during the period of contract.</p>
Section 4.6	Total project period is 5 years from the date of execution of Agreement. Initially, the contract will be given for 3 years and on the performance of the system integrator, the contract will be extended further for 2 years more.

1 Request for Proposal

Sealed proposals are invited from eligible, reputed, qualified software application developers and implementers for “Upgradation, Operation and Maintenance of Existing Online MIS Application of OFDC with e-Auction and e-Tender Portal, Official Web Portal of OFDC with Career Portal, HRM System of OFDC, Android based booking application & Development of Modules as an Enhancement to the existing Online MIS System/HRMS application etc. of OFDC as per requirement and providing manpower support to OFDC for operational guidance & training of its employees and also development of New modules as an enhancement of existing MIS & HRMS applications, Android application etc as per requirement of OFDC Upto Rs. 50 Lakhs Per annum during the period of contract” . 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 “RFP for Selection of Software firm for Upgradation, Operation and Maintenance of Existing Online MIS Application of OFDC with e-Auction and e-Tender Portal, Official Web Portal of OFDC with Career Portal, HRM System of OFDC, Android based booking application & Development of Modules as an Enhancement to the existing Online MIS System/HRMS application etc. of OFDC as per requirement and providing manpower support to OFDC for operational guidance & training of its employees and also development of New modules as an enhancement of existing MIS & HRMS applications, Android application etc as per requirement of OFDC upto Rs. 50 Lakhs Per annum during the period of contract “ 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 Evaluation and Commercial Evaluation for determining bidder’s suitability as the system integrator
 - 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
 - vi) Timeline of Project implementation

The bidder is expected to respond to the requirements as completely and in as much relevant detail as possible, and focus on demonstrating bidder's suitability to become the Software developer/System Integrator, Support Solution Provider & Implementation partner of OFDC 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

OFDC invites responses ("Tenders") to this Request for Proposals ("RFP") from Software Development / System Integration firms ("Bidders") for Selection of Software Firm for Upgradation, Operation and Maintenance of Existing Online MIS Application of OFDC with e-Auction and e-Tender Portal, Official Web Portal of OFDC with Career Portal, HRM System of OFDC, Android based booking application & Development of Modules as an Enhancement to the existing Online MIS System/HRMS application etc. of OFDC as per requirement Upto Rs. 50 Lakhs Per annum during the period of contract and providing manpower support to OFDC for operational guidance & training of its employees and also development of New modules as an enhancement of existing MIS & HRMS applications, Android application etc as per requirement of OFDC 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.

OFDC 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.

3.1.1 The Bidder is advised to read carefully all instructions and conditions appearing in this document and understand them fully. All information and documents required as per the bid document must be furnished. Failure to provide the information and / or documents as required may render the bid technically unacceptable.

3.1.2 The bidder shall be deemed to have examined the bid document, to have obtained his own information in all matters whatsoever that might affect the carrying out the works in line with the scope of work specified elsewhere in the document at the offered rates and to have satisfied himself to the sufficiency of his bid.

3.1.3 The bidder shall be deemed to know the scope, nature and magnitude of the assignment and as to what all works he has to complete in accordance with the bid documents irrespective of any defects, omissions or errors that may be found in the bid documents

3.2 Project Background

3.2.1 About OFDC

Odisha Forest Development Corporation Ltd, a Government of Odisha undertaking is one of the oldest and first of its kind forest Corporation in the Country incorporated in the year 1962. It engages trading of Timber, Kendu Leaf, Bamboo obtained from the Forest Department, Government of Odisha. OFDC Ltd which expression shall also include its successors and permitted assigns, hereby invites interested companies/ firms to participate in the bidding process for the selection of Successful Bidder(s).

3.2.2 Project Profile

The Online Software System of OFDC is broadly divided into 5 inter-linked systems as follows :

- 1) Web based MIS System of OFDC
- 2) Customer Portal for e-tender/e-auction
- 3) Web Portal of OFDC with Career Portal
- 4) Web based HRM System of OFDC
- 5) Online Booking System at Jaydev Batika

These projects are developed using Technologies like **PHP 8.2, Codeigniter, MySQL, AJAX, JQuery, XML, REST API, JSON, BootStrap, CSS3, HTML5, NodeJS, Socket.IO, Java** and **Kotlin**. The functional Module details of the individual systems are as follows :

3.2.2.1. MIS System of OFDC :

MIS System of OFDC is in functional stage since 2012. The MIS System is developed in a phased manner as per time to time requirement of OFDC. The MIS System is also linked with OFDC Web Portal, HRM System and Booking System of Jaydev Batika for various reports and data analysis purpose. At Present the MIS System is having following modules in fully functional stage :

A) User Management

- Multiple Production Units
- Multiple User Levels with separate Module Permissions
- Unit wise Multiple Users with Limited accessibility with operational limit to different modules as per their level
- HRMS ID Mapping of Users
- Super Admin to control the whole application

- Unit Admins to control their own units
- User Activity Log

B) Customer Management

- Online Registration and Renewal of Customers
- Customer Management with Activate/Deactivate Scope
- Document Verification Process of Customers
- API Integration for GSTIN Verification through GST Portal of Govt. Of India
- Black Listing of Customers with forfeiture of Money
- Implementation of Supervision Charges for Customers
- Implementation of Form 27(c) for Customers
 - Record Form 27 © details of Customers with Lot association
 - Approval process of Form 27 © details
 - Impact of the process to Billing on Submission of 27(c) form

C) Inventory Management

- Challan wise Stock entry
- Stock Verification and Stock Validation
- View Stock Register with Stock position of Items
- Auditing of Stocks
- Mapping of Inventory
- Stock Transfer from one Unit to other unit
- Own Production Entry and Preparation of Conversion Register
- Reports

D) Lot Management (For Timber, Kenduleaf, Bamboo and Cashew Plantation)

- Master Modules
 - OFDC Division Details
 - Depot Details
 - Saw Mill Details
 - Sub Division Details
 - Species Management
 - Forest KL Division Management
 - Forest Range and Central Godown Management
 - KL Unit Management
 - Cashew Plantation Location Management
 - Bamboo Forest Division and Bamboo Coupe Management
 - Bamboo Compartment Details Management
- Lot Formation scope for **Timber, Kenduleaf, Bamboo and Cashew Plantation**
- Dismantle of Lots
- Management of Published Lots List, Sold Lot Lists, Unsold Lot Lists, Billed Lot lists, Billed but not lifted Lots Lists, Already Lifted Lots Lists.
- Resale of Lots Forfeiture of Money
- Withdrawal of Lots before/after publication with Revoke of Money

E) Red Sander Lots Sales Process Management

- Add Red Sander Logs to inventory with scope of Fed for Fashioning
- Red Sander Lot Formation with Global Lotlist No.
- View Lots Put To Sale
- Define Sale Date for Red Sander
- Omit Red Sander Lots From Sale
- Generate Sale Booklet and Publish
- Red Sander Vendor Management
- After Sale Management of Red Sander Lots
- Money Receipt for Red Sander Lots with Provision to receive payment in USD
- Billing of Red Sander Lots with provision to adjust money both in USD/INR and Generate e-Invoice after billing
- Gatepass of Red Sander Lots with provision to adjust money both in USD and INR against Depot Rent, Penalty and Interest and Generate e-Invoice with Package Listing

F) Manual Auction Sale Process Management At Auction Hall

- Define Sale Dates for Auction
- Define EMD Rules for Sales Process
- Add Lots for Sale
- Auction Booklet Generation
- Publish Lots for Sale
- Provision for withdrawal of Lots after publication and Corrigendum at website accordingly as per scope.
- Start Auction Sale Process
- Offer Price Entry at Auction Hall
- Withdrawal Of Lots during sales process at Auction Hall and auto corrigendum at website
- Closing of Auction Hall Sales Process (with sales extension/ pre-completion scope)
- Auction Hall Sales History
- Reports

G) e-Tender Sales Management

- Define Sale Dates for e-Tender
- Define EMD Rules for Sales Process
- Add Lots for Sale
- Generate Sale Booklets
- Publish Lots for Sale
- Provision for withdrawal of Lots after publication and Corrigendum at website accordingly as per scope.

- Sale Specific EMD Rules
- Sale Specific Participation Fee Rules
- Bidding By Customers as per business rule with provision to revise and re-submit bids.
- Opening of Tender
- View e-Tender Vendors
- Manage EMD Payment
- Manage Participation Fee
- Technical Bid Verification of Customers
- Provision to resolve Tie Offers.
- Product wise Highest Price Report
- Customer Wise Bid History
- Accept/Reject/Hold Offers
- Resolve HELD-UP Lots
- Publication of Tender Sales Result
- Instant Mail and Message to Customers and management of instances.
- Issue Work-Order to qualified Customers against their products
- Reports

H) e-Auction Sales Management

- Define Sale Dates for e-Auction
- e-Auction control parameters and e-Auction calculator.
- Omit lots from sales process
- Define EMD Rules for Sales Process
- Add Lots for Sale
- Generate Sale Booklets
- Publish Lots for Sale
- Scope to publish all lots of a unit in a specific time duration with provision at customer bid screen to accept offer for all kl lots of the published unit in one published time frame
- Scope to publish Lots with unlimited time duration with provision at customer bid screen to allow auto extension of bid times of lot for indefinite period as per sales business logic.
- Re-bid scope for unsold lots
- Upset Price Management
- Provision for withdrawal of Lots after publication and Corrigendum at website accordingly as per scope.
- Sale Specific EMD Rules and Manage EMD Payments
- Sale Specific Participation Fee Rules and Manage Participation Fee Payments
- Bidding By Customers as per business rule with auto extension of Bid Timings
- Instant Auto Publication of Sale result after bidding completion of each lot.
- Feedback from Customers

- Instant Mail and Message to Customers and management of instances.
- Reports

I) Online Money Receipt Management

- Different Heads of money
- HSN Management
- Secondary Unit Bank with Virtual Bank Account
- Money Receipt Generation for Registered Customers, Unregistered Customers on different heads
- Money Receipt Generation against Bank Guarantee
- TDS on Money receipt
- Payment Mode and Instrument Number association with Deposit Confirmation
- Allocation of Money
- Acceptance of Allocation
- Impact of Money Receipt to Documentation Process
- Impact of Money Receipt to Billing Process
- Utilisation Details of Money
- Auto Generation of Money Receipt against Online Payments received through Payment Gateway through Scheduler
- Forefeiture of Money
- Blocking of Money
- Refund of Money
- Money Receipt Generation against Credit Sales
- Money Receipt against Balance Advance Amount
- Auto Verify GSTIN (through GST Verification API at Govt. Of India GST Portal) if TDS is deducted in Money Receipt
- Online Payment Gateway Payout Details and Transaction Details Management
- Ledger Impact for each financial Transactions
- Reports

J) Deposit Scroll Management

- Preparation of Scroll
- Debit Advice Against Scroll with Subsequent Acceptance process
- Return Debit Advice (If in any case any draft is not credited to bank)
- Ledger Impact for each financial Transactions

K) Document Generation Process Management

- Online Ratification Order Generation
- Online Agreement Generation
- Online Work-Order Generation

L) Billing And Gatepass Process Management :

- Billing process for General Sales and Retail Sales Process of Timber Items
- Billing process for Lots

- Billing process for Other Products
- Implementation of HSN specific GST and IT during billing
- Invoice Preparation and Cancellation Scope
- Scope of Credit Sales and Billing against Credit Notes
- Billing against Form 27C
- Preparation of JV (Journal Voucher) and Impact to Billing Module with Borne By Party concept
- Issue Gate pass against the Invoiced Products
- Implementation of Depot/Godown Rent, Penalty, Interest etc. during Gatepass
- Gatepass Invoice Generation and Gatepass Invoice Cancellation
- Association of Money Receipt of Customers with concerned Invoices
- Auto E-Invoicing with Auto generation of IRN and Acknowledgement Number by Directly Interacting with GST Portal of Govt. Of India
- Ledger Impact for each financial Transactions
- Reports

M) After Sales Management

- Sale Date Wise View Sold Products
- View Unsold Products
- View Withdrawn Products
- Party Wise Offer Details
- Product Wise Offer Details
- Product Wise Highest Price Details
- Sales Result
- Sales Statistics

N) IDT Management

- Account Groups/Sub-Groups/ Sub-Sub Groups
- Ledger Heads
- Generate IDT with scopes like Create, Verify, Approve, Cancel
- IDT Against Secondary Unit Bank Deposit,
- Virtual Bank Account (IDT) Acceptance Report
- Cash In Transit Management
- Generate Debit Advice with scopes like Create, Verify, Approve, Cancel
- Bank Letter Generation
- **Banking API Integration for Beneficiary Authentication, Online Fund Transfer, Online Balance Check and Status of Transactions**
- Ledger Impact for each financial Transactions

O) IBT Management

- Generate IBT Letters with scopes like Create, Verify, Approve, Cancel
- Bank Letter Generation

- **Banking API Integration for Online Fund Transfer and Status of Transactions**
- Ledger Impact for each financial Transactions

P) TDR Management

- TDR Identifications Management
- Create, Approve, Cancel TDR
- Generate Bank Letter,
- Generate Encash Letter and Fill Encashed Details
- Active TDR Management
- Accrued Interest Calculation and Generate Accrued Interest Letter
- Ledger Impact for each financial Transactions

Q) Taxation Management

- Taxation - GST
 - Advance Receipt
 - Advance Adjustment
 - B2B Sales
 - B2CL Sales
 - B2CS Sales
 - Credit Notes
 - Exempted Sales
 - TDS By User Agency
 - TDS By Contractor/ Supplier
 - TDS on Reverse Charge
 - HSN Report
 - Abstract Report
 - Consolidated Report
 - ◆ HSN Summary Report
 - ◆ Item & Rate Consolidated
 - ◆ Rate Wise Consolidated
 - ◆ Billed Position Report
 - ◆ Unit Wise Sale Summary
 - ◆ Month Wise Consolidated
 - ◆ Unit Wise Consolidated
 - ◆ Party Invoice Report
 - ◆ Reconciliation Report
- Taxation - IT
- Taxation - Credit Note
- TDS Collection IT Reports
- TDS Collection GST Reports

R) Vouchers Management :

- Master Modules For Voucher like Voucher Deduction Heads, Refund Adjust Heads, Party Head Of Account, Party Category Wise Deductions, Party Details with Party Bank Details etc.
- Prepare, Approve And Cancel Vouchers for different types of Vouchers like :
 - Party voucher
 - Adjustment voucher,
 - Refund voucher,
 - Deduction for deposit,
 - Deposit voucher,
 - Eco tour Voucher,
 - Voucher Against Existing Liability,
 - Salary voucher,
 - Petty Cash Voucher
 - Voucher Against Existing Liability
 - Work Advance Voucher
 - Adjustment Of Advance Voucher
 - Allocation Of Voucher (i.e. Credit Advice)
 - Deposit Voucher Against Deductions
 - Journal Voucher (Jv)
- Bank Letter Generation For Vouchers
- Ledger Impact for each financial Transactions
- Reports

S) Integration of POS Device to Billing and Money Receipt Modules

- Development of APIs for POS device integration (like Start API, Status API, Cancel API)
- Assign POS device to MIS Users
- Integration of POS device to Billing Modules to receive payment from Customers through POS
- Integration of POS collection process to Money Receipt Module
- T2 Report, Daily Collection Report, with provision to Handle Failure Transactions
- IDT against successful POS Transactions and Requisition for POS IT Collections
- Integration of POS device for billing of MFP items and other items through Tablet

T) QR Code Generation :

Auto QR Code Generation Process integrated to modules like :

- Vouchers
- Bank Letters
- IDT
- IBT
- Invoicing

U) e-Dispatch Module

- Master Modules for e-Dispatch Process
- Generate Letter Numbers and Memo Numbers for Letters, Office Orders, DO Letters and UO Letters
- Auto Email Dispatch Details

- View Dispatch Details of Letters, Office Orders, DO Letters and UO Letters
- Inbox concept

V) e-Invoicing Process with IRN and Acknowledgement Number Generation :

- Interfacing processes of e-Invoicing system with their business systems
- Authentication Token Request Process and Process flow for different services
- Implementation of e-Invoice Validation Rules to Billing, Money receipt and Gatepass Module for JSON Schema Generation
- API development for Integration of e-Invoicing System
- e-invoice Creation scope For Timber, KL, Cashew Plantation and Bamboo(RMP) Lots, General Sale and Retails sale, Blank Invoice, Money Receipts etc.
- E-invoice Cancellation process
- Get Customer Details from GSTIN
- Get IRN Details from Document Number

W) Corporate Banking API Integration for Online Payment Transfer Solutions

- CSR Creation and implementation of Validation to access the Banking APIs
- Beneficiary Registration API for beneficiary registration process
- Beneficiary Enquiry API to check whether a beneficiary is registered or not.
- Beneficiary Authentication API for beneficiary Authentication process
- API to Authenticate the bank account details
- Balance API to Check the balance in Bank Account
- Fund Transfer API to transfer funds from one bank to other accounts
- GET STATUS API to get status of fund transfer.
- View online transfer status
- View rejected transfers
- Handle wrong transfers

X) Online Payment Gateway Integration

- **Receive Online Payment from Customers through Online Payment Gateway at different interfaces**
- Payment Status API Integration
- Scheduler to Capture Payment Status
- Refund API Integration to Refund payment to customers

Y) Online SMS Gateway Integration

- **Online SMS Gateway integration to send OTP and SMS notifications on different instances**

3.2.2.2. Customer Portal for e-Tender/e-Auction

- Online Registration and Renewal Scope for Customers
- Customer Interface with Login, Profile Management, Change Password, Forgot password, Bank Account Update scope etc.
- View Published Products for e-Tender and Auction Sale
- API Integration for GSTIN Verification through GST Portal of Govt. Of India
- Submit Form 27 (C) details with own Lot association
- View Sales specific Notifications, Terms and Conditions etc.

For e-Tender :

- Online Participation in e-Tender Sales Process through 2 step Authentication process
- Pay EMD Online as per Sales Rule
- Pay Tender Participation Fee Online as per Sales Rule
- Show e-Tender bid screen as per the Scheduled Bid Timing of Products.
- Online Bidding process for e-Tender Products with implementation of Sales Rules
- Revise Bidding Offers
- Submit Revise offer for Tie Offers
- Instant mail and message on different instances
- Auto closure of e-Tender bid screen as per the Scheduled Bid Close Timing of Products.
- View Sales Result

For e-Auction Process

- Pay EMD and Participation Fee Online as per Sales Rule
- Show e-Auction bid screen as per the Scheduled Bid Timing of Products.
- Online Bid Provision for Concurrent Customers for the same product at the scheduled bid period.
- Auto Extension of Bid period of Products.
- Show Bid History of the Product without showing the Customer names.
- Auto closure of Bid scope for product after scheduled timed of the product.
- Auto Close of Sales Process after scheduled e-Auction Sales Time.
- Auto Mail and SMS to Customers after each bid. Also Auto Mail and SMS after EMD payment and Participation Fee payment.
- View e-Auction Sales Result

3.2.2.3 Web Portal of OFDC with Career Portal :

-- Dynamic Web Portal with CMS scope of modules like :

- Photo Gallery Management
- Publication, Whats New Management
- Board of Directors Management
- RTI and Citizen Charter content management

-- Module and Role Based Users

-- Display Dynamic sales information like :

- Selling Rates
- Auction/Tender/e-Auction/e-Tender related sales details with sales result and corrigendum on sales process of Timber, Kenduleaf, Cashew Plantation and Bamboo (RMP) lots

-- **Career Portal** with scopes like :

- Define Job Vacancy Details
- Enrollment Scope for Candidates
- Apply for Jobs by Candidates
- Dash Board to View Enrollment and Application Details
- Online Payment Gateway Integration to accept fees from candidates

The Web Portal of OFDC is also linked with MIS Application and HRM System for various reports and data analysis purpose.

3.2.2.4. HRM System of OFDC :

HRM System of OFDC is in functional stage since 2022, developed in a phased manner as per time to time requirement of OFDC. The HRM System is also linked with MIS System and Web Portal of OFDC for various reports and data analysis purpose. At Present the HRM System is having following modules in fully functional stage :

A) Employee Management

- Basic Information of Employees
- Qualification Details of Employees
- Identity proof details of Employees
- Bank account details, mobile no and contact details of employees
- Integration of Career Module (through API) with HRMS to fetch Employees Data
- Unique Employee ID Creation

B) Salary Matrix Management

- 2nd Pay Matrix Details
- 3rd Pay Matrix Details
- 4th Pay Matrix Details
- 5th Pay Matrix Details
- 6th Pay Matrix Details
- 5th to 6th Pay Matrix Details
- 7th Pay Matrix Details
- Contractual Pay Matrix
- Pay Matrix Correlation Management

C) Service Details Of Employees

- Initial Joining Details of Employees (Scope to accommodate details of Regular, Regular(Deputation), Initial Appointee, Daily Wages, Contractual, Adhoc and Re-Engage employees)
- Contract Extension Management of Daily wage Employees, Contractual, Adhoc and Re-Engage employees
- Termination of Contract of Daily wage Employees, Contractual, Adhoc and Re-Engage employees
- Initial Appointee To Regular
- Daily wages To Regular
- Contractual To Regular
- Adhoc To Regular

D) Periodic Increment Of Employees

- Periodic Increment for following aspects :
 - 5th to 6th Pay Scale
 - 6th Pay Scale
 - RACP 6th Pay Scale
 - 2nd RACP (GP Change) 6th Pay Scale
 - 7th Pay Scale

- Retrospective Increment (On Fixation Increment)
- Stagnation Increment
- Pay Revision & Others
- View Increment Due List and Send For Service Verification
- Service Verification Of Employee For Increment Processing
- Proceed for Increment Sanction and Approval of Increment sanction process with Send-Back/ Approve/ Forward scope
- Upload Office Order with Auto Impact to Service Book (After Approval)

E) Pay Fixation Of Employees

- Pay fixation on different Grounds like :
 - Promotion
 - Pay Matrix Change/
 - EB/TBA/ RACP/ MACP/ ACP
 - Stepped Up
 - Antedated
 - Contractual Matrix Changed
- Management of Details like :
 - Revision in Scale of pay (If any) within initial 10 years of service
 - Promotion within initial 10 Years of Service
 - Revision in Scale of pay(If any) within from 10 to 20 years of service
 - Pay fixed on TBA/RACP/MACP if any on completion of initial 10 Years of Service
 - Revision in Scale of pay (If any) within 20 to 30 years of service
 - Promotion within 20-30 Years of Service:
 - Revision in Scale of pay (If any) after 30 years of service
 - Promotion after 30 Years of Service:
 - Pay fixed on TBA/RACP/MACP (if any) on completion of 30 Years of Service
 - Pay fixed on TBA/RACP/MACP if any on completion of after 30 Years of Service
 - DP Pending if any with Charges framed O.O. No. Date
- Pay Fixation Details of Employees
- CCR/Performance Report of Employee for Last Five years
- Service Verification Of Employee for Pay Fixation and Proceed For Pay Fixation with Send-Back/ Approve/ Forward scope
- Upload Office Order with Auto Impact to Service Book
- Cancel promotion
- Forego promotion.

F) Transfer, Relieve and Joining Details of Employees

- Transfer Order Details Management
- Relieve Order Details Management
- File Hand-Over Management During Relieve of Employees
- New Unit Joining Details Management
- Cancel Order Details Management
- Modify Transfer Order Details
- Position Shifting Details Management
- Auto Impact to Service Book

G) Other aspects like Training Period of Employees, Termination of Employees, Suspension of Employees

- Training Period management of Employees
- Management of Termination of Employees
- Management of Suspension of Employees

H) Integration Of Bio-Metric Device to HRM System to Automate Attendance Of Employees

- Interfacing processes of Bio-Metric System
- API Process of Bio-Metric System
- Master Unit Data Fixation
- Development of API for Auto Insertion of Bio Metric Data to OFDC Server
- Development of API to Capture and Store All employee punch data in real-time
- API Development to Get Attendance Data on Manual Click
- Attendance Authority Management
- Exempted Employees Management
- Attendance Rules Management
- Unit Wise Confirmation Of Attendance Employees
- GET ATTENDANCE API for any particular date on Manual Click
- Manage Daily Attendance of Biometric Employees and Exempted Employees
- Implementation of Biometric Observation Rules for Biometric Employees
- Implementation of Rules for Exempted Employees
- View Daily Attendance Details of Each Employee
- Monthly Attendance Report
- Presumptive Attendance Management
- SMS to Employees on Attendance
- View Attendance Status by Employee at Employee Portal (Daily Attendance and Monthly Attendance)
- Confirmation Of Attendance By Establishment Section and Proceed for Pay-bill Preparation

I) Leave Management Of Employees

- Leave Rule Management For Different Types Of Leaves Like CL, EL, Optional Holiday, Commuted Leave, Maternity Leave And Special Leave
- Apply for Different types of Leave by Employees at Employee Login Portal with features like :
 - Review Available Leave Balance for Different types of Leave
 - Provision to Apply for different Leave Types like Earned Leave (EL), Casual Leave (CL), Casual Leave – Half Day, Optional Holiday, Commuted Leave, Maternity Leave, Study Leave, Special Leave
 - Head quarter Leaving Permission
 - Email and SMS Notifications During Leave Processing
 - Generate Leave Application Number and Submit Application
- Apply For Leave (On Behalf Of Employee At HRM Portal)
- Processing Of Online Leave Application By Authority With Scopes Like
 - Forward
 - Allow (Approve)
 - Disallow (Reject)
 - Allow Partially
 - Extension Of Leave
 - Pre-Joining
- Joining Report Of Employee

- Leave Sanction Process With Forward/Send Back / Approve Options
- Upload Office Order
- Auto Impact To Service Book And Leave Register
- Auto Impact To Bio-Metric System
- Leave Register Of Employees At Employee Portal

J) Property Statement By Employees Of OFDC

- Fill Property Statement Details At Employee Portal with Immovable Property and Movable Property Details

K) House Rent Declaration Form Submission By Employees Of OFDC

- Fill house rent declaration details at employee portal

L) PAR and CCR Management

- Filling Of Personal Data And Self Appraisal By Employee
- Submission Of Remark By Reporting Authority
- Submission Of Remark By Reviewing Authority
- Submission Of Remark By Accepting Authority
- Reports

M) Internal Audit Management

- Multiple Level and Multiple Units
- Audit Agency and Audit Program Details Management
- Auditors Login Portal with Audit Program Management
- Audit Observation Management
- Audit Para Management with scopes like Drop Para, Send to Authorities, View Reply from Authorities
- Comply Audit Para
- Joint Discussion Details Management
- Draft IAR Management
- Clarification Notice Management and Compliance to Clarifications
- Pull Down and Escalation Scope
- Decision On Para with Send Back, Forward, Further Compliance Management
- Decision on Audit Para
- IAR Management
- Automation Of Manual Audit Reports to Digital Form

N) Processing of Advance to Employees

- Different types of Advance Management like Festival Advance, Welfare Advance
- Apply for Festive Advance with Request Letter Generation
- Approval Process of Advance and Proceed For Voucher
- Voucher Preparation with Approval process and Bank Letter generation scope
- Adjustment process of Advance
- Reports

O) Processing of Bonus to Employees

- Apply for Bonus with Bonus Request Letter Management
- Approval Process of Bonus and Proceed For Voucher
- Voucher Preparation with Approval process and Bank Letter generation scope
- Reports

P) Automation of Salary and Arrear Processing of Employees

- Salary Components Management like Gross Components, Statutory Deduction Components, Other Deduction Components
- Common Gross Salary Rules Management
- Employee Specific Gross Component Salary Rules Management
- Statutory Deduction Rules Management
- Common Other Deduction Rules Management
- Employee Specific Other Deduction Rules Management
- Audit Recovery Management
- Other Recovery Management
- Withheld Recovery Management
- Arrear Types Management
- Licence Fee Management Of Employees
- GHI Management
- Migration Of Basic Employees Emolument Data To HRMS
- Migration Of Employees Arrear Data To HRMS
- Arrear Salary Processing Of Regular and Retired Employees With Pay Bill Preparation
- Other Arrear Salary Processing Of Employees With Pay Bill Preparation like 7th Pay Arrear, Arrear Salary On DA Of Regular Employees , Arrear Salary On DA Of Retired Employees
- Arrear Salary Processing On Pay Fixation of Regular and Retired Employees
- Differential Consolidated Pay For Initial Appointees and Retired Employee
- Increment Arrear Processing For Initial Appointee,Regular Deputation and Retired Employees
- Suspend Arrears Processing
- DA Arrear Processing For Daily Wages Employee
- Employee-Wise View Detailed Arrear Calculations On Basic Pay and DA
- Automation of Arrear Based Deduction Of All Employees on Basic Pay and DA
- Arrear Employee List Report and Report On Arrear Salary Bill Of Employees
- Confirmation of Employees (for Monthly Regular Salary)
- Attendance data of Employees linked to salary processing to display attendance details for each employee.
- Confirmation Of Trainee Employees, Suspension Employee, Death Employee, Employees (on Administrative Ground)
- Auto Calculation of Gross of Employees as per Salary Rules with segregated details of Gross Components like Basic Salary, Number of Leave Days, Basic Drawn, DA (Dearness Allowance), GP (Grade Pay), Disability Pay,HRA, Medical Allowance, Incentive Allowance, Special Allowance, Washing Allowance etc.
- Automation of deduction details during salary processing as per Salary Rules taking deduction components into considerations like EPF/NPS, GPF Subscriptions, GIS Subscriptions, Income Tax, Vehicle Hire, Water Tax, Quarter Rent Recovery, Pay Recovery, Festival/Welfare Allowance, Loan Deductions, Insurance Deductions, Professional Tax
- Final Confirmation of Employees Salary with Pay Bill Generation showing details of Gross Total, EPF Administration charges and Employee contribution charges, Deduction Total and Net Payable amount.
- Auto Salary Calculation Based on Joining Date
- Salary Generation process for different types of Employee Salary like Regular Employees Salary, Regular Deputation Employees Salary, RE Employees Salary, Administrative Ground Employees Salary, EL Ground Employees Salary, Trainee Employee Salary etc.

- Salary Slip Generation
- HRM Unit & Designation Wise Employees List
- All Employee Salary Details
- All Employee Salary Tax Details
- Various Reports

Q) Voucher Against Salary With Bank Letter Generation And Auto Ledger Impact

- Generate Salary Voucher with Scopes like Verify, Approve, Cancel Voucher, Print Voucher
- Salary Voucher Allocation Process
- Acceptance Of Requisition Slip
- Supporting Documents attachment scope and scope to View Links
- Show Annexure In Prescribed Format
- Recoveries Slip, Statutory & Other Deduction Slip In Prescribed Format
- Auto Ledger Impact with scope to view Voucher Wise Ledger Impacts
- Various Reports

R) Online Gratuity Processing

- Generate Relieve Letter Of Employees who are to Retire
- Submission Of Online Gratuity Application form by Employees
- Verification Process Of Adhoc, Contractual, Daily Wages periods Of Employee
- Gratuity processing taking other factors like regular period details, no work no pay leave details, EOL details etc.
- Send Back, Forward and Approval process
- Gratuity sanction order generation with auto impact to service book
- Voucher generation scope against gratuity of employees with bank letter generation.
- Recording of Manual Gratuity Settlement Details
- Differential Gratuity Processing Management
- Reports

S) Conversion of Manual Service Book to Electronic Form

- Service Book Related Master Modules
- Salary Matrix management
- Service Details Of Employees
- Periodic Increment Of Employees
- Pay Fixation Of Employees
- Employee Salary Stopped
- Upload Existing Service Book Of Employees
- Transfer, Relieve And Joining Details Of Employees
- Ndc Report Status Of Employees
- Circular Management
- Leave Management Of Employees
- Salary and Arrear Management
- Terminal Benefit management
- Manage Electronic Service Book Of Employees
- Reports

T) Integration of Digital Signature and Data Sign Process

- Integration of Digital Signature and Data Sign Process to different modules of HRMS for Authentication Purpose of Documents

U) Employee Login Portal

- Login Scope with view Profile
- PAR/CCR Submission Process
- View own Attendances
- Apply for Leaves
- Apply Property Statement
- Apply House Rent Declaration
- Apply for Advances
- View Service Details

3.2.2.5. Online Booking System at Jaydev Batika

- Price Management for Entry Tickets (i.e. Adult, Child, Vehicles etc.) and other facilities available in the park (i.e. Picnic Spots, Picnic Pindis, Conference Halls etc.)
- Provision to manage applicable Tax Rates for different services
- Online booking scope for online visitors from web portal with Instant Ticket Price Calculation based upon the Booking Criteria of the Visitors
- Online Payment Gateway and SMS Gateway Integration
- Auto Confirmation Mail/SMS with Unique Booking No. and Booking Invoice
- Counter Ticket Booking scope for staff users.
- **Android Based Mobile APP** with features like Entry Ticket Booking, Facility Ticket booking, Ticket Verification Scope, Bulk Ticketing and Quick Book Scope, Bluetooth Printer Integration, User Specific Daily and Monthly Sales report etc.
- Taxation Filing Process Against Facility Bookings and Entry Ticket Bookings
- Different Reports

The Booking System at Jaydev Batika is also linked with MIS System for various reports and data analysis purpose.

4 Scope Of Work

4.1 Technical Support, Maintenance and Upgradation of existing online MIS system & HRMS application etc. of OFDC including all future developments as per scope of this tender :

- a. The existing online MIS system & HRMS application etc with details of operational modules at Four working levels therein have been already mentioned in preceding clauses of this tender document and also all future software development done during the period of contract. In order to be conversant with the developmental architecture, process flow, Database design, business logic etc., the successful software development agency is required to study the source code and understand the process flow along with the Database structure and co-relations among them.
- b. The existing Software vendor will transfer the technology and know how of Web based MIS System of OFDC, Customer Portal for e-tender/e-auction, Web Portal of OFDC with Career Portal, Web based HRM

System of OFDC and Online Booking System at Jaydev Batika etc. to a team of professionals **not exceeding Five in person** of the successful Software vendor at the OFDC Head Office. The Process will be for a period of **Four Weeks** after which the successful software vendor is to provide all technical and operational supports required by the OFDC Ltd for smooth operation of the existing online MIS System & HRMS application etc. independently without any support from the outgoing software vendor.

- c. Technical supports includes, bug fixation, version change, minor enhancements, report generations, all security issues viz vulnerability, XSS, SQL Injection etc fixation, Data Archival Process, Database tuning, periodical code optimization, Browser compatibility, Lay out design, Payment gateway integration/operation issues, SMS gateway integration and operation Biometric devices integration and operation, GST & Banking system integration and operation issues, Online Booking System with Mobile APP related issues at Jaydev Batika etc. required to be taken up continuously by the vendor for uninterrupted operation of online MIS system, HRMS application, e-tender/e-auction etc.
- d. Maintenance of existing Web based MIS System of OFDC, Customer Portal for e-tender/e-auction, Web Portal of OFDC with Career Portal, Web based HRM System of OFDC and Online Booking System at Jaydev Batika.
- e. The successful Vendor will provide the support and maintenance to OFDC through it's onsite and offsite team. The Onsite Software Development Team should comprise of at least **6 members** including **one Project Manager, Four no of Developers** and **one no of testing-cum-designer** who will cover the support, maintenance and enhancement works as specified above onsite with due guidance of their offsite development team. Integration of enhancements will be done by the onsite team. The successful vendor has to set up all necessary software development environment at OFDC office for system enhancement, smooth operations, ongoing maintenance, security, and performance optimization. Office space, Internet Connection and computers will be supplied by OFDC Ltd. for the purpose.

4.2 Operational Support :

- a) Operational support includes attending queries of Application users of OFDC I.e. MIS Application users, HRMS Users, Web Portal Users and Jaydev Batika Application Users of all the four levels and providing immediate solutions to them in consultation with the Admin of OFDC.
- b) To take note of the improvements needed on the basis of user operational requirement and inform the OFDC for necessary implementation of improvements.
- c) Conducting periodic training programs and providing hand holding support to OFDC users on existing and newly developed modules of MIS and HRM System etc. to ensure smooth and timely use of all modules.
- d) To provide these Operational Supports, the successful vendor has to setup a **8 members onsite operational support team** at OFDC, out of which **four members to be deputed at 4 Zonal Offices of OFDC** (one at each of its Zone Offices) and **4 Members to be deputed at OFDC Head Office**. Office space, Internet Connection and computers will be supplied by OFDC Ltd. for the purpose.

4.3 Help Desk Setup:

- a) OFDC conducts approximately 15 No. Of e-Tender/e-Auction Sales of KenduLeaf items, 12 No. Of e-Tender Sales for Timber Items, 5 No. Of e-Tender Sales for Cashew Plantation Items and 2 No. Of e-Tender Sales for Bamboo(RMP) Items per year. The successful vendor has to setup a Help Desk team to provide technical support to online customers of OFDC during e-Tender and e-Auction process of OFDC. Also to Provide support to the OFDC customers for online registration and addressing issues during e-tender/e-auction of products of OFDC and providing training to the Customers for operation of the e-Tender/e-Auction portal for submission of bids. The successful vendor is to provide at least One help desk contact number to the OFDC Ltd for notifying the same to its Customers.
- b) Need to provide the Help-Desk Supports to OFDC customers in relation to customer registration/renewal process, bidding process in e-tender/e-auction sales and interact with the Customers of OFDC on their Technical and Operational aspects and will fix the technical issues if any in consultation with their Onsite/Offsite technical team.

4.4 To manage the Hoisting Server, cPanel, FTP, SSL Certification etc. as required from time to time.

4.5 To maintain the Security features of the software system : Security features must be maintained to the existing Web based MIS System of OFDC, Customer Portal for e-tender/e-auction, Web Portal of OFDC with Career Portal, Web based HRM System of OFDC and Online Booking System at Jaydev Batika etc. to protect

the applications from Session Hijacking, Sql injection, Cross scripting, Denial of Service etc.. Web site security scanning process is being done by SiteLock to eliminate the possibility of website security problems like malware, SQL injection and cross site scripting (XSS). The domains of OFDC must be Security Certified by SiteLock/any other approved by the committee and the approved Security Certificate Seal must to be maintained to the domains.

4.6. Cyber Audit of the software system : The Cyber audit of the Website and all the applications should be Certified by the Cert-In empanelled agency. The successful Vendor is required to fix all the issues as may be reported by the Certifying Agency. Annual Certification of the Web-portal with all the modules in MIS , HRMS, Online Booking System at Jaydev Batika etc. should be CERTIN Certified on Annual Basis by an Cert-In Empanelled Agency.

4.7. To convert the existing software system from PHP based technology to React and NodeJs based technology through both onsite and offsite team of the successful vendor.

To cover the above Operation, Maintenance and enhancement of existing Web based MIS System of OFDC, Customer Portal for e-tender/e-auction, Web Portal of OFDC with Career Portal, Web based HRM System of OFDC and Online Booking System at Jaydev Batika etc including conversion of existing PHP based system to React & NodeJS technology, the vendor needs to **depute an Onsite team at OFDC as mentioned below :**

Sl. No.	Assignment	Team Size	Min. Qualification
1.	Onsite Software Development Team to cover Support, maintenance and enhancement works as specified above under clause no. 4.1 and 4.3.	5 Members -- 2 Senior Developers with minimum 4 Years Experience -- 2 Developers with minimum 2 Years Experience -- 1 web page designer - cum- tester with minimum 2 Years Experience	BE/ B.Tech/ MCA or equivalent with relevant experience having good technical understanding of the MIS and HRM System. Must have experience in working with technology used by OFDC's Online software.
2	Operational Assistance team - to provide training and hand holding support to the staff of OFDC on different modules of existing online MIS, Web Portal with Career Module and HRM system of OFDC as specified above under clause no. 4.2.	8 Members -- 2 Senior Support staff with min 5 years of experience in MIS/HRM assistance -- 6 Support Staff with min 2 years of experience in MIS/HRM assistance (Out of these 8 Members, 4 members to be deputed at 4 Zonal	BSc. / B.Com/ BCA or equivalent with required knowledge and experience in MIS application and HRM System operations.

		Offices of OFDC (one at each of its Zone Offices) and 4 Members to be deputed at OFDC Head Office.)	
3	Onsite Project Manager to manage the Onsite and Offsite team	1 Member -- Strong Technical and Business Knowledge of OFDC Trades. Must have good track record in project management and project delivery.	M.Tech with min 5 Years of Project Management Experience Or BE/ B.Tech/ MCA with min 8 Years of Project Management Experience (Must have technical understanding of the MIS and HRM System with experience in technology used by OFDC's Online software.)

4.8. All future software developments as an enhancement to the existing online software as per requirement of OFDC : Development of New modules as an enhancement to existing MIS & HRMS applications, Android application etc. not in the existing modules as per scope at Clause-3 above as per requirement of OFDC upto Rs. 50 Lakhs Per annum during the period of contract. Detail scope will be finalized only after on-boarding of the agency and will be assessed on Man-days basis. On completion of development of the enhancement work, the successful bidder has to submit the actual efforts of man-days which will be placed before the Technical Committee of OFDC for evaluation. The evaluation of efforts in man-days as finalised by the Technical Committee shall be binding. Payment will be made on referral rate basis on the man-days as approved by the Technical Committee and on submission of invoice within 45 days of date of submission of invoice.

4.9. Project Time Line

- 4.4.1 For Operation and maintenance of Existing web portal and MIS application etc as per clause 4.1 to 4.6 : **Four Weeks from the date of Award of Contract**
- 4.4.2 **To convert the existing software system from PHP based technology to React and NodeJs based technology as per clause 4.7 :** To be covered in a phased manner by the selected vendor and the existing modules need to be converted within 1 years from the date of Award of Contract
- 4.4.3 For development, Integration of new software modules as enhancement of existing software as per clause 4.8 : **As per timeline decided by the OFDC Ltd as per requirement to be communicated in writing.**

4.10. Period of Contract

Total project period is 5 years from the date of execution of agreement. Initially, the contract will be given for 3 years and on the performance of the system integrator, the contract will be extended further for 2 years more.

5 License

All rights (IPR) along with source code of the Software/Application will be reserved with the OFDC. OFDC will be the absolute owner of the software and will have copyright ownership and the agency shall not replicate or reproduce or use any software developed or datasets used for this assignment without the consent of the OFDC. OFDC will bear the cost of all third party software/Items (like Domain Name, Hosting Server Space, SSL Certificate, Security Certificate, Bulk SMS charges etc.) required for the Web Portal and the Application. The software agency has to take care of the Integration and Implementation Tasks.

6 Instructions to the Bidders

6.1 General

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

6.2 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.

6.3 Pre-Bid Meeting & Clarifications

6.3.1 Pre-bid Conference

- a) OFDC shall hold a pre-bid meeting with the prospective bidders on 31st March 2026 at 11:30 AM at its Head Office ODISHA FOREST DEVELOPMENT CORPORATION, A-84, Kharavela Nagar, Bhubaneswar - 751001, Odisha, India.
- b) The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to OFDC Ltd only by email (general@odishafdc.com with a copy to ofdcorp@gmail.com) on or before 30th March 2026 by 5:00 PM.
- c) *The queries should necessarily be submitted in the following forma (Soft copy in .doc or .xls file to be attached) :*

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

- d) OFDC 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 OFDC.

6.3.2 Responses to Pre-Bid Queries and Issue of Corrigendum

- a) The Nodal Officer notified by the OFDC will endeavor to provide timely response to all queries. However, OFDC neither makes representation or warranty as to the completeness or accuracy of any response made in good faith, nor does OFDC 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, OFDC 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.odishafdc.com
- 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, OFDC may, at its discretion, extend the last date for the receipt of Proposals.

6.4 Key Requirements of the Bid

6.4.1 Right to Terminate the Process

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

6.4.2 RFP Document Fees

RFP document can be downloaded from www.odishafdc.com . The bidders are required to submit the non-refundable document Fee of **₹1,000/- (Rupees One thousand Only) + GST 18%** in shape of Bank Draft in favour of **Odisha Forest Development Corporation** and payable at Bhubaneswar from any of the scheduled commercial banks along with the General Bid Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

6.4.3 Earnest Money Deposit (EMD)

- a) Bidders shall submit, along with their Bids, EMD of ₹1,00,000/- (Rupees One Lakh Only), in the shape of Bank Draft **OR** Bank Guarantee (in the format specified in this RFP) issued by any scheduled bank in favour of Odisha Forest Development Corporation, payable at Bhubaneswar, and should be valid for 90 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 OFDC within 60 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be adjusted towards Performance 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:
- i) If a bidder withdraws its bid during the period of bid validity.
 - ii) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.
 - iii) If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

- iv) 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
- v) A Proposal contains deviations (except when provided in conformity with the RFP) conditional offers and partial offers.

6.4.4 Submission of Proposals

- a) The bidders should submit their responses as per the format given in this RFP in the following manner
 - i) Response to Pre-Qualification Criterion: Original in hard copy in first envelope
 - ii) Technical Proposal - Original in hard copy in second envelope
 - iii) Commercial Proposal - Original in hard copy in third envelope
- b) The Response to Pre-Qualification criterion, Technical Proposal and Commercial Proposal (as mentioned in previous paragraph) should be covered in separate sealed envelopes superscripting "Pre-Qualification Proposal", "Technical Proposal" and "Commercial Proposal" respectively.
- c) 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.
- d) The three envelopes containing Pre-qualification Proposal, Technical Proposal and Commercial Proposal should be put in another single sealed envelope clearly marked as "Response to RFP for Selection of Software firm under OFDC as per RFP No.....Dated.....".
- e) The outer envelope thus prepared should also indicate clearly the Name, Address, Telephone Number, Email Address and Fax Number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
- f) 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.
- g) 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 initialed by the person (or persons) who sign(s) the proposals.
- h) All pages of the bid shall be initialed and stamped by the authorized person or persons who sign the bid.
- i) In case of any discrepancy observed by OFDC in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.

6.5 Preparation and Submission of Proposal

6.5.1 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 OFDC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

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

6.5.2 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.

6.5.3 Venue & Deadline for Submission of Proposals

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

Addressed To	The Managing Director ODISHA FOREST DEVELOPMENT CORPORATION A-84, Kharavela Nagar, Bhubaneswar - 751001, Odisha, India,
Last Date & Time of Submission	07 th April 2026 upto 14.00 hrs

6.5.4 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/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c) OFDC shall not be responsible for any postal delay or non-receipt/ non delivery of the 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 OFDC within the prescribed timeline.
- d) OFDC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

6.6 Evaluation Process

- a) OFDC will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders

- b) The Proposal Evaluation Committee constituted by OFDC 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.

6.6.1 Tender Opening

The Proposals submitted up to Dt 07th April 2026 by 2:00 PM will be opened on same day at 4:00 PM by Proposal 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.

6.6.2 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 five (5) Years from the date of agreement.

6.6.3 Deviations

The Bidder may provide deviation to the contents of the RFP document in the format prescribed format in this RFP.

The Proposal evaluation committee would evaluate and classify them as “material deviation” or “non-material deviation“. In case of material deviation, the committee may decide to “monetize” the value of the deviations, which will be added to the price bid submitted by the Bidder OR declare the bid as non-responsive.

The Bidders would be informed in writing on the committee’s decision on the deviation, prior to the announcement of technical scores. The Bidders would not be allowed to withdraw the deviations at this stage; the Bidder would not be allowed that to withdraw the deviations submitted without the prior consent of the Purchaser.

OFDC have the right to accept or reject any deviation(s) furnished by the bidder. The decision of OFDC in such case is final.

6.6.4 Tender Evaluation

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive if Proposals:
- i) are not submitted as specified in the RFP document
 - ii) received without the Letter of Authorization (Power of Attorney)
 - iii) are found with suppression of details
 - iv) with incomplete information, subjective, conditional offers and partial offers submitted
 - v) submitted without the documents requested in the checklist
 - vi) with lesser validity period
- b) All responsive Bids will be considered for further processing as below :

OFDC 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.

7 Criteria for Evaluation

Evaluation shall be based on the Quality cum Cost Based System (QCBS) with technical proposal given weightage of 70% & Financial Proposal given as 30%.

All bids will primarily be evaluated on the basis of Prequalification Criteria. 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 determination, the Proposal 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 solution, work-plan and methodology to demonstrate 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 OFDC deems necessary or prudent to take into consideration

In order to facilitate the technical proposal evaluation, the technical criteria laid down along with the assigned weights have been presented in subsequent section. The marking scheme presented here is an indication of the relative importance of the evaluation criteria. Bidders securing a minimum of 70% marks in the technical evaluation will only be considered for further financial bid evaluation.

Bids 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.

7.1 Prequalification Criteria (General Bid)

Keeping in view the complexity & volume of the work involved, following criteria are prescribed as pre-qualification criteria for the Bidder interested in undertaking the project. Consortium is not allowed. Technical Bids of only the successful pre-qualifiers will be opened for evaluation.

Sl#	Basic Requirement	Specific Qualification Criteria	Document/ Information to be Submitted
a)	Legal Entity	The Organization must be registered under the Companies Act 1956 and must have been in operation for a period of at least 10 (Ten) years as of March 31, 2025	Certificate of Incorporation (Copy of Income tax Return for five years)
b)	Mandatory Registration	-- The company should be registered with the GST & Income Tax	-- GST Registration & PAN Copy
c)	Sales Turnover in System Integration	Average Annual Turnover generated from services relating to Software Development during the last three financial years ending on 31.03.2025 (as per the last published Balance sheets), should be at least ₹ 50 lakhs	Copy of the Audited Balance sheet and Profit & Loss account; Statutory Auditor's Certificate about the turnover out of software development.
d)	Manpower Strength	The Bidder should have at least 20 (Twenty) technically qualified professionals (15 having minimum qualification of BE/ B.Tech/ MCA + 5 having minimum qualification of BCA/ BSc/ Msc. etc) having 2 years of experience as on date of submission of bid on its payroll. Technical Team must have domain knowledge in PHP 8.2, Codeigniter, MySQL, AJAX, JQuery, XML, REST API, JSON, Bootstrap, CSS3, HTML5, NodeJS, Socket.IO, Java, Kotlin, React and NodeJs.	Certificate from Director with Biodata of technical staffs
e)	Technical Capability	The bidder must have implemented / in process of implementation at least one e-Governance ERP software in India with successful running record of the MIS, HRMS Application & Android application for more than 3 Years.	Work order and Completion Certificates from the client

Sl#	Basic Requirement	Specific Qualification Criteria	Document/ Information to be Submitted
f)	Consortium	Consortium bidding / sub-contracting is not allowed	
g)	Existence in Odisha	The bidder should have a development center operational in Odisha operational for a period of minimum 5 years as on 31.12.2025.	Trade License/ Leased Agreement/ Company incorporation certificate etc
h)	Black Listing	The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government or PSU in India.	Annexure -I Self Declaration
i)	EMD & Document Fee	The bidder must submit Tender document fee amounting to ₹1000+18% GST in shape of DD and EMD amounting to ₹1,00,000/- in shape of DD or Bank Guarantee from a schedule bank	Tender Document Fees Bank Draft only and EMD in shape of Bank Draft / Bank Guarantee

7.2 Technical Evaluation Criteria

The Proposal evaluation committee will evaluate the proposals submitted by the bidders with a detailed scrutiny. During evaluation of proposals, OFDC, may, at its discretion, ask the bidders for clarification of their Technical Proposals. Only those proposals meeting the above qualification criteria will be evaluated as per the criteria mentioned below: **The date of presentation on approach & methodology and financial bid shall be communicated separately through email only.**

Financial & Resource Strength	25 Marks
Previous experience and expertise	50 Marks
Approach & Methodology	25 Marks
70 is the cut-off marks to open the financial bid	

7.2.1 Financial & Resource Strength (25 marks)

Sl#	Criteria	Documentary Evidence	Marks	Max. Marks
a)	Average Annual Turnover in last 3 years ending with March 2025 from IT/ICT and related services of last three years	Audited Balance Sheet and Statutory Auditor's Certificate	₹50 Lakhs --> 2 marks. Beyond ₹50 Lakhs--> 1 mark for each ₹10 Lakh up to maximum 5 marks	5
b)	The firm/company should have IT professional with minimum qualification of B.E/B.Tech/MCA or higher having 2 years of	-- Letter from Director. -- Biodata of technical and operational	Minimum 20 (-- 15 BE/ BTech/MCA professional + 5 BCA/ BSc/ Msc. etc) : 5 Marks -- Beyond 20	10

Sl#	Criteria	Documentary Evidence	Marks	Max. Marks
	experience as on date of submission of proposal. Must have domain knowledge in PHP 8.2, Codeigniter, MySQL, AJAX, JQuery, XML, REST API, JSON, BootStrap, CSS3, HTML5, NodeJS, Socket.IO, Java, Kotlin React and NodeJs..	staffs	professionals, 1 mark for each 3 professionals -- Maximum 10 marks	
c)	Quality Certifications		-- ISO 9000 : 1 mark -- ISO 27001 : 2 marks -- CMMI Level 3 & above: 2 marks	5
d)	Presence of bidder in Odisha minimum for 10 Years	Documentary Proof like lease agreement or trade license, Company incorporation certificate etc.	-- Only operational support Centre : 2 Marks -- Both Operational support & Development Centre : 5 Marks	5
Total				25

7.2.2 Previous experience and expertise (50 marks)

Sl#	Criteria	Documentary Evidence	Marks	Max. Marks
a)	The bidder must have implemented / in process of implementation at least one e-Governance software project in India related to MIS Application of Forest products comprising inventory management, sales management, receipts & payments vouchers, Billing etc with successful running record of the MIS for more than 5 Years with Project Value more than 50 lakhs	Work Orders / Completion Certificates from the client	10 Marks	10
b)	The bidder must have implemented / in process of implementation at least	Work Orders/ Completion Certificates	-Only HRMS with the	10

Sl#	Criteria	Documentary Evidence	Marks	Max. Marks
	one e-Governance software project in India related to HRM Application comprising employee management, leave management, biometric device integration, pay-roll management, PAR, CCR, Property statement, terminal benefit processing, digital service book etc with successful running record of for more than 2 Years with Project Value more than 50 lakhs	from the client	scope excluding integration of Bio-metric device : 8 Marks -- HRMS with the scope of integration of Bio-metric device : 10 Marks Max- 10 marks	
c)	The bidder should have successfully developed & implemented software application having feature of e-Invoicing system interacting with GST Portal of Govt. Of India for generation of IRN and Acknowledgement Number.	Work Order/ Completion Certificates from the client with documentary evidence/ presentation	5 Marks	5
d)	The bidder should have successfully developed e-Tender Portal for Forest Related Products with successful running of the module for more than 3 years.	Work Order/ Completion Certificates from the client with documentary evidence/ presentation	3 Marks	3
e)	The bidder should have successfully developed e-Auction Portal having unlimited bid extension scope with successful running of the module for more than 3 years.	Work Order/ Completion Certificates from the client with documentary evidence/ presentation	e-Auction Portal Development with unlimited bid extension time scope --> 7 marks	7
f)	The bidder should have successfully developed	Work Order/ Completion	-- Integration of Digital Signature Process --> 3 marks	

Sl#	Criteria	Documentary Evidence	Marks	Max. Marks
	Integration of Digital Signature and Data Sign Process	Certificates from the client with documentary evidence/ presentation	-- Integration of Data Sign Process --> 2 marks Both --> 5 Marks	5
g)	The bidder should have successfully developed a booking engine related Mobile App with BlueTooth Printer integration for any e-Governance software project in India	Work Order/ Completion Certificates from the client with documentary evidence/ presentation	5 Marks	5
h)	The bidder should have successfully developed & implemented Corporate Banking API Integration for Online Payment Transfer Solutions, POS Device and Online Payment Gateway Integration for payment collection.	Work Order/ Completion Certificates from the client with documentary evidence/ presentation	-- Integration of Banking API for Payment Transfer Solutions --> 3 marks -- Integration of POS Device for payment collection. --> 1 Mark -- Online Payment Gateway Integration --> 1 Mark -- All --> 5 Marks	5
Total				50

7.2.3 Approach & Methodology (25 Marks)

Sl#	Criteria	Documentary Evidence	Max. Marks
a)	<p><i>Demonstration of understanding of the requirements of the RFP as per ToR through providing:</i></p> <ul style="list-style-type: none"> – Proposed Solution and its components – Technologies to be used, – Scale of implementation, – On-site/off-site support and development arrangement – System demo / case study presentation – Clarity and confidence of proposed solution 	Written Technical Proposal duly signed and sealed to be submitted along with Technical Bid	10

Sl#	Criteria	Documentary Evidence	Max. Marks
	<ul style="list-style-type: none"> - Learning on Issues - Challenges - Challenges likely to be encountered 		
b)	<p><i>Approach and Methodology to perform the work in this assignment</i></p> <ul style="list-style-type: none"> - Understanding of the objectives of the assignment: The extent to which the Systems Implementer's approach and work plan respond to the objectives indicated in the Statement / Scope of Work - Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Terms of Reference - Project work break down structure: timelines, resource assignment, dependencies and milestones - Experience & Past Performance - Presentation on Technical Approach for OFDC assignment 	Technical Document & demonstration on work experience and Presentation on methodology and procedure for the scope of work to be done by the vendor.	15
Total			25

7.3 Financial bid Evaluation Criteria

- a) The Financial Bids of the technically qualified bidders (those have secured equal or more than 70% of mark in technical evaluation) will be opened on the prescribed date to be communicated through email in the presence of bidders' representatives
- b) The bidder with lowest financial bid (L1) will be awarded 100% score.
- c) Financial Scores for other than L1 bidders will be evaluated using the following formula: Financial Score of a Bidder = $\{(Financial\ Bid\ of\ L1 / Financial\ Bid\ of\ the\ Bidder) \times 100\}\%$ (Adjusted to two decimal places)
- d) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- e) The bid price will be **inclusive of all taxes and levies** and shall be in Indian Rupees.
- f) Any conditional bid would be rejected.
- g) Manpower Rate quoted for future application development scope will not be added in total cost and will not be considered during financial bid evaluation. Payment for any future development scope will be made based on total man-month consumed/number of resources engaged as per actual as per decision of Technical Committee.

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

Combined Evaluation of Technical & Financial Bids

- a. The technical and financial scores secured by each bidder will be added using weightage of 70% (T) and 30% (F) respectively to compute a Composite Bid Score.
- b. The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.
- c. In the event the bid composite bid scores are ‘tied’, the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

8. AWARD OF CONTRACT

- i. OFDC will award the Contract to the successful service provider having the best proposal with respect to the above mentioned evaluation criteria.
- ii. OFDC will notify the successful service provider in writing for finalizing the contract conditions. The successful service provider will be asked to sign the Contract Agreement within 10 days of the notification. After signing of the Contract Agreement, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties. If OFDC is unable to finalize a service agreement with the service provider ranked first, it may proceed to the next ranked service provider but it is the sole discretion of the OFDC only.
- iii. OFDC may also like to reduce or increase the quantity of any item in the Scope of Work defined in the RFP. Accordingly, total contract value may change on the basis of the manday rates defined in the financial proposal.
- iv. OFDC reserves its right to cancel the Tender at any point of time before and/or opening and even during the process of evaluation before awarding the contract..

9. Payment Schedule

- a. For upgradation, operation & maintenance as per scope 4.1 to 4.7 above, payment will be made quarterly basis for the amount due for the quarter within 45 days from the date of submission of bill. In case any professional deployed by the agency remain absent in any day, the professional cost will be reduced on the referral rate applicable to that category for the period of absence.
- b. For any additional software development as an enhancement to existing software of OFDC for the value not exceeding Rs.50 lakhs per annum during the period of Contract (as per scope 4.8 above) : On completion of development of the enhancement work, the successful bidder has to submit the actual efforts of man-days which will be placed before the Technical Committee of OFDC for evaluation. The evaluation of efforts in man-days as finalized by the Technical

Committee shall be binding. Payment will be made on referral rate basis on the man-days as approved by the Technical Committee and on submission of invoice within 45 days of date of submission of invoice.

10. Penalty Clause

Sl. No.	Deliverable	Intimation Time (in Business Hrs)	Response Time (in Business Hrs)	Penalty (in Rs. of the Bid Value)
1	Application related Bugs	4	12	2%
2	Content related Issues	0.5	3	1%
3	Pending / Open Issues	5	16	1%

11 .Review Committee to Monitor the Selected Software Agency Work

OFDC will constitute a Project Monitoring Committee/Technical Committee to monitor the progress and to interact with the software agency. There shall be a half yearly performance review for the first 3 years & thereafter on yearly basis for the remaining period of contract.

12. Termination of Contract

I) OFDC may terminate this Contract by giving the Selected Agency 1 (One) month prior and written notice indicating its intention to terminate the Contract if the term of Contract expires.

II) The Selected Agency may also go for termination with 1 (One) month prior and written notice if it feels it will not be able to complete the Project as per schedule.

III) OFDC may terminate this Contract by giving the Selected Agency a 15 (fifteen) day's prior and written notice indicating its intention to terminate the Contract under the following circumstances:

a) OFDC is of the opinion that there has been such event of default on the part of the Selected Agency which would make it proper and necessary to terminate this Contract and may include failure on the part of the Selected Agency to respect any of its commitments with regard to any part of its obligations under this Contract.

b) The Selected Agency has failed to commence the provision of Services, or has without any lawful excuse under these conditions suspended the work for 30 consecutive days.

c) Where it comes to the OFDC attention that the Selected Agency is in a position of actual conflict of interest with the interests of the OFDC in relation to any of

Terms and Conditions of the Contract or has without authority has committed breach of Terms of the Contract in best judgment of OFDC.

d) In the event of the quality of Temporary Staffing Personnel and/or services as per the Scope of Work under the Contract not found acceptable by the OFDC.

e) The performance of the selected agency is not satisfactory.

f) The Selected Agency has neglected or failed to observe and perform all or any of the terms acts, matters or things under this Contract to be observed and performed by it.

g) The Selected Agency has acted in any manner to the detrimental interest, reputation, dignity, name or prestige of OFDC.

h) The Selected Agency has been declared insolvent/bankrupt.

IV) Consequences of Termination:

a) OFDC shall have the right to carry out the unexecuted portion of work either by itself or through selecting other Empanelled Agency.

b) In the event of termination of this Contract, OFDC shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity which the Selected Agency shall be obliged to comply with.

c) OFDC may take possession of the works and all deliverables of the Selected Agency and use or employ the same for completion of the work or employ any other Selected Agency or other person or persons to complete the works. The Selected Agency shall not in any way object or interrupt or do any act, matter or thing to prevent or hinder such actions, other Empanelled Agencies or other persons employed for completing and finishing or using such deliverables. In the event of termination of this Contract consequent to the expiry of the term of Contract or due to the termination of Contract initiated by the Selected Agency prior to the stipulated term of Contract, the Selected Agency is obliged to transfer the legal ownership of such deliverables to OFDC

d) When the Contract is terminated by the OFDC for all or any of the reasons mentioned above, the Selected Agency shall not have any right to claim compensation on account of such termination

13. Use of Contract Documents & Information:

I. The Selected Agency shall not, without the prior written consent of OFDC, disclose the Contract, or any provision thereof, or any specifications, plans, reports, findings, data or information furnished by or on behalf of OFDC in connection therewith, to any person other than a person employed by the Selected Agency in performance of the services under the contract.

II. The Selected Agency shall not, without prior written consent of OFDC, disclose any documents including (soft and hard copies), reports, findings, data, plans, specifications, process definitions/details and copies, thereof furnished by OFDC as well as all deliverables (hard and soft copies) including but not being limited to methodologies, frameworks, models, plans, process documentation, program

specifications etc. to any person other than a person employed by the Selected Agency in performance of the services under the Contract.

14. Dispute Resolution

If any question, dispute or difference what so ever shall arises between OFDC Ltd and the successful bidder, in the connection with this project except as to matters, the decisions for which have been specifically provided, either party may forthwith give to the other notice in writing of existence of such question, dispute or difference and the same shall be referred to the sole arbitrator to be appointed by the OFDC Ltd. This reference shall be governed by the Indian Arbitration Act, and the rules made there under. The award in such arbitration shall be final and binding on both the parties. Work under the contract shall be continuing during the arbitration proceedings unless the OFDC Ltd or the arbitrator directs otherwise.

15. Force Majeure

- a. Notwithstanding the provisions of clauses contained in this deed; the vendor shall not be liable for forfeiture of its performance security, liquidated damages, termination for default, if he is unable to fulfill his obligation under this deed due to event of force majeure circumstances.
- b. For purpose of this clause, "Force majeure" means an event beyond the control of the vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of Govt. either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and fright embargoes.
- c. However, if a force majeure situation arises, the vendor shall immediately notify the OFDC Ltd in writing. The decision of the Managing Director, OFDC Ltd in above conditions shall be final and binding to the successful bidder.

16. AMENDMENTS TO RFP DOCUMENT

- a. At any time prior to the deadline for submission of Bids, the OFDC Ltd may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by issuing clarification(s) and/or amendment(s).
- b. The clarification(s) / amendment(s) (if any) may be notified on OFDC Ltd's website www.odishafdc.com at least Two (2) days before the proposed date of submission of the Bid. If any amendment is required to be notified within Two (2) days of the proposed date of submission of the Bid, the Bid Deadline may be extended for a suitable period of time.

- c. OFDC Ltd will not bear any responsibility or liability arising out of non-receipt of the information regarding Amendments in time or otherwise. Bidders must check the website for any such amendment before submitting their Bid.
- d. In case any amendment is notified after submission of the Bid (prior to the opening of the Bid, Bids received by OFDC Ltd shall be returned to the concerned Bidders on their request through registered post or courier and it will be for the Bidders to submit fresh Bids as the date notified by the OFDC Ltd for the purpose.
- e. **All the notices related to this Bid which are required to be publicized shall be uploaded on website www.odishafdc.com.**

17. Legal Jurisdiction:

Any deficiency in service, as per the Agreement by either of the Party will be settled in the Courts of Law located at Bhubaneswar.

18. Opening of Single Bids/Tender

– If in the first invitation/call, single bid is received, the OFDC or authority inviting the tenders/bids shall not open the bid. In such cases the bids shall be re-invited.

– The OFDC may accept Single Tender in second or subsequent invitations/calls as per financial guidelines of the Corporation with the approval of the authority.

UNDERTAKING REGARDING NOT BEING BLACKLISTED
(To be given under the Letter Head of the Company)

We do hereby declare that M/s is not blacklisted by any Central/ State Government Departments or by any Public Sector Organization in India or in any other country. If this declaration is found to be false, **OFDC** shall have the right to reject our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

Place :

Date :

(Signature of the Authorised Person
with seal)

**UNDERTAKING REGARDING STRENGTH OF COMPANY AND NECESSARY
INFRASTRUCTURE**
(To be furnished under the letter head of the Company)

We hereby declare that M/sis having essential Infrastructure, facilities and technical expertise to handle this Project. M/s will not outsource this project to any third party. Currently M/s..... is having Numbers of Regular Employees engaged in the process of Software Development in its Payroll.

Place :
Date :

(Signature of the Authorised Person
with seal)

GENERAL INFORMATION OF THE BIDDER

SI.No	Particulars	
1	Name of the Company/Firm/Agency	
2	Regd. No. & Year of Establishment	
3	Address of Registered office	
4	Address of Head Quarter	
5	Telephone No (business)	
6	Fax No (business)	
7	Email Address (business)	
8	Website	
9	Name of the Authorised person & his contact details such as mobile, e-mail etc.	
10	PAN No of Bidder	
11	Goods Service Tax Regd. No	
12	No of full time personnel (Technical in the Similar Domain) currently under employment	
13	No. of years of proven experience of providing similar services	
14	Annual turnover : Audited Annual Turnover in last three FY	

Signature of the Bidder
Date:
Place:
Company Seal

**FINANCIAL BID
(TO BE SUBMITTED UNDER THE LETTER HEAD OF THE BIDDER)**

A. Rate for Current Scope (To be taken for bid evaluation of vendor)

Sl. No	Description of Work	Bid Price per annum excluding Taxes (Both in figure & words)	Total Bid Price for 5 years excluding taxes (Both in figure & words)
1.	Annual Rate for Operation and maintenance of existing online MIS Application, Website and E-tender interface developed as an extension of the MIS application including all the future enhancements to be done under the present contract as per clause 4.1 to 4.7. (<u>Rate per annum basis to be quoted</u>)		
	Total		

Financial Bid evaluation is to be done taking into the above total price quoted by the vendor only.

Segregation of above price for Reference Purpose :

Sl.	Scope	Item	Unit Rate Per Annum	Qty	Total
1.	Onsite Software Development and Support Team for tasks like bug fixation, version change, minor enhancements, report generations, all security issues viz vulnerability, CSS, SQL Injection etc fixation, Data Archival Process, Database tuning, periodical code optimization, Browser compatibility, Lay out design, Payment gateway integration/operation issues, SMS gateway integration and operation Biometric devices integration and operation, GST & Banking system integration and operation issues, Online Booking System with Mobile APP related issues at Jaydev Batika etc. Along with Maintenance of the software systems and <u>Help Desk Setup</u> as mentioned under clause no. 4.1 and 4.3.	Senior Developers with minimum 4 Years Experience		2	
		Developers with minimum 2 Years Experience		2	
		Web page designer -cum- tester with minimum 2 Years Experience		1	
		Onsite Project Manager		1	
2.	Operational Assistance team for assignments like attending queries of Application users of OFDC I.e. MIS Application users, HRMS Users, Web Portal Users and Jaydev Batika Application Users of all the four levels and providing immediate solutions to them in	Senior Operation Support staff with min 5 years of experience in MIS/ HRM assistance		2	
		Operation Support Staff with min 2 years of experience in MIS /		6	

	consultation with the Admin of OFDC, To take note of the improvements needed on the basis of user operational requirement and inform the OFDC for necessary implementation of improvements and Conducting periodic training programs and providing hand holding support to OFDC users on existing and newly developed modules of MIS and HRM System etc. to ensure smooth and timely use of all modules as mentioned under clause no. 4.2	HRM assistance			
3.	Offsite Software Development and Support Team for assignments like To manage the Hoisting Server, cPanel, FTP, SSL Certification etc, To maintain the Security features of the software system, Cyber Audit of the software system, To convert the existing software system from PHP based technology to React and NodeJs based technology as mentioned under clause no. 4.4 to 4.7	Balance cost for the scopes as specified above under clause no. 4.1 to 4.7.		1	
	Total				

B. Referral Rate for Future Application Development Scope (Not to be taken for bid evaluation purpose but for reference purpose only for considering the value of future work to be done by the vendor)

SI No	Description of Work	Rate Per Man Day	Remarks
1	Average Manpower cost to cater any additional scope beyond the original Scope within the contract period as per clause 4.8 upto Rs. 50 Lakhs Per annum during the period of contract as mentioned under clause no. 4.8		

*Taxes will be applicable as per actual rate applicable on the date of raising invoice

** The cost for Cyber audit and other third party softwares/tools will be paid by OFDC as per requirement and on actual basis.

*** Price to be quoted in INR only

Date:
Place:

Signature of the Bidder
Company Seal