



## **ODISHA MADHYAMIKA SHIKSHA MISSION**

N-1/9, NAYAPALLI, PO-SAINIK SCHOOL, BHUBANESWAR-751005

Phone No. 0674-2302324, [Email-misomsmbbsr.od@gov.in](mailto:Email-misomsmbbsr.od@gov.in)



### **Request for Proposal (RFP) for Development of dynamic website of OMSM with Online Examination Management System of Remedial Teaching of class IX Students**

OMSM (RMSA), S&ME Department, Govt. of Odisha invites Request for Proposal (RFP) from the qualified Software Development Organizations for Development of dynamic website of OMSM with Online Examination Management System for Remedial Teaching of class IX Students. The details of the documents related to the RFP is available in the official website of Odisha Adarsh Vidyalaya Sangathan (OVAS), S&ME Deptt., Govt. of Odisha i.e. [www.oavs.in](http://www.oavs.in). The interested qualified organizations/firms may download the documents for participation in the process.

Last date of submission of the RFP :- 30.11.2016  
Time :- On or before 3.00P.M.

*Sd/-*

**State Project Director  
OMSM, RMSA, Odisha,  
Bhubaneswar**



**School and Mass Education Department  
Govt. of Odisha**

**REQUEST FOR PROPOSAL  
For  
Development of dynamic website of OMSM  
with  
Online Examination Management System  
of  
Remedial Teaching of class IX Students**

**RFP No. 2326 Dated 15/11/2016**



**Odisha Madhyamika Shiksha Mission (OMSM)  
Rashtriya Madhyamik Shiksha Abhiyan, Govt. of Odisha,**

## Contents

1. INTRODUCTION.....	3
2. SCHEDULE OF EVENTS.....	3
3. PRE-QUALIFICATION CRITERIA.....	3
4. TECHNICAL BID.....	4
5. GENERAL INFORMATION .....	6
6. DISQUALIFICATION OR REJECTION OF BID .....	9
7. TAXES AND DUTIES: .....	9
8. PAYMENT: .....	9
9. CLARIFICATION OF BID:.....	10
10. FORFEITURE OF EMD (BID SECURITY).....	10
11. EVALUATION & SELECTION CRITERIA.....	10
12. SIGNING AN MOU & PERFORMANCE BANK GUARANTEE .....	11
13. SUBMISSION OF BID PROPOSAL .....	11
14. MODE OF SUBMISSION OF BIDS .....	12
15. DEADLINE FOR SUBMISSION OF BIDS .....	12
16. RIGHT TO ACCEPT/REJECT THE TENDER .....	12
17. INNOVATIONS .....	12
18. SINGLE TENDER.....	12
19. RESOLUTION OF DISPUTES AND ARBITRATION .....	14
20. LEGAL JURISDICTION .....	14
21. BINDING CLAUSE.....	14
22. TERMS OF THE CONTRACT.....	14
23. CONSORTIUM CRITERIA.....	14
24. PROFORMA & ANNEXURE.....	14

## 1. INTRODUCTION

Odisha Madhyamik Siksha Mission invites tender, from the Bidders to provide solution **Online/Offline Examination Management System of Remedial Teaching** . The bidder has to submit Rs. 1000/- (Rupees One Thousand) only in shape of bank draft drawn in favour of the State Project Director, Odisha Madhyamika Shiksha Mission, RMSA, Bhubaneswar towards cost of tender document.

## 2. SCHEDULE OF EVENTS

S. N	Information	Details
1.	Hosting of document	In the Govt. Website
2	Last date of or receipt of Bids	
5	Address for Submission of Bid only through Speed post/Courier service. By hand receipt by this office is not allowed.	State Project Director, Odisha Madhyamika Shiksha Mission (OMSM), Rastriya Madhyamika Shiksha Abhiyan, N-1/9, Nayapalli, Po-Sainik School, Bhubaneswar-751005, Odisha, India
6	Pre-Qualification Bid Meeting	22.11.2016 at 11.30 AM
7	Opening Technical Bids	30.11.2016 at 3.00 PM
8	Date of Presentation	Will be intimated latter on
9	Opening of Commercial Bids	Will be intimated latter on
10	Earnest Money Deposit	Bank Guarantee for Rs. 1,00,000/- from a local branch of any nationalized Bank in favour of the State Project Director, Odisha Madhyamika Shiksha Mission, RMSA, Bhubaneswar valid for 180 days from the date of opening of the technical bid.
11	Cost of RFP (Non refundable)	Rs. 1000/- in form of DD from any nationalized Bank in favour of the State Project Director, Odisha Madhyamika Shiksha Mission, RMSA,

## 3. PRE-QUALIFICATION CRITERIA

- a. The Vendor should have to submit Rs. 1000/- (Rupees One Thousand only) (non refundable) towards the Cost of RFP in form of DD from any nationalized Bank in favor of the State Project Director, Odisha Madhyamika Shiksha Mission, RMSA, Bhubaneswar.
- b. The Vendor should have to submit Bank Guarantee for Rs. 1,00,000/- (Rupees One Lakh only) towards the EMD from a local branch of any nationalized Bank in favor of the State Project Director, Odisha Madhyamika Shiksha Mission, RMSA, Bhubaneswar valid for 180 days from the date of opening of the technical bid.

- c. The Company should be registered under Companies Act, 1956 and should have been providing IT Services for last **Ten years** as on 31st March, 2016. It is mandatory for the vendor to have a registered office in Odisha with fully operational establishment and support office for last **Ten years**. Necessary documentary evidence must be submitted.
- d. The Vendor must possess **CMMI Level 3** or **ISO 9001: 2008** or both certification. The registration certificate should be enclosed.
- e. Minimum average turnover of the company for the last 3 financial years (FY 2013-14, 2014-15, 2015-16) ending on 31<sup>st</sup> March 2013 must be at least Rs.25 Crores. The Vendor must submit copies of audited Balance Sheets and Profit and Loss Accounts/ Annual Reports of last three financial years (up to 31-Mar-2016).
- f. Vendor or Either one party of the consortium vendor must have experience in the development and maintenance of Examination Management System or similar nature of job in Govt. departments /schools/universities of Odisha. The Vendor or Either one party of the consortium vendor must have implemented at least 2(two) Projects in similar nature for State Govt./PSU/Universities in last **5 years** ending on 31<sup>st</sup> March 2016. Copies of Work orders, order value and successful completion certificate for each project proof must be enclosed.
- g. The Vendor should not be under declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India/State Governments/Court of Law. A declaration is to be submitted along with the bid.
- h. The Vendor should have valid PAN, Service Tax and VAT Registration. Copy of the Certificates to be submitted.
- i. The Vendor should have been registered under Employees' Provident Fund (EPF) Authority. Copy of such certificate must be enclosed as a proof.
- j. The Company should have qualified and experienced professionals. Minimum 300 professionals must be on roll of the company as on 31st March 2016. PF paid chalans and PF ECR copy must be enclosed as proof.
- k. Vendor or Either one party of the consortium vendor must have experience in development and implementation of end to end erp solution relating to school management (where examination management implemented as a module) of value Rs. 40.00 lakh in any State Government/ Schools/ Universities in last 5 years ending 31<sup>st</sup> March 2016. Copies of Work orders and successful completion certificate for each project proof must be enclosed

Bidders qualifying in the Pre-qualification Criteria will be called for a technical presentation.

## 4. TECHNICAL BID

### 4.1. SCOPE OF WORK

#### I. Background

RMSA intends to conduct web based exam management (both in offline and online mode) for the students who undergoes remedial teaching. The Objective of conducting online exam is to get a fair idea about the student's performance during remedial teaching. Initially the exam will be conducted in 8 districts ,

Sl. No.	District to be covered	No. of Schools	No. of ICT Schools	Total student capacity ( approx.) per Year	No. of sets of question papers to be prepared
1	Koraput	228	82	60,000 (Nos)	8 sets of question papers per subject per district (Total 64 sets for 3 terms)
2	Malkanagiri	96	33		
3	Nuapada	68	51		
4	Rayagarda	159	60		
5	Kalahandi	191	110		
6	Sonepur	66	50		
7	Bolangir	195	138		
8	Nabarangpur	161	52		
	Total	1164	576		

The examination will be conducted to the 9<sup>th</sup> class students of above mentioned districts in 4 different subjects. (English/ Odia/ Mathematics/ Science)

#### II. General requirements

##### Web Portal for OMSAM

- Bidder has to propose a dynamic web portal where all information related to OMSM will be reflected and link for online exam management system will be incorporated. The dynamic webportal should comply GIGW guideline. Webportal is one specially-designed Web page which brings information together from diverse sources in a uniform way. Usually, each information source gets its dedicated area on the page for displaying information; often, the user can configure which ones to display. The Web Portal should provide a way for the organization to provide a consistent look and feel with access control and procedures for multiple applications and databases. The proposed web portal should be comprised of both static and dynamic components. The web portal should be designed & developed with various modules. The web portal should be designed in conformity with the “Content Management Frame work”. The web portal should be designed with easy to navigate and compatible with all end users.

### **Examination Management**

- Bidder has to provide an effective solution for web based objective type exam management system.
- Bidder will set up a PMU for managing the exams
- Exam will be conducted in the ICT schools only.
- Bidder will provide cloud server space that will take care of exams records
- Question papers of Odia/ Mathematics/ Science will be displayed in Odia Font However English subject exam paper will be displayed in English font.
- RMSA will provide necessary infrastructure for conducting exams in ICT schools.
- In case any ICT Schools that doesn't have Internet connectivity, Bidder has to make a provision in the application for Offline exam management System.
- On completion of the exam Students will get to know their results on each subject.
- Report and analytics will be generated through the application showing the growth of the students after remedial teaching.

**Detailed scope of work is mentioned in the following section.**

### **Registration of the students**

1. Respective school will provide the student details to register their student for appearing online examination.
2. The registration process will be done once for a student.

### **Administrative Management**

1. Admin will create examinations
2. Admin will create schools id
3. Admin will create users and allocate specific roles to them.
4. Admin will create teachers id for respective schools
5. Admin will create students id who will appear the exam.

### **Question Papers creation, Downloading, Uploading**

1. Only Objective type questions will be taken into consideration.
2. Question papers will be created centrally by a panel of selected school teachers
3. Answers to those question will also be created
4. Question Papers and answer sheets of English will be displayed in English font only. Other than English, All three subjects (Odia, Mathematics, and Science) will be displayed in Odia font only.
5. Application will have option for downloading the questions paper and answers sheets in any specific format which further can be uploaded in the application for next session exam.

6. Downloaded questions answers can be copied or writable to any flash drives by Admin or admin authorized person only.
7. During examination question will be displayed in different sets ( Same question shuffles randomly so that students will not get same question papers)

### **Result Publishing**

1. Result will be published instantly once the student appears the examination.
2. The results of each subject will be stored against each student.
3. In case of offline mode, the result of each students will downloaded in a specified format and can be copied to any flash drive/ DVD/ CD by the Authorized person. Which further can be uploaded in the application in Admin panel for report generation?

### **Reports and Analytics**

1. Various report and analytics will be generated by either Admin or admin Authorized person.
2. Reports will be downloaded, export to excel or PDF format.

### **PMU Setup**

1. During the exam time ( for 3 months Only) , Selected Bidder will setup a PMU at State Head quarter to provide necessary support and effective monitoring of the project.
2. Selected Bidder needs to provide data entry operators who will be utilized for entering the data in the application. During the examination time if required they will move to the respective location for offline importing of the question papers and extracting the results of the students after completion of the exam. Bidders need to quote the cost towards TA/ DA/ and other necessary expense for the data entry operators who will move to different location for offline data entry.

### **Training to the users**

1. Before exams the Bidder has to conduct training programs to educate the ICT teachers on conducting the examination.
2. Bidder has to quote for the cost towards the Deliverables that will be provided to the trainee during the training sessions
3. RMSA will provide necessary infrastructure for conducting the training program.

## **5. GENERAL INFORMATION**

- a. The Bid must be accompanied with EMD in the shape of bank guarantee in the State Project Director, Odisha Madhyamika Shiksha Mission, RMSA, for Rs. 1,00,000.00 (Rupees One Lakh Only) issued by a local branch of any nationalized bank. No EMD shall be accepted in form of DD/BD/Cheque/Cash or in any other form. Tenders without EMD shall be treated as non-responsive and will not be accepted.



- b. The Authorized Officer shall not entertain any request for escalation in cost/price on account of any reason during the period of validity of bid.
- c. The Authorized Officer reserves the right to accept or reject any or all responses without assigning any reason.
- d. Consortium bidding will be allowed for the execution of the project.
- e. The EMD is refundable to unsuccessful Bidders within 1 (One) month after awarding the Contract to the successful bidder.
- f. Vendor has to provide free of cost one year warranty and AMC for the software from the date of successful hosting of the software.
- g. The Vendor shall setup a Project Monitoring Unit (PMU) for a period of 3months from the date of commissioning of the software during which the services of different computer professionals (e.g. Technical consultants, System Analyst, Data entry Operator) will be required.

### **5.1 COST OF BIDDING**

- a. The Vendor shall bear all costs associated with the preparation and submission of its bid and RMSA shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **5.2 PROPOSAL VALIDITY AND SECURITY**

- a. Technical and Commercial Proposals shall remain valid for a period of six months from the date of Technical Bid opening specified. The Authorized Officer shall reject the Proposal as being non -responsive if it is valid for a shorter period.
- b. In exceptional circumstances, prior to expiry of the original proposal validity period, the Authorized Officer can request the bidders to extend the period of validity for a specified additional period.
- c. The request and the responses thereto shall be made in writing to or by facsimile to the listed contact information of the bidders. In such an event, the Bidders shall not be permitted to modify the Proposal, but shall be required to extend the validity of the Proposal for the extension period.
- d. The EMD shall remain valid for a period of 180 days from the date of opening of the Technical Bid.

### **5.3 BID OPENING**

- a. The RFP Evaluation Committee(s) shall evaluate the Technical Bids, Presentation and commercial bids. The Evaluation Committee(s) may choose to conduct negotiation or discussion with any or all the Bidders.

- b. The decisions of the Evaluation Committee(s) in the evaluation of the Commercial bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee(s).
- c. At the date, time and location of the bid opening as specified in the RFP, the Evaluation Committee(s) shall open the Proposals, in the presence of Bidders' designated representatives who choose to attend.
- d. The Bidders qualified as per the eligibility criteria would only be called for Technical Presentation.
- e. After evaluation of technical bids, the commercial bids of only those Bidders who secure the **70 marks** in technical evaluation, as specified in this RFP, will be opened. The date and time of opening of the commercial bids will be announced at a later date, and the bids would be opened in the presence of the Bidder's representatives who choose to be present.

#### **5.4. NOTICES**

For the purpose of all notices, the following shall be address of the purchaser;

**State Project Director  
Odisha Madhyamika Shiksha Mission (OMSM), RMSA  
N-1/9, Nayapalli, Po-Sainik School, Bhubaneswar-751005, Odisha, India**

#### **5.5. DOCUMENTS TO BE SUBMITTED WITH PRE-QUALIFICATION BID**

- a. The documents as per the pre-qualification criteria along with all the supporting documents from Clause No. 3(a) to 3(k).
- b. Brief Vendor Profile (Annexure-1)
- c. Self Declaration (Annexure-4)
- d. Representative Authorization Letter (Annexure-5)
- e. Acceptance of Terms & Conditions contained in the tender documents (Annexure-6)

#### **5.6. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID**

- a. Details of projects undertaken in the last 3(three) years as per the format Project Profile (completed) (Annexure-2)
- b. Details of relevant projects undertaken in the last 3(three) years as per the format Project Profile (In Roll-Out) (Annexure-3)
- c. Proposed Methodology & Time Line (Annexure-7)

d. Copies of work orders and successful completion certificates from clients

## 5.7. DOCUMENT TO BE SUBMITTED WITH COMMERCIAL BID

The Commercial Bid as per the format given in Annexure-10

## 6. DISQUALIFICATION OR REJECTION OF BID

The bid shall be rejected at any stage on account of the following.

- a. If the bid or its submission is not in conformity with the instruction mentioned herein.
- b. If it is received after the expiry of due date and time.
- c. If it is incomplete and required documents are not furnished.
- d. If misleading or false statements/ representations are made as part of pre-qualification requirements.
- e. 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.
- f. Canvassing in connection with tenders is illegal and strictly prohibited and the tenders submitted by the Bidders, who resort to canvassing will be rejected.

## 7. TAXES AND DUTIES:

Taxes and duties payable will be indicated separately.

## 8. PAYMENT:

### FOR SOFTWARE

SL. Nos.	DELIVERABLES	PAYMENT
1.	Requirement Specification document	25% of software cost
2.	Detailed Study Report with Software prototype	25% of software cost
3.	Software Development, Integration and Hosting	Balance 50% of software cost

### FOR TRAINING

SL. NO	DELIVERABLES	PAYMENT
1	Training to Users	100% payment towards training cost

### FOR PMU SETUP

SL. NO	DELIVERABLES	PAYMENT
1	PMU will contain resources Like (Technical consultant, System Analyst, Data entry operator) and will be for 3 months only	Monthly on completion of each month.

## 9. CLARIFICATION OF BID:

To assist the examination, evaluation and comparison of bids RMSA may at its discretion, ask the vendor for clarification of its bid. The request for clarification and the response shall be in writing and no change in price and substance of the bid shall be sought, offered or permitted.

## 10. FORFEITURE OF EMD (BID SECURITY)

EMD submitted by the Vendor may be forfeited under the following conditions:

- a. If the Vendor withdraws the tender before the expiry of the validity period.
- b. In the case of a successful Vendor if it fails to accept award of work.

## 11. EVALUATION & SELECTION CRITERIA

The Proposal Evaluation Committee constituted by RMSA will do the Technical Evaluation of the tender. The Technical Bids will be evaluated in accordance with the scheme explained in the table below. The marking scheme presented here is an indication of the relative importance of the evaluation criteria. Bidders securing a minimum of **70 marks (out of a total marks of 100)** in the technical evaluation will only be considered for further commercial bid evaluation. Bids not securing the minimum specified technical score will be treated as technically non-responsive and hence debarred from being considered for commercial evaluation.

The evaluation of the bid shall be based on the following criteria:

Sl No	Item	Max Marks	Criteria	Marks
1.	Organizational Strength in terms of no. of years of existence in Odisha	10	More than 10 years	10
			10 years	5
2.	Average turnover of the Company in last three year (FY 2013-14, 2014-15, 2015-16)	10	More than Rs. 30 crores	10
			Above Rs. 25crores to Rs.30. crores	8
			RS.25crores	5
3.	Presentation on Understanding of the scope, demonstration of proposed solution with implementation plan	40		*
4.	Demonstration of already developed solution in similar nature with desired reports (Demonstration of the application used by university or school will be given more priority)	10		*
5.	No. of professionals on its payroll.	10	Above 150	10
			More than 101 up to 150	8
			Minimum 100	5

5.	Quality certification	10	CMMI Level 3 & ISO 9001:2008 both	10
			ISO 9001:2008 or ISO 9001:2008	5
7.	No. of projects in similar segments as mentioned in scope of work developed and implemented for State/Central govt. /University	10	More than 2 projects	10
			2 projects	5

\* Mark will be awarded by the evaluation committee.

**The minimum qualifying Technical Score shall be 70 marks.**

Commercial bids of technically qualified bidders will only be opened. All other Commercial bids will be ignored.

Final selection will be based upon “Lowest Cost” (L1) method which will be carried out with the parties who are qualified in the technical evaluation only.

## **12. SIGNING AN MOU & PERFORMANCE BANK GUARANTEE**

The successful bidder, thereafter to be known as ‘Vendor’, shall execute an agreement incorporating the terms and conditions of the RFP for execution of the work. The format of the agreement will be supplied later on. The successful bidder shall have to deposit a performance bank guarantee representing 20% of the contract amount valid for one year issued by a local branch of any nationalized bank. The date of signing the agreement will be reckoned as date of commencement of contract.

## **13. SUBMISSION OF BID PROPOSAL**

- a. Pre-qualification bid shall be enclosed in Envelope-1. The envelope should be superscribed with ‘RFP for online exam management system (Pre-qualification Bid)’. The bidder’s address should also be written on the envelope.
- b. Technical bid shall be enclosed in Envelope-2. The envelope should be superscribed with ‘RFP for online exam management (Technical Bid)’. The bidder’s address should also be written on the envelope.
- c. The commercial bid shall be in the format as at Annexure-10 and be enclosed in another envelope and sealed with superscription ‘RFP for online exam management (Commercial Bid)’ and bidder’s address.
- d. All the three above sealed envelopes now shall be enclosed in another envelope which should be superscribed as “RFP for online exam management” and with bidder’s address.

If the three Envelopes are not sealed and marked as required RMSA will assume no responsibility for the bid's misplacement or premature opening.

## **14. MODE OF SUBMISSION OF BIDS**

The Bids could be sent by Speed Post/Registered Post or can be dropped personally. In any circumstances the bid must reach to the office on or before last date of submission of Bid. Bids sent by Telex or Fax or E-mail or Couriers any other mode will be rejected.

## **15. DEADLINE FOR SUBMISSION OF BIDS**

Bids must be received at the State Project Director, Odisha Madhyamika Shiksha Mission, RMSA, Bhubaneswar not later than the time and date specified in the Schedule of Event. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day. If the Bids are sent by Speed Post or Registered post or courier, it should reach the purchaser on or before the scheduled last Date and Time fixed for receipt of Bids. The purchaser shall not be responsible for any delay in transit when Bids are sent through post/ Courier.

The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the Bid Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

## **16. RIGHT TO ACCEPT/REJECT THE TENDER**

RMSA reserves the right to either accept or reject any or all bids without assigning any reason for such action.

## **17. INNOVATIONS**

The successful vendor needs to be proactive while rendering services and innovative while doing the developments & consulting. The successful vendor shall suggest various enhancements to the existing scope which would be useful for RMSA and citizen in terms of development & integration. In case of enhancement beyond the existing scope, unit rates would be referred from the rate contract submitted by the selected vendor in the Commercial bid of RFP Ref No.....

## **18. SINGLE TENDER**

In case only one bid is found to be eligible on evaluation of technical bid, RMSA reserves the right to consider the bid.

## **19. RESOLUTION OF DISPUTES AND ARBITRATION**

The matter regarding any disputes, differences, claims and demands shall be referred to the sole arbitrator. The award of the sole arbitrator shall be final and binding on both the parties. The State Project Director, Odisha Madhyamika Shiksha Mission, RMSA, Bhubaneswar shall be the sole Arbitrator.

## **20. LEGAL JURISDICTION**

All legal disputes are subject to the jurisdiction of Bhubaneswar Court only.

## **21. BINDING CLAUSE**

All decisions taken by RMSA regarding the processing of this tender and award of contract shall be final and binding on all concerned Bidders. Conditional tenders shall be summarily rejected

## **22. TERMS OF THE CONTRACT**

The contract shall be valid initially for a period of 1 year for the mentioned 8 district only from the date of signing of the contract which can be extended for a period of 1 year on renewal.

## **23. CONSORTIUM CRITERIA**

The consortium shall be formed under an agreement on a non-judicial stamp paper of Rupees One hundred, duly signed by all the partners. The agreement in original shall be submitted with the bid. One of the partners of the consortium will be designated as “Prime Bidder” and shall be finally responsible for implementation and provisioning of the services as per the requirements of the RFP. Agreement document should clearly state the roles and responsibilities of each partner for the successful implementation of the said project.

However, if any member is deleted or withdrawn after submission of bid, RMSA reserves the right to disqualify the bid or consider any change proposed by the prime bidder.

In case of consortium, the agreement shall be exclusively for this project and the prime bidder shall be responsible in case of failure by any partner.

The bidder/ each partner of the consortium shall disclose details pertaining to all contingent liabilities, claims, disputes, matters in appeal & in court and any pending litigation against the bidder or member of the Consortium.

## **24. PROFORMA & ANNEXURE**

**RMSA**  
**RFP FOR ONLINE EXAMINATION MANAGEMENT**  
**PRE-QUALIFICATION BID**

**23.1 BRIEF VENDOR PROFILE**

01	Name of the Firm/Company		
02	Year Established		
03	Address of Registered Office		
04	Telephone No.		
05	Fax No.		
06	E-mail Address		
07	Website		
08	Name of the Proprietor/Director		
09	PAN number		
10	TIN number		
11	No. of full time personnel currently under employment		
12	No. of years of Proven experience of providing similar Services.		
13	Annual turnover  Audited Annual Turnover in  last three years	Annual turnover of the company in Rs.	
		FY	Turn Over (Rs.)
			ATO
		2013-14	
		2014-15	
	2015-16		
15	Total no. of professional staff (as on 31-03-2016:		

Signature of the Bidder

Date:

Place:



**23.2 CONSORTIUM PARTNER PROFILE** ( if any)

01	Name of the Firm/Company		
02	Year Established		
03	Address of Registered Office		
04	Telephone No.		
05	Fax No.		
06	E-mail Address		
07	Website		
08	Name of the Proprietor/Director		
09	PAN number		
10	TIN number		
11	No. of full time personnel currently under employment		
12	No. of years of Proven experience of providing similar Services.		
13	Annual turnover  Audited Annual Turnover in  last three years	Annual turnover of the company in Rs.	
		FY	Turn Over (Rs.)
			ATO
		2013-14	
		2014-15	
		2015-16	
15	Total no. of professional staff (as on 31-03-2016:		

Signature of the Consortium Partner  
Date:  
Place:

**RMSA**  
**RFP FOR ONLINE EXAMINATION MANAGEMENT**

**TECHNICAL BID**

**PROJECT PROFILE (COMPLETED)**

Sl. No.	Client Name and address	Project Name	Project Description	Year of completion	Project Cost (INR) (Attach WO)

Signature of the Bidder/consortium partner

Date:

Place:

**RMSA**  
**RFP FOR ONLINE EXAMINATION MANAGEMENT**

**TECHNICAL BID**

**PROJECT PROFILE (IN ROLL-OUT)**

Sl. No.	Client Name and address	Project Name	Project Description	No. of professionals deployed	Remarks

Signature of the Bidder/Consortium partner

Date:

Place:

RMSA  
RFP FOR ONLINE EXAMINATION MANAGEMENT

PRE-QUALIFICATION BID

SELF DECLARATION

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

Ref: \_\_\_\_\_

To

The State Project Director,  
Odisha Madhyamika Shiksha Mission,  
RMSA, Bhubaneswar

In response to the invitation No. \_\_\_\_\_, Dt: \_\_\_\_\_, I, Ms. /Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our company \_\_\_\_\_ is having unblemished past record and was not declare ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of the Bidder

Date:

Place:

**RMSA**  
**RFP FOR ONLINE EXAMINATION MANAGEMENT**  
**PRE-QUALIFICATION BID**

**REPRESENTATIVE AUTHORIZATION LETTER**

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

Ref : \_\_\_\_\_

To,

The State Project Director,  
Odisha Madhyamika Shiksha Mission,  
RMSA, Bhubaneswar

Ms. /Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the company in dealing with invitation reference No. \_\_\_\_\_, Dt: \_\_\_\_\_. S/He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,  
Authorised Signatory

\_\_\_\_\_  
Representative's Signature

Signature attested

**RMSA**  
**RFP FOR ONLINE EXAMINATION MANAGEMENT**  
**PRE-QUALIFICATION BID**

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER**  
**DOCUMENTS**

To,

The State Project Director,  
Odisha Madhyamika Shiksha Mission,  
RMSA, Bhubaneswar

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [No. \_\_\_\_\_] regarding Development, implementation and maintenance of Online examination management System

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

Signature of the Bidder  
Date:  
Place:

**RMSA**  
**RFP FOR ONLINE EXAMINATION MANAGEMENT**

**TECHNICAL BID**

**FORMAT FOR BANK GUARANTEE (EMD)**

**EARNEST MONEY DEPOSIT GUARANTEE**

Whereas the the State Project Director, Odisha Madhyamika Shiksha Mission, RMSA, Bhubaneswar herein after referred to as 'Purchaser', has floated a 'Request For Proposal' for development and Implementation of a web based application for Online Examination Management System in RMSA, Odisha vide reference no. ---dated ----.

And Whereas the Purchaser has stipulated in the notice that any respondent bidder has to deposit earnest money of Rs.1,00,000/- (Rupees One Lakh only) in shape of bank guarantee issued by a local branch of any nationalized bank, with validity for 6 months from the date of opening of Technical Bid (i.e. dd-mm-yyyy) pledged to the Purchaser the State Project Director, Odisha Madhyamika Shiksha Mission, RMSA, Bhubaneswar.

And Whereas M/s -----, herein after referred to as 'Respondent Bidder' is desirous of participating in the RFP and thus requires a bank guarantee for Rs.1,00,000/- as aforesaid to be eligible of becoming a responsive bidder.

We, -----Bank, ---- Branch ----- having our registered corporate office at ----- in consideration of our healthy business relation with the 'Respondent Bidder' and its creditworthiness do hereby agree unequivocally and unconditionally to pay within 48 hours of being noticed by the Purchaser in writing for invocation of Bank Guarantee, without it being necessary for the Purchaser to adduce any proof in support of the claim and without any demur the amount of Rs.1,00,000- (Rupees One Lakh only) on behalf of the 'Respondent Bidder' in shape of demand draft drawn in favour of <Company Name> payable at Bhubaneswar.

And We ---- bank, hereby agree not to revoke this guarantee during its currency except with the previous consent of the Purchaser in writing and agree that any change in the constitution of the said 'Respondent Bidder' or the Guarantor shall not discharge the Guarantor from its liability hereunder.

And We ---- bank, hereby agree that our liability hereunder shall not be discharged by virtue of any arrangement between the Purchaser and the Respondent Bidder whether with or without the knowledge or consent or by any reason of the Purchaser showing any indulgence or forbearance to the

Respondent Bidder, whether as to payment, time performance or any other matter whatsoever which but for this provision would amount to discharge of the surety under any law.

The Guarantee herein contained shall remain in full force and effect up to ----- from the date of its execution.

Unless a claim under the Guarantee is lodged with us (bank) up to ----- , all rights of the Purchaser under the Guarantee shall be forfeited and we (bank) shall be relieved and discharged from all liabilities hereunder.

Notwithstanding any thing contained herein above,

1. Our liability under this Guarantee shall not exceed Rs.1,00,000/- (Rupees One Lakh only).
2. The Bank Guarantee shall remain valid up to dd-mm-yyyy
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if you serve upon us written claim or demand on or before –dd-mm-yyyy.



**RMSA**  
**RFP FOR ONLINE EXAMINATION MANAGEMENT**  
**TECHNICAL BID**

**List of Documents to be attached to the Pre-qualification Bid**

1. Self attested Photocopy of Registration Certificate
2. Self attested Photocopy of PAN card
3. Self attested Photocopy of TIN Registration certificate
4. Self attested Photocopy of Service Tax Registration Certificate
5. Self attested Photocopy of Audited Balance Sheet & Profit & Loss Account for the year 2013-14, 2014-15 and 2015-16
6. Copy of quality certificates (Certificate of CMMI L3, ISO9001:2008 )
7. Bank Draft for Rs.1000/-, towards cost of tender document, drawn in favor of the State Project Director, Odisha Madhyamika Shiksha Mission, RMSA,Bhubaneswar
8. Bank Guarantee for Rs.1,00,000/- (Rupees One Lakh only) in favor of the State Project Director, Odisha Madhyamika Shiksha Mission, RMSA,Bhubaneswar, towards Earnest Money Deposit, issued by a local branch of any nationalized bank with validity for six months from the date of opening of Technical Bid.
9. Self attested photocopy of annual EPF return for the FY-2015-16 showing list of professionals.

**RMSA**  
**RFP FOR ONLINE EXAMINATION MANAGEMENT**

**COMMERCIAL BID**

We M/s \_\_\_\_\_ offer the following price:

Tender Ref No:

Dt:

*(Vendor must submit the commercial bid in the following format in the Office Letter Head and duly signed, failing which the Bid will be cancelled)*

**Schedule-1**

Sl. No.	Component	Cost (INR)	Taxes applicable	Total Amount (in INR)
1	Development of online exam management system			
2	Cloud Server Space (unlimited space and Bandwidth)			
2	Training to users			
			<b>Total</b>	
	In words			

**Schedule-2**

**COST FOR PMU**

Sl. No.	Particulars	Cost (INR)	Taxes Applicable	Total Amount
1	PMU Setup for 3 months			
2	TA, DA, Lodging Boarding for Offline entry			
3	CD/DVD/Flash Drive			
			<b>TOTAL</b>	
	In Words			

The following cost components would not be evaluated during financial bid evaluation

**Schedule 3**

**COST FOR HANDHOLDING SUPPORT**

Sl. No.	COST COMPONENTS	Qualifications and Roles	RATE PER MONTH (IN RS.)
1.	Technical Consultant (1 no.)	Engineering Graduate <b>Roles and Responsibility</b> Well exposed to both software & hardware environment, can take care of Computer lab, find the IT requirement, develop software and do the necessary integration as required.	
2.	Operations Manager (1 no.)	Graduate <b>Roles and Responsibility</b> Exposure in to operational management. Can be used for the Management for any of IT needs relating usage of software or hardware. In addition such resources can be used in inventory management, procurement, Data management or for any other purpose	
3.	Operations executive (1 no.)	Graduate <b>Roles and Responsibility</b> Execution or support work in an professional manner	
4.	Data Entry Operator (1 no.)	Graduate <b>Roles and Responsibility</b> Well trained data entry Operator to take up any assignment.	
5.	Project Manager	BE/B.Tech/ MCA/MBA Project Management	
6.	Programmer	BE/B.Tech/ MCA/MBA 1. Should have experience of 2 years in application development.	
6.	System Administrator	Minimum Bachelor's degree or higher qualification <b>Roles and Responsibility</b> I. Assist in the planning, design, documentation, and implementation of various systems to include desktop PC's, servers, and software applications. II. ii. Develops, maintains, and monitors procedures for all server backups. III. iii. Monitors, plans, and coordinates the distribution of client/server software and service packs. IV. iv. Perform on-site and remote technical support. V. v. Assist in the organization and inventory of all hardware and software resources.	
7.	Network Engineer	Minimum Bachelor's degree or higher qualification <b>Roles and Responsibility</b> I. Assists in the planning, design, documentation, and implementation of various systems to include desktop PC's, servers, network equipment and software. II. Oversee network configuration maintenance and management III. Overseeing computer security and anti-virus updates etc. IV. Designs, installs, upgrades, configures, and repairs local and wide area network hardware and infrastructure	

Signature of the Bidder

Date:

Place: