



**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA,  
C/2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013**

## **REQUEST FOR PROPOSAL**

**FOR SCANNING, IMAGING AND ON-SCREEN  
EVALUATION OF ANSWER BOOKS,  
RE-ADDITION / RE-CHECKING OF ANSWER BOOKS,  
FEEDING, UPLOADING & TRANSMISSION OF  
MARKS IN OFF-LINE EVALUATION CENTRES  
FOR THE ANNUAL HIGHER SECONDARY EXAMINATION, 2023**

  
Finance Officer

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## RFP schedule

Sl. No.	Particulars	Details
1	Tender date	19.12.2022
2	RFP issued by	Council of Higher Secondary Education ( CHSE ), Odisha, Bhubaneswar, Address- C/2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR, ODISHA -751013
3	Selection method	QCBS method
4	Availability of RFP	RFP can be downloaded from <a href="http://www.chseodisha.nic.in">www.chseodisha.nic.in</a>
5	Tender fee (Non-refundable )	Rs. 20,000/- in shape of demand draft payable to "Finance Officer, Council of Higher Secondary Education, Odisha" at Bhubaneswar from any of the commercial bank
6	Earnest Money Deposit ( EMD )	Earnest Money Deposit (EMD) of Rs. 20 Lakhs (Twenty Lakhs) only in shape of demand draft payable to "Finance Officer, Council of Higher Secondary Education, Odisha" at Bhubaneswar from any of the commercial bank or to be paid via NEFT/ RTGS to CHSE (O) account no. <b>626001010050030</b> , Union Bank of India, Samantapur, Bhubaneswar IFSC code – UBIN0562602
7	Nodal Officer for correspondence and clarification and submission of suggestion	Secretary, CHSE, Odisha, Address - C/2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR, ODISHA -751013 Telephone number - 06742300905. Email ID – <a href="mailto:secy.chse@odisha.gov.in">secy.chse@odisha.gov.in</a>
8	Submission of pre-bid queries	By 26.12.2022 in the Email ID – <a href="mailto:secy.chse@odisha.gov.in">secy.chse@odisha.gov.in</a>
9	Pre-bid meeting	28.12.2022, at 11 AM in the office of CHSE, Odisha at Bhubaneswar
10	Issue of addendum / corrigendum / clarification (if any)	29.12.2022 in web site <a href="http://www.chseodisha.nic.in">www.chseodisha.nic.in</a>
11	Last date of bid submission (only by registered post/speed post)	Proposals must be submitted no later than <b>17.01.2023 by 5.30 PM by registered post / speed post / courier</b>
12	Opening of Technical bid	19.01.2023, 11.00 AM in the office of CHSE ( O ), Bhubaneswar
13	Technical presentation	20.01.2023, 11.00 AM in the office of CHSE ( O ), Bhubaneswar
14	Opening of Financial bid	21.01.2023 at 11 AM in the office of CHSE ( O ), Bhubaneswar

  
 Finance Officer



## **Section 1: Background Information**

The Council of Higher Secondary Education, Odisha, Bhubaneswar (hereafter referred to as CHSE (O)) looks after the examination and publication of results at the level of Higher Secondary Courses. It also provides vocational education in order to prepare the Youth for self-employment. The Council of Higher Secondary Education, Odisha CHSE(O) was established on 7<sup>th</sup> September 1982 under State Act (Act 9 of 1982) with the objective to regulate, control and develop Higher Secondary Education in the State of Odisha so also to look after various academic as well as examination related activities of higher secondary course. To improve the quality of evaluation of theory answer books, and to bring transparency in the examination system, on-screen evaluation system has been introduced from the Annual H.S. examination, 2015 by the Council for the first time in the history of the State. It has also been decided to continue with such technology in evaluation process for the ensuing Annual Higher Secondary Examinations, 2023. Hence, this request for proposal is invited.

The Council of Higher Secondary Education, Odisha intends to select a service provider with previous relevant experience in computer based evaluation and assessment, in any Board, Council, central university, state university, deemed university formed under relevant central/state government Act or any national level examination conducted by examining bodies under the central/state government control, to execute the computer based scanning and on-screen evaluation of answer books, conduct of re-addition/re-checking works and feeding and uploading of marks (digitalization of off-line marks) in the offline valuation centres of Annual Higher Secondary Examination, 2023 to be conducted by CHSE Odisha.

In the previous years, the offline marks (in Arts and vocational streams) were being captured from OMR mark foils, which were being scanned for capturing the marks. However, this year it is proposed to digitalize the marks from the mark foils directly to the software to be provided by the service provider, after which the same will be securely uploaded to the service provider's data centre and shared with the Controller of Examination, CHSE (O).

For reference of the bidders, the numbers of answer booklets scanned and evaluated onscreen, nos. of off-line marks digitalized and the answer booklets for re-addition / re-checking, numbers of centres in Annual Higher Secondary Examination 2022 are given in the following table:

Stream	Nos. of scanning centre for e-valuation	Nos. of valuation / e-valuation centres	Nos. of answer scripts scanned, e-valuation / marks uploaded	Nos. of re-addition / re-checking scripts	Remarks
Science	1 (One) at CHSE Head quarter	37 (online valuation centres)	6,74,392	1700	Off-line evaluation marks uploaded in 64 nos. of centres
Commerce					
Arts	Nil	64 (off-line centres)	12,62,263		
Vocational					

## **Section 2 : Instructions to Bidders**

- 2.1. The RFP should be read and understood as a whole in order to understand the requirement of CHSE (O) and for submission of relevant documents.
- 2.2. The tender documents can be downloaded from the CHSE(O) website [www.chseodisha.nic.in](http://www.chseodisha.nic.in)
- 2.3. The Technical Bid should contain all the relevant information and desired enclosures in the prescribed format along with tender fee \ and Earnest Money Deposit (EMD).
- 2.4. Non-refundable Tender fee of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of demand draft drawn in favour of "Finance Officer, Council of Higher Secondary Education, Odisha" payable at "Bhubaneswar. There is no exemption from payment of tender document fees. Tenders without requisite tender fees will not be accepted.
- 2.5. The bidder should enclose with the technical bid, Earnest Money Deposit ( EMD ) of Rs. 20 Lakhs (Twenty Lakhs) only in shape of demand draft payable to "Finance Officer, Council of Higher Secondary Education, Odisha" at Bhubaneswar from any of the commercial bank or to be paid via NEFT/ RTGS to CHSE ( O ) account no., 626001010050030, IFSC code – UBIN0562602, Union Bank of India, Samantapur, Bhubaneswar.
- 2.6. **Proof of payment of tender fee and EMD, in case of payment by NEFT or RTGS should be enclosed.**
- 2.6. The tender without EMD and tender fees shall be summarily rejected.
- 2.7. The successful bidder shall be required to deposit performance security equivalent to 10% (Ten Percent) of contract value by way of irrevocable and unconditional bank guarantee in favour of "Finance Officer, Council of Higher Secondary Education, Odisha" for one year and one month (i.e. one month beyond the contract period). The proceeds of the performance security shall be payable to CHSE (O) as compensation for any loss resulting from the bidder's failure to fulfill its obligations under the terms and conditions of this tender. Failure of the successful bidder to comply with the requirements shall constitute sufficient ground for the annulment of the contract and forfeiture of the EMD in which event, the CHSE (O) may award the contract to another bidder in accordance with the prescribed rules. The EMD of all unsuccessful bidders shall be returned without interest after award of contract to the successful bidder. The EMD stands forfeited in case the bidder withdraws his bid after submission of tender document.
- 2.8. The documents in the technical bid should be kept in a sealed cover super-scribed with **TECHNICAL BID FOR SELECTION OF SERVICE PROVIDER FOR E-VALUATION WORK OF CHSE, ODISHA**
- 2.9. The Financial Bid should contain only the financial offer of the bidder which is to be submitted in a separate sealed envelop super-scribed with " **FINANCIAL BID FOR SELECTION OF SERVICE PROVIDER FOR E-VALUATION WORK OF CHSE, ODISHA** ". No other information is to be submitted in the financial bid. **In case, any bidder encloses the financial bid within technical bid, the same shall be summarily rejected.**
- 2.10. The financial bid of a bidder will be opened, only if the bidder qualifies in the Technical Bid.



- 2.11 The bidder has to quote realistic price for the tender with prevailing market rates. The Tender evaluation committee reserves the right to accept or reject the bid if any bidder under-quotes or quote unrealistic price for the band the decision of the expert committee of the CHSE will be final.
- 2.11.A The technical and financial documents should be kept separately in sealed envelopes and both these envelopes should be kept in the third bigger envelope which superscribing "Tender for scanning, on-screen evaluation of answer books (e-valuation), re-addition/re-checking, feeding and uploading of marks in offline valuation centers".
- 2.12. The entire sealed tender document should be sent to the **Secretary, Council of Higher Secondary Education, Odisha, C/2, Prajnapitha, Samantapur, Bhubaneswar, Odisha - 751013** by registered post / speed post / courier only on or before **17.01.2023 by 05.30 P.M.** Proposals received after due date and time shall not be entertained.
- 2.13. Pre-bid queries should be sent to the Secretary, CHSE (O) in the email [secy.chse@odisha.gov.in](mailto:secy.chse@odisha.gov.in) by 22.12.2022. Pre-bid meeting will be held on 23.12.2022 at 11 AM in the office of CHSE (O), Bhubaneswar.
- 2.14 **Bidder shall submit all documentary evidence in the form of Work Order, MoU, and work completion / as proof of execution. All the pages of the RFP documents should be signed by the bidder / bidder's authorized representative. Copy of authorization should be enclosed,**
- 2.14.a The bidder should submit duly notarized affidavit declaring compliance to all eligibility criteria and scope of the tender as mentioned in this tender document on a Rs.100/- non-judicial stamp paper.
- 2.14.b For easy reference of the bidder, a check list has been suggested at annexure VI of this RFP. However, bidder should submit the supporting documents in support of his eligibility as per different provisions of the RFP., even though the same has not been specifically mentioned in the check list.
- 2.15. All information called for in the enclosed forms as per the annexures should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any information is not applicable in the case of the bidder, it should be stated as "Not Applicable." However, the bidders are cautioned that not giving complete information called for in the proposal forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Proposal made by telegram or telex and those received late after prescribed date and time will not be entertained.
- 2.16. The proposal should be computer-typed without any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The bidder's name and signature of authorized person should appear on each page of the application. All pages of the proposal document shall be numbered and submitted as a package along with a forwarding letter on agency's letterhead.
- 2.17. Reference, information and certificate from the respective clients certifying technical and execution capability in computer based evaluation of the bidder should be signed and the name, designation, address and contact numbers of all such clients should be mentioned.

The Council may also independently seek information regarding the performance from the clients and visit referred customer's consortium partner in India/abroad at agency's cost.

- 2.18. The bidder is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. He/she is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted.
- 2.19. Even though bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work or black listed earlier by any institutions in any earlier projects.
- 2.20. Notwithstanding anything else contained to contrary in this document, the Council of Higher Secondary Education, Odisha reserves the right to accept or reject any bid or to annul the bidding process fully or partially, or modifying the same and to reject all bids at any time prior to the award of work, without incurring any liabilities in this regard.

Any conditional bid would be rejected.

2.20 A The bidders are requested to frequently visit the web site of CHSE (O) - [www.chseodisha.nic.in](http://www.chseodisha.nic.in) for any update regarding the present RFP.

2.21. **BUSINESS ETHICS / CONFLICT OF INTEREST: -**

The council assignment requires that the bidders/service provider under this project observe the highest standards of ethics during the bidding and execution of the contract. In pursuance of the policy, Council of Higher Secondary Education, Odisha, Bhubaneswar defines the terms set forth as follows: -

(a) "In business ethics, no corrupt practices will be accepted i.e.

(i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of any value to influence the actions of any person connected with the bidding process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, or seeking any advice, guidance in any form from any official, who is or has been associated in any manner, directly or indirectly with the bidding process or the award of work or has dealt with matters concerning the service level agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of two year from the date such official resigns or retires from or otherwise ceases to be in the service, shall be deemed to constitute influencing the actions of a person connected with the bidding process);

or

(ii) engaging in any manner whatsoever, whether during the bidding process or after the issue of the award of work or after the execution of the service level agreement, as the case may be, any person in respect of any matter relating to the work or the award of work or the service level agreement, who at any time has been or is a legal, financial or technical advisor of CHSE Odisha in relation to any matter concerning the work.

(b) "Fraudulent practice" such as misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding process or any "coercive practice" i.e. impairing or harming.



**2.22. TERMS & CONDITIONS, RENEWAL, TERMINATION OF CONTRACT, IMPOSITION OF PENALTY :**

- I. Term of the successfully selected service provider shall continue as per the terms and conditions specified in the contract effective for one year commencing from date of signing of agreement between two parties (Selected service provider- 1<sup>st</sup> party; The Council of Higher Secondary Education, Odisha – 2<sup>nd</sup> party).

II. **RENEWAL:**

The agreement shall be renewable at the end of a year succeeding the date of previous agreement, or contract can be terminated by either party giving minimum 60 days written notice or its intention not to renew the contract. The CHSE, Odisha, will have the rights to ascertain the annual project performance prior to renewal of said agreement keeping in view the financial implication to the project to remain same as agreed by both the parties to first signing agreement. In case of renewal of the contract, a formal work order is to be issued after due review of the performance by the Council. Renewal of the contract can be made on the quoted rate, without any price escalation, for every year, for a further period of three year beyond the 1<sup>st</sup> year of agreement. The scope for renewal of agreement will cease, in case any fine/penalty is imposed in any year.

III. **TERMINATION OF CONTRACT :**

The CHSE, Odisha, Bhubaneswar may, without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of performance security), by written notice of default sent to the service provider, terminate the work/task in whole or in part, after sending a notice to the bidder in this regard or if the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the document, if the bidder fails to perform any other obligations under the terms and conditions.

IV. **IMPOSITION OF PENALTY:**

In case of errors/delay/unsatisfactory performance/non completion of work assigned as per schedule/any deviation from the terms and conditions/failure to fulfill contractual obligations, the C.H.S.E, Odisha will have the exclusive right to impose fine/penalty/black listing, as decided by the Chairman of the Council, which will be recovered from the performance security.

**2.23. ARBITRATION & JURISDICTION :**

All disputes, differences, claims and demands arising under the contract shall be referred to the Department of School & Mass Education, Govt. of Odisha for final decision and the same shall be binding on all parties. Any other terms and conditions mutually agreed prior to finalization of the order/agreement shall be binding on the bidder. All disputes arising shall be subject to the jurisdiction of appropriate court of Odisha, India and shall be governed by the laws of India.

**2.24. INTELLECTUAL PROPERTY RIGHTS :**

All issues arising out of intellectual property rights will be dealt by the service provider. If the IPR of some free content is already with a 3<sup>rd</sup> party, and the service provider is using it with the consent of the 3<sup>rd</sup> party, then the IPR will continue with 3<sup>rd</sup> party and be used with the permission.



## **2.25. PAYMENT TERMS :**

The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays subject to applicable TDS as per GST and IT Acts. No advance payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clause related liquidated damages on account of delays, errors cost and time over runs. In case the bidder fails to execute the contract, the Council shall have liberty to get it done through any other service provider with full cost recoverable from the bidder in addition to damages and penalty.

## **2.26. AMENDMENT OF TENDER DOCUMENT:**

At any time, before the deadline for submission of bids, CHSE (O) may, amend, modify and / or supplement the RFP. All prospective bidders shall be notified of any amendments on the CHSE Odisha website [www.chseodisha.nic.in](http://www.chseodisha.nic.in) and all such amendments shall be binding on them without any further act or deed. The prospective bidders are advised to periodically browse the CHSE (O) website to find out any further corrigendum/addendum/notice published with respect to this tender. In the event of any amendment, the CHSE (O) reserves the right to extend the deadline for the submission of the bids, in order to allow prospective bidders reasonable time in which, to take the amendment into account, while preparing their bids.

**2.27.** Sub-contracting is not allowed.

**2.28** CHSE (O) reserves the to right to cancel the Tender without reason thereof.

## **Section 3 : Scope of Work**

CHSE intends to hire services for scanning, e-valuation (onscreen valuation) and digitize marks awarded in offline valuation centres.

*The broad areas of work are:*

### **3.A. For online/e- valuation:**

- 3.A.1.** Providing suitable assessment/scoring system or software as well as hardware as per as requirement of CHSE.
- 3.A.2.** Setting up of receiving centre of answer scripts for scanning purposes in the CHSE campus or as will be decided by CHSE.
- 3.A.3.** Setting up a scanning centre, in the CHSE campus (or in any other location as may be decided), where the answer booklets will be scanned **without cutting or de-threading**, after receiving the same from CHSE and complete the same as per the timeline fixed by CHSE.
- 3.A.4.** Quality checking of scanned copies to ensure that it has been properly scanned from all aspects.
- 3.A.5.** Dynamic allotment of the scanned answer scripts to the examiners for onscreen valuation.
- 3.A.6.** Storing the score data in local servers and dedicated central server of the service provider in a secure manner and sharing the data in encrypted form with the Controller of Examinations
- 3.A.7.** Facilitating onscreen re-checking of evaluated answer booklets which have already been evaluated in onscreen e-valuation centres. Making available the evaluation answer scripts to students for re-addition and re-checking.

### **3.B. In off-line valuation centres:**

- 3.B.1.** Digitalise the marks awarded by the examiners / Assistant examiners/ chief examiners in the software to be designed and provided by the service provider and sharing the marks with the Controller of Examinations of CHSE.
- 3.B.2** All the works of handing over & receipt of answer script, packing, bar coding, meta data, scanning and related works must be done under CCTV surveillance. Adequate number of CCTVs must be installed by the service provider in the active coverage area (both inside and outside the receiving centre, scanning centre, e-valuation centres, off-line centres and in the center for re-addition, re-checking).

### **3.C. Detail scope of work**

Entire work of scanning, e-valuation and digitizing the marks in offline valuation centres and other related activities are divided to the following phases:

- 3.C.1.** E-valuation phase includes pre-evaluation phase, testing phase, scanning phase, e-valuation (online valuation) phase and post-e-valuation phase.
- 3.C.2.** Digitalisation of off-line marks
- 3.C.3.** Re-addition/re-checking phase

### **3.D. Scope of work in pre-evaluation phase**

The service provider has to carry out the following tasks in consultation with CHSE(O) before the e-valuation project is undertaken:

- 3.D.1** Designing the evaluation plan and evaluation process in consultation with Council of Higher Secondary Education, Odisha
- 3.D.2.** To prepare and provide documentary manuals, for safe and secure conduct of e-valuation, to be followed along with rules for contingency and exception handling/emergency procedures.
- 3.D.3.** To provide specifications for hardware and software required at all stages of the evaluation as per marking scheme
- 3.D.4.** To ensure availability of required furniture, fan, A.C, lighting, power back up, drinking water and other convenience facilities for evaluators (separate for gents and ladies) in the scanning centre/ s and evaluation centers.
- 3.D.5.** Engaging required expert manpower at the receiving centre /s , scanning centre/s and all online and offline valuation centres to complete the entire work within 15 to 20 days or as may be instructed by CHSE ( O ).
- 3.D.6.** Setting up, in consultation with the Controller of Examinations of CHSE(O), of 35 to 40 air- conditioned e-valuation centres across the State of Odisha with required hardware like Computers / UPS and other IT equipment, reliable high speed internet facility, toilet and drinking water facility etc. preferably in different Government Colleges and Government Aided Colleges. However, in case of non-availability of such colleges, the service provider has to select CBT centres, preferably situated in different district head quarters of Odisha having required IT and physical infrastructure. The entire cost of establishment and maintenance cost of such centres will be borne by the service provider. In each centre, at least 60 numbers of computers should be available in working condition. In addition 20% buffer nodes (computer) per shifts i.e. 12 extra nodes for every 60 nodes should be available.



- 3.D.7. To ensure that evaluation centre has the required suitable hardware, software and LAN connectivity and high speed internet facility/leased lines internet for uninterrupted downloading facility.
- 3.D.8. To ensure that UPS facility is available for each computer at each evaluation centre.
- 3.D.9. To ensure uninterrupted power supply by having DG sets available at each evaluation centre.
- 3.D.10. Provide complete security management process (physical and IT for all centres and servers etc.)
- 3.D.11. Training of all stakeholder like Head Examiners/Examiners/Scrutinizers and confidential section staff of the Council on e-valuation. The Controller of Examination, CHSE(O) will provide the list of examiners, with their mobile numbers, who will be engaged for e-valuation at least before one week of commencement of e-valuation in each phase. The Controller of Examinations will also supply to list of offline valuation centres.

### **3.E. Scope of work in receiving centre:**

- 3.E.1. To set up a receiving center for receiving unvalued answer booklets meant for onscreen valuation from the designated CHSE officials.
- 3.E.2. To appoint one responsible person as center-in-charge who will be in charge of the receiving centre and receive answer booklet packets from the designated official of CHSE for scanning purpose.
- 3.E.3. Answer booklet packets are to be opened in presence of the officer-in-charge deployed by CHSE(O) along with the centre-in-charge deployed by service provider, and there will be proper counting of answer scripts as per the memo form enclosed and providing receipt to CHSE. If any discrepancy is found, the same should be brought to the notice of the designated officer immediately.
- 3.E.4. Bar coding of answer booklets.
- 3.E.5. Packing of bar-coded answer booklets, subject-wise in good quality poly covers. Bar coding of poly covers must be done.
- 3.E.6. Keeping the poly bags containing bar-coded answer booklets in racks which must be assigned code numbers.
- 3.E.7. Mapping of answer booklets / poly bags and the rack must be done for easy retrieval answer booklets at any stage.

### **3.F. Scope of work in scanning centre :**

- 3.F.1 To set up at least one central scanning centre in the CHSE campus with required infrastructure ( with not less than 150 high speed and high resolution scanners and lease internet line, uninterrupted power backup, security, fire safety etc.) for scanning and digitizing answer booklets consisting each of 28 or 32 pages.
- 3.F.2 Answer booklets are to be scanned, digitized, encrypted and stored in secured data centre. Scanning should be done **without cutting the spine of the Answer booklet** by employing the book/photo scanners. All the pages of the booklet should be accounted for and identified with the booklet ID number. Document scanners with ADF (Automatic Document Feeder) are not allowed for scanning.

- 3.F.3 A dedicated quality control team of the successful bidder should be in place in the scanning centre for undertaking quality checking work concurrently with the scanning. Scanned answer booklets which do not pass quality checking must be re-scanned.
- 3.F.4. The quality checking should also be undertaken by the backend team of the service provider in addition to the quality control team in the scanning centre.
- 3.F.5. After processing the work of scanning and digitization, the answer booklets shall be re-packed and kept under joint custody of CHSE and service provider until rechecking/re-addition is over.
- 3.F.6. The scanned answer booklets to be uploaded to the server of the service provider and be made available in a secured manner to evaluators at the e-valuation centres for onscreen valuation.

### **3.G. Scope of work in Testing Phase :**

Prior to evaluation process, the selected bidder would submit the software testing report after approval by the selected evaluators deployed by CHSE and this would be treated as pre-user acceptance. The Testing Phase includes :

- 3.G.1 Creation of temporary environment of evaluation centre by the bidder in the CHSE(O) office or any other suitable place as will be decided by CHSE(O).
- 3.G.2. Engagement of few evaluators by CHSE to check the processes and efficiency of the working atmosphere and the accuracy of output (scanned answer sheets)
- 3.G.3. Hand over old data by CHSE for end to end evaluation
- 3.G.4. Cross checking of the accuracy and evaluation criteria in presence of engaged evaluators.

### **N.B.**

- Time period for testing and amount of data to be scanned and evaluated would be decided by CHSE.
- In case of dissatisfaction of testing outcome/report the Bidder would be considered to be defaulter in achievement.

### **3.H. E-valuation Phase :**

#### **Scope of work in in e-valuation (onscreen valuation) :**

Following works are to be carried out during e-valuation phase:

- 3.H.1. Manage the evaluation process through intranet / internet based solution at all e-valuation centres.
- 3.H.2. The roll numbers of the students must not be visible for the evaluators in order to maintain confidentiality.
- 3.H.3. To securely transmit, download, install and implement evaluators' / evaluation details received from CHSE(O).
- 3.H.4. Mapping of Asst. Examiners / evaluators and chief / head evaluators for each e-valuation centre, and providing login ID and password to them before 2 days of commencement of valuation.
- 3.H.5. Mapping of 6 to 10 Asst. Examiners (or as may be instructed by CHSE(O) ] with one Head Examiner.
  1. Change of Login ID and password ,in case of need, within 2 to 4 hours
  2. Change of mapping of an Assistant examiner to another Head Examiner within 2 Hours



3. Change of an Assistant Examiner to Chief Examiner and vice versa within 2 Hours.
4. To provide adequate technician personnel (at least one per 20 evaluators) for supervision, guidance and hand holding support at the e-valuation centres.
5. Provide Hands-on training to Asst. Examiners and Chief Examiners.
6. Dynamic / random allocation of answer booklet images to e-valuation (or valuation) centers.
7. To maintain complete log of all activities of evaluators during the course of e-valuation to enable complete audit ability of the evaluation process.
8. To calculate marks obtained by each candidate as per the requirement of the CHSE(O).
9. To devise a system for monitoring and supervision of evaluation center activities including progress in e-valuation (center level/evaluator level) by the competent authority. For this purpose, necessary access and viewing right will be given to Controller of Examination, (CHSE).
10. To securely transfer/export the data including raw scores, in encrypted format from local server to central server, keeping in view of the sensitiveness of the data.
11. Server data to be secured at a designated site by a responsible official of the service provider in the presence of Head Examiners along with a back-up copy( C.D/D.V.D) which is to be handed over to the Controller of Examination at the end of each day.
12. Per day evaluation of at least Thirty Thousand (30000) answer booklets by at least five Hundred (500) evaluators located at different locations (minimum 50 different evaluation centers).
13. Supervising e-valuation centers.
14. Up-loading the marks to service provider's own data centre.
15. To carryout periodic audit at e-valuation Centers.

- N.B.
1. The service provider cannot close any evaluation centre without the prior approval of CHSE(O) and
  2. Confidentiality at each stage must be maintained.

### **3.1. Post-evaluation phase :**

- 3.1.1. The service provider shall confidentially submit to CHSE(O) the tabulated marks and all reports generated through the software in form of hard and soft copy, as per the format to be provided by the Controller of Examinations, CHSE(O) for result preparation, processing and analysis.
- 3.1.2. The service provider must ensure that no data in any form concerning the project or its outcome will be shared/supplied/sold to any party/individual at any cost failing which the selected service provider will be liable under relevant clauses of I.T. Act and other relevant acts / provisions.
- 3.1.3. The bidder shall submit all log files along with tabulated marks to CHSE in both softcopy through secured dash board and hard copy.
- 3.1.4. The bidder shall provide customized reports as and when required by CHSE(O).

### **3.J. Scope of work in off-line valuation centres :**

- 3.J.1. Off-line evaluation centers are the colleges where the answer scripts are evaluated manually. In approximately 64 nos. of centres, off-line valuation is done for Arts and Vocational streams. The scope of work in these centers is limited to **enter the marks awarded by the examiner in a software** ( to be developed and provided by the service provider ) and host in his data centre in a secure manner and the marks will be confidentially shared with the Controller of Examination for result processing.
- 3.J.2. The software should enable the examiner / head examiner to download the marks for checking the accuracy of the marks entered, make necessary correction, if required and finally upload the corrected marks in the server.
3. J.3. To confidentially share the uploaded marks with the Controller of Examinations of CHSE(O).
3. J.4. To provide MIS features in the software which will enable CHSE(O) to keep track of the progress of entry of marks awarded by the examiner/s.
3. J.5. For this purpose, the service provider has to engage requisite number of data entry operators (at least two for each centre) who will stay in the centre from the day of commencement of valuation till completion of the same.
3. J.6. The service provider will provide two fully functioning computers, printer, UPS and reliable high speed internet facility for the above purpose.
3. J.7. To securely feed, upload, update and transmit the marks provided in the mark-foils at the off-line evaluation centre to the server of the service provider.
3. J.8. Complete log of all activities of the process of entry of marks in the software should be maintained.

### **3.K. Re-addition/Re-checking Phase :**

- 3.K.1. To provide link to the e-mail ID of the students who apply for re-addition to enable them to download their evaluated answer scripts, within a maximum period of 15 days after getting information with result overview.
- 3.K.2. To generate acknowledgement receipt for the student who downloads his/her valued answer script.
- 3.K.3. To organize and prepare data or receipt of specific complaints from the examinees within 07 days.
- 3.K.4. To securely download, store the required answer scripts with result overview in the local server for re-addition/re-checking work.
- 3.K.5. To pre-fix and reserve a centre for the re-addition/re-checking work immediately after preparation of data, which is expected to be completed within 15 to 30 days.
- 3.K.6. To organize and manage the re-addition/re-checking process at the selected centre in Bhubaneswar. To make necessary
- 3.K.7. Arrangement of computer nodes (approximately 100) and adequate technical support personnel for the re-addition/re-checking centre.
- 3.K.8. Necessary infrastructure, software and technical personnel must be ready for the period and no delay by the service provider will be entertained.
- 3.K.9. To maintain complete log of all activities of re-addition/re-checking process.
- 3.K.10. It is to be ensured that roll numbers are not disclosed to evaluators for maintaining confidentiality.
- 3.K.11. To ensure auto generated hard copy of result overview with previous and revised mark to be signed by the evaluators in case of change in previous marks only.



- 3.K.12.** To submit variance report in case of discrepancy in the marking of re-addition/re-checking by the examiner appointed for rechecking and one previous examiner with details of Roll No, Paper, Previous marks, Revised marks, Variance of marks, Name of the Re-addition/Re-checking examiner and his address.
- 3.K.13.** To transfer/export the data in encrypted format including raw scores from local server to central server keeping in view sensitiveness of the data as referred to information leak detection & prevention. Server data to be in secured & designated site by a responsible official of the service provider along with a back-up copy in C.D./D.V.D. to be handed over to the Controller of Examination/any authorized officer of the CHSE at the end of each day, with back-up at the Council office in Bhubaneswar.
- 3.K.14.** Supply of Re-addition/Re-checking marks and all reports generated through the software in the form of hard & soft copy as per format provided by CHSE(O) to the Controller of Examinations for use by the CHSE(O) or any other designated agency for result preparation as decided by the CHSE(O).

### **3.L. Features required in e-evaluations software**

- 3.L.1.** The proposed software/ solution should be in-house developed by the bidder and the bidder should own the complete source code of the software being used for conducting the on-screen marking, digitalization of off-line marks, re-addition / re-checking work.
- 3.L.2.** The software should have role-based security mechanism and proper industry standard authentication and authorization mechanism.
- 3.L.3.** Software should facilitate for audit trail for all the transactions/activities during operation of the system.
- 3.L.4.** After scanning of answer scripts, the delivery at the e-valuation centres can be by any secured mode as per the technology available with the service provider which should be fully secured and any type of lapses in this mode will be the sole responsibility of the service provider. In the event of such a lapse, the Council reserves the right to take necessary action which may include termination of the contract, imposition of fine and penalties, forfeiture of performance security, black listing the service provider and forfeiture of all claims under this project.
- 3.L.5.** The bidder should prepare and MIS format and get the same approved by the Controller of Examinations of the CHSE and provide the reports on scanning and evaluation whenever required by the Controller of Examinations.
- 3.L.6.** Provisions for forget Password and secret question settings. Answer book management i.e. mapping of answer booklets to the Examiners and Chief Examiners.
- 3.L.7.** Provision for marking "seen" in all blank pages of the answer booklet.
- 3.L.8.** Download speed of the answer booklets must be 4 to 5 scripts of 28-32 pages per hour.
- 3.L.9.** Provision for marking of questions, by examiner, as evaluated, optional, mark for review or not attempted or No response (NR).
- 3.L.10.** Provision for having evaluated check box to ensure that examiner has visited each and every page of an answer script, and the examiner has marked each and every written page of an answer script.
- 3.L.11.** Examiner comment box for each question.
- 3.L.12.** Provision for zooming in or zooming out of the pages of answer booklets for proper viewing.

- 3.L.13. Provision for skipping of an answer script, by an examiner if the same has not been properly scanned, with regulatory remarks.
- 3.L.14. Provision for mapping of 6-10 Assistant Examiners under a Chief/Head Examiner
- 3.L.15. Provision for reviewing of any evaluated/marked answer booklets by the head examiner.
- 3.L.16. In case of transfer of data in any device, the same should be sealed in the presence of Council observer/representative with his/her signature and the responsibility of transporting of this device to the marking centre will be that of service provider.
- 3.L.17. Maintaining audit log of each and every Chief/Head Examiner, Examiner and IT Manager of Evaluation agency.
- 3.L.18. Annotation of each and every question and page of answer scripts.
- 3.L.19. At the end of the day, marking reports of the examiner is to be prepared and submitted to the Controller of Examination to know the number of answer scripts evaluated per day and the time taken to complete the given assignment.
- 3.L.20. Provision for subject/medium wise selection of answer script.
- 3.L.21. Provision for masking the roll number of the student in order to maintain confidentiality.
- 3.L.22. Provision for configuration of multi-lingual question paper.
- 3.L.23. Examiners and Chief/Head Examiners feedback, on performance or service Provider, and the same can be viewed by CHSE(O) every day.
- 3.L.24. Provision for day wise re-evaluation based on evaluation feedback.
- 3.L.25. Setting of minimum time of evaluation of an answer script as 10 minutes or as decided to avoid fast and possibly inaccurate evaluated answer script.
- 3.L.26. Setting of limit/ceiling for maximum no. of scripts as 30 or as directed by CHSE to be evaluated by an examiner.
- 3.L.27. Mandatory provision for the Chief/Head Examiner to review minimum 10% of answers scripts evaluated by each Asst. examiner on daily.
- 3.L.28. Provision for view of answer scripts after the completion of evaluation.
- 3.L.29. Provision for auto uploads of marks file.
- 3.L.30. Provision of revisiting the answer script on the same day by Evaluator.
- 3.L.31. Provision of control of Evaluator/Review logging time in the system to prevent misuse of evaluations.
- 3.L.32. Step-by-step marking of a question.
- 3.L.33. Provision of display of timer to evaluator for monitoring of time taken to evaluate an answer book.
- 3.L.34. Downloaded but unvalued script by an examiner at the end of the day must be treated back to the common pool after 6.00 p.m. daily.
- 3.L.35. Software application should have been security audited.
- 3.L.36. Provision for a real time dashboard of Council must be there in each e-valuation centre displaying the following:

- At each evaluation centre real-time based dashboard for monitoring of activations/progress of work at higher level.
- Daily and consolidated examiner's attendance.
- Daily and consolidated Chief /Head examiner's attendance.
- Daily and consolidated Subject-Medium wise examiner details.
- Daily and consolidated Subject-Medium wise Chief/Head examiner details.
- Skipped Answer script Details (till date).
- Overall subject-Medium wise Evaluation (till date)
- Date wise working hours of Examiners and Chief/Head Examiners.



- Availability of answer scripts, question paper and marking scheme (Scheme of valuation) on the computer nodes of each and every Chief/Head examiner and examiner.
  - To provide suitable assessment scoring system of software as per requirement of CHSE, Odisha.
    - i. Reports to be generated by the Evaluation software:
      - a. Date wise Chief/Head Examiner and Examiner attendance report
      - b. Subject-Medium wise Examiner detailed report.
      - c. Subject-Medium wise Chief/Head Examiner detailed report.
      - d. Skipped answer scripts' detailed report. (along with reason)
      - e. Overall Subject-Medium wise evaluation report
      - f. Mark pattern report.
      - g. Variance report in case of discrepancy in the marking of examiner(s) and head examiner(s).
      - h. Program Evaluation and Review Technique (PERT) chart/Gantt chart method of periodical reporting format to be followed by the service provider. This reporting would be done through system generated report based on pre-fixed targets and achievements with date as specified by CHSE(O).
      - i. The Reporting console should be facilitated to all users along with administrative officers as designated by School & Mass Education Department.
      - j. The report console should be facilitated with print command.
      - k. Maximum limit of download per Asst. Examiner/ per day shall be initially 15, and if required, under the direction of the Controller of Examinations, can be extended up to 30 per day per examiner within 5-6 hours of such notice.
- 3.L.37. The bidder should operate and maintain the e-evaluation processing main server and other server at evaluation center as per the requirements of the Council.
- 3.L.38. The accumulated Data's back-up to overcome natural uncertainties to be mapped with process of automated & incremental backup at a place decided by the Council.

#### **Section 4 : Eligibility Criteria**

- 4.1. The bidder should be a software development / IT Service / ITeS company / firm registered under the Indian Companies Act, 1956 for minimum 5 years as on 31.12.2022. Copy of such certificate shall be enclosed as a proof.
- 4.2. The bidder should participate as a single entity. No consortium or group of companies will be allowed.
- 4.3. The bidder shall be single point of contact with CHSE ( O ) and shall be solely responsible for the execution and delivery of the work.
- 4.4. The bidder should be registered with appropriate tax authorities such as Income Tax, GST and should submit valid certificates of registration with these authorities.
- 4.5. Average annual turnover of the bidder in any of the 3 financial years out of last five financial years (FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22) ending on 31st March 2022 must be at least Rs.20 (Twenty) Crore.

The Bidder shall submit copies of audited balance sheets and profit and loss accounts/ annual reports of the above any three financial years (up to 31st March, 2022).

- 4.6. The bidder's cumulative order value during last five years should be at least Rs.15 crores ( Rupees Fifteen Crores ) or more in the relevant field, i.e. scanning, evaluation, digitalization of marks related field.  
Copies of work orders / proof of payment of bill are to be enclosed in the Technical Bid.
- 4.7. The bidder should have successfully executed at least 3 similar projects in last five years ( as on 31.07.2022 ) in India for Government / Central or State Universities / School or Higher Secondary Boards / Public Service Commission / other Government educational institutions / Government professional institutions. Similar nature of project means major activities such as computer based scanning of answer books, on-screen marking, feeding and uploading of off-line marks. Pilot projects, private universities and non-affiliating universities/boards shall not be considered.  
Documentary evidence in form of work order /contract and client report must be enclosed as proof of execution of similar work.
- 4.8. The bidder must have executed similar project of at least 3 ( three ) Lakhs answer books in a single order in any one year during the last 5 years as on 31.07.2022. Any experience as a consortium partner in this regard will not be considered.  
Documentary proof in the form of work orders / completion certificates of the customer organization should be submitted.
- 4.9. The bidder must have successfully executed similar projects for at least two different Central or State Universities / School Boards / Higher Secondary boards / Public Service Commission / other Government educational institutions / Government professional institutions in last five years with minimum one lakh answer scripts in each institution. Similar project means major activities such as computer based scanning of answer books, on-screen marking, feeding and uploading of off-line marks.
- 4.10. The bidder should have on his pay roll minimum 50 management and administrative / delivery level employees having knowledge for computer based evaluation in India for the proper execution of the contract. The service provider has to furnish the brief profile data of all such employees with pay-roll data.
- 4.11. The bidder should have an office in Odisha or if it has no office, then it should give an undertaking to open a dedicated office in Odisha within 1 month from the date of award of work.
- 4.12. The bidder should provide proof of own or leased infrastructure of at least 1000 computers (desktops and laptops), for scanning and evaluation centres, and must have sufficient advanced answer booklet scanners (minimum 100). Undertaking of having computers / scanners either owned or leased should be submitted.
- 4.13. The self-certified declaration in a non-judicial stamp paper of Rs. 100/-(One Hundred) only specifying that the firm has not been black listed by any state or central government organization in last three years.
- 4.14. The bidder must have primary with DR site infrastructure for data security. Both the Data Centers should be located in India in different seismic zones. The data center must be minimum Tier III and ISO certified. Data Center should be certified as per the Government of India Guidelines. The infrastructure of the bidder must be CERT-IN certified as per Govt. of India guidelines.  
Proof of such certification should be provided.



- 4.15. The bidder must have authorized and globally accepted certifications i.e. ISO-27001, ISO 20000, ISO 9001 and minimum SEI CMMi Level 3 certification on both development and services which should have minimum validity of at least six months beyond the last date of submission of bid.

Proof of such certification should be provided.

- 4.16. The proposed software should be Govt. of India compliant CERT-IN certified for IT security.
- 4.17. The contract shall be on "End to End outsource basis" and the bidder should have all relevant facilities and logistics available to execute the work.
- 4.18. The proposed software / solution should be in-house developed by the bidder and the bidder should own the complete source code of the software being used for conducting the on-screen marking and feeding and uploading of off-line marks.

Proof of the same should be provided along with the bid.

## **Section 5: Evaluation of Bids**

### **A. Overall Bid Evaluation**

- i. Tender evaluation committee will evaluate and compare the bids determined to be "substantially responsive". A substantially responsive bid is one, which conform to all the requirements, terms, conditions and specifications of the Request for Proposal without any material deviations.

Deviations from or objections or reservations to critical provisions such as those concerning performance security, warranty, applicable law, and duties will be deemed as material deviation.

- ii. CHSE (O)'s determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. It is CHSE (O)'s intent to select the proposal that is most responsible / advantageous to the PIMS project needs and each proposal would be evaluated using the criteria and process outlined in this selection.
- iii. **Total Bid Evaluation:** Tenders for this contract will be assessed in accordance with Quality and Cost Based selection (QCBS) system. **The technical bid will have a weightage of 80% and the financial bid will have a weight age of 20% in the overall evaluation.**

### **B. Technical Bid Evaluation**

- i. The objective of the technical bid evaluation is to shortlist bidders who have the technical expertise / skills that are essential to establish/implement this business activity as envisaged.
- ii. The technical bid shall be evaluated by the tender evaluation committee based on a weighted point system, assessing each bidder's ability to satisfy the requirements set forth in the RFP document. The tender evaluation committee will evaluate the technical

proposals by taking into account factors mentioned below. The information furnished by the bidders in the technical bid shall be the basis for this evaluation.

- iii. Each of the technical bids shall be evaluated on a score of 100 points.
- iv. Each proposal will be evaluated according to the following criteria, but not limited to:
  - a. Project objective, scope of works and understanding along with past experience in projects executed of similar nature. bidders must demonstrate their experience.
  - b. The evaluation criteria along with the relevant marks for each component is indicated in the scoring model.
  - c. **Capability of the proposed team:** Experience and capability of the proposed team in similar projects/technologies and relevant certification, if any, of the project team, which might help in project delivery.
  - v. **Feasibility and technical viability of the proposed technical solution:** The bidder's design, development and implementation plan, its deployment of sound project management strategy etc. for the project. Also the quality, responsiveness, responsibility, ease of use, reliability and the comprehensiveness of the proposed technologies, adherence to IT architecture plans, standard information systems, security policies etc. would be evaluated from the perspective of the proposed solution.
- vi. **Technical score computation :** Based on the technical evaluation methodology, each technical bid will be assigned a total score (Tb) out of maximum of 100 points as per the technical evaluation criteria table.

The individual bidder technical scores will be normalized as per the formula below:

$$T_n = T_b / T_{max} \times 100$$

Where,

**T<sub>n</sub>** = normalize technical score for the bidder under consideration.

**T<sub>b</sub>** = absolute technical score for the bidder under consideration.

**T<sub>max</sub>** = maximum absolute technical score obtained by any bidder after evaluation of bids.

- vii. **Bidders with score of 70 and above in the technical bid shall be considered as technically qualified.**
- viii. **Technical Presentation :** Each bidder Each bidder will be given maximum 30 minutes for the technical presentation on his proposed solutions to the tender evaluation committee and the key points in their proposals which should include :
  - Similar Project Experience
  - Live Demonstration of existing software solution on web based onscreen evaluation, digitalization of marks, pre and post-examination activities etc.
  - Proposed approach and methodology, work plan, technical support, user friendliness of the software, content management tool, administrative tool, database design, backup, security, training & SOP etc.



- ix. The tender evaluation committee may waive any minor infirmity, non-conformity or irregularity in which does not constitute a material deviation, provided such waive does not prejudice or affect the relative ranking of any bidder. The tender evaluation committee reserves the right to reject any or proposals on the basis of any deviations.

### C. Scoring Model

S. No	Criteria	Score
1	<b>Bidder's Credentials</b>	<b>10</b>
1.2	<b>Average Annual Turnover (average of last 3 financial years as in the pre-qualification criteria)</b>	<b>5</b>
	20 Cr to 50 Crores	2
	Above 50 Crores to 100 Crores	3
	Above 100 Crores	5
1.3	<b>Overall on-roll IT staff strength ( Project Management/ Development/ Quality Assurance /Implementation/ Operations) in companies payroll</b>	<b>5</b>
	50 – 100 nos.	2
	101 – 200 nos.	3
	Above 200 nos.	5
2	<b>Bidder's Certification</b>	<b>20</b>
2.1	<b>CMMi level Development</b>	<b>10</b>
	CMMi level 3 Development	2
	CMMi level 4 Development	5
	CMMi level 5 Development	10
2.2	<b>CMMi level Services</b>	<b>10</b>
	CMMi level 3 Services	2
	CMMi level 4 Services	5
	CMMi level 5 Services	10
3	<b>Bidder's Infrastructure - Primary Data Center with Secondary DC site to be managed by the bidder/ group of companies for data Security</b>	<b>5</b>
	Tier III DC with Secondary DC infrastructure outsourced by the bidder	3
	Tier III DC with Secondary DC infrastructure owned by the bidder	5
4	<b>Bidder's Experience</b>	<b>35</b>
4.1	<b>Nos of similar projects executed for any government project in India for Govt. University/ School Board/ Public Service Commission/ Govt. Professional Institutions in three years out of last five years as per eligibility criteria ( 4.8 )</b>	<b>15</b>
	3,00,001 – 5,00,000	5
	5,00,001 – 8,00,000	10
	More than 8,00,000	15

4.2	Nos of assignments in e-evaluation / on-screen marking completed in India for Indian Govt. University/ School Board/ Public Service Commission/ Professional Institutions	10
	3 to 5 assignments	5
	6 to 10 assignments	7
	More than 10 assignments	10
4.3	Nos, of different Indian Govt. University/ School Board/ Public Service Commission/ Professional Institutions for which assignments in e-evaluation / on-screen marking completed	10
	2 to 5 institutions	5
	5 to 10 Institutions	7
	More than 10 Institutions	10
5	Presentation and Demonstration	30

**N.B. Bidders having minimum 70 marks will qualify in the Technical Bid.**

#### **D. Financial Bid Evaluation**

The Financial Bid will be submitted as per the format given in annexure 1 in a separate sealed cover along with the technical bid. However, the Financial Bid will be opened only after completing the evaluation of technical bid. Financial bids of only those bidders, who score more than the **minimum cutoff score of 70** in the technical bid, will be opened in the presence or their representatives, if any, at a scheduled date and time.

Only fixed price financial bids indicating all-inclusive prices for each of the deliverables and services specified in this bid document will be considered. The price would be inclusive of GST and other taxes, duties, charges and levies etc. as applicable.

The total financial score secured by each bidder will be calculated as follows: -

The bidder with lowest qualifying financial bid in **total of all services** to be delivered will be L1 and will be awarded 100% score (amongst the technically qualified bidders). Financial scores for other than L1 bidders will be evaluated using the following formula:

Financial score of a bidder (**Fn**) =  $\left\{ \left( \frac{\text{Commercial bid of L1}}{\text{commercial bid of the bidder}} \right) \times 100 \right\} \%$  (adjusted to two decimal places).



### **Final Evaluation of Bid:**

Final evaluation will be based on the Quality-and-Cost Based Selection (QCBS) as per the following formula.

- a. The technical and financial scores secured by each bidder will be added using weightage of <80%>and <20%> respectively to compute a Composite bid Score.
- b. The bidder securing the highest composite bid score will be adjudicated as the most responsive bidder for award of the project. The overall score will be calculated as follows:-

$$\mathbf{Bn = (Tn * 80\%) + (Fn * 20\%)}$$

Where,

**Bn** = overall score of bidder

**Tn** = Normalized technical score for a bidder.

**Fn** = Total normalized financial score of bidder.

- 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.
- d. CHSE reserves the right to enter into negotiation with the selected bidder and place order with this bidder at a suitable price.
- e. If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder doesn't accept the correction of the errors, its bid would be rejected and may result in forfeiture of EMD amount.
- f. The bidder has to quote realistic price for the tender with prevailing market rates. The Tender evaluation committee reserves the right to accept or reject the bid if any bidder under-quotes or quote unrealistic price for the band the decision of the expert committee of the CHSE will be final.

Any conditional bid would be rejected.

## Annexure-I

### Financial Bid

Sl. No.	Work / Service	Quantity of work ( Q )	Rate quoted ( in figure ) per script ( R )	Total cost ( Q X R )
1	2	3	4	5
1	Scanning & e - valuation work	8,00,000 scripts		
2	Feeding, uploading & transmitting marks from off-line valuation centres	16,20,000 scripts		
3	Re-addition/re-checking work	5000 scripts		
Total cost in figure ( as per Col. 5 ) : Rs.				
Total in words : Rupees				

The rate quoted should include GST and other government dues / levies.

(Signature & seal of Bidder)

- N.B. :- The actual number of scripts under each deliverable is approximate and may vary.
- If there is a discrepancy between words and figures, the amount in words will prevail.
- If the bidder doesn't accept the correction of the errors, its bid would be rejected and may result in forfeiture of EMD amount.



## Annexure-II

### FINANCIAL INFORMATION

Financial Year	F.Y.	F.Y.	F.Y.	F.Y.	F.Y.
Turn over (in crores)					
Profit before tax					
Cumulative order value during last five years in the relevant field					
Other relevant information					

- I. Financial Analysis: details to be furnished duly supported by figures in balance sheet/profit & loss account for the last 5 (Five) Financial Years and certified by the chartered accountant, as submitted by the bidder to the income-tax department (copies to be attached).
- II. Up to date income tax clearance certificate.
- III. Certificate of financial soundness from bankers of service provider.
- IV. Financial arrangements for carrying out the proposed work.
- V. Note : Attach additional sheets, if necessary.

(Signature & seal of Bidder)





## Annexure-IV

### STRUCTURE AND OTHER DETAILS OF THE ORGANISATION

1. Name and detail address of the bidder :
2. Telephone no./fax no./email address :
3. Legal status (Attach copies of original document defining the legal status).
  - a. An individual / consortium :
  - b. A proprietary / partnership firm :
  - c. A trust / society :
  - d. A limited company of corporation :
4. Particulars of registration with various government bodies (attested photocopy)
  - a. GST registration number(GSTIN) :
  - b. Organization / place of registration :
  - c. Date of validity :
  - d. PAN number :
  - e. Service tax registration number :
5. Names and titles of Director's & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the work ? if so, give the Name of the project and reasons for not completing the work.
7. Have you or your constituent partner (s) ever left the works awarded to you incomplete? if so, give name of the project and reason for not completing the work.
8. Have you or your constituent partner (s) debarred / black listed for tendering in any organization at any time? If, so give details.
9. Area of specialization and Interest.
10. Any other information considered necessary but not included above.

(Signature & seal of Bidder)





## Annexure – VI

### Check List

Sl No.	Documents to be submitted	Status of Submission ( Yes or no )	Remarks
1	Company profile ( one page only )		
	Copy of authorization letter in case of authorized representative		
2	Demand Draft for Tender Fee of Rs. 20,000/-		
3	Demand Draft for E.M.D. of Rs. 20,00,000/- ( Twenty Lakhs )		
4	Company / Firm registration certificate		
5	Valid certificate of registration with appropriate tax authorities		
6	Proof of average annual turnover of three years out of last five years		
7	Proof of cumulative order value of Rs. 15 crores in last five years from relevant field		
8	Proof of execution of three similar work in last five years		
9	Proof of execution of similar work of at least three lakhs answer scripts in a single order in any one of the year in last five years		
10	Proof of execution of similar projects in at least two different Government institutions in last five years with minimum one lakh answer scripts in each institution		
11	Proof of having minimum fifty employees in bidder's pay roll Sheet with profile of employees		
12	Proof of having office in Odisha or undertaking to open a dedicated office in Odisha		
13	Undertaking for own and leased computers and scanners		
14	Self declaration on black listing in non-judicial Stamp Paper of Rs. 100/-		
16	Proof of having minimum CMMi level 3 certification, both development and service.		
17	ISO certifications as per eligibility criteria		
18	Cert-in certificate on primary and DR site infrastructure		
19	Proof of in house development of proposed software/ solution		
20	Technical bid in a separate sealed cover with super-scription		
21	Financial bid in a separate sealed cover with super-scription		
22	Submission of bid in a bigger sealed envelop super-scribed		

N.B. The above checklist is indicative only. Bidder should submit the supporting documents in support of his eligibility as per different provisions of the RFP., even though the same has not been specifically mentioned in the above check list.

Bidder can add rows / sheets, if required.