

Odisha Construction Corporation Limited
Unit-VIII, Gopabandhu Nagar, Bhubaneswar

Tender Call Notice

No.:OCC/CWS/PROC/STORE-01/09/2025-26

Dated: 03/05/2025

Name of the Work:-Development, Customization, Integration and Implementation of Store Digitalization System for Central Workshop, Rasulgarh under Odisha Construction Corporation LTD., Government of Odisha.

Tender are invited from the empaneled Software developer/ System integrator from (IT firms empaneled in Tier-III of E&IT Deptt., Govt. of Odisha as per latest notification or Notification No.4023/E&IT/EIT-I-8/2019 dated 26.09.2023), M/s NSIC & M/s OSIC for “Development, Customization, Integration and Implementation of Store Digitalization System for Central Workshop, Rasulgarh under OCC LTD” in double cover system (Cover-I-Technical bid with documents in support of qualification criteria, Cover-II-Financial bid) as per the following schedule. The Selected bidder (Implementing Agency) is responsible for sizing of necessary hardware and software licenses requirements for proper functioning of the application proposed by them as per the scope of work mentioned and the compliance criteria mentioned in the tender document. The proposed Store Digitalization System should be developed in **open source platform**.

Sl. No.	Item	Description
1.	Project Title	Development, Customization, Integration and Implementation of Store Digitalization System for Central Workshop, Rasulgarh under Odisha Construction Corporation LTD (OCC LTD.), Government of Odisha
2.	Name of Purchaser	Odisha Construction Corporation Limited, Bhubaneswar
3.	Contact Person	Senior Manager(M)-I, Central Workshop, Rasulgarh Contact No-9178468903 Senior Manager(M)-III, Central Workshop, Rasulgarh Contact No-7504001424

4.	Cost of Tender Document	Rs. 7080.00 including GST @18%(Non-refundable) in shape of A/c payee Demand Draft drawn in favour of "Odisha Construction Corporation Ltd-Project Account" on any Nationalized bank/ Scheduled Bank payable at Bhubaneswar.
5.	Earnest Money Deposit	<p>Rs. 20,000.00 (Rupees twenty thousand) only in shape of A/c payee Demand Draft / N.S.C./ Post office Savings Bank Account/ Post Office Time Deposit Account/ Kisan Vikas Patra drawn in favour of "Odisha Construction Corporation Ltd-Project Account" on any Nationalized bank/ Scheduled Bank payable at Bhubaneswar.</p> <p>No bidder participating in the tender is entitled for exemption from payment of EMD as communicated vide DoWR letter No. IIM-24/2018-14318/WR dated 24.05.2018 & Head Office, OCCL Letter No.5502/OCC/CW-02/09(Vol-V)(WE) dated 30.05.2018).</p>
7.	Selection Method	Price based double cover system on least cost basis.
8.	Last date for submission of queries by Bidders	09.05.2025 by 5.00 PM
9.	Pre-bid Meeting	13.05.2025 at 3.30 PM
10.	Bid Submission Start Date and time	03.05.2025 at 10:00AM
11.	Last date and time for receipt of bids from Bidders	<p>17.05.2025 by 5.00 PM (Mode of receipt-E-mail/speed post/registered post) E-mail Id for tender submission- <u>gmcwsoccltender@gmail.com</u> Tender shall be available in <u>www.odishaconstruction.com</u>)</p>
12.	Date and time for opening of the technical bid	19.05.2025 at 11.00 AM
13.	Date and time for opening of Financial Bid	To be intimated to qualified bidders after evaluation of technical bid by speed post or E-mail

14.	Bid Validity Period	120 Days
15.	Project Delivery Timeline	4 Months(120 days)

1. ABOUT THE PROJECT

A store Digitalization system shall offer a comprehensive overview of entire supply chain of the Central Workshop, Rasulgarh, OCC Ltd. It enables accurate tracking of stock quantities, locations, and movement, eliminating the pitfalls of over-stocking or stock outs. By digitalization, automating and centralizing these processes, the system reduces the risk of manual errors and enhances data accuracy.

The system's benefits extend to optimizing stocks fulfillment. With accurate inventory data, Client (OCC Ltd) can ensure that the stocks are processed promptly and preventing delayed deliveries. Additionally, the system's predictive capabilities can help anticipate demand fluctuations, enabling proactive stock replenishment.

The broad scope of work for the selected bidder during the period of contract/ engagement would include:

- Development, Testing and Deployment of Software Solution (Web application accessible through both Intranet & Internet)
- Supply & installation of adequate Operating system and database software for End-to- End solution implementation
- Training on application software and Handholding Support
- Proper & adequate Manpower deployment during project development & maintenance period
- Operation & Maintenance Support for Application.

The scope of work includes Requirements Study, Solution Design, Solution Development, Testing, Implementation, and Maintenance of the solution.

The System Integrator (SI) shall be entirely responsible for proposing the solution which satisfies all features, functions, and performance as described in the document. The SI shall be responsible for the design, development, and implementation of the proposed solution.

2. INTRODUCTION

The Odisha Construction Corporation Limited, requires the service of **empaneled**

software developer/ system integrator from (IT firms empaneled in Tier-III of E&IT Deptt., Govt. of Odisha as per latest notification or Notification No.4023/E&IT/EIT-I-8/2019 dated 26.09.2023), M/s NSIC & M/s OSIC for the work “Development, Customization, Integration and Implementation of Store Digitalization System for Store at Central Workshop, OCC Ltd., Rasulgarh”. The period of the contract may be further extended beyond this period provided the requirement of the Client for the services persists at that time or may be curtailed/ terminated at any point of time owing to deficiency in service or substandard quality of work by the selected **software developer/ system integrator** or because of change in the client’s requirements. The client however, reserves the right to terminate this initial contract at any time after giving one week’s notice to the selected Service Provider.

3. INVITATION TO TENDER

3.1. DUE DILIGENCE

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications and other information in this Tender Document. The bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the Bidder’s risk and may result in rejection of the bid. The Authority shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

3.2. COST OF BIDDING

The Bidder will bear all costs associated with the preparation and submission of its bid and the client will in no event or circumstances be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3.3. AMENDMENT OF TENDER DOCUMENT

At any time before the deadline for submission of bids, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amending, modifying and/or supplementing the same.

Any amendments/modifications in the tender document would be communicated via e- mail to the **software developer/ system integrator** and all such amendments shall be binding on the bidders without any further act or deed on the Authority part. In the event of any amendment, the Authority 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.

3.4. SITE VISIT(S)

The bidder may wish to visit and examine the site (s) (Central Workshop, Rasulgarh, OCCL) of the project as well as Head Office and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the bid and entering into the contract. The cost of visiting the site(s) shall be borne by the bidder. Tendering authority will not be responsible to schedule / coordinate with the client for the Bidder's site visit and detail assessment of the requirement.

4. INSTRUCTIONS TO BIDDERS

4.1. GENERAL

While efforts have been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the solution needed to meet requirements. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by client on the basis of this tender document.

No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of client. Any notification of preferred Bidder status by client shall not give rise to any enforceable rights by the Bidder. Client may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of client.

4.2. COMPLIANT TENDERS AND COMPLETENESS OF RESPONSE

Bidders are advised to study all instructions, forms, terms, requirements and other information in the tender documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

Failure to comply with the requirements of this paragraph may render the Bid non-compliant and the Bid may be rejected. Bidders must:

- Include all documentation specified in this tender.

- Follow the format of this tender and respond to each element in the order as set out in this tender.
- Comply with all requirements as set out within this tender.

The response should be accompanied by an authorization in the name of signatory of the Bidder. The authorization shall be in the form of a written Power of Attorney or a Board resolution in favor of person signing the Bid.

- All provisional conditions in the Power of Attorney should be adhered to by authorized signatory before signing of the bids. Any non-compliance to this effect will be the responsibility of Bidder and can lead to disqualification.
- The authorized signatory representing the Bidder shall sign and stamp on forms and required documents as provided in this tender document.

4.3. DISQUALIFICATION

The client may at its sole discretion and at any time during the evaluation of bid, disqualify any bidder, in the following cases or in case the Bidder fails to meet bidding requirements as indicated in this tender document:

- Bid is not submitted in accordance with the procedure and formats prescribed in this document i.e. a non-conforming bid.
- Submitted the bid documents after the response deadline.
- During validity of the bid, or its extended period, if any, Bidder increases its quoted prices.
- Bid is conditional and has deviations from the Terms & Conditions of tender.
- Bid is received in incomplete form.
- Bid is not accompanied by all the requisite documents or is non-responsive.
- Information submitted in qualification criteria of technical bid or financial bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
- Bidder tries to influence the bid evaluation process using unfair means at any point of time during the bid process.
- Bidder fails to meet minimum qualifying criteria in the technical bid.
- Made client evading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- Failed to provide clarifications related thereto, when sought.
- Submitted more than one bid (comprising of same Prime Applicant individually).
- Declared ineligible by any Government Authority for corrupt and fraudulent practices or blacklisted.
- Submitted a bid with price adjustment/variation provision.

- Bidder(s) who were assigned any project with client earlier & not completed the said work within last 05 (Five) years satisfactorily.
- Submitted the bid documents without EMD.

4.4. CONSORTIUM /JOINT VENTURE

Consortium/Join Venture is not allowed for this bid.

4.5. PRE-BID MEETING & CLARIFICATIONS

4.5.1. PRE-BID MEETING

The Bidder shall be deemed to have carefully examined the Terms & Conditions, Scope of work, Service levels, Specifications, and Schedules of this tender document. If the Bidder has any doubt as to the meaning of any part of these conditions or of the specifications, the Bidder shall submit the queries in given format and participate in the pre-bid meeting as per the schedule specified in this tender document. The purpose of the meeting is to provide Bidders with any clarifications regarding the tender document. It will also provide each Bidder with an opportunity to seek clarifications regarding any aspect of the tender document.

- Client shall hold a pre-bid meeting with the prospective bidders on **13.05.2025 at 3.30 PM in Online Mode.**
- The representatives of Bidders (restricted to two persons) may attend the Pre-bid meeting.
- The Bidders should submit their queries in writing in below specified format (in MS-Excel only) by the schedule as mentioned in this tender document, prior to attending the pre-bid meeting. Client shall not be responsible for any Bidders' queries received by it in any other format. Any requests for clarifications post the indicated date and time mentioned will not be entertained by the client.

Sl. No.	Tender Document Reference(s) (Section & Page Number(s))	Content of tender requiring Clarification(s)	Points of Clarification

4.5.2. RESPONSES TO PRE-BID QUERIES AND ISSUE OF CORRIGENDUM

1. Client will endeavor to provide timely response to all queries. However, Client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Client undertake to answer all the queries that have been posed by the Bidders.
2. At any time prior to the last date for receipt of bids, Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by corrigenda and/or addenda.
3. The Corrigendum (if any) and clarifications to the queries from all Bidders will be intimated through e-mail.
4. Any such corrigenda and/or addenda shall be deemed to be incorporated into this tender document.
5. In order to provide prospective Bidders reasonable time for taking the corrigenda and/or addenda into account, Client may, at its discretion, extend the last date for the receipt of bids.

4.6. SCOPE OF WORK

Detailed description of the objectives, scope of services and other requirements relating to the job/assignment are as specified below and in the Project bid enclosed. The bid is required to be submitted in the form and manner as specified in this document.

- 1) Real-time checking of stock position as well as perpetual inventory system.
- 2) Provide warning / Notification when an item goes below the reserve stock level.
- 3) Preparation of store ledger account in every financial year ending at 31st March along with the monthly and quarterly store account details.
- 4) Preparation of Bill Register which includes total materials purchased, monthly, quarterly and for each financial year.
- 5) Preparation of Consumption Statement monthly, quarterly and for each financial year.
- 6) Preparation of Closing Stock of Consumables, Steel, Loose Tools and Assets.
- 7) Preparation of reports for ABC analysis of stock items and VED analysis for spare parts.
- 8) Preparation of Survey report for old and unused surplus items.
- 9) Preparation of Goods Transfer Note and gate pass note/Material dispatch record.

- 10) Scope for diversion of materials to other projects for temporary period until required material is available.
- 11) Preparation of project wise stock report.
- 12) Material diversion stock report.
- 13) Receipt and issue of materials without Purchase Order and its regularization.
- 14) Provision to represent info graphical data of generated reports in a dashboard.
- 15) Involvement of Planning team, Procurement team, Store team and Accounts team in the process, so that every team can assess the data as and when required for their functionality.
- 16) The scope of digitalization of store inventory management system should not be only limited to the above requirements, rather It should be a continuous process with improvements with modification / updating of methods and systems adopted as per the job requirement.
- 17) The firm should provide trial & testing of the software to perform each activity of store accurately for minimum 1(one) financial year without charging any additional cost of modification/alternation in the software.
- 18) Provision to provide training to the end users to be sufficient enough to operate the automation system in their own.
- 19) Packaged developed must be compatible with our existing server present in OCCL, running in Linux environment.
- 20) The software used for the store digitalization should be secured cloud based.
- 21) The interested firm should visit the main store of Central Workshop, Rasulgarh, Bhubaneswar to get a detail understanding of existing store procedures and requirements of scope for digitalization before submitting their offers.
- 22) The interested firm may visit OCCL head office & collect detail information regarding the server available in the Head office, OCCL which will be used in the said purpose and to give their views, if any modification needed, during pre-bid discussions.

4.7. FORMAT & SIGNING

- The bidders should submit their responses as per format given in this tender in the following manner:
 - Technical Bid
 - Financial Bid
- **Please Note that Prices should not be indicated in the Qualification criteria of Technical bid but should only be indicated in the financial bid.**
- **The Response to Qualification criteria of Technical bid and Financial bid**

(as mentioned in previous paragraph) should be submitted through E-mail/Speed post/Reg post.

The bid submitted up to dtd.17.05.2025 by 5.00 PM will be opened on dtd.19.05. 2025 at 11.00 AM by tendering authority, in presence of those Bidders or their representatives who may be authorized by the bidder to be present at the time of opening. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to be identified as bona-fide for attending the opening of the bid.

4.8. LATE BIDS

- Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and opened.
- Client reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

4.9. SUBMISSION OF BID

Mode of submission-E-mail/Speed post/ Registered post

Submission via Speed Post/ Registered post

- The bidder shall prepare one original of each part of the tender i.e. Technical bid with documents in support of qualification criteria (Cover-I) & Financial bid (Cover-II).
- The Technical bid & Financial Bid shall be submitted separately clearly marking "Technical Bid" & "Financial Bid" and both should be enclosed in a bigger envelope super-scribing the tender details (Bid no, date , work name, due date of opening)

Submission via E-mail:-

- The bid can be submitted via e-mail in the id- gmcwsoccltender@gmail.com within stipulated date and time.
- The bid documents (technical bid & financial bid) shall be submitted in separate attachments mentioning technical bid and financial bid.
- Tender No and name must be mentioned in the subject of the mail.
- Both the technical bid with document in support of qualification criteria and financial must be password protected & the password is to be set by the bidder himself.
- The bids (technical & financial) will be opened in presence of the interested bidders on the scheduled date and time as mentioned in the tender. The password is to be revealed or intimated by the bidder at the time of opening of bid documents.

4.10. LANGUAGE OF BID

All bids and various documents related to these tenders should be in English Language. All correspondence between the Authority and the Bidders would also be in English Language.

4.11. CONFLICT OF INTEREST

The Authority requires that bidder must provide professional, objective and impartial advice and at all times hold the Authority interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

4.12. VALIDITY OF BIDS

Bids shall remain valid for a period of 120 Days from the date of opening of the tender. Client reserves the rights to reject a bid valid for a shorter period as non- responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

4.13. RIGHT TO ACCEPT BID

The Client reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to award of contract, without there by incurring any liability to the affected bidder or any obligation to inform the affected bidder of the grounds for such decision.

4.14. MODIFICATIONS/WITHDRAWAL

No modifications/withdrawal to the Bids shall be allowed; once it is received by the tendering authority.

4.15. RIGHT TO TERMINATE THE PROCESS

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

This tender document does not constitute an offer by client. The Bidder's participation in this process may result in selecting the Bidder to engage towards execution of the Contract.

4.16. AMENDMENTS

At any time prior to deadline for submission of bids, the Authority may for any reason, modify the tender. The amendments/corrigendum shall be intimated through e-mail, such amendments shall be binding on all.

4.17. REJECTION OF BID

The Client reserves the right to reject any and all bids, in whole or in part, to waive any and all informalities and to disregard all non-confirming, non-responsive or conditional bids.

4.18. AUTHENTICATION OF BID

The original and all copies of the bid document shall be type written in indelible ink and shall be signed by a person or persons duly authorized to bind the bidder to the contract. A duly stamped Power-of-Attorney accompanying the bid document shall support the letter of authorization. The person or persons signing the bid document shall initial all pages of the Bid document, including pages where entries or amendments have been made. All the pages of the bid should be serially numbered.

4.19. CONTACT DETAILS

Designation	Senior Manager(M), H.O., OCCL, Senior Manager-I/III, Central Workshop, OCCL, Rasulgarh
Contact Details	Phone Nos- 7008615493(SM(M),HO), 9178468903(SM(M)-I,CWS) , 7504001424 (SM(M)-III,CWS) E-mail: gmocclcws@gmail.com , gm.mech.ho@odishaconstruction.com

4.20. ACKNOWLEDGEMENT BY THE BIDDER

It shall be deemed that by submitting the Bid, the bidder has:

1. Made a complete and careful examination of the tender.
2. Received all relevant information requested from the Authority.

3. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the tender or furnished by or on behalf of the Authority or relating to any of the matters stated in the Tender Document
4. Acknowledged that it does not have a conflict of Interest; and
5. Agreed to be bound by the undertaking provided by it under and in terms thereof.

The Client shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to tender or the selection Process, including any error or mistake therein or in any information or data given by the Client.

4.21. EARNEST MONEY DEPOSIT

The EMD is required to protect the Client against the risk of Bidder's conduct, which would warrant the security's forfeiture.

Unsuccessful Bidder's EMD will be discharged / returned as promptly as possible as but not later than 30 days after the expiration of the period of bid validity.

The successful Bidder's EMD will be returned after furnishing the ISD, performance guarantee etc. or adjusted against ISD during signing of the contract.

4.22. FORFEITURE OF EMD

EMD submitted by the bidder may be forfeited under the following conditions. If the bid or its submission is not in conformity with the instruction mentioned herein;

1. If the successful bidder withdraws from the tender before the expiry of the validity period including the extended validity period.
2. In the case of a successful bidder fails to (i) accept award of work, (ii) sign the contract agreement with the Authority, after acceptance of communication on placement of award, (iii) furnish performance security, or the successful bidder violates any of conditions of this tender document or indulges in any such activities as would jeopardize the interest of the Authority in timely finalization of this tender

The decision of the Client regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the successful bidder by the Client.

4.23. EXTENSION OF PERIOD OF VALIDITY

In exceptional circumstances, the Client may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period is binding on the bidder. The EMD

provided shall also be suitably extended. A Bidder granting the request will not be permitted to modify its bid.

4.24. VALIDATION OF INTERLINEATIONS IN BID

Any interlineations, erasures, alterations, additions or over writing shall be valid only if the person or persons signing the bid have authenticated the same with signature, date and time. No such interlineations, erasures, alterations, additions or overwriting shall be permitted after submission of the bid.

4.25. ANNOUNCEMENT OF BIDS

The name of Bidder, bid prices, total amount of each Bid, EMD, discount, etc shall be announced after opening of the financial bid.

4.26. CLARIFICATION OF BIDS

To assist in the evaluation, comparison and an examination of bids, the client may, at its sole discretion, ask the Bidder for a clarification of its bid including breakdown of unit rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiry of deadline prescribed in the request, the client reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder.

4.27. COMPLETENESS OF BIDS

The client will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bid Documents are substantially responsive to the requirements of the tender.

4.28. RECTIFICATION OF ERRORS

Arithmetical errors will be rectified on the following basis: -

1. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
2. If there is a discrepancy between the rates in words and figures, the rate in words will govern.
3. If the bidder does not accept the correction of errors, his bid will be rejected.

4.29 NOTIFICATION TO BIDDER

The Bidder whose Bid has been accepted shall be notified of the award prior to the expiry of the period of validity of the proposal, by registered letter or by Email. This letter (here in after the “Letter of Acceptance”) shall state the sum that the client shall pay the Bidder in consideration of the execution, completion and maintenance of the work as prescribed by the Contract (hereinafter the “Contract Cost”) in accordance with Payment Terms. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within five (5) days from the receipt of the Letter of Acceptance.

4.30. EXPENSES FOR THE CONTRACT

All incidental expenses of the execution of the Contract shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by the client.

4.31. FAILURE TO ABIDE BY THE CONTRACT

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of the client with such penalties as specified in the Bid Document and the Contract.

4.32. ANNULMENT OF AWARD

Failure of the successful Bidder to comply with qualification criteria, evaluation criteria and other terms and conditions set out in the Tender Document shall constitute sufficient ground for the annulment of the award of Contract and forfeiture of the EMD.

5. GENERAL TERMS & CONDITIONS

5.1. RELATIONSHIP BETWEEN THE PARTIES

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the ‘The Client’ and ‘the Bidder’. The bidder subject to this contract has complete charge of personnel, performing the services under this project from time to time. The bidder shall be fully (jointly and severally) responsible for the services performed by them or on their behalf here under.

5.2. STANDARDS OF PERFORMANCE

The successful bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally

accepted professional standards and practices. The bidder shall always act in respect of any matter relating to this contract as faithful advisor to the Client.

The successful bidder shall always support and safeguard the legitimate interests of the Client, in any dealings with the third party. The bidder shall abide by all the provisions / acts / rules etc. of Information Technology prevalent in the country. The bidder shall conform to the standards laid down in tender in totality.

5.3. DELIVERY AND DOCUMENTS

The successful bidder shall submit all the deliverables on due date as per the delivery schedule. The bidder shall not without the Client's prior written consent disclose the contract, drawings, specifications, plan, pattern, samples to any person for "project management unit set up" other than an entity employed by the Client for the performance of the contract. In case of termination of the contract, the entire document used by successful bidder in the execution of project shall become property of the Client.

5.4. INTELLECTUAL PROPERTY RIGHTS

No services covered under the contract shall be sold or disposed by the successful bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trade mark or similar right, or any charge mortgage or lien. The bidder shall indemnify the Authority from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the bidder, the Authority shall be defended in the defense of any proceedings which may be brought in that connection.

5.5. ASSIGNMENT

The bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the client's prior written consent.

5.6. INITIAL SECURITY DEPOSIT

The bidder whose tender is selected for acceptance shall within a period of 7 (seven) working days upon intimation being given to him for acceptance of his tender make an Initial Security Deposit (ISD) at the rate of 2% of the total work value of BOQ (Bill of Quantity) in the form of Term Deposit Receipt (TDR) drawn in (Nationalized/scheduled Bank)/ N.S.C./ Post office Savings Bank Account/ Post Office Time Deposit Account/ Kisan Vikas Patra pledged in favour of "Odisha Construction Corporation Ltd." before execution of the agreement. No tender shall be finally accepted until the required

amount of ISD is deposited. Failure to enter in to the required agreement and to deposit the ISD as above shall entail forfeiture of the EMD.

If the tenderer desires, the EMD can be converted to ISD and the balance amount of ISD has to be deposited. If the “successful bidder” fails to deposit such initial security within the stipulated date, the EMD of the “bidder” shall be forfeited and the work may be awarded in favour of some other agency at the discretion of the “Corporation”.

The ISD will be refunded after satisfactory completion of the work along with AMC or payment of the final bill whichever is later subject to the condition that no defect is noticed in the work and will not carry any interest.

5.7. SECURITY DEPOSIT

The Security Deposit (SD) at the rate of 5(five)% shall be deducted on the gross amount of each bill of the bidder. The security will be released after 6(six) months of completion of the work and AMC or settlement of final bill of the bidder, whichever is later, if no defect in the work is noticed and material account as well as all disputes including compliance of labour rules, ESI rules etc. are settled.

5.8. PERFORMANCE GUARANTEE

Within seven (7) working days of the receipt of the acknowledgment of the Letter of Acceptance from the Authority, the successful Bidder shall furnish a Performance Guarantee for an amount equivalent to 10% of the total work value of BOQ(Bill of Quantity) in accordance with the conditions of the Contract, in the form of e-Bank Guarantee (e-BG) / Bank Draft /Fixed Deposit Receipt (FDR)/Bank Guarantee/banker's Cheque from a scheduled bank (except cooperative bank) drawn in favour of OCC Ltd. payable at Bhubaneswar. If such Performance Guarantee is in the form of a Bank Guarantee, then such Bank Guarantee shall be in a form acceptable to the Client and such Performance Guarantee shall be valid till the end of the Term as defined in the Contract i.e project contract period, free maintenance period and AMC period.

OCC Ltd. shall invoke the performance Bank guarantee in case the selected bidder fails to discharge their contractual obligations during the period and the Client incurs any loss due to successful bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

The performance Bank guarantee shall be refunded after successful completion of the contract period i.e expiry of “Project period, Free Maintenance period & Support Service etc. and AMC period”.

5.9. STATUTORY PROVISIONS OF ESI & EPF FOR RESOURCE

The successful bidder must abide by all rules, laws & regulations that may be in force from time to time and shall be responsible for conduct of resource persons as an immediate Employer. Further, the successful bidder to ensure compliance of all permissions under Act & Regulations of ES I & EPF Scheme. Successful bidder

should submit the relevant records & registers towards contribution made for ESI & EPF in respect of the resource persons engaged as & when required by the concerned Statutory Authorities. If the successful bidder defaults in any manner to comply with the provisions of ESI & EPF Act & Scheme made there under, the successful bidder shall be solely responsible for the same and shall be liable to pay any fine/penalty/damage/interest imposed by the authorities and/or by the management OCC Ltd. on that scope.

Besides the above, the successful bidder requires to comply with any other Act/Provisions such as payment of Bonus etc, if applicable for the resource persons engaged.

2 (Two)% shall be deducted and kept withheld from bill of the “successful bidder” towards EPF and ESI dues. If the “successful bidder” produces clearance in support of deposit of EPF and ESI dues with the concerned authority within 3(Three) months from the end of each financial year, the above-withheld amount shall be released. Otherwise, the “successful bidder” shall deposit the same with Provident Fund Authority and ESI Authority. Defects, if any, shall be recovered from the “successful bidder”.

5.10. PENALTIES

If there is delay in execution of the work beyond the allowed timeline and such delay due to the fault of the successful bidder penalty will be charged to the successful bidder @0.50% cost of the project cost per week of delay subject to maximum of 5% of the project cost.

5.11. PAYMENT SCHEDULE

Details of payment terms is as mentioned below

Sl. No.	Item Description	Payment Terms	Remarks
1	Requirement, gathering, documentation & Data Base Design, development, Testing & Trial implementation, UAT, security audit	75 % of(sl. no.1 & sl. no. 2 of BOQ)	Certified by the third party engaged by the corporation (client”).
2	Training capacity building, Go-live & User Training for 3 months	10 % of(sl. no.1 & sl. no. 2 of BOQ)	
3	After successful report generation for 01(one) financial year	15 % of(sl. no.1 & sl. no. 2 of BOQ)	

4	a. AMC -1 st year	100 % of Unit rate of sl. no.3 of BOQ	After successful completion of the AMC for the 1 st year
	b. AMC -2 nd year	100 % of Unit rate of sl. no.3 of BOQ	After successful completion of the AMC for the 2 nd year
	c. AMC -3 rd year	100 % of Unit rate of sl. no.3 of BOQ)	After successful completion of the AMC for the 3 rd year

Payment will be made after deducting all statutory dues like (Income tax, EPF & ESI, labour cess etc. and any other dues as per this tender call notice and rules of Govt. of Odisha) from each bill.

5.12. SUSPENSION

The Client may, by written notice to the successful bidder, suspend all payments to the bidder hereunder if the bidder fails to perform any of its obligations under this contract including the carrying out of the services, provided that such notice of suspension

1. Shall specify the nature of failure.
2. Shall request the bidder to remedy such failure within a period not exceeding thirty (30) days after receipt by the bidder of such notice of failure.

5.13. TERMINATION

Under this contract, the Client may, by written notice terminate the contract in the following ways

1. Termination for default for failing to perform obligations under the contract or if the quality is not up to the specification or in the event of non-adherence to time schedule or for any other valid reason.
2. In case the contract is terminated for the default or failure on the part of the bidder, then the client shall have the right to get the work done at the risk & cost of the bidder. Any additional expense in this regard shall be borne by the bidder.

5.14. BANKRUPT

If the bidder subsequently becomes bankrupt or otherwise insolvent, the contract shall stand terminated.

5.15. TAXES AND DUTIES

The financial bid shall be inclusive of all taxes, duties and operational expenditures excluding GST. GST shall be paid extra as applicable. Any changes in the Tax rate, then the tax portion estimate will be changed, accordingly payment will be made to the successful bidder.

5.16. GOVERNING LAWS, ARBITRATION AND JURISDICTION

5.16.1. MANAGEMENT OF DISPUTE

In the event of any dispute between client and the parties arising in connection with the Agreement or any associated agreement entered into pursuant to the Agreement, they shall use all reasonable endeavors to resolve the matter on an amicable basis. If one party serves formal written notice on the other that a material dispute of such a description has arisen and the parties are unable to resolve the dispute within a period of thirty (30) days from the service of such notice, then the dispute shall be referred to the Arbitration.

5.16.2. GOVERNING LAWS & ARBITRATION

The Agreement shall be governed by the laws of India and the Rules framed there under. In the event of any dispute or difference arising under/out of this Agreement or anything contained therein or connected therewith, the same shall be referred to a single arbitrator in case parties agree upon one, otherwise three arbitrators be appointed by both parties in accordance with and subject to the provisions of Arbitration and Conciliation Act 1996. The arbitration shall take place at Bhubaneswar and all legal proceedings in any manner arising there under can only be initiated in the court of law at Bhubaneswar only within the jurisdiction of High Court of Orissa and none of the parties shall have the liberty of initiating any legal proceedings anywhere except in court at Bhubaneswar within jurisdiction of High Court of Orissa.

5.17. NOTICE

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party by Email or Post at the address mentioned in the Contract Agreement.

5.18. PROGRESS OF THE ASSIGNMENTS

The bidder would be required to intimate the progress of the assignments and submitted required documents to the client in a frequency and manner prescribed by the client in consultation with the bidder after the award of contract. **A detailed work breakdown structure (subject to timeline of (four) months) shall be submitted by the successful bidder within (seven) days of award of contract.**

5.19. MISCELLANEOUS

- The end product of the work assignment carried out by the bidder, in any form, will be the sole property of the client.
- In the event the bidder's company or the concerned Division of the company is taken over/ bought over by another company, all the obligations under the agreement with the Client, should be passed on the compliance by the new company new division in the negotiation for their transfer.

6. BID FORMAT & EVALUATION PROCESS

- Overall evaluation of the bids will be done in two stages namely Technical and Financial Evaluation. At the end of every stage shortlisted bidders may be informed of the result to have a fair and healthy competition. The final awarding of the contract will be done based on the procedure mentioned below.
- All evaluation will be carried out by client through its evaluation committee. Evaluation conducted by the committee shall be final and binding on all the bidders.
- The evaluation committee may choose to conduct technical discussions with any or all the bidders. The decision of the evaluation committee in the evaluation of the Technical & Financial bids shall be final and binding on all the parties. No correspondence will be entertained outside the process of negotiation / discussion with the evaluation committee.

6.1. EVALUATION OF BID

- Client will constitute a Bid Evaluation Committee to evaluate the responses of the bidders.
- The Bid Evaluation Committee constituted by client shall evaluate the responses to the tender document and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection of the bid.
- The decision of Bid Evaluation Committee in evaluation of responses to the tender shall be final.

7. CRITERIA FOR EVALUATION

The overall objective of this evaluation process is to select the capable and qualified bidder and providing associated capacity building, training and operations & maintenance support.

The Technical bid will be evaluated **as per qualification criteria mentioned in clause no.7.1 of the tender document** and only those bidders who qualify the technical qualification criteria will be eligible for financial evaluation. **The Bids of Bidders who do not meet the Technical Qualification criteria will be out rightly rejected.**

Bidders should submit supporting documentary evidence with respect to the above, in absence of which their bids will be summarily rejected.

7.1. TECHNICAL QUALIFICATION CRITERIA

Sl. No.	Basic Requirement	Specific Requirement	Documents required
a.	Legal Entity	Responding bidder should be: <ul style="list-style-type: none">Registered as a Company under Companies Act, 1956/2013, Partnerships & LLP	<ul style="list-style-type: none">Copy of Certificate of Incorporation/ Registration certificate as documentary proof in S/W developmentAttested Copies of Affidavit for Sole Proprietorship/ Memorandum and Articles of Association along with the details pertaining to place of registration, principal place of business of the firm etc.
		<ul style="list-style-type: none">Registered with Goods and Services Tax Network (GSTN).Have been operating for at least last 5 financial years as on 31st March 2025.	<ul style="list-style-type: none">Valid GSTIN and copy of GST Registration Certificate.Turnover certificate/audited balance sheet and profit & loss statement from the Statutory Auditor for last five years i.e. FY 24-25, FY 23-24, FY 22-23, FY 21-22, FY 20-21.

b.	Turn over of system Integrator	The bidder should have Annual Average Turnover of at least 1 crore generated only from Software development and implementation during the last three financial years(financial year 2022-2023,2023-2024,2024-25)	Copy of audited Profit & Loss Statement Certificate from the Statutory Auditor.
c.	Net worth	The bidder must be profit making & positive net worth in last three financial years ending at 31st March 2025.	Certificate from the Statutory Auditor
d.	Certifications	The bidder must possess a valid ISO 9001 and ISO 25000 certificate as on date of submission of this bid document.	Copy of certificate
e.	Technical Capability	1.The bidder must have successfully developed, implemented and completed web-based e- Governance projects in any State/ Central Government/ Govt. PSU/ Govt. Autonomous body in India during last 5(five) financial years(financial year 2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-25) with a minimum value of Rs.10lakhs.	Work Order and Project completion certificate from the clients.
		2.The bidder should have experience in development of MIS and inventory management software.	Work Order and Project completion certificate from the clients.
f.	EMD	₹20,000 (Rupees twenty thousand only).	<ul style="list-style-type: none"> In shape of A/c payee Demand Draft / N.S.C./ Post office Savings Bank Account/ Post Office Time Deposit Account/ Kisan Vikas Patra drawn in favour of "Odisha Construction Corporation Ltd-Project Account" on any Nationalized bank/ Scheduled Bank payable at Bhubaneswar. No bidder participating in the

			tender is entitled for exemption from payment of EMD as communicated vide DoWR letter No. IIM-24/2018-14318/WR dated 24.05.2018 & Head Office, OCCL Letter No.5502/OCC/CW-02/09(Vol-V)(WE) dated 30.05.2018).
g.	Black Listing	The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government or PSU in India.	Annexure - Self-Declaration
h.	Existence in Odisha	The bidder should have a Centre operational in Odisha or shall furnish an undertaking to open an operation Centre within 15 days from award of the project.	Trade License/ Leased Agreement etc./ Declaration
i.	Authorized Representative from Bidder	A power of attorney / board resolution in the name of the person signing the bid.	Original Power of attorney on legal paper/ Board resolution copy

7.2 EVALUATION OF FINANCIAL BIDS

1. The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
2. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
3. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately excluding GST (GST shall be paid extra as applicable).
4. Any conditional bid would be rejected.
5. Errors & Rectification: Arithmetical errors will be rectified on the following basis:
 "If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder does not accept the correction of error, its bid will be rejected".
6. If there is no price quoted for certain material or service, the bid shall be declared as disqualified.

7. In the event that there are 2(two) or more bidders having the same value in financial bid, the lottery system will be done following the codal procedures to decide the lowest bidder.

In case of incomplete details as given below, the initial Bid scrutiny will be held and the bids will be treated as non-responsive if the bid:

1. Not submitted as specified in the tender document
2. Received without the Letter of Authorization (Power of Attorney)
3. Found with suppression of details
4. Found with incomplete information, subjective, conditional offers and partial offers submitted.
5. Submitted without the documents requested in checklist.
6. Submitted with lesser validity period.

8. APPOINTMENT OF IMPLEMENTING AGENCY

8.1. AWARD CRITERIA

Client will award the Contract to the successful (L1) bidder whose bid has been accepted on lowest quoted amount.

8.2. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS(S)

Client reserves the right to accept or reject any bid, and to annul the tendering process/ public procurement process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for client.

8.3. NOTIFICATION OF AWARD

Prior to the expiration of the bid validity period, client will notify the successful bidder in writing or by fax or email, that its bid has been accepted. In case the tendering process/public procurement process has not been completed within the stipulated period, client may like to request the bidders to extend the validity period of the bid **without any change in the offer price.**

The notification of award will constitute formation of the Contract upon the successful bidder's furnishing of **Performance Bank Guarantee (PBG) and Initial Security**

Deposit(ISD) within 7(seven) working days upon intimation being given to him for acceptance of his tender.

8.4. CONTRACT FINALIZATION & AWARD

Client may also like to reduce or increase the quantity of any item in the Scope of Work defined in the tender document. Accordingly, total contract value may change on the basis of rates defined in the financial bid.

8.5. SIGNING OF CONTRACT

After client notifies the successful bidder that its bid has been accepted, client shall enter into a contract with the successful bidder incorporating all clauses, pre- bid clarifications and bid of the bidder.

8.6. FAILURE TO AGREE WITH THE TERMS & CONDITIONS OF THE BID DOCUMENT

Failure of the successful bidder to agree with the draft agreement and Terms & Conditions of the tender document shall constitute sufficient grounds for the annulment of award, in which event client may call for new proposals from the interested bidders. In such a case, client shall invoke the PBG of successful bidder.

9. REQUIREMENT STUDY

All the **successful bidder (s)** shall perform a detailed assessment of the solution requirements as mentioned in this section. Based on the understanding, and its assessment, bidders shall develop & finalize the Functional Requirements Specifications (FRS), and the System Requirement Specifications (SRS) in consultation with the client. While doing so, bidders at least is expected to do the following:

1. The Bidder shall liaise with the client
2. The Bidder shall translate all the requirements mentioned in the document into System Requirements.
3. The Bidder shall follow a standardized template for requirements capturing
4. The Bidder must maintain a traceability matrix from the SRS stage for the entire implementation.

9.1. DESIGN

The **successful bidder** shall design the solution architecture and specifications for meeting the requirements mentioned as part of this document. The bidder shall be

entirely responsible for the design and architecture of the system implemented to satisfy all requirements as described in this document including sizing of the required hardware.

9.2. DEVELOPMENT

The **successful bidder** shall identify, design, and develop components/functionalities that are required to address the requirements mentioned in this document. The bidder(s) shall supply the following documents along with the developed components:

1. Business process guides.
2. Data model descriptions.
3. Sample reports.
4. Frequently asked question (FAQ) guide.
5. Any other documentation required for usage of the implemented solution.

9.3. INTEGRATION

The **successful bidder** shall enable integration with different applications (specified in this document). The system should support both pushes, and pull of data from systems proposed to be integrated. The SI has to coordinate with the designated nodal agencies for integration, and the Department will facilitate this process.

9.4. TESTING

The **successful bidder** shall design the testing strategy including test cases, and conduct testing of various components of the solution configured/ customized. The solution testing shall at least include Unit Testing, System Integration Testing, Performance Testing, and User Acceptance Testing (UAT).

9.5. THIRD-PARTY SECURITY AUDIT

1. The **successful bidder** needs to ensure that the solution complies with the CERT-In Security Policy, and Guidelines.
2. The **successful bidder** shall appoint a CERT-In empaneled auditor who shall be responsible for performing the Security Audit of the solution.
3. The third-party agency shall conduct CERT-In-Audit defined parameters.
4. The cost of audit & rectification of non-compliance shall be borne by the successful bidder.
5. Coordination with the CERT-In empaneled firm for security audit, and obtain the same.
6. Carry out security audit before Go-Live of application, and obtain the safe-to-host certification.

9.6. SSL CERTIFICATION

The successful bidder shall carry out SSL certification:

1. Secure connection between Client, and Server through Secure protocol

HTTPS.

2. Encryption of data during transmission from server to browser, and vice versa.
3. Encryption key assigned to it by Certification Authority (CA) in form of a Certificate.
4. SSL Security in the application server.

9.7. TRAINING

1. The Successful bidder is required to undertake a batch size of 30 people (approx.) in the technical, and process aspects of the application.
2. It would be the bidder's responsibility to set up the infrastructure helpful in providing successful training.
3. The schedule/training calendar, and the training material for imparting training shall be developed by the successful bidder in consultation with the client.

9.8. HAND HOLDING SUPPORT EXECUTIVES

1. **Hand holding period shall be six months from Go-live (within the free maintenance period)**
2. Successful bidder will deploy onsite technical resources to work as and when required.
3. The resource will assist in making the user community familiar with the envisaged system.
4. The resource should be fully conversant with all the functional features, and business processes in the envisaged system.
5. The resource will provide day-to-day technical support to client. The client will decide in which office they will deploy this resource for better implementation of the project.

9.9. ONLINE HELP

It is also proposed that the training contents/user manuals be made available to Users in downloadable (PDF) format so that the users may refer/download it for their reference as, and when needed.

9.10. DEPLOYMENT & CONFIGURATION

- Shall deploy the new application/portal over the hardware infrastructure provided by the OCCL.
- The Successful bidder shall be responsible for the end-to-end management of the hosting, and deployment of the application.
- The Successful bidder will be responsible for configuration, installation, and

hosting of the application in High Availability mode at OCCL.

9.11. UAT (USER ACCEPTANCE TEST) & GO-LIVE

After completion of the development work for the application, the client will conduct the reviews of development work performed by the successful bidder as UAT. The bidder shall be responsible for:

1. Preparation, and submission of test strategy, test cases, and test results and user manual
2. Demonstration of module-wise functionalities/ features before the client in the staging environment
3. Support client and its designated authority for conducting the testing, and provide access to the systems as required by them.
4. Rectification in the new application for any issues/ bugs and improvements/ Enhancements / upgradation suggested by client (if any) during the UAT without any additional cost.

9.12. INFRASTRUCTURE SUPPORT

1. **The solution may be hosted in server provided by the client.**
2. **Post-award of the contract, the Successful bidder will be expected to detail hardware sizing. Based on the sizing of the hardware by the bidder, if needed the hardware will be provided by OCCL.**
3. **The successful bidder will be required to develop the solution in their test environment. The solution will be cloud based.**

9.13. FREE MAINTENANCE PERIOD

1. For the proposed system, 12 months free maintenance period shall be provided from the date of hosting of the application in the server (Go-live).
2. Resources will be engaged by the bidder who would look after for break-fix, bug clearance during the free maintenance period.
3. All necessary support like patch-up gradation, bug fixing, system support, technical assistance, compliances would be done during the free maintenance period.

9.14. OPERATIONAL SUPPORT DURING HANDHOLDING (WITHIN FREE MAINTENANCE PERIOD)

After successful Go live of the Project, dedicated resource shall be deployed for necessary handholding. The handholding will be for a period of 06(six) months. The major activities performed by the dedicated resource during the handholding phase are:

1. Technical & functional assistance to the end user
2. Modular guidance for the effective utilization of the application

3. Co-ordination with the back-end team for any Technical issues raised during the system performance
4. User level evaluation to ensure all functions run properly
5. End User operational training and usage testing
6. Performance analysis of the proposed application for optimum utilization
7. Ensure real-time transactions and updating in the system

9.15. ANNUAL OPERATION & MAINTENANCE

The Successful bidder is going to provide operation and maintenance support for a period of three years after completion of free maintenance period.

Below are the support going to be provided:

9.15.1. APPLICATION SUPPORT

Application support includes, but is not limited to, production monitoring, troubleshooting, and addressing the functionality, availability, and performance issues, implementing the system change requests, etc. The bidder shall keep the application software in good working order; perform changes, and upgrades to applications as requested by client. Key activities to be performed by successful bidder in the application support phase are as follows:

1. Enhancement of MIS (Management Information System) report as per the requirement
2. Database query report management on emergency
3. Optimization of the already developed reports
4. Tuning of transactions
5. User & access management

9.15.2. SOFTWARE MAINTENANCE

- The successful bidder shall provide unlimited support through Telephone/Email/Video Conferencing/ Installation Visit as required as per the service window defined in the document.
- The Successful bidder shall address all the errors/bugs/gaps in the functionality in the solution implemented by the Successful bidder (vis-a-vis the FRS, and SRS signed off) at no additional cost during the support phase.
- Any changes/upgrades to the software performed during the support phase shall be subject to comprehensive, and integrated testing by the Successful bidder to ensure that the changes implemented in the system meet the specified requirements and doesn't impact any other function of the system.
- Tuning of products/ applications, databases, third-party software's, and any other components provided as part of the solution software including

reconfiguration of the system in the event of any hardware/ network failures/ if any hardware/ network components have to be replaced, shall be the responsibility of the Successful bidder.

- Issue log for the errors, and bugs identified in the solution, and any change done in the solution shall be maintained by the Successful bidder, and periodically submitted to the client.

9.15.3. ADHERENCE TO STANDARDS

The system shall comply with relevant defined industry standards (their latest versions as on date) wherever applicable. This will apply to all the aspects of the solution including but not limited to its design, development, security, installation, and testing. The suggested architecture must be scalable, and flexible for modular expansion. It should ensure ease of integration with software/applications developed using common industry standards since the solution may be linked , and connected to other sources (websites, contents, portals, systems of other user departments etc.) as well as there may be loose/tight integration with backend system of other departments depending on individual service processes.

9.15.4. SECURITY, INTEGRITY & CONFIDENTIALITY

- **Web Services Security:** System shall comply with all the Web services including routing, management, publication, and discovery should be carried out securely. Those who are using Web services should be able to utilize security services such as authentication, authorization, encryption, and auditing. Encryption of data shall take place at the client level itself. The application server shall provide SSL security.
- **Data Integrity, and Confidentiality:** Data integrity techniques need to be deployed to ensure that information have not been altered or modified during transmission without detection. Similarly, Data confidentiality features are also to be applied to ensure that the data is only accessible by the intended parties.
- **Transactions, and Communications:** Concerning the Data Transactions, and Communications, the system needs to ensure that the business process is done properly, and the flow of operations is executed correctly.

9.16. EXIT PLAN

The successful bidder will provide a systematic exit plan, and conduct a proper knowledge transfer process to hand over operations to the clients' technical team at

least 6 months before project closure. IT resource persons of the client will work closely with resource persons of successful bidder at the test, staging, and production environment during the knowledge transfer phase. All knowledge transfer should be documented, and possibly recorded. The bidder will ensure capacity building of the IT resource persons of the client on maintenance of software & infrastructure.

9.17. PROJECT DOCUMENTATION

The successful bidder will share below list of documents to the client during the project contract period.

- Latest Version of Source Code
- System Requirement Study Documents
- High-Level Design (HLD) / Low-Level Design (LLD) documents including:
 - Application Architecture Documents
 - ER (Entity Relationship) Diagrams, and other Data Modeling Documents
 - Database Design Document
 - Application Component Design including component deployment views, control flows etc.
 - Applications Flows & logic
- Test Plans, Test Cases, and Reports
- Issue Log
- User Manual
- Application Installation & Configuration
- Report of Security Audit & Safe-to-Host Certificate
- Any other documents defined under Timeline & Tentative Deliverables
- All the above documentation should be done as per IEEE/ISO/CMM Standard

9.18. EXPECTED PROJECT TIMELINE

*T= Date of Letter of Intent/ Work Order

*T1=Date of Acceptance of SRS

Sl. No.	Activity	Tentative Deliverables	Timeline
a)	System Study & Prototype Design	<ul style="list-style-type: none"> • Detailed Team Structure with team members • Point of Contact • FRS/SRS Document • Screen Prototypes 	T+3 Weeks

b)	SRS & Prototype Acceptance	<ul style="list-style-type: none"> • SRS Approval certificate • Screen prototype approval 	T+4 Weeks
c)	Design, Development & Implementation	<ul style="list-style-type: none"> • Source Code • Test Plans & Test Cases • Operation Manual • FAQs • Load Testing report • Hosting in a staging environment 	T1+12 Weeks
d)	UAT, Training & Go live	<ul style="list-style-type: none"> • Preparation Test Cases • UAT • Training to users, and provide training completion report. • Movement of application from Staging to the Production environment • Safe to host certificate issued by Cert-in empanelled firm 	T1+ 14 Weeks
e)	UAT Acceptance	<ul style="list-style-type: none"> • UAT Certificate 	T1+ 15 Weeks
f)	Go-live Acceptance	<ul style="list-style-type: none"> • Go-live Certificate 	T1+ 16 Weeks
g)	Hand holding period	Six months handholding from Go-live (within the free maintenance period)	
h)	Free maintenance period	01(One) year (12 months) from Go-live	

i)	Annual Maintenance	Operation &	<ul style="list-style-type: none"> • Issue Logs • Quarterly Report 	Activities	Three Year after expiry of free maintenance period
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10. SCOPE OF WORK

Integrated Solution will be an advanced web-based tool which enable the existing system to simulate the data structure in a well architecture database design. A dynamic dashboard for data analysis and MIS report generation in all user level. Some of the key features below elicit why this proposed system can be a successful office automation solution.

Data Security – Automating a process of business needs tends to have a purpose of security and compatibility to the latest environment. Capable of managing a multi-characteristic database of users, records, activities, audit trails, the system carries its own data security feature.

Quick Access – A centralized database guarantees retrieval of data / information through easy and user-friendly navigations across the system.

Efficient Storage – The headache of storing historic data is cured with the help of the robust database structure that the solution provides.

Quick Reporting – Pre-defined parameters of reporting has been possible through the system as it understands the user needs and data behavioral pattern.

Detailed description of the objectives, scope of services and other requirements relating to the job/assignment are as specified below and in the Project Proposal enclosed. The proposal is required to be submitted in the form and manner as specified in this document.

- 1) Real-time checking of stock position as well as perpetual inventory system.
- 2) Provide warning / Notification when an item goes below the reserve stock level.
- 3) Preparation of store ledger account in every financial year ending at 31st March along with the monthly and quarterly store account details.
- 4) Preparation of Bill Register which includes total materials purchased (monthly, quarterly and for each financial year).
- 5) Preparation of Consumption Statement (monthly, quarterly and for each financial year).
- 6) Preparation of Closing Stock of Consumables, Steel, Loose Tools and Assets.

- 7) Preparation of reports on ABC analysis for stock items and VED analysis for spare parts.
- 8) Preparation of Survey report for old and unused surplus items.
- 9) Preparation of Goods Transfer Note and gate pass note/Material dispatch record.
- 10) Scope for diversion of materials to other projects for temporary period until required material is available.
- 11) Preparation of project wise stock report.
- 12) Material diversion stock report.
- 13) Receipt and issue of materials without Purchase Order and its regularization.
- 14) Provision to represent info graphical data of generated reports in a dashboard.
- 15) Involvement of Planning team, Procurement team, Store team and Accounts team in the process, so that every team can assess the data as and when required for their functionality.
- 16) The scope of digitalization of store inventory management system should not be only limited to the above requirements, rather It should be a continuous process with improvements with modification / updating of methods and systems adopted as per the job requirement.
- 17) The firm should provide trial & testing of the software to perform each activity of store accurately for minimum 1(one) financial year without charging any additional cost of modification/alternation in the software.
- 18) Provision to provide training to the end users to be sufficient enough to operate the automation system in their own.
- 19) Packaged developed must be compatible with our existing server present in OCCL, running in Linux environment.
- 20) The interested firm should visit the main store of Central Workshop, Rasulgarh, Bhubaneswar to get a detail understanding of existing store procedures and requirements of scope for digitalization before submitting their offers.
- 21) The interested firm may visit OCCL H.O. & collect detail information regarding the server present in the H.O., OCCL which will be used in the said purpose and to give their views, if any modification needed.
- 22) The software used for the store digitalization should be secured cloud based.

Summarizing the day to day needs of the stakeholders who work rigorously on their jobs to fulfill the business requirements of the organization, the OCC LTD. Integrated

Solution comes handy covering all the core objectives that define the functional requirement of the solution to facilitate Data processing, Approval Mechanism, Decision Making and Reporting.

A. Functional Requirements

Web Applications:

(a) System Users Role Management

- Role Name

(b) System Users Management

- User Registration
- User Creation & Approval
- Role – Menu Privileges
- Password Configuration
- Master Configuration

(c) Project Management

- Project Name
- Project Code
- Project dated
- Project Description
- Project Costing
- Project Actual costing
- Project stock report

(d) Project Planning Management

- Drawing no
- Part no
- Bin-card no
- Item name
- Project no
- Quantity

(e) Purchase Order (po) Management

- Project Type
- Quantity
- Item name
- Bincard no
- Part no

(f) Inventory Management

- GI
- GTR
- GRET
- MI

- MTI
- MCRI
- Total stock tracking
- Project wise stock tracking
- Stock Alert

(g) Test Report Management

(h) Bill Management

(i) PO Application Submission

- PO Application Submission against Invoice no
- Updation & Re-Submit Application

(j) Procurement Process

- Vendor Physical Inspection
- Store Receive Purchase Order
- Stock Update on issue of Materials
- Raise Purchase Requisition and Release the Purchase Order

(k) Asset Management

(l) Procurement Management

(m) Dashboard

(n) MIS Reports

B. Deliverable Modules

- **User Management**
- **Asset Management**
- **Procurement Management**
- **Inventory Management**

1. Good Inwards Note(GI)
2. Good Transfer Receipt Note(GTR)
3. Goods Return Note(GRET)
4. Material issue Note(MI)
5. Material Transfer Issue Note(MTI)
6. Material Cost Recoverable Issue Note(MCRI)

- **Bin Card**
- **Dashboard**
- **MIS Reports**

10.1. USER MANAGEMENT

Role of Admin

1. The admin would have the privilege to manage user access, privileges to the roles and user management.
2. The Admin can add a new user, update details of a user and provide them with access rights.
3. The admin will be responsible to look after the configurations of the application and maintain master data.
4. The admin can view data and statistics of the application for monitoring purpose.
5. Options for the Admin to manage dynamic menu configuration.
6. The admin can be able to initiate the mapping of user roles and its corresponding menu rights.
7. Provision to manage the workflow in the application based on the business needs.
8. Admin can initiate the mapping of user roles and their corresponding menu rights.
9. The added users would be able to manage their profile details, update passwords using OTP authentication.
10. Admin would have the access to active/inactive the users to restrict them for using the application.
11. There would be provision to create multiple roles and users against them.
12. Admin would be responsible for the configurations of the application and maintaining master data.
13. Admin shall have the privilege to configure the workflow.

Role of User

1. Provision for the user to create and manage roles
2. Provision for the user to create and manage items or products
3. Provision for the user to create and manage vendors
4. Provision for the user to create and manage Projects
5. Provision for the user to view stock information which is currently present.
6. Provision for the user to lock the annual stock for current year.
7. Provision for the user to create of Purchase Order as per the project requirement.
8. Provision for the user to release of purchase order which will be converted it into Goods Inward (GI).
9. Provision for the user to create and view new Good Transfer inward (GTR).
10. Provision for the user to create and view new Good Return from Site (GRET).
11. Provision for the user to create and view material issue note (MI).

12. Provision for the user to create and view material transfer issue note (MTI).
13. Provision for the user to create and view material cost recoverable issue note (MCRI).
14. Provision to view dashboard and MIS reports.

10.2. ASSET MANAGEMENT

The admin must have privilege to manage all assets in the system

1. The Admin / Department User must have the privilege to add a new asset and manage assets in the master data.
2. The Admin / Department User must have the privilege to manage the asset data on the basis of asset category, locations.
3. The Admin must have the privilege to view assets and its subordinate spare parts in the property as well as its availability in stock.
4. The Department User must be able to attach documents and comments while adding a new asset or edit the details of an existing asset.
5. The Admin must be able to view suppliers list against each asset with stock availability and pricing.
6. The Department user would be able to add material by selecting bin card.
7. Basic details of the equipment would be captured such as Project name, Model, Purchase details, Warranty period and more.
8. The Department user can add Suppliers against the materials Category.
9. Provision to view assets, equipment in a tree structure view with option to drill down to the granular level.

10.3. PROCUREMENT MANAGEMENT

1. The Admin must have the privilege to monitor procurement process of each department.
2. The Admin must have the privilege to view details of requisition, purchase requests, quotations received from the suppliers and purchase orders issued to the suppliers.
3. The Admin must have the privilege to manage requisition and purchase orders of the department.
4. The Department / Store users must have the privilege to raise a requisition request for equipment or spare parts.
5. The system must allow provision to mention the equipment / spare part type, quantity and priority level of each requisition request.
6. The Admin must have the privilege to approve the requisition request and forward it to the purchase department.
7. The purchase department user must have the privilege to view the approved requisition and generate a purchase request of the same. The Purchase department user must have the privilege to view list of suppliers against each item mentioned in the purchase request.

8. The system must have the provision to send the purchase request to the suppliers through the application or through excel and receive quotations against the same request.
9. The system must allow the suppliers to input pricing in the quotation against the items mentioned in the Purchase request.
10. The system must allow the Purchase department user to receive the quotations and view in the prescribed format as determined by the application.
11. The system must allow the Purchase department user to forward the quotations to the Admin for approval.
12. Once approved, the system must allow provision to generate Purchase Order and send it to the selected suppliers.
13. The system must allow provision to auto update stock on issue of materials and equipment post purchase.
14. Facility should be provided to receive all or part of the items from particular PO. There should be a provision to enter remarks if any against each item and verify the location of the items while receiving.
15. Facility should be provided to reject all or specific items from the Purchase order. A return order can be created on the basis of rejected items and prices deducted from overall PO costing.
16. It should also be possible to keep the PO open basis pending supplies or replacement of defective items.
17. After all quotations have been received, system should allow a comparison of prices for each specific item and allow for amendment of quantities while viewing the comparison sheet. Amending quantities should lead visible changes in overall costing.
18. While comparing the quotes, system should allow inputting certain variable like Freight charges estimated Customs duties, Custom clearance charges, Insurance and other associated costs.
19. System should allow splitting of quotes received for ordering to different bidders.
20. System should allow viewing of history of purchase prices for each specific item in the quotation.

10.4. INVENTORY MANAGEMENT

10.4.1. GOOD INWARDS NOTE (GI)

- Users must be able to create new Good Inwards Notes for received goods.
- Each Good Inwards Note must include details such as supplier name, date, and unique reference number.
- The system should automatically update inventory quantities based on the received goods.
- Users should be able to associate Good Inwards Notes with purchase orders and invoices.
- The system must support the addition of item descriptions, quantities, batch numbers, and expiry dates, item value and tax details.
- Attachments, such as delivery receipts, should be uploadable and accessible from within the note.
- Good Inwards Notes should trigger notifications to inventory managers upon creation.
- The system must prevent duplicate entries of the same Good Inwards Note.

- Users should have the ability to edit or update Good Inwards Notes within a specified timeframe.
- The system must maintain a searchable history of all Good Inwards Notes for audit purposes.
- A sample of GI note is shown below where every data is filled manually. Digitalization should cover each fields of this form.

FORM NO. FA - 16

ODISHA CONSTRUCTION CORPORATION LTD.
GOODS INWARD NOTE (GI.)
 (FOR EACH SUPPLIER ONE GI. NOTE SHALL BE PREPARED)

1ST COPY - HEAD OFFICE
 G.I. (B) NO. 010786
 DATE _____

Received by _____ Supplier Name _____
 Name of the Project _____ Code No. _____ Invoice No. _____ Date _____ Freight to pay
 Name of the Work _____ Code No. _____ Purchase Order/Indent No. _____ Date _____ ₹ _____
 LR/RR/Challan No. _____ Date _____ Freight paid
 Transporter's Name _____ ₹ _____

SL. NO.	DESCRIPTION OF THE MATERIAL	ITEM CODE	UNIT OF MEASUREMENT	QUANTITY	RATE	BASIC PRICE	RATE OF GST	CGST	CGST	IGST	TGS	GROSS VALUE	DIN CARD NO.	STORE LEDGER FOLIO	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

STORE KEEPER/SITE INCHARGE NAME _____ STORE OFFICER NAME _____ ACCOUNTANTS INCHARGE NAME _____ MGR./SR. MGR./CO. SEC. NAME _____

10.4.2. GOOD TRANSFER RECEIPT NOTE (GTR)

- Authorized users must be able to initiate Good Transfer Receipt Notes for goods transfer from other Project store account to Central Workshop Store account.
- Each Good Transfer Note should specify source locations/project, along with transfer date.
- Provision to capture the freights payment.
- The system must allow allocation of transfer costs.
- Users should link transfer notes to original Good Inwards Notes or Transfer Issue Notes.
- The system should automatically adjust inventory levels based on transferred quantities.
- Good Transfer Receipt Notes should include reasons for transfer and optional notes.
- **Notifications should be sent to relevant parties upon initiation and completion of transfers.**
- Transfer Notes should have a status tracking feature, indicating pending, in-progress, or completed.

FORM NO. FA-19

ODISHA CONSTRUCTION CORPORATION LTD.
MATERIAL ISSUE NOTE (M.I.)
 (FOR EACH ISSUE ONE M.I. NOTE SHALL BE PREPARED)

1ST COPY - HEAD OFFICE
 M.I. (B) NO. **4328**
 DATE _____

ISSUED FROM				ISSUED TO							
Name of the Project _____ Code No. _____				Name of the Work _____ Code No. _____				Gate Pass No. _____			
Cost Centre Code _____								Date _____			
								Vehicle No. _____			

SL. NO.	DESCRIPTION OF THE MATERIAL	ITEM CODE	UNIT OF MEASUREMENT	QUANTITY INDENTED	QUANTITY ISSUED	UNIT RATE	VALUE	BIN CARD NO.	STORE LEDGER FOLIO NO.	REMARKS
1	2	3	4	5	6	7	8	9	10	11

IDENTIFYING AUTHORITY NAME _____ STORE KEEPER NAME _____ STORE OFFICER NAME _____ RECEIPT ACKNOWLEDGEMENT NAME _____ ACCOUNTS INCHARGE NAME _____ MGR/SR. MANAGER/COMPTROLLER NAME _____

10.4.5. MATERIALS TRANSFER ISSUE NOTE (MTI)

- Authorized users must initiate Material Transfer Issue Notes for transfer/issue of materials to different projects from Central Workshop Store account.
- Each Material Transfer Issue Note should define source and destination locations.
- The system must allow allocation of transferred quantities and costs.
- Presently the cost of material issued is calculated in weighted avg method.
- Users should link transfer notes to original Material Issue Notes or requisitions.
- Inventory levels should be updated based on the issued quantities for transfer.
- Material Transfer Issue Notes should indicate whether transfers are partial or complete.
- The system should provide real-time tracking of ongoing transfers.
- Users should be able to include additional notes or instructions for transfers.
- The system must provide reporting options for tracking material transfer history.
- Provision to capture vehicle number and gate pass.
- A sample of MTI note is shown below where every data is filled manually. Digitalization should cover each fields of this form.

FROM NO. FA-21		ORISSA CONSTRUCTION CORPORATION LIMITED						Copy: HEAD OFFICE	
		MATERIAL TRANSFER ISSUE NOTE (M.T.I.)						M.T.I. (A) No. <u>0116/4</u>	
								Date _____	
TRANSFERRED FROM				TRANSFERRED TO					
Name of the Project _____		Code No. _____		Name of the Project _____		Code _____		Gate Pass No. _____	
Name of the Work _____		Code No. _____		Name of the Work _____		Code _____		Date _____	
								Vehicle No. _____	

Sl. No.	Description of the material	Item Code	Unit of Measurement	Quantity Indented	Quantity Issued	Unit Rate		Value Amount		Bin Card No.	Store Ledger Folio No.	Remarks
						Rt. 6	P. 7	Rt. 7	P. 8			
1	2	3	4	5	6	7	8	9	10			

ISSUING AUTHORITY					
INDENTER NAME	SR. MGR. NAME	STORE KEEPER NAME	STORE OFFICER NAME	RECEIVE ACKNOWLEDGEMENT NAME	ACCOUNTANT NAME

Valuation of issue price shall be made as per instruction issued.

10.4.6 MATERIAL COST RECOVERABLE ISSUE NOTE (MCRI)

- Authorized users should initiate Material Cost Recoverable Issue Notes for billable materials.
- It is used to recover cost of materials from buyers/agents after selling damaged/unserviceable items. Also, this is used to recover the cost from personnel unable to return materials issued to them.
- Each note must specify the project for which costs are recoverable.
- The system should associate issued materials with specific cost centers.
- Users should allocate costs and quantities for each Material Cost Recoverable Issue Note.
- The system must generate cost summaries for individual projects.
- Users should be able to create invoices based on recoverable materials issued.
- The system should allow tracking of invoice status and payment reconciliation.
- Users must have access to historical data on issued recoverable materials.
- Notifications should be triggered upon issuance and invoicing of materials.
- The system must provide a reporting module for cost recoverable materials.
- A sample of MCRI note is shown below where every data is filled manually. Digitalization should cover each fields of this form.

[illegible]

- The system must maintain a Bin Card for each item in inventory.
- Bin Cards should display real-time stock levels, transactions, cost of items and balances.
- Users should be able to access Bin Cards for specific items and locations.
- The system must update Bin Cards with each Good Inwards, Transfer, Issue, or Return Note.
- Bin Cards should record details such as transaction type, date, quantity & cost.
- Users should be able to search and filter Bin Card entries by various criteria.
- Bin Cards must provide a clear audit trail of all inventory movements.
- The system should support both summary and detailed views of Bin Card transactions.
- Users should be able to export Bin Card data for reporting and analysis.
- Bin Cards must be accessible for reference during internal audits.
- A sample of Bin Card is shown below where every data is filled manually. Digitalization should cover each field of this form.

10.7. MIS REPORTS

- System should be able to generate the following reports for effective monitoring.
 1. Bin Card Report
 2. Stock Position Report (Category wise such as Steel/Other than Steel/Loose Tools/Assets)
 3. Store Ledger Report
 4. Bill Register Report
 5. Provision for Sundry List Reports
 6. Provision for Inter Project Receipt (GTR)
 7. Provision for Goods returned from site (GRET)
 8. Provision for Inter Project Issue (MTI)
 9. Provision for Material Cost recovery Issue (MCRI)
 10. Consumption Report
 11. Survey Report
 12. Project Wise Report
 13. Downloadable reports in excel & pdf formats.
- Other customized reports as per requirement should be developed.

11. ROLES & RESPONSIBILITY OF DIFFERENT STAKEHOLDERS

11.1. RESPONSIBILITY OF OCC LTD. (CLIENT)

Client shall play an important role in the fruition of the envisioned system. The following are the roles and responsibilities.

- Client shall assign a Nodal Officer who will be single point of contact from the beginning of the project till successful implementation.
- The Nodal Officer shall provide necessary support to the development team
- The assigned Nodal Officer may interact regularly with the development team for smooth development and implementation.
- Client shall provide all relevant documents and information during the system study and analysis.
- Client shall provide the User Acceptance of application after successful implementation.
- Provide information on Business Process / Domain related issues to the SI.
- Provide data /documents that need to be digitized and brought to the system.
- Provide and validate all users' requirement documents.
- Review the deliverable (interim and final) submitted by the SI.
- Identify Officers for different training needs.
- Approve the SRS (System Requirement Specification), FRS (Functional Requirement Specification).

11.2. RESPONSIBILITY OF SYSTEM INTEGRATOR

- Prepare and submit the Integrated Project Management Plan (IPMP) for implementation of the project. The IPMP shall comprise of all the components of deliverables prepared for Inception
- Prepare the project reporting formats to report the progress of the project to client for approval
- Participate in Weekly / Monthly project review in regards to the progress of the project
- Identify and escalate issues/risks to client and provide the mitigation plan
- Adhere to the directions of client as and when provided.
- Prepare and deliver for approval of all the deliverables such as FRS, SRS, SDD (Software Design Documents) etc. within a defined timeline, as agreed in the IPMP and to the satisfaction of client, throughout the implementation phase.
- Install/configure/deploy all the components of the system and get approval from client.
- Provide detailed training plan to client and train the personnel identified by the OCCL and report the results.
- Ensure UAT readiness & conduct the UAT and report the results thereof to client and obtain acceptance thereof. The UAT report should also include the feedback of the UAT participants.
- Ensure completeness of the solution concerning requirements and performance, acceptance expectations from the solution, and get signoff from appropriate authority through client.
- Coordinate with System Integrators of other relevant systems for ensuring that the system seamlessly exchanges data with them.
- Deploy and manage handholding support for addressing the issues and incidents raised by users; resolve such issues and report the status to client periodically
- Prepare an SLA report based on the SLA parameters given in RFP continuously and deliver it to client for review and necessary action.

11.3. ROLES & RESPONSIBILITY MATRIX

Sl. No.	Skill / Position	Roles & Responsibilities
1	Technical Lead	<ul style="list-style-type: none"> ◦ Impact analysis and preparation of Low-Level Design Documents. ◦ Coding and Unit Test Development ◦ Review of coding standards and best practices. ◦ Review of Database and application performance. ◦ Bug Fixing & Change requirement designplan. ◦ Issue identification, resolution strategy and compliance follow up. ◦ Follow ups on escalation and compliance response. ◦ Preparation of implementation charter, timelines and milestones.
2	Software Engineer	<ul style="list-style-type: none"> ◦ Development & Maintenance of portal ◦ Bug Fixing and Unit Testing. ◦ Change requirement development. ◦ Identifying areas of improvement and development. ◦ Query based generation of reports on demand.

12. FORMATS FOR RESPONSE

12.1. FORM PQ-1: COVER LETTER

(To be submitted on the Letterhead of Bidder)

TO,

Senior Manager (M)-I, Central Workshop, Rasulgarh,
OCC LTD., Bhubaneswar

Subject: “Development, Customization, Integration and Implementation of Store Digitalization System for Central Workshop, Rasulgarh under Odisha Construction Corporation Ltd, Government of Odisha.”

Ref: Tender Call Notice No. OCC/CWS/PROC/STORE-01/09/2025-26 Dt.03.05.2025

Sir/ Madam,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Tender Call Notice No. OCC/CWS/PROC/STORE-01/09/2025-26 dated.03/05/2025. We hereby submit our bid which includes the technical qualification criteria (technical bid) and financial bid, sealed under separate envelopes. Our bid will be valid for acceptance up to 120 Days and I confirm that this bid will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in our bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our bid. If negotiations are held during the period of validity of the bid, I undertake to negotiate on the basis of bid submitted by us. Our bid is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Tender Call Notice and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this bid and to bear any further pre-contract costs. In case, any provisions of this Tender Call Notice/ToR/Scope including of our technical and financial bids are found to be deviated, then you shall have rights to reject our bid. I confirm that, I have the authority to submit the bid and to clarify any details on its behalf.

I understand you are not bound to accept any bid you receive.

Yours faithfully,

Authorized Signatory
with Date and Seal:
Name:
Title:
Address of Bidder:

12.2. FORM PQ-2: BIDDER'S ORGANIZATION (GENERAL DETAILS)

(To be submitted on the Letterhead of Bidder)

Sl#	Information	Details
1.	Name of Bidder	
2.	Registered Address of Bidder	
3.	Address for Communication	
4.	Address of local office in Odisha. If bidder has no local office at the time of bid submission, an undertaking has to be furnished on bidder's letter head on setting up an office within 15(fifteen) days from issuance of work order.	
5.	Name, Designation and Address of the contact person to whom all references shall be made regarding this TCN	
6.	Mobile no. of contact person:	
7.	E-mail address of contact person:	
8.	GST Number of the Firm	
9.	PAN No. of the firm	

Authorized Signatory
with Date and Seal:

Name:

Title:

Address of the Bidder:

12.2.1 TERMS OF REFERENCE

12.2.1.1. TERMS & CONDITION

- The Agreement shall commence from award of contract and shall continue for **Project completion period, one year of free maintenance period and AMC period** unless it is curtailed or deployed, breach of contract etc. or change in requirements.
- The Agreement shall automatically expire after **Project completion period plus one year of free maintenance period and AMC period** from award of contract unless extended further by the mutual consent of the successful bidder and the client.
- The Agreement may be extended, on the same terms and condition or with some additions/deletions/ modification, for a further specific period mutually agreed upon by the successful bidder and the client without any revision in quoted price.
- The successful bidder shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the client.
- The successful bidder will be bound by the details furnished by it to the client while submitting the tender or at subsequent quotation. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
- The client reserves the right to terminate the agreement at any time after giving 7 days' notice to the successful bidder.
- The successful bidder will be answerable to the Managing Director, OCCL, General Manager(M), Central Workshop, Senior Manager(M)-I/ Senior Manager(M)-III, Central Workshop, Rasulgarh, Bhubaneswar or such other Officer as may have been kept in charge of the concerned scheme. The successful bidder shall nominate a coordinator who shall be responsible for immediate interaction with the client, so that optimal services of the schemes could be availed without any disruption.
- The successful bidder will maintain all the schemes in a proper manner and if at any point of time it is found that the successful bidder failed to comply the provisions of the schemes, the agreement shall be terminated and the security deposits shall be forfeited.
- The payment has to be through bank account only. No payment in cash can be made to them.
- For all intents and purposes, the successful bidder shall be responsible for the manpower deployed by them. The person deployed by the successful bidder shall not have any claim whatsoever like employer-employee relationship against the client or office concerned.
- Under no circumstances, the assets and content created during the agreement period, the successful bidder will be allowed to use it without permission of the client.
- In case of termination of this agreement in its expiry or otherwise, the persons deployed by the successful bidder shall not be entitled to and shall have no claim for any absorption in regular or in any other capacity.
- **The successful bidder must be registered with the concerned Govt. Authorities i.e. Labour commission, Provident fund authorities, Employees State Insurance Corporation etc. and a copy of the registry**
-
- **documents should be submitted. The Agency shall comply with all the legal requirements for obtaining license under contract labour (regulations and abolition) act, 1970 if any at his own part of cost.**
- The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the client and office concerned. The successful bidder shall be responsible for any act of indiscipline on the part of the persons deployed.
- All clauses stated in the tender document is binding on the successful bidder.

12.2.1.2. LEGAL

- Persons deployed shall during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the successful bidder as well as the person deployed liable for penal action under the application laws besides, action for breach of contract.
- The successful bidder shall be liable for depositing all taxes levies, cess, etc. on account of services rendered by it to the client or office concerned to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Self-attested photo copies of such documents shall be furnished to the client or office concerned.
- The successful bidder shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the client office concerned or any other authority under law.
- The Tax Deduction at Source (TDS) shall be done as per the provision in Income Tax Act/ Rule, as amended from time to time and certificate to this effect shall be provided by the client or office concerned.
- In case the successful bidder fails to comply with any liability under appropriate law and as result thereof, the client or the office concerned is put to any loss/ obligation, monetary or otherwise, the client or the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance guarantee of the successful bidder to the extent to the loss or obligation in monetary terms.
- Agreement is liable to be terminated because of non-performance/ deviation of terms and conditions of contract. The client will have no liability towards non-payment of remuneration to the person employed by the successful bidder and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the client or office concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the security deposit.

12.2.1.3. FINANCIAL

- Within seven (7) working days of the receipt of the acknowledgment of the Letter of Acceptance from the Authority, the successful Bidder shall furnish a Performance Guarantee for an amount equivalent to 10% of the total work value of BOQ(Bill of Quantity) in accordance with the conditions of the Contract, in the form of e-Bank Guarantee (e-BG) / Bank Draft /Fixed Deposit Receipt (FDR)/Bank Guarantee/banker's Cheque from a scheduled bank (except cooperative bank) drawn in favour of OCC Ltd. payable at Bhubaneswar. If such Performance Guarantee is in the form of a Bank Guarantee, then such Bank Guarantee shall be in a form acceptable to the client and such Performance Guarantee shall be valid till the end of the Term as defined in the Contract i.e. project contract period, free maintenance period and AMC period.
- Client shall invoke the performance Bank guarantee in case the successful bidder fails to discharge their contractual obligations during the period and the Department incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.
- The performance Bank guarantee shall be refunded after successful completion of the contract period i.e. after expiry of project contract period and free maintenance period, Support Service etc. and AMC period".
- The bidder whose tender is selected for acceptance shall within a period of 7 (seven) working days upon intimation being given to him for acceptance of his tender make an Initial Security Deposit (ISD) at the rate of 2% of the total work value of BOQ(Bill of Quantity) in the form of Term Deposit Receipt (TDR) drawn in (Nationalized/scheduled Bank)/ N.S.C./ Post office Savings Bank Account/ Post Office Time Deposit Account/ Kisan Vikas Patra pledged in favour of "Odisha Construction Corporation Ltd." before execution of the agreement. No tender shall be finally accepted until the required amount of ISD is deposited. Failure to enter into the required agreement and to deposit the ISD as above shall entail forfeiture of the EMD.

- If the tenderer desires, the EMD can be converted to ISD and the balance amount of ISD has to be deposited. If the “successful bidder” fails to deposit such initial security within the stipulated date, the EMD of the “bidder” shall be forfeited and the work may be awarded in favour of some other agency at the discretion of the “Corporation”.
- The ISD will be refunded after satisfactory completion of the work along with AMC or payment of the final bill whichever is later subject to the condition that no defect is noticed in the work and will not carry any interest.
- In case of breach of any terms and conditions attached to the agreement, the performance guarantee of the successful bidder shall be liable to be forfeited besides annulment of the agreement.
- The successful bidder shall raise the bill in triplicate and submit the same to the prescribed authority as per payment schedule.
- The client reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
- In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher Authority or controlling officer for his decision and the same shall be binding on all parties.
- All disputes shall be under the jurisdiction of the court at the place where the headquarters of the client, who has executed the agreement, is located.
- The successful bidder will enter into an agreement with this Department (OCCL) for undertaking the designated online services of this Department(OCCL) on the above terms and conditions.
- All bills to be certified by the end user i.e. Senior Manager (Mech), Store, Central Workshop, OCCL, Rasulgarh, Bhubaneswar.

12.3. FORM PQ-3: AFFIDAVIT

(AFFIDAVIT)

(To be submitted in original in legal stamp paper duly registered)

1. The undersigned (Name of the firm and full address of the registered office contact details) hereby certifies that, all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certify that, neither our firm nor any of its partners have abandoned execution of any similar nature of work nor any contract awarded to us for such works have been rescinded during the last five years prior to the date of this bid.
3. The undersigned hereby authorized and request (s) bank, firm or Corporation to furnish pertinent information as deemed necessary and as requested by the Corporation to verify this statement or regarding my (our) competency and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested and agree to furnish any such information at the request of the Corporation.

(Signed by an Authorized of the firm)

Title of Officer:

Name of Firm:

Date:

12.4. FORM PQ-4: NO RELATION CERTIFICATE

CERTIFICATE OF NO-RELATIONSHIP

I/We hereby certify that I/ We am/are not related to any officer of Govt. of Odisha/ OCC Ltd of the rank of Asst. Executive Engineer and above and any officer of the rank of Under Secretary and above in the W.R. Department. I/We am/are aware that if the facts subsequently proved to be false my/our contract/ purchase order will be rescinded with forfeiture of EMD & security deposit and I/We shall be liable to make good the loss or damage resulting from such cancellation.

I/We also note that, non-submission of this certificate will render my/our bid liable for rejection.

Signature of the Bidder

Name_____

Address_____

Date_____

12.5. FORM PQ-5: ACCEPTANCE LETTER

ACCEPTANCE LETTER

(To be typed by Bidder on his letter head)

No.

Dated. _____

To,

The Senior Manager (Mech.)-I,
Odisha Construction Corporation Limited,
Central workshop, Rasulgarh, Bhubaneswar.

Sir,

Sub: No- counter Conditional Acceptance of Tender Conditions.

Ref: Tender call Notice No. OCC/CWS/PROC/STORE-01/09/2025-2026 dated 03.05.2025

Name of the work: "Development, customization, integration and implementation of store Digitalization System for Central Workshop, Rasulgarh under OCC Ltd, Govt. of Odisha".

1. I/we have read and examined all the conditions in the tender document for the work of **"Development, customization, integration and implementation of store Digitalization System for Central Workshop, Rasulgarh under OCC Ltd, Govt. of Odisha"** and we hereby unconditionally accept the tender conditions in entirety for the above work.
2. I/we hereby submit our bid and undertake to keep our bid valid for a period of 120 (One hundred twenty) days from the last date of submission of bid.
3. I/we undertake to execute the above items strictly in accordance with the requirements and particulars/ specifications stipulated in the tender documents.
4. I/we hereby further undertake that during the said period:-I/we shall not vary/alter or revoke my/our bid during the validity period of bid. I/we have quoted for the complete tender.
5. I/we undertake to abide by the terms and conditions as stipulated in your tender documents and as amended thereafter.
6. I/we have not enclosed any conditions/deviations to conditions of tender in the price bid.
7. I/we agree that in case of any condition found to be quoted by us in the Price bid my/our bid will be rejected and my/our earnest money is liable to be forfeited.

8. This undertaking is in consideration of OCCL agreeing to open my bid, consider and evaluate the same for the purpose of award of work in terms of provisions of tender documents. Should this tender be accepted, I/we also agree to abide by, fulfill, and comply with all the terms, conditions and provisions of the above mentioned tender documents.

Signature along with Seal of the company

(Duly authorized to sign the Tender on behalf of the Bidder)

Name :

Designation:

Name of the Company:

Date:

Postal Address :

Telephone No.:

Fax No./Email ID:

WITNESS

Signature :

Date:

Name and address:

Fax No./ Email ID:

12.6. FORM PQ6: SELF-DECLARATION: NOT BLACKLISTED (COMPANY LETTERHEAD)

To

The Senior Manager (M)-I,
Central Workshop,
OCC LTD.

Sub: "Development, Customization, Integration and Implementation of Store Digitalization System for Central Workshop under Odisha Construction Corporation Ltd, Government of Odisha" – Self Declaration for not Blacklisted.

Sir/Madam,

In response to the tender call notice No.: OCC/CWS/PROC/STORE-01/09/2025-26 dated 03.05.2025 "Development, Customization, Integration and Implementation of Store Digitalization System for Central Workshop under Odisha Construction Corporation Ltd, Bhubaneswar", as an owner/ partner/ Director of (organization name) _____ I/ We hereby declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central Government/ PSU.

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

Thanking You,

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

12.7. FORM PQ-7: FORM OF BANK GUARANTEE

FORM OF BANK GUARANTEE (ON NON -JUDICIAL PAPER OF APPROPRIATE VALUE IN THE NAME OF THE BANK)

To:

The Managing Director,
Odisha Construction Corporation Ltd.,
(Government Of Odisha Undertaking)
Regd. Office : Unit-VIII, Gopabandhu Nagar,
Bhubaneswar-751 012

Name of the work:

Dear Sir(s)

1. In consideration of Odisha Construction Corporation Ltd.. (Hereinafter called OCC) representing through its The Managing Director having the Central Office at Bhubaneswar, Odisha, India having agreed to exempt hereinafter called "the said Bidder(s)" from the demand, under the terms and conditions of work order No. dated made between OCC, Bhubaneswar and the Bidder for (name of work) (hereinafter called "the said work order"), of Performance Security for the due fulfillment by the said Bidder(s) of the terms and conditions contained in the said Work Order, on production of a Bank Guarantee for **Rs. (Rupees)** **only**, we (hereinafter referred to as the bank) at the request of (Bidder(s)) do hereby undertake to pay to the OCC an amount not exceeding **Rs. (Rupees)** only against any loss or damage caused to or suffered or would be caused to or suffered by the OCC by reason of any breach by the said Bidder(s) of any of the terms & conditions contained in the said agreement.
2. We, do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the OCC stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the OCC by reason of breach by the said Bidder(s) of any of the terms & conditions contained in the said agreement or by reason of the bidder(s) failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding **Rs. (Rupees) only**.
3. We, undertake to pay to the OCC any money so demanded notwithstanding any dispute or dispute raised by the Bidder(s) in any suit or proceeding pending before

any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

4. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under the bidder(s) shall have no claim against us for making such payment.
5. We _____ (name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the OCC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till The Managing Director, OCC., certified that the terms and conditions of the said agreement have fully and properly carried out by the said bidder(s) and accordingly discharges this guarantee is made on us in writing on or before _____, we shall be discharged from all liability under this guarantee thereafter.
6. We, _____ (name of the bank) further agree with the OCC that the OCC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the OCC against the said bidder(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said bidder(s) or for any forbearance, act or omission on the part of the OCC or any indulgence by the OCC to the said bidder(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Bidder(s).
8. We, _____ (name of the bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the OCC in writing.
9. Notwithstanding anything contained herein above our liability under this guarantee shall:
 - a. be limited to a sum of Rs. _____ (**Rupees** _____) only).
 - b. stand completely discharged and all your rights under this guarantee shall stand extinguished if no claim or demand made upon us in writing on or before _____.

For _____

(indicate the name of bank)

Bank Guarantee No. _____

Date _____

12.8. FORM PQ-8: PROJECT CITATION FORMAT

1.	Project Name:	
2.	Value of Contract/ Work Order (In INR):	
3.	Name of the Client:	
4.	Project Location:	
5.	Contact person of the client with address, phone and e-mail:	
6.	Project Duration:	
7.	Start Date (month/year): Completion Date (month/year):	
8.	Status of assignment: Completed / Ongoing (if it is on-going, level of completion)	
9	Narrative description of the project with scope:	

	List of Services provided by your firm/company:	
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13. FINANCIAL BID

13.1. FORM FIN -1: FINANCIAL BID COVERING LETTER

(To be submitted on the Letterhead of Bidder)

To

The Senior Manager (M)

Central Workshop, OCC LTD.,

Bhubaneswar

Subject: Development, Customization, Integration and Implementation of Store Digitalization System for Central Workshop, Rasulgarh under Odisha Construction Corporation Ltd, Government of Odisha

Ref: **Tender Call Notice No.OCC/CWS/PROC/STORE-01/09/2025-26 dated 03.05.2025**

Sir/ Madam

I /We, the undersigned, offer to provide the service for “Development, Customization, Integration and Implementation of Store Digitalization System for Central Workshop, Rasulgarh under Odisha Construction Corporation Ltd, Bhubaneswar” as per **Tender Notice No. OCC/CWS/PROC/STORE-01/09/2025-26 dated 03.05.2025** and our Technical Qualification Criteria and Financial bids. Our attached Financial Bid is inclusive of all applicable taxes and duties except GST.

1.BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in this tender call notice. These prices are indicated in the Financial Bid as part of this tender call notice.

2. PERFORMANCE BANK GUARANTEE AND ISD (INITIAL SECURITY DEPOSIT)

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee and ISD (Initial Security Deposit) as specified in this tender document.

We understand you are not bound to accept any BID you receive. We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

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

Yours faithfully,

Bidder
(M)

Authorized
Signatory with
Date and Seal:
Name: Title:

Address of Bidder:

13.2. FORM FIN 2: SUMMARY OF FINANCIAL BID (BILL OF QUANTITY- BOQ) (IN INDIAN RUPEES)

Name of the work :- “Development, Customization, Integration and Implementation of Store Digitalization System for Central Workshop, Rasulgarh under Odisha Construction Corporation Ltd, Bhubaneswar”.

Sl. No.	Item Description	Unit	Qty	Unit rate in Rs.	Total amount in Rs.
1	Development, Customization, Integration and Implementation of Store Digitalization System for Central Workshop, OCC LTD.	Set	1		
2	Security Audit	Set	1		
3	AMC (Should be quoted in Min 10% of Item 1)	Year	3		
Total Work value(sl. No.1+ sl. No.2 +sl. No.3) in Rs. =					
(Rupees.....)only					

GST will be paid extra as applicable.

Senior Manager (M)-I