STATE SELECTION BOARD

DEPARTMENT OF HIGHER EDUCATION

UNIT – II, ASHOK NAGAR

BHUBANESWAR – 09

WEBSITE – www.ssbodisha.ac.in E-MAIL ID – ssbdeptofhe@gmail.com

SSBBBSR-ACCT-ACC-0002-2025/ Quotation Call Notice No. __01__ / SSB

Dated. 09·09·2025

QUOTATION CALL NOTICE

FOR DEVELOPMEMNT OF ONLINE APPLICATION FORM AND COLLECTION OF INFORMATION OF CANDIDATES FOR RECRUITMENT EXAMINATION

The State Selection Board invites sealed quotations (technical and financial) from the registered agencies / firms / company / organization for online recruitment process of various posts amidst 40,000 candidates having adequate experience of end-to-end recruitment process.

Quotations to be submitted separately for technical and financial and to be reached to the undersigned by **17ᵗʰ September 2025**. The quotation paper shall be supported with **Tender paper/ Quotation paper cost of Rs. 1000/-** in shape of **Demand Draft** made from any nationalized bank in favor of **Secretary, State Selection Board** payable at **Bhubaneswar** along with other required documents.

Date and Time of opening the quotation will be intimated through email or call.

SCOPE OF WORK:

a. Development of online application form for collection of different information of candidates for recruitment of examination.

b. Download of application form by candidates.

c. Generation of Admit Card and provision for download to the shortlisted candidates.

d. MIS Reports.

e. The firm shall take all care to maintain 100% secrecy and accuracy of the entire exam process.

f. The time schedule / delivery schedule of the examination process will be indicated by State Selection Board.

g. Integration of payment gateway.

Brief description of the proposed work is mentioned below.

SI. No.	Description	Rate (INR) per Candidate
1.	**Quotation for Candidate Application Portal Development** **1. Candidate Access Options** **Login-Based System** - Candidate registration via email/phone + OTP or password - Login anytime to fill, save, and edit application until deadline - Enhanced security and easy candidate tracking **2. Form Filling Process** - **Basic Details:** Name, DOB, Gender, Address, Category, etc. - **Educational Details:** Qualification, marks, passing year, etc. - *All fields customizable as per requirement.* **Upload Section:** - Candidate Photo (JPEG/PNG, size limit) - Candidate Signature (JPEG/PNG, size limit) - Thumb Picture **Validation:** - Mandatory fields validation - File size limits - Duplicate submission prevention **3. Edit Facility** - Candidates can edit submitted applications within a specified correction window	

- Edits tracked with timestamps for data integrity

4. Application Rejection Option

- Admin panel supports manual rejection (e.g., incorrect details, invalid uploads)

5. Admit Card Download

- Candidates can download their admit cards once released
- Admit card contains candidate details, exam center, date & time, instructions
- Secure access via application number and OTP/login credentials

6. Data Export & Reports

- **Candidate Download:** Application PDF with embedded photo & signature
- **Admin Download:** Bulk PDF/CSV export of applications for verification
- **Dashboard Reports:** Total applications, accepted vs rejected count

6. Security & Compliance

- OTP-based verification (email)
- Secure personal data and file storage
- Audit logs for submission and edits
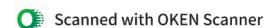- Compliance with relevant data protection regulations

Technology Stack (Recommended)

- Frontend & Backend: PHP / JavaScript
- Database: MySQL / PDO

SPECIFICATIONS OF TECHNICAL BID:

- The bidder should be a company registered under companies Act, 1956.
- The Bidder should not have been black – listed in any government agency in the past on account of fraudulent or corrupt practices or inefficient / ineffective performance. (Relevant certificate to be submitted)
- The Bidder should have access to a well-established data centre where the hardware infrastructure for the proposed online application system will be hosted.

- Minimum 3 years of experience of providing similar service to any three reputed recruiting organizations / State Educational Board / University / Government organizations is a must. The Bidder will have to submit relevant Experience Certificates along with the tender document from the higher authority of the concerned Examination Boards / Universities / organization stating that the 'Firm' has successfully and efficiently completed their job in the stipulated time. (Bidder must submit References of these three examination bodies for which examination work was carried out).

FINANCIAL BID:

After opening the Technical Bid and verifying the eligibility criteria, and demonstration at SSB shall intimate the eligible Bidders by e-mail indicating the date, time and place for financial bid opening. The Financial Bid of technically qualified Bidders will be opened in the presence of Bidders who choose to attend the meeting.

The Financial Bid should be submitted in the following specifications:

1. Cost for per candidate for about 1 – 10000 candidates.
2. Cost for per candidate for about 10000 – 20000 candidates.
3. Cost for per candidate for about 20000 – 40000 candidates.

SUBMISSION GUIDELINES:

- Bid documents must include Technical proposal, Financial Proposal and Company Credentials.
- A demo or prototypes have to be provided if asked for.
- Last Date of Submission: 17th September 2025 by 5 P.M.
- Mode of Submission: By Registered Post/ Speed Post only.

Payment shall be made after completion of entire examination process.

DISCLAIMERS:

SSB, Odisha reserves the right to cancel or modify this quotation at any stage without assigning any reason. Further, SSB reserves the right to assign the selected Bidder full work or part of it as per Financial Bid without assigning any reason. Bidders are advised to visit the official website regularly for updates or corrigendum (if any).

Secretary

State Selection Board

TECHNICAL BID

(to be furnished in Company Letter Head)

Sl. No.	Description	Details
1	Name of the Bidder (In Block Letters)	
2	Registered Office Address with e- mail id	
3	PAN No. (copy to be enclosed)	
	GST No. (copy to be enclosed)	
	Registration No. / Trade License No. (If any) (copy to be enclosed)	
4	Mobile No. of Contact Person	
5	Email id of Contact Person	
6	Status of the organization (Proprietary / Partnership / Pvt. Ltd. / Public Ltd. Company)	
7	Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the company and brief details of litigation	

Authorized Signatory with Date and Seal:

Name:

Title:

Address of Bidder:

Scanned with OKEN Scanner

FINANCIAL BID

(to be furnished in Company Letter Head)

Sl. No.	Description	Rate / Cost per Candidate (in Rs.)		
	(Please see the brief description of the proposed work under scope of the work heading and fill accordingly)	1- 10000	10000-20000	20000-40000
1				
2				
3				
4				
So on				

Authorized Signatory with Date and Seal:

Name:

Title:

Address of Bidder:

SSBBBSR-ACCT-ACC-0002-2025/01/2025