

**STATE SELECTION BOARD  
DEPARTMENT OF HIGHER EDUCATION  
UNIT – II, ASHOK NAGAR  
BHUBANESWAR – 09**

**WEBSITE – [www.ssbodisha.ac.in](http://www.ssbodisha.ac.in) E-MAIL ID – [ssbdeptofhe@gmail.com](mailto:ssbdeptofhe@gmail.com)**


No. 04

Date : 05.02.2026

**Short Tender Notice**

State Selection Board, Department of Higher Education, Govt. of Odisha, Bhubaneswar invites tender from reputed Firms/ Agencies/ Parties for Generation of Admit Cards, Printing and Supply of OMR Answer sheets, its scanning & processing of Results of various Recruitment Examinations. The details of the tender documents are available in SSB website. <https://ssbodisha.ac.in/>. The interested Firms/ Agencies/parties are requested to visit the website for more details.

Start date of downloading the Tender Form	06.02.2026 from 10:00 AM
Last Date & time of submission of Tender Form	05.03.2026 till 5:00 PM
Opening of Technical Bids	06.03.2026 at 11:00 AM

  
Secretary 05/2/2026  
State Selection Board

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**TENDER DOCUMENT FOR EMPANELMENT OF AGENCIES FOR THE WORK RELATED TO GENERATION OF ADMIT CARDS, PRINTING AND SUPPLY OF OMR, SCANNING OF OMR ANSWER SHEETS READABLE ON OMR SYSTEM, RESULT PREPARATION FOR EXAMINATIONS & OTHER ACTIVITIES RELATED TO PROCESSING OF RESULTS OF COMPETITIVE EXAMINATIONS.**

INTRODUCTION: The State Selection Board, Dept. of Higher Education, Govt. of Odisha, Bhubaneswar is entrusted with the work of making recruitment for Group “A”, Group “B” and Group “C” vacancies requisitioned by various Department & different Entrance Examinations of the Government of Odisha. The Board makes recruitment for a large number of vacancies, both technical and non-technical, through conduct of OMR based objective examination. The Board intends for empanelment of agencies for the work related to printing of OMR image, scanning of answer sheets readable on OMR system, result preparation for objective examination & other activities related to processing of results of competitive examinations as under:

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(TENDER DOCUMENT CAN BE SEEN & DOWNLOADED AT <https://ssbodisha.ac.in/> )

*Raj*

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**1. Generation and Hosting of Admit Cards:**

The successful bidder shall be responsible for generation of Admit Cards for candidates, strictly as per the data and instructions provided by the State Selection Board (SSB). The generated Admit Cards shall be hosted on the official website of the State Selection Board (SSB) within the stipulated timeline as may be prescribed by the Board.

The bidder shall ensure accuracy of data, security of information, and smooth accessibility of the Admit Cards to candidates. Any discrepancy arising during the process shall be rectified by the bidder immediately, without any additional cost to the Board.

**2. Printing & Scanning of OMR Sheet**

**OMR Sheet Specification**

- i. The original OMR answer sheet should have unique serial number of the answer sheet.
- ii. There should be 01 (one) carbonless copy of the original OMR answer sheet.
- iii. The leaves of the answer sheet should be printed in different colours for easy identification.
- iv. Thickness of the original OMR sheet should be minimum **105 to 110 gsm (A4 Size)**.
- v. Thickness of the carbonless copies should be minimum **50–60 gsm (Candidate Copy)**.
- vi. Appropriate security features should be incorporated as required.
- vii. Printed OMR answer sheets should be packed in tamper proof and waterproof envelope with appropriate labelling.
- viii. OMR Sheets must be placed in Cardboard, wrapping with Butter/Plastic wrappers containing 1000 sheets (10 packets of 100 sheets each). OMR sheets may be prepared centre-wise as per State Selection Board list & there shall be no extra cost for this.
- ix. Every OMR sheet must have a unique number without any duplicacy with BARCODE.
- x. Pattern: The answer sheets should be in duplicate.
- xi. Quality: Blemish free / dust free good quality paper.
- xii. Accuracy: The timing tracks & registration points have to be 100% accurate.
- xiii. Type of Printing: Two colour printing.
- xiv. Colour: The printing should be in “Drop Out” colour.
- xv. Litho Code: 100% accurate Litho Code printing without any duplication.
- xvi. Sample Sheets: 10 Answer Sheets provided with Litho Code to pass through the OMR



- successfully, furnishing its specifications duly signed by the bidder.
- xvii. Capture mark sense (bubbles, checks, tick marks).
- xviii. Discriminate between smudges and erasures and valid marks.
- xix. Maximum 10% surplus OMR sheets may be supplied as per number of candidates per examination basis.
- xx. Any other technical specified needed by the Board.
3. Verification of data and generation of reports including absentee list, item analysis and debarred list verification.
4. Storing scanned images as per barcode or roll number.
5. Editing of variable master data such as Roll Number, etc.
6. Manual data entry of unscannable OMR sheets.
7. Submission of raw data in soft copy.
8. Matching of candidate identity from Master Record with OMR.
9. Final processing of data for preparation of marks list.
10. Generation of merit lists category-wise, roll number-wise, etc.
11. Data storage in two separate databases.
12. Data accuracy shall be 100% error-free.
13. Data shall be provided in CD/DVD/hard disks/ Pen drive or other format as prescribed.
14. Resolution of discrepancies using scanned images.

**Instructions for Bidders:**

- a. Tenderers / Bidders are advised to study the tender document carefully before submitting the tender form. It will be presumed that the tenderer / bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance / rejection of the tender. **BIDS MUST BE UNCONDITIONAL.**
- b. The tenderer should take care that no column in the Tender Form should be left blank which would otherwise make the tender liable for rejection. In case any column has to be left blank, it should be filled as "NOT APPLICABLE".
- c. Bids should be prepared in accordance with the prescribed format **Annexure-I (Technical Bid i.e. Details of the Agency & its Resources) and Annexure-II (Financial Bid)** of the tender document, and shall be submitted on in sealed cover to the undersigned by 05.03.2026, 5:00 PM. The tender document can be downloaded from the official website of the State Selection Board, Higher Education, Odisha. (<https://ssbodisha.ac.in/>)
- d. Submission of demand draft **Rupees 6,000/- (Rupees Six Thousand only)** towards The tender paper cost (non refundable) .The demand draft should be obtained from any Nationalized Bank issued in favor of " **State Selection Board, Higher Education, Odisha, Bhubaneswar**" payable at Bhubaneswar.

e. The tender must be accompanied by **Original Earnest Money Deposit (EMD) / Bid Security of Rs.50,000/- (Rupees Fifty Thousand only)** in the form of "Bank Draft" drawn in favour of **State Selection Board, Higher Education, Odisha, Bhubaneswar.**

*NO EXEMPTION OF EMD SHALL BE ALLOWED TO ANY ONE INCLUDING PSUs / CO-OPERATIVE SOCIETIES / ORGANISATIONS.*

f. The successful bidder shall furnish a **Performance Security (format enclosed) of Rs. 1,00,000/- (Rupees One Lakh only)** in financial terms, in the form of a Demand Draft / Bank Guarantee from a nationalized or scheduled bank in favor of "**State Selection Board, Higher Education, Odisha, Bhubaneswar**" payable at Bhubaneswar.

g. The tender form is non-transferable.

h. The prospective bidder shall furnish the following documents along with their technical bid **(Annexure-I): -**

- i. Copy of Company / Partnership Registration Certificate.
- ii. Self-attested copy of GSTN Number;
- iii. Self-attested copy of PAN No. card under Income Tax Act;
- iv. Self-attested copy of Service Tax Registration Number;
- v. Self-attested copy of Valid Registration No. of the Agency / Firm;
- vi. Self-attested copy of ITR for last three financial year (2022-23, 2023-24 & 2024-25)
- vii. Annual turnover in the last three years i.e., 2022-23, 2023-24 & 2024-25 certified by CA.
- viii. Bid Security of **Rs.50,000/- (Rupees Fifty Thousand only)**;
- ix. A Notarized Affidavit that the Agency has not been blacklisted by any of the Departments / Organizations of the Government of Odisha / any other State Government / Government of India and no criminal case is pending against the said firm/agency.
- x. Terms and condition duly accepted / signed with the stamp of the perspective bidder,
- xi. Experience certificate that the Tender has Successfully undertaken task of supply & scanning the OMR Sheets with organizations for **at least 2 lakh OMR Sheets**
- xii. Sample copy of OMR Sheets.
- xiii. Tender paper signed with seal & date in each page.
- xiv. Proof of ownership /Purchase of OMR Machines.
- xv. Tender Paper Cost

**All the above Documents along with the Demand draft of tender paper , original EMD and undertakings with stamp of agency should reach the office of the Secretary, State Selection Board, Higher Education, Odisha, Unit-2, Bhubaneswar before the date and time of the Tender / Bid Submission.**

#### 4. SCHEDULE FOR INVITING TENDER: -

**Name of the Client: Secretary, State Selection Board, Higher Education, Odisha, Bhubaneswar, Odisha**

- i. Start date of downloading the Tender document is 06.02.2026.
- ii. The Tender should be submitted in sealed cover to the Secretary by closing date and time for **submission of physical tender by Speed Post is 05.03.2026 till 5.00 PM.**
- iii. Place, date and time of opening of Technical Bid: Office of the Secretary, State Selection Board, Higher Education, Odisha, Unit-2, Bhubaneswar, Odisha on 06.03.2026 at 11.00 AM.
- iv. Financial Bid will be opened after evaluation of Technical Bids.

#### 5. ELIGIBILITY CONDITIONS / SELECTION CRITERIA:

- The tenderer should have the experience of providing similar works for at least last three consecutive years i.e. during 2022-23, 2023-24 & 2024-25 in the field of generation of Admit card, OMR scanning and image capturing readable on OMR and processing of results thereof with minimum two organizations of Central / State Govt. / PSU / Autonomous Institutions / Universities / Public Service Commissions / Commissions of the Government of India or Government of Odisha or any other State Government or Public Sector Banks or Local Bodies / Municipalities in each year with proven track record (Proof to this effect to be attached with Technical Bid).
- The Tenderer should have successfully undertaken task of scanning the OMR sheets with organizations for at least **2 lakh OMR sheets during last three years.**
- The agency should have a turnover in the said activity (as mentioned in sub-para above) of **Rs.100 lakhs** annually during the last three years i.e., 2022-23, 2023-24 & 2024-25 (Please attach documentary proof certified by CA in support of claim).
- The tenderer firm/agency/organisation should have a valid registration such as G S T N, Permanent Account Number (PAN) of the Income Tax Deptt, Service Tax Registration Number, Provident Fund Registration Number, ESI Registration Number, License Number under Contract Labour Act, Requisite Licenses etc for scanning of OMR SHEETS, if applicable.
- The Tenderers should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black-listed by any of the Departments/Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm on the date of submission of this bid (Prescribed Proforma as per Annexure III)
- Resolution of the Agency meeting authorizing the person to sign tender document (if applicable).
- The tenderer should submit an undertaking with the Technical Bid to the effect that Terms and conditions of the Tender are duly accepted/ signed with the stamp of the prospective bidder.
- The tenderer should have at least 3 scanners with capacity of at least 5000 pages per hour. Machines should be Heavy duty capable of working at least 8 hours a day.
- Tenderer must handover the work performed by him to the authorized person of Board on a daily basis in soft/hard copy as may be desired by the competent authority.

**6. PROCEDURE OF SUBMISSION OF BIDS: (TWO separate Bids i.e. (1) Technical Bid (2) Financial Bid to be Submitted.)**

a) The copy of following documents should be attached with the Technical Bids and submitted to the Secretary, SSB lastest by **05.03.2026 : 5.00 PM.**

i. Bank Draft of Rs 50 ,000/- (Rupees Fifty Thousand Only) in favour of State Selection Board, Higher Education, Odisha, Bhubaneswar" payable at Bhubaneswar as EMD. Original EMD should be enclosed with tender document. No other form of EMD is acceptable.

ii. Prescribed Technical Bid Tender form (as per Annexure-I) along with copies of all the documents as detailed instructions for bidders as per Clause-h and Para 7. Original Demand Draft for EMD amount, Demand draft of Tender Paper & Undertakings (as per Annexure-III & IV) should be submitted in the office of the

Secretary, SSB in sealed covers by Speed Post only in scheduled date & time. The tenders received after the due date & time will be rejected. The SSB will not be liable for postal delay, if any.

iii. Prescribed Financial Bid form (as per Annexure-II)

b) Financial Bids will be opened only of those firms which qualify technical bid.

c) The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.

d) The Bid Security will be forfeited in the following conditions: -

i If at any stage, any of the information/declaration given by the bidder is found false.

ii. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.

iii. In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.

iv. In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

**7. ADDITIONAL DOCUMENTS TO BE SUBMITTED ALSO WITH THE TENDER**

The bidder should enclose following documents (self-attested scanned copies) in support of information provided in Annexure-I (Technical Bid);

- a. Proof indicating headquarters/Office of the Company/Firm with Telephone no. s, FAX No. & email ID etc.
- b. Name & address (s) of the partner(s), Proprietors (s) or Commission of Directors as the case may be and the Memorandum of Association, Article of Association, Partnership Deed etc. as applicable.
- c. Audited balance sheet and profit & loss account of the last three financial years. The specific turnover for said work must be certified by Chartered Accountant.
- d. Details of the employees indicating their qualifications & experiences.
- e. A Resolution appointing an authorized signatory of the company/ firm. The tender

form should be signed only by an authorized signatory of the company/firm. Attested copies of the GSTN, registration No. of agency, PAN No. allotted by the Income Tax Dept., Income tax Clearance Certificate, ESI No., PF No. (if applicable) along with copy of registration under Service Tax Act, Delhi VAT Act (whichever is applicable), satisfactory performances certificate from the concerned organizations where such type of work/jobs been performed by the agency earlier, should also be.

## **8. PERIOD OF CONTRACT AND TERMINATION**

The Contract will be initially for a period of **two years** from the date of signing of the agreement and will continue till completion of the work in process during the said period. Depending upon satisfactory performance of the work by the agency, the contract can be extended for a further period of **two-year/one year** at a time on same the terms and conditions. The contract with the agency can be terminated at any point of time during the period of contract, if the work of the agency is NOT found satisfactory or to the satisfaction of the Board.

## **9. PAYMENT TERMS AND CONDITIONS**

(A) The payment shall be made as per the lowest rate quoted and accepted. The payments for scanning & processing the results will be made only after the completion of the entire work up to the satisfaction of the Board. TDS (Tax Deducted at Source)/Service tax (as applicable) will be deducted by the Board as per rules.

(B) The Board may impose penalty on the agency empaneled for mistakes/irregularities committed by the agency. Following is an illustrative list of the specific penalties:

1. Not having the adequate infrastructure/capacity to perform the work as per tender.
2. Failing to process the results or reading of the data on OMR machine and providing Image thereof.
3. The Agency shall also prepare suitable software for data processing.
4. The work of the agency if not found satisfactory or any breach is noticed or any manipulation is reported or noticed by the Board, the Board, SSB shall reserves the right to cancel the tender/Impose penalty as per stipulation of the RFP.
5. If the contract of the agency is terminated for non-performance of the work satisfactorily, SSB reserves the right to forfeit partly or fully the Performance Security/EMD tendered by the agency and no payment will be made for the work done.

(C) Any loss, damage, financial liability etc. accruing to the Board by way of Court orders; litigation or under Right to Information Act Or otherwise on account of any irregularities, negligence, omission, commission or mishandling etc, the agency shall be accountable and the entire damage or loss of financial liability shall be borne entirely by the Agency.

(D) In case of any dispute in question, the same shall be settled by way of arbitration proceedings to be conducted by a sole Arbitrator to be appointed by the Competent Authority. The arbitration proceedings shall be held in accordance with the Arbitration and Conciliation Act, 1996.

## **10. OTHER TERMS AND CONDITIONS**

(a) The Agency has to bring adequate number of OMR / image scanners (Minimum 3 OMR and 3 image scanners). Machines to be deployed may need to be increased / varied from exam-to-exam

basis as per State Selection Board, Odisha's requirement. Software(s) used in the process is to be provided by the Contractor.

(b) Machines should be of high-quality OMR scanners with a speed capacity of processing not less than 5000 (five thousand only) OMR sheets per hour and should be heavy duty capable of working at least for 8 hours a day. Double scanning shall be made with two different machines. Depending upon the volume of OMR sheets to be scanned, the number of machines needs to be increased. For the subject work, each OMR answer sheet shall be scanned twice separately in two different machines. The agency shall take all regular checks and balances in the system to capture mark sense/images of entire OMR answer sheets and discriminate between smudges, erasures and valid marks.

(c) The rate is inclusive of all charges and taxes packing, forwarding, freight, transportation, loading & unloading etc. There should not be any discrepancy between the figure and word. The rates should not be over-written. During the period of contract, the rates will not be revised except on revision of any taxes by the Government of Odisha or by the Government of India.

(d) The Agency will provide adequate manpower as per requirement on regular basis during execution of work including generation of all reports. Contractual labour deployment will not be permitted as the work is of confidential nature.

(e) The agency shall provide backup of data on **CD/DVD/Hard disk/ Pen drive or in any form as specified by the State Selection Board**, Odisha immediately after completion of scanning/scoring of answer sheets.

(f) The agency should be in a position to provide equipment for reading of barcode numbers, if barcodes are used by the State Selection Board, Odisha.

(g) All the documents submitted along with the bid should be signed by the authorized signatory with seal of the agency.

(h) No blanks should be left which may otherwise make the tender liable for rejection.

(i) Tenderer submitting the tender will be presumed to have considered and accepted all the terms and conditions. No enquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.

(j) Any act on the part of the tenderer to influence any person in the State Selection Board, Odisha will be a cause for rejection.

(k) Quotations must be unconditional.

(l) In no case any job or work under this contract and arising hereto shall be sub- contracted or assigned by the Agency in any manner to anyone else.

(m) Time and secrecy are the essence of the contract between the parties and the contract shall be summarily terminated for breach of this condition.

(n) The scanning and generating of data should be completed as per the given schedule and instructions of the State Selection Board, Odisha.

(o) Any change in the schedule will be notified by the State Selection Board, Odisha in advance and the agency shall comply with and observe it strictly. In case of any delay, the agency shall be liable to pay damages. In case of regular delays, the State Selection Board, Odisha shall be entitled to cancel the agreement and, in that case, the agency shall not be entitled to any amount payable to

them under this contract. Any amount, if already paid under this contract, shall be reclaimed by the State Selection Board, Odisha with interest. In case the contract is terminated on account of delay on the part of the agency, the State Selection Board, Odisha shall be entitled to get the work done from any other company, agency or person and the tenderer shall be liable to hand over all the incomplete work to the State Selection Board, Odisha and shall not object in any manner to the work being completed by any other company, agency or person.

(p) The agency shall undertake full responsibility for the safe custody and secrecy of the documents supplied to it by the State Selection Board, Odisha for scanning and processing of results. The data given by the State Selection Board, Odisha shall be kept strictly confidential and no part of it shall be divulged to any person without written authorization from the State Selection Board, Odisha. In case of any lapse found or noticed by the State Selection Board, Odisha, the agency shall be fully responsible for the consequences.

(q) The agency shall arrange for collection of input documents/data from the State Selection Board, Odisha's office and return the same along with the output reports on the same day.

(r) All the results/data files of all the recruitments and any material, data and intermediate files prepared therefrom shall be the exclusive property of the State Selection Board, Odisha and the agency shall not have any right in any manner nor shall be entitled to retain the same in any manner or on any account. Non-performance of any part of the contract by the State Selection Board, Odisha shall not be a ground for the agency to retain the property of the State Selection Board, Odisha and/or use it in any manner in any eventuality. All intermediate data shall also be supplied to the State Selection Board, Odisha on hard disks or such other media as required, and the data and program developed shall not be erased without written permission of the Secretary / Controller of Examination of the State Selection Board, Odisha.

(s) The agency shall extract such data and, in such form, as may be desired by the State Selection Board, Odisha, from the captured data for different purposes including item analysis.

(t) The agency shall at all times allow the duly authorized officers of the State Selection Board, Odisha to inspect the data entry and processing work for its accuracy, quality and timely completion of all stages of work. The agency shall be bound to comply with the instructions of the authorized officers of the State Selection Board, Odisha.

(u) Final processing in respect of all reports shall be done only after obtaining written clearance from the State Selection Board, Odisha.

(v) Notwithstanding anything stated above, the State Selection Board, Odisha reserves the right to assess the agency's capability, capacity, infrastructure, eligibility, integrity and credibility to perform the said work and the decision of the State Selection Board, Odisha shall be final. The State Selection Board, Odisha reserves the right to accept or reject any or all tenders, not necessarily the lowest tender, without assigning any reason.

The lowest bidder must fulfil the eligibility conditions for award of the work.

(w) After finalization and acceptance of the rates, the tenderer will have to satisfy the fulfilment of all the terms and conditions of the tender and shall enter into a contract agreement with the State Selection Board, Odisha for execution of the above-mentioned work. **Performance Security in the form of FDR / Bank Guarantee / DD for Rs. 1,00,000/- (Rupees One Lakh only) in favour of "State Selection Board, Higher Education, Odisha, Bhubaneswar"** payable at Bhubaneswar., valid for 60 days beyond the contract period, shall be submitted along with the agreement.

(x) In case of any dispute, the decision of the Board of the State Selection Board, Odisha shall be

final and binding on the agency. The Hon'ble High Court of Odisha shall have exclusive jurisdiction in case of any dispute arising on any account between the parties.

(y) The State Selection Board, Odisha has fixed a minimum number of one hundred OMR sheets (100) for each result preparation irrespective of the number of applications in different posts. For each result preparation, the State Selection Board, Odisha shall pay the minimum amount for 100 OMR sheets.

(z) The Agency shall provide RTI support and furnish required documents/information for court cases as and when required by the State Selection Board, Odisha.

(aa) The scanning of the OMR answer sheets shall be done in the premises of the State Selection Board, Odisha from the next date of examination, which shall be under CCTV coverage.

(bb) It is not binding on the State Selection Board, Odisha to accept the lowest rate tender.

(cc) The successful bidder shall deposit a **Performance Security of Rs. 1,00,000/- ( Rupees One Lakh only)** for the agreement period towards performance guarantee and shall sign the agreement. EMD shall be forfeited in case of failure to sign the agreement.

(dd) EMD of unsuccessful bidders shall be returned.

(ee) Any legal dispute in this matter shall be subject to the jurisdiction of Bhubaneswar Courts only.

#### **CONFIDENTIALITY**

(a) The Service Implementing Partner (SIP) shall not, without prior written consent from the State Selection Board, Odisha, disclose the Contract or any provision thereof, or any specification, application design, plan, drawing, pattern, sample or information furnished by or on behalf of this contract, to any person other than a person employed by the SIP in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. Strict confidentiality shall be maintained at all stages of processing and finalization of examination results. Any leakage of information shall lead to blacklisting of the vendor without notice and initiation of appropriate legal action.

(b) The SIP shall not, without prior written consent of the State Selection Board, Odisha, make use of any document or information, except for purposes of performing the Contract. All related documents issued by the State Selection Board, Odisha, other than the Contract itself, shall remain the property of the State Selection Board, Odisha and shall be returned (in all copies) upon completion of the Contract.

(c) The SIP shall notify the State Selection Board, Odisha promptly if it becomes aware of any disclosure of information otherwise than as permitted by this Contract or with the authority of the State Selection Board, Odisha.

(d) The obligations of confidentiality under this section shall be for a lifetime, even after completion or termination of the Contract.

(e) The SIP, its agents or employees shall not remove any information which may have come into its custody during discharge of its obligations under the Contract through any means including but not limited to email, CD, DVD, pen drive, hard disk or printed form without specific written permission of the State Selection Board, Odisha.

(f) The SIP shall be liable to fully recompense SSB for any loss of revenue arising from breach of confidentiality. The SSB reserves the right to adopt legal proceedings, civil or criminal, against the

SIP in relation to a dispute arising out of breach of obligation by the SIP under this Clause.

(g) The SIP shall sign a Non-disclosure Agreement (NDA) with SSB. The SIP and its antecedents shall be bound by the NDA. The SIP will be held responsible for any breach of the NDA by its antecedents or delegates.

(h) This restriction does not limit the right to use information.

#### **PENALTIES**

For any breach of any of the aforesaid conditions, the firm shall be liable for imposition of penalties as under:

(a) For leakage of secrecy and confidentiality – termination of contract with forfeiture of security deposit along with filing of criminal complaint against the vendor and blacklisting of the vendor by the State Selection Board, Odisha.

(b) For interruption of work without any sufficient cause – up to Rupees One Lakh only.

(c) For each day of delay occurring on the part of the system integrator beyond three days of the scheduled date of completion – Rs. 10,000/- (Rupees Ten Thousand only) per day.

(d) For mistakes exceeding one in 1,00,000 sheets – Rs. 5,000/- (Rupees Five Thousand only) per sheet.

(e) For incorrect and incomplete result/data – up to Rupees One Lakh only.

(f) Malfunctioning of machine during pendency of work leading to inappropriate delay – Rupees Twenty-Five Thousand only in each case.

(g) For continuous unsatisfactory services – termination of contract with forfeiture of security deposit.

(h) In case of negligence on the part of the firm or deliberate inaction or any other serious lapse, the State Selection Board, Odisha reserves the right to blacklist the firm in addition to the above-mentioned penalties.

#### **SUPPORT FOR RTI & COURT CASES:**

The selected agency who under take to supply scanning and result processing shall be responsible to supply informatics relating to RTI and other Court Cases as and when required.

**STATE SELECTION BOARD  
DEPARTMENT OF HIGHER EDUCATION  
UNIT – II, ASHOK NAGAR  
BHUBANESWAR – 09**

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

**ANNEXURE-I**

(Technical Detail for supply of OMR sheet Scanning and Finalization of Data)

**1. ABOUT THE FIRM**

a.	Year of Establishment	:	
b.	Type of firm/Organization (Proprietary/Private/Public/Govt.	:	
c.	Copy of Registration, if applicable	:	
d.	Total Turnover during:		2022-23
	(Attach photocopies of Audited Balance sheet)		2023-24 2024-25
e.	GSTN Number Income Tax No. (PAN No./TIN No.) Service Tax Registration No., with Copy of last three years ITR	:	
f.	Details of premises: Owned/Rented	:	
g.	Quality Certification No, if any	:	
h.	Details of Issuing Authority	:	
i.	Validity of Certificate	:	From To
j.	Activities of the Organization:	:	
k.	Since when engaged in EDP	:	
l.	OMR Processing	:	

- Past experience in handling Examination data processing through OMR jobs with the name of the organization(s), nature of jobs, volume of work in terms of applications, duration for completion of job and since when:

(Use separate sheet for details)

Year	Name of Organization and contact person along with Tel. No.	Nature of Work/Technology Used	No. of Candidates	Duration for completion of job	Value of the (Job copy of work order to be enclosed)
2022-23					
2023-24					
2024-25					

Details of EMD/S.D-

D.D no \_\_\_\_\_ dt \_\_\_\_/\_\_\_\_/\_\_\_\_ Name of the Bank & Branch  
\_\_\_\_\_

**STATE SELECTION BOARD  
DEPARTMENT OF HIGHER EDUCATION**

**UNIT – II, ASHOK NAGAR**

**BHUBANESWAR – 09**

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

**SUPPORT AVAILABLE**

a. **Manpower:** As per requirement. Contractual labour deployment will not be entertained. (List of Technical Manpower with their educational eligibility to be enclosed)

b. **OMR Scanners**

Model	No. Available	(Ownership of Purchase of machine (Y/N) Bills copy to be enclosed.	Manufacturing Year	Speed of each Scanner

Certified that all the terms and conditions of this TENDER are accepted by us.

Authorized signatory

(With full name, designation and stamp)

Contact Person: \_\_\_\_\_

Off. Telephone No./ Mobile No. \_\_\_\_\_

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**ANNEXURE-II**

**FINANCIAL BID**

Sl. No.	Description of the Job	Rate to be Quoted (Per OMR Answer Sheet)
1	<b>IMAGE CAPTURING of OMR Sheets</b> in required format with <b>DOUBLE SCANNING</b> of OMR Answer Sheets for <b>One Tier / Two Tier Examinations</b> , including: <ul style="list-style-type: none"> <li>• Data processing</li> <li>• Generation of reports such as absentee list, item analysis</li> <li>• Cross-check from debarred list</li> <li>• Furnishing database in required software/format</li> <li>• Matching of data with master data</li> <li>• Final processing of data for preparation of results</li> <li>• Scanning to be done at the premises of the <b>State Selection Board, Odisha</b> as per directions and in the prescribed format given by the Board.</li> </ul>	Rs _____/- (Rupees. .... )Only  (Indicating Separately Basic Price. @ _____% IGST @ _____% OGST @ _____% CGST @ _____% Gross, Gross Price
Sl. No.	Description of the Job	Rate to be Quoted (Per OMR Answer Sheet)
2	Generation of Admit card and hosting in SSB Website	

**NOTES**

The rate is inclusive of all charges and taxes packing, forwarding, freight, transportation, loading & unloading etc. There should not be any discrepancy between the figure and word. The rates should not be over-written.

1. Rates shall be quoted per OMR sheet.
2. During the contract period, the rates shall not be revised, except in case of revision of taxes by the Government of Odisha or Government of India.
3. In case of any examination where the number of candidates is less than 100, the State Selection Board, Odisha may calculate it for 100 OMR sheets, and payment shall be made accordingly.

**UNDERTAKING**

It is certified that my firm/agency/Vendor has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on-----.

Place:

Date:

Signature of the Tenderer\_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the firm/agency\_\_\_\_\_

Seal of the firm/ Agency\_\_\_\_\_

UNDERTAKING

It is Certified that I Personally read the Tender Documents and accept all the terms and conditions mentioned therein.

Place:

Date:

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the firm/agency \_\_\_\_\_

Seal of the firm/ Agency \_\_\_\_\_

**Master Service Agreement**

(To be executed on Rs.100/- Non-Judicial Stamp Paper bought in... ..)

This AGREEMENT is entered into at Bhubaneswar on the day of \_\_\_\_\_  
between "SSB" (which term shall mean and include its Successors and permitted assigns)

AND

\_\_\_\_\_ a company registered under the Companies Act, 1956  
having its registered office at \_\_\_\_\_  
\_\_\_\_\_ here in after referred to as the "Successful Bidder" (which term  
shall mean and include its successors and permitted signs)

Whereas SSB invited a RFP for selecting Implementation Partner for conducting computer /OMR based recruitment examinations as per the Scope of Work clause prescribed in the RFP document.

Whereas SSB and the Successful Bidder in pursuance thereof have arrived at the following terms and conditions:

1. This Contract shall remain in force during the Contract period as per the Deliverables and Scope of work from the date of signing of this Contract. SSB may renew/ extend the contract for a further term based on mutual consent on the same terms and conditions stipulated herein or on such terms and conditions as may be agreed upon by the parties at that time.
2. The Successful Bidder agrees to deliver the services as per the scope indicated in RFP Scope of work Clause- 3 of this RFP within the stipulated period prescribed by SSB at the cost arrived as per commercial bid. This cost is firm and not subject to enhancement.
3. The Contractor or part share of interest in it shall not be transferred or assigned by the Successful Bidder directly or indirectly to person or persons whomsoever without the prior written consent of SSB.
4. Neither SSB nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond the reasonable control such as: -
  - a. Natural phenomena including but not limited to earthquakes, floods and epidemics.
  - b. Acts of any Government authority domestic or foreign including but not limited towards declared or undeclared.
  - c. Accidents or disruptions including, but not limited to fire and explosions.

5. The Tender document in relation with this shall be deemed to form and be read and construed as part of this Contract. The enclosures, the offer submitted by the Successful Bidder, the negotiated and finalized Terms and Conditions and the Work Order respectively will form part of this contract. Wherever the offer conditions furnished by the Successful Bidder are at variance with conditions of this contract or conditions stipulated in the Tender document, the final negotiated offer conditions shall prevail over the RFP conditions furnished by the Successful Bidder.

#### **6. Liquidated Damages (LD)**

1. The Bidder must strictly adhere to the implementation schedule, specified in the purchase order / contract issued by SSB to the successful Bidder for performance of the obligations arising out of the Work order and any delay will enable SSB to resort to any or both of the following:

a. Claim liquidated damages as per the Service Level Agreement mentioned in RFP- Technical Bid for delay and the Maximum LD applicable is 10%. However, LD clause will not be applicable if the delay is not due to issues related to the vendor.

b. In-case of the termination of the purchase order/ contract by SSB due to non- performance of the obligations arising out of the purchase order, the Earnest Money Deposit / Security Deposit will be forfeited.

2. In addition, SSB reserves the right to award the work to any other party/ parties and the loss/ expenses incurred thereafter will be recovered from the Successful Bidder.

3. Penalty will be levied if the Assigned work has not been completed in full within the stipulated period subject to Force Majeure conditions.

7. The RFP Schedule enclosures, the detailed final offer of the Successful Bidder and the purchase orders will form part of this contract. Wherever the offer conditions furnished by the Successful Bidder are at variance with conditions of this contract or conditions stipulated in the purchase order, the latter shall prevail over the offer conditions furnished by the Successful Bidder.

8. Notwithstanding anything contained in the penalty clause, SSB reserves the right to blacklist the Successful Bidder from taking part in any of the procurement operations of SSB for a minimum period of three years from the date of blacklisting for failure to carryout supply in time or according to the quality and quantity prescribed or any such similar reasons. This penalty shall be over and above all other penalties. Such bidders would be automatically banned for 3 years from taking part in SSB's RFPs.

#### **9. Payment Terms**

a. There shall be no provision of advance payments. 100% payment shall be made after successful completion full recruitment process for each post. Security Deposit / Performance Security shall be released only after 6 months from successful completion of contract.

b. Any payment due to the successful bidder will be released preferably within 20 (twenty) days from the date of receipt of bills along with acceptance from SSB.

c. The TDS amount, Penalty if any, will be deducted in the payment due to the successful bidder. The Taxes as applicable during the contract period as specified in the RFP will be paid by SSB. In case, the Taxes have been reduced retrospectively, the successful bidder shall be

liable to return the same to SSB.

d. The successful bidder shall have full and exclusive liability for payment of all Taxes and other statutory payments payable under any or all of the Statutes/Laws/Acts etc. now or hereafter imposed to the respective statutory authorities. SSB will not be responsible or liable for default on payment of taxes to the statutory authorities.

10. The Successful Bidder shall be liable and/or responsible for the compliance of all Statutory Provisions, especially those relating to User Laws in respect of this Contract.

11. Any notice from one party to the other given or required to be given here under shall be given by either:

a. Mailing the same by registered mail, postage prepaid, return receipt requested; or

b. Having the same delivered by courier with receipt acknowledged at the address set forth above or with other addresses and to the attentions of such other person or persons as may hereafter be designated by like notice hereunder and any such notice shall be deemed to have been served if sent by post on the date when in the ordinary course of post, it would have been delivered at the addresses to which it was sent or if delivered by courier on the date of acknowledgement of receipt.

12. In case of breach of any of the conditions of the contract by the Successful Bidder during the contract period, SSB reserves the right to recover costs/liabilities arising directly due to such breach from the Successful Bidder.

13. In case of Political uncertainty, examinations may not be conducted by SSB for a certain period.

#### **14. Termination of Contract**

##### **1. Termination for Default**

a. SSB may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of seven days, sent to the Successful Bidder, terminate the contract in whole or part,

(i) if the Successful Bidder fails to complete any or all of the works within the time period(s) specified in the Contract, or fails to complete the items of work as per the Completion Schedule or within any extension thereof granted by SSB; or

(ii) if the Successful Bidder fails to perform any of the obligation(s) under the contract;

or

(iii) if the Successful Bidder, in the judgment of SSB, has engaged in fraudulent and corrupt practices in competing for or in executing the Contract.

b. In the event of SSB terminating the Contract in whole or in part, SSB may procure, upon terms and in such manner as it deems appropriate, the services similar to those delivered and the Successful Bidder shall be liable to SSB for any additional costs for such similar goods. However, the Successful Bidder shall continue the performance of the contract to the extent not terminated.

##### **2. Termination of Insolvency**

SSB may at any time terminate the Contract by giving written notice with a notice period of seven days to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder,

provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to SSB.

### 3. Termination of Convenience

SSB may by written Notice, with a Notice period of seven days sent to the Successful Bidder, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for SSB convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective. On termination, the Successful Bidder is not entitled to any compensation whatsoever.

15. Any notice to the successful Bidder shall be deemed to be sufficiently served, if given or left in writing at the last known place of abode or business.

16. SSB reserves the right to cancel the order(s) and to terminate the contract in the event of short performance or non-performance of the Successful Bidder.

### 17. Arbitration and Jurisdiction

a. Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, at any time in connection with construction, meaning, operation, effect, interpretation or out of the contract or breach thereof, the same shall be decided by Sole Arbitrator to be appointed by SSB.

b. If the Arbitrator so appointed dies, resigns, incapacitated or withdraws for any reason from the proceedings, another Arbitrator shall be appointed by SSB. The Arbitrator so appointed shall proceed with the reference from the stage, where his predecessor had left if both parties consent for the same, otherwise, he shall proceed de novo. It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter. It is also a term of the contract that neither party to the contract shall be entitled to seek interest and the arbitrator should not grant interest.

c. The Arbitral Tribunal shall give reasoned award and the same shall be final, conclusive and binding on the parties. The venue of the arbitration shall be Bhubaneswar and language will be English. Fees of the Arbitrator and expenses incidental to the arbitration proceedings shall be borne equally by the parties. Subject to as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment in lieu thereof shall apply to the arbitration proceedings under this Clause.

d. Subject to above, the Courts in Bhubaneswar alone shall have jurisdiction in this matter.

In witness whereof the parties here to have signed on the day, month and year above written in the presence of

**IN WITNESS WHEREOF**

the parties hereto have signed on the day, month and year above written in the presence of:

For and on behalf of the **Successful Bidder**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

For and on behalf of **SSB, Higher Education**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

**Witnesses:**

1

\_\_\_\_\_

2

\_\_\_\_\_

**Non-Disclosure Agreement**

[The Non-Disclosure Agreement needs to be signed by a person duly authorized by the selected SIP. A copy of the authorization by the SIP (copy of Board resolution or Power of attorney) should be provided along with the Non-Disclosure Agreement]

This AGREEMENT (hereinafter called the "Agreement") is made on the \*day+ day of the month of \*month+, [year], between, SSB, on the one hand, (hereinafter called the "Purchaser") and, on the other hand, [Name of the SIP] (hereinafter called the "Operator") having its registered office at [Address]

**WHEREAS**

- a. the "Purchaser" has issued a public notice inviting various organizations to ..... [Name of the Project] for SSB (hereinafter called the "Project") of the Purchaser;
- b. the Operator, having represented to the "Purchaser" that has been selected after the evaluation in the proposed Project, The Purchaser and the Operator agree as follows
  1. The Operator to whom this Information (Any information that is provided or obtained during the execution of contract is provided/disclosed/obtained) shall:
    - a. Hold such Information in confidence with the same degree of care with which the Operator protects its own confidential and proprietary information;
    - b. Restrict disclosure of the Information solely to its employees, agents and contractors with a need to know such Information and advice those persons of their obligations hereunder with respect to such Information;
    - c. Use the Information only as needed for the purpose of execution for the Project;
    - d. Except for the purpose of execution of the Project, not copy or otherwise duplicate such Information or knowingly allow anyone else to copy or otherwise duplicate such Information; and
- e. Undertake to document the number of copies it makes on completion of the Contract and in case unsuccessful, promptly return to the Purchaser, all Information in a tangible form or certify to the Purchaser that it has destroyed such Information.

2. The Agreement shall apply to all Information relating to the Project disclosed by the Purchaser to the Bidder under this Agreement.
3. Nothing contained in this Agreement shall be construed as granting or conferring rights of license or otherwise, to the Operator, in any of the Information.
4. This Agreement shall benefit and be binding upon the Purchaser and the Bidder and their respective subsidiaries, affiliates, successors and assigns.
5. This Agreement shall be governed by and construed in accordance with the Indian laws.
6. The Operator shall have no obligation to preserve the confidential or proprietary nature of any Information which:
  - a. Was previously known to the Operator free of any obligation to keep it confidential at the time of its disclosure as evidenced by the Bidder's written records prepared prior to such disclosure; or
  - b. Is or becomes publicly known through no wrongful act of the Operator; or
  - c. Is independently developed by an employee, agent or contractor of the Operator not associated with the Project and who did not have any direct or indirect access to the Information.

For and on behalf of the

**Bidder (Signature)**

(Name of the Authorized Signatory)