

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

WEBSITE – www.ssbodisha.ac.in

E-MAIL ID – ssbdeptofhe@gmail.com

TENDER NOTICE NO. 05/SSB, Dated 28.09.2026

**INVITING 'RFP' (REQUEST FOR PROPOSAL) FOR SELECTION OF FIRM FOR EXAMINATION
RELATED WORKS CONDUCTED BY STATE SELECTION BOARD, ODISHA.**

State Selection Board, Bhubaneswar invites Techno-Financial proposals as per the Tender Document attached herewith from interested qualified Firms to participate in the tender process for “Selection of Firm for Examination Related Works Conducted by state Selection Board, Bhubaneswar, Odisha”. After going through the detail terms and conditions, eligible interested Firms should submit their Techno-Financial proposals complete in all respect so as to reach the undersigned through Speed Post only in a sealed cover on or before the closing date and time. The tender details have been hoisted in the State Selection Board, Odisha Website i.e. www.ssbodisha.ac.in.

An indicative schedule of the Tender Process is as follows:

Sl. No.	Activity	Date (Provisional & Likely to change, if required as per the need of the time)
1.	Date of uploading of the NIRFP (Notice Inviting RFP) in the Board website.	30.09.2026
2.	Publication of Indicative RFP notice in Newspapers	30.09.2026
3	Deadline for submission of Pre-Bid Query	06.10.2026
4	Pre-Bid Meeting	07.10.2026 (11.30 AM) at State Selection Board Office
5	Issue of Pre -Bid Clarification	09.10.2026
6	Last date for receipt of Bid Proposals completed in all respect	27.10.2026 (6:00 P.M.)
7	Date of opening of Technical Bid	29.10.2026 (11:00A.M.) at State Selection Board Office
8	Date of opening of Financial Bid	To be intimated to the selected firm after Technical Bid by e-mail
9	Tender paper cost (non-refundable)	Rs. 6,000/- (Rupees Six Thousand) only by D.D. in favour of Secretary, State Selection Board, Bhubaneswar
10	Earnest Money Deposit (EMD)/ Bid Security (Refundable) Note:- EMD is to be obtained from the Firms except MSEs & Start-ups	Rs. 1,00,000/- in shape of Insurance Surety Bond/ Account Payee Demand Draft/Fixed Deposit Receipt/ Bank Guarantee including e-Bank Guarantee from any of schedule Commercial Bank or online payment in favour of Secretary, State Selection Board, Bhubaneswar, Odisha, payable at Bhubaneswar in sealed cover.
11	Performance security (For Successful Firm only) Note: MSEs is allowed concessional payment of Performance security @25% of Performance security prescribed for normal Firm	Successful Firm shall deposit Rs. 1,50,000/- in shape of Insurance Surety Bond/ Account Payee Demand Draft/Fixed Deposit Receipt/ Bank Guarantee including e-Bank Guarantee from any of schedule Commercial Bank or online payment in favour of Secretary, State Selection Board, Bhubaneswar, Odisha, payable at Bhubaneswar within 10 days of award of contract.
12	Address for submission of Tender	State Selection Board, Unit-II, Bhubaneswar, Odisha- 751009, ssbdeptofhe@gmail.com
13	Mode of submission of Tender	By Speed Post only
14	Place of opening of Tender	State Selection Board Office

Paich
28/09/26

NOTICE INVITING REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF FIRM

CONTENTS

No.	Particulars	Page No.
1	GENERAL INFORMATION	3-4
2	VENDOR ELIGIBILITY CRITERIA & PRE-REQUISITES	4-5
3	VENDOR INSTRUCTIONS	5-10
4	PROCESS OF EVALUATION	10-13
5	AWARD OF CONTRACT	13
6	STANDARD OF PERFORMANCE	13
7	INTELLECTUAL PROPERTY RIGHTS	13
8	APPLICABLE LAW	13
9	PERFORMANCE SECURITY	14
10	PAYMENT TERMS	14
11	GOVERNING LANGUAGE	15
12	PENALTY CLAUSE / LIQUIDATED DAMAGE	15
13	DELAYS IN THE FIRM'S PERFORMANCE	15
14	OWNERSHIP OF DATA	15
15	RESPONSIBILITIES OF THE FIRM	16
16	OTHER WORKS	16
17	INTERPRETATION	16
18	CHECK LIST FOR SUBMISSION OF DOCUMENTS (ANNEXURE-I)	17-18
19	FORM-I : BID FORM	19
20	FORM-II : PARTICULARS AND QUALIFICATIONS OF THE FIRMS	20-21
21	FORM-III : AGREEMENT-CUM-INTEGRITY PACT	22-23
22	FORM-IV: DETAILS OF OMR BASED EXAMINATIONS SUCCESSFULLY COMPLETED DURING LAST 05 TO 11 YEARS	24
23	FORM-V: DETAILS OF OMR BASED EXAMINATIONS COMPLETED DURING LAST 3 YEARS	25-26
24	FORM-VI: FINANCIAL BID	27
25	DEFINITIONS	28

Pujesh

1. GENERAL INFORMATION: -

1.1. PURPOSE OF THIS RFP:

The purpose of this RFP is to invite proposals from the interested firms for conducting Recruitment/Entrance Examinations related works conducted by State Selection Board, Odisha, Bhubaneswar. The prospective firms should have capacity to design, undertake/execute examination process related works as prescribed in the tender document. The firm shall adhere to the schedules of the activities to be performed as per the tender document.

1.2. SCOPE OF WORK:

The conduct of OMR based test shall broadly comprise the following: -

Sl. No.	Items	Description of Works
I.	PART-A (EXAMINATION RELATED SOFTWARE DEVELOPMENT, WEBSITE MANAGEMENT AND ITS IMPLIMENTATION)	i. Development of software for online collection of Present- Absent data from the examination centers. ii. Providing link for display of scanned images of OMR Answer Sheet and recorded response of candidates for various examination in SSB website iii. Link for challenge of Provisional Answer Keys for various examinations by candidates in SSB website. iv. Link for display of result of candidates at various stages of Examination in SSB Website.
II.	PART-B (PRE- EXAMINATION WORK)	i. Preparation of database for printing of OMR and Attendance Sheet (SSB will provide the raw data) ii. Printing, packaging and supply of Non-Standard OMR and Standard Attendance Sheets as per the format provided by the Board. (Centre wise)
II.	PART-C (POST- EXAMINATION WORK)	i. Double Scanning of OMR and Attendance Sheet in OMR scanning Machine standard specification. Matching of OMR with Attendance sheet with Present- Absent data collected from centers. ii. Processing of results as per the final answer keys and result publication, etc. iii. Preparation/ Compilation of result, preparation of merit list (as per Advertisement for a particular examination) customized report generation of result statistics, etc.

Note:

1. The Board reserves the right to modify, add, reduce, curtail or alter any activity related to the examination process, as may be considered necessary in the interest of the examination.
2. Intending Firms may submit pre-bid queries through ssbdeptofhe@gmail.com.
3. Pre-bid clarifications shall be published on www.ssbodisha.ac.in. Firms are advised to regularly visit the website for updates.
4. The State Selection Board, Odisha, Bhubaneswar reserves the right to issue work order for **any one or more parts of the Scope of Work, or for the entire Scope of Work**, as may be required from time to time. The successful Firm shall be bound to execute the work(s) covered under such work order in accordance with the terms and conditions of the tender document and the rates quoted by the Firm.



1.3. CONFIDENTIALITY:

The Firm and their personnel shall at no point of time disclose any proprietary or confidential information relating to the services and agreement without the prior consent of State Selection Board, Bhubaneswar, Odisha. The entire process of conducting the test starting from award of contract till handing over of result must be made with top confidentiality and secrecy. For any breach of confidentiality, the agency shall be solely held responsible and will be liable for penalty as admissible under rule and as would be decided by the competent authority including cancellation of the contract. **An agreement cum integrity pact in terms of an affidavit is required to be executed (in an Rs.100/- non-judicial stamp paper duly notarized) by the successful Firm after award of contract.** For any clarification during the process of conducting the test and its preparation, the successful Firm will have the liberty to establish single point contact with the authorized representative of State Selection Board, Bhubaneswar, Odisha.

The successful Firm upon execution of the agreement will be responsible for execution of the activities as indicated above. The details of the scope of work will be shared with the successful Firm at the time of signing of agreement of the contract which will also become an integral part of the said agreement.

2. VENDOR ELIGIBILITY CRITERIA & PRE-REQUISITES:

- I. The Firm should be a registered company/ firm in India having ISO certification with an objective of offering relevant solutions and services that are the subject matter of this tender.
- II. The Firm should have a minimum annual turnover of at least Rs. 50 (Fifty) lakhs in each year for last three years.
- III. The Firm must have valid ISO 27001 or ISO 9001 certificate. Weightage may be given to the organizations having different level of CMMI (Capability Maturity Model Integration) certification during evaluation under QCBS method.
- IV. The Firm should submit the copy of the certificate in support of its Registration under GST Act.
- V. The Firm should submit a copy of valid PAN card.
- VI. The Firm should furnish IT returns for the last three financial years (2023-2024, 2024-25 & 2025- 26) and G.S.T. returns.
- VII. The Firm should have a bank account of its own in a Nationalized Bank.
- VIII. The Firm shall be single point of contact with Board and shall be solely responsible for the execution and delivery of the work. **Neither Consortium of companies nor any sub-contract in any manner is allowed.**
- IX. The Firm must have possess at least 3 years of experience in conducting OMR based examination of any Central/State Government Departments/Offices/PSUs etc. with satisfactory performances. Weightage may be given during evaluation under QCBS method to the Firms having more experience in conducting OMR based examinations. (Supporting documents such as copy of work order, agreement, contract bond, work performance reports etc. to be produced along with the bid to substantiate the period of experience claimed). (Details to be furnished in Form-IV). **The Firm must note that printing of OMR sheets will not be**



considered as the valid experience. Only supporting documents in respect of conducting of OMR based examinations shall be considered as the valid experiences.

- X. The Firm must have conducted OMR based examinations at least once in the last 3 years i.e. 2023-2024, 2024-25 & 2025-26 for Central Government Departments/ State Government Departments or their Autonomous bodies or PSUs/ High Courts with satisfactory performances. Weightage may be given during evaluation under QCBS method to the Firms conducted more numbers of OMR tests during last three years (Supporting documents in support of your claims to be produced). (Details to be furnished in Form- V)
- XI. The contract shall be on **“End to End outsource basis”** and the Firm should have all relevant facilities and logistics available of his own to execute the work.
- XII. The Firm should not have been blacklisted by Central / State Government departments / PSU/ High Courts at present. An affidavit to the effect is required to be furnished by the Firm.
- XIII. The Firm must not have any criminal case pending against them in any court of law. An affidavit to the effect is required to be furnished by the Firm.
- XIV. The Firm should be available 24 x 7 for any urgency that may arise during the period of subsistence of the contract.
- XV. Even though Firms may satisfy the above requirements, they may be disqualified if they have:
 - a. Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
 - b. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/ weaknesses.
 - c. If confidential inquiry reveals facts contrary to the information provided by the Firm.
 - d. If confidential inquiry reveals unsatisfactory performance against any of the selection criteria/ sub criteria.
 - e. If Firm is engaged in any activity such as conducting of coaching classes etc. which can influence conduct of examination.
 - f. If the Firm has directly or indirectly engaged any personnel who are found to be in connection with the candidates in any manner.
 - g. For any breach of contract/ agreement made in respect of confidentiality & secrecy.
 - h. The Firm shall be summarily rejected in case of any conditional bid offering.

3. VENDOR INSTRUCTIONS:

3.1 BIDDING PROCESS:

Name of Work	Inviting proposals from the interested firms for conducting various Recruitment/Entrance Examinations Related Works conducted by State Selection Board, Odisha, Bhubaneswar.
Date of uploading of the NIRFP (Notice Inviting RFP) in the SSB, Odisha website	Schedule of Tender: 1. Date and Time of release of Tender: 30.09.2026 at 2:00 PM 2. Pre-bid Meeting: 07.10.2026 at 11:30 AM 3. Last date of Submission of Tender: 27.10.2026 till 6:00 PM

Rajsh

Tender Fees (Non-refundable)	Rs. 6,000/- (Rupees Six Thousand) only by D.D. in favour of Secretary, State Selection Board, Odisha.
Earnest Money Deposit (EMD) (Refundable)	The Earnest Money of Rs. 1,00,000/- must be submitted in favour of Secretary, State Selection Board, Odisha, payable at Bhubaneswar. Technical and Financial Bids must be sealed separately and submitted by Speed post only by <u>6P.M. of 27.10.2026</u> . Late submissions will be rejected.
Place of bid opening	State Selection Board, Odisha, Bhubaneswar
Last date for receipt of Tender	<u>27.10.2026 at 6:00 PM</u>
Date of opening of Technical Bid	<u>29.10.2026 at 11:00AM</u>

3.2. **BID DOCUMENTS:**

The Firm is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Document or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the Firm's risk and shall result in rejection of the bid. **It is mandatory to furnish the check list of documents in ANNEXURE-I along with the corresponding page numbers by the Firm.**

3.3. **CLARIFICATION:**

The detail requirement of the bid along with any query of the prospective Firms, if any will be clarified through e-mail ssbdeptofhe@gmail.com. No query shall be entertained after **06.10.2026**.

3.4. **AMENDMENT OF BID DOCUMENTS:**

At any time before the expiry of the last date for submission of Bids the Board may at its discretion to modify any or all the terms and conditions of the tender and may extend the deadline.

3.5. **SUBMISSION OF OFFERS:**

The Firm shall submit their following proposal in two envelopes:

a. Technical Proposal/ Bid

b. Financial Proposal/ Bid

The Technical and Financial Proposals/Bids should be kept separately in sealed envelopes and super-scribed accordingly. Both the envelopes be further put in a big envelope and super-scribed as **"SELECTION OF FIRM FOR EXAMINATION RELATED WORKS CONDUCTED BY STATE SELECTION BOARD, ODISHA, BHUBANESWAR"** and the same be sent to "The State Selection Board, Odisha, Bhubaneswar" through Speed Post only so as to reach on or before the last date of receipt of tender i.e. dt 27.10.2026.(6:00 P.M.). The tenders received beyond the last date and time shall not be accepted.

- The tender is a "Two Bid" document. The technical proposal should contain all the relevant information and desired enclosures in the prescribed format along with the Tender Fees and Earnest Money Deposit (EMD). The financial proposal should contain only financial bid in FORM -VI. **In case, any Firm encloses the financial bid within technical bid, the same shall be rejected summarily.**
- All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against



respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However, the Firms are cautioned that not giving complete information called for in the forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the Firm being summarily disqualified.

- iii. The Proposals/Tender document(s) should be computer generated and there should not be any overwriting or cutting or interpolation. The name and signature of Firm's authorized person should be recorded on each page of the application. All pages of the tender document shall be numbered, properly indexed and submitted as a package along with forwarding letter on agency's letterhead.
- iv. The Firm is advised to attach any additional information which he thinks is necessary regarding his capabilities to establish their core-competency in the envisaged work. He is however, advised not to attach superfluous information. After submission of the tender document no further information/ document shall be entertained, unless the Board requires.
- v. If the Firm deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, the Board reserves the right to reject such a proposal/tender at any stage.
- vi. **The bid document can be obtained from State Selection Board official website (<https://www.ssbodisha.ac.in>). Tender paper cost of Rs. 6,000/- (Rupees Six Thousand only) only must be submitted in the form of D.D. in favour of "The Secretary, State Selection Board, Odisha, Bhubaneswar", payable at Bhubaneswar.**
- vii. The Pre bid/technical bid/financial bid shall be opened as per schedule mentioned in the "Bidding Process" in presence of Firms, authorized representative who may like to be present before the Tender Committee of SSB. The exact date of the financial bid opening will be intimated to the qualified Firms only.

The authorized person shall be allowed during pre-bid/ opening of technical bid/ financial bid. The authorized person should submit the authorization letter (Original). The firm should authorize any regular employee of the Firm.

- viii. Apart from the original bid document to be submitted in the manner detailed above, no copies should be sent to any other office/section of the Board. Such offers will not be valid. Offers sent through telegram/ telex/ e-mails and offers not submitted in the standard formats given in the tender document will be summarily rejected.
- ix. The payment shall be made by the Board only after successful completion of work. No advance payment shall be made and the successful Firm has to sign an agreement on non-judicial Stamp Paper containing all relevant clauses. In case the Firm fails to execute the contract State Selection Board, Odisha, Bhubaneswar shall have liberty to get it done through any other agency and recover appropriate cost in addition to imposition of penalty.
- x. Firms are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of any such instance, their bid (s) is/ are liable to be rejected. **Bidding and execution of agreement through consortium is not allowed. Further, successful Firm shall not sub-contract the awarded contract or any part thereof.**
- xi. Since Examination work is a time-bound activity, as such the President / Secretary SSB, Odisha and/or his

Pujsh

representatives can visit the firm to ensure physical verification of infrastructure if needed, prior to award of work. If authority dissatisfied or found the information submitted earlier wrong/ misleading, deserves all rights to cancel the process and to take other actions as deemed fit.

xii. Submission of Tender will imply that the tenderer is agreeable to all the terms and conditions, scope of work and quantum of works mentioned in the Tender documents unless and otherwise specifically agreed to by the Boarddisha and the successful Tenderer for smooth management of the entire process of examination.

xiii. The firm must have quality and cyber security capabilities to ensure safe preservation of data.

xiv. The State Selection Board Odisha, Bhubaneswar reserves the right to award the work/cancel the award without assigning any reason and may in its discretion award the next stage(s) of the recruitment process to the successful Firm. In case of any dispute, the decision of the Board shall be final.

TECHNICAL PROPOSAL /BID (List of attachments)

Following documents are to be submitted as part of technical proposal / bid in the sequence mentioned below:

Sl. No.	Document/ Forms	Particulars
1	Form-I	Bid Form
2	D.D. of Rs. 6000/-	Cost of Tender Fees, if applicable.
3	D.D of Rs.1,00,000/-	Earnest Money Deposit (EMD) / Bid Security (in a separate sealed cover)
4	Form-II	Particulars & qualifications of Firms
5	Filled in format of Annexure-I enclosed with required supporting documents (including Form No.-IV & V)	Supporting documents in support of eligibility and technical capacity.
6	Affidavit against tender condition No.2	Affidavit for not have been blacklisted by any Central / State Government departments / PSU/ High Courts etc.
7	Affidavit against tender condition No.2	Affidavit for not having any criminal case pending against them in any court of law.
8	Self-attested copies of supporting documents in support of claims against eligibility criteria.	Self-attested copies of supporting documents in support of legal status, experience, ISO certification, CMMI level certification, financial capability etc. and any other documents in support of any claims against eligibility criteria.
9	Self-attested copies of Audited Balance sheet of last 3 years against condition No.2.	Audited Balance sheet of last 3 years in support of Firms annual turnover against tender condition No.2



FINANCIAL PROPOSAL /BID

Following document is to be submitted as part of financial proposal / bid mentioned below:

Sl. No.	Document/ Forms	Particulars
1	Form-VI	Financial Bid

N.B.

- It is mandatory to furnish the check list of documents in **ANNEXURE-I** along with corresponding page numbers for easy references.
- All pages of the bid document shall be serially numbered, signed and stamped at the bottom by the Firm's authorized representative.
- Memorandum and article of association and copy of latest resolution in case of company, and partnership deed and power of attorney in case of firm, if required. All such documents should be duly attested by notary public.
- Provide the information as required in the formats. If any particular query is not applicable, it should be stated as "Not Applicable".

3.6. PERIOD OF CONTRACT:

The contract will be initially for a period of 90 days from the date of signing of agreement or till completion of the Recruitment Test whichever is earlier. The Board reserves the right to terminate/ extend the period of contract at any time with appropriate reason thereto.

3.7. PRICE QUOTATION:

The Firm shall indicate the prices/ rates under Form No.-VI of the RFP.

- The Firms should quote their most competitive prices/rates and it should be noted that their quotations would not ordinarily be subject to further negotiations. Negotiations may however, be carried at the discretion of Board.
- All prices/rates should be clearly written both in figures and in words. Failure to write prices/rates both in figures and in words shall render the tender liable for rejection. Firms should avoid alterations/corrections in the prices/rates submitted by them. However, if alterations/corrections in prices/rates are inescapable each alteration/correction should be indicated both in figures and words and duly attested under the full signature of the Firm/ Authorized Signatory.
- In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.



- iv. The prices/rates quoted shall not be subject to any variation/revision throughout the period of validity of the offer.
- v. The Firm shall quote the price of the Financial Bid as per the FORM-VI.
- vi. Under no circumstance, the price agreed upon with successful Firm shall change during the period of contract.

3.8. EARNEST MONEY DEPOSIT / EMD/ BID SECURITY:

The Firm shall submit Earnest Money Deposit (EMD)/Bid Security amounting to Rs. 1,00,000/ **in shape of Insurance Surety Bond/ Account Payee Demand Draft/Fixed Deposit Receipt/ Bank Guarantee including e-Bank Guarantee from any of schedule Commercial Bank or online payment in favour of Secretary, State Selection Board, Bhubaneswar, Odisha, payable at Bhubaneswar.** It must remain valid for at least 45 days beyond the bid validity period and be submitted in a separate sealed cover with the Technical Bid. Insufficient or missing EMD shall result in summary rejection, except where exemption is admissible under applicable rules. EMD of the successful Firm shall be released only after furnishing of the Performance Security deposit and signing of the contract. EMD of unsuccessful Firms shall be returned without interest after contract award. EMD shall be forfeited for withdrawal, modification, or failure to submit the performance security deposit within 10 days of contract of award.

3.9 ACCEPTANCE OF OFFER:

State Selection Board, Odisha reserves the right to accept any bid under this tender or to reject any bid or all bids without assigning any reason.

4. PROCESS OF EVALUATION:

4.1. ELIMINATION AND EVALUATION PROCESS OF PROPOSALS:

Bids shall be evaluated both in terms of 'Quality of service' as well as 'Quoted price' i.e. on Quality- cum-Cost Based Selection (QCBS) methodology as per Rule-249 of OGFR, 2023. The weightage for the 'Quality' will be 70 (Seventy) and the weightage for the 'Quoted price' will be 30 (Thirty).

The Evaluation would consist of following phases:

Phase- 1: Evaluation of Technical Bids

Phase-2: Evaluation of Financial Bids

Phase-3: Combined evaluation of Technical and Financial Bids

Opening of Technical Bids

The Technical Bids shall be opened on the scheduled date and time before the Tender Committee of SSB, Bhubaneswar and the representatives/authorised persons of the participating firms must be present with relevant documents/machines for Practical demonstration (as ***practical demonstration is compulsory for all Firms***).

In case of any change in the scheduled date, time or venue for opening of the Technical Bids, the State Selection Board, Odisha, Bhubaneswar, shall intimate the participating firms by e-mail accordingly.



4.2. Phase-1: Evaluation Matrix for Technical Bids

The scoring criteria and evaluation matrix to be used for technical evaluation shall be as follows:

Sl. No.	Criteria	Supporting Document	Marks (Max-50)
1.1	Technical Capability		20 Marks
1.1.1	Legal Structure i) Partnership ii) Private Limited iii) Public Limited	Certificate of incorporation/ Registration certificate/ firm registration certificate.	Total-10 i) 06 ii) 08 iii) 10
1.1.2	ISO & CMMI level certification in Services i) ISO 27001 or ISO 9001 ii) CMMi level-3 with ISO 27001 iii) CMMi Level-5 with ISO 27001	Copy of valid certificate issued by competent authority should be produced	Total-10 i) 06 ii) 08 iii) 10
1.2	Financial Capacity		10 Marks
1.2.1	<u>Average annual turnover for the year 2023-24, 2024-25 & 2025-26:</u> i) Within 50 lakhs- 1 Crore INR ii) Within 01 Crore to 5 Crore INR iii) More than 5 Crore INR	Copy of Audited Balance Sheet and/ or certificate of the Chartered Accountant for the preceding three years.	Total-10 i) 06 ii) 08 iii) 10
1.3	Specific Capability/ Experience of Firm relevant to the assignment		20 Marks
1.3.1	Maximum number years of experience in conducting OMR based examination i) More than 3 years ii) More than 6 years up-to 10 years iii) More than 10 years	Form-‘IV’ supported by documentary evidences against	Total-10 i) 06 ii) 08 iii) 10
1.3.2	Practical demonstration of OMR/Attendance scanning and result processing using OMR scanning machine OMR scanning, Attendance scanning, Award of Mark and result processing with preparation of Final Merit List	Form- ‘V’ supported by documentary evidence	Total-10

NB. The Firm must secure a minimum of 6 (Six) marks in the Practical Demonstration (Sl No. 1.3.2) as specified in the table above and also obtain a minimum of 35 (Thirty-five) marks out of the total 50 marks against all the prescribed criteria and sub-criteria to qualify in technical Bid.

Analysis of Technical Bid:

- The technical bid will be analyzed & evaluated and the technical bid marks shall be assigned to each Firm on the basis of above-mentioned evaluation matrix.
- Those technical bids receiving greater than or equal to qualifying marks i.e. 35 will be eligible subject to the condition that, the *Firm must secure a minimum of 6 (Six) marks in the Practical Demonstration (Sl No. 1.3.2) as specified in the table above and also obtain a minimum of 35 (Thirty-five) marks out of the total 50 marks against all the prescribed criteria and sub-criteria* for consideration and participation in the financial bid opening and for further processing.
- If required, the Committee may seek specific clarification and supporting documents from any or all Firms at this stage. The authority shall determine the Firms that qualify for the next phase after reviewing the clarifications provided by the Firm.

Rajsh

iv. **Technical Bid Score evaluation:**

The Technical Bid Score **Ts** shall be derived as hereunder

$$\mathbf{T_s = (Stm/ SH)*100,}$$

Where **Ts** is the Technical Bid Score, **Stm**=Mark obtained by the individual Firm as per the evaluation matrix.

SH = Highest mark of the Firm amongst all the bids under technical evaluation. [*Technical*

Bid score will be computed up to two (2) decimal places.]

- v. Detailed technical evaluation shall be carried out along with other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility, terms and conditions of the tender without any material deviation.

4.3. Phase-2: Evaluation of Financial Bids

- i. In this phase, the financial bids of the Firm, who are technically qualified in Phase-1, shall be considered. Formula to determine the scores for the financial bids shall be as follows:

$$\mathbf{F_s = (FL/Ftm)*100,}$$

Where **Fs** is the Financial Score

Ftm is the price quoted by the individual Firm

FL is the value of Lowest Financial Bid

[*Financial score will be computed up to two (2) decimal places.*]

- ii. The Financial Bids shall be opened in the presence of representatives of technically eligible Firms (if present) before the Tender Committee. The date, place and time for opening of the Financial Bid will be intimated through e-mail to the firms selected for the purpose.

4.4 . Phase-3: Combined evaluation of Technical and Financial Bids

The Composite Score of the technically qualified Firm(s) will be determined as under

$$\mathbf{Composite\ Score\ (Cs) = (0.70 * Ts) + (0.30 * Fs)}$$

[*Composite score will be computed up to two (2) decimal places*]

Maximum three proposals on the basis of descending order of composite score (Cs) in the combined evaluation will be ranked as H-1, H-2 and H-3. **The Firm H-1 with highest Cs value shall be deemed as successful Firm for award of contract.** The bid will be awarded at the financial rates quoted by the Firm H-1. In the event of a tie i.e. same Composite Score (Cs) for two or more firms, the successful Firm will be decided on the basis of Highest Technical Score (Ts) to adhere to the quality of service. If all these criteria also result in tie, the turnover criteria shall be used.

Sample Scenario Matrix for Evaluation:

To illustrate how a high-quality Firm can beat a lower-priced Firm, consider this example with three qualified firms. The lowest tender cost offered is Rs.20/- @ per candidate.



Firm	Raw Marks Obtained out of 50 (Stm)	Technical Bid Score Evaluation $T_s = (Stm/SH) \times 100$	Price quoted by firm (Ftm) @ per candidate	Financial Bid Score Evaluation $F_s = (FL/Ftm) \times 100$	Combined Score Evaluation $C = (0.70 \times T_s) + (0.30 \times F_s)$
Firm A	45/50	$(45/45) \times 100 = 100$	25	$(20/25) \times 100 = 80$	$(0.70 \times 100) + (0.30 \times 80) = 70 + 24 = 94$
Firm B	40/50	$(40/45) \times 100 = 88.88$	20	$(20/20) \times 100 = 100$	$(0.70 \times 88.88) + (0.30 \times 100) = 62.22 + 30 = 92.22$
Firm C	35/50	$(35/45) \times 100 = 77.77$	28	$(20/28) \times 100 = 71.43$	$(0.70 \times 77.77) + (0.30 \times 71.43) = 54.44 + 21.43 = 75.87$
Result: Firm A wins the contract because it achieved the highest combined score (94.00), despite Firm B quoting lowest price i.e. Rs. 20/-.					

5. AWARD OF CONTRACT:

Successful Firm will have to enter into an agreement as “Examination Conducting Agency” with the Secretary, State Selection Board, Bhubaneswar, Odisha to conduct various Recruitment/Entrance test conducted by State Selection Board, Odisha, Bhubaneswar. At the time of execution of the agreement, other than the documents/ affidavit/ undertaking required in terms of tender document, the successful Firm will have to ensure for selection & conducting the recruitment test without any security lapses.

The selected Firm should give a detailed presentation on how their modus operandi is best suited for the Board and the subject matter prior to award of contract.

6. STANDARD OF PERFORMANCE:

- The Firm shall provide the services and carry out its other obligations under the agreement. The Firm shall adhere to highest standard of professionalism and work ethics. It shall apply appropriate advanced technology and safe & effective methods during execution of this work and shall always act in respect of any matter relating to this agreement as faithful executor for State Selection Board, Bhubaneswar, Odisha. The Firm shall always support and safeguard the legitimate interests of State Selection Board, Bhubaneswar, Odisha while carrying out the assignment.
- The Firm shall abide by the provisions of the legislation(s) relating to the Information Technology, prevalent in this country.

7. INTELLECTUAL PROPERTY RIGHTS:

The Firm should not infringe upon any patent or intellectual property rights while carrying out this project.

The Firm shall be solely liable for any dispute & security lapses in this regard.

8. APPLICABLE LAW:

The contract shall be interpreted in accordance with the laws of the Union of India. The Courts at Bhubaneswar shall have the exclusive jurisdiction to deal with the disputes arising out of the contract.

Priyash

9. PERFORMANCE SECURITY:

- I. The Successful Firm shall pay Rs. 1,50,000/- as performance security in shape of Insurance Surety Bond/ Account Payee Demand Draft/Fixed Deposit Receipt/ Bank Guarantee including e-Bank Guarantee from any of schedule Commercial Bank or online payment in favour of Secretary, State Selection Board, Bhubaneswar, Odisha, payable at Bhubaneswar within 10 days of award of contract. The performance security should be valid for a period of 60 days beyond the date of completion of contractual obligation.
- II. The performance security can be forfeited by the authority as compensation for any loss(es) resulting from the failure of the Firm to meet out its obligations under the Contract.
- III. This shall be in addition to any other action/penalty as may be taken or imposed by State Selection Board, Bhubaneswar, Odisha, for failure to fulfil the terms and conditions of contract.
- IV. The Firm has to submit the performance security before the State Selection Board, Odisha, Bhubaneswar, at the time of execution of agreement. The Performance Security will be released by State Selection Board, Bhubaneswar, Odisha, in favour of the Firm not later than 90 days after the date of successful completion of the assignment (particular examination).
- V. No interest will be paid to the successful Firm on Performance Security.
- VI. The EMD will be refunded to the successful Firm on receipt of Performance Security deposit.

10. PAYMENT TERMS:

- I. The payment will be made subject to submission of invoice/ bills in duplicate after the successful completion of the examination as per the mutually accepted rate in the contract.
- II. Payment would be released after analysis of data, rectification of discrepancies, performance report of the examination committee, if any, and handing over of complete data and documents by the Firm.
- III. Payment shall be made subject to deductions of TDS, if any.



11. GOVERNING LANGUAGE:

The bid & contract shall be written in English language. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English language only.

12. PENALTY CLAUSE / LIQUIDATED DAMAGE:

If the assignment, either not completed or not completed satisfactorily as per the agreed time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the Firm and not in any way attributable to the delay on the part of State Selection Board, Odisha, Bhubaneswar, a penalty @ **1.0% of the bid value of the delayed stage of the item, per day (subjected to maximum 10%) may be imposed.**

If the delay adversely affects conduct of examination, the performance security deposit will be forfeited and other legal action would be initiated as per terms and conditions of contract. For every re-examination to be conducted due to any reason attributable to the Firm, the cost of re-examination will be borne by the agency. Under such circumstances, the State Selection Board, Bhubaneswar, Odisha in its discretion may annul the contract, obtain necessary documents from the Firm and get the work executed through any other agency.

13. DELAYS IN THE FIRM'S PERFORMANCE:

Conduct of the examination as per timeline is the main aspect of the work. Services shall be provided by Firm in accordance with the mutually agreed time schedule in the agreement and as notified from time to time by State Selection Board, Odisha, Bhubaneswar to the Firm and will become the forming part of the Contract Agreement. The activities involved are time bound and it is expected that no extension of time for performance of any activity/ activities will either be sought or given. However, if any time during the course of the contract, the Firm encounters conditions impeding the timely delivery of the items and the performance of the service, the Firm shall promptly notify to State Selection Board, Bhubaneswar, Odisha in writing the fact of the delay, its likely duration and its cause(s). The dates declared for examination are absolute unless changed by State Selection Board, Bhubaneswar, Odisha on its own.

Delay on part of the Firm in the performance of its delivery obligations shall render the Firm liable to the imposition of penalty unless an extension of time is agreed upon.

14. OWNERSHIP OF DATA:

The entire recruitment related data shall be the exclusive property of State Selection Board, Bhubaneswar, Odisha.



15. RESPONSIBILITIES OF THE FIRM:

The Firm shall be responsible for successful conduct of the recruitment test. In addition to the roles and responsibilities outlined in the "General Information", "Eligibility Criteria" & "Vendor instruction" above, the responsibilities of the successful Firm will also include but will not be limited to the following:

- I. Work in close coordination and consultation with Examination Committee and provide reports as and when required by the authorized Committee member.
- II. Carry out the activities and deliverables within the stipulated time-frame.
- III. Ensure that the timelines are strictly adhered to.
- IV. Ensure that all security measures are in place to secure the data, code or functionality.
- V. Ensure that no personal/ private information relating to candidates is shared with anyone.
- VI. Ensure maintaining sanctity of the examination at all cost.
- VII. The successful Firm shall be held responsible for any irregularity if noticed at any time during and after the completion of the recruitment process.
- VIII. Any other lapses as would be noticed in due course which may adversely affect the sanctity of the examination.

16. OTHER WORKS:

The Firm shall be responsible for providing any data or information relating to examinations as may be required by State Selection Board, Bhubaneswar, Odisha, for various purposes like RTI queries, Court cases, Assembly questions, Press notices etc.

17. INTERPRETATION:

In these Terms & Conditions:

- I. References to laws shall mean the applicable laws of India and references in the singular shall include references in the plural and vice versa.
- II. References to a particular article, paragraph, sub-paragraph or schedule shall, except where the context otherwise requires, be a reference to that article, paragraph, subparagraph or schedule in or to this tender.
- III. In case of any inconsistency or interpretation of any clause, the decision of State Selection Board, Odisha, Bhubaneswar shall be final & binding on the Firm.



CHECK LIST FOR SUBMISSION OF DOCUMENTS BY THE FIRM

Sl. No.	Particular	Supporting Documents	Page No.
1.	The Firm should be a registered company/ firm in India with an objective of offering relevant solutions and services that are the subject matter of this tender	Certificate of incorporation/ Registration certificate/ firm registration certificate.	
2.	The Firm should have a minimum annual turnover of at least Rupees Fifty (50) Lakhs in each year for last three years.	The balance sheet/ audited report for the last three financial years certified by Chartered Accountant should be submitted (2023-2024, 2024-2025, 2025-26)	
3.	The Firm must have valid ISO 27001/ ISO 9001 certificate	Copy of certificate issued by competent authority having validity as on the closing date of tender.	
4.	CMMI Level in services (Level-3/ Level-5)	Copy of certificate issued by competent authority having validity as on the closing date of tender.	
5.	The Firm must submit a copy of GST Registration Certificate & return.	Self-signed copy of GST Registration Certificate & return.	
6.	The Firm should submit a copy of valid PAN card	Self-signed copy of PAN Card.	
7.	The Firm should furnish IT returns for the last three financial years (2023-2024, 2024-2025, 2025-26)	IT returns for the last three financial years (2023-2024, 2024-2025, 2025-26)	
8.	The Firm should have a nationalized bank account of its own.	Copy of first page of the Bank passbook/ Cancel cheque.	
9.	The Firm must have at least 03 years of experience in conducting OMR based examinations for Central Government Departments/ State Government Departments or their Autonomous bodies or PSUs/ High Courts.	Form-IV along with details of the contract executed with the clients.	
10.	The Firm must have conducted OMR based examinations at least once every year during the last 3 years i.e. 2023-2024, 2024-2025, 2025-2026 (as on date of bid submission)	Form-V along with details of the contract executed with the clients.	
11.	The Firm / firm must not have been blacklisted by Central/ State Government Departments/ PSU High Courts	An affidavit in this regard to be produced.	
12.	The Firm company/ firm must not have any criminal case pending against it in any court of law and also shall disclose the details of any case pending against it as well as those which were disposed of in which it was a party.	An affidavit in this regard to be produced.	

13.	Original authorization letter/ Power of attorney executed in favour of the representative for signing the bid document.	Original authorization letter/ Power of attorney as an enclosure to Form-II	
14.	The Firm should not infringe upon any patent or intellectual property rights while carrying out this project.	Self-declaration in this regard to be produced.	
15.	Rs. 6000/- in shape of Demand Draft (D.D) in favour of Secretary, State Selection Board	Cost of Tender Fees	
16.	Rs. 1,00,000/- in shape of Demand Draft (DD) duly pledged in favour of Secretary, State Selection Board, Odisha, Bhubaneswar.	Earnest Money Deposit (EMD)/ Bid Security (Fill-up and submit the Bank Guarantee Format for EMD) (In a separate sealed cover)	
17.	Financial Proposal	Price Bid in Form-VI in a separate sealed cover to be produced	
18.	Authorization for single point contact	The selected Firm must furnish a letter of authorization to establish single pint contact for all communications.	
19.	Rs. 1,50,000/- in shape of Demand Draft (DD) duly pledged in favour of Secretary, State Selection Board, Odisha, Bhubaneswar	Performance Security deposit by the successful Firm only after award of contract. (Fill-up and submit the Bank Guarantee Format for Performance security)	
20.	Agreement cum Integrity Pact	An Agreement cum Integrity Pact on an Rs.100/- non-judicial stamp paper duly notarized in Form-III to be executed by the successful Firm only after award of contract.	

N.B.:-

- 1. The requirements against point Nos. 18, 19 & 20 are to be produced by the selected Firm only prior to award of contract.**

Form-I: Bid Form

Firm Reference No. _____

Date. _____

To
The Secretary
State Selection Board,
Bhubaneswar Odisha

Sir,

I / We hereby submit our RFP pursuant to Board Notice No. _____ dt. _____ towards selection of Firm to conduct various Recruitment/Entrance examination related works in State Selection Board, Bhubaneswar, Odisha.

I / We have enclosed the earnest money deposit. Bid Security in the shape of FDR/ Bank Guarantee/ TDR/ NSC duly pledged in favour of Secretary State Selection Board, Bhubaneswar for Rs. _____/- (Rupees _____) only (Refundable), vide No. _____ dt. _____ Issued from Bank _____.

I / We hereby agree to all the terms and conditions, stipulated by State Selection Board, Bhubaneswar, Odisha. In this connection the technical bid and financial bid are being submitted under separate covers for consideration.

I / We have noted that overwritten entries shall be deleted unless duly struck out & re-written and initialed. Tenders are duly signed in each page (No thumb impression should be affixed).

I / We undertake to sign the contract / agreement within 7 (seven days) from the issue of the letter of acceptance and start the work as per instruction immediately award of contract/work order, failing which our / my earnest money deposit/ Bid Security may be forfeited and our / my name may be removed from the empaneled list of service providers / Firms at State Selection Board, Bhubaneswar, Odisha.

I/We agree to abide by this bid for a period of 90 (Ninety) days after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive.

I / We have gone through all terms & conditions of the tender documents before submitting the same and accept the same.

Yours faithfully,

Full Address

WITNESS (1) _____

Signature of the Authorized Signatory of Firm

Seal:

WITNESS (2) _____

Form II: Particulars and qualifications of the Firms

1. Organization Name:

Year of Incorporation / Registration in India:

Year of Start of Operation in India:

TIN No.:

PAN No.:

GST (GSTIN) Registration No.:

2. Registered Office Address:

Telephone No. (s):

Mobile No. (s):

Email:

3. Legal status of the Firm: Company / Firm / Proprietorship/ Others (_____)

4. ISO 27001/ISO 9001 certification details:

5. Details of different level of CMMI certification (Capability Maturity Model Integration), if any:

6. Annual Turnover for the last 3 years financial year (2023-2024, 2024-2025 & 2025-2026)

Sl. No.	Financial Year	Total Annual Turnover (In Lakhs)
	2023-24	
	2024-25	
	2025-26	

Please attach Balance-Sheet or Income-Expenditure and Assets-liabilities status position of last 3 years, duly audited by Chartered Accountant/ Statutory Auditors.

7. Particulars of EMD/ Bid Security

a)	Name of the Bank/ Post office	
b)	Address of Bank/ Post office issuing FDR/ Bank Guarantee/ TDR/ NSC	
c)	Code No. of Bank Branch, IFSC & MICR No.	
d)	Amount of FDR/ Bank Guarantee/ TDR/ NSC	
e)	No. & date	
f)	Valid up-to (Give date)	

8. A) Particulars of the person authorized for signing the bid documents on behalf of the Firm.

Name, Designation & Address of the authorized person.

.....
.....
.....
.....

B) Name, Designation & Address of the authority who authorizes the above person as his/ her representative for signing the bid documents.

.....
.....

(Please enclose original authorization document (Power of attorney/ Authorization letter etc.)

Signature of the Authorized Signatory of Firm Full

Seal:

Address:

WITNESS (1) _____

WITNESS (2) _____

Form III: Agreement-cum-Integrity Pact
(To be executed on Rs.100/- Non-Judicial Stamp Paper duly notarized)

AGREEMENT -CUM-INTEGRITY PACT FOR CONDUCTING RECRUITMENT/ENTRANCE
TEST IN OMR MODE

This Agreement (hereinafter called the Agreement-cum-Integrity Pact) is made on _____ day of the month of _____
2026, between,

On one hand, State Selection Board, Bhubaneswar, Odisha, having its Registered Office at Ashok Nagar, Unit-2, Bhubaneswar -751009, Odisha, (hereinafter referred to as the "Owner", "SSB" or "Buyer", as the case may be, which expression shall unless repugnant to the context thereof, include its successors, assigns), party of the FIRST PART.

AND

M/s _____ represented by _____, Authorized Signatory
(hereinafter called the "Firm" or "Agency", as the case may be, which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) party of the Second Part.

WHEREAS The Board has assigned the job of conducting various recruitment/entrance test examination conducted by State Selection Board, Odisha, Bhubaneswar as per different advertisement time to time to the Agency as per scope of work mention in the RFP published vide memo No. ____ dated _____ and the Agency is willing to offer/has offered the services.

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relation with the Agency.

NOW, THEREFORE,

By accepting this assignment, the Agency undertake and pledge that:

1. The entire process of conducting the recruitment test starting from award of contract/work order till handing over the result sheet to the Board shall be made with top most confidentiality and secrecy.
2. The personnel to be engaged with the proposed work shall not disclose any proprietary and confidential information at no point of time relating to the service and agreement without the prior consent of State Selection Board.
3. For any breach of confidentiality, the Agency shall be solely held responsible and will be liable for penalty as admissible under rule or as would be decided by the State Selection Board.
4. The Agency will establish single point contact with the authorized representative of State Selection Board for any further communication/clarification.
5. The Agency shall work neither in consortium of companies nor shall engage any sub-contractor for carrying out any of the activity in any manner till completion of the entire work.

6. None of the employee or personnel of the Agency, to be engaged with the process of conducting test shall have any kind of connection/relation with the applicants directly or indirectly.
7. The contract shall be carried out on 'End to End outsource Basis' and the Agency undertake that they have all the relevant facilities and logistics of their own.
8. The Agency will make their service available 24 X 7 to meet any kind of urgent requirements, on exigencies by person or technical team.
9. All the information and documents furnished in this bid are correct in all respect to the best of our knowledge and believe.
10. The bid may be summarily rejected at any point of time for any breach of this contract or for furnishing any false information or for violating any of the terms & condition of the notice in any manner.
11. The Agency will be abided with any changes made during the process for maintaining confidentiality or as would be decided by the State Selection Board, Odisha, Bhubaneswar.

Signature of the Authorized Signatory of Firm Full

Seal:

Address:

WITNESS (1) _____

WITNESS (2) _____

Signature of the Secretary State Selection Board, Bhubaneswar, Odisha, 751009

WITNESS (1) _____

WITNESS (2) _____

Form IV: Details of OMR Based Examinations completed successfully

(Performa for Work Experience)

(Summary profiles of the projects successfully completed relating to examinations conducted in OMR mode in support of establishing experience maximum up to 11 years)

Sl. No.	Name, address, Telephone No. and e-Mail of the Organization for which various Examination work has been executed (also mention Name, Designation and contact No. of the person of the organization)	Description and Name & year of the examination	Year of execution	Name of the supporting documents submitted	Remarks

Note:

- 1. Attach details of work orders/ work completion certificates in respect of each works executed.***
- 2. With a view to promote paperless bidding process, the Firm may also furnish the data/ figures only with an undertaking to furnish all the supporting documents after successfully qualifying in the technical bid. If the successfully technically qualified Firm failed to furnish all the supporting documents whenever sought for final evaluation, then the entire EMD/ Bid Security amount will be forfeited. In such cases, the Firm is required to clearly mention all the figures/ data correctly in the declaration form for technical evaluation and in case of any mismatching of furnished figures/ data in the declaration sheet with the supporting documents furnished later on, the bid will be rejected summarily and the EMD/ Bid Security amount will be forfeited.***

Date _____

Place _____

Signature _____

(In the capacity of) _____

Duly authorized to sign Bid for and on behalf of the
Firm _____

Seal:

Form V: Details of Practical demonstration of OMR scanning and result processing.

Proforma for Practical Demonstration

(Summary profiles of the projects completed during last three years related to recruitment

Examinations conducted in OMR mode)

(Details of Activities to be demonstrated by the firm participated in the technical bidding process and the Form V-Performa to be maintained by Tender Committee of SSB, Odisha)

Sl. No.	Name, address, Telephone No. and e-Mails of the Organization	Activities to be performed (a) OMR and Attendance scanning with accuracy (b) OMR response Detection and Validation (c) Evaluation of OMR Response	Full Mark	Item wise Marks Awarded	Total Marks obtained	Remarks
01						

Date _____

Place _____

Signature _____

(In the capacity of) _____

Duly authorized to sign Bid for and on behalf of the

Firm _____

Seal:

Scoring criteria for Practical Demonstration (as per Form V)

<i>Sl. No.</i>	<i>Evaluation Criteria</i>	<i>Max. Marks</i>	<i>Marks Awarded</i>
<i>1</i>	<i>OMR and Attendance Scanning with Accuracy</i>	<i>3</i>	
<i>2</i>	<i>OMR Response Detection & Validation</i>	<i>2</i>	
<i>3</i>	<i>Evaluation of OMR response (marking)</i>	<i>5</i>	
<i>Total</i>		<i>10</i>	
<i>Minimum Qualifying Marks</i>		<i>6</i>	

Note: The Firm shall demonstrate the above parameters using sample OMR sheets/data provided by the State Selection Board. The Firm must use OMR scanning machine of technical specification and parameters.

DOUBLE SCANNING OF OMR AND ATTENDANCE SHEETS:

1. The intending Firms/firms shall furnish the **make, model, name, serial number and detailed technical specifications of the scanners** proposed to be used for the work. The Firm shall also furnish the details of the **technical personnel who will be engaged for scanning**, including their qualifications and experience, along with the **original authorization letter from the scanner manufacturer/authorized agency**, wherever applicable. The nominated technical personnel shall **mandatorily remain present throughout the entire scanning process**.
2. **Double scanning** of all OMR Sheets and Attendance Sheets shall be carried out to ensure accuracy and completeness of the scanning process.
3. During the scanning process, a **unique Scanning Number (Scan No.)** shall be generated and reflected in the scanning system/data for each scanned OMR Sheet.
4. The **Scan No. shall be printed/encoded on each OMR Sheet** immediately after scanning, so as to facilitate identification, tracking and subsequent reconciliation.
5. The **total number of OMR Sheets scanned shall be duly reconciled with the Present/Absent Data Sheet**. The number of scanned OMR Sheets shall match the Present/Absent data, and any discrepancy shall be duly identified and rectified by the Firm before submission of the final scanned data.
6. The Firm shall ensure that the entire scanning process is carried out under proper supervision and with adequate technical support to maintain the **accuracy, integrity, confidentiality and security** of the OMR and Attendance Sheet data.

Form VI: Financial Bid

(On the Letterhead of Firm and should be separately sealed as per instruction)

Firm Reference/ File No. _____

date _____

To,
The Secretary,
State Selection Board,
Odisha, Bhubaneswar

Sir,

I/ We hereby submit our financial bid as financial proposal towards Selection of Firm to conduct various Examination related works in OMR Mode for State Selection Board, Odisha, Bhubaneswar with due adherence to the deliverables as outlined in the "PURPOSE OF THIS RFP & SCOPE OF WORK".

Sl. No.	Items	Rate in Rs. per candidate (in figure)	Rate in Rs. per candidate (in words)
I.	PART-A (Examination Related Software Development and Management) as mentioned in scope of work. (Point 1.2 in page-3)		
II.	PART-B (Pre- Examination Work) as mentioned in scope of work. (Point 1.2 in page-3)		
III.	PART-C (Post- Examination Work) as mentioned in scope of work. (Point 1.2 in page-3)		

Note: GST extra as applicable.

Date _____

Signature _____

Place _____

(In the capacity of) _____

Duly authorized to sign Bid for and on behalf of the
Firm _____.

Seal:

Definitions

The following bold/ capitalized terms used in terms & conditions shall have the meanings set forth hereunder for the convenience of reference for this contract:

- '**Agreement**' means this agreement signed between both the parties, containing mutually agreed terms and conditions.
- '**Bid**' means the Technical and Financial bids.
- '**Centre**' means examination centre in which examination is to be conducted.
- '**Contract**' means the total estimated value of the contract excluding GST.
- '**Board**' means State Selection Board, Odisha, Bhubaneswar.
- '**EMD**' means Earnest Money Deposit.
- '**RFP**' means Request for Proposal.
- '**Tender**' means the Tender floated by State Selection Board, Bhubaneswar, Odisha, inviting proposal towards selection of Firm to conduct various recruitment/Entrance examination related work conducted by State Selection Board, Bhubaneswar, Odisha.
