

RFP No: 41078

Date: 24.12.2025



REQUEST FOR PROPOSAL (RFP)

FOR

**SUPPLY AND INCIDENTAL SERVICE TO ESTABLISH BRAILLE LEARNING DEVICE
AT KEONJHAR DISTRICT, UNDER DMF, ODISHA**

Issuer:

District Social Security Officer
Collectorate Campus, Keonjhar,
Odisha – 758001,
Email: dssokeonjhar@gmail.com

Address for Communication & Submission of Documents

District Social Security Officer
Collectorate Campus, Keonjhar,
Odisha – 758001 Keonjhar,
Email: dssokeonjhar@gmail.com

TABLE OF CONTENTS

<u>Sl. No.</u>	<u>Content</u>	<u>Page No.</u>
1	Data Sheet	4
2	Section: 1- Letter of Invitation (EOI)	5
3	Section: 2 - Information to the Bidders	7
4	Section: 3 - Terms of Reference (ToR)	21
5	Section: 4 - Proposal Submission Forms	27
6	Section: 6 – EOI Submission Check List	36

DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as 'tender') document provided to the Bidders, by the District Social Security Officer, Keonjhar, hereinafter referred to as DSSO or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to implement the following assignment: "Supply and incidental service to establish braille learning device at Keonjhar District, under DMF, Odisha". This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all people, and it is not possible for DSSO, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this tender document and wherever necessary obtain independent advice from appropriate sources. DSSO, Keonjhar their employees, and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the tender document.

DSSO, Keonjhar may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this tender document.

DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	District Social Security Officer, Keonjhar
2	Method of Selection	(Two Cover System)
3	Date of Issue of Request for Proposal (RFP)	24/12/2025
4	Proposal Due Date	05/01/2026 (by 05.00 PM)
5	Deadline for Submission of Pre-Proposal Query	29/12/2025
6	Issue of Pre-proposal Clarifications	01/01/2026
7	Date of opening of Technical Proposal	06/01/2026 (at 11.00 AM)
8	Technical Presentation	To be intimated to the pre-qualified agency (If required)
9	Date of opening of Financial Proposal	To be intimated to the technically qualified agency
10	Letter of Award	To be intimated to the selected agency
11	Bid Processing Fee (Non-Refundable)	Rs.10,000/- (Rupees Ten Thousand only) remitted through demand draft drawn in favour of "District Social Security Officer, Keonjhar" payable at "Keonjhar"
12	Earnest Money Deposit (EMD) (Refundable)	Rs.70,000/- (Rupees Seventy Thousand only) in shape of DD/FD/Postal deposit duly pledged in favour of "District Social Security Officer, Keonjhar" from any nationalized scheduled bank/Post office.
13	Contact Details	District Social Security Officer Collectorate Campus, Keonjhar, Odisha – 758001Keonjhar, Email: dssokeonjhar@gmail.com
14	Mode of Submission	Speed Post / Registered Post (India post)

Note:

1. The Client reserves the right to change any schedule. Please visit the website www.Keonjhar.odisha.gov.ir regularly for the same.
2. Proposals must be submitted before the date, time, and venue mentioned in the Fact Sheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.
3. In case, it is not possible to open the financial proposals on the bid opening day, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

SECTION – 1

RFP No: 4078

Date: 24.12.2025

Letter of Invitation

District Social Security Officer

Collectorate Campus, Keonjhar,
Odisha – 758001 Keonjhar,
Email: dssokeonjhar@gmail.com

Address:

District Social Security Officer
Collectorate Campus, Keonjhar,
Odisha – 758001 Keonjhar,
Email: dssokeonjhar@gmail.com

Subject: Supply and incidental service to establish braille learning Device at Keonjhar District, under DMF, Odisha

1. District Social Security Officer, Keonjhar, Govt. of Odisha (The Client) invites sealed proposal from eligible bidders under the process for “**Supply and incidental service to establish braille learning Device at Keonjhar District, under DMF, Odisha**”. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. The proposal completed in all respects as specified in the RFP Document must be accompanied by a non-refundable Bid Processing Fee of Rs. 10,000/- (Rupees Ten Thousand only) drawn in favour of “District Social Security Officer”, Keonjhar”, from any nationalized/scheduled commercial bank and payable at Keonjhar, Odisha.
3. The proposal must be delivered at the specified address as per the Data Sheet by Speed post/ Registered Post only. The Client shall not be responsible for postal delay or any consequences. Submission of the proposal through any other mode will be rejected.
4. The last date and time for submission of the proposal complete in all respects is **05/01/2026** till 5.00 PM and the date of opening of the technical proposal is **06.01.2026** in the presence of the bidder/bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP includes the following sections:

- a. Letter of Invitation [Section – 1]
 - b. Information to the Bidder [Section – 2]
 - c. Terms of Reference [Section – 3]
 - d. Technical Proposal Submission Forms [Section – 4]
 - e. Financial Proposal Submission Forms [Section – 5]
 - f. Annexure-I [Bid Submission Checklist and any other relevant project related material need to be provided]
6. While all information/data given in the RFP is accurate within the consideration of the scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.


24-12-25

District Social Security Officer,

Keonjhar
District Social Security Officer,
Keonjhar.

SECTION:2

1. Information to the Bidders (Pre-Qualification Criteria):

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce copies of the required supportive documents/information as part of their technical proposal, failing which the proposals will be rejected.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	Bidder/vendor should be an organization registered under any of the: a. Companies Act 2013, b. Societies' Registration Act 1860, c. Indian Trust Act 1882, d. Indian Partnership Act 1932, e. Limited Liability Partnership Act 2008, f. A sole proprietorship or sole trader registered under GST act 2017.	Copy of - Certificate of incorporation/ Registration Certificate/ Partnership Deed/ Certificate of registration u/s 12A along with PAN Card, GST Registration Certificate (in Form GST REG-06)
2	Operation	The Agency should have been in operation for the past 03 (Three) years as on 30.11.2025 and filed ITRs for the last three FYs (i.e., 2022-23, 2023-24 & 2024-25) / have audited financial statements signed by a Chartered Accountant	Last three financial years Audited Financial Statements were duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods
3	Financial Capacity	The Agency should have an average annual turnover of at least Rs.1.00 Crore (Rupees One Crore) over the last three FYs (i.e., 2022-23, 2023-24 & 2024-25)	Financial Details of the bidder (TECH- 3) along with copies of last three FY's Audited Financial Statement duly signed by a Chartered Accountant in practice
4	Consortium	No Consortium/JVs/associations/ sub-contracting shall be allowed under this project	Declaration of submitting as independent agency from the Authorized Signatory on the Letterhead of the agency
5	Blacklisting	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory on the Letterhead of the agency

6	Experience	Must have experience in Projects of similar nature in any Central/ State Government/ Public Sector Undertakings	Copies of Relevant Work Orders/Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof of exposure
7	Authorization Certificate	If the bidder is a manufacturer, proof of manufacturing capability must be provided. If a dealer/distributor, a valid authorization for all the three devices certificate from the manufacturer/a device aggregator must be submitted.	- Proof of manufacturing (for OEMs) - Authorization Certificate from Manufacturer (for distributors/ dealers) - Original TECH-11
8	Authorized Representative	A Power of Attorney in the name of the person signing the proposal	Original Notarized Copy of the Power of Attorney on Rs.100 Non-Judicial Stamp Paper.
9	Cost of Tender Paper	The Agency should furnish a bid processing fee of Rs.10,000/- (Rupees Ten Thousand Only) , in the form of Demand Draft in favour of “District Social Security Officer, Keonjhar payable at “Keonjhar”	Original Device
10	Earnest Money Deposit (EMD)	The agency should furnish EMD of Rs.70,000/- (Rupees Seventy Thousand only) in the shape of DD/ FD/Postal deposit duly pledged in favour of “District Social Security Officer” Keonjhar” from any nationalized scheduled bank/Post office.	Original Device

Documents/Formats need to be submitted for TECHNICAL PROPOSAL:

The bidder / vendor must furnish the following documents duly signed in for their Technical Proposal:

- 1) Filled in Bid Submission Check List (ANNEXURE-I) in Original.
- 2) Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- 3) Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- 4) Copy of Certificate of Incorporation/ Registration/Deed.
- 5) Copy of PAN/TAN.
- 6) Copy of Goods and Services Tax Identification Number (GSTIN) in Form GST REG-06.
- 7) Copies of Audited financial statements by the CA for the last three financial Years FY (i.e., 2022-23, 2023-24 & 2024-25)
- 8) General Details of the Bidder (TECH – 2).
- 9) Financial Details of the Bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.

- 10) Proof of manufacturing (for OEMs) - Authorization Certificate
- 11) Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
- 12) List of completed projects of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- 13) Undertaking for not having been blacklisted by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency.
- 14) Self-Declaration regarding Conflict of Interest (TECH - 6).
- 15) Duly filled in Technical Proposal Form TECH – 7.

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respects, indexed and hard bound. Each page should be numbered and signed.

2. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.10,000/- (Rupees Ten Thousand Only)** Remitting as shown in the Data Sheet.

3. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.70,000/- (Rupees Seventy Thousand only)** remitting as shown in the Data Sheet.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract without interest thereon. The EMD of the successful bidder will be released without interest after the contract agreement with DSSO upon submission of Security deposit in the form of Performance Bank Guarantee (PBG) as 3% of Total Contract value.

The EMD will be forfeited on account of the following reasons:

- a. Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP
- b. Bidder does not respond to requests for clarification of its proposal.
- c. Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- d. If the bidder fails to-
 - i. Provide any clarifications to the Client,
 - ii. Agrees to the decisions of the contract negotiation meeting,
 - iii. Sign the contract within the prescribed time,
 - iv. Any other circumstance which holds the interest of the Client during the overall selection process.

4. Validity of the Proposal:

Proposals shall remain valid for a period of **90 (Ninety Days)** from the date of opening of the

technical proposal. The Client reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

5. Pre -Proposal Queries / Pre-Proposal Meeting:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to, **District Social Security Officer** Collectorate Campus **Keonjhar-758001, Email: dssokeonjhar@gmail.com** as per the time limit prescribed. Clarifications to the above will be uploaded on the website/ clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

6. Preparation & Submission of Proposal:

7.1 Preparation of Proposal

You are requested to submit your proposal through **Speed Post/Registered Post** (India post) as per the information provided in the datasheet in Two Parts strictly using the formats enclosed herewith (**refer Section: 2, 3 & 4 for Part-1 and refer Section:5 for Part-2**) in Two separate covers. The two parts shall be:

**Part 1: Fee/ Pre-Qualification/ Technical Proposal and
Part 2: Financial Proposal.**

Bidder must submit **Hard Copy** of the Technical Proposals by **Registered Post / Speed Post** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay/ any consequence in receiving of the proposal.

7.2 The procedure for submission of the proposal is described below:

i) Technical Proposal:

The envelope containing Hard Copy of Technical Proposal along with the Bid Processing Fee and EMD shall be sealed and superscripted as “**Technical Proposal - <Proposed Project Name>**” and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal.

The Technical Bid shall not include any financial information related to the Price Bid. Technical Bid containing financial information related to the Price Bid shall be declared non-responsive.

ii) Financial Proposal:

The envelope containing Hard Copy of Financial Proposal shall be sealed and superscripted

as “**Financial Proposal - <Proposed Project Name>**” and to be furnished inside another envelope. The duly filled-in financial proposal submission forms, along with all the supportive documents and information, must be furnished as part of financial proposal.

- a. The Bidder shall quote his rates on prescribed format already provided in the RFP. Further the bidder shall have to submit the filled in formats attached to **Section 5** in the second packet of Cover-2.
 - b. The rate offered remains fixed for the whole contract period or for the extended agreed period.
 - c. The financial proposal shall be inclusive of all costs, direct or indirect, for successful delivery of the services defined in the ToR but exclusive of GST.
 - d. Bidder shall express the price of their services in the Local currency (Indian Rupees).
- iii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

Any deviation from the prescribed procedures/ information/ formats / conditions shall result in outright rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be outrightly rejected. All pages of the proposal must be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

7. Opening of the proposal:

- a. Opening of Proposals will be done as per the schedule date and time.
- b. The **TECHNICAL PROPOSAL** received as mentioned in point no. **7.2 (i)** within the time mentioned in the data sheet will be opened in the initial stage by the Client in presence of the bidder’s authorized representatives at the location, date and time specified in the Data Sheet.
- c. The Client will constitute a Tender Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- d. For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non- responsive.
- e. The **FINANCIAL PROPOSAL** as mentioned in **7.2. (ii)**, only of the technically qualified bidders will be opened on the date mentioned in the data sheet after completion of technical evaluation stage.

8. Evaluation of Proposal:

A three-stage evaluation process will be conducted as explained below for evaluation of the proposals:

1. Evaluation of Proposals

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

A. Preliminary Evaluation (1st Stage):

Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and whether the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- 1) Filled in Bid Submission Check List in Original (Annexure-I)
- 2) Covering letter (TECH - 1) on bidder's letterhead requesting to participate in the selection process.
- 3) Bid Processing Fee as applicable
- 4) Copy of Certificate of Incorporation/ Registration
- 5) Copy of PAN
- 6) Copy of Goods and Services Tax Identification Number (GSTIN) (If applicable)
- 7) Copies of Financial Statements for the last three financial years FY (i.e., 2022-23, 2023-24 & 2024-25)
- 8) General Details of the Bidder (TECH – 2)
- 9) Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- 10) Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
- 11) List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts/work orders/completion certificate from previous Clients.
- 12) Self-Declaration on Conflict of Interest (TECH - 6)
- 13) Duly filled in Technical Proposal Forms (TECH - 7)
- 14) Declaration of submitting as independent agency (No Consortium/ JVs/ associations/ sub-contracting)
- 15) Declaration for not having been blacklisted by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency.
- 16) All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

**** Bids not complying to any of the above requirements will be outrightly rejected at the discretion of the Client's authority.***

B. Technical Evaluation (2nd Stage):

Technical proposals will be opened and evaluated for those bidders who qualify for the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Item No.	Marking Criteria	Maximum Marks
1	Turnover	20
1.1	Average annual turnover during the last three financial years (FY 2021–22, FY 2022–23, FY 2023–24 or latest available): i. ≤ ₹1 Crore – 5 Marks ii. > ₹1 Crore to ≤ ₹3 Crores – 10 Marks iii. > ₹3 Crores to ≤ ₹5 Crores – 15 Marks iv. > ₹5 Crores – 20 Marks	20
2	Experience	40
2.1	Experience in supply of Braille devices in Government / PSU / Public Health Programs within last 5 years: i. ≥ 50 devices – 10 Marks ii. ≥ 100 devices – 15 Marks iii. ≥ 200 devices – 20 Marks	20
2.2	Core Braille Learning Solution i. Assistive Braille solution enabling reading, writing, and typing; ii. support for Odia medium; Odia Braille and English Braille (Grade 1 & 2); iii. self-learning and classroom usability Technology, Accessibility & Monitoring Braille-compatible input/output, audio accessibility, offline operation with synchronization, connectivity, monitoring & analytics platform with teacher/admin access	10
2.3	Experience in training & deployment support for field staff: i. ≥ 1 district-level deployment – 5 Marks ii. ≥ 2 district/state-level deployments – 10 Marks	10
3	Device Technical Specifications	30
3.1	Learning Pedagogy & Content Quality Adaptive/personalized learning, interactive or gamified content, assessments, learner engagement features	10
3.2	Analytics, Monitoring & Teacher Enablement Depth of analytics, reporting dashboards, lesson planning, content customization, multi-stakeholder monitoring	10
3.3	Accessibility, Capacity Building & Future Readiness Enhanced accessibility features, offline optimization, structured training, support model, upgradeability	10
4	Warranty, Support & Training (Incidental Services)	10
5.1	Hardware warranty (≥3 years), software support, replacement timelines, and on-site training with manuals	10
	Total	100
<p>The minimum qualifying mark is: 70</p> <ol style="list-style-type: none"> Bidder must score at least 70% to qualify for opening of Financial Bid. The scores provided by the Technical Committee will be considered as final. The Technical Committee may ask (if required) the bidders to make a small presentation (approx. 20 minutes each) about their proposals including make, model & proposed specifications of items in their Technical Proposal, experience etc. 		

Selection of Bidder

All responsive Bids will be considered for further processing as below:

- a. Technical Evaluation Committee will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the evaluation process defined in this RFP document. The decision of the committee will be final and binding on all bidders and cannot be questioned at any stage of evaluation.
- b. DSSO reserves the right to ask for a technical elaboration/clarification in the form of a technical presentation from the Bidder on the already submitted Technical Proposal at any point in time before opening the Financial Proposal by providing at least 3 days of advance notice.
- c. DSSO, also reserves the right to seek confirmation/clarification from the issuing agency for the supporting documents submitted by the bidder. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion, ask any bidder for a clarification of its bid. The committee's request for clarification and the response shall be in writing through approved mode only and no other mode shall be entertained. Any clarification submitted by a bidder that is not in response to a request shall not be considered.
- d. If any bidder fails to provide the requested presentation/clarification/information within the stipulated date and time given by the DSSO, the bid shall be technically disqualified. The request for clarification and the response shall be in writing, without any alterations regarding the price or substance of the bid submitted.
- e. Further the scope of evaluation committee also covers taking any decision regarding the Tender document, execution/ implementation of the project including management period.
- f. A detailed evaluation of the bids shall be carried out by the Technical Evaluation Committee to determine whether the Bidders are competent enough and whether the technical aspects are substantially responsive to the requirements set forth in the RFP document. The bidders must submit the Make, Model, Features, and Technical Specifications along with the images of equipment for which they are submitting the bid. Bidders may propose better technical specifications which may fit for the labs.
- g. Bidders failing to comply with any of the above then the Bid will be summarily rejected. Bidders who score at least 70% marks in Technical Evaluation criteria set forth in this RFP document will be eligible for opening of their Financial Bid. If a bid does not meet minimum score, it will be deemed technically non-compliant and will not proceed to the financial evaluation.

C. Evaluation of Financial Proposal (3rd Stage)

The financial proposals shall be opened on the prescribed date in the presence of the bidder/bidder's representative who wishes to attend the meeting with proper letter of authorization. The name of the bidder along with the quoted financial price will be announced during the meeting.

1. The financial bids of bidders whose bids have been technically qualified (i.e., obtained minimum **70 marks** in Technical Evaluation) shall be opened by the Committee on the date and time specified in the RFP
2. Least Cost Selection (LCS) method will be followed during the Financial Evaluation and overall selection process.
3. Price Quoted without tax (as applicable) of the following will be considered together for Evaluation of the Financial Bid Evaluation.

- I. Total Cost of GOOD per device please provide breakup.**
- II. Total Cost of CAMC for 03 Years**

4. The bidder with Lowest Quoted Price (L1) will be considered as Final Selected Bidder.
5. In case two or more bidders quoted the same prices, the Committee shall decide on the L1 bidder based on the following **tie-breaking criteria**:
 - i. The bidder's turnover for the financial year 2024-25 will be considered first.
 - ii. If the tie persists, the turnover for the financial year 2023-24 will be considered.
 - iii. If further tie-breaking is required, the turnover for the financial year 2022-23 will be considered.
 - iv. If the tie remains unresolved after considering the above financial years, the L1 bidder will be determined by a draw, which will take place in the presence of the concerned bidders. The Committee's decision on this matter should be final and binding.
6. If a tenderer submits a bid with what appears to be predatory pricing or an abnormally low bid, the Tender Evaluation Committee may request a written clarification from the bidder. The bidder will be asked to provide a detailed price analysis, price break up, or justification of the quoted price, considering the scope, schedule, risk allocation, and any other requirements outlined in the tender documents.

If, after reviewing the price analysis or justification, the bidder fails to provide adequate supporting documentation, evidence, or calculations to substantiate the quoted price, the Committee may, at its sole discretion, reject the bid.

9. Performance Bank Guarantee: (PBG) of contract value:

Within 10 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish Security deposit in the form of a Performance Bank Guarantee amounting to **3% of Total Contract value** from a nationalized/scheduled commercial bank in favor of “**District Social Security Officer, Keonjhar**”, as per the format at Annexure- II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

10. Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be carried out, if any and availability of proposed professionals etc.

11. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other

bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of the offer letter. After signing the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 01 (one) years from the date of effectiveness of the contract. Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.

12. Conflict of Interest:

Conflict of interest exists in the event of:

- a. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
- b. Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- c. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

13. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - i. A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - ii. Corruption includes the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - iii. Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

14. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent,

collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period, disqualifying it from participating in any related bidding process for the said period.

15. Language Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

16. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

17. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of District Session Court, Keonjhar only.

18. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

19. Confidentiality:

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

20. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through website www.Keonjhar.odisha.gov.in. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

21. Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/selection/evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

22. Copyright, Patents and Other Proprietary Rights:

District Social Security Officer, Keonjhar-758001, Odisha, shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

23. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to fulfil its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

24. Settlement of Disputes:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Keonjhar, Odisha, and the language of such proceedings and that of all documents and communications between

the parties shall be in English. District Collector cum Chairperson and Managing Trustee, District Mineral Foundation, Keonjhar Government of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

25. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- a. Proposal submitted without Bid Processing Fee as applicable
- b. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices
- c. Proposal is received in incomplete form; Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite documents/information
A commercial bid submitted with assumptions or conditions
- d. Bids with any conditional technical and financial offer and if the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- e. Proposal is not properly sealed or signed
- f. Proposal does not conform to the requirement of the scope of the work of the assignment. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- g. If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices & any other condition/situation which holds the paramount interest of the Client during the overall section process.

SECTION – 3

Term of Reference (ToR)

Background

The District Administration, Keonjhar, intends to establish Braille Learning Device in selected regular schools to achieve 100% Braille literacy among students with visual impairment and to improve their learning outcomes.

The current pedagogy of Braille education is largely one-to-one, manpower intensive, and dependent on the availability of special educators, resulting in limited reach and sub-optimal learning outcomes. To address these challenges, the District proposes the deployment of Smart Braille Literacy Devices integrated with interactive content, analytics, and remote monitoring, enabling self-learning, self-paced instruction, and simultaneous teaching of multiple students by teachers.

The BLCs shall support Odia medium of instruction and enable learning of Odia Braille and English Braille (Grade 1 and Grade 2). The project shall be implemented on a turnkey basis, including supply, installation, commissioning, training, content provisioning, monitoring & evaluation, and comprehensive after-sales support with a minimum three-year onsite warranty.

2. Objectives of the Braille Learning Device

The key objectives of setting up Braille Learning Centres are as follows:

1. To cater to students with visual impairment ranging from **75% to 100% vision loss**, ensuring targeted and appropriate Braille-based learning support within regular schools.
2. To ensure that all enrolled visually impaired students achieve proficiency in Braille reading, writing, and typing in **Odia and English**.
3. To promote self-learning and self-paced learning, enabling students to achieve **Grade-2 Braille proficiency** and access higher-level academic material.
4. To introduce interactive and gamified learning methods to improve student engagement and learning outcomes.
5. To enhance students' vocabulary, cognitive abilities, and foundational skills, contributing to future education and employment opportunities.
6. To establish real-time monitoring and performance tracking systems to strengthen teacher involvement and instructional effectiveness.
7. To empower regular classroom teachers to effectively support visually impaired students and foster their integration within inclusive classrooms, in alignment with **NEP 2020**.

3. Scope of Work

The selected bidder shall be responsible for **end-to-end implementation** of the project on a turnkey basis. The scope of work shall include, but not be limited to, the following:

3.1 Broad Activities

- i. Establishment of Braille Learning Centers for teaching **reading, writing, and typing** in Odia and English Braille at selected schools across Keonjhar district.
- ii. Conducting a **need assessment and baseline assessment** of visually impaired students at block and school level to determine existing proficiency levels.
- iii. Supply, installation, testing, and commissioning of **Smart Braille Literacy Devices** and associated infrastructure.
- iv. Deployment of a **centralized analytics and monitoring platform** for continuous tracking of student performance, usage, and learning outcomes.
- v. Conducting **onsite training** for teachers and students in every block for effective operation and utilization of the BLCs.
- vi. Conducting **capacity-building workshops** on inclusive and special education needs for **20 mainstream teachers in District**.
- vii. Conducting **annual and end-line impact assessments** to map progress and learning outcomes.
- viii. Deployment of **Monitoring Coordinators** at block level to ensure sustainability, coordination, and quality assurance of the project.

4. Supply of Items and Technical Specifications

4.1 Assistive Braille Learning Device – General Specifications

The bidder shall supply **assistive Braille learning devices** suitable for use by students with visual impairment in a classroom-based Braille Learning Center. The devices shall support **self-learning, teacher-led instruction, and multi-student usage**.

A. Functional Capabilities

- i. The device shall enable learning of **Braille reading, writing, and typing**.
- ii. The device shall support **self-paced learning** with guided instruction and feedback.
- iii. The device shall be suitable for teaching **multiple students simultaneously** within a classroom environment.
- iv. The device shall support **independent use by students** with minimal supervision after initial training.

4.2 Hardware Requirements

A. Output Interfaces

The device shall include appropriate output mechanisms to support tactile and audio-based learning, such as:

- i. Refreshable Braille output mechanism(s) suitable for instructional use.
- ii. Audio output through built-in speakers and/or standard audio ports for headphones.
- iii. Tactile and/or visual indicators for power, status, and system feedback.
- iv. Means to adjust audio output levels.
- v. Additional tactile feedback mechanisms, where applicable, to aid learning and navigation.

B. Input Interfaces

The device shall include input mechanisms enabling effective Braille interaction, such as:

- i. Braille-compatible input keys or keyboard suitable for Braille writing and typing.
- ii. Input method (s) for slate-based or digital Braille writing.
- iii. Navigation keys or controls for menu traversal and content selection.
- iv. Input or feedback mechanism(s) enabling confirmation of user actions.

4.3 Content and Language Support

- i. The solution shall support **Odia as the primary medium of instruction**.
- ii. The solution shall provide structured learning content covering:

- Braille reading
- Braille writing
- Braille typing
- Language development
- Audio comprehension

- iii. The solution shall support:

- Odia Braille
- English Braille – Grade 1
- English Braille – Grade 2

- iv. Content shall be age-appropriate, progressive, and aligned to school-level learning needs.

4.4 Connectivity and Data Synchronization

- i. The solution shall support **wireless and/or wired network connectivity** suitable for school environments.
- ii. The solution shall allow **remote updates of software and content**, subject to availability of connectivity.
- iii. The system shall support **offline usage**, with synchronization of usage and performance data once connectivity is restored.
- iv. Data transmission shall be secure and compliant with applicable government IT and data protection guidelines.

4.5 Software and Learning Platform Requirements

The bidder shall provide a software-enabled learning platform integrated with the device(s), meeting the following minimum requirements:

A. Learning Features

- i. Self-learning modules with **guided instruction and feedback**.
- ii. Continuous or periodic assessment of learner progress.
- iii. Support for personalized or adaptive learning paths.

B. Learning Content Types

The platform may include, but is not limited to:

- Audio-based lessons
- Tactile and interactive exercises
- Practice activities and assessments
- Quizzes, tests, and structured evaluations
- Stories, activities, or games designed to improve engagement

4.6 Accessibility, Safety, and Usability

- i. The device and software shall be designed in compliance with **universal design and accessibility principles** for persons with visual impairment.
- ii. Controls for key functions (such as volume, repeat instruction, and navigation) shall be accessible through tactile or non-visual means.
- iii. The solution shall include **safe-use instructions** suitable for use by children.
- iv. Voice prompts or audio guidance shall be available in the **local language (Odia)**.

4.7 Monitoring, Analytics, and Reporting System

The bidder shall provide an integrated Monitoring & Evaluation (M&E) system with the following general capabilities:

- i. Unique identification and registration of students.
- ii. Role-based access for teachers, administrators, and authorized officials.
- iii. Dashboards providing:
 - Student usage patterns
 - Learning progress over time
 - Performance indicators and assessment outcomes
- iv. Capability for remote monitoring by district and block-level authorities.
- v. Administrative tools for user management, basic troubleshooting, and content assignment.

4.8 Scalability and Interoperability

- i. The solution shall be scalable to additional schools and students without major system redesign.
- ii. The platform shall support future upgrades and enhancements during the contract period.
- iii. The solution shall not impose unreasonable vendor lock-in and shall allow continued use during the warranty/support period.

4.9 Warranty and Support

- i. All supplied hardware and software shall be covered under a **minimum three-year comprehensive onsite warranty**.
- ii. The bidder shall provide technical support for:
 - Hardware failures
 - Software issues
 - Content updates

- Analytics and reporting

iii. Support may include onsite visits, remote assistance, and helpdesk-based support, as defined in the RFP.

5. Monitoring and Evaluation Software

The bidder shall provide a cloud-based Monitoring & Evaluation (M&E) platform with the following features:

- i. Unique student registration with secure login credentials.
- ii. Teacher and Administrator portals providing:
 - Real-time dashboards
 - Student progress and performance analytics
 - Usage statistics and vocabulary levels
 - User management and troubleshooting tools
- iii. Multi-stakeholder access for district, block, and school-level monitoring.
- iv. Assignment management and customizable content features.

6. Training, Capacity Building, and Support

6.1 Training for CWSN Resource Teachers and Students

- i. Design and delivery of a structured teacher training module aligned with **NEP 2020** and inclusive education goals.
- ii. Onsite training of CWSN resource teachers on:
 - a. Operation of Smart Braille Literacy Devices
 - b. Use of analytics and dashboards
 - c. Pedagogical best practices for visually impaired learners
- iii. Student onboarding and hands-on training on device usage and self-learning methods.

6.2 Capacity Building for Mainstream Teachers

- i. Conduct capacity-building and sensitization workshops for **20 mainstream teachers in District.**
- ii. Training shall focus on:
 - a. Inclusive classroom practices
 - b. Assistive technologies
 - c. Content adaptation techniques
 - d. Supporting visually impaired students within regular classrooms
- iii. Experiential sessions on real-world usage of assistive technologies and inclusive pedagogy.

6.3 Online Support and Warranty

- i. Provision of online training and doubt-resolution support for teachers and students.
- ii. Comprehensive **minimum three-year onsite warranty** covering:
 - a. Hardware
 - b. Software
 - c. Content
 - d. Analytics platform
- iii. Ongoing technical support for device issues, software updates, and content management.

7. Baseline, Impact Assessment, and Monitoring Support

- i. Conduct of need-based baseline assessments for students in selected schools.
- ii. Annual impact assessments and final end-line evaluation to measure learning outcomes.
- iii. Deployment of **one dedicated Monitoring Coordinator per block** to:
 - a. Coordinate with district and school authorities
 - b. Support teachers and students
 - c. Facilitate assessments and reporting

8. Deliverables

Sl. No.	Deliverable	Key Activities Covered	Timeline / Deadline
1	Project Inception & Detailed Implementation Plan	Project kick off, district/block-wise rollout plan, staffing plan, M&E framework	Within 15 days
2	Need Assessment & Baseline Assessment Report	Student profiling, block- and school-level baseline Braille proficiency assessment	Within 30 days
3	Supply, Installation, Testing & Commissioning of BLCs	Supply of Smart Braille Literacy Devices and accessories, installation at schools, functional testing, commissioning certificates	Within 60 days
4	Deployment of Learning Platform & M&E System	Configuration of dashboards, analytics platform, user roles, secure access	Within 60 days
5	Content Provisioning & Localization	Odia Braille, English Braille (Grade 1 & 2), structured and progressive content	Within 60 days
6	Training of CWSN Resource Teachers & Students	Onsite device training, pedagogy orientation, student onboarding	Within 90 days
7	Capacity Building of Mainstream Teachers	Inclusive education workshops for 200 teachers per block	Within 120 days

8	Deployment of Monitoring Coordinators	Placement of one Monitoring Coordinator per block	Within 90 days
9	Annual Impact Assessment – Year 1	Learning outcome assessment, analytics-based reporting	End of Year 1
10	Annual Impact Assessment – Year 2	Learning outcome assessment, trend analysis	End of Year 2
11	End-line Impact Assessment	Final evaluation and comparative analysis	End of Year 3
12	Operations, Maintenance & Warranty Support	Hardware, software, content, analytics platform support	36 months from commissioning

9. Payment Terms and Schedule:

Sl. No.	Milestone	Payment (% of Contract Value)	Payment Timeline
1	Acceptance of Inception & Baseline Reports	10%	Within 30 days of approval
2	Supply of Devices	30%	After delivery and inspection
3	Installation & Commissioning	20%	After commissioning certification
4	Completion of Training & Capacity Building	15%	After submission of training completion report
5	Successful Completion of Year-1 Operations & Impact Assessment	10%	After approval of Year-1 report
6	Successful Completion of Year-2 Operations & Impact Assessment	10%	After approval of Year-2 report
7	Completion of Contract & End-line Assessment	5%	After final acceptance

Notes and Clarifications

1. **Pro-rata Payment:**

In case of phased or partial delivery/commissioning, payment under each component shall be released on a **pro-rata basis**, proportionate to quantities supplied and services completed, as per BoQ rates.

2. **Payment-Timeline:**

Payments shall be released within **30 days** from the date of receipt of complete and correct invoices along with required supporting documents.

3. **Statutory-Deductions:**

Applicable deductions such as GST, TDS, etc., shall be made as per prevailing Government rules.

4. **Warranty & Support:**

Warranty, maintenance, and software support during the contract period shall be deemed included in the quoted price and shall not attract any additional payment.

5. **Performance Security:**

Performance Security shall be submitted as per tender conditions prior to release of first payment.

SECTION - 4
Technical Proposal Submission Forms

TECH -1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

District Social Security Officer

Collectorate Campus, Keonjhar,

Odisha – 758001 Keonjhar,

Email: dssokeonjhar@gmail.com

Subject: Supply and incidental service to establish braille learning device at Keonjhar District, under DMF, Odisha

Dear Madam/Sir,

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No. _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2

Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder / Vendor	
2	Address for communication: Tel: Fax: Email Id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If yes, please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: DD / No.: Date: Name of the Bank:	
7	EMD Details Amount: TDR/FD/Postal Deposit No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	ISO/ISI number	
11	Willing to carry out projects as per the scope of work of the RFP	YES
12	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 3

Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY	FY _____	FY _____	Average
Turnover (in Rs.)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last <Nos> FYs (to be decided accordingly) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly sealed and certified by a Chartered Accountant (CA) in practice and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)

I, _____, the _____ (Designation) of
(Name of the Organization) in witness whereof certify that <Name of person> is authorized to
execute the attorney on behalf of <Name of Organization>, <Designation of the person> of
the company acting for and on behalf of the company under the authority conferred by the
<Notification/ Authority order no.> Dated <date of reference> has signed this Power of
attorney at <place> on this day of
<day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the
attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney: _____

Address of the Bidder: _____

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of <Nos> completed/ongoing project only of similar nature during last 5 years)**

Assignment Name:	
Area of operation:	
Name of Client:	
Address of Client:	
Project Start Date:	
Project Completion Date:	
Professionals provided by your firm/entity:	
Narrative Description of Project (in 100 words):	
Description of Actual Services Provided by Your Staff (in 100 words):	
Nature of supporting document provided	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 6

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER' S LETTER HEAD

I, hereby declare that our firm / company as an Individual is not indulged in any such activities which can be termed as the conflicting activities mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

TECH -7

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach and Methodology:

- Review existing and proposed framework information matrix
- Highlight any challenges anticipated in delivering the expected outputs
- Approaches to overcome the challenges and meet the requirements of the assignment.
- Review Stakeholders Engagement/involvement
- Establishing system for Implementation Effectiveness
- Monitoring & Evaluation mechanism of programs and interventions for better outcomes
- Check Validity and Reliability of results/outcome
- Dissemination of results to Policy Makers and other audiences Any other issues mentioned in the ToR

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach.

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist the activities under the proposed assignment with sub- activities.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Section 5: Financial Forms

FIN 1: Covering Letter (Financial Bid)

(On Bidder's Letter Head)

[Location, Date]

To,

**The District Social Security Officer
Keonjhar, Odisha,
PIN- 758001**

Sub: Submission of Financial Bid

Dear Madam/Sir,

We, the undersigned, offer to provide services for the assignment '**Supply and incidental service to establish braille learning device at Keonjhar District, under DMF, Odisha**' in accordance with your Request for Proposal (RFP) dated _____ and our Technical Proposal.

I, the undersigned, offer to provide the complete setup of services for [Insert title of project] in accordance with your Request for Proposal No..... Dated..... Our attached Financial Proposal is for the sum of Rs..... [Insert amount(s) in words and figures*].

The above quoted amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <Nos.> days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Name of the Agency with full Address: _____

*Amount must match with the one indicated in Fin-2.

FIN 2: Summary of Financial Proposal
(on Bidders Letterhead)

(To be sealed, signed and stamped in separate envelope)

Name of the Bidder: _____

Sl. No.	Description of Item	Price Quoted Including All Charges (Excluding GST)	
		Rupees in Figure	Rupees in Words
	Undertaking of entire scope of work as per the Term of Reference (Section-3) of RFP: (Price Quoted including all Charges and excluding GST)		
A			
B			
C			
	Total		

Note:

The quoted rate shall be inclusive of salary, wages, TA/DA, logistic, etc. to personnel deployed for the assignment by the agency / bidder and training to be impacted by the bidder/ agency to DSSO. We fully accept the proposed cost with reference to the RFP. The proposed cost shall be binding upon us subject to the modification resulting from contract negotiations, if any, up to expiry of the validity period of the Proposal. GST shall be paid extra as applicable from time to time.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Section 6

ANNEXURE-I

BID SUBMISSION CHECKLIST

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I) in Original.		
2	Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.		
3	Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.		
4	Copy of Certificate of Incorporation/ Registration/Deed.		
5	Copy of PAN/TAN.		
6	Copy of Goods and Services Tax Identification Number (GSTIN) in Form GST REG-06.		
7	Copies of Audited financial statements by the CA for the last three financial Years FY (i.e., 2022-23, 2023-24 & 2024-25)		
8	General Details of the Bidder (TECH – 2).		
9	Financial Details of the Bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.		
10	Proof of manufacturing (for OEMs) - Authorization Certificate		
11	Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.		
12	List of completed projects of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.		
13	Undertaking for not having been blacklisted by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency.		
14	Self-Declaration regarding Conflict of Interest (TECH - 6).		
15	Duly filled in Technical Proposal Form TECH – 7.		
FINANICAL PROPOSAL (ORIGINAL + 1 COPY)			
18	Covering Letter (FIN-1)		
19	Summary of Financial Proposal (FIN-2)		

Undertaking:

- *All the information has been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

ANNEXURE-II

PERFORMANCE BANK GUARANTEE FORMAT

To,

The District Social Security Officer

Collectorate Campus, Keonjhar,

Odisha – 758001 Keonjhar,

Email: dssokeonjhar@gmail.com

WHEREAS (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (herein after called “the contract”). AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a nationalized/scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of, Our branch at (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our branch a written claim or demand and received by us at our branch on or before Dt otherwise, bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank & Branch

****End of Document****