

Request for Proposal  
For  
Selection of Agency for Implementation of Facial  
Recognition Based Biometric Attendance System  
in  
Polytechnics & ITIs of Odisha

RFP No: 1375 Dated 27.06.2023



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## **DISCLAIMER**

This RFP document is neither an agreement nor an offer by the State Council of Technical Education and Vocational Training (SCTE&VT), Odisha, (herein after referred to as “**SCTE&VT, Odisha**”) to the prospective bidders or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this RFP.

**SCTE&VT, Odisha** does not make any representation or warranty as to the accuracy, reliability, or completeness of the information in this RFP document and it is not possible for **SCTE&VT, Odisha** to consider the particular needs of each party who reads or uses this document. RFP includes statements that reflect various assumptions and assessments arrived at by **SCTE &VT, Odisha** in relation to the statement of work. Such assumptions, assessments, and statements do not purport to contain all the information that each bidder may require. Each prospective bidder should conduct its assessment and analysis and check the accuracy, reliability, and completeness of the information provided in this RFP document and obtain independent advice from appropriate sources.

**SCTE &VT, Odisha** shall not have any liability to any prospective bidder/ firm/ or any other person under any laws (including without limitation the law of contract and tort), the principles of equity, restitution or unjust enrichment, or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the assignment, the information and any other information supplied by or on behalf of **SCTE &VT, Odisha** or their employees, any agency or otherwise arising in any way from the selection process for the assignment. **SCTE&VT, Odisha** shall also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon any statements contained in this RFP.

**SCTE &VT, Odisha** shall not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that **SCTE&VT, Odisha** is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the services, and **SCTE&VT, Odisha** reserves the right to accept/reject any or all of proposals submitted in response to RFP document at any stage without assigning any reasons whatsoever. **SCTE&VT, Odisha** also reserves the right to withhold or withdraw from the process at any stage with intimation to all who submitted RFP Proposal.

The information given is not exhaustive on account of statutory requirements and should not be regarded as a complete or authoritative statement of law. **SCTE &VT, Odisha** accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on the law expressed herein.

**SCTE &VT, Odisha** reserves the right to change/ modify/ amend any or all provisions of this RFP document. Such revisions to the RFP / amended RFP shall be made available on the **SCTE&VT** website: <https://sctevtodisha.nic.in/>

**ABBREVIATIONS**

<b>RFP</b>	Request for Proposal
<b>QCBS</b>	Quality and Cost-based Selection
<b>SCTE&amp;VT</b>	State Council for Technical Education & Vocational Training, Odisha
<b>EMD</b>	Earnest Money Deposit
<b>AUA</b>	Authentication User Agency
<b>TVET</b>	Technical & Vocational Education & Training
<b>GST</b>	Goods & Services Tax
<b>ITI</b>	Industrial Training Institutes
<b>EPF</b>	Employee Provident Fund
<b>ESIC</b>	Employee State Insurance Corporation
<b>ISO</b>	International Organization for Standardization
<b>MBA</b>	Master's in Business Administration
<b>PBG</b>	Performance Bank Guarantee
<b>VC</b>	Vice Chairman
<b>PAN</b>	Permanent Account Number

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## 1. Critical Information

Bidders are advised to study the RFP document carefully before submitting their techno-commercial proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with a full understanding of its terms, conditions, and implications.

### 1.1. Critical information regarding the bidding

SN	Information	Details
1	Revised RFP Number and Date	<b>RFP No: 1375 Dated 27.06.2023</b>
2	RFP Document Fee (non- refundable)	<b>INR 5,900/-</b> Payable along with the bid document submission in the shape of Bank Demand Draft (Only) in favour of "VC, SCTE&VT, Odisha, Bhubaneswar" payable at Bhubaneswar
3	EMD (refundable)	<b>INR 1,00,000/-</b> Payable along with the bid document submission in the shape of Bank Demand Draft (Only) in favour of "VC, SCTE&VT, Odisha, Bhubaneswar" payable at Bhubaneswar.  EMD amounting above shall be exempted for the Startups with valid DIC Registration Certificates in similar domain under the MSME Department, Govt. of Odisha.
4	Availability of Bid Document on the website <a href="https://sctevtodisha.nic.in/">https://sctevtodisha.nic.in/</a> under the section "Tender"	<b>Dt. 29.06.2023</b>
5	Last date for receiving queries through e-mail: <a href="mailto:secretarysctevt@gmail.com">secretarysctevt@gmail.com</a>	<b>Dt. 08.07.2023 by 5 PM</b>
6	Schedule for Pre-bid meeting	<b>Dt. 12.07.2023 at 4 PM</b> (To be conducted virtually using VC Link shared by SCTE&VT, Odisha, Bhubaneswar)
7	Issue of Revised RFP (if required)	<b>Dt. 15.07.2023</b>
8	Last date and time for submission of Bid	<b>Dt. 02.08.2023 up to 3 P.M.</b> (Through Speed Post only)
9	Opening of Technical Bid	<b>Dt. 02.08.2023 at 4 P.M.</b> at SCTE&VT Premises
10	Addressee and Address at which proposal inresponse to RFP notice is to be submitted:	Vice Chairman, SCTE&VT, Odisha, Near Raj Bhawan, Unit-8, Bhubaneswar -751012, Odisha

SN	Information	Details
11	Date & Time of Technical Presentation & Demonstration	Shall be intimated later
12	Opening of Commercial Bid	Shall be intimated later

## 2. Introduction

State Council for Technical Education & Vocational Training, Odisha (SCTE&VT, Odisha) Bhubaneswar is the examining and certifying body of Polytechnics (Diploma colleges) & ITIs in the State. SCTE&VT, Odisha is also the Affiliating Board under the Government of Odisha to manage the Diploma & ITI education in Odisha with jurisdiction over all AICTE-approved Polytechnics and DGET affiliated ITIs in the state.

There are 158 Polytechnics in the state out of which 125 Nos are Private Institutions and 33 are Govt. Institutions. Similarly, out of the total 500+ ITIs in the state, 61 nos. Govt. run ITIs & 440 nos. are private ITIs. Near about 50,000+ students are currently pursuing both ITI and Polytechnic level. SCTE&VT aims for substantial improvement in the quality of academics in terms of students' class attendance in all Polytechnics & Govt. ITIs across the state.

Earlier, a biometric attendance system was installed at the institute level. However, the expected outcome in terms of real-time monitoring, data representation & reporting was not achieved. In the later stage, the system was not effectively used. The authority now wants to reinstate the attendance-capturing process in Govt. & Private Polytechnics & Govt. ITIs across the state.

Keeping in view the same, SCTE&VT, Odisha endeavors to achieve this with a new, innovative, and advanced technology landscape for its business functions related to student class attendance.

Govt. intends suitable implementation of a comprehensive technology-enabled mechanism with detailed monitoring parameters for effective capturing of student attendance. The key objective for implementing a robust solution is:

- a) Simplification of Tedious tasks involved in class attendance
- b) Effective Management of class attendance & real-time reporting.
- c) Consolidation & assessment of students' attendance is time-consuming for SCTE&VT.
- d) Avoiding the impartibility of Manual Attendance process & data consolidation

In order to have a full proof solution in place, SCTE&VT, Odisha is mandated to invite proposals from reputed IT organizations to Simplify, Standardize, and Sustainable information delivery system. This will enable the respective Institutes as well as the central regulatory authorities to have a complete grip on the overall data related to students' class attendance for better decision-making.

## 3. Information on the RFP

### 3.1. Purpose

The SCTE&VT, Odisha being the Tender Publishing Authority, seeks proposals from experienced and qualified organizations to implement an effective Facial Recognition based Biometric Attendance for Govt. & Private Polytechnic & Govt. ITIs in Odisha.

The key purpose of the entire exercise is to:

- To implement a robust & effective Student Attendance Management System.
- To have better control of the data & to avoid data manipulation.
- To impose a system-driven approach rather than to have a system having huge manual intervention.
- To eliminate manual intervention, and data manipulation & establish an informative subsystem for better decision-making.

### 3.2. Invitation to Bid

State Council for Technical Education & Vocational Training, Odisha (SCTE&VT) invites Bids from reputed agencies (“Bidders”) for “Implementation of Facial Recognition based Biometric Attendance System in Govt. & Private Polytechnics & ITIs in Odisha.” Bidders may view and study the RFP document containing the detailed terms & conditions from the website (<https://sctevtodisha.nic.in> ). The bids are to be submitted as per the procedure given in this document. The response to the RFP must be received no later than the time, date, and venue mentioned in the RFP. Bids that are received after the deadline **WILL NOT** be considered in this procurement process.

## 4. Instruction to Bidders

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may consult their own legal advisors with regard to this RFP.
- b) All information supplied by the bidders may be treated as contractually binding on the Bidders, on the successful award of the assignment by SCTE&VT, Odisha on the basis of this RFP.
- c) No commitment of any kind, contractual or otherwise, shall exist unless and until a formal- written contract has been executed by or on behalf of the SCTE&VT. Any notification of preferred bidder status by SCTE&VT shall not give rise to any enforceable rights by the Bidder. SCTE&VT may cancel this public bid process at any time prior to a formal written contract being executed by or on behalf of SCTE&VT.
- d) This RFP supersedes and replaces any previous public documentation & communications, and bidders should place no reliance on such communications.
- e) Bidders are advised to study all instructions, forms, terms, requirements, and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with a full understanding of its implications.
- f) Failure to comply with the requirements set out in this RFP may render the Proposal non-compliant and the proposal may be rejected. Bidders must:
  - i. *Include all the documentation specified in this RFP.*
  - ii. *Follow the format of this RFP and respond to each element in the order as set out in this RFP.*
  - iii. *Comply with all requirements as set out within this RFP.*



#### 4.1. Right to Terminate the Process

- a) SCTE&VT, Odisha may terminate the RFP process at any time and without assigning any reason thereof. SCTE&VT makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by SCTE&VT, Odisha. The bidder's participation in this process may result in SCTE&VT, Odisha selecting the bidder to engage towards the execution of the contract.

#### 4.2. Pre-bid Meeting and Clarification

- a) SCTE&VT, Odisha shall hold a pre-bid meeting with the prospective bidders on **Dt. 12.07.2023 at 4 PM through online mode.**
- b) The Bidders will have to ensure that their queries for the Pre-Bid meeting should reach the Secretary, SCTE&VT only by email [secretarysctevt@gmail.com](mailto:secretarysctevt@gmail.com), with a copy to [sctevtpmu@gmail.com](mailto:sctevtpmu@gmail.com) on or before **Dt. 08.07.2023 by 5 PM**
- c) The link to the meeting shall be shared through the mail with the prospective bidders who have submitted the pre-bid queries.
- d) The queries should necessarily be submitted in the following format (Soft copy in MS Word or MS Excel file to be attached).

SN	RFP Document Reference(s)	(Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of clarification

- e) SCTE&VT shall not be responsible for ensuring receipt of the bidders' queries. Any requests for clarifications post the indicated date and time may not be entertained by SCTE&VT.
- f) The Nodal Officer notified by the SCTE&VT will endeavor to provide a timely response to all queries. However, SCTE&VT neither makes representation or warranty as to the completeness or accuracy of any response made in good faith nor does SCTE&VT undertake to answer all the queries that have been posted by the bidders. SCTE&VT also does not guarantee that the suggestion(s) made by any prospective bidder through a pre-bid query or otherwise shall be accepted.
- g) At any time prior to the last date for receipt of bids, SCTE&VT may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a revised RFP.
- h) The revised RFP will be posted on the official website of SCTE&VT, Odisha (<https://sctevtodisha.nic.in>).
- i) In order to provide prospective Bidders reasonable time for taking the revised RFP into account, SCTE&VT may, at its discretion, extend the last date for the receipt of

Proposals.

### 4.3. RFP Document & Processing Fees

**A non-refundable bank demand draft of ₹ 5900/- (Rupees Five Thousand Nine Hundred) in favour of Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar payable at Bhubaneswar** is to be submitted along with the technical bid towards the cost of the Tender document.

Besides, the EMD in Bank Demand Draft format must be enclosed along with the Technical Bid document. Technical bid documents not accompanying the requisite Tender document fee and EMD shall be considered non-compliant, summarily rejected, and will not be considered for further evaluation.

### 4.4. Earnest Money Deposit

- a) A refundable demand draft of **₹ 1,00,000/- (Rupees One Lakh Only) in favour of Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar payable at Bhubaneswar** is to be submitted along with the technical bid towards the Earnest Money Deposit (EMD). Technical bid documents not accompanying the requisite Tender document fee and Earnest Money Deposit (EMD) shall be considered non-compliant, summarily rejected, and will not be considered for further evaluation.
- b) The bid shall be rejected if a bidder withdraws its bid during the period of bid validity. The bid shall also be rejected if a bidder submits any fake/ forged/ fraudulent/ manufactured documents along with the RFP or has been rejected on similar grounds in the previous bids of SCTE&VT.
- c) In the case of a successful bidder, the bid shall be rejected if the bidder fails to accept the Work Order or fails to furnish performance security(PBG) after accepting the Work/ Purchase Order and shall be liable for blacklisting.
- d) Modification of specifications and extension of the closing date of tender if required will be made by an Addendum. Copies of the Addenda will be updated on the website of SCTE&VT (<http://sctevtodisha.nic.in/en/>) website under the section "Tender" and not to be published in the print media. This shall form a part of the tender. The bidder shall visit the website for updated information relating to the tender.
- e) SCTE&VT, Odisha reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. The purchaser may also alter the scope at the time of placing orders.
- f) Bidders shall carefully examine the tender documents and detailed requirements and fully inform themselves as to all the conditions and matters, which may in any way affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from the specification or other documents or should there be any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing. This, however, does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.

- g) Submitted tender forms with overwritten or erased or illegible rates or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against the item of the tender and between unit rates and the total amount, the decision of the competent authority accepting the tender will be final and binding on the bidders. Corrections in the tender, if unavoidable, should be made by rewriting with the date and initial of the bidder after scoring out of the wrong entries.
- h) Requests from the bidders in respect of additions, alterations, modifications, corrections, etc. of either terms or conditions or rates after the opening of the tender may not be considered.
- i) **Exemption of EMD for Start-Ups:** EMD amounting above shall be exempted for the Startups having valid Copy of the DIC Registration Certificate in IT Services under MSME Department, Govt. of Odisha & Proof of Establishment (Applicable for start-up organizations)

#### 4.5. Submission of Proposal

- a) The bidders should submit their responses as per the format given in this RFP in the following manner.
  - i. *Response to Pre-Qualification & Technical Criteria - **First cover***
  - ii. *Commercial Proposal - **Second cover***
- b) The Response to the Pre-Qualification criterion & Technical Proposal (First Cover), and Commercial Proposal (Second Cover) (as mentioned in the previous paragraph) should be submitted physically at the given address through **SPEED POST** only.
- c) Please Note that Prices should not be indicated in the Pre-Qualification Proposal or Technical Proposal but should only be indicated in the Commercial Proposal.
- d) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- e) The proposal/ bid shall be prepared in **indelible ink**. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initiated by the person (or persons) who sign(s) the proposals.
- f) All pages of the bid shall be initialed and stamped by the authorized person or persons who sign the bid.
- g) In case of any discrepancy observed by SCTE&VT, Odisha in the contents of the uploaded bid documents due to improper scanning or not in readable format or verification of the authenticity of the scanned documents, SCTE&VT, Odisha may ask the bidder, for submission of hardcopy of such documents to SCTE&VT, Odisha.

#### 4.6. Adherence to the Annexures

The bidder must submit all documents as asked in the Annexures (Please Refer [Annexure 1](#) to [Annexure 10](#)). Any deviation or non-submission in the prescribed template shall lead to the rejection of the bid.

#### 4.7. Contents of Technical Bid

The technical bid must contain the information as mentioned in [Clause No. 6.3](#) along with other details as mentioned in this RFP.

##### **Technical Bid: (Annexure 1 to Annexure 8)**

- a. General Information of the Bidder ([Annexure 1](#))
- b. Undertaking (Self- Declaration) of Non- Blacklisting and ineligibility for corrupt and fraudulent practices issued by State Government / Central Government / Associated organizations / Reputed enterprises / PSU/Government Autonomous body ([Annexure 2 & Annexure 3](#))
- c. Authorized signatory for the bid from the bidder. ([Annexure 4](#))
- d. Acceptance of Terms & Conditions ([Annexure 5](#))
- e. Technical bid cover letter ([Annexure 6](#))
- f. Similar Project Experience and proofs. ([Annexure 7A](#) , [Annexure 7B](#) & [Annexure 7 C](#))
- g. Duly Signed Compliance Checklist. ([Annexure 8](#))

#### 4.8. Proposal Preparation Cost

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of the proposal, in providing any additional information required by SCTE&VT, Odisha to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. SCTE&VT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### 4.9. Language

The Proposal should be filled by the Bidder in **English language only**. If any supporting documents submitted are in any language other than English, translation of the same in the English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

#### 4.10. Venue & Deadline of Proposal submission

The proposal, in its complete form in all respects, as specified in the RFP, must be submitted in physical mode through **Speed Post only** at the SCTE&VT office on or before **Dt. 02.08.2023 up to 3 P.M. (Through Speed Post only)**.

#### 4.11. Late Bids

- a) The bidder needs to submit the bids in physical mode through speed post only, Late bids shall not be accepted.

- b) SCTE&VT shall not be responsible for non-submission/ delay in submission of bids due to any reason whatsoever. It is the responsibility of the bidder to ensure the submission of the bid much prior to the deadline to avoid a last-minute rush.
- c) SCTE&VT reserves the right to modify and amend any of the above-stipulated conditions/criteria depending upon project priorities vis-à-vis urgent commitments.

#### **4.12. Consortium or Joint Venture**

The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this RFP. No subletting of work is permissible.

#### **4.13. Evaluation Process**

- a) SCTE&VT will constitute a Proposal Evaluation Committee consisting of the IT team and SPOCs of each of the organizations to evaluate the responses of the bidders.
- b) The Proposal Evaluation Committee constituted by SCTE&VT shall evaluate the responses to the RFP and all supporting documents/ documentary evidence. Inability to submit required supporting documents/documentary evidence may lead to rejection of the bid.
- c) The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

#### **4.14. Tender Opening**

The Proposals submitted within the deadline shall be opened on **Dt. 02.08.2023 at 4 P.M.** at SCTE&VT Premises in the presence of the Proposal Evaluation Committee. The representatives of the bidders, who are to be present at the time of opening, shall submit their email request to [secretarysctevt@gmail.com](mailto:secretarysctevt@gmail.com) with a copy to [sctevtpmu@gmail.com](mailto:sctevtpmu@gmail.com) enclosing the identity card or a letter of authority from the tendering firms to be identified as bona-fide for attending the opening of the proposal.

#### **4.15. Tender Validity**

The offer submitted by the bidders should be valid for a minimum period of **180 days from the opening of the commercial bid.** However, the validity of the price bid of the selected bidder will be for the entire contract period including the extension period as mentioned in the RFP.

#### **4.16. Tender Evaluation**

- a) Initial Bid scrutiny will be held, and incomplete details as given below will be treated as non-responsive if Proposals:
  - i. *are not submitted as specified in the RFP document.*

- ii. *received without the Letter of Authorization (Power of Attorney).*
  - iii. *are found with suppression of details with incomplete information, subjective, conditional offers, and partial offers submitted.*
  - iv. *submitted without the documents requested in the checklist.*
  - v. *with a lesser validity period*
- b) SCTE&VT shall 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 a committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

#### **4.17. Clarifications & Amendment**

- a) At any time till 10 days before the deadline for submission of bids SCTE&VT, Bhubaneswar may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by amendment.
- b) All amendments made in the document would be published on the website <https://sctevtodisha.nic.in/> under the section "**Tender**".
- c) Bidders are also advised to visit the aforementioned website on a regular basis for updates. **SCTE&VT, Odisha** also reserves the right to amend the dates mentioned on the cover page for the bid process.

### **5. Terms of Reference**

#### **5.1. Solution Overview**

**SCTE&VT, Odisha** has expressed its intent to implement a Facial Recognition Based Biometric Attendance System in Govt. & Private Polytechnics and Govt. ITIs of Odisha through an eligible Agency. The centralized system shall allow the students belonging to Govt. & Private Polytechnics and Govt. ITIs across the state to get enrolled(registered), mark their attendance, and subsequent reporting and monitoring at a central level.

The aforementioned system shall be implemented across all Govt. Polytechnic, Govt. ITIs and Private Polytechnics across the State.

- a) *Number of Govt. Polytechnics: 33*
- b) *Number of Govt. ITIs: 61*
- c) *Number of Private polytechnics: 125*

A detailed list of Institutes shall be provided to the selected bidder during the registration/ Enrolment phase.

The proposed system shall accommodate three key components:

- a. Registration/ Enrollment of Students in the new system
- b. Capturing of Student Attendance belonging to Govt. & Private Polytechnics

& Govt. ITIs of Odisha

c. Reporting & Monitoring

The proposed System shall have the following objectives.

- i. Effective Review of student attendance with real-time reporting & analytical representation for better decision-making.*
- ii. Accurate Time Recording for attendance*
- iii. Provision for data capturing with low/no connectivity/ offline mode & subsequent data reconciliation at the central level*
- iv. Seamless integration with other systems for data synchronization & reporting.*
- v. Real-time Time In & Time Out Data*
- vi. Complete elimination of data manipulation & physical intervention*
- vii. Dashboard for end-users at institute & central levels based on accessibility provisions*

The proposed system shall leverage the Institutes as well as at the central level (SCTE&VT) to get accurate details on student's attendance.

## 5.2. Key Processes & Components

- a. It is proposed to implement a Facial Recognition Based Biometric Attendance System for recording the attendance belonging to Govt. & Private Polytechnics and Govt. ITIs. The indicative number of students, the system shall accommodate near about **60,000 students**. However, the exact number of students shall be given during the registration phase.
- b. The proposed solution shall be a full-proof system to get more accurate, reliable, and secure results and eliminates the possibility of errors or fraudulent attendance records with time effectiveness.
- c. The respective institutes as depicted in [Section 5.1](#) shall be responsible to procure the Facial Recognition-based Attendance device based on the specification & feature notified by SCTE&VT.
- d. The selected bidder after the onboarding shall discuss with SCTE&VT & respective Institutes for finalization of the Technical features & specifications of the proposed Facial Recognition based Attendance Devices which are aimed to be installed at the Institute Level.
- e. Once the Technical Specifications are finalized, all the institutes shall be notified to procure the devices within a prescribed timeline. The number of devices to be installed shall be solely dependent upon the number of students to be accommodated for attendance. The same shall be finalized by the respective institutes after due consultation with SCTE&VT, Odisha.
- f. Each Institute shall ensure timely procurement, installation, and commissioning of the FR-based Attendance Device report to SCTE&VT within a stipulated time period as suggested by SCTE&VT.

- g. It is to be further ensured by the respective institutes to get the devices (Number of Devices is subject to the number of students of which the attendance is captured) installed & connected through secured internet connectivity prior to the student's registration phase.
- h. The selected agency shall design, develop, configure, and maintain the proposed system (Centralized Attendance System) covering various aspects and requirements as depicted in this RFP.
- i. The Centralized Attendance System shall accommodate the facial data captured through the biometric devices installed at the institute level.
- j. The proposed system shall act as a centralized framework wherein all the FR-based attendance devices shall be configured, connected and the device-level information shall be captured centrally through the secured internet connectivity.
- k. There shall not be any local server arrangement for the data storage purpose. All the data shall be directly transmitted from the biometric devices to the Central Server.
- l. The proposed system shall be a centralized facial recognition attendance management & monitoring system with real-time data fetching & consolidation features.
- m. The proposed system shall fetch the Facial Attendance Data directly from the biometric attendance devices connected through secured internet connectivity.
- n. The proposed system should provide real-time data both at the institute level & the central location.
- o. The number of students logged in & logged out and the time of both entries shall be captured centrally (Facial Data).
- p. This system should also provide seamless integration for addition in institutes or students or faculties in the future.
- q. The proposed solution should be scalable in nature. so, there should be a provision to add multiple institutions and students to the existing database without any hassle. Students' up-gradation from class should be done automatically.
- r. The proposed system shall have the provision of getting Facial Data in adequate patterns from the devices and match it with the prefilled data (During the Student Registration Phase).
- s. The system needs to ensure maximum optimization of bandwidth for better & seamless operations.
- t. The output data should help to make SCTE&VT and associated authorities at the Institute Level have decisions better & more precise. The system should also provide a platform where authorized persons can get the details of an individual student on-premises along with average in-out time. The platform should also provide the current status of the students present on campus, absences, and details of approved leave.
- u. Reports should be scheduled to automatically send the daily/ weekly/ monthly attendance data to the central site from local sites.
- v. Regular backup of the database from local sites to the central site should be configured to avoid loss of data from the local site.



### **5.3. Key Solution Components**

The proposed Facial Recognition Based Biometric Attendance System shall be envisaged to receive verified attendance data of the Student through the face recognition System. For the same, all the Students will be registered with some basic details. The key processes include the following:

#### **5.3.1. Registration/ Enrollment process**

- i. The proposed solution should enable the registration process for accommodating all students belonging to Govt. & Private Polytechnics & Govt. ITIs in Odisha subsequently for 3 (three) years every year before the start of each academic year.
- ii. There should be an Aadhaar authentication provision in the proposed system, which shall ensure that accurate student details are captured during the student registration/enrollment process.
- iii. SCTE&VT shall communicate & coordinate regarding the availability of Aadhaar Services (AUA) for the biometric data authentication. However, the agency shall give support in getting the services and approval towards it.
- iv. The selected agency shall ensure on-field registration of all the students belonging to Govt. & Private Polytechnics & Govt. ITIs in the state. The list of Students shall be provided by the respective institutes after getting approval from SCTE&VT.
- v. Necessary amenities like registration space, internet connectivity, and availability of students shall be ensured by the respective institutes.
- vi. The selected agency shall capture the facial data & other demographic information of the students while doing the registration.
- vii. The SI shall ensure that the data captured during students registration should be authenticated with Aadhaar data through Aadhaar-enabled services.
- viii. The solution is to have the feature of identifying the duplicate entry of students more than one time. Duplicates should be rejected, and such attempts should be reported to the concerned department.

#### **5.3.2. Student Attendance & Identification**

- i. The proposed system shall accommodate the daily attendance data (Facial Data) captured through the biometric attendance devices on a real-time basis.
- ii. The solution should ensure the fetching of accurate data as captured, processing it & generate necessary reports and other information seamlessly.
- iii. The solution should be able to match the attendance of the student irrespective of colour complexions and lighting conditions.

- iv. The solution should have a feature for identifying & validating & subsequently verifying the student's attendance using its liveness check feature. The solution should have the feature of restricting identification with tampering with identity.

### **5.3.3. Analytical Dashboard & Report**

- i. The proposed solution should be able to generate real-time dashboard and reports with respect to the attendance details captured from the respective institutes.
- ii. The Reports should be customized and should be able to generate various reports based on the requirement of SCTE&VT as well as the Institute level.
- iii. The proposed solution should encapsulate the dashboard based on defined parameters & key indicators decided by SCTE&VT in consultation with the respective institutes.
- iv. The reports should be customized based on the requirement by SCTE&VT & respective institutes.
  - i. Following are the key reports that are envisaged in the proposed system. However, any other reports that are required to be generated pertaining to student attendance are subject to the requirement and decision taken by SCTE&VT, Odisha.
    - a) *Consolidated as well as Institute wise and Region wise Registration Status*
    - b) *Consolidated as well as Institute wise Student Attendance Report*
    - c) *Daily Attendance Report Total Students registered.*
    - d) *Absenteeism Report for students for each institute and a consolidated report*
    - e) *Various analytical reports on student attendance based on the requirement.*
  - ii. Any other customized reports as per SCTE&VT and Institute level needs.

### **5.4. Project Deliverable & Timeline**

- a) Agencies need to provide the deliverables as part of project implementation
  - i. Project Implementation Plan
  - ii. Solution Document of the proposed solution with features & enablers
  - iii. Detailed Student's Registration Report
  - iv. Deployment of Web Application (Centralized System)
  - v. Configuration Completion Report (Once all the Biometric Devices are enrolled in the centralized system)
  - vi. Role-based User Manual
  - vii. Video-based help and training modules
  - viii. Student wise Attendance/ Absentism Report for all students belonging to Govt. & Private Polytechnics and Govt. ITIs (The Reports need to be submitted for polytechnic & ITI students prior to the Examination Registration process). The timing of the report preparation & submission is solely under the discretion of

SCTE&VT.

- ix. Quarterly Progress Report, Issue Resolution Report
- b) The Total Timeline for the development, testing, and implementation & rollout of the centralized attendance system is six months; it includes the registration of students in the proposed system. However, the segregation of activities based on the stipulated timeline shall be provided by the agency. The operationalization phase of the overall solution is a period of four years after the successful deployment of the system. (Which is six months from the date of project inception.). The operationalization phase may be extendable up to another two years subject to satisfactory performance of the agency & discretion of SCTE&VT.

## 6. Evaluation of Bids

### 6.1. Preliminary Scrutiny

Assessment of the eligibility criteria will be done to determine whether the proposal submitted conforms to all mandatory criteria specified in [Clause 6.2](#) to merit further evaluation.

- a. Bids not confirming to such preliminary requirements will be prima facie rejected.
- b. In order to technically qualify, the bidder shall fulfill the following basic pre-qualification eligibility criteria.

### 6.2. Pre-Qualification Criteria

SN	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The bidder must be a legal entity in the form of a partnership firm/ private or public limited company / Society/trust/association under notified act by the Government of India  <b>For Start-up:</b> In the case of Start-up agencies, the bidder must be registered under the start-up organization of Odisha in IT Services (Applicable for start-up organizations)	Copy of registration/ Incorporation Certificate.  In case of a change of name/ merger, etc. details of all related history must also be submitted.  <b>For Start-up:</b> Valid Copy of DIC registration Certificate in IT Services under MSME Department, Govt. of Odisha (Applicable for start-up organizations).
2	Consortium or Joint Venture	a. The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this RFP. b. No subletting of work is permissible.	<a href="#">Annexure5</a> : Acceptance of Terms & Conditions ( <i>In Company Letter Head</i> )

SN	Basic Requirement	Specific Requirements	Documents Required
3	PAN & GST	The bidder should be registered with GST & should have a valid PAN and should regularly fill the IT return.	a) Copy of GST Registration Certificate b) Copy of PAN Card c) IT Return for the last three financial years - F.Y.2019-20 - F.Y.2020-21 & - F.Y.2021-22
4	Average Annual Turnover	The Bidder should have an Average Annual Turnover of INR <b>3 Crore</b> from IT/ ITeS / Software development in the last three (3) FY 2019-20, 2020-21 & 2021-22	Copies of the Audited Balance Sheet and valid CA certificate showing the Average Annual Turnover for the FY 2019-20, 2020-21 & 2021-22
5	Project Experience	The bidder should have successfully implemented at least one Web-based system having a minimum work Order Value of ₹ 50 Lakh in the education sector with any of Indian Government Department / State Government Department / PSU / Universities/ Board/ Institutes or associated Organizations in the last 5 years (FY 2018-19 to FY 2022-23).	Single Work Order and Certificate of completion of the work for clients/ Client satisfaction certificates / Copy of Bill / Invoice showing payment done for ongoing projects
6		The bidder should have successfully developed and implemented at least one Facial Recognition Based Attendance Management System for at least 20,000 candidates through a single work order in the last 5 years. (FY 2018-19 to FY 2022-23)	Single Work Order and Certificate of completion of the work for clients/ Client satisfaction certificates / Copy of Bill / Invoice showing payment done for ongoing projects
7		The bidder should have the experience in implementing and rolled out Biometric Attendance Management System in at least 20 Educational Institutes/ Universities/ Councils/ Boards in India in a single project in last five years (FY 2018-19 to FY 2022-23)	Single Work Order and Certificate of completion of the work for clients/ Client satisfaction certificates / Copy of Bill / Invoice showing payment done for ongoing projects

SN	Basic Requirement	Specific Requirements	Documents Required
8	Certifications	The bidder should have the following certifications: a) ISO 9001:2015 or above b) ISO 27001:2013 or above c) CMMI- Level 3 or above Certifications	Copies of Valid certificates
9	Number of Resources	The bidder should have a minimum 30 number of technically qualified resources applicable to this project under the company's payroll.	a) Copy of latest EPF challan showing the number of members b) Declaration on company letterhead by HR along with the resource details mentioning the number and details of Technically qualified resources.
10	Blacklisting	Bidder should not have been debarred/ blacklisted till bidding or declaration regarding any pending suits filed by Central Govt. /State Govt. / Public Sector Undertaking / any other Local Body or body established under or in the control of the Central or state Government on the date of submission of their Bid	Undertaking to be submitted as per the prescribed format on company letterhead <b><u>(Annexure 2 &amp; Annexure 3)</u></b> Note: a) Bidder must submit the Self Declaration of Non-Blacklisting <u>(Annexure 2) in ₹ 100 Non-Judicial Stamp Paper.</u> b) Self-Declaration as per <u>Annexure 3 must be in Company Letter Head (Duly Signed).</u>
11	EMD & RFP Document Fee	<b>EMD:</b> The bidder must furnish as a part of its proposal an EMD of <b>INR 1,00,000.00 (Rupees One Lakh).</b>  EMD amounting above shall be exempted for the Start-up with a valid DIC Registration Certificate in a similar domain under the MSME Department, Govt. of Odisha (Applicable for Start-up Organization).	<b>EMD:</b> INR 1,00,000/- Demand Draft in favour of "VC, SCTE&VT, Odisha, Bhubaneswar" in the form of a Demand Draft payable at Bhubaneswar.  Copy of Valid DIC Registration Certificate in the similar domain (IT/ ITeS/ Software Development) under MSME Department, Govt. of Odisha (Applicable for start-up organizations)

SN	Basic Requirement	Specific Requirements	Documents Required
		<b>RFP Document Fee:</b> The bidder must furnish as a part of its proposal an RFP Document Fee of <b>INR 5,900.00 (Rupees Five Thousand Nine Hundred Only)</b> . The RFP document Fee is non- refundable.	<b>RFP Document Fee:</b> INR 5,900/- Payable along with the bid document submission in the shape of a Bank demand Draft (Only) in favour of “VC, SCTE&VT, Odisha, Bhubaneswar” payable at Bhubaneswar

### 6.3. Technical Bid Evaluation

- All the bids will be evaluated based on the Prequalification Criteria as per [Clause 6.2](#) of this RFP. The Selection Committee will shortlist those companies which satisfy the eligibility criteria in all respects and declare the companies which are technically qualified for further evaluation.
- The bidder who does not qualify in the Prequalification Criteria as per [Clause 6.2](#), the bid shall not be considered for technical bid evaluation.
- The Selection Committee comprising eminent members would first thoroughly check the technical bid and supporting documents and allocate marks on various parameters based on the papers produced in the technical bid. Then eligible agencies will be shortlisted based on the technical eligibility criteria.
- The bidders will be advised to make a Technical Presentation (in power point) and prototype demonstration including a Q&A to the Purchase Committee on their capabilities, experiences, etc., and showcase their similar work done for other clients based on the components depicted in the below sections. The Technical presentation & Demonstration shall be based on the categories defined in the Technical Scoring Section (Section 6.4 Point 6).
- The technical presentation & proof of concept for product demonstration shall be held at once or separately based on the discretion of the committee. Bidders shall be intimated accordingly.

### 6.4. Technical Scoring

#	Criteria	Criteria Details	Documentary Evidence	Max. Marks
1	Turnover	Average Annual Turnover from IT/ ITeS /Software Development in the last three financial years. (FY 2019-20, 2020-21 & 2021-22 ) a) Minimum ₹ 3 Cr.: 5 Marks b) > ₹ 3 Cr. and <= ₹ 5 Cr.: 7 Marks	Copies of the Audited Balance Sheet and valid CA certificate (Showing the Average Annual Turnover in IT/ ITeS/ Software Development) for the financial years 2019-20, 2020-21 & 2021-22	10

#	Criteria	Criteria Details	Documentary Evidence	Max. Marks
		c) > ₹ 5 Cr.: 10 Marks		
2	Project Experience	<p>Bidder's experience in implementing web-based system having a minimum work Order Value of ₹ 50 Lakh in the education sector with any of Indian Government Department / State Government Department / PSU/ Universities/ Board/ Institutes in the last 5 years (FY 2018-19 to FY 2022-23).</p> <p>a) One Project : 5 Marks                      b) Two Projects : 7 Marks                      c) Three or more Projects : 10 Marks</p>	Copy of Single Work Order and Certificate of completion of the work for clients / Client satisfaction certificates / Copy of Bill / Invoice showing payment done for ongoing projects.	10
3	Project Experience	<p>Bidder's experience in successfully carrying out Facial Recognition Attendance Management System through a single work order in India in the last 5 years. (FY 2018-19 to FY 2022-23)</p> <p>a) Minimum 20,000 candidates : 5 Marks                      b) Additional 1 Mark for each additional 2,000 candidates in a Single Work order maximum of up to 15 Marks</p>	Copy of Single Work Order and Certificate of completion of the work for clients/ Client satisfaction certificates / Copy of Bill / Invoice showing payment done for ongoing projects	15
4	Project Experience	<p>Bidder's Experience in implementing and rolled out Biometric Attendance Management System in Educational Institutes / Universities / Councils / Boards in India in a single project in last five years (FY 2018-19 to FY 2022-23)</p> <p>a) 20 Institutes : 5 Marks                      b) Additional 1 Mark for in each addition of 5</p>	Copy of Single Work Order and Certificate of completion of the work for clients/ Client satisfaction certificates / Copy of Bill / Invoice showing payment done for ongoing projects	15

#	Criteria	Criteria Details	Documentary Evidence	Max. Marks
		Educational Institutes maximum up to 15 Marks		
5	Number of Resources	Minimum number of technically qualified resources under the company's payroll a) $\geq 30$ and $< 50$ resources – 5 mark b) $\geq 50$ and $< 75$ resources – 7 marks c) Above 75 resources = 10 Marks	a. Copy of latest EPF challan showing the number of members b. Declaration on company letterhead by HR showing the number and details of Technically qualified resources.	10
6	<b>Technical Approach &amp; Proposed solution (Presentation &amp; Demonstration)</b>			<b>40</b>
	Technical Presentation	Bidder shall give a detailed Technical Presentation (for Qualitative assessment based on Bidder's Approach & Methodology, Workplan & Value proposition.) & sample prototype demonstration/ Proof of Concept Demonstrate of similar solution in front of the evaluation committee at a given slot prescribed by SCTE&VT.	Evaluation on the basis of presentation to the evaluation/ purchase committee	
<b>Total</b>				<b>100</b>

### 6.5. Technical Score Evaluation

All the bidders who secure a Technical Score of 70 or more will be declared as technically-qualified.

- a) The bidder with the highest technical bid (H1) will be awarded 100% score.
- b) Technical Scores for other than H1 bidders will be evaluated using the following formula:
- c) Technical Score of a Bidder =  $\{( \text{Technical Bid score of the Bidder} / \text{Technical Bid Score of H1} ) \times 100\} \%$  (Adjusted to two decimal places)

The commercial bid of only the technically qualified bidders will be opened for further processing.

### 6.6. Evaluation of Financial Bid

- a) The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.



- b) The bidder with the **lowest financial bid (L1)** will be awarded 100% score.
- c) Financial Scores for other than L1 bidders will be evaluated using the following formula: **Financial Score of a Bidder = {(Financial Bid of L1/Financial Bid of the Bidder) X 100} % (Adjusted to two decimal places).**
- d) Only fixed-price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.
- e) The bid price will include all taxes and levies and shall be in Indian Rupees.

### 6.7. Error and rectification

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected unless, in the opinion of the tendering authority, there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals,
- c) the subtotals shall prevail, and the total shall be corrected; and
- d) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above conditions.

### 6.8. Combined Evaluation of Technical & Financial Bids

- a) The technical and financial scores secured by each bidder will be added using a weightage of 70% of the Technical Score (T) and 30% of the Financial Score (F) respectively to compute a Composite Bid Score.
- b) The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for the award of the Project.
- c) In the event the bid composite bid scores are “tied”, the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for the award of the Project.
- d) The composite score of the Bidders for the bid shall be worked out as under:

Bidder	Technical Score	Financial Score	Weighted Technical Score (70% of B)	Weighted Financial Score (30% of C)	Composite Score (F=D+E)
(A)	(B)	(C)	(D)	(E)	(F)

### 6.9. Award of Work

The finalization of the Proposals will be done by a committee constituted by the SCTE&VT for this purpose. The work will be awarded to the successful bidder, whose bid has been determined as the best technically and commercially lowest i.e., the work order / Letter of Intent will be

issued to the Maximum Composite Final Scorer (S) with a request to submit the Performance Security. The selected/successful bidder shall sign an agreement with the department incorporating terms and conditions of design, development, implementation, maintenance & support of the proposed solution and payment, and penalties as mentioned in the RFP. The agreement shall be signed within 15 days of communication of selection from the department, failing which the EMD will be forfeited, and legal action will be initiated against the bidder.

## 7. General Terms & Conditions of Tender

### 7.1. Purchaser

State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar, Near Raj Bhawan, Unit-8, Bhubaneswar-751012, Odisha

### 7.2. Performance Bank Guarantee

- a) The selected bidder shall furnish a Performance Bank Guarantee (PBG) for **10% (Ten Percent)** of the contract price, as per Finance Department, Govt. of Odisha maximum within 30 days of the date of issue of Work Order.
- b) The PBG must be from any Scheduled Bank in India. The Performance Bank Guarantee needs to be valid for 60 months from the 7th date of the signing of the contract. SCTE&VT, Odisha reserves the right to cancel the work order if the selected bidder fails to furnish the required BG within the stipulated time.
- c) SCTE&VT shall invoke the performance guarantee in case the selected Service Provider fails to discharge their contractual obligations during the period or SCTE&VT incurs any damages due to the bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

### 7.3. Award Criteria

The selection will be based on QCBS Based method. Please refer to [Section 6.8](#) for details evaluation methodology.

### 7.4. Price

- a) The Bidder shall quote the price in clear terms. The rates quoted shall be per record of successful work and should abide by the Format for Financial Bid described in [Annexure 10](#). The rates quoted should be exclusive of Goods Service Tax or any other taxes/CESS/duty imposed from time to time.
- b) Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances. No open-ended bid shall be entertained and the same is liable to be rejected straightway.
- c) Bids shall remain valid for 180 days after the date of bid opening prescribed by the SCTE&VT. The SCTE&VT holds the right to reject a bid valid for a period shorter than 180 days as nonresponsive, without any correspondence.

## **7.5. Submission of Bid**

### **7.5.1. Number of Copies of Bid**

The Bidder shall submit 1(one) hard copy of each of the Pre-Qualification-cum- Technical Bid and Price Bid. The hard copy of the Pre-Qualification-cum-Technical Bid shall be placed in sealed envelopes clearly marking “A. Pre-Qualification-cum- Technical Bid and Price bid shall be placed in sealed envelopes clearly marking “B. Financial Bid”. Both bids will be placed in a sealed outer envelope superscribed as “RFP Ref. No. \_\_\_RFP Name \_\_\_\_\_” and “Do not open before <<Date & Time of Bid Opening>>”.

The Bid has to be submitted in the form of a printed document though SPEED POST Only. The bids submitted by Telex, fax, or email bids shall not be entertained.

Any condition put forth by the bidder non-conforming to the bid requirements shall not be entertained at all, and such bid shall be rejected.

### **7.5.2. Address for bid submission**

The bid shall be submitted at the below address by speed post to the below-mentioned address:

**To,  
The Vice-Chairman,  
State Council for Technical Education & Vocational Training, Odisha,  
Bhubaneswar, (SCTE&VT, Odisha)  
Near Raj Bhawan, Unit-8, Bhubaneswar-751012,  
Odisha.**

The bids submitted by hand or through any other medium shall not be accepted.

## **7.6. Deadline for Submission of Bids**

### **7.6.1. Last date for Submission**

In the event of the specified date for the submission of bids being declared a holiday for the SCTE&VT, Odisha, the Bids will be received up to the appointed time on the next working day. The last date of submission of the bid is **Dt. 02.08.2023 up to 3 P.M.**

### **7.6.2. Extension for the Last date for Submission**

The SCTE&VT may, at its own discretion, extend this deadline for submission of bids by amending the bid document, in which case all rights and obligations of the SCTE&VT and Bidders previously subject to the deadline, will thereafter be subject to the deadline as extended. The copy of the addenda shall be published on the official website of SCTE&VT under section tender and not to be published in the print media. This shall form a part of the tender document. The bidder shall visit the website for updated information relating to the tender. At any time till 10 days before the deadline for submission of bids, SCTE&VT may for any reason whether an its own initiative or in response to the clarification requested by a prospective bidder, modify the bidding document by amendments.

### 7.6.3. Late Bids

Any bid received by the SCTE&VT after the deadline for submission of bids (**Dt. 02.08.2023 up to 3 P.M.**) prescribed by the SCTE&VT will be summarily rejected and returned unopened to the Bidder. The SCTE&VT shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

### 7.7. Terms of Payment

a) The payment shall be made on the following milestone:

SN	Project Milestone	Supporting Required	Payment Terms
1	<p><b>Deployment &amp; Registration / Enrollment Phase:</b> Deployment of the proposed system &amp; One-time registration accommodating all students belonging to Polytechnics &amp; ITIs in Odisha based on the initial student details given by SCTE&amp;VT, Odisha</p> <p><i>Note: Registration will be done for the first year ITI students and 1<sup>st</sup> Semester &amp; Lateral Entry students for Diploma Courses.</i></p>	Deployment & Registration completion certificate from SCTE&VT	100% of the total payment against one-time registration of all the students listed by SCTE&VT as depicted in the commercial bid format
2	<p><b>Operationalization Phase:</b> Submission of Periodical Attendance / Absentism Report for Diploma &amp; ITI Students as prescribed in the RFP for a period of three years after successful deployment &amp; registration phase.</p>	<p>Detailed Attendance Report prior to each Examination along with the following deliverables.</p> <p>a) Institute-wise per student class attendance Report duly approved by the competent authority.</p> <p>b) Consolidated Analysis Report on Student Attendance based on the parameter prescribed by</p>	100% of the cost towards submission of Attendance/ Absentism Report on Student's attendance as depicted in the commercial bid format and subsequent approval by SCTE&VT.

SN	Project Milestone	Supporting Required	Payment Terms
		SCTE&VT after the engagement of the agency.	

- b) The Agency shall send its invoices for payments along with requisite documents on the basis of milestones established per the financial quote accepted by SCTE&VT in the RFP process. The invoice shall be inclusive of all taxes.
- c) The payment will be subject to TDS as per Income Tax Rules/ GST (if applicable) and other statutory deductions as per applicable laws.
- d) Prices (inclusive of all taxes), to be charged by the Agency for the provision of services in terms of the contract shall not vary from the prices agreed upon in the financial proposal.
- e) SCTE&VT, Odisha shall review the documents and forward the required payment in favor of the Agency within 15 (fifteen) days.
- f) All the Payments will be made in Indian Rupees only in the Bank Accounts of the Agency.
- g) Payments shall be subject to deductions of any amount for which the agency is liable as per the penalty clause set out in the RFP document/Contract. Further, all payments shall be made subject to the deduction of TDS (Tax Deduction at Source) as per the applicable laws.
- h) No interest/ charges shall be paid on delayed payments.
- i) The agency shall not be paid any extra charges (or any out-of-pocket expense) against such items which are required for performing proper and efficient work.

### **7.8. Dispute Invoice**

- a) In case of a dispute on the Invoice amount, such matter shall be discussed with the authority designated by the Nodal, SCTE&VT. In such cases, the Agency shall produce requisite supporting documents, communications, acknowledgment of the SCTE&VT, etc. to support the disputed Invoice amount; however, the decision of the Nodal, SCTE&VT in this matter shall be considered final.
- b) Any dispute or difference or claim arising out of or in relation to this Agreement will be settled by reaching a mutual understanding and amicable settlement between the parties.

### **7.9. Signing of Agreement**

SCTE&VT shall notify the successful bidder once the bidder gets selected. SCTE&VT shall enter into a contract within thirty (30) days of the award of the contract or within such extended period, as may be specified by the Authorized Representative of SCTE&VT, incorporating all clauses and the proposal of the bidder with the successful bidders. The Draft Service Level Agreement (SLA) will be provided as a separate document at the time of the actual awarding of work.

## 8. Service Level Requirement & Penalty

- a) The aim of this SLR is to provide a basis for close co-operation between SCTE&VT and the selected agency, for services to be provided to SCTE&VT, thereby ensuring that timely and efficient support services are available to SCTE&VT and its end-users.
- b) If the service provider is not executing the contract to the satisfaction of the bidder or delays the development and implementation, then the purchaser may send warning notices. After sending two warning notices the purchaser has full rights to terminate the agreement and forfeit their performance security deposited if the delays are purely related to service provider delays.
- c) A penalty at the following rate will be applicable and will be deducted from the payment.

### 8.1. Delay in Deployment & Registration:

However, delay due to dependencies that are not part of the service provider, natural disasters, pandemics, acts of God, government restrictions, and lockdowns (complete or partial) will not be considered as a delay from the service provider and No penalty will be levied.

SN	Delay in the Registration Phase	Penalty to be Imposed
1.	Delay up to 2-4 weeks	0.5 % of the Total Registration Cost
2.	Delay beyond 5-7 weeks and	1 % of the Total Registration Cost
3.	Beyond 7-10 weeks	2 % of the Total Registration Cost
4.	Delay beyond 10 weeks	Termination of agreement and forfeiting the performance security deposited.

- a. The bidder must respond & commit to the SCTE&VT about the above timeline.
- b. The penalty will be imposed in reference to the above table and will be recovered for delayed services from the payment due or the Performance Bank Guarantee, without prejudice to any other right or remedy available under the contract. The vendor shall be considered as a Black-listed /Fraud company/vendor if the vendor withdraws the work at any time during the contract with/without notifying SCTE&VT.
- c. Kindly note here that if the delay is caused due to any reason other than timely deployment or student's registration in the attendance system such as delay in availability or non- functioning of Facial Recognition based Biometric System at the Institutes, unavailability, or non- functioning of internet connectivity at the Device level, the above penalty shall not be imposed on the Agency.

**N.B.-** Upper clapping limit on penalty is 10% of the total cost towards deployment &

*Registration***8.2. Penalty during the Operationalization Phase:**

The penalty shall be imposed based on the below parameters during the operationalization phase.

<b>SN</b>	<b>Delay in submission of Quarterly Report as specified in Terms of Payment</b>	<b>Penalty to be Imposed</b>
1.	Delay Between 1-2 weeks	0.5 % of the cost towards submission of the Attendance/ Absentism Report on Student's attendance as mentioned in the RFP.
2.	Delay Between 2-3 weeks	1 % of the cost towards submission of the Attendance/ Absentism Report on Student's attendance as mentioned in the RFP.
3.	Beyond 3 weeks	2 % of the cost towards submission of the Attendance/ Absentism Report on Student's attendance as mentioned in the RFP.

**N.B.-** Upper clapping limit on penalty is 10% of the Quarterly Payment during the operationalization phase.

The bidder's representative will prepare and submit Service level performance reports in a mutually agreed format by the maximum seventh working day of the completion of each quarter. The reports will include "actual versus target" Service Level Performance, variance analysis, and a discussion of appropriate issues or significant events.

**9. Termination****9.1. Termination for Default**

The SCTE&VT may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the qualified Bidder, terminate the contract in whole or in part if:

- i. The qualified Bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract or any extension thereof granted by the SCTE&VT.
- ii. The qualified Bidder fails to perform any other obligation(s) under the contract. However, the disputes if any may be referred to Arbitration.

**9.2. Termination for Insolvency, Dissolution, etc.**

SCTE&VT may at any time terminate the Contract by giving written notice to the qualified bidder without compensation to the qualified Bidder if the qualified Bidder becomes bankrupt or otherwise insolvent or in case of dissolution of the firm or winding up of the company.

### **9.3. Negotiation**

It is absolutely essential for the bidders to quote the lowest price at the time of making the offer in their own interest. SCTE&VT, however, will have the discretion to choose to enter into any price negotiations.

### **9.4. Single RFP**

In case only one bid is found to be eligible on evaluation of the technical bid, SCTE&VT reserves the right to consider the bid.

### **9.5. Billing**

The Bidder shall specify the Branch/ Location from which they will raise the bill, and, in whose favour, payment will be released. The billing shall be done quarterly.

### **9.6. Language of Bids**

The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and the Purchaser shall be written in the English Language, provided that any printed literature furnished by the Bidder may be written in another language so long as it is accompanied by an English translation in which case, for purposes of interpretation of the Bid, the English translation shall govern. All offers should be made in English and clearly, typed-written. No handwritten proposals shall be accepted.

### **9.7. Force Majeure Condition**

If the execution of the contract is delayed beyond the period stipulated in the consultancy as a result of an outbreak of hostilities, declaration of an embargo or blockade of fire, flood, or acts of God, then Purchaser may allow such additional time by extending the time frame as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the Purchaser, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

### **9.8. Modifications & Withdrawal**

The bid submitted may be withdrawn or resubmitted before the expiry of the last date of submission by making a request in writing to the competent authority of the Purchaser to this effect. No Bidder shall be allowed to withdraw the bid after the deadline for submission of bids.

### **9.9. Right to Reject/Accept the Tender**

The purchaser reserves the right either to reject or accept any or all tenders. The purchaser has the exclusive right to alter the quantities of materials at the time of placing the final purchase order. The type and quantity of items indicated in the tender are provisional and may change as per the actual requirement. After placing the purchase order, the purchaser may order to defer the delivery of the services. It may be clearly understood by the bidders that the purchaser need not assign any reason for the above action. Depending upon the Govt. of Odisha's final decision on whether to conduct the training, the work order shall be issued in favour of the selected agency. Selection of agency through RFP merely does not make any binding on the SCTE&VT, Odisha to place the work order.



### **9.10. Jurisdiction of High Court of Odisha**

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

### **9.11. Confidentiality**

- a) The Bidder shall not, and without the Purchaser's prior written consent, disclose the contract or any provision thereof, or any specification, regarding the services offered or information furnished by or on behalf of the Purchaser in connection therewith to any person other than a person employed by the Bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- b) The Bidder shall not, without the Purchaser's prior written consent, make use of any document or information.
- c) Any document other than the contract itself shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Bidder's performance under the contract, if so, required by the Purchaser.

### **9.12. Obligation to Carry out Purchaser's Instructions**

The Bidder shall also satisfy the purchaser or this inspector that adequate provision has been made to carry out his instructions fully and with prompt attitude.

### **9.13. Final Authority**

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Vice Chairman, State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar, Near Raj Bhawan, Unit-8, Bhubaneswar-751012, Odisha.

## 10. Annexure(s) - Bid Formats

### 10.1. Annexure 1: General Information of Bidder

(To be submitted in Bidder's Company Letter Head)

**RFP No: 1375 Dated 27.06.2023**

SN	Field	Details
1	Name of the Agency	
2	Company registered office address: Telephone number: Fax number: e-mail:	
3	Correspondence/ contact address	
4	Details of the contact person (Name, designation, address, etc.) Telephone number e-mail	
5	Is the company a registered company? If yes, submit documentary proof. Year and place of the establishment of the Company	
6	The former name of the company, if any.	
7	Is the company? <ul style="list-style-type: none"> <li>- a Government/ Public Sector Undertaking?</li> <li>- a proprietary firm?</li> <li>- a partnership firm (if yes, give partnership deed)?</li> <li>- a private limited company or a public limited company?</li> <li>- Limited Liability Partnership</li> </ul>	
8	Is the company registered with GST? If yes, submit a valid GST registration certificate.	
9	Is the company registered for EPF, if yes, submit a valid registration certificate.	

SN	Field	Details
10	Attach the organizational chart showing the structure of the organization including the names of the directors and the position of the key officers. What is the total number of employees?	
11	Number of years in the relevant field of business	
12	Is the company registered with any Government / Department/ Public-sector? undertaking? (If yes, give details)	
13	Is the company recognized as a Start-up? (If Yes, give details)	
14	How many years has your organization been in business under your present name?	
15	Number of offices/project locations in India	
16	Do you have a local representation/ office in Odisha? If so, please give the address and no.of years of operation of the local office	
17	Please give details of staff those will be involved in this project.	
18	List the major clients with whom your organization has been/ is currently associated.	
19	What is the total year of experience in handling? Number of Government projects?	
20	Have you ever been denied tendering facilities by any Government/ Department/ Public sector? Undertaking? (Give details)	
21	Submit receipt of the latest Income Tax Return filed with Income Tax Department and PAN no.	

**Signature: -**

**Name of the Authorized Signatory**

**Company Seal**

## 10.2. Annexure 2: Self Declaration for Non-Blacklisted

(To be submitted in Non-Judicial Stamp Paper of ₹100./-)

Date: \_\_\_\_\_ Ref/ RFP : \_\_\_\_\_ Date:

To,  
The Vice-Chairman  
State Council for Technical Education & Vocational Training, Odisha  
(SCTE&VT)Near Raj Bhawan,  
Unit-8, Bhubaneswar-751012, Odisha

Sir,  
This is to confirm that we M/s \_\_\_\_\_(give full address) have not been declared neither failed to perform on any Agreement nor have been expelled from any Project or Agreement nor any Agreement terminated nor have been blacklisted, for breach by us (Agency) in any of the Govt. Department/ Agency/ Public Sector Unit/ Autonomous body or by any other client in India, in the last five years before the last date of submission of this bid.

Further, this is to confirm that there is no litigation pending against the above-mentioned company/ organization in any court filed by any Govt. Department/ Agency/ Public Sector Unit/ Autonomous body before the last date of submission of this bid.

If the above information is found false after the placement of the Work Order/ Agreement, SCTE&VT, Odisha will have full right to cancel the Contract and forfeit the Performance Guarantee. All the direct and indirect costs related to the cancellation of the order will be borne by us besides any legal action by SCTE&VT which shall be deemed fit at that point in time.

If the above information is found false at any stage during the period of evaluation of the bid, the bids submitted by the above company/organization shall be rejected by SCTE&VT and shall not be considered for further evaluation.

Thanking you,

Signature

(Authorized  
Signatory)

Date:

Place:

**Company Seal**

### 10.3. Annexure 3: Self Declaration

*(To be submitted in Bidder's Company Letter Head)*

Date: \_\_\_\_\_

Ref/RFP: \_\_\_\_\_

To,  
The Vice-Chairman  
State Council for Technical Education & Vocational Training, Odisha  
(SCTE&VT)  
Near Raj Bhawan,  
Unit-8, Bhubaneswar-751012, Odisha

In response to **RFP No: 1375 Dated 27.06.2023**, Ms. /Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our company \_\_\_\_\_ is having an unblemished past record and was not declared ineligible for corrupt & fraudulent practices in any IT relates Services executed either indefinitely or for a particular period of time.

Thanking you,

Signature

(Authorized Signatory)

Date:

Place:

**Company Seal**

#### 10.4. Annexure 4: Authorization Letter for Signing of Bid

(To be submitted in Bidder's Company Letter Head)

Date:

To,  
The Vice-Chairman  
State Council for Technical Education & Vocational Training, Odisha  
(SCTE&VT)Near Raj Bhawan,  
Unit-8, Bhubaneswar-751012, Odisha

**Sub:** Request for Proposal for Selection of Agency for Implementation of Facial Recognition Based Biometric Attendance System in Polytechnics & ITIs of Odisha, RFP No: 1375 Dated 27.06.2023": **Bidder's Authorization Certificate**

Sir,

With reference to the RFP No: 1375 Dated 27.06.2023, Ms./Mr. <Name>, <Designation> is hereby authorized to attend meetings & submit pre-qualification, and technical & commercial information as may be required by you in the course of processing the above-said Bid. S/he is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application. Her/ His contact mobile number is \_\_\_\_\_ and Email-id is \_\_\_\_\_. For the purpose of validation, his/ her verified signatures areas under.

Thanking you,

Signature  
(Authorized Signatory)

Verified Signature by  
Director/CEO

Date:

Place:

**Company Seal**

## 10.5. Annexure 5: Acceptance of Terms & Conditions

*(To be submitted in Bidder's Company Letter Head)*

Date:

To,  
The Vice-Chairman  
State Council for Technical Education & Vocational Training, Odisha  
(SCTE&VT)Near Raj Bhawan,  
Unit-8, Bhubaneswar-751012, Odisha

Sir,

I have carefully gone through the Terms & Conditions contained in the "Request for Proposal for Selection of Agency for Implementation of Facial Recognition Based Biometric Attendance System in Polytechnics & ITIs of Odisha, RFP No: 1375 Dated 27.06.2023"

I declare that all the provisions of this Tender Document are acceptable to my firm. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration. I also hereby declare that we have not participated in any consortium or joint venture. I also declare that we shall not sublet the said project to any third-party agency.

Thanking you,

Signature

(Authorized Signatory)

Date:

Place:

Name of the Bidder:

**Company Seal**

## 10.6. Annexure 6: Technical Bid Cover Letter

*(To be submitted in Bidder's Company Letter Head)*

Date:

To,  
The Vice-Chairman  
State Council for Technical Education & Vocational Training, Odisha  
(SCTE&VT) Near Raj Bhawan,  
Unit-8, Bhubaneswar-751012, Odisha

**Sub:** Request for Proposal for Selection of Agency for Implementation of Facial Recognition Based Biometric Attendance System in Polytechnics & ITIs of Odisha, RFP No: 1375 Dated 27.06.2023: Technical Bid Cover Letter

Sir,

We, the undersigned, offer to provide a solution for the Implementation of the Facial Recognition-based Biometric Attendance System in Polytechnic & ITI Institutes in Odisha, RFP No: 1375 Dated 27.06.2023. We are hereby submitting our Proposal, which includes the Pre-Qualification Bid, Technical bid, and Commercial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We undertake, if our proposal is accepted, to initiate the implementation services related to the assignment no later than the date indicated in the RFP Document.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

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

Thanking you,

Signature

(Authorized Signatory)Seal:

Date:

Place:

Name of the Bidder:

**Company Seal**



### 10.7. Annexure 7 A: Past Project Experience

SN	Name of Organization where the bidder has successfully implemented Web Based System in the education sector with any of Indian Government Department / State Government Department / PSU / Universities/ Board/ Institutes or associated Organizations.  Contact Person, Telephone No, Mobile No, e-Mail, Physical Address	Year of Project	Project Start Date, End Date, Brief of Project	Name of the Client	Project Value	Status (Complete / In Progress)
1						
2						
3						

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

**Company Seal**

**10.8. Annexure 7 B: Past Project Experience**

SN	Name of the organization where the bidder has successfully developed and implemented Facial Recognition Based Attendance Management System in India  Contact Person, Telephone No, Mobile No, e-Mail, Physical Address  URL of Respective assignments	Year of Project	Project Start Date, End Date, Brief of Project	Number of Candidates upon which the system is implemented	Status (Complete/ In Progress)
1					
2					
3					

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

**Company Seal**

### 10.9. Annexure 7 C: Past Project Experience

SN	Name of the organization where the bidder has successfully implemented/ Rolled out Biometric Attendance Management System in India  Contact Person, Telephone No, Mobile No, e-Mail, Physical Address	Year of Project	Project Start Date, End Date, Brief of Project	Name of the Institute/ Board/ Council/ University	Number of Institutes where the solution has been implemented	Status (Complete/ In Progress)
1						
2						
3						

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

**Company Seal**

**10.10. Annexure 8: Compliance Checklist**

RFP No: 1375 Dated 27.06.2023

Please check whether the following have been enclosed.

SN	Enclosure description	Enclosed (Y/N)	Annexure/Attachment/ Page No./ Envelop No. of the enclosure
1	Copy of Certificate of Incorporation of Company or Registration Firm		
2	Copy Goods Service Tax Registration Certificate, Copy of PAN allotted and IT Return for Last three FY (2019-20, 2020-21 & 2021-22)		
3	Copies of Audited Balance Sheet and valid CA certificate for the financial years 2019-20, 2020-21 & 2021-22		
4	a) ISO 9001:2015 or above b) ISO 27001:2013 or above c) CMMI- Level 3 or above Certifications		
5	Copy of EPF Challan for the number of Resources		
6	HR Declaration showing number of technical resources		
7	General Information ( <a href="#">Annexure -1</a> )		
8	Self-Declaration that the bidder hasn't been blacklisted ( <b><i>in Non-Judicial Stamp Paper</i></b> ) / performance issues by any Govt./Private Body ( <a href="#">Annexure - 2</a> & <a href="#">Annexure 3</a> )		
9	Acceptance of Terms & Conditions Contained in The Tender Document ( <a href="#">Annexure -5</a> )		
10	Representative Authorization Letter ( <a href="#">Annexure-4</a> )		
11	Technical Bid Cover Letter		

SN	Enclosure description	Enclosed (Y/N)	Annexure/Attachment/ Page No./ Envelop No. of the enclosure
	<a href="#">(Annexure 6)</a>		
12	Project Experience ( <a href="#">Annexure 7A</a> , <a href="#">Annexure 7 B</a> & <a href="#">Annexure 7C</a> )		
13	Name, Signature with Date & Seal		
14	RFP Document Fee and EMD		

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

**Company Seal**

## 10.11. Annexure 9: Commercial Bid Cover Letter

*(To be submitted in Bidder's Company Letter Head)*

Date:

To,

The Vice-Chairman

State Council for Technical Education & Vocational Training, Odisha

(SCTE&VT)Near Raj Bhawan,

Unit-8, Bhubaneswar-751012, Odisha

**Sub:** Request for Proposal for Selection of Agency for Implementation of Facial Recognition Based Biometric Attendance System in Polytechnics & ITIs of Odisha, RFP No: 1375 Dated 27.06.2023: **Commercial Bid Cover Letter**

Sir,

We, the undersigned, offer to “**Implement Facial Recognition based Biometric Attendance System in Polytechnics & ITI Institutes in Odisha**” : **RFP No: 1375 Dated 27.06.2023** and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <<Amount in words and figures>> exclusive of taxes and duties.

### 1) PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of three years from the date of opening of the Bid. We hereby confirm that our prices include all applicable taxes and duties. We understand that the actual payment would be made as per the existing tax rates during the time of payment.

### 2) UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

### 3) TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your clauses in RFP/Tender document.

### 4) QUALIFYING DATA

We confirm having submitted the information as required by you in your RFP. In case you require any other further information/ documentary proof in this regard before/during the evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

### 5) BID PRICE

We declare that our Bid Price is for the entire scope of the work (Terms of Reference) as specified in the RFP, please refer [Section 5](#). The prices are indicated in the Commercial Bid attached with our Tender part of the Tender. In case there is a substantial difference Request for Proposal

between the component-wise price approved by SCTE&VT and the price quoted by the bidder, SCTE&VT will have the right to ask the bidder to realign their cost without impacting the total bid price. We hereby agree to submit our offer accordingly.

**6) PERFORMANCE BANK GUARANTEE**

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in [Clause 7.2](#) of this RFP document.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, i.e., [Date].

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

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

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

Thanking you,

Signature

(Authorized

Signatory)Seal:

Date:

Place:

Name of the Bidder:

**Company Seal**

### 10.12. Annexure 10: Commercial Bid Format

(To be submitted in Bidder's Company Letter Head)

SN	Particular	Per Student Cost	Count	Total Cost (Excl. GST)	GST	Total Cost (One Time Cost + GST) in INR
		A	B	C= (A*B)	D	E = C+D
1	Per Student One-time registration accommodating all students belonging to Govt. Polytechnics & ITIs in Odisha  <i>(Note: Registration to be done for First Year ITI Students and both First Semester and Lateral Entry students of Diploma )</i>		60,000			
2	Cost towards Submission of Per Student Attendance Report as per instruction given in the RFP for a period of three years ( after successful deployment & registration phase.  <i>(Note: Approximate number of students wherein the attendance report is to be given is One Lakh)</i>		1,00, 000			
<b>Total Cost</b>				<b>Total</b>		<b>Grand Total</b>
<b>In Words:</b>						

**Note:**

- a) The Number of Students as indicated above belongs to 33 Govt. Polytechnics, 61 Govt. ITIs and 125 Private Polytechnics across the state of Odisha.
- b) The number of students mentioned above is indicative in nature. However, it may vary, and payment shall be made to the agency as per actual enrolment.
- c) The Total Cost quoted in Column C by the bidder shall be taken for financial bid evaluation.
- d) The GST shall be paid based on the actual Government's prevailing rates.

**(Authorized Signatory)**

Seal:

Date:

Place:

Name of the Bidder

**Company Seal**