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EXPRESSION OF INTEREST

Technical & Financial BIDs from reputed Organizations/ Institutes, Central/ State Government Organisations/ Agencies having valid TIN number under VAT Act with proven track record are invited up to **12.00 Noon of 21.12.2012 which will be opened at 2.00 PM on the same day**, for **Printing and Supply of Information Brochure Set, Pre & Post Processing works of Diploma Entrance Test-2013.**

Application form for bidding Technical and Financial offer and other details can be downloaded from the Website www.dtetorissa.gov.in / www.detodisha.nic.in from 20th November 2012.

Adv. No.1/DET-13

*Sd/-
Commissioner-cum-DTE&T, Odisha*

**Expression of Interest (EOI)
along with Terms of Reference (TOR)
for DET-2013 which includes pre & post
processing of Diploma Entrance Test**



**Directorate of Technical Education & Training, Odisha,
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EXPRESSION OF INTEREST FOR SUPPLY OF INFORMATION BROCHURE, PRE & POST PROCESSING WORK OF DIPLOMA ENTRANCE TEST (DET)-2013

1. Background:

Diploma Entrance Test is being conducted every year for admission of candidates into various courses of Diploma level Institutions. This is being done by selling application forms throughout the state in different sale counters and receiving the filled in application form through the same sale counter for processing. Then admit cards are being sent to each candidate by Post and also it is made available in the Website. After conduct of Examination, the OMR answer sheets are being evaluated by Computer and Rank Cards issued to the candidates and also it is made available in the Website. During the current academic session the above activities are to be repeated for Diploma Entrance Test (DET)-2013.

2. Purpose:

Establishment of simple, efficient and user friendly computerized system for conduct of DET-2013, declaration of result, preparation of call letters for admission etc.

3. Eligibility:

- i. The BID is open to reputed and registered Organizations / Institutes, Central/State Government Organizations / Agencies, with proven track record in the relevant field.
- ii. The BIDDER must have executed at least Two (2) National / State Level Projects of similar nature in the recent past.
- iii. The annual turnover of the BIDDER must be more than ₹.1.00 Crore per year for the last two financial years.
- iv. The firm/ organization participating in the BID is required to submit copies of up-to-date Income Tax, Sales Tax/ VAT, Professional Tax and Service Tax Certificate as applicable along with the balance sheet for last two years and Organisation Registration Certificate.
- v. The concept for Pre-Processing, Post-Processing has to be explained satisfactorily by the bidder during the presentation. In the absence of this concept, the bid shall be technically rejected.
- vi. An EMD of ₹.35,000.00 (Thirty Five thousands) only shall have to be deposited with the Technical BID, otherwise the financial BID shall be considered rejected.
- vii. Hardware, Software and manpower cost has to be borne by the BIDDER.
- viii. The BIDDER has to bear all costs associated with the preparation and submission of the BID.
- ix. The authority inviting BID will in no case be responsible or liable for any costs regardless of the conduct or outcome of the bidding process.

4. SUBMISSION OF EO

A. Preparation of Bid

- i. The BIDDER must prepare two separate bids – one is 'Technical BID' and the other is 'Financial Price BID'.
- ii. The Technical BID shall consist of following items and documents:

- a. Organization profile, which shall include personnel profile, details of academic as well as experience of back-up personnel.
- b. Details of the experience held by the bidder in handling similar nature of work if any.
- c. Details **(including Hardcopy & Softcopy of the presentation)** of at least one-reference work operational in past or at present executed by the bidder for any organization in the field of Technical Education. This reference work may be used to assess the performance of the bidder.
- d. Copy of registration certification of the company issued by competent authority and Copies of up-to-date Income Tax, Professional Tax, Sales Tax / VAT, Service Tax, Clearance Certificate and other certificates as applicable.
- e. Copy of Company Balance Sheet.
- f. In the Financial Price Bid, the bidder shall indicate the price required in Indian Rupee (₹) for completing entire performance obligation as mentioned under the **"Scope of Work"** @ per candidate. The Financial Price Bid shall be filled in both words and figures.

B. Bid Security

The BID/EOI submitted must be accompanied by the Bid Security (Earnest Money) amount of **₹.35,000/- (Rupees Thirty five Thousands)** only in shape Bank Draft in favour of **"Director, Technical Education & Training, Odisha, payable at Cuttack"** on any Nationalized Bank. The Bid Security of the unsuccessful BIDDER will be remitted back within 2 (two) months from the last date of submission of the tender. The Bid Security of successful BIDDER will be kept till final execution of the work.

C. OPENING OF BID

The Technical & Financial BID will be opened on **21st December 2012** in presence of BIDDERS / authorized representatives who choose to attend the bid opening. Only Authorized Representatives of the BIDDER with valid identity will be allowed to attend the BID opening. Financial Price BID shall be opened for the bidders those who qualify technically.

5. General Terms and Conditions:

- i. The required materials will be supplied by the firm on **F.O.R.** destination at Cuttack.
- ii. Any entry tax if paid by the firm, then the same will be reimbursed on production of original Money Receipt in the name of DTE&T, Odisha.
- iii. An authorized representative of the firm must put his/her initials on all pages of the offer. The representative's authorization need to be confirmed by a written power of attorney accompanying the offer.
- iv. One original and 2 duplicate copies of the Technical Offer & Financial offer is required to be submitted super scribing on the top of envelope **'Original'** or **"Duplicate"** as the case may be. In case of any discrepancies between the original and the duplicate of the offer, the original copy would be considered as final.
- v. The original and duplicate copies of the Technical Offer shall be placed in a sealed envelope clearly marked **"Technical Offer"**. Similarly the original & duplicate copies of the Financial Offer shall be placed in a separate sealed envelope clearly marked **"Financial Offer"** and warning **"DO NOT OPEN"** with the Technical Offer. Both these envelopes shall be placed into an outer sealed envelope bearing the submission address and clearly marked **"Application for DET-2013"**.

- vi. A non-refundable processing fee of an amount **₹.2000.00 (Rupees Two Thousands)** only in shape of Bank Draft drawn in favour of **Director, Technical Education & Training, Odisha**, payable at **CUTTACK** on any Nationalized Bank shall be enclosed with the Expression of Interest.
- vii. The complete offer must be submitted to **Director, Technical Education & Training, Odisha, Killamaidan, Buxibazar, Cuttack** on or before **12.00 Noon (IST)** of the **21st December, 2012** by registered/ courier/ in person. The Offers received after the schedule date & time shall not be valid. The DTE&T-cum-Chairman, DET-2013 will not be responsible for any type of delays.
- viii. For any clarification **DET Cell, DTE&T, Odisha**, may be contacted during office hours along with written query on or before **15th of December 2012** through Office Tele/Fax Number- **0671-2305655** and FAX-**0671-2301961**.
- ix. The received offers shall remain valid for a minimum period of 12 (Twelve) months from the date of opening.
- x. Submission of the Expression of Interest and participation by an Organization shall be construed that the Organization agrees to abide by all the terms and conditions prescribed for the assignment.
- xi. DTE&T Odisha-cum-Chairman, DET-2013, reserves the right to accept or reject any or all offers without assigning any reasons thereof and to add, modify or delete any of the terms and conditions without any prior notice. The decision of **DTE&T Odisha-cum-Chairman, DET-2013** shall be final and bindings.
- xii. DTE&T Odisha-cum-Chairman, DET-2013, reserves the right to modify the requirement at any time during the process of finalization of tender.
- xiii. Bid not submitted as per prescribed procedures and guidelines will be liable for cancellation and will be termed as **Non Responsive** and hence will not be considered for evaluation.
- xiv. The bidder selected for the contract will be informed by an award letter of which the acceptance has to be submitted to the authority within **3 (three) days** of receipt of award letter, failing which the EMD of the bidder will stand forfeited and the second lowest bidder will be considered for the contract.
- xv. The authority inviting the BID will reserve the full authority to cancel or accept any BID without assigning any reason whatsoever without thereby incurring any liability to the affected BIDDERS or any obligation to inform the affected BIDDERS.
- xvi. Responsive bidder not performing the obligation under the contract, with sufficient reasons acceptable to the authority inviting the BID, will be **Black Listed**.
- xvii. At any time prior to the deadline for submission of bids, the authority inviting the bid may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. All prospective bidders who have received the bidding documents will be informed of the amendment in writing or by Fax, and will be binding on them. No response or clarification within 3 days will automatically stand accepted by both the parties.
- xviii. In case of any dispute the authority inviting the bid and the vendor shall make every effort to resolve amicably by direct informal negotiation. If such informal negotiation fails, the matter will be referred to Commissioner cum Secretary to Govt.-cum-Chairman, Apex DET-2013

Committee, E and TE&T Dept., Govt. of Odisha, whose decision will be final and binding on all.

- xix. In case of any false or incorrect information found in the EOI, the authority inviting the BID may reject the BID forthwith with forfeiture of Bid Security. Authority inviting the BID may also initiate legal action against the BIDDER.
- xx. If any additional order will be placed subsequently, the firm is binding to execute the order in stipulated time with same rate.
- xxi. The Courts at Cuttack, Odisha alone shall have the jurisdiction to settle and decide all disputes related to this matter.
- xxii. For any delay in completing the work, the firm will be imposed a financial penalty that will be decided by the authority.
- xxiii. The firm has to adhere to the specification as mentioned in Financial BID otherwise suitable penalty deemed proper shall be imposed by the authority.

6. Evaluation Procedure:

1. The Technical Offer received shall be scrutinized by an Evaluation Committee constituted by DTE&T, Odisha, Cuttack for the purpose.
2. Evaluation Committee will evaluate all technical offers as per criteria laid down in technical offer.
3. The Financial bids of technically qualified Bids will be evaluated as a whole considering all items.
4. The BIDDER has to quote rates for each items as per the scope of the work excluding the TAXES as applicable. Evaluation will be made as a whole considering each item (on single lot basis) and order will be placed item wise and payment shall be made accordingly.
5. The bidders should quote offer for all the items failing which the Financial BID stand rejected.
6. The lowest rate considering all items taken together quoted by the bidder will be called for presentation.
7. If required negotiation may be made for awarding contract.

Annexure-A

Terms of Reference (TOR)

i. Objectives:

The broad objective of Computerized Pre & Post processing work of DET-2013 is for:

- i. Development of Software for preprocessing examination work.
- ii. Development of Software for Post processing examination work up to generation of RANK CARDS.

ii. Scope of Work:

The BIDDER has to set up all Hardware and Software prior to starting of the work at **DET Cell, BOSE, Cuttack, Odisha**. It will be the responsibility of the bidder to maintain all the installed hardware, software etc. during the entire period of execution of work. The job can be taken up in three phases

Stage-I PRE PROCESSING OF EXAMINATION WORK

1. As per the last year figure, about **60,000** applicants appeared the DET Examination in approximately 140 centers.
2. Printing of Information Brochure for reference of students.
3. Printing of OMR application form with Bar Code.
4. Printing of OMR Answer Sheet with Bar Code and Carbon less duplicate as per our sample given.
5. Generation of Admit Card format in the Website.
6. Generation of Attendance-cum-verification sheet for each centre and allotment of Roll numbers.
7. Facility to print the generated reports in a printable format.
8. Printing of OMR answer sheets as per the sample with coding & decoding facilities.

Stage-II POST PROCESSING OF EXAMINATION WORK

9. Scanning of OMR answer sheets after coding & decoding.
10. Development of software for evaluation of OMR answer sheet and generation of merit rank category wise along with combined merit rank.
11. Generation of rank card and publication of result in the WEB.
12. Generation of merit list both in combined & reserve category wise both in HARD & SOFT copy format.
13. Any other report if any (as per instruction).

iii. Details of Modules:

For convenience in understanding and relating physical, overall project activities were divided into broad groups, referred hereunder as 'ACTIVITIES'. Similarly subgroups within each broad group or ACTIVITIES were created based on sub-activities and are called as 'PACKAGE' for better understanding. Under each package there are specific 'COMPONENTS' and depending upon the type of component, development of 'SOFTWARE' need to be created.

Table – 1 (Activities under each modules)

Activity	Package	Component
Activity - I Pre-processing of Examination Work	Package-I	1. Printing of Information Brochure (as per specification) 2. Printing of Admit Card, Rank Card & Acknowledgement Card (as per sample) 3. Printing of Envelopes (as per sample) 4. Printing of OMR application forms (as per sample) 5. Printing of OMR answer sheet (as per sample)
	Package-II	1. Processing of OMR APPLICATION FORMS through machine scanning. 2. Creation of ADMIT CARD 3. Generation of ATTENDANCE sheet / VERIFICATION sheet for each EXAM centers. 4. Distribution of unique ROLL NO to the applied candidates. 5. Creation of DATA-BASE of applied candidates in CATEGORY and GENDER wise for return/report.
Activity-II Post-Processing of Examination work	Package-III	1. Double machine scanning of OMR ANSWER SHEETS received from different EXAM CENTERS and making all CODING & DECODING procedure with assignment of individual unique SCAN number for each OMR ANSWER SHEET. 2. Preparation of MERIT LIST in COMBINED as well as RESERVE category. 3. Publication of RESULT center wise list in the WEB along with printed HARD copy.
	Package-IV	1. Generation of RANK CARD (as per sample given) in the WEB for easy download.
	Package-V	1. Printing and supply of entire MERIT LIST of candidates appeared in the DET-2013 to DTE&T and all verifying centers.

iv. Output / Deliverables:

- Printed copy of Information Brochure Set of DET-2013 - 60,000 copies (Approx.)
- Printed copy of Answer sheet, Admit Card, Rank Card etc - As per requirement.
- Any other report as per our requirement.

v. Time line:

Sl. No.	Activity	Package	Duration
01.	Activity-I	Package-I	10 days
		Package-II	05 days
02.	Activity-II	Package-III	10 days
		Package-IV	07 days
		Package-V	03 days

vi. Periodical Monitoring of Work by Review Committee:

The assigned work shall be supervised by different Committee. The opinion of the Committee would be final and shall be addressed by the agency/organization time to time whom the work would be assigned.

The above committee will review the progress of work and/or depute an official for the purpose to closely monitor the same. The committee or the deputed official would interact with the agency from time to time, whenever required, to assess the progress and quality of work. The comments provided by the committee members/designated official's time to time need to be addressed by the selected organization at each stage of the assignment.

Annexure-B

Format of Technical Offer for VARIOUS WORKS OF DIPLOMA ENTRANCE TEST (DET)-2013

1. Name of the Organization:
2. Name and designation of Office bearer(s):
3. Full Postal Address, Phone/Fax, e-mail, Website:
4. Branches & Presence in Odisha or Eastern Region (Specify, if any):
5. Registration Details and Financial turnover of last 2 (Two) years : (Attach details as separate enclosure)
6. **Details of past assignments relevant to present assignment:**

Title of the Assignment	Name of the Client	Specific objectives & outcome	Total value of the assignment (₹.)	Duration of assignment (Months)	Salient features of the assignment

7. **Details of Team Composition for the assignment:**

Name of the Professional staff	Basic Qualification & Specialization	Past Work Experience in relevant field (Years)	Details of Past Work Experience (specific to proposed task)	Proposed Task under the assignment	Proposed Number of Days under the assignment

8. Details/Documents of important assignments under taken to highlight similar previous experience (enclose copies of few relevant works):
9. Qualification of ToRs/ Comments on ToRs:
10. Understanding of Assignment:
11. Description of Proposed Methodology:
 - (a) Detailed Approach
 - (b) Proposed Methodology
 - (c) Detailed Work Plan and time scheduler with Milestones
 - (d) Estimates of individual and total Staff Effort to carry out the Assignment. (NOTE: NO FINANCIAL /COST DETAILS TO BE PROVIDED IN TECHNICAL OFFER). Provide details about individual member of the proposed team.

Name of the Professional staff	Proposed Role/ Specialization	No of Person days to be spent on the Assignment (within HQ. at Cuttack)	No of Person days to be spent on the Assignment (Outside HQ at Cuttack)	No of Person days to be spent on the Assignment (Outside State)

12. Enclosures:

- (a) CV's, recently signed by the proposed professional staff for this assignment.
- (b) Profile of Organisations/ Agencies/ Annual reports (Most recent).
- (c) Copy of last Two year's audited statement of Accounts.
- (d) Copy of registration certificate/ TAX Clearance Certificates as applicable.
- (e) Documents/Reports of important and relevant Developed software, Databases, Technical Support provided to highlight similar previous experience.
- (f) Sample copy of the materials.

Date:
Place:

Name and Signature of the Authorized Signatory
Designation

Annexure-C

**Format of Financial Offer for
VARIOUS WORKS OF DIPLOMA ENTRANCE TEST (DET)-2013.**

(This format must be kept in a separate sealed envelope clearly marked as “Financial Offer”)

Name of the Organization:

Sl. No.	Item	Unit	Price	
			In Figure	In Words
01.	Printing a. Printing & supply of Information Brochure (size: 11 x 8.5 inch, Central stitching) of approximately 48/50 pages with 90 GSM single color inner pages and 200 to 220 GSM multicolor cover page (Imported Art Paper). b. Printing & supply of OMR Application Form with Bar Code (105 GSM, Map litho, about 14 inch length). c. Printing & supply of OMR Answer sheet with Bar Code and carbonless duplicate (105 GSM, Map litho, about 12 inch length). d. Printing & supply of Admit, Rank and Acknowledgement Card duly numbered. e. Printing & supply of Big Envelop to contain Information Brochure, Medium size Envelope to contain Application Form and Window Envelop for Admit Cards & Rank Cards (As per Sample)	Per Candidate		
02.	Pre-Processing of Examination Work : Software Development including all materials, manpower & Technical Support for the entire process of conducting DET-2013 and its related activities like generation of Roll List, Admit Card with Photograph, Attendance-cum-Verification list etc.			
03.	Post Processing Examination Work Software Development including all materials, manpower & Technical Support for publication of result DET-2013 and its related activities like generation of Merit list in combined and reserve category wise, Rank Card with Photograph etc.			
04.	Other Direct Cost Stationery and Printing			
	Tax as applicable (Sales/ Service/ Entry Tax if any)			
	Total			

- N.B. (i)** The materials to be supplied by the firm on F.O.R. destination at Cuttack
- (ii)** The BIDDER has to quote rates for each items as per the scope of the work excluding the TAXES as applicable. Evaluation will be made as a whole considering each item (on single lot basis) and order will be placed item wise and payment shall be made accordingly.

Date:
Place:

Signature with Name of the authorised Signatory
& Designation

CHECK LIST

Envelopes	Documents Furnished	Yes / No
Technical offer (No financial details)	1. Filled in Format for Technical Offer (Annexure-B)	
	2. Detailed Methodology	
	3. CVs, recently signed by the proposed professional staff for this assignment	
	4. Profile of Organisations/ Agencies/ Firms with a focus on similar type of previous assignment	
	5. Annual Reports (Most Recent)	
	6. Copy of last Two year's audited statement	
	7. Copy of Registration Certificate	
	8. Details/Documents of few important and relevant Developed software, Databases, Technical Support provided to highlight similar previous experience	
	9. One "ORIGINAL" and Two "COPIES" of technical offer in Duplicate	
	10. Envelope with Technical Offer (Original & Copies) sealed properly and marked as "Technical Offer"	
	11. Non refundable Bank Draft for ₹.2000 /- drawn in favour of Director, Technical Education & Training, Odisha, payable at Cuttack on any Nationalized Bank as processing Fees.	
	12. Sample of Materials as per our specifications	
Financial offer	1. Format for Financial Offer (Annexure-C)	
	2. Envelope with Financial Offer sealed properly and marked as "FINANCIAL OFFER" and warning "Do NOT OPEN WITH THE TECHNICAL OFFER".	

Both sealed envelopes – "Technical Offer" and "Financial Offer" placed into an outer sealed envelope should clearly marked "Application for PRINTING AND SUPPLY OF INFORMATION BROCHURE, PRE & POST PROCESSING WORK OF DIPLOMA ENTRANCE TEST-2013".