

**DIRECTORATE OF TECHNICAL EDUCATION & TRAINING, ORISSA, CUTTACK
KILLA MAIDAN, BUXIBAZAR, CUTTACK-753001**

**TENDER NOTICE INVITING EXPRESSION OF INTEREST FOR E-ADMISSION
TO VARIOUS DIPLOMA / DEGREE COURSES DURING DET / OJEE-2010**

Directorate of Technical Education & Training, Orissa, Cuttack invites BID from reputed Software Development Organizations / Institute, Central / State Government Organisations / Agencies, Academic Institutions with proven track record for development and operationalising the **e-admission** and **e-counseling process** for conducting the **Diploma / Degree Entrance Test 2010 (DET/OJEE-2010)** and admission through e-counseling and other related activities.

Willing applicants must have executed at least one National / State Level Projects of similar nature in recent past and have annual turnover more than Rs.5.00 Crores in each of the last two financial years.

Application form for bidding Technical & Financial offer and other details can be downloaded from the Website www.dtetorissa.gov.in from 13th January 2010.

Filled-up application forms along with all requisite documents and a non refundable Bank Draft of Rs.5,000.00 drawn in favour of **Director of Technical Education & Training, Orissa**, payable at **CUTTACK** on any Nationalized Bank shall reach to the above address latest by 5.00 PM (IST) 25th January 2010.

Advt. No.-2/DET-OJEE-2010

Director of Technical Education & Training, Orissa.

Advt. Size - 3 Col X 6 cm

Expression of Interest (EOI)
along with Terms of Reference (TOR)
for e-admission to various Diploma / Degree
Courses during DET/OJEE-2010 which
includes pre & post processing of
Diploma / Degree Entrance Test and
e-counseling



Directorate of Technical Education & Training, Orissa,
Killamaidan, Buxibazar, Cuttack-753001
e-mail : dtetorissa@hotmail.com / dtetorissa@gmail.com
Website : www.dtetorissa.gov.in

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**Directorate of Technical Education & Training, Orissa
Killamaidan, Buxibazar, Cuttack-753001.
e-mail : dtetorissa@hotmail.com / dtetorissa@gmail.com
Website : www.dtetorissa.gov.in**

No:

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Filled-up application forms along with all requisite documents and a non refundable **Bank Draft of Rs.5,000/-** drawn in favour of **Director of Technical Education & Training, Orissa, payable at CUTTACK** on any Nationalized Bank shall reach latest by **5.00 PM (IST) 25th January 2010**. The same will be opened on **27th January 2010 at 11 AM** along with Power Point Presentation in the office of **Director of Employment, Orissa, Bhubaneswar**.

Director of Technical Education & Training, Orissa, Cuttack.

EXPRESSION OF INTEREST FOR E-ADMISSION TO VARIOUS DIPLOMA / DEGREE COURSES DURING DET/OJEE-2010

1. Background:

Diploma / Degree Entrance Test is being conducted in each year by selling the application form in the sale counter and also received through sale counter for processing. Then admit cards were sent to each candidate by Post and it also be available in the Website. Similarly the OMR answer sheet were evaluated by Computer and rank cards were sent to the students which were also available in the Website. A central counseling is being done where students have to come physically to exercise his/her option. All these problems create too much unnecessary workload, a lot of paper work and time consuming reporting methods, lack of consolidated applications and registration data with council, huge turnout of students and long queries in the counseling centre and many a number. At a large more or less the entire work is being monitored manually which is to be streamlined by giving opportunity to the candidates for online admission and exercise their option through e-counseling.

2. Purpose:

Establishment of simple, efficient and user friendly computerized system for conduct of DET/OJEE-2010, registration, declaration of result, e-counseling, admission, Call center help line & all other related analytical/ status reports.

3. Eligibility:

- i. The BID is open to reputed and registered Software Development Organizations / Institutes, Central/State Government Organizations / Agencies, Academic Institutions, with proven track record in the relevant field.
- ii. The BIDDER must have executed at least one National / State Level Projects of similar nature in the recent past.
- iii. The annual turnover of the BIDDER must be more than Rs.500.00 lakhs in each of 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, Professional Tax and Service Tax (if any) Certificate along with latest balance sheet and ROC Certificate.
- v. The concept for Pre-Processing, Post-Processing, Online Counseling and Fee Payment has to be demonstrated by the bidder during the presentation. In the absence of this concept, the bid shall be technically rejected.
- vi. An EMD of Rs50,000/- shall have to be deposited with the Technical BID, otherwise the financial BID shall be considered rejected.
- vii. All the networking, Hardware, Software & Band Width 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 EOI

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. A total project report of the work under this contract showing methodologies to be adopted in successful completion of the online application submission and counseling programme as defined under the "Scope of Work".
 - b. Organization profile, which shall include personnel profile, details of academic as well as experience of back-up personnel.
 - c. Details of the experience held by the bidder in handling similar nature of work if any.
 - d. Details **(including Softcopy of the presentation & hardcopy)** 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.
 - e. Copy of registration certification of the company issued by competent authority and Copies of up-to-date Income Tax, Professional Tax, Sales Tax and Service Tax (as applicable) Clearance Certificate, etc.
 - f. Copy of Company Balance Sheet.
 - g. 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 who appeared the examination. The Financial Price Bid shall be filled in both words and figures.
 - h. The selected BIDDER shall have to deposit a sum of Rs.5.00 lakh towards Security Deposit for award of the project.

B. Bid Security

The BID/EOI submitted must be accompanied by the Bid Security (Earnest Money) amount of Rs50,000/- (Rupees Fifty Thousand only) in shape Bank Draft in favour of "Director, Technical Education & Training, Orissa, payable at Cuttack" on any Nationalised 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 adjusted against the security deposit.

C. OPENING OF BID

The Technical BID will be opened in presence of BIDDER / Authorized representatives who choose to attend the bid opening ceremony to be held as per date and time stated. Only Authorized Representatives of the BIDDER with valid identity will be allowed to attend the BID opening ceremony. No Financial Price BID shall be opened unless the technical presentation of the selected bidder is cleared and found appropriate.

5. General terms and conditions:

- i. 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.
- ii. One original and 2 copies of the Technical Offer and original Financial offer is required and this should be marked 'Original' or 'Copy' as the case may be. In case of any discrepancies between the original and the copies of the Offer, the original copy would be considered as final.
- iii. The original and all copies of the Technical Offer shall be placed in a sealed envelope clearly marked "**Technical Offer**". Similarly the original copy 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 E-Admission DET/OJEE-2010**".
- iv. A non-refundable Bank Draft of Rs.5000 (Rupees Five Thousand Only) drawn in favour of **Director, Technical Education & Training, Orissa, payable at CUTTACK** on any Nationalized Bank shall be enclosed with the Expression of Interest.
- v. The complete offer must be submitted so as to reach the address mentioned below on or before 5.00 P.M (IST) of the 25th January, 2010 by registered/ courier/ in person. The Offers received after the schedule date & time shall not be valid. DTE&T authority will not responsible for any type of delays.
- vi. For any clarification **Mr. G. R. Ray, Dy-Director (B&M), DTE&T, Orissa, Ph.9853274417 and Dr. A. N. Acharya, Registrar, BPUT, Bhubaneswar, Ph.9437273851** may be contacted during office hours along with written query on or before 21st of January 2010.
- vii. The received offers shall remain valid for a minimum period of 6 (Six) months from the date of opening.
- viii. Submission of the Expression of Interest and participation by an Organization shall be construed the Organization agrees to abide by all the terms and conditions prescribed for the assignment.
- ix. DTE&T, Orissa, Cuttack 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, Orissa, Cuttack** shall be final and bindings.
- x. DTE&T, Orissa, Cuttack reserves the right to modify the requirement at any time during the process of finalization of tender.
- xi. The bidder has to undertake Online Admission and Counseling Programme, as detailed under **SCOPE OF WORK**, on behalf of the Directorate of Technical Education, Orissa, Cuttack,
- xii. The bidder selected for awarding contract will have to sign an agreement in connection with the work for which the Performa will be designed by the authority inviting EOI in due course.
- 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 second lowest bidder will be approached 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 BIDDER/ BIDDERS or any obligation to inform the affected BIDDER/ BIDDERS.
- xvi. In addition to the BID, the accepted bidder not performing the obligation under the contract, with sufficient reason 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 notified 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, Industries Dept., Govt. of Orissa**, 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.

6. Selection Procedure:

1. The Technical Offer received shall be scrutinized by an Evaluation Committee constituted by DTE&T, Orissa, Cuttack for the purpose.
2. Evaluation Committee will evaluate all technical offers as per criteria determined by the committee and the short list organizations may be invited for making a presentation at DTE&T, Orissa, Cuttack.
3. The financial bids of the finally short listed organizations will be evaluated on TURN KEY basis.
4. If required negotiation may be made for awarding contract.

Annexure-A

Terms of Reference (TOR)

1. Objectives:

The broad objective of Computerized e-admission process for DET/OJEE-2010 is Development and Operationalisation of Software along with Technical support for :

- i. Development of Software for preprocessing examination work along with creation of call centers for meeting the queries of the applicant's.
- ii. Development of Software for Post processing examination work up to generation of RANK CARD.
- iii. Development of Software for e-counseling along with training to our existing staffs.
- iv. If required up-gradation of our existing WEBSITE along with all back up arrangement for the purpose.

2. Scope of Work:

The BIDDER has to set up all the network, Hardware, Software and necessary internet connection of required BAND WIDTH prior to starting of the work. It will be the responsibility of the bidder to maintain all the installed networking, hardware, software etc. during the entire period. The e-counselling job can be taken up in three phases as detailed below:

Stage-I PRE PROCESSING OF EXAMINATION WORK

1. Creation of Multimedia presentation on prospects of DIPLOMA / DEGREE Technical Education and process of Online Admission and E-Counseling to be telecast through DOORDARSHAN / LOCAL TV channels and distributed through CD for wide publicity.
2. As per the last year figure, about 50,000 applicants appeared the DET Examination in approx 140 centres and about 80000 candidates appeared the OJEE in about 162 centers.
3. Designing of specific website for Data Entry interface and related formats for submission of application form online.
4. Generation of application form in the Website.
5. Generation and Printing of Information Brochure and e-counseling guideline document for reference of students. A downloadable SOFT copy in PDF format should be available in the WEBSITE for public reference.
6. Technical manpower support to the identified Institutions by providing well conversant technical person from the executing firm in approximately 130 receiving centers for diploma and 130 receiving centers for degree where the candidates can submit application forms online / offline.
7. Opening of Call Centers for facilitating student queries regarding counseling and admission process from February 2010 to August 2010.
8. Generation of Admit Card format in the Website.
9. Generation of Attendance-cum-verification sheet for each centre and allotment of Roll numbers.

10. Development of online payment system for fee collection by the following methods:-
 - A- Fee payment through Credit Card
 - B- Fee payment through Bank to Bank transfer
 - C- Fee payment through cash deposit in Bank through Electronic slip.
11. Facility to print the generated reports in a printable format.
12. Printing of OMR answer sheets as per the sample with coding & decoding facilities.

Stage-II POST PROCESSING OF EXAMINATION WORK

13. Scanning of OMR answer sheets after coding & decoding.
14. Development of software for evaluation of OMR answer sheet and generation of merit rank category wise along with combined merit rank.
15. Generation of rank card and publication of result in the WEB.
16. Generation of merit list both in combined & reserve category wise both in HARD & SOFT copy format.
17. Generation of result sheet in Centre / Gender wise both in HARD & SOFT copy format.

Stage-III E-COUNSELLING PROCESS

1. Generation of Registration form to participate in the counseling along with e-slip with all facilities to make it user friendly as well as locking arrangement for individual candidates. (Such as : Name of Institutions with intake capacity of different approved disciplines, Choice of branches of different Institutions, Password protection etc.)
2. Technical support to the Identified Institutions for verification of documents (Approximately 20 for diploma and 30 for degree) by providing well conversant technical person from the executing firm during the reporting time of the candidates after final allotment of the seat to the candidate, till end of the admission process.
3. The executing firm has to prepare seat matrix as per the percentage of seats for reserved category prescribed by Govt. both for 1st year & lateral admission.
4. The list of admitted candidates should also be provided with a permanent registration number at the moment the verifying institution confirms his admission with printed registration slip.
5. Automatic creation of money receipts with individual number for each & every payment of individual candidates for the purpose.
6. Following facilities will have to be provided under "Online Counseling" :-
 - (i) Online filling-up and submission of counseling / admission forms by the candidates through controlled data access at different levels.
 - (ii) Online display of list of college, vacancies and eligible candidates.
 - (iii) Secured collection of counseling/admission fee through online/offline mode – "E-Cash Coupon", "Cash Deposit to Bank through E-Slip" or in other modes.

- (iv) Processing of allotment in different phases till last candidate is admitted.
- (v) Issue of admission advice to the candidates as per their choice through the Internet.
- (vi) Providing counseling information to the candidates through mobile/cell phone.
- (vii) Online submission of admission data to the institutions.
- (viii) Collection of feedback on admission data from the institutions.
- (ix) 18-hours call centre support to the candidates.
- (x) Proper guidance to the institutions.
- (xi) Reporting at institutions.
- (xii) Help desk centre at multiple locations (In all DIPLOMA institutions).
- (xiii) E-mail/SMS support.
- (xiv) Support of hardware and network to the institutions till completion of admission.
- (xv) Arrange awareness meetings in at least 13 (thirteen) identified locations with live demonstration for the head of the polytechnics and for the candidates.
- (xvi) Submission of reports as per requirement of the Council.
- (xvii) Co-location Web Server and data security backup

3. 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 Exam work	Package-I	Printing of brochure/ e-counseling guideline, OMR answer sheet	1. Printing of Information Brochure 2. Printing of guideline booklet 3. Printing of OMR answer sheet.
		Package-II	Technical Support	1. Creation of Call Centre for meeting the queries of candidates. 2. Deployment of computer personnel for receiving of ONLINE application, Generation of ADMIT CARD etc. at Exam conducting centers. 3. Deployment of Technical experts at DTE&T main center for controlling the entire process.
		Package-III	Development of Software to use in the WEB as well as COMPUTER SYSTEMS	1. Generation of APPLICATION FORMS 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 course wise DATA-BASE 6. Generation of separate individual E-SLIP for each & every PAYMENTS made by candidates with record stored in DATA-BASE.

				7. Creation of DATA-BASE of applied candidates in CATEGORY and GENDER wise for return/ report.
Activity-II	Post-Processing of Examination work	Package-IV	Publication of RESULT	<ol style="list-style-type: none"> 1. Double scanning of 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-V	Creation of INTIMATION and RANK CARD	<ol style="list-style-type: none"> 1. Generation of RANK CARD (as per sample given) in the WEB for easy download. 2. Generation of INSTRUCTION sheet for CANDIDATES regarding submission of Original Documents for verification at the identified / intimated centers.
		Package-VI	Printing of MERIT LIST	<ol style="list-style-type: none"> 1. Printing and supply of entire MERIT LIST of candidates appeared in the DET/OJEE-2010 to DTE&T and all verifying centers.
Activity-III	E-Counseling	Package-VII	Development of software for E-COUNSELLING process	<ol style="list-style-type: none"> 1. Generation & download of REGISTRATION form in the WEB and to be linked with 4 Nos. of WEBSITES of DTE&T, SCTE&VT, BOSE & UCPEs. 2. Creation of Data base showing all the sanction in-take of each institute splitted category wise in a sheet matrix form. That should be in-built in the obtain format. 3. Provision for allotment of seats and locking arrangement by the candidate along with password system. 4. Development of software for giving authority to the administrator/identified institute for locking the process.
		Package-VIII	Technical Support	<ol style="list-style-type: none"> 1. Deployment of at least one Technical Expert in each identified institute for confirmation of the students report. 2. Development of a team of Technical Expert at the Central DET/OJEE, Cell to monitor the entire process.
		Package-IX	Printing of Hard copies	<ol style="list-style-type: none"> 1. Institute- wise daily report regarding the admission figure. 2. Institute-wise Bank Draft collection report. 3. Final admission figure for each institution, branch /category wise.
Activity-IV	Post Counseling work	Package-X	Allotment of Registration number	<ol style="list-style-type: none"> 1. Generation of registration slip of the candidate which can be downloaded from website by the candidate. 2. Creation of Data base for the admission of NRI students.

4. Output/Deliverables:

1. Printed Hard copy of Information Brochure DET/OJEE-2010 - 50,000 copies (Approx.)
2. E-Counseling guideline Booklet - 70,000 copies (Approx.)
3. Hands on training to designated Users/ Officials of the Project
4. Installation of the SOFTWARE at all levels and securing a certificate from the concerned official with a assurance that the software is installed and working properly.
5. Related software manual in both soft and Hard copy.
6. Full time operationalisation support with on site trouble shooting
7. Any other report as per our requirement.

5. Time line:

Sl. No.	Activity	Package	Duration
01.	Activity-I	Package-I	15 days
		Package-II	07 days
		Package-III	15 days
02.	Activity-II	Package-IV	12 days
		Package-V	03 days
		Package-VI	07 days
03.	Activity-III	Package-VII	10 days
		Package-VIII	
		Package-IX	07 days
		Package-X	10 days

6. 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

E-ADMISSION TO VARIOUS DIPLOMA COURSES DURING DET/OJEE-2010

1. Name of the Organization:
2. Name and designation of Office bearer(s):
3. Full Postal Address, Phone/Fax, e-mail:
4. Branches & Presence in Orissa or Eastern Region (Specify, if any):
5. Registration Details and Financial turnover:

<u>Financial Year</u>	<u>Total Turnover (INR)</u>
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FY 2007-08 :

FY 2008-09 :

6. Experience in Software Development and Related Activity (last 3 years):

Title of the Assignment	Name of the Client/ Donor/Funding agency	Specific objectives & outcome	Total value of the assignment (Rs)	Duration of assignment (Months)	Salient features of the assignment

7. Details of past assignments relevant to related software development and Database designing:

Title of the Assignment	Name of the Client/ Donor/Funding agency	Specific objectives & outcome	Total value of the assignment (Rs)	Duration of assignment (Months)	Salient features of the assignment

8. Details of Team Composition for the assignment: (Duly signed CV to be enclosed)

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

9. Details/Documents of few important and relevant Developed software, Databases, Technical Support provided to highlight similar previous experience (enclose copies of few relevant work):
10. Qualification of ToRs/ Comments on ToRs:
11. Understanding of Assignment:
12. 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)

13. 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 three 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.

Date:

Name and Signature of the Authorized Signatory

Place:

Designation

Annexure-C

Format of Financial Offer for E-ADMISSION TO VARIOUS DIPLOMA COURSES DURING DET/OJEE-2010.

(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 Printing of Information Brochure	Per Candidate who appeared the Examination		
02.	Printing of E-Counseling Guidance Booklet.			
03.	Printing of OMR Answer sheet			
04.	Pre-Processing Examination Work : Software Development including all manpower & Technical Support for the entire process of conducting DET/OJEE-2010 and its related activities.			
05.	Post Processing Examination Work Software Development including all manpower & Technical Support for publication of result DET/OJEE-2010 and its related activities.			
06.	E-Counseling Process Software Development including all manpower & Technical Support for the entire process of Counseling for DET/OJEE-2010 and its related activities.			
07.	Other Direct Cost Stationery and Printing			
	Tax (as applicable)			

N.B. : The BIDDER has to quote one single rate to complete the entire process as per the scope of the work on TURN KEY basis excluding the TAXES as applicable. Evaluation will be made on single LOT basis

Date:

Signature with Name of the authorised Signatory

Place:

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 three 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	
	10. Envelope with Technical Offer (Original & Copies) sealed properly and marked as "Technical Offer"	
	11. Non refundable Bank Draft for Rs.5000 /- drawn in favour of Director, Technical Education & Training, Orissa, payable at Cuttack on any Nationalized Bank.	
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 clearly marked "Application for E-ADMISSION TO VARIOUS DIPLOMA COURSES DURING DET/OJEE-2010.