



FOOD, SUPPLIES & CONSUMER WELFARE DEPARTMENT  
GOVERNMENT OF ODISHA

# Request for Proposal

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## TPDS beneficiary identification related processes in Odisha (Roll-Out Phase)

RFP No. 02/FS&CW/2014 dated 09 December 2014

## Table of Contents

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<b>Request for Proposal</b> .....	<b>1</b>
<b>1. Introduction</b> .....	<b>5</b>
1.1 Objective of the RFP.....	5
1.2 Schedule for the bid process .....	6
1.3 Fact Sheet .....	7
1.4 TPDS in Odisha.....	9
1.5 Overview of the process to be implemented for Beneficiary Identification in the State of Odisha.....	11
1.6 Solution for Beneficiary Identification .....	11
<b>2. Scope of Work-Roll Out Phase</b> .....	<b>16</b>
2.1 Scope of Work .....	16
2.2 Solution Rollout .....	19
2.3 Manpower requirements .....	21
2.4 Business Continuity Planning .....	21
2.5 Information Security Management .....	22
2.6 Project Management.....	22
<b>3. Scope of Work – Operation &amp; Maintenance Phase</b> .....	<b>25</b>
3.1 General Requirements.....	25
3.2 Operation and Maintenance.....	25
<b>4. Overall Guidelines for Infrastructure Requirements</b> .....	<b>27</b>
<b>5. Instructions to the Bidders</b> .....	<b>29</b>
5.1 General Instructions.....	29
5.2 Compliant Proposals / Completeness of Response .....	30
5.3 Pre-Bid Conference & Clarifications.....	30
5.4 Key Requirements of the Bid .....	32
5.5 Submission of Proposals .....	33

5.6	Authentication of Bids .....	35
5.7	Preparation and Submission of Proposal .....	35
5.8	Evaluation Process .....	37
5.9	Site Visit (s) .....	39
5.10	Prequalification Evaluation.....	40
5.11	Technical Evaluation.....	45
5.12	Financial evaluation .....	51
5.13	Award of contract.....	52
5.14	Dispute Resolution Mechanism.....	53
5.15	Notices .....	54
5.16	Force Majeure .....	54
5.17	Exit Plan .....	55
5.18	Fraud and Corrupt Practices.....	55
<b>6.</b>	<b>Payment Schedule .....</b>	<b>57</b>
<b>7.</b>	<b>Annexure .....</b>	<b>59</b>
7.1	Service Level Agreements .....	59
7.2	Expected timelines for activities to be performed by the Selected Bidder.....	61
7.3	Bidder's Profile.....	62
7.4	Checklist for Pre-qualification Bid .....	62
7.5	Submission templates.....	63
7.6	List of Project related documents.....	86

## List of Abbreviations used in this document

AAY : Antyodaya Anna Yojana

ANP : Annapurna

APL : Above Poverty Line

BMC : Bhubaneswar Municipal Corporation

BPL : Below Poverty line

DB: Database

DBMS: Database Management System

DBT : Direct Benefit Transfer

DSC – Departmental Storage Centre

FS&CW department: Food Supplies and Consumer Welfare department

FPS: Fair Price Shop

GoI : Government of India

GoO: Government of Odisha

GP : Gram Panchayat

GUI: Graphical User Interface

KBK: Kalahandi Bolangir Koraput

MIS : Management Information System

MSDG : Mobile Service Delivery Gateway

NFSA : National Food Security Act

NIC : National Informatics Centre

NPR : National Population Register

OEM: Original Equipment Manufacturer

OSCSC: Odisha State Civil Supplies Corporation

OTP : One Time Pin

PMU : Project Management Unit

PoS: Point of Sale

RC: Ration Card

RDP : Rice for Differently abled Persons

RoRC: Rice for Olive Ridley Conservation

RRC – Rice Receiving Centre

SCMS : Supply Chain Management System

SDC: State Data Centre

SECC : Socio Economic Caste Census

SHG: Self Help Group

SLA: Service Level Agreement

STQC: Standardization Testing and Quality Certification

TPDS : Targeted Public Distribution System

UAT: User Acceptance Test

UIDAI: Unique Identification Authority of India

ULB: Urban Local Body

WFP : World Food Programme

WIMAX : Worldwide Interoperability for Microwave Access

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## 1. Introduction

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### 1.1 Objective of the RFP

The objective of the RFP is to solicit bids from interested parties for carrying out digitization of applications received from citizens across the districts (except Bhubaneswar Municipal Corporation and Bhubaneswar Block) in the State of Odisha and other allied activities as a part beneficiary identification for the implementation of National Food Security Act 2013 and for the TPDS transformation solution.

Food Supply & Consumer Welfare (FS & CW) Department shall seek application in a prescribed form from eligible families for ration cards. These forms need to be digitized using the digitization software developed by FSCW through its technical partner. Prior to digitization, the bidders have to search the NPR ID of the concerned applicant family for which they would be given necessary link.. Once the forms are correctly digitized, acknowledgement slips have to be generated through the Ration Card Management System (RCMS) which is currently in use. The bidders shall get the acknowledgement slips printed. The bidders under the RFP are also required to print the different set of draft list of beneficiaries and final ration cards. The detailed scope of work has been described in the document. Government of Odisha (GoO) has piloted the project in Bhubaneswar Block and Bhubaneswar Municipal Corporation. The learning from the pilot phase shall guide the implementation in the rollout phase for which this RFP is floated.

The project shall be implemented in 30 districts (except Bhubaneswar Block and Bhubaneswar Municipal Corporation in Khurda district). The districts have been divided into 10 units. Each unit consists of 3 districts- one from each of the Revenue Division of the State. The combination of districts has been done to have average population coverage of about 41 lakh persons per unit (Appendix A). A bidder can take up work in maximum of 3 units. The combination of Districts is given in the document.

The bidders are requested to submit proposals for the services required (search of NPR IDs, digitization, printing of acknowledgement sheets, printing ration cards etc.) for roll-out phase only. For further details please refer to the Solution Rollout Plan (Section 2.2)

This document contains information on topics relevant for the project including detailed discussions on the business and technical requirements for implementation of the solution. The bidders are expected to examine all instructions, terms, project requirements and other information in the RFP and respond to the requirements as completely and in as much relevant detail as possible with focus on demonstrating bidder's suitability to become the implementation partner of FS&CW Dept., Government of Odisha and OSCSC Ltd.

## 1.2 Schedule for the bid process

SI No.	Information	Details
1	RFP No. and Date	<i>RFP NO 02-/FSCW/2014, dated 9<sup>th</sup>-Dec-2014</i>
2	Last date for submission of queries through e-mail for clarifications	<i>12<sup>th</sup>-Dec-2014; 16:00 Hrs.</i> Email : <a href="mailto:odishafscw@gmail.com">odishafscw@gmail.com</a>
3	Date of pre-bid conference	<i>15<sup>th</sup>-Dec-2014 at 15:00 hr.</i>
4	Release of response to clarifications	<i>16<sup>th</sup>-Dec-2014 at 15:00 hr.</i>
5	Bid validity period	180 days from the last date (deadline) for submission of proposals.
6	Last date (deadline) for submission of bids	<i>27<sup>th</sup>-Dec-2014 at 13:00 hours</i>
7	Opening of Pre-Qualification & Technical Bids	<i>27<sup>th</sup>-Dec-2014 at 15:00 hours</i>
8	Technical Bid Opening and Presentation by the Bidders	<i>29<sup>th</sup>-Dec-2014 at 15:00 hours</i>

9	Place, Time and Date of opening of Financial proposals received in response to the RFP notice	<i>OSCSC Ltd, C/2, Nayapalli, Bhubaneswar 1100 hrs. on 31<sup>st</sup>-Dec-2014</i>
10	Contact person for queries	<i>Managing Director , Odisha State Civil Supplies Corporation Limited (OSCSC), Head Office C/2 Nayapalli, Bhubaneswar - 751012 EPBX - (0674) 2395391/2394956 Fax - (0674) 2395291/2390199</i>
11	Addressee and address at which proposal in response to RFP notice is to be submitted	<i>Managing Director , Odisha State Civil Supplies Corporation Limited (OSCSC), Head Office C/2 Nayapalli, Bhubaneswar - 751012 EPBX - (0674) 2395391/2394956 Fax - (0674) 2395291/2390199</i>

### 1.3 Fact Sheet

Clause Reference	Topic
	<b>The scope of this RFP is to invite bids for Rollout Services including but not limited to digitization and printing for the <u>Rollout Phase only</u>, as part of the overall Beneficiary Identification process.</b>
5.12	<p><b>The method of selection is: [Least Cost Basis after Technical evaluation method]</b></p> <p><b>Least Cost Basis after Technical evaluation</b> method shall be used to select the Agency for development and deployment for Beneficiary Identification related processes for the State of Odisha.</p> <p>Financial bid of only those bidders who qualify in Technical Bid by scoring 80% or above shall be evaluated. Lowest bid among opened Financial bids will be awarded the contract.</p> <p>Consortium up to maximum three partners (Primary Bidder + 2 Partners only) is allowed.</p>



Clause Reference	Topic
5.4.2	RFP document can be downloaded from the websites <a href="http://www.foododisha.in">www.foododisha.in</a> , <a href="http://www.oscsc.in">www.oscsc.in</a> , <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> , <a href="http://www.tenders.gov.in">www.tenders.gov.in</a> . The bidders are required to submit the document Fee (non-refundable) of <b>Rs.10,000/- (Rupees Ten Thousand Only)</b> by Demand Draft in favour of “ <b>Odisha State Civil Supplies Corporation Ltd. (OSCSC)</b> “ and payable at Bhubaneswar from any of the scheduled commercial bank along with the Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.
5.4.3	Bidders shall submit, along with their Bids, EMD of Rs. 10, 00,000(10 lakh only), in the form of a Demand Draft OR Bank Guarantee (in the format specified in Section 7.7.13) issued by any nationalized bank in favour Odisha State Civil Supplies Corporation Ltd. (OSCSC), payable at Bhubaneswar, and should be valid for 90 days from the due date of the RFP.
7.2	Total project period is for <b>8 months</b> (excluding warranty and AMC support). This project includes deliverables relating to data digitization, Training and Technical Support Services, statistical & analytical Reports and maintaining Data Privacy relating to each of above activities which are very important for this project.
5.17	The Selected Bidder must handover all deliverables to Managing Director, OSCSC and exit successfully within stipulated time.
5.3.1	<p>FS&amp;CW/OSCSC department shall hold a pre-bid meeting with the prospective bidders on 15<sup>th</sup> December 2014 at 1500 hrs. OSCSC Ltd, C/2, Nayapalli, Bhubaneswar.</p> <p>The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to</p> <p>Managing Director Odisha State Civil Supplies Corporation Ltd. (OSCSC)</p>

Clause Reference	Topic
	By e-mail only or before 12 <sup>th</sup> -Dec 2014 by 1600 hrs.  Email :odishafscw@gmail.com
5.7.2	The Proposal should be filled by the Bidder in English language only.
5.12	The bidder should quote price in Indian Rupees only. The offered price must be inclusive of taxes. Tax component should be mentioned separately.
5.8.2	Proposals/ Bids must remain valid <b>180 days</b> after the last date of submission of bid.
5.5	Bidders must submit an original copy and one additional copies of each proposal along with one copy of non-editable CD for Prequalification & Technical Proposal  Only one original copy of the Commercial Proposal should be submitted.
5.7.3	The proposal submission address is:  <i>Managing Director , Odisha State Civil Supplies Corporation Limited (OSCSC),</i> Head Office C/2 Nayapalli, Bhubaneswar - 751012 EPBX - (0674) 2395391/2394956 Fax - (0674) 2395291/2390199
5.7.3	Proposals must be submitted on or before 27 <sup>th</sup> Dec-2014 by 13:00 hours. Proposal received after the date & time prescribed shall be rejected.

## 1.4 TPDS in Odisha

Odisha is the 11th most populous state in India with a population of 41,947,358 (according to the 2011 Census). The TPDS in Odisha currently covers more than 90 lakh households

which amount to around 93.2% of total population of the state. Among them 12.65 lakh households are classified as AAY families and they receive 35 kg rice per family per month at Rs. 1/- per kg, while 36.89 lakh families are classified as non-AAY BPL and are entitled to 25 kg rice per family per month at Rs. 1/- per kg. In KBK districts of Odisha rice is supplied to 5.32 lakh non-BPL families also. Under Annapurna Yojana, 65 thousand destitute old age persons who are otherwise eligible for old age pension are provided 10 kg rice per month free of cost. There are other schemes also including the RORC (rice for Olive Ridley Conservation) scheme, RDP (rice for Disabled Persons) scheme which run through TPDS in Odisha.

The table below gives a detailed account for distribution of cards:

Category of card holder	No. of ration cards
AAY	12,53,395
BPL	36,89,106
APL	37,16,409 (includes 5, 29, 716 as KBK APL)
PLO	4,66,346
ANP	63,738
RDP	1,13,795
RORC	10,000

For block-wise breakup of cards by category please refer to the transparency portal <http://portal.foododisha.in/TransparentPortal/SchemeWiseCardPos.aspx>

The above card distribution will change under NFSA. The NFSA sets caps for Priority households who are entitled to 5kg of grains per individual per month (for AAY families within priority list, entitlement is 35 kg per household per month) at 82.17% for rural areas, and 55.77% for urban areas.

Govt of Odisha has taken/is taking a number of initiatives around the four pillars of End-to-End Computerization for a holistic transformation of TPDS in Odisha. Beneficiary identification is the current activity that the state has been focusing on.

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## 1.5 Overview of the process to be implemented for Beneficiary Identification in the State of Odisha

Government of Odisha in partnership with World Food Programme (WFP) has implemented a pilot project for identification of beneficiaries under NFSA in Bhubaneswar Municipal Corporation & in Bhubaneswar Block. The identification process carried out on the principles of Exclusion criteria w.r.t NPR database offered a number of learning which have further strengthened the process to be adopted during the rollout phase.

As per the strategy, the activities for the identification of beneficiaries in the roll out phase would be split into two parts; one would be at the Registration Centres where there would be interface with the public; and the second part would be at the central digitization centers where all back end work would be done. The application forms would be printed in Government press. The District Administration would be responsible for IEC activities and project management. Further, the public interface part at Registration centres would be split in three stages; registration (7days), receipt & verification of application forms (10 days) and distribution of acknowledgement slips (5 days). The verifying officials for these public-interface activities would be either from GRS/Jogan Sahayaks or Retired Government Officials preferably teachers (retired in last 4 years). The activities related to digitization of application forms at a central location in the District, printing and correction (wherever necessary) of acknowledgement slips would be carried out by vendors identified through a bidding process initiated by FS&CW Department. The printing and lamination of ration cards would also be the parts of the scope of the work to be assigned to the selected bidders.

## 1.6 Solution for Beneficiary Identification

The key process steps that will be followed by the GoO for beneficiary identification are:

### **A. Determination of exclusion criteria and display of the criteria in the Public Domain**

A Task Force appointed by the GoO defined the exclusion/auto inclusion criteria) to be used for the exclusion of ineligible and inclusion of eligible beneficiaries. The criteria have been

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widely circulated and displayed prominently on the Transparency Portal ([www.foododisha.in](http://www.foododisha.in)).

### **B. Application by citizens at Registration Centres for issue of Ration Cards**

Based on the eight notified exclusion criteria, all citizens who deem themselves to be eligible for ration cards will have the opportunity to apply, during a specified period. GoO will notify the schedule for application. To start with, the eligible families will be required to register themselves by filling up a short registration form (which requires the name of at least 2 members of the family along with name of their father and spouse name). The registration form shall be available at Registration Centres to be set up at Gram Panchayat in rural area and at levels of ward in urban area. While registering, the concerned families shall be given a registration number or form number (4 digits) and issued with a prescribed application form along with the instruction sheet and the advance date when the family can submit the filled in forms at the centre. Upon the submission of forms on the designated date, the family shall be assigned with a date when an acknowledgement slip towards the proof of submission of the form can be issued. The registration centres shall be identified by GoO and manned by resources locally hired. GoO has defined a detailed protocol for registration (7 days), receipt and verification (10 days) and distribution of acknowledgement slips (5 days) to the citizens at the Registration Centres.

While, the eligible citizens would be advised to submit their application in the center located nearest to their habitation during a limited period, those who fail to do so may be required to complete the process at the camp operational for a limited period of 2 months at Block/ULB level after the above period. The bidder has to provide required resources for one Registration and Digitization centre at each Block/ULB level for 2 months.

### **C. Process at Central Digitization Centre (CDC) to be set up at District Level by the Bidder**

The bidders shall set up CDC at the district level. As National Population Register (NPR) is the base list for the citizens, it is essential to search the NPR IDs of the families and digitize

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the applications received from the citizens. At the end of the registration process, which will continue for 7 days preceding the receipt of application, the bidder shall be provided with the registration forms filled in by registered applicants. The information in the registration forms is to be used to search NPR IDs from the statewide database hosted at State data Centre. Each bidder shall be provided with User ID and password of the application to search the NPR IDs. It will be mandatory on the part of the bidder to link the NPR IDs for at least 50% of the families registered. The bidder has to engage exclusive resource for the NPR search. After receipt of the application forms, the bidder would digitize them after using the linked NPR ID for the family, if traced. In such case, the family details would be auto populated with the information available in the NPR on the web based entry screen. Additionally, new information in this application form beyond NPR fields as appropriate would be digitized. On completion of the process, an acknowledgement slip would be generated, which the bidder would print for distribution to the citizens. It is the responsibility of the bidder to make necessary corrections, if so required by the applicant, and reprint the acknowledgement slip. In case the NPR ID is not available, the bidder has to digitize the whole information contained in the application form submitted by the citizen.

**D. Creation of Integrated NPR list (after linking exclusion criteria)**

External government databases (e.g. Income tax returns, Corporate tax, Sales tax, Motor Vehicle Registration, Government Servant/Pensioner Treasury Information, Electricity connections etc.) will be merged to NPR list. This will be done separately by Government of Odisha.

**E. Comparison of Applicant Database with Integrated NPR List**

All applications received through Step B and digitized in Step C will be mapped to the integrated NPR list created in Step D. Entries on this new merged database (Applications + NPR + External databases) will be processed further according to the following 4 lists.

1. Draft Priority List of eligible Households ---for publication, inviting objection for Gram/Ward Sabha

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2. FPS-wise list of AAY beneficiaries for verification by FS&CW Department field functionaries from available records
  3. Draft suspect list 1 (covered under Exclusion Criteria)
  4. Draft Suspect List 2 (covered under Exclusion Criteria but exempted under Auto Inclusion Criteria)

Both lists 3 and 4 have to be physically verified by the Government officials.

#### **F. Publication of the Draft Priority List of eligible households-inviting objections**

The draft priority list created after the merging of the databases will be displayed in the public domain inviting objections. The copies of these print outs will displayed at GP in rural area and Ward in urban area. A copy would be given to Block/ULB for disposing objections. The sample copies of the same would be available to the bidders before the last date of bidding.

#### **G. Inclusion/Deletion of the priority HH list after disposal of objections by concerned BDOs/EOs or their authorized representatives**

Upon display of the preliminary beneficiary list in the Public Domain, citizens will have the opportunity, for a limited period of time, to verify their details (as displayed on the preliminary beneficiary list), and to apply to be included on the beneficiary list and/or to request changes to existing entries (e.g. changes to address, family details etc.) to the Block/ULB. A final beneficiary list will be created once the objections are disposed by the concerned BDO/EO/Sub-Collectors/ADMs and necessary inclusion/deletion has been done in the priority HH list.

#### **H. Seeding of the Ration Card database with beneficiary Aadhaar Numbers**

The Ration Card database will be seeded with beneficiary Aadhaar number on an **on-going basis** as per the penetration of Aadhaar in the state. As the Ration Card database is based on NPR data and the RGI is the enrolling agency for Aadhaar in Odisha, seeding will be done without any requirement of disclosure of Aadhaar numbers by beneficiaries. Potential duplicates and bogus entries in the Ration Card database identified during seeding shall be

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physically verified and confirmed duplicates/ bogus entries shall be removed from the Ration Card database.

**I. Hosting of final list of priority HH in the website of FS & CW Department/  
Government of Odisha**

The final priority list and AAY household lists would be hosted in the homepage of Government of Odisha website for information. It will be the backbone of the RCMS.

**J. Printing of bar-coded ration cards and delivery of the ration cards to the  
Blocks/ULBs for distribution**

Bar coded ration cards with family details and with the eldest female member as the head of the household, will be printed and delivered at District level. But the packets of ration cards would be sorted by GPs for Blocks and Wards for ULBs. Ration cards of different colours will be issued for AAY and Priority households. Ration cards will be handed over to beneficiaries by Government Functionaries after validating their identity to ensure that cards are being given to the correct beneficiary. The distribution would be done by Block/ULB authorities through public meetings with proper identification and acknowledgement. Acknowledgement slips would be a necessary document along with the proof of identity for getting the Ration Card.



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## 2. Scope of Work-Roll Out Phase

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### 2.1 Scope of Work

The Bidders/agencies shall -

1. Set up Central Digitization Centres and teams at District Level. The agency has to arrange space for setting up temporary working office in districts for project duration. It has to arrange all necessary facilities including, but not limited to, power back up, connectivity back-up, water, cleaner, computers, printers & other hardware at his own
2. Organize and use their own infrastructure like Hardware, Manpower including Data Entry Operator (DEOs). The number of DEOs should be at least equal to the highest number of Registration Centres proposed to be taken up during any of the four segments in the District. (Ideally, there will be a registration centre at each GP level in rural area and at ward level ,@ 1 centre per 5000 population, in urban area)
3. Be responsible to collect the registration forms and application forms (received from the citizens) to be digitized from Blocks/ULBs offices in the district or any other office which may be located in the district and bring it to the centralized digitization centre set up in the District. While collecting the forms [the agency shall enter in register details of the documents collected]. After collection of documents by the agencies, it would be the responsibility of the agencies to maintain and return the documents in their original form to the ULB/Block offices. No copies should be made or kept by the agencies. Any damage to the documents collected shall make the agencies liable for the same. The agencies will carefully unfold and flatten the documents to eliminate creases and wrinkles. The agencies shall take extreme care towards handling of application forms so that their date wise chronology is not disturbed
4. Search NPR IDs for the families on the basis of registration forms received from the citizens (this task has to be undertaken before digitization of application forms). The agency has to engage exclusive resource to search NPR IDs and ensure the

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NPR search is achieved for at least 50% of families. The agency should ensure that each application is at least tried once for search of NPR ID. FSCW Department through its technical vendor shall provide the Registration centre wise credentials (User ID & Password) to the selected bidder for searching of NPR ID, digitization of application forms and reporting. The selected bidder has to follow detailed guideline for digitization activity to be issued by GoO.

5. Formulate the Data Digitization Strategy which will also include internal quality assurance mechanism and data security. This will be reviewed and signed-off by District Level Digitization Team (DLDT)/Department prior to commencement of data digitization
6. Digitize all applications received from the citizens for Ration Card under National Food Security Act.
7. Use the software developed by the FS & CW Department through its technical partner. They have to do the work of digitization using web-based software only. The human resources identified by the empanelled agency shall undergo the training for the data entry software provided by the Department. The agency has to provide comprehensive hands-on training in live environment to the Data Entry Operators hired by them
8. Enter the readable/available data into the database in Odia. Entries shall also be made in English wherever required
9. Incorporate all comments and suggestions of DLDT/Department in the Data Digitization Strategy.
10. Ensure proper use and safe return of the documents (Registration form and Application form). Digitization of any application form not provided officially would result in strict departmental action by the authority against the Bidders/agencies. The agency should take good care of all papers and will be responsible for security of the record from time of receipt to time of delivery. The bidder has to complete the work within the agreed timeline. In case of non-compliance, penalty will be charged as per Sec 7.1

11. Generate appropriate control reports before and after digitization to ensure accuracy and completeness of the data.
12. Conduct the quality checks (99% data accuracy), and verify the completeness and accuracy of the digitized data as reported in the application forms. However, DLDT/Block Level Digitisation Team (BLDT) and Department may, at its will, verify the test results provided by bidder.
13. Print acknowledgement slips for the applications received. The bidder has to rectify the mistakes pointed out by the applicant in acknowledgement slips (wherever required). The images of acknowledgement slips shall be generated by the technology vendor selected by FSCW Department. The selected bidder should hand over the acknowledgement slips arranged Registration Centre (RC) wise to the Block/ULB offices for each RC. The Acknowledgement slips for a RC are to be arranged as per Form No/Registration Number. All corrections as requested by applicant in the Acknowledgement slip are to be done in 7 days of distribution (as far as possible).
14. Print Draft Priority List in duplicate for each GP, and Blocks/ ward and ULBs and hand over to the Block/ULB offices. This is to be done within 7 days of completion of Acknowledgement Slip Distribution.
15. Print ration cards for eligible families and get them laminated. The agency shall deliver the ration cards at the District level. But the packets should be sorted by GPs for Blocks and by Wards for ULBs. The agency would either be able to generate the PDF image of the Ration Card from an application developed by GoO or shall be provided with softcopy/Image to print the Ration Cards. The agency shall carry out the printing of Ration Cards at a secured location in each district HQ and deliver it there sorted and packaged by GPs and wards. The specification details of the ration card to be printed are as per the following specifications. (Number of ration cards per unit of districts may be ascertained from the Appendix-B. The average family size in Odisha is 4.38). The successful bidder for the unit of districts involving Khurda will print the Ration Cards (about 1.7 lakh) for Bhubaneswar Municipal Corporation & Bhubaneswar Block. These two locations

have been covered in the pilot phase and the application received from the citizen digitized. The concerned successful bidder will be provided with the images of the ration cards to be printed for these two administrative units. AAY Ration Cards will be printed .on Red Colour paper and Priority HH Ration Cards would be on white paper.

<b>Card Type</b>	Paper based Card 170 GSM ( with lamination – Hot Lamination with 100 Micron film)
<b>Thickness</b>	170 GSM
<b>Dimensions</b>	6”x4”
<b>Color range</b>	Both sides 2 color variable printing
<b>Design</b>	Pre-Defined design by GoO
<b>Longevity</b>	5 years

- Run One registration and digitization centre in each Block/ULB offices for 2 months after completion of ward/GP level collection of forms. For this purpose, the Notified Area Council (NACs) shall be clubbed with the adjacent Block (Example: Banpur NAC would be clubbed with Banpur Block and this centre can run in the Banpur Block office.)

## 2.2 Solution Rollout

For effective roll-out of the project, the districts of the State is proposed to be divided into 10 units with an objective to engage more vendors necessary for timely completion of digitization activities. Each unit would consist of 3 districts - one from each division in the state. The combination of districts has been done to have average population coverage of about 41 lakh persons per unit (in Appendix -A). A vendor can bid for all 10 units, but take up work in maximum of 3 units. Commercial proposal should be submitted on the basis of unit(s) of districts. The number of units

of districts applied for need to be indicated in the General and Technical Bids. The combination of Districts is as under:

Units	District		
	Revenue District 1/Northern	Revenue District 2/Central	Revenue District 3/Southern
Unit 1	Sambalpur	Mayurbhanj	Boudh
Unit 2	Balangir	Jajpur	Gajapati
Unit 3	Jharsuguda	Balasore	Rayagada
Unit 4	Sonepur	Bhadrak	Kalahandi
Unit 5	Bargarh	Jagatsinghpur	Nawrangpur
Unit 6	Deogarh	Nayagarh	Ganjam
Unit 7	Angul	Cuttack	Nuapada
Unit 8	Dhenkanal	Khurda	Koraput
Unit 9	Sundergarh	Kendrapada	Kandhamal
Unit 10	Keonjhar	Puri	Malkangiri

Each District would be divided into four segments. The digitization work of one segment of all Districts would be taken up followed by the second segment and so on. This would

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ensure engagement of one set of DEOs continuously for a longer time. However, care would be taken to include entire area of one Admin Unit (Block or ULB) in one segment.

The Selected Bidder would commence operations in units of the districts that they have been selected for. In response to this RFP, the bidders may bid for all the units of the districts. However, a bidder would be assigned, if successful, for maximum of 3 units.

A detailed rollout plan for the respective units of districts (for which the bid is submitted) needs to be submitted by the bidder along with his bid.

### **2.3 Manpower requirements**

The Selected Bidder would need to set up a dedicated team with a Project Leader. The Project Leader would be reporting to the Managing Director, Odisha State Civil Supplies Corporation Limited (OSCSC)/Chairperson of DLDTs/BL-ULDTs and would need to be part of the project from the time of selection of the Selected Bidder till the completion of the contract.

The project would require provisioning of dedicated manpower to provide support during the roll out process. The Selected Bidder must allocate adequate personnel for receiving application and digitizing them in the CDCs and personnel at block/district level for overseeing the process and troubleshooting if necessary. The details of the manpower needed are provided in the document.

### **2.4 Business Continuity Planning**

The selected Bidder is expected to develop a Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) for the operations carried out by the selected Bidder. An indicative list of activities to be performed by the selected Bidder is mentioned below:

1. Implement adequate data backup, business continuity and restoration procedures for the application data (including but not limited to the forms, proofs, attachments and all other data elements created in and generated or submitted by the system and users).

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2. Ensuring that there is no single point of failure and adequate level of redundancy is built in to meet the uptime and other requirements of this RFP. While building redundancies, it should be ensured that failure of a single component of communication link does not result in failure of primary as well as secondary connectivity. Hence primary and secondary connectivity should be taken from 2 separate communication link providers and both links should not have any single point of failure. Preferably, all the redundancy will be in auto fail over mode so that if primary component fails, secondary component automatically takes over.
  3. Any storage space / media required to maintain backups and other requirements of the RFP should be provisioned for by the selected Bidder in his Bid
  4. Additional manpower will be planned by the Bidder to ensure that shortfall can be addressed.

## **2.5 Information Security Management**

The Selected Bidder shall ensure that adequate measures are taken to ensure confidentiality, integrity and availability of the information available with them. Below is a list of the guidelines (but not limited) that the Selected Bidder must adhere to while implementing and executing the process:

- The Selected Bidder should provide security including identification, authentication, authorization, access control, administration and audit for all personnel and data.
- The bidder shall ensure that all aspects of security such as physical and environmental security, human resources security, backup and recovery, access control, incident management, business continuity management etc. are maintained and adhered.

## **2.6 Project Management**

To have an effective project management system in place, it is necessary for the Selected Bidder to coordinate with concerned DLDT/BLDT and/or FS & CW Department for smooth

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functioning of the project. The selected bidder needs to provide daily update on progress of work. The Selected Bidder shall address at the minimum the following:

- Create an organized set of activities for the project.
- Coordinate and collaborate with various stakeholders including the Departments concerned.
- Establish and measure resource assignments and responsibilities.
- Construct a project plan schedule including milestones.
- Measure project deadlines, budget figures, and performance objectives.
- Communicate the project plan to stakeholders with meaningful reports.
- Provide facility for detecting problems and inconsistencies in the plan.

During the project implementation the Selected Bidder shall report to the State Nodal Officer/PMU, on the following items:

- Results accomplished during the period;
- Cumulative deviations to date from schedule of progress on milestones as specified in this RFP read with the agreed and finalized Project Plan;
- Corrective actions to be taken to return to planned schedule of progress;
- Proposed revision to planned schedule provided such revision is necessitated by reasons beyond the control of the Selected Bidder;
- Other issues and outstanding problems, and actions proposed to be taken;
- Interventions which the Selected Bidder expects to be made by the State Nodal Officer and / or actions to be taken by the State Nodal Officer before the next reporting period. Progress reports would be prepared by Selected Bidder on a fortnightly basis. These reports may be required to be shared with either the SDC or the PMU, as the case may be.
- Service quality Assurance
- Change Control mechanism
- Project Management activities
- Issue Management to help identify and track the issues that need attention and resolution from the State.



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- Scope Management to manage the scope and changes through a formal management and approval process.
  - Risk Management to identify and manage the risks that can hinder the project progress.

The Selected Bidder shall work closely with the State PMU update and maintain the Project Plan throughout the duration of the engagement. All changes are to be reviewed and approved by the GoO PMU or appointed representatives.

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## 3. Scope of Work – Operation & Maintenance Phase

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### 3.1 General Requirements

1. Data integrity and validation: The Bidder shall ensure that all data digitized and entered in the servers are absolutely correct. Any corrections, re-validations, changes etc. will be performed by Bidder.
  - a. Restrict movement of filled in applications forms, registration forms & other supporting documents associated with work, assigned to the selected bidder in or out of the Central Digitization Center (CDC) or any other location under the Project without prior permission from the *Odisha State Civil Supplies Corporation Limited (OSCSC)*.

Please note that this is only an indicative list. Any other activity, over and above these, as may be deemed necessary by the selected Bidder to meet the service levels and requirements specified in this Contract are also required to be performed by the selected Bidder at no additional cost.

### 3.2 Operation and Maintenance

The selected bidder shall provide the Operation & Maintenance for a period of 6 Months which would also include the operationalization of registration & digitization for 2 months at Block/ULB office level. During the contract period, the bidder will have to supply finished cards as per the specification of the RFP clause no-2.1. Maintenance shall mean printing of new ration cards and correction of acknowledgement slips due to any reason caused out of:

1. Erroneous printing from bidder side
2. Due to change of information in the ration card data base for any reason

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3. For printing of new ration card against loss/damage/mutilated/defaced or caused out of any reasons during the contract period.
  4. Training & handholding support to official at Block/ULB for printing of new ration cards.

## 4. Overall Guidelines for Infrastructure Requirements

### Data connectivity

Specification	Minimum requirement
Primary data connectivity	Broadband/OSWAN
Back up data connectivity	Internet dongle, WIMAX, LAN, V-SAT, GPRS
Speed of connectivity	4 Mbps

### Electricity availability

An 'as is' analysis of the electricity availability in various regions of the targeted geography has to be conducted to determine whether there is 6 hours of electricity availability (minimum amount required for the solution). In case sufficient electricity is not available then a back-up option has to be provided.

#### *Back-up electricity option*

Specification	Minimum requirement
Rating	650 VA
Input Voltage Range	160-280 VAC
Input Frequency	45-55 Hz
Output Voltage Range	190-253 VAC
Battery	12 V, 7 Ah * 1
Environment	0-40° C
Noise Level	<45 dBA
Battery Protection	Discharge, Overcharge/ Overload Protection

## Computer

### Desktop

Specification	Minimum requirement
Processor	CPU 2.8 GHz
OS	Windows 7 Professional
Memory	RAM 4 GB
Optical Drive	16X DVD- ROM drive
Hard Drive	Hard Disk 500 GB
USB Ports	2 USB Ports
Connectivity	LAN 10/100/1000 Ethernet
Monitor	15 " TFT screen

### Printer-cum-Scanner

Specification	Minimum requirement
Capacity	18-30 PPM (Monochrome Printer)
Supported Functions	Copying, Scanning (300 dpi), Fax
Connectivity	For LAN, 1 X Gigabit Ethernet 10/100/1000 port
USB Port	2 USB 2.0 port

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## 5. Instructions to the Bidders

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### 5.1 General Instructions

While every effort has been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.

All information supplied by bidders may be treated as contractually binding on the bidders, on successful award of the assignment by the FS&CW/OSCSC department of Government of Odisha on the basis of this RFP.

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 FS&CW Department/OSCSC. Any notification of preferred bidder status by the FS&CW Department/OSCSC shall not give rise to any enforceable rights by the Bidder. The FS&CW Department/OSCSC may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the FS&CW Department/OSCSC.

This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

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## 5.2 Compliant Proposals / Completeness of Response

- 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 full understanding of its implications.
- Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected.
- Bidders must:
  - Include all documentation specified in this RFP;
  - Follow the format of this RFP and respond to each element in the order as set out in this RFP
  - Comply with all requirements as set out within this RFP.

## 5.3 Pre-Bid Conference & Clarifications

### 5.3.1 Pre-bid Conference

- FS&CW Department /OSCSC shall hold a pre-bid meeting with the prospective bidders on 15<sup>th</sup>-Dec-2014 at 15:00 hrs. [at OSCSC Office..](#)
- The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to

Managing Director  
Odisha State Civil Supplies Corporation Ltd. (OSCSC)  
Head Office  
C/2 Nayapalli, Bhubaneswar - 751012  
EPBX - (0674) 2395391/2394956  
Fax - (0674) 2395291/2390199  
Email: [odishafscw@gmail.com](mailto:odishafscw@gmail.com)

- by e-mail only on or before 12<sup>th</sup>-Dec-2014, 16:00 hrs.

The queries should necessarily be submitted in the following format:

Sl. No.	RFP Document Reference(s)(Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of clarification
1.			
2.			

FS&CW Department /OSCSC shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Nodal Agency.

### 5.3.2 Responses to Pre-Bid Queries and Issue of Corrigendum/Addendum (if any)

The Nodal Officer notified by the FS&CW Department/OSCSC will endeavor to provide timely response to all queries. However, FS&CW Department /OSCSC makes neither representation or warranty as to the completeness or accuracy of any response made in good faith, nor does FS&CW Department/OSCSC undertake to answer all the queries that have been posed by the bidders.

- At any time prior to the last date for receipt of bids, FS&CW Department /OSCSC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum or addendum.
- The Corrigendum/Addendum (if any) & clarifications to the queries from all bidders will be posted on the website [www.foododisha.in](http://www.foododisha.in), [www.oscsc.in](http://www.oscsc.in), [www.odisha.gov.in](http://www.odisha.gov.in), [www.tenders.gov.in](http://www.tenders.gov.in) .
- Any such corrigendum/Addendum shall be deemed to be incorporated into this RFP.
- The bidders while submitting the proposal should submit duly signed copy of corrigendum/addendum along with it.



- In order to provide prospective Bidders reasonable time for taking the corrigendum/addendum into account, FS&CW Department/OSCSC may, at its discretion, extend the last date for the receipt of Proposals.

## 5.4 Key Requirements of the Bid

### 5.4.1 Right to Terminate the Process

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

### 5.4.2 RFP Document Fees

RFP document can be downloaded from the website [www.foododisha.in](http://www.foododisha.in), [www.oscsc.in](http://www.oscsc.in), [www.odisha.gov.in](http://www.odisha.gov.in), [www.tenders.gov.in](http://www.tenders.gov.in). The bidders are required to submit the document Fee (non-refundable) of Rs.10,000/- (Rupees Ten Thousand Only) by Demand Draft in favour of “**Odisha State Civil Supplies Corporation Ltd. (OSCSC)** “ and payable at Bhubaneswar from any of the scheduled commercial bank along with the Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

### 5.4.3 Earnest Money Deposit (EMD)

Bidders shall submit, along with their Bids, EMD of Rs. 10 lakh only, in the form of a Demand Draft OR Bank Guarantee (in the format specified in Section 7.7.13) issued by any nationalized bank in favour Odisha State Civil Supplies Corporation Ltd. (OSCSC), payable at Bhubaneswar, and should be valid for 90 days from the due date of the RFP.

- EMD of all unsuccessful bidders would be refunded by FS&CW Department/OSCSC within 1 month of declaration of the successful bidder. The EMD for the amount

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mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.

- The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- The EMD may be forfeited:
  - If a bidder withdraws its bid during the period of bid validity.
  - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

## 5.5 Submission of Proposals

The bidders should submit their responses as per the format given in this RFP in the following manner

- **Response to Pre-Qualification Criterion** : (1 Original + 1 Copy + 1 non editable CD ) in first envelope
- **Technical Proposal** - (1 Original + 1 Copy + 1 non editable CD) in second envelope
- **Commercial Proposal** - (1 Original) in third envelope

Please submit a documented Technical Proposal which should contain the basic requirements:

- An outline of the approach which the firm intends to adopt, including a detailed service(s) description.
- Time required to complete the task.
- A detailed statement of the way in which the work would be undertaken showing, inter alia, the scheduling of the personnel services during the period of contract;
- An indication of the type of staff to be employed and their academic backgrounds and practical experience and the functions to be assigned to them in the review.
- A statement of the experience of the firm in work of this type including the year/s in which it was undertaken and the clients it is presently serving.

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Note: Any financial information contained in the technical proposal will invalidate the proposal.

The proposal should be according to the format mentioned in Annexure 7.7. When preparing the proposal the following points should be kept in mind:

- The offer should remain valid for acceptance for 180 days from the date of closing
- The proposals shall address all the requirement of this tender and must be submitted in the English language.
  
- The Response to Pre-Qualification criterion, Technical Proposal and Commercial Proposal (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Pre-Qualification Proposal", "Technical Proposal" and "Commercial Proposal" respectively. Each copy of each bid should also be marked as "Original" OR "Copy" as the case may be.
- 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.
- The three envelopes containing copies of Pre-qualification Proposal, Technical Proposal and Commercial Proposal should be put in another single sealed envelope clearly marked "Response to RFP for TPDS Beneficiary Identification related processes in Odisha (Roll Out Phase) > and the wordings "DO NOT OPEN BEFORE < Date and Time >"
- The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
- 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.
- The original 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 initialled by the person (or persons) who sign(s) the proposals.

- All pages of the bid including the duplicate copies, shall be duly signed and stamped by the authorized person or persons who sign the bid.
- Bidder must ensure that the information furnished by him in respective CDs is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by FS&CW Department/OSCSC in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.

## **5.6 Authentication of Bids**

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.

## **5.7 Preparation and Submission of Proposal**

### **5.7.1 Proposal Preparation Costs**

A bidder can submit only one proposal at a time. Bidder submitting more than one proposal shall be rejected. 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 conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by FS&CW/OSCSC department to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

FS&CW Department /OSCSC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **5.7.2 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 English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

### 5.7.3 Venue & Deadline for Submission of Proposals

Proposals, in its complete form in all respects as specified in the RFP, must be submitted to at the address specified below. All submissions must be through speed-post or courier only. GoO would not be responsible for delays caused by the speed-post/ courier agency.

<b>Addressed To</b>	Managing Director
<b>Name</b>	Odisha State Civil Supplies Corporation Ltd. (OSCSC)
<b>Address</b>	Head Office C/2 Nayapalli , Bhubaneswar - 751012
<b>Telephone</b>	(0674) 2395391/2394956
<b>Fax Nos.</b>	(0674) 2395291/2390199
<b>Last Date &amp; Time of Submission</b>	27 <sup>th</sup> -Dec-2014 13:00 hours

### 5.7.4 Late Bids

- Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- FS&CW Department /OSCSC shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- FS&CW Department /OSCSC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

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## 5.8 Evaluation Process

- FS&CW Department /OSCSC will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders
- The Proposal Evaluation Committee constituted by the FS&CW Department /OSCSC will evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- 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.
- The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals
- The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

### 5.8.1 Tender Opening

The proposals submitted up to 13:00 hrs on 27<sup>th</sup>-Dec-2014 will be opened at 15:00hrs on 27<sup>th</sup>-Dec-2014 by Managing Director, OSCSC Ltd. or any other officer authorized by FS&CW/OSCSC department, in the presence of such of those Bidders or their representatives who may be present at the time of opening.

The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their bonafides for attending the opening of the proposal.

### 5.8.2 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of **180** days from the last date of submission of bid.

### 5.8.3 Tender Evaluation

- Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive, if Proposals :
  - Are not submitted in as specified in the RFP document
  - Received without the Letter of Authorization (Power of Attorney)
  - Are found with suppression of details
  - Have incomplete information, subjective, conditional offers and partial offers submitted
  - Are submitted without the documents requested in the checklist
  - Have non-compliance of any of the clauses stipulated in the RFP
  - Have lesser validity period
- All responsive Bids will be considered for further processing as below.
  1. First the Pre-Qualification Proposal will be evaluated and only those bidders who qualify the requirements will be eligible for next set of evaluations. Technical Proposal and Commercial Proposal of Bidders who do not meet the Pre-Qualification criteria will be returned without opening.
  2. The technical score of all the bidders would be calculated as per the criteria mentioned below. All the bidders who achieve at least 80 % in the technical evaluation would be eligible for Financial Bid opening and comparison.
  3. Lowest bid among Financial bid will be awarded the contract. The lowest commercial bid should be above the minimum feasible commercial bid amount.
  4. Proposals of Companies would be evaluated as per Technical Evaluation Criteria (Section 5.11) and Commercial evaluation criteria (Section 5.12). Agencies / firms should clearly indicate, giving explicit supporting documentary evidence, with respect to the above, in absence of which their proposals will be rejected summarily at the qualification stage itself.

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## **5.9 Site Visit (s)**

The bidder may wish to visit and examine the site (s) of the project and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the bid and entering into the contract. The cost of visiting the site (s) shall be borne by the bidder. No site visit (s) shall be scheduled after the prescribed date for submission of bids.



## 5.10 Prequalification Evaluation

The evaluation committee will carry out a detailed evaluation of only those bids which satisfy the pre-qualification criteria defined below:

Sr. No.	Basic Requirements	Specific Requirements	Documents/Information to be provided in the submitted proposal
1	Legal Entity	The Company should be incorporated under Indian Companies Act 1956 or any other legal entity registered in India	<ul style="list-style-type: none"> <li>• Certificate of incorporation</li> <li>• Registration Certificate</li> <li>• PAN</li> <li>• VAT and IT Returns (up to date)</li> </ul>
2	Consortium	<p>Companies are allowed to bid as a consortium with maximum three partners.(Primary Bidder + 2 partners)</p> <p>The consortium partner (in case of Consortium) should be registered under the Companies Act, 1956, and should be an IT Company/System</p>	<p>The primary bidder has to produce a notarized agreement with consortium partner on a Rs. 100/- non judicial Stamp paper.</p> <p>Certificates of incorporation, Registration Certificate, PAN</p>


Sr. No.	Basic Requirements	Specific Requirements	Documents/Information to be provided in the submitted proposal
		<p>Integrator/ Selected Bidder firm and must have been in operation for a period of at least 5 (five) years as of 31 March 2014.</p> <p>The Firm or the partner in case of consortium must be registered with the Service Tax Authorities and having PAN,EPF, up to date VAT &amp; IT Return.</p>	<p>copy &amp; other necessary supporting documents</p> <p>Address Proof/Undertaking</p>
3	Geographical Presence	One of the consortium partners must have its office located in Odisha.	Address Proof/Undertaking
4	Blacklisting	The Company should not be blacklisted by the Government or Government Entity in the last 2 years	Self declaration in Letter Head
5	Annual Turnover	The company must have an average annual turnover of Rs. 50 lakhs in the past three years	Audited Balance of last 3 financial Years (FY 2011-12, FY 2012-13 and FY 2013-14)

Sr. No.	Basic Requirements	Specific Requirements	Documents/Information to be provided in the submitted proposal
6	Technical Capability	The bidder should have successfully completed at least one project of Data digitization of amount INR 5 Lakhs in India in the last 5 years.	Work Order + Work Completion Certificates from the clients
7	Certifications	The prime bidder should possess minimum quality certification of ISO 9001:2008	Copy of certificate
8	Manpower Strength	<p>The vendor should have at least 200 professional Data Entry Operators (DEOs) on its roll to be eligible to bid in the Project.</p> <p>Note: For bidding of each unit minimum of 200 numbers of DEOs are required. In case the bidder is bidding for more units, the declared manpower should be in multiples thereof.</p>	Self-Certification in Excel format by the authorized signatory with clear declaration of staff (Name, Father's Name, Home Dist, Technical Qualification, Mobile No)

Sr. No.	Basic Requirements	Specific Requirements	Documents/Information to be provided in the submitted proposal
9	Performance	The Bidder must not have any record of poor performance, abandoned work, having been black-listed by any State Government or Government of India, having inordinately delayed completion and having faced Commercial failures etc.	A self-certified letter
10	Fees	The Bidder must have submitted <b>Rs. 10,000/- (Rupees Ten Thousand Only)</b> towards the cost of the Tender Document.  The Bidder must have furnished the EMD of <b>Rs. 10 Lakh (Rupees Ten Lakhs only)</b> .	<ul style="list-style-type: none"> <li>• DD from a Schedule Bank</li> <li>• DD/BG from a Nationalized Bank only</li> </ul>

#### 5.10.1 Consortium criteria

The consortium shall be formed under an Agreement on a non-judicial stamp paper of Rupees one hundred, duly signed by all the partners. The agreement in original shall be submitted with the bid. One of the partners of the consortium will be designated as “Prime Bidder” and shall be finally responsible for implementation and provisioning of the services as per the requirements of the RFP. Agreement document should clearly state the roles and responsibilities of each partner for the successful implementation of the said project.



However, if any member is deleted or withdrawn after submission of bid, OSCSC reserves the right to disqualify the bid or consider any change proposed by the prime bidder.

In case of consortium, the agreement shall be exclusively for this project and the prime bidder shall be responsible in case of failure by any partner.

The bidder/ each partner of the consortium shall disclose details pertaining to all contingent liabilities, claims, disputes, matters in appeal & in court and any pending litigation against the bidder or member of the Consortium.

## 5.11 Technical Evaluation

The proposals submitted by the bidders will be evaluated on three broad parameters as described in the table below. The bidder must get at least 80% of the maximum possible score in the technical section in order to qualify for opening of the commercial/financial evaluation.

Sl. No.	Criteria	Description	Marks
1	<b>Relevant Experience</b>	The bidder must provide details on past projects he has undertaken in a similar space. Different weights will be assigned to different levels of experience based on number of projects, scale of project, status of project and also the type of project.	<b>40</b>
2	<b>Proposed Methodology and Implementation Plan</b>	The bidder must invest effort in the implementation plan to ensure that there are no problems with the design once it is rolled out. The implementation plan should be feasible and should meet the timelines set by GoO for TPDS transformation project implementation.	<b>30</b>
3	<b>Proposed Implementation Team (Manpower for Digitization)</b>	Bid will be evaluated on the strength of the availability of dedicated manpower for digitization	<b>30</b>
<b>Total</b>			<b>100</b>

Detailed breakups of each of the criteria on essential components of the technical bid are provided below:

Criteria	Sl. No.	Sub-Criteria	Basis for Evaluation	Maximum Marks	Supporting doc
Relevant Experience	1	<p><b><u>No. of projects</u></b>            Experience in setting up centers/counters for receiving and digitizing application forms, printing and distribution of lists and printing of bar coded cards related to e - Governance projects in State Govt./Central Govt./Govt. Agency/PSUs in India where each project cost should be more than <b>Rs. 50 lakhs (Rupees Fifty Lakhs).</b></p> <p>The work order should have been issued within the last 5 years, as on 31st March 2014.</p> <p>The projects should have been successfully completed.</p>	<p>When the Number of projects is equal to or more than 5 projects = 15 marks            equal to 4 projects= 10 marks            equal to 3 projects = 8 marks            equal to 2 projects= 6 marks            equal to 1 project= 4 marks            less than 1 projects =0 marks</p>	10	Work Order + Completion Certificate from the Client
	2	<p><b><u>Status of the Projects</u></b>  <b>Experience in successfully completing projects</b> like data collection, data digitization, and bar</p>	<p>When the Number of projects. is - equal to or more than 5 projects = 15 marks            equal to 4 projects= 10 marks</p>	10	Work Order + Completion Certificate from the Client

Criteria	Sl. No.	Sub-Criteria	Basis for Evaluation	Maximum Marks	Supporting doc
		code based card printing etc. for any State Govt./Central Govt./Govt. Agency/PSUs in India covering at least 1 lakh citizens in a single work order of value more than <b>Rs. 1 Crore. (Rupees One Crore)</b> . The work order should have been issued within the last 5 years, as on 31st March 2014.  The projects should have been successfully completed.	equal to 3 projects = 8 marks equal to 2 projects= 6 marks equal to 1 project = 4 marks less than 1 project =0 marks		
	<b>3</b>	<b><u>Population Covered</u></b>  The number of citizens of a State/District of India covered for data collection, data digitization and bar code based card printing etc. which are successfully completed or ongoing  The work order should have been issued within the last 7 years, as on 31st March 2014.	If number of citizens covered in single project >= 1 Lakh (1,00,000) When the No. of citizens is: less than 1 Lakh : 0 marks 1.1-3 Lakhs: 4 marks 3.1 to 5 Lakhs: 6 marks 5.1 to 10 Lakhs: 8 marks more than 10 Lakhs projects: 10 marks	<b>10</b>	Work Order + Completion Certificates from the client /ongoing with no. of users for each project



Criteria	Sl. No.	Sub-Criteria	Basis for Evaluation	Maximum Marks	Supporting doc
	4	<p><b><u>Geographical Coverage:</u></b> Experience in data collection, data digitization, awareness program and bar code based card printing etc. with centres at multiple blocks/GP/Villages in a single project.</p> <p>The work order should have been issued within the last 7 years, as on 31st March 2014.</p> <p>The projects should have been successfully completed.</p>	<p>If number of complete districts of a state of India where collection/digitization has already commenced in single project <math>\geq 2</math> and <math>&lt; 10</math></p> <p>When the No. is: less than 2 Districts:0 marks 2 Districts: 4 marks 4 Districts: 6 marks 6 Districts: 8 marks equal to or more than 10 districts: 10 marks OR All the districts of 1 state of India: 10 marks</p>	10	Work Order + Completion Certificates from the client with no. of locations for each project;
<b>Proposed Methodology and Implementation Plan</b>	1	Solution proposed, demonstration of understanding of the requirement	<p>Qualitative assessment based on Demonstration of understanding of the Department's requirement through providing:</p> <ul style="list-style-type: none"> <li>- Solution proposed and its components</li> <li>- Technologies/Best Practices used</li> <li>- Scale of implementation</li> </ul>	10	Presentation by the bidder

Criteria	Sl. No.	Sub-Criteria	Basis for Evaluation	Maximum Marks	Supporting doc
			<ul style="list-style-type: none"> <li>- Learning on issues</li> <li>- Challenges likely to be encountered</li> <li>- Mitigation Plan proposed</li> <li>- Client references</li> </ul>		
	<b>2</b>	<p>Approach and methodology to perform the assignment including innovations</p> <p>[The approach should reflect the conceptual implementation framework proposed by the Vendor]</p>	<p>Qualitative assessment based on</p> <ul style="list-style-type: none"> <li>- Understanding of the objectives of the assignment: The extent to which the approach and work plan respond to the objectives indicated in the Scope of Work</li> <li>- Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements as mentioned in the RFP</li> </ul>	<b>15</b>	
	<b>3</b>	Project work breakdown structure	Qualitative assessment based on timeliness, resource assignment, dependencies and milestones	<b>5</b>	

Criteria	Sl. No.	Sub-Criteria	Basis for Evaluation	Maximum Marks	Supporting doc
<b>Proposed Implementation Team</b>	<b>1</b>	Number of DEO's available with the firm	<p>Availability of DEO's-</p> <p>Note: For bidding of each unit minimum of 200 numbers of DEO's are required. In case the bidder is bidding for more units, the declared manpower should be in multiples thereof.</p> <p>If number of DEOs indicated is less than 200 = 0 mark</p> <p>If Number of DEOs is 200 = 20 marks</p> <p>If more than 200 (@4 marks for additional 10% with a max ceiling of 10)</p>	<b>30`</b>	Manpower deployment

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## 5.12 Financial evaluation

All bid prices should be inclusive of all taxes and levies. The benchmark for the commercial evaluation will be a "minimum commercially feasible bid". This minimum commercially feasible bid will be calculated on the basis of the submitted bids and internal cost estimates for the project (Minimum commercially feasible bid is the lower of the internal cost estimate and the median of all the bids that meet the criteria for opening of commercial bids outlined in the technical bid section). Any bid below this minimum bid will be disqualified. This process is in place to encourage the bidders to submit realistic bids as otherwise there will remain a risk of the bid being awarded to a bidder who is then unable/ uninterested in completing the work due to inadequate financial incentives.

All qualified commercial bids will be awarded points based on normalization against the minimum commercially feasible bid (i.e. the minimum commercially feasible bid is assigned a score of 100 and the score of each bid will then be calculated as per the following formula:  $(\text{minimum commercially feasible bid value} / \text{Bid value}) * 100$  ).

The commercial bids submitted will be checked against following:

- Only fixed price financial bids indicating total price for all the deliverables and services specified in the RFP will be considered
- The bid price should include all taxes and levies and should be expressed in Indian rupees
- Any conditional bid will not be accepted
- Lowest bid among Financial bid (provided it is above the minimum commercially feasible bid) will win the bid.
- In case of discrepancies between unit price & total price, the total price will be calculated on the basis of unit price.
- In case of a tie the bidder with higher technical score will be awarded the contract.

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## 5.13 Award of contract

### 5.13.1 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

GoO reserves the right to accept or reject any proposal, and to annul the tendering process / public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for GoO action.

### 5.13.2 Notification of Award

- GoO will notify the successful bidder within 180 days of receiving proposals in writing or by fax or email. In case the tendering process / public procurement process has not been completed within the stipulated period, GoO, may request the bidders to extend the validity period of the bid beyond 180 days.
- The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee (Refer to 7.7.13), GoO will notify each unsuccessful bidder and return their EMD.

### 5.13.3 Contract Finalization and Award

- GoO shall reserve the right to negotiate with the bidder(s) whose proposal has been most responsive. On this basis the draft contract agreement would be finalized for award & signing.
- GoO may also reduce or increase the quantity of any item in the Scope of Work defined in the RFP. Accordingly total contract value may be changed on the basis of the rates defined in the financial proposal.

### 5.13.4 Performance Bank Guarantee

The selected bidder would be needed to provide a Performance Bank Guarantee (PBG), within 15 days from the Notification of award, for a value equivalent to 10% of the total cost of ownership. The PBG should be valid for a period of 60 days beyond the period of contractual obligations (including warranty period). The selected bidder shall be responsible

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for extending the validity date of the Performance Guarantee as and when it is due on account of non-completion of the project and warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the GoO at its discretion may cancel the order placed on the selected bidder without giving any notice. GoO shall invoke the performance guarantee in case the selected vendor fails to discharge their contractual obligations during the period or GoO incurs any loss due to vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

#### **5.13.5 Signing of Contract**

After GoO notifies the successful bidder that its proposal has been accepted, the two parties shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between GoO and the successful bidder.

#### **5.13.6 Failure to Agree with the Terms and Conditions of the RFP**

Failure of the successful Bidder to agree with the Terms and Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event GoO may award the contract to the next best value bidder or call for new bids.

### **5.14 Dispute Resolution Mechanism**

The Bidder and OSCSC shall endeavour their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

- The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within **seven (7) days** of receipt of the notice.
- The matter will be referred for negotiation between OSCSC and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of **15 days**.
- In case it is not resolved between OSCSC and the bidder, it will be referred to Commissioner-cum-Secretary – FS & CW Department for negotiation and his decision will be final and binding for both the parties.

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- In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within **20 days** of the failure of negotiations. Arbitration shall be held in **Bhubaneswar** and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.
  - The “Arbitration Notice” should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within **45 days** from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document.
  - Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

### 5.15 Notices

Notice or other communications given or required to be given under the contract shall be in writing and shall be faxed/e-mailed/hand-delivery with acknowledgement thereof, or transmitted by pre-paid registered post or courier.

### 5.16 Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or OSCSC as the case may be which they could not foresee or with a reasonable

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amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- Terrorist attack, public unrest in work area provided either party shall within **10 days** from occurrence of such a cause, notifies the other in writing of such causes. The bidder or OSCSC shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

### 5.17 Exit Plan

The selected Bidder will provide systematic exit plan and conduct proper knowledge transfer process to handover operations to project e-mission team (PeMT) before project closure. IT resource persons of PeMT will work closely with resource persons of Selected Bidder.

### 5.18 Fraud and Corrupt Practices

- The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, OSCSC shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, OSCSC shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine



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pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.

- Without prejudice to the rights of OSCSC under Clause above and the rights and remedies which OSCSC may have under the LOI or the Agreement, if a Bidder is found by OSCSC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the Work Order or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by OSCSC/ Any Department of State Govt. during a period of 2 (two) years from the date of such Bid.
- For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
  - “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of OSCSC who is or has been associated in any manner, directly or indirectly with the Selection Process.
  - “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
  - “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
  - “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by OSCSC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
  - “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## 6. Payment Schedule

Payment will be made to the primary bidder only as per the schedule given below subject to acceptance certificates of respective service by the PMU.

Category	Item	% of Cost	Payment schedule
Project Implementation	50% of applications populated with NPR family IDs (each application form has to be tried at least once)	10%	10% of the project cost will be paid based on the populated NPR ID. The percentage of populated row should be 50%.
	Completion of digitization (including printing of acknowledgement slips of all allocated admin unit(s))	30%	30% of the project cost will be paid at the completion of digitization & printing of acknowledgement slips of allocated admin units.
	Printing and Distribution of draft Priority HH list of the allocated admin unit.	15%	15% of the project cost will be paid upon the successful printing and distribution of the lists as requested by GoO from time to time. The quality and the coverage will be assessed by the GoO
	Printing, Lamination of Ration Cards of the allocated admin unit	15%	15% of the project cost will be paid upon the successful printing of the Ration Cards. The quality and the coverage of the RC will be assessed by the GoO.

Category	Item	% of Cost	Payment schedule
	Delivery of Ration Card at District level of the allocated admin unit(s)	10%	10% of the project cost will be paid upon the successful Lamination & Delivery of Ration Cards to the district CSO Office. The quality and the coverage of the lamination will be assessed by the GoO.
	Operation & Maintenance at allocated admin unit	10%	2.5% of the project cost will be paid as cost of maintenance and support and will be paid on quarterly basis, as per agreed upon terms and conditions included in the proposal. These will be subject to the receipt and approval of monthly reports by the PMU.
Exit Management	Successful Exit Management	10%	10 % of the project cost will be paid on successful completion of exit management.
	Total	100%	

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## 7. Annexure

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### 7.1 Service Level Agreements

#### 7.1.1 Implementation

##### Compensation for Termination of Contract

If the bidder fails to carry out the award / work order in terms of this document within the stipulated period or any extension thereof, as may be allowed by FS&CW Department /OSCSC without any valid reasons acceptable to FS&CW Department /OSCSC, FS&CW Department /OSCSC may terminate the contract after giving 1 months' notice, and the decision of FS&CW Department /OSCSC on the matter shall be final and binding on the bidder. Upon termination of the contract, FS&CW Department /OSCSC shall be at liberty to get the work done at the risk and expense of the bidder through any other agency, and to recover from the bidder compensation or damages.

##### Liquidated Damages

In the event of delay in execution of work, specified in this Contract / furnishing of deliverables, the bidder shall be liable to a penalty at 5% of the value of work order in respective phases, for every month of delay up to a maximum of 20%, after which FS&CW Department /OSCSC shall be at liberty to cancel the award. For the purpose of this clause, part of a month shall be considered to be a full month.

##### Training

Quality and Effectiveness of the training sessions (CBT based) conducted by Selected Bidder for staff members & stakeholders are to be verified by third party like OCAC (engaged by the FS&CW Department /OSCSC). The third party will conduct a survey, collect feedbacks from the participants and submit a report on quality and effectiveness of the training provided by the Selected Bidder.

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## 7.1.2 Operations

### Complaint center and Central service center

Helpdesk will provide its services on all days of the week between 10:00 AM to 7:00 PM. If required, the helpdesk should be operational from 8 AM to 8 PM, seven days a week, including Sunday. The Selected Bidder should adhere to the severity levels and minimum response time of different type of calls as proposed by FS & CW Department. . The Selected Bidder must resolve at least 90% of logged complains within required response time.

For all the technical problems faced by the bidders - of Roll Out Phase, a helpline would be available to clarify and rectify the problems. This technical helpline will be maintained and managed by the Selected Bidder of Phase1.

## 7.2 Expected timelines for activities to be performed by the Selected Bidder

The timelines below are indicative and the bidder should propose their own timelines that are feasible to them along with the bid.

SI No.	Activity	Dateline	Dateline	Dateline	Dateline	Responsibility
		1 <sup>st</sup> Segment	2 <sup>nd</sup> Segment	3 <sup>rd</sup> Segment	4 <sup>th</sup> Segment	
1	Registration at RCs	19 <sup>th</sup> -25 <sup>th</sup> Jan	7 <sup>th</sup> – 13 <sup>th</sup> Feb	25 <sup>th</sup> Feb- 3 <sup>rd</sup> Mar	14 <sup>th</sup> – 20 <sup>th</sup> Mar	BDO/EO, RC Nodal officer ,Supervisor y officer
2	Receipt of Application and verification of documents	27 <sup>th</sup> Jan – 5 <sup>th</sup> February	14 <sup>th</sup> – 23 <sup>rd</sup> February	4 <sup>th</sup> – 13 <sup>th</sup> March	21 <sup>st</sup> – 30 <sup>th</sup> March	
3	Digitization of Application Form	7 <sup>th</sup> - 26 <sup>th</sup> February	27 <sup>th</sup> Feb – 18 <sup>th</sup> March	19 <sup>th</sup> Mar- 7 <sup>th</sup> April	8 <sup>th</sup> – 27 <sup>th</sup> April	Vendor/ District Nodal Officer
4	Distribution of Acknowledgement Slips	1 <sup>st</sup> – 7 <sup>th</sup> April	9 <sup>th</sup> – 15 <sup>th</sup> April	17 <sup>th</sup> - 23 <sup>rd</sup> April	25 <sup>th</sup> Apr – 1 <sup>st</sup> May	BDO/EO,RC Nodal officer ,Supervisor y officer
5	Consolidation of applicant database & Comparison with Integrated Database	1 <sup>st</sup> Mar – 7 <sup>th</sup> Mar	20 <sup>th</sup> – 27 <sup>th</sup> Mar	9 <sup>th</sup> -16 <sup>th</sup> Apr	1 <sup>st</sup> – 7 <sup>th</sup> May	Vendor , IBM& OCAC
6	Generation of Suspect Lists for field verification and Draft Priority Lists for Publication	10 <sup>th</sup> -15 <sup>th</sup> March	30 <sup>th</sup> Mar- 4 <sup>th</sup> April	20 <sup>th</sup> -25 <sup>th</sup> April	10 <sup>th</sup> -15 <sup>th</sup> May	Vendor , IBM & OCAC
7	Physical Verification of suspect list in field	16 <sup>th</sup> – 30 <sup>th</sup> March	5 <sup>th</sup> – 19 <sup>th</sup> April	26 <sup>th</sup> Apr – 10 <sup>th</sup> May	16 <sup>th</sup> – 31 <sup>st</sup> May	District Administration
8	1.Publishing of draft priority household & AAY households – inviting objections	16 <sup>th</sup> Mar- 4 <sup>th</sup> April	5 <sup>th</sup> -24 <sup>th</sup> April	26 <sup>th</sup> Apr – 15 <sup>th</sup> May	16 <sup>th</sup> May – 5 <sup>th</sup> June	FS & CW Department/ District Administration/ Blocks/ ULBs
	.Disposal of objection (at Block/ ULB level).					
9	Printing & Lamination of bar-coded Ration Cards District level	25 <sup>th</sup> June– 20 <sup>th</sup> July'2015				District Administration / Vendor

10	Distribution through Public Meetings/ Functionaries	25 <sup>th</sup> July – 15 <sup>th</sup> Aug'2015	Blocks/ ULB
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### 7.3 Bidder's Profile

Particulars	Details	Page number (in case of attachment)
Name of the firm Telephone number Fax number Email		
Registered office address		
Correspondence address (if different from the above address)		
Details of the Contact Person (name, designation, address) Telephone number Fax number e-mail		
Is the firm registered under Indian Companies Act 1956? Year and Place of the establishment of the Company		
Service Tax Registration, PAN details		
Bidder should possess minimum ISO 9001:2008 certification.		

### 7.4 Checklist for Pre-qualification Bid

1. Certificate of Incorporation

2. Registration Certificate
3. Chartered Accountant Certificate for Net worth
4. Project Citation Format (Refer to section 7.7.4)
5. Certificate from HR Department for number of technically qualified professionals employed by the company
6. Self-Declaration stating that the bidder is NOT ineligible for corrupt or fraudulent practices as per the format of the responding firm or section 7.7.11
7. Affidavit of declaration stating that the bidder does not have any record of poor performance or abandoned work and is not blacklisted by any State government or Government of India
8. Payment for RFP Document (Demand Draft for Rs. 10,000 (Rupees Ten Thousand Only), Payment for EMD (Demand Draft/Bank Guarantee for Rs. 10,00,000 (Rupees Ten Lakh Only)
9. Copy of ISO 9001:2008 Certification which is valid on date of submission.

For consortiums all details as mentioned in this section (except payments for RFP documents and EMD) should be provided for the all the individual partners in the consortium.

## 7.5 Submission templates

### 7.5.1 Technical Bid Checklist

Activity	Subsection
Covering Letter for Technical Proposal	<ul style="list-style-type: none"> <li>• Letter of Proposal (Section 7.7.2)</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Relevant Experience               <ul style="list-style-type: none"> <li>– Digitization Work</li> <li>– Printing and Lamination Works</li> <li>– Printing and distribution of ration cards (any government cards)</li> </ul> </li> </ul>



Activity	Subsection
Proposed Technical Solution	<ul style="list-style-type: none"> <li>• Proposed Technical Solution               <ul style="list-style-type: none"> <li>– Specification of hardware deployed at different locations</li> <li>– Process flow map                   <ul style="list-style-type: none"> <li>▪ Shows activity flow and activity location</li> <li>▪ Highlights functionalities used for each process step</li> </ul> </li> <li>– Security measures to protect application forms along with supporting documents.</li> </ul> </li> </ul>
Proposed Implementation Plan	<ul style="list-style-type: none"> <li>• Proposed Implementation Plan               <ul style="list-style-type: none"> <li>– Timeline for implementation                   <ul style="list-style-type: none"> <li>▪ Timeline for setting up CDC &amp; mobilization of resources</li> <li>▪ Timeline for segment wise implementation</li> <li>▪ Timeline for printing</li> <li>▪ Timeline for setting up RC update facility</li> </ul> </li> <li>– Implementation team structure and qualifications                   <ul style="list-style-type: none"> <li>▪ Details of team structure, no of team members, qualifications, roles and responsibilities (Section 7.7.5)</li> <li>▪ Team Composition.</li> </ul> </li> </ul> </li> </ul>
Any other	<ul style="list-style-type: none"> <li>• Any other supporting documents</li> </ul>

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## 7.5.2 Letter of Proposal

<Location, Date>

To:

Managing Director  
Odisha State Civil Supplies Corporation Ltd. (OSCSC)  
Head Office  
C/2 Nayapalli, Bhubaneswar - 751012  
EPBX - (0674) 2395391/2394956  
Fax - (0674) 2395291/2390199

**Subject:** Submission of the Technical bid for *<Name of the assignment>*

Dear Sir/Madam,

We, the undersigned, offer to provide solutions to the OSCSC on *<Name of the engagement>* with your Request for Proposal dated *<insert date>* and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial 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 not later than the date indicated in Fact Sheet.

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 hereby declare that we are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

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

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

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

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**Particulars of the Bidder**

Sl. No.	Information Sought	Details to be Furnished
<b>A</b>	Name ,address and URL of the bidding Company	
<b>B</b>	Incorporation status of the firm (public limited / private limited, etc.)	
<b>C</b>	Year of Establishment	
<b>D</b>	Date of registration	
<b>E</b>	ROC Reference No.	
<b>F</b>	Details of company registration	
<b>G</b>	Details of registration with appropriate authorities for service tax	
<b>H</b>	Name, Address, e-mail ID, Phone nos. and Mobile Number of Contact Person	

### 7.5.3 Project Citation Format

Relevant IT project experience (provide no more than 5 projects in the last 5 years)	
<b>General Information</b>	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
<b>Project Details</b>	
Description of the project	
Scope of services	
Service levels being offered/ Quality of service (QOS)	
Technologies used	
Outcomes of the project	
<b>Other Details</b>	
Total cost of the project	
Total cost of the services provided by the respondent	
Duration of the project (no. of months, start date, completion date, current status)	
<b>Other Relevant Information</b>	
Letter from the client to indicate the successful completion of the projects	
Copy of Work Order	

### 7.5.4 Template for Manpower deployment declaration

Please provide a separate table for software development, Project management and Services etc.

Sl. No.	Name of Staff with qualification and experience	Area of Expertise	Position Assigned	Task Assigned	Time committed for the engagement
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1					
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**7.5.5 Declaration of activities sub-contracted**

Date:

To:  
 Managing Director  
 Odisha State Civil Supplies Corporation Ltd. (OSCSC)  
 Head Office  
 C/2 Nayapalli, Bhubaneswar - 751012  
 EPBX - (0674) 2395391/2394956  
 Fax - (0674) 2395291/2390199

Dear Sir,

**Sub: Declaration on Sub-contracting**

I/ We hereby declare the following list of activities which we would be sub-contracted.

Sr. No	Activity

I/ We would be responsible for ensuring that the sub-contracted work meets the requirements of the Department.

Thanking you,

Yours faithfully


(Signature of the Authorized signatory of the Bidding Organization)

Name:

Designation:

Date:

Time:



Seal:  
Business

Address:

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### **7.5.6 Commercial Bid Format**

#### **Financial Proposal (Overall Cost)**

Detailed costs to be provided in the formats mentioned below.

The following tables should be used to submit the detailed costs breakup of the below mentioned cost heads:

#### **Digitization of Application form including NPR Search**

Bidder has to quote the cost of NPR search, the digitization per application form including the printing of acknowledgement slip. The quoted price of the bidder should be inclusive of services & manpower required to execute the task as per the terms & condition of this RFP.

#### **Printing of Ration Card**

Bidder has to quote the cost of the printing per ration card as per specification mentioned in this RFP. The quoted unit cost should be inclusive of cost of manpower & services.

#### **Lamination of Ration Card**

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Bidder has to quote the cost of the lamination per ration card as per the specification mentioned in RFP. The quoted unit cost should be inclusive of cost of manpower & services.

**Printing of DPL & Suspect Families**

Bidder has to quote the cost of printing (B&W) per page (A4).. The quoted unit cost should be inclusive of cost of manpower & services.

**Operation & Maintenance**

Bidder has to quote the operation & maintenance cost on lump sum basis. Please refer the section no 3.2 of this RFP for terms & condition of O & M phase.

**Operationalization of one Center in each Block/ULB offices for 2 Months**

Bidder has to quote the cost of operationalization of one Center in each Block/ULB offices for 2 Months in the unit(s) of districts.





SI No	District	Population (Approx)	Digitization of Application form including NPR Search			Printing of Ration Card			Lamination of Ration Card			Printing of DPL & Suspect Families			Operationalization of one Center in each Block/ULB offices for 2 Months			Operation & Maintenance			Gross Total
			Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	
Unit 1	Sambalpur	1041099																			
	Mayurbhanj	2519738																			
	Boudh	441162																			
<b>Total of Unit-1</b>																					
Unit 2	Balangir	1648997																			
	Jajpur	1827192																			
	Gajapati	577817																			
<b>Total of Unit-2</b>																					
Unit 3	Jharsuguda	579505																			

SI No	District	Population (Approx)	Digitization of Application form including NPR Search			Printing of Ration Card			Lamination of Ration Card			Printing of DPL & Suspect Families			Operationalization of one Center in each Block/ULB offices for 2 Months			Operation & Maintenance			Gross Total	
			Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total		
	Balaso re	2320529																				
	Rayaga da	967911																				
<b>Total of Unit-3</b>																						
Unit 4	Sonepu r	610183																				
	Bhadra k	1506337																				
	Kalaha ndi	1576869																				
<b>Total of Unit-4</b>																						
Unit 5	Bargarh	1481255																				
	Jagatsi nghpur	1136971																				
	Nawran	1220946																				

SI No	District	Population (Approx)	Digitization of Application form including NPR Search			Printing of Ration Card			Lamination of Ration Card			Printing of DPL & Suspect Families			Operationalization of one Center in each Block/ULB offices for 2 Months			Operation & Maintenance			Gross Total
			Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	
<b>Total of Unit-5</b>																					
Unit 6	Deogarh	312520																			
	Nayagarh	962789																			
	Ganjam	3529031																			
<b>Total of Unit-6</b>																					
Unit 7	Angul	1273821																			
	Cuttack	2624470																			
	Nuapada	610382																			
<b>Total of Unit-7</b>																					
Unit 8	Dhenkanal	1192811																			

SI No	District	Population (Approx)	Digitization of Application form including NPR Search			Printing of Ration Card			Lamination of Ration Card			Printing of DPL & Suspect Families			Operationalization of one Center in each Block/ULB offices for 2 Months			Operation & Maintenance			Gross Total	
			Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total		
			Khurda	2251673																		
Koraput	1379647																					
<b>Total of Unit-8</b>																						
Unit 9	Sundergarh	2093437																				
	Kendrapada	1440361																				
	Kandhamal	733110																				
<b>Total of Unit-9</b>																						
Unit 10	Keonjhar	1801733																				
	Puri	1698730																				
	Malkangiri	613192																				

SI No	District	Population (Approx)	Digitization of Application form including NPR Search			Printing of Ration Card			Lamination of Ration Card			Printing of DPL & Suspect Families			Operationalization of one Center in each Block/ULB offices for 2 Months			Operation & Maintenance			Gross Total
			Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	Unit Cost	Tax	Total	
<b>Total of Unit-10</b>																					
<b>Total Cost of Quoted Units</b>																					
<b>(In Words)</b>																					

### 7.5.7 Commercial proposal Covering letter

<Location, Date>

To:

Managing Director  
Odisha State Civil Supplies Corporation Ltd. (OSCSC)  
Head Office  
C/2 Nayapalli, Bhubaneswar - 751012  
EPBX - (0674) 2395391/2394956  
Fax - (0674) 2395291/2390199

**Subject:** Submission of the Financial bid for <Provide Name of the Implementation Assignment>

Dear Sir/Madam,

We, the undersigned, offer to provide the Implementation services for <Title of Implementation Services> in accordance with your Request for Proposal dated <Date> and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <Amount in words and figures>. This amount is inclusive of the local taxes.

#### 1. PRICE AND VALIDITY

- All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 calendar days from the date of opening of the Bid.
- We hereby confirm that our prices include all taxes. However, all the taxes are quoted separately under relevant sections.
- We understand that the actual payment would be made as per the existing indirect 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. DEVIATIONS**

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations and deviations, all of which have been detailed out exhaustively in the following statement, irrespective of whatever has been stated to the contrary anywhere else in our bid.

Further we agree that additional conditions, if any, found in the Tender documents, other than those stated in deviation schedule, shall not be given effect to.

## **4. TENDER PRICING**

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

## **5. QUALIFYING DATA**

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

## **6. BID PRICE**

We declare that our Bid Price is for the entire scope of the work as specified in the RFP. These prices are indicated Commercial Bid attached with our Tender as part of the Tender.

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## 7. 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 the Annexure 7.7.13 of this RFP document. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, 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,

We remain,  
Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:



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### 7.5.8 Form for Undertaking on Total Responsibility

Date:

To:  
Managing Director  
Odisha State Civil Supplies Corporation Ltd. (OSCSC)  
Head Office  
C/2 Nayapalli, Bhubaneswar - 751012  
EPBX - (0674) 2395391/2394956  
Fax - (0674) 2395291/2390199

Dear Sir,

**Sub: Self-certificate regarding Total Responsibility**

This is to certify that we undertake total responsibility for the successful and defect free operation of the proposed Project solution, as per the requirements of the RFP for Beneficiary Identification and Enrolment Process as part of the end to end computerization of TPDS for the state of Odisha.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name:

Designation:

Date:

Time:

Seal:

Business Address:

### 7.5.9 Template for Bank Guarantee for EMD

To,

Managing Director  
Odisha State Civil Supplies Corporation Ltd. (OSCSC)  
Head Office  
C/2 Nayapalli, Bhubaneswar - 751012  
EPBX - (0674) 2395391/2394956  
Fax - (0674) 2395291/2390199

Whereas <Name of the bidder> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP # <RFP Number> dated <Date> for <Name of the assignment> (hereinafter called "the Bid") to OSCSC.

Know all Men by these presents that we < > having our office at <Address> (hereinafter called "the Bank") are bound unto the OSCSC (hereinafter called "the Purchaser") in the sum of Rs. <Amount in figures> (Rupees <Amount in words> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <Date>

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid

(a)Withdraws his participation from the bid during the period of validity of bid document;

Or

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(b)Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to *<insert date>* and including *<extra time over and above mandated in the RFP>* from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

I. Our liability under this Bank Guarantee shall not exceed Rs. *<Amount in figures>* (Rupees *<Amount in words>* only)

II. This Bank Guarantee shall be valid up to *<insert date>*

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before *<insert date>* failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

**7.5.10 Form for self-declaration of not been Blacklisted**

(To be submitted on the Letterhead of the responding agency)

{Place}

{Date}

To,

Managing Director  
Odisha State Civil Supplies Corporation Limited (OSCSC),  
<<Address >>  
Fax +91 -674-  
Phone +91-674-  
Email: <<email id>>

Ref: RFP Notification no <xxxx> dated <dd/mm/yy>

**Subject: Self-Declaration of not been blacklisted in response to the RFP for Selection of Selected Bidder for TPDS transformation Processes.**

Dear Sir,

We confirm that our company, \_\_\_\_\_, is not blacklisted in any manner whatsoever by any of the State/UT and/or central government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Pre-Qualification Bid.

### 7.5.11 Template for Rollout Plan

Sl No.	District	ULB/RCBlock	Ward/ GP	No. of RCs	No. of personnel deployed	Date
1						
2						

### 7.5.12 Performance Bank Guarantee

PERFORMANCE SECURITY:

<Name>  
<Designation>  
<Address>  
<Phone Nos.>  
<Fax Nos.>  
<Email id>

Whereas, <name of the supplier and address> (hereinafter called “the bidder”) has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <name of the assignment> to OSCSC (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank> a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> have agreed to give the supplier such a bank guarantee.

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Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of **Rs.<Insert Value> (Rupees <Insert Value in Words> only)** and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of **Rs. <Insert Value> (Rupees <Insert Value in Words> only)** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until *<Insert Date>*

Notwithstanding anything contained herein:

I. Our liability under this bank guarantee shall not exceed **Rs. <Insert Value> (Rupees <Insert Value in Words> only).**

II. This bank guarantee shall be valid up to *<Insert Expiry Date>*

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before *<Insert Expiry Date>* failing which our liability under the guarantee will automatically cease.

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## 7.6 List of Project related documents

These documents have to be provided by the vendor in the due course of the project implementation. These have to be signed and approved by the Steering committee before they can be implemented.

- Detailed Project Plan
- Detailed System Study Report
- Detailed Rollout plan
- Manpower deployment plan
- Change Management and Capacity Building Plans.

## Appendix-A

### Unit wise district distribution list

Units	District		
	District 1/Northern	District 2/ Central	District 3/Southern
Unit 1	Sambalpur	Mayurbhanj	Boudh
Unit 2	Balangir	Jajpur	Gajapati
Unit 3	Jharsuguda	Balasore	Rayagada
Unit 4	Sonepur	Bhadrak	Kalahandi
Unit 5	Bargarh	Jagatsinghpur	Nawrangpur
Unit 6	Deogarh	Nayagarh	Ganjam
Unit 7	Angul	Cuttack	Nuapada
Unit 8	Dhenkanal	Khurda	Koraput
Unit 9	Sundergarh	Kendrapada	Kandhamal
Unit 10	Keonjhar	Puri	Malkangiri



## Appendix B

SI No	District	Urban Local Body				*Number of Total Wards in the ULBs	Rural Area		Population		Total Population
		NAC	Muncp	Corp	Total		Block	GPs	ULB	Rural	
Unit 1	Sambalpur	5	1	0	6	81	9	148	308,093	733,006	1,041,099
	Mayurbhanj	3	1	0	4	56	26	382	192,896	2,326,842	2,519,738
	Boudh	1	0	0	1	17	3	63	20,424	420,738	441,162
	<b>TOTAL</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>11</b>	<b>154</b>	<b>38</b>	<b>593</b>	<b>521,413</b>	<b>3,480,586</b>	<b>4,001,999</b>
Unit 2	Balangir	3	1	0	4	74	14	285	197,381	1,451,616	1,648,997
	Jajpur	0	2	0	2	43	10	280	135,097	1,692,095	1,827,192
	Gajapati	1	1	0	2	29	7	129	70,666	507,151	577,817
	<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>146</b>	<b>31</b>	<b>694</b>	<b>403,144</b>	<b>3,650,862</b>	<b>4,054,006</b>
Unit 3	Jharsuguda	1	2	0	3	57	5	78	231,165	348,340	579,505
	Balasore	3	1	0	4	79	12	289	253,293	2,067,236	2,320,529
	Rayagada	2	1	0	3	52	11	171	146,966	820,945	967,911
	<b>TOTAL</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>10</b>	<b>188</b>	<b>28</b>	<b>538</b>	<b>631,424</b>	<b>3,236,521</b>	<b>3,867,945</b>

SI No	District	Urban Local Body				*Number of Total Wards in the ULBs	Rural Area		Population		Total Population
		NAC	Muncp	Corp	Total		Block	GPs	ULB	Rural	
Unit 4	Sonepur	2	1	0	3	39	6	96	49,941	560,242	610,183
	Bhadrak	1	1	0	2	53	7	193	185,838	1,320,499	1,506,337
	Kalahandi	2	1	0	3	44	13	273	121,987	1,454,882	1,576,869
	<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>8</b>	<b>136</b>	<b>26</b>	<b>562</b>	<b>357,766</b>	<b>3,335,623</b>	<b>3,693,389</b>
Unit 5	Bargarh	2	1	0	3	50	12	248	150,110	1,331,145	1,481,255
	Jagatsinghpur	0	2	0	2	28	8	194	115,980	1,020,991	1,136,971
	Nawrangpur	1	1	0	2	30	10	169	87,625	1,133,321	1,220,946
	<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>7</b>	<b>108</b>	<b>30</b>	<b>611</b>	<b>353,715</b>	<b>3,485,457</b>	<b>3,839,172</b>
Unit 6	Deogarh	0	1	0	1	11	3	60	22,390	290,130	312,520
	Nayagarh	2	0	0	2	44	8	179	79,738	883,051	962,789
	Ganjam	17	1	1	19	276	22	475	768,001	2,761,030	3,529,031
	<b>TOTAL</b>	<b>19</b>	<b>2</b>	<b>1</b>	<b>22</b>	<b>331</b>	<b>33</b>	<b>714</b>	<b>870,129</b>	<b>3,934,211</b>	<b>4,804,340</b>
Unit 7	Angul	1	1	0	2	69	8	209	206,546	1,067,275	1,273,821
	Cuttack	2	2	1	5	108	14	342	736,047	1,888,423	2,624,470

SI No	District	Urban Local Body				*Number of Total Wards in the ULBs	Rural Area		Population		Total Population
		NAC	Muncp	Corp	Total		Block	GPs	ULB	Rural	
	Nuapada	2	0	0	2	44	5	109	34,054	576,328	610,382
	<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>9</b>	<b>221</b>	<b>27</b>	<b>660</b>	<b>976,647</b>	<b>3,532,026</b>	<b>4,508,673</b>
Unit 8	Dhenkanal	2	1	0	3	50	8	199	117,506	1,075,305	1,192,811
	Khurda	2	3	0	5	71	9	149	1,084,316	1,167,357	2,251,673
	Koraput	3	1	0	4	67	14	226	226,169	1,153,478	1,379,647
	<b>TOTAL</b>	<b>7</b>	<b>5</b>	<b>0</b>	<b>12</b>	<b>188</b>	<b>31</b>	<b>574</b>	<b>1,427,991</b>	<b>3,396,140</b>	<b>4,824,131</b>
Unit 9	Sundergarh	1	4	0	5	82	17	262	738,097	1,355,340	2,093,437
	Kendrapada	1	1	0	2	31	9	230	83,534	1,356,827	1,440,361
	Kandhamal	2	0	0	2	12	12	153	72,279	660,831	733,110
	<b>TOTAL</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>9</b>	<b>125</b>	<b>38</b>	<b>645</b>	<b>893,910</b>	<b>3,372,998</b>	<b>4,266,908</b>
Unit 10	Keonjhar	0	4	0	4	65	13	286	253,059	1,548,674	1,801,733
	Puri	3	1	0	4	72	11	230	264,930	1,433,800	1,698,730
	Malkangiri	2	0	0	2	31	7	108	49,528	563,664	613,192
	<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>10</b>	<b>168</b>	<b>31</b>	<b>624</b>	<b>567,517</b>	<b>3,546,138</b>	<b>4,113,655</b>

SI No	District	Urban Local Body				*Number of Total Wards in the ULBs	Rural Area		Population		Total Population
		NAC	Muncp	Corp	Total		Block	GPs	ULB	Rural	
	<b>GRAND TOTAL</b>	<b>67</b>	<b>37</b>	<b>2</b>	<b>106</b>	<b>1,765</b>	<b>313</b>	<b>6,215</b>	<b>7,003,656</b>	<b>34,970,562</b>	<b>41,974,218</b>

NB: \* There may be slight variations in the number of wards in some ULBs.