

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

Website- bseodisha.ac.in / bseodisha.nic.in

TENDER NOTICE NO. /TENDER/2025/ DIGITAL EVALUATION



Board of Secondary Education, Odisha, Cuttack.

BID DOCUMENT

TENDER FOR SCANNING, DIGITAL EVALUATION OF ANSWER BOOKS OF D.EL.ED ANNUAL EXAM OCTOBER -2025

To
The Secretary,
Board of Secondary Education, Odisha
Cuttack - 753001

Signature of bidder with Seal, Stamp and Address

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

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TENDER NOTICE NO. /TENDER/2025/ DIGITAL EVALUATION

SECTION-1

SHORT TERM NOTICE INVITING TENDER

The Board of Secondary Education, Odisha, Cuttack invites Tenders Under **Two Bid systems** from the reputed, experienced & Technologically sound Agencies for providing services for:

DIGITAL SCANNING & EVALUATION OF ANSWER BOOKS

For participation in the bid, agencies will fill the complete tender form available at the Board's Website <http://www.bseodisha.ac.in> and <https://bseodisha.nic.in> as per schedule as given in CRITICAL DATE as (for perusal /reference only):

Critical Dates

Subject	Date and time
<i>Bid Document Download</i>	29.09.2025
<i>Bid Submission Start Date</i>	03.10.2025
<i>Bid Submission End Date</i>	13.10.2025
<i>Technical Bid Opening Date</i>	14.10.2025 at 11.30 am in the Committee Room
<i>Financial Bid Date</i>	14.10.2025 at 03.30 pm in the Committee Room

Any amendment/correction in the Tender Document will be done by the Board Authority through <http://bseodisha.ac.in>. Prospective bidders are requested to regular visit/check the Board's website. The cost of bid document is Rs.7080 /- (Rs.6000/- +18 % GST) which is non-refundable and Earnest Money Deposit of Rs.50,000/- (Rupees Fifty thousand only) be submitted in favour of **The Secretary, BSE(O), Cuttack** in the form of Bank draft.

The Technical Bids / Financial Bids shall be opened by the committee authorized by the President for this purpose in the Board's Committee Room in the presence of the bidder, who wish to remain present. Financial bids will be opened only of those bidders who will qualify in technical bid.

Sd/-
Secretary

SECTION-2

TERMS & CONDITIONS

FOR DIGITAL EVALUATION PROJECT FOR D.El. Ed Exam October -2025

- A The Bids are invited from eligible, reputed & qualified IT firms with sound technical & financial capabilities for implementation & maintenance of Answer Book scanning & On-Screen marking system for **D.El. Ed Exam** conducted by BSE(O) as detailed out in scope of work.
- B The system shall mainly comprise of the following activities. a) Scanning of answer books b) On-screen marking c) post marking activities
- C Initially the order will be for one year which may be extended on yearly basis mostly of two times subject to the satisfactory performance.
- D The tender is "Two Bid" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD) & Tender fees, failing which the bid to be rejected. Technical Bid should be submitted separately indicating clearly that it is a "TECHNICAL BID".
- E Hardware (viz computers with accessories, power backup and internet connectivity along with required bandwidth) for the purpose of digital evaluation of the digitalized answer scripts will be provided by the bidder at locations detailed by BSE.
- F In case of tenderers disqualified at technical evaluation, their earnest money deposit (EMD) will be refunded shortly basing on the written request letter of bidders. In case of successful bidder, the earnest money deposit will be retained till the completion of the project. The EMD deposited will not earn any interest & Board will not pay any interest on EMD to the bidders.
- G The successful bidder shall sign an agreement as per contract form on 100/- Rs. Stamp Paper attested by Notary along with deposit of 5% of the total worth of work order in the form of Bank draft as performance security.
- H All the documents required should be submitted along with the technical bid of the tender only.
- I The tenders have to be submitted at the Board Head Quarter, Cuttack. Any tender submitted by fax/email etc. will not be considered. No further correspondence will be entertained on this matter.

J Mandatory Technical Pre-requisite:

The bidder must meet the following mandatory criteria to be eligible for consideration for the project:

- i) Bidder should have total turnover at least Rs.10 Crores in the last three financial years 2022-23, 2023-24 & 2024-25 separately. Suitable CA Certificate to be provided.
- ii) Consortium, Joint venture or outsourcing in any manner is not permitted. All bids based on entities relying on such practices will not be entertained. **Bidder having partnership or sublet work from different organization will not be considered as an experience. Direct allotted/executed work exp. will be treated only.** A declaration to this effect needs to be submitted.
- iii) The bidder must be in the business of Digital Evaluation of Answer Scripts for a minimum of 3 (three) years. Work order pertaining to the same must be provided.
- iv) The bidder should have successfully/satisfactory executed similar digital evaluation projects of single clients in India minimum specific 10 lakhs of answer books in a single assignments of similar nature must include the major activities such as Scanning and Digits of the pages of Answer scripts , preparation for Digital Evaluation (evaluation/ On Screen Marking) , organising online evaluation centre (if evaluation conducted at evaluation centres) , Training of Evaluators and Supervisors/ Reviewers, Dynamic allocation of digitalized Answer scripts to Evaluators (in case of online evaluation) within last 3 year . (appropriate documents like work order, project completion certificate etc to be attached).
- v) The bidder must have experience of Digital Evaluation of Answer Scripts (Without cutting) for any Board/ University/Examination Body in India during the last three years for a minimum of one lakh booklet. (appropriate documents like work order, project completion certificate etc to be attached).
- vi) The bidder should be registered with appropriate tax authorities such as Income Tax, GST etc. and should submit the certificate of registration with these authorities.
- vii) The bidder should have a minimum of 300 book scanners suitable for scanning answer booklets without cutting. Undertaking must be attached with Technical Bid.
- viii) The bidder should not have been forfeited of their EMD in any contract, Debarred/ blacklisted by the Central Government/ State Government/ Government Departments. / Central and State Universities/ Central and State School Boards/ Educational Institutions/ Organisations, etc. Undertaking must be attached with Technical Bid.
- ix) The Bidder must not be implicated under any court of law on account of non-

performance of its duties under any contract / obligations as an organization with to online evaluation towards clients / business partners / financial institutions. Undertaking must be attached with Technical Bid.

- x) The registration number of the firm along with the GST/GSTIN No. allotted by tax authorities and Income Tax registration number (P.A.N.) along with the place of registration should invariably be given along with the technical bid.
- xi) The bidder shall furnish an undertaking for mobilization & deployment of 500 overhead scanners with manpower & 2000 Laptops for the evaluation centre within 05 working days after receiving of work order from the board office as the Exam schedule is already declared. Undertaking must be attached with Technical Bid.
- xii) The bidder should have a proven capability to scan at least 03 lakhs pages in a single day. Proof should be attached.
- xiii) ISO 27001 Information Security Management or Higher.

NOTE: Pilot projects or projects undertaken for an affiliated institution / institution under the same management / group of companies will not be considered. Similar work means scanning, computer-based evaluation, scoring, marking of answer scripts of any reputed examination/ education body as specified in the tender.

- K The technical bid shall consist of the following information/documents without which the tender is liable to be rejected-
- i. Technical information as desired in prescribed format.
 - ii. The financial information as per Annexure -I.
 - iii. Organizational Structure and information as per Annexure -IV.
 - iv. Technical and Administrative manpower available for this work.
 - v. The details of experience of similar works as per Annexure- II.
- L All of Above Clauses and information provided shall subject to an Audit and Validation by Board at any point of time, before, during or after the Bidding Process, if at all any Information or feedback is found to be wrong or malafied , **President, Board of Secondary Education, Odisha, Cuttack RESERVES the Right to REJECT the BID without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature.**
- M Pre-Bid Meeting will be held as per schedule if required and be notified accordingly.
- N Detailed technical evaluation shall be carried out pursuant to technical specifications and other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation.
- O *The technical evaluation committee may call the responsive bidders for discussion & presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion & presentation. Eligible bidders in*

technical Bid shall give a demonstration as per scope of work to show their competency and capability.

- P Financial Evaluation - The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. Opening of financial bid will be done on the date & time as mentioned in the tender documents.*
- Q Tender not conforming to any or all the above terms and conditions will be rejected.
- R Incomplete tenders are liable to be rejected.
- S Board reserves the right to increase/decrease the specified quantities of any item(s) given in the tender. For any point which is not covered under the provisions of the tender, the President of the Board shall be the supreme competent authority, whose orders in any of such issues at all stages shall be final for one and all as a matter in the interest of Board.
- T Canvassing in any form in connection with tender is strictly prohibited and will disqualify the bidder.
- U Board reserves the right to reject any or all the tenders without assigning any reason whatsoever. President, Board of Secondary Education, Odisha, Cuttack would not be under any obligation to give any clarifications to those bidders whose tenders have been rejected.**
- V All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulations of arbitrator. **In case of any legal dispute the jurisdiction will be Cuttack.** The arbitrator shall be appointed by the President, Board of Secondary Education, Odisha, Cuttack and the whole decision of the arbitrator shall be binding on both the parties.
- W Company must be registered under company Act-1956. (Registration certificate to be attached)
- X The Bidder must be a profitable organization during the previous successive three years of operations.
- Y The bidder must not be a defaulter to any financial institution with any case pending in the court of law.
- i) Bidder must have an indigenously developed application with complete source code ownership of the software being used for conducting the Digital Evaluation System. Undertaking must be attached with Technical Bid.

-Sd/-
Secretary
Board of Secondary
Education, Odisha, Cuttack.

SECTION-3

SCOPE OF WORK FOR THE SERVICE PROVIDER

This has been categorized in three broad phases:

A. Pre-Evaluation Phase.

1. Designing the evaluation plan and evaluation process in consultation with BSE(O) for:
 - A. **Approx. 6 (s i x)** Evaluation Centres be required to setup at the level of zonal office (BSE) level across the state of Odisha as detailed by board. The number may vary as per requirement. Evaluation work will be completed **within 15 working days** after assigning the first lot of downloaded answers books. **One technical person need to be deployed full time during evaluation work for training & technical support for evaluators at each centre.**
 - B. Complete Security management processes (Physical and IT for all centres and servers etc)
 - C. Evaluator handling process
 - D. Click by Click Audit processes
 - E. Other related processes involved for evaluation
 - F. Training of Chief Examiners / Asst Examiners and confidential section staff of the Board.
 - G. The scanning of answer books will be done at Head Quarter Cuttack/ Zonal offices/ Any Govt High School of the State as decided by BSE. Approx 72,000 for D. El. Ed will be Scanned.
2. To prepare and provide documentary manuals for all processes for safe and secure conduct of Evaluation, to be followed along with rules for contingency and exception handling/ emergency procedures.
3. To provide specifications for Hardware and Software required at all stages of the evaluation as per marking scheme for
 - A. Evaluation Centres.
 - B. Devices and systems to be used for authentication and audit trail mechanisms required for evaluation
4. To provide and setup secured software for Authoring and completing evaluation process.
5. The scanned answer books to be securely made available in the evaluation centre, by the service provider .
6. To provide suitable assessment scoring system or software as per requirement of the Board policy.
7. a) To ensure that Evaluation Centre has the required suitable Hardware, Software and LAN Connectivity before the start of the evaluation process.

(b) To carry out periodic audit at Evaluation Centers for
 - i) Hardware - Operating System, Processor Speed, RAM, Network and internet connectivity, Key Boards etc.
 - ii) Software - Screen resolution, bandwidth for internet and LAN connectivity, Browser
 - iii) Approx 7000 Operating Systems (Hardware / software). However, this may vary as per requirement.
8. The Agency will provide end to end solution to furnish the evaluation work successfully.
9. The answer booklets come in portrait types. The bidder must be familiar with handling this type of script for scanning.
10. Since there is no QR code available in the booklets, the service provider needs to generate and affix a QR code on front of every page of the answer script before scanning.

B. Evaluation Phase

1. To manage the evaluation i.e. Digital Evaluation process through intranet-based solution at all Evaluation Centres.
2. To securely transmit, download, install and implement evaluators / evaluation details received from BSE(O).
3. To provide username/ password to the evaluators at the evaluation centres
4. To arrange/provide adequate displays and provide required instructions/ information to the evaluators at the evaluation Centres.
5. To maintain complete log of all activities of evaluators during the course of examination to enable complete audit ability of the evaluation process.
6. To device system for monitoring and supervision of evaluation Centre activities (Centre level/evaluator level) by the service provider.
7. The software shall have annotation capacities like tick marks, notes, pen and cross marks.
8. One percent checking by the chief examiner will be made of asst examiners working under them.

C. Post Evaluation Phase

To share the evaluation results

- i. The equipment, setup and data required for re-checking, re-evaluation and photocopy will be provided by the service provider.
- ii. Supply of data reports hard and soft copy as per format provided by the Board during the entire period of contract to the Coordinator of the Project or any other officer designated by Secretary/President, BSE(O) for use by the Board or any other designated agency for result preparation, research as decided by the Secretary/President, BSE(O).
- iii. Certificate to the effect that service provider has handed over all the data to the Board and no data in any form concerning the project or its outcome will be shared /supplied /sold to any party/individual by the service provider and the selected bidder will be liable under relevant clauses of I.T. Act for any breach of this clause

MODE AND FEATURES REQUIRED DURING SCOPE OF WORK

Handling of Answer Books

The Answer Books in sealed bags/Packets received from examination centre will be handed over to the service provider by the Board office for counting, comparing with Answer Books Performa submitted by exam centre superintendent giving details on actual number of Answer Books received from exam centre for processing leading to scanning and Digital Evaluation (As per the process of BSE(O)). BSE(O) will also provide all the data related to Answer Book like the subject, medium, question paper set number, bar code number etc. The suitable number of trained manpower for opening sealed packets/bags contains Answer Books and statements shall be supplied by the service provider and would be employed by them.

Training

The bidder selected shall undertake to train the officials of confidential section of the Board , Chief Examiners/Asst Examiners appointed by the Board examinations to know the process of Digital Evaluation. Later the Chief examiner / Asst Examiner etc. will be trained as per the marking scheme provided by the Board. The bidder will monitor the system and technical persons are to be appointed at each marking centre as per requirement.

Infrastructure for scanning of Answer Books will be provided by service provider

- a) Service provider will provide the infrastructure required for software and hardware along with desktops and high-speed internet connectivity for performing the scanning activity. Board will provide power supply at Head Quarter Cuttack/ Zonal offices/ Any Govt High Schools of the State.
- b) Authorize Officers/Officials of Board and the bidders are allowed to enter the scanning centre.
- c) Sufficient Infrastructure for digital evaluation process in marking centres like digital scanner and software would be organized and arranged by the bidder. They will also ensure that no internet is available on the evaluator's machine during the process of evaluation at the evaluation centre.
- d) The bidder would ensure local server deployment.
- e) All the manpower involved in the scanning work should be engaged by the bidder and the secrecy of the Answer Books will be the responsibility of the bidder.
- f) Upload of scanned answer scripts to evaluation server to facilitate evaluation.

Requirements for Evaluation of Answer Scripts

- (i) As there is no physical movement of answer scripts, scanned images be transferred through computer media.
- (ii) The Scanned Answer scripts be uploaded on a dedicated LAN server through which these be distributed on to the computer nodes at the evaluation centres in a random manner and a separate and secret password be given to each and every examiner and answer scripts be allotted to the examiners.
- (iii) In Digital Evaluation the answer script, Question Paper and Marking Scheme be displayed on the terminal of each and every examiner.
- (iv) In this process, no question be left un-assessed and every page should have annotation (evaluation mark).
- (v) There should not be possibility of any totaling error, posting error, coordination error and more than maximum marks allotment error.
- (vi) Post result answer scripts be easily fetched for the purpose of verification or RTI purpose as desired by the Board or for re-evaluation purpose applied by the students.

The Software/Forms-Processing Requirements must include the following characteristics:

- a) The database should be a relational database.
- b) All administration and scoring-related functionality must be accessed through any web browser (Internet Explorer, etc.)
- c) The server must be installed inside the customer facilities and all access to the system must be through local customer intranet. All services must be available through the Internet from the server installed in customer's facilities.
- d) The scoring process should maintain anonymity, where evaluators only receive the image of the response without any student information

- e) The system should allow for flexible work assignments (e.g. Evaluator can grade any question of an exam, or he can grade only one question or a group of questions);
- f) The system should allow for flexibility in scoring supervision (e.g. Supervisors can monitor scorers assigned to one exam, to a group of exams or to a subject or group of subjects.)
- g) The system should be able to allow for flexible work flow (e.g. The Head Examiner/Administrator should be able to define how much work one or more scorer receives)
- h) The system should allow for flexibility in the scoring process (e.g. flexibility in seeing entire question booklets or one at a time)
- i) The system should be able to alert the supervisor/ administrator when the multiple scores of an answer book result in very diverse scores
- j) System should allow for individual parameters to be defined by the user for each test question
- k) System should allow for the real-time checking of scorer's work quality, allowing the system to stop the scorer work in case of low quality
- l) System should allow for real time supervisor access to any scorer's work as well and to exams already scored, with the ability to modify assigned scores
- m) System should support real time reports to monitor scorers' production and scoring operation progress
- n) System should allow for customized results reports based on user needs; and
- o) System should support Direct Upload of Scanned Answer book from Scanning Centres and direct download to the Evaluation Centres.
- p) System should support Display of Timer on Evaluator Screen
- q) The system should give flexibility of giving the report on blank pages (Unused pages by students at the time of writing exam.
- r) The system should allow the evaluator to change the allotted marks after submission of evaluated answer book as may be required after the re-evaluation process of examination.
- s) The system should give flexibility to select the optional questions/ answers on the basis of selection of best answers.

FINANCIAL BID**FOR DIGITAL EVALUATION OF ANSWER BOOK PROJECT FOR
D.El.Ed Exam October 2025**

Cost Per Page of Answer Book for scanning and digital evaluation service including online question paper delivery for complete pre and post evaluation process as per tender document

Item	Price (Per Page) both in figures & words
1. 24 Pages A/Books	
2. 32 Pages A/Books	
3. 40 Pages A/Books	

Note:

- The contract will be valid for a term of one year and extendable to two years based on the satisfactory performance in the first year.
- Taxes as per rules as applicable would be extra to the above basic price quoted.
- Any service agreed which is beyond the Scope of Work but necessary in the implementation of the project will be scoped separately and the price for the same will be mutually agreed.
- The price should be quoted per page basis.

Date:

(Signature/Seal of the Bidder)

SECTION- 4

TECHNICAL PRE REQUISITE/ CRITERION

1. The bidder's software should have capability for free hand annotations mimics closest to the conventional paper evaluation and thus giving a comfort feel to the evaluator.
2. The bidder's software should have capability to write comments during evaluation.
3. The bidder's software should have a centralized console depicting the Evaluation progress.
4. The evaluation software should display a timer on the evaluation console. In addition, the software should be capable of generating report on time taken by evaluator on each answer book.
5. The evaluation software should be capable of restricting the minimum time to be spent by evaluator on each answer book.
6. The evaluation software should provide report on number of pages left blank in each answer book.
7. All the results and audit data transfer to data centre from local server is encrypted and all of the credential's information is encrypted as well.
8. The Demo will also be shown before committee by the firm who technically qualified and found L-I/II.

Note - Software Ownership:

- A. Bidder should own the complete source code of the software being used for conducting the Evaluation.
- B. Service provider should have all the necessary processes in place for entire life cycle software development (SDLC) of the software being used for conducting the evaluation.
- C. Bidder should have authorized and globally accepted software certification.
- D. Bidder should have all the necessary components of source code in place and any change required in any of the components of the software; in-house technical skill should be available to make necessary changes.
- E. Software code should be versioned, labeled and base lined appropriately in a standard version Control system within the organization.
- F. Software code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster and the backup of the data scanned should also be multiple so as to maintain the secrecy and backup of the scanned data.
- G. Bidder should own the test cases and regression testing code to produce that they have done necessary testing for the software to scale up to conduct large assessments.
- H. Bidder should have in-house quality assurance group and a strong quality management System to do quality check of the software.
- I. Proper security provision for source codes.

SECTION-5

PAYMENT TERMS

- I. The payment shall be in Indian Rupees.
- II. The EMD of successful tendrer will be kept as security towards performance warranty during contract period and no interest is payable thereon.
- III. Payment shall be released on completion of assignment & on receipt of the original bills in triplicate with complete in all respect.

SECTION-6

Penalty:

- Mismatch/Wrong Scanning of Answer Booklets i.e. mentioning the wrong Dummy number against the scanned answer books should be treated as an error/discrepancy. If any discrepancy/error is found penalty shall be charged @Rs.500/- (Rupees Five Hundred only) per error/discrepancy.
- If at any stage it has been found that Partial Scanning of Answer Books has been done and/or portions of one answer books are merged with another one in scanning work, should also be treated as an error/discrepancy and a penalty shall be charged @Rs.500/- (Rupees Five hundred only) per error/discrepancy.
- If an answer booklet is found un-scanned, a penalty of Rs. 500/- (Rupees five hundred only) per answer booklet shall be charged.
- The Firm is responsible to keep the original answer books in their safe custody. If any answer booklet is found missing, it will be treated seriously and appropriate penalty/action, including blacklisting/debarment of the Service Provider, as deemed fit shall be imposed by the Board in addition to the forfeiture of Performance Security.
- In case any portion/question in the answer books remains unevaluated, the same shall be considered to be an error and a penalty @ of Rs. 500/- (Rupees five hundred only) per error shall be applicable. The evaluator shall not be responsible in such cases.
- In case of excessive errors as defined above i.e. in more than 5% of Answer Booklets or in case the Board is of the view that the work has not been performed satisfactorily and cannot be professionally performed by the Firm, the Board shall in addition to forfeiture of Performance Security shall be entitled to terminate the agreement without giving any notice and in that case the Board would not be liable to pay any amount to Firm under the agreement nor Firm shall claim any amount on any account from the Board. In case any amount is already paid to the Firm, the Board would be entitled to claim refund of the amount with interest or any other consequential loss.
- The time schedule as mutually agreed/SLA between the Board and the Service Provider will have to be strictly adhered to for the execution of the work. In case of delay, a penalty @ the rate of 6% per day on the amount of the bill will be imposed subject to a maximum penalty of 30% of the amount of the Bill.
- In case of failure of the service provider to execute the work or in case of inordinate delay i.e. delay of more than 02 weeks (14 days) or in case of excessive errors as defined above, i.e., more than 5% of Answer Booklets, the Board shall have the right to impose a suitable penalty as deemed fit, subject to a maximum penalty of 50% of the Bill amount, besides the forfeiture of Performance Security.
- The Firm should be responsible to make all arrangements to ensure complete security, secrecy and safe custody of all, the answer booklets in the form of hard/soft copies. All transit risk will be to Firm's account.
- Upon completion of work, the Firm shall furnish an undertaking that scanned data shall not be given/ transferred to any person/firm/agency and the same has been destroyed. In case any discrepancy/ breach is noticed by the Board, the firm will be blacklisted and appropriate fitting penalty/action in court of law including criminal proceedings shall be initiated by the Board.
- Liability of bidder to be full and absolute to the value of the work award.
- The decision of the concerned head of the branch/ concerned supdt. on the total number of errors in calculation of penalty shall be final and binding on Service Provider.
- The decision of the Board of imposing penalty shall be final and binding on the Service Provider and shall not be open to any challenge in any court of law or in any arbitration proceedings.

Annexures

TECHNICAL BID

H) Please indicate services for which Technical Bid is being submitted:

Scope	Coverage	Bid Submitted (Yes/ No)
Part A	SCANNING , DIGITAL EVALUATION OF ANSWER BOOKS OF BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK	

II) Please supply following information

S. No	Criteria	Give Details (with Proof)
1	Financial Information	Annexure -I
2	Details of on Screen Marking Works completed during last three years	Annexure-II
3	Works/ Project of on screen marking under execution or awarded	Annexure-III
4	Structure of the Organization	Annexure IV
5	Earnest Money Deposit and Tender Fees	
6	Document in regard to the manpower stating bidder"s own 100 Technical/ Administrative manpower in based out for Odisha for the proper execution of the contract. Employee name, employee ID and email IDs to be submitted.	
7	ISO 27001 Information Security Management or Higher	

(Signature of Tenderer)

SECTION 5
FINANCIAL
INFORMATION

I. Financial Analysis : Details to be furnished duly supported by figures in Balance Book/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the bidder to the Income-Tax Department (copies to be attached).

FINANCIAL YEARS				
S. No.	Details	(1) 2022-23	(2) 2023-24	(3) 2024-25
i)	Gross turnover similar works for last three years.			
ii)	Profit/Loss			

Note: Attach additional books, if necessary.

(Seal/Signature of Bidder)

ANNEXURE -II

DETAILS OF WORK ORDER COMPLETED DURING LAST THREE YEARS(Copy of work order/work completion certificate to be attached)

S r . N o	Name of Work/ Project & Location	Owner of Sponsoring organization	Cost of Work	Date of Commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ Arbitration pending in progress with details	Name and Address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

(Seal/Signature of Bidder)

STRUCTURE OF THE ORGANIZATION

1	Name and address of bidder:	
2	Telephone No. /Fax No. /Email address:	
3	Legal status (Attach copies of original document defining the legal status). A Limited Company or Corporation:	
4	Particulars of Registration with various Government bodies (attach attested photocopy) 1. Registration Number: 2. Organization/Place of registration: 3. Date of validity:	
5	Names and titles of Directors & Officers with Designation to be concerned with this work With designation of individuals authorized to act for the organization.	
6	Were you or your company ever required to Suspend the work for a period of more Than six months continuously after you Commenced the works? If so, give the Name of the project and reasons for not Completing the work.	
7	Have you or your constituent partner(s) ever Left the work awarded to you incomplete? If So, give name of the project and reasons for Not completing the work.	
8	Have you or your constituent partner(s) been Debarred/black listed for tendering in any Organization at any time? If so, give details.	
9	Area of specialization and Interest	
10	Any other information considered necessary but not included above	

Check List for Technical Bid :

Sr. No.	Mandatory Technical Pre-requisite clause	Name of Document	Yes / No	Page Number of Bid Document
1.	—	Tender Fee & Earnest Money Deposit Proof		
2.	Section - 2 J (i)	Total turnover at least Rs. 10 Crores from in the last three financial years 2022-23, 2023-24 & 2024-25. Suitable CA Certificate to be provided.		
3.	Section - 2 J (ii)	Consortium, Joint venture or outsourcing in any manner is not permitted. All bids based on entities relying on such practices will not be entertained. A declaration to this effect needs to be submitted.		
4.	Section - 2 J (iii)	The business of Digital Evaluation of Answer Scripts for a minimum of 3 (three) years. Work order pertaining to the same must be provided.		
5.	Section - 2 J (iv)	Successfully/ satisfactory executed similar digital evaluation projects of single clients in India minimum specific 10 lakhs of answer books in Assignments of similar nature.		
6.	Section - 2 J (v)	The experience of Digital Evaluation of Answer Scripts (Without cutting) for any Board/ University/Examination Body in India during the last three years for a minimum of one lakh booklet.		
7.	Section - 2 J (vi)	Registered with appropriate tax authorities such as Income Tax , GST etc should submit the certificate of registration with these authorities.		
8.	Section - 2 J (vii)	Proof for a minimum of 300 book scanners suitable for scanning answer booklets without cutting with purchase bill.		
9.	Section - 2 J (viii)	Declaration regarding not forfeited of their EMD in any contract, Debarred/ blacklisted.		
10.	Section - 2 J (ix)	Undertaking regarding not implicated under any court of law on account of non performance of its duties.		
11.	Section - 2 J (x)	The registration number of the firm along with the GST/GSTIN No.		
12.	Section - 2 J (xi)	Undertaking for mobilization & deployment of 500 overhead scanners with manpower & 2000 Laptops.		
13.	Section - 2 J (xii)	A proven/proof capability to scan at least 03 lakhs pages in a single day. Proof should be attached.		
14.	Section - 2 J (xiii)	ISO 27001 Information Security Management or Higher.		
15.	-----	Completely filled and duly certified Annexure-I, II, III		