

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

TENDER CALL NOTICE FOR SELECTION OF CONFIDENTIAL FIRM OF HSC EXAMINATION FOR THE YEAR 2027

Notification No. 485 (Exam conf-I) Date 9-2-2026
20/2025

Tenders are invited from the agencies for selection of confidential computer firm for conduct of HSC Examination (Both Annual & supplementary) for the year 2027. The prospective bidders should have capacity to prepare online link for collection of students data, design and print of OMR, conduct of examination, publication of result and other said exam related works as prescribed in the tender document relating to the above examination for the year 2027 of BSE Odisha, Cuttack.

1. Date of release of Tender: 10-02-2026 at 10.00am
2. Pre-bid Meeting: 20-02-2026 at 12.00 Noon,
3. Last date of Submission of Tender: 02-03-2026 at 5.00 pm

Detailed terms, condition, schedules and Tender Documents can be seen/ downloaded from BSE website. www.bseodisha.nic.in

Secretary

BSE, Odisha, Cuttack

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BOARD OF SECONDARY EDUCATION ODISHA CUTTACK

Tender Notice for HSC Examination, 2027

Sealed Tenders are invited from the agencies for conducting of HSC Examination, 2027. The prospective bidders should have capacity to design, undertake / execute examination process related works as prescribed in the tender document. The firm shall adhere to the schedule of the activities to be performed as per the tender document.

Schedule of Tender:

1. Date of release of Tender: 10-02-2026
2. Pre-bid Meeting: 20-02-2026
3. Last date of Submission of Tender: 02-03-2026

The Earnest Money amounting to Rs.5,00,000/- (Rupees five Lakhs) only in the form of Demand Draft from any Nationalized Bank in favor of Secretary, BSE Odisha payable at Cuttack, Odisha along with a copy of all required documents of Technical Bid-cum-Evaluation Format and Financial Bid-cum-Evaluation Format in separate sealed envelope must be submitted. The cost of Tender Paper(non-refundable) amounting to Rs.11,800/- (Eleven Thousand eight hundred) only including GST in form of Demand Draft from any Nationalized Bank is to be drawn in favor of Secretary, BSE Odisha payable at Cuttack Odisha, may be deposited along with tender papers. Both sealed Tender papers i.e. technical Bid-cum-evaluation-format with above two demand drafts and Financial Bid-cum-evaluation format must be deposited in the Tender Box kept at BSE Odisha or be sent by Speed post / Registered post / Courier, superscribed as Tender Documents for HSC Examination 2027 by 5 p.m. on 02-03-2026.

Tender papers received either by post or by hand after due date & time will be rejected

Dateline:

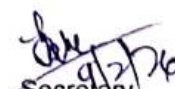
- | | |
|-------------------------------------------|----------------------------------------------------------|
| ➤ Date / Time opening of Technical Bid | : DT-06-03-2026, 11 AM |
| ➤ Date of Technical Presentation | : DT-07-03-2026, 11 AM |
| ➤ Date / Time of Opening of Financial Bid | : DT-09-03-2026, 11 AM |
| ➤ Declaration of Result | : To be declared later maintaining the confidentially |

Date/Time of Opening of Technical Bid-cum-evaluation format: Technical bids will be opened by the Tender Committee in the presence of tenderers or their authorized representatives, only who will remain present, on 06-03-2026 at 11 AM in the BSE Odisha, Cuttack. After the verification of documents mentioned in the technical bid, the tenderers must submit the detailed presentation before the committee, which will also be the part of selection/rejection criteria for technical bid. The Technical bid shall be opened on the said date & time even in absence of the tenders.

Date / Time of Opening of Financial Bid-cum-evaluation format: Financial bids of only the technically qualified tenderers, will be opened by the Tender Committee of BSE Odisha, Cuttack in the presence of respective tenderers or their authorized representatives in the Office of the BSE Odisha, Cuttack.

In case of any holiday on the date of opening of Technical / Financial Bid, the tenders will be opened on the next working day at the same time & venue, without any further notice.

In case of any queries, the tenderers may contact in this number 0671-2415305 & 0671-2959204.


Secretary
B.S.E., Odisha, Cuttack



A. SCOPE OF WORK :

LIST OF ACTIVITIES, QUANTUM OF WORK AND SCHEDULE OF ACTIVITIES TO BE PERFORMED BY THE FIRM FOR CONDUCT OF HSC EXAMINATION FOR THE YEAR, 2027

1. Each candidate shall appear for 06 papers both Subjective & OMR based Objective.
2. Online Registration of students and online collection of data on school profile, Teacher profile. (at class 9 level)
3. Online filling up of forms by the students of different schools to appear HSC EXAM across the State of Odisha.
4. Processing of pre-examination data for Roll No. generation
5. Preparation and generation of Admit Card with Descriptive Roll Sheet
6. Printing and supply of examination center wise Admit Card, Descriptive Roll Sheet, Attendance Sheet, customized OMR sheet (for each candidate on each subject)
7. Online collection of center information on the day of examination.
8. Scanning of OMR Answer Sheet & validation at BSE Head Quarters.
9. Posting of marks from OMR. (Running of OMR as per the scoring key prepared by BSE and record the marks obtained by each candidate)
10. preparation and supply center wise list of Chief Examiner/ Dy. Chief Examiner /Asst. Examiner/ Scrutinizer for valuation center wise.
11. Online transfer of Vocational Practical Mark from the concerned schools to central server.
12. Online Transfer of Subjective marks from the valuation center to central server (on each day of evaluation for AHSC & SIOS)
13. Post Examination Result Processing Work of Class-X.
14. Printing and supply binding of final Tabulation Register (Rexin Cover on the Top and Bottom with leather in the stitching side and four corners) two sets.
15. Online Re-checking application form for Annual and Supplementary HSC Examination. Result Processing after taking revised mark, web hoisting of results, scanned images of subjective answer books and OMR sheets.
16. Preparation of Nonstandard OMR Answer Sheets Centre wise@30 in a packet.
17. The firm shall handover the soft copy data in MDB file/ hard disk drive and also scanned images of photographs and signature of the candidates will be handover to BSE.
18. Development of software for online uploading of formative assessment of marks. (twice in a year)
19. Validation and preparation of database for all categories of candidates.
20. Determination of duplication in database.
21. Submission of missing information in the development software to BSE.
22. Submission of data base of school profile and teacher profile.
23. Preparation of center wise subject count.
24. Submission of absentee statement.
25. Development of software for all above application.
26. Submission of data statistics as and when required by the Board in the prescribed format.
27. Any other relevant information/assignment as and when required by the Board Authority.
28. Provision of payment gate way for online form fill up.

Note: Secretary BSE Odisha, Cuttack reserves the right to add/reduce/curtail/shorten any other activities mentioned above regarding examination process as may be deemed fit.

BOARD OF SECONDARY EDUCATION ODISHA CUTTACK

Pre-qualification criteria:

1. The firms having experience of handling offline examination work using OMR Sheet as well as question-cum-answer booklet (subjective) pattern can apply.
2. The firm must have been awarded work order from any Central or State Govt. Examining board / Universities for at least three times during previous five years for offline OMR as well as question-cum-answer booklet-based examination each separately. Supporting documents needs to be submitted.
3. Should have experience of handling of minimum **5,00,000 (Five Lakh)** applications processing capabilities in a single Examination system supported with certificate of satisfactory completion of work of similar type done and experience specifically dealing with two such projects of any Central or State Govt. Examining board / Universities during last 5 years. Credentials need to be submitted.
4. Tenderer should have sound technical record to be evaluated by the Technical Committee constituted for the purpose of examination process.
5. The firms should have sound financial record of average turnover of Rupees 10 Crore or above per year for the last three financial year each and should have a positive net-worth for last three financial years each. This shall be supported by authenticated C.A. report.
6. Bid is opened for any firm from all over India with the condition that firm will be required to execute the task of examination process at BSE Odisha or at any designated place with due intimation and approval from BSE (O).
7. The firms should have sufficient infrastructure and human resources (both technical & non-technical) at his / her own organization. Subletting of programming and processing of data related work to another firm is **STRICTLY PROHIBITED**. (an undertaking to that effect must be attached). Consortium/joint venture will not be allowed.
8. Those agencies which have been blacklisted by any Institution / Board / University will not be eligible for participating in the tender process. An undertaking to this effect must be furnished by the firm along with tender application.
9. Since Examination work is a time-bound activity, as such the President/Secretary BSE Odisha and/or his representative can visit the firm to ensure physical verification of infrastructure if needed, prior to award of work. If authority dissatisfied or found the information submitted earlier wrong/ misleading, deserves all rights to cancel the process.
10. Submission of Tender will imply that the tenderer is agreeable to all the terms and conditions, scope of work and quantum of works mentioned in the Tender documents unless and otherwise specifically agreed to by Secretary BSE Odisha and the successful Tenderer for smooth management of the entire process of examination.
11. The firm must have cyber security capabilities to ensure safe preservation of data. Certificate needs to be submitted.
12. **Evaluation Process:** - The Evaluation of the Bids have to be done following the quality-cum-cost based selection (QCBS) method as detailed in technical bid format & Financial Bid Format.

TECHNICAL BID-CUM- EVALUATION FORMAT
(to be submitted in a separate envelope with all enclosures)

Tender Reference No. _____ dated _____

TABLE HAVING DETAILED PROFILE

| | | | | |
|---|---------------------------------------------------------------------------------------------------------------------|-----------|-------|------------------|
| 1 | Name & Address of the Firm) Name of the Proprietor. | | | |
| 2 | Status of the Firm (Certificate of incorporation / registration no. from appropriate authority etc. to be enclosed) | | | |
| 3 | GST Registration No. (GST Clearance Certificate – last month/Qtr. to be submitted) | | | |
| 4 | PAN Registration No. IT Clearance certificate of last month/Qtr. | | | |
| 5 | (A) Earnest Money (B) Tender Fee | DD No. | Dated | Name of the Bank |
| 6 | Turnover of the firm of last 3 years (along with C.A. audit report as proof) | Year | T.O. | Profit |
| | | 2021-2022 | | |
| | | 2022-2023 | | |
| | | 2023-2024 | | |
| | | 2024-2025 | | |

7. Work Experience of the firm relating to handling offline examination work using OMR Sheet (additional page may be used if required) *

| Sl. No. | Work executed for (name of organization) | Details of Project | Financial Year | Volume of Work / No. of Candidate | Relevant certificate/ Documentary Evidence |
|---------|------------------------------------------|--------------------|----------------|-----------------------------------|--------------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

8. Work Experience of the firm relating to handling offline examination work using Subjective answer book (additional page may be used if required) *:

| Sl. No. | Work executed for (name of organization) | Details of Project | Financial Year | Volume of Work / No. of Candidate | Relevant certificate/ Documentary Evidence with Annexure No. |
|---------|------------------------------------------|--------------------|----------------|-----------------------------------|--------------------------------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

9. Work experience of Application processing capability with min, 5 lakh application in a single examination system within last 5 year

| Sl. No. | Work executed organization | Details of Project | Year | Volume of Work / No. of Candidate | Relevant certificate/ Documentary Evidence with Annexure No. |
|---------|----------------------------|--------------------|------|-----------------------------------|--------------------------------------------------------------|
| | | | | | |
| | | | | | |

10. Brief Details of Physical & Human resource of the Firm along with total team strength
 11. Quality Certification of the Firm (ISO certification)
 12. Technical Evaluation Criteria (QCBS) Process Requirement for Technical Presentation with supportive documents.

| Sl. No | Criteria | Marking scheme | Maximum mark | Documentary evidence | Reference |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|-----------|
| 1 | Experience of handling Off-line examination works using OMR sheet | work order for min. 3 times during last 5 years=5 mark 1 additional mark for each preceding years (before F.Y. 2020-21) with documentary evidence (max 5 mark) | 10 | | PQ no.1 |
| 2 | Experience of handling Off-line examination works using subjective question booklet | work order for min. 3 times during last 5 years=5 mark 1 additional mark for each preceding years (before F.Y. 2020-21) with documentary evidence (max 5 mark) | 10 | | PQ no.1 |
| 3 | Application processing capability with min. 5 lakh application in a single Examination system within last 5 year | 2 such projects within last 5 year=5 mark 1 additional marks for each additional projects within last 5 year | 10 | | PQ no.2 |
| 4 | Turn over (For F.Y. 2024-25) *In case bidder failed to submit C. A. Report of F.Y. 2024-25 with proper justification, C.A. report for F.Y. 2023-24 to be consider for calculation) | Rs.10 crore=5 marks 2 additional marks for each additional 5 crore (fraction will be considered accordingly) | 10 | | PQ no.4 |
| 5 | Team strength along with technical persons (this may be verified while physical verification by authorities) Attendance/ Acquaintance/ Pay structure to be submitted | 50 manpower=5 marks. 1 additional mark for each additional 25 manpower (fraction will be considered accordingly) | 10 | | PQ no.4 |
| 6 | Quality certification | (ISO Certificate to be submitted) | 10 | | |
| 7 | Execution of similar work in any Exam conducting Board/council of Odisha Govt. | | 10 | | |
| 8 | Presentation | In relation to scope of work at Annexure-A | 30 | | |

N.B. Last 5 Year will be calculated from 2020-21 to 2024-25 as the case may be.

A bid shall have to meet the minimum qualifying marks of 50 marks in quality criteria of technical evaluation-cum-evaluation bid. The bids meeting the minimum qualifying marks shall be called qualified bids and shall be eligible for financial evaluation of bid.

Financial Price bid shall be arrived by evaluating financial-cum-evaluation bid taking in to account of Price quoted for all services as mentioned in financial-cum-evaluation bid excluding taxes as applicable.

To ascertain the inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted.

An Evaluative bid score (B) will be calculated for each bid, which meets the minimum Qualifying marks of 50 in Quality evaluation criteria, using the following formula in order to have a comprehensive assessment of the bid price & the quality of each bid.

$$C/(C_{low}/C) \times 100 \times X + (T/T_{high}) \times 100 \times Y,$$

C=Financial price bid of bidder

C_{low}= The lowest of the evaluated bid prices among the responsive bidder

T=The total marks obtained by the bidder against Quality criteria

T_{high}= The highest mark scored against Quality criteria among the responsive bids

X=0.3(the weightage for Quoted price is 30%), Y=0.7(the weightage for quality is 70 %)

The evaluated bid score shall be considered up to two decimal numbers.

Contract shall be awarded to the bidder with the highest evaluated bid score (B).

In the event of two or more bids having the same highest evaluated bid score (B) , the bid scoring the highest marks against quality criteria will be recommended for award of contract.

UNDERTAKING: I do hereby undertake that information furnished above is true and correct. The firm will not sublet any part of aforesaid job to any other firm and will complete the job in time as per activities scheduled and Secretary BSE Odisha may decide appropriate penalty on the firm and the same will be binding to the firm as per agreement executed. The firm is not blacklisted by any Institute/Board/University. That the firm has the required disaster management capacity & fire safety tools & certificates.

Signature of Bidder

Annexure – D

PROFORMA FOR FINANCIAL BID

Part-A

Class-IX

| Sl. No. | ITEM | RATE PER CANDIDATE |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1 | Development of software for collection of data regarding School Profile, Teacher Profile, Students Profile Online Enrolment of 9 th Class- students through link and its preservation | |
| | TOTAL | |

Part-B

Class-X

PRE EXAMINATION WORK OF ANNUAL / SUPPLEMENTARY HSC EXAMINATION - 2027

| Sl. No. | ITEM | RATE PER CANDIDATE |
|---------|------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1 | Filling of application form for Annual/Supplementary HSC/SIOS Examination, 2026. | |
| 2 | Online link for uploading of marks (FA-1, FA-2, VOC) (Twice in a Year) by providing access to institutions. | |
| 3 | Centre wise Tagging of Schools, Nodal Centre wise Tagging of Centre and Processing of pre-examination data for Roll No. generation | |
| 4 | Admit Card (Paper 80 GSM in multi-color printing size:1/3 of A4) | |
| 5 | Roll Sheet on 60GSM A3 size paper | |
| 6 | Attendance Sheet (ICR/OMR): (Paper -105 GSM in two color (OMR) size A3) | |
| 7 | Printing of OMR sheet (Paper 105 GSM in two color (OMR) A4 size) | |
| | TOTAL | |

Part-C**Class-X**

| POST EXAMINATION WORK OF ANNUAL / SUPPLEMENTARY HSC EXAMINATION - 2027 | | |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Sl. No. | ITEM | RATE PER CANDIDATE |
| 1 | Software Development for collection of examination center information Annual/Supplementary | |
| 2 | Scanning of OMR Answer Sheet & validation | |
| 3 | Online transfer of Vocational Practical Mark from schools to central server. | |
| 4 | Preparation and supply center wise list of Chief Examiner/ Dy. Chief Examiner /Asst. Examiner/ Scrutinizer for valuation center wise. | |
| 5 | Online Transfer of Subjective marks from valuation center to central server. | |
| 6 | Post Examination Result processing Work of Class-X | |
| 7 | Tabulation Register Paper:60 GSM in single color (3 part) size: A3 | |
| 8 | Binding of final Tabulation Register (Rexin Cover on the Top and Bottom with leather in the stitching side and four corner. | |
| 9 | Online Re-checking application for Annual and Supplementary HSC Examination. Result Processing taking revised mark, web hoisting of results, scanned images of subjective answer books and OMR sheets. | |
| | TOTAL | |

The aggregate rate of all three items in the Financial-cum-evaluation Bid, i.e.- the sum of A, B, C will be considered for calculation of Price Bid.

| | Part - A | Part - B | Part - C | Total |
|-------|----------|----------|----------|-------|
| Price | | | | |

Signature of Bidder

BOARD OF SECONDARY EDUCATION ODISHA CUTTACK


TERMS AND CONDITIONS FOR OMR WITH SUBJECTIVE BASED OFFLINE EXAMINATION WORK

1. The firm must quote rates for the examination i.e. HSC Examinations i.e. per candidate in HSC Examination (inclusive of all charges) excluding GST, in the prescribed format given in annexure – keeping in view the details of work, time schedule and volume of work and specification etc. given in tender document.
2. The time schedule is required to be adhered to as per requirements of the HSC Examinations and is to be observed strictly as per directions of the Secretary from time to time, as the work of processing of results is highly time bound. In case of any delay in executing time bound assignment in supplying the desired report, on the part of confidential firm, BSE has liberty to take action as deemed fit against the firm.
3. The accuracy and secrecy in the examination processing work is of prime importance and any error is not acceptable. The firm will have to ensure 100% accuracy in scanning & processing of data and declaration of examination results. In case of any error, the computing firm shall be liable to pay a fine as per the decision of Authority of BSE Odisha, Cuttack.
4. In case the confidential firm is not able to execute the job in time or to the entire satisfaction of the Secretary, BSE Odisha, Cuttack, another firm may allot the work to complete the task in a stipulated time. The excess of the payment to be made to new firm shall be payable by defaulting firm along with penalty, if any, imposed by the Secretary, BSE Odisha, Cuttack.
5. The confidential firm to whom the work is allotted will be required to deposit 5% of the tender value as Performance Security in form of demand draft in favor of Secretary, BSE, Odisha, Cuttack from any nationalized bank. This amount shall be liable to be forfeited in whole or part in case of default as per decision of the Authority of BSE Odisha, Cuttack, which shall be final (the amount should be deposited by the Firm at the time of execution of agreement).
6. The rate chart of non-defined items in Annexure-D will be negotiated with firm by the Authorities of BSE, Odisha basing on Previous year rates.
7. The confidential firm shall have to execute an agreement with the Secretary BSE Odisha, Cuttack on non-judicial stamp paper of Rs.100.00 if considered for allotment of work within 7 days of issue of work order.
8. The firm shall be required to undertake full responsibility of the safe custody of documents & data and to maintain secrecy of documents supplied by the Secretary BSE Odisha, Cuttack. Each document and data given by the Secretary BSE Odisha, Cuttack will have to be kept strictly confidential; and no part of it shall be divulged to any person at any time without written authorization from the Secretary BSE Odisha, Cuttack. In case of any lapses, the firm will be fully responsible for the consequences. The firm qualified in tender process must submit a non-disclosure agreement (NDA) for maintaining complete secrecy of the confidential information/material. BSE (O) has the liberty to take appropriate action for any kind of deviation.
9. The Secretary BSE Odisha, Cuttack reserves the right to reject any or all the quotation, to accept rates of any of the firm whether they are lowest or not, without assigning any reason thereof.
10. There should be full signature of the party / firm in each page of the documents submitted.
11. **Dispute of Resolution:** All disputes and differences, whatsoever arising out of the tender process or any parts and whether as to the construction/ development thereof or otherwise shall be referred to the courts located at Cuttack.

The firm will arrange for collection of input documents/ data from the field on behalf of BSE (O) and return the same along with the output reports at the BSE Odisha, Cuttack office. No extra payment will be made for this purpose.

13. The data received and stored for the purpose shall be considered as the sole property of BSE Odisha, Cuttack and the computing firm will have to supply copy of the updated data file on CD/Pen Drive/ Hard disk drive as and when required by the Secretary, BSE Odisha, Cuttack. Data shall not be deleted / erased without written permission of the Secretary, BSE Odisha, Cuttack.
14. Blank EZR stationery for printing of reports will be supplied by the selected computing firm.
15. Top Secrecy shall be maintained for the entire exercise.
16. The Data shall be the sole property of the Secretary, BSE Odisha, Cuttack and it cannot be shared with any third party by the Firm.
17. The company should have disaster management capabilities and fire safety certificate and tools.
18. Part work cannot be awarded even if the bids for same are lower than the successful bidder for a particular job.
19. Any false data/ document submitted by the firm may lead the rejection of tender application at any moment.
20. **TERMS/SCHEDULE OF PAYMENT**

The Secretary, BSE Odisha, Cuttack shall pay to the selected firm the charges based on the total count after receipt of the final bill with detailed documentation. Advance and part payment may be considered as per provision and completion of part work, as decided by BSE(O), Cuttack.


Secretary
BSE, Odisha, Cuttack