

BOARD OF SECONDARY EDUCATION, ODISHA, KATAKA

TENDER CALL NOTICE FOR SELECTION OF CONFIDENTIAL FIRM FOR CONDUCT OF HALF YEARLY LANGUAGE TEST & SINGLE SUBJECT EXAMINATION IN ODIA

Notification No. 2974 / (Exam conf.-III) / Date 06.10.26

Tenders are invited from the agencies for selection of confidential computer firm for conduct of HALF YEARLY LANGUAGE TEST & SINGLE SUBJECT EXAMINATION IN ODIA. The prospective bidders should have capacity to prepare online link for collection of students data, design and print of Attendance Sheet, conduct of examination, publication of result and other said exam related works as prescribed in the tender document relating to the above examination of BSE Odisha, Kataka.

1. Date of release of Tender : 06/10/2026
2. Pre-bid Meeting : 14/10/2026
3. Last date of Submission of Tender : 26/10/2026, 5PM

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


Secretary
BSE, Odisha, Kataka

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BOARD OF SECONDARY EDUCATION ODISHA KATAKA

TENDER CALL NOTICE FOR SELECTION OF CONFIDENTIAL FIRM FOR CONDUCT OF HALF YEARLY LANGUAGE TEST & SINGLE SUBJECT EXAMINATION

Sealed Tenders are invited from the agencies for conducting of HALF YEARLY LANGUAGE TEST & SINGLE SUBJECT EXAMINATION IN ODIA. 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 : 06/10/2026
2. Pre-bid Meeting : 14/10/2026
3. Last date of Submission of Tender : 26/10/2026, 5PM

The Earnest Money amounting to Rs. 10,000/- (Ten Thousand) in the form of Demand Draft from any Scheduled Bank in favor of Secretary, BSE Odisha payable at Kataka, 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.708/- (Rupees Seven Hundred and Eight) only including GST in form of Demand Draft from any Scheduled Bank is to be drawn in favor of Secretary, BSE Odisha payable at Kataka 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 conduct of HALF YEARLY LANGUAGE TEST & SINGLE EXAMINATION by 26/10/2026, 05.00pm

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

Dateline:

1. Date / Time opening of Technical Bid : 27/10/2026 , 11am
2. Date of Technical Presentation(Mandatory) : 27/10/2026 , 2.30 pm
3. Date / Time of Opening of Financial Bid : 27/10/2026 , 4pm

Date/Time of Opening of Technical Bid-cum-evaluation format:

Technical bids will be opened by the Tender Committee on 27/10/2026 at 11.00 AM in the BSE Odisha, Kataka in which Tenderers or their authorized representatives may remain present. The Technical bid shall be opened on the said date & time even in absence of the tenderers.

After the verification of documents mentioned in the technical bid, the tenderers must submit the detailed technical presentation before the committee, which will also be the part of selection/rejection criteria for technical bid.

Date / Time of Opening of Financial Bid-cum-evaluation format: Financial bids of only the technically qualified tenderers, will be opened on 27/10/2026, 04.00pm by the Tender Committee of BSE Odisha, Kataka in which Tenderers or their authorized representatives may remain present.

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, Kataka

Annexure – A

A. SCOPE OF WORK:

LIST OF ACTIVITIES, QUANTUM OF WORK AND SCHEDULE OF ACTIVITIES TO BE PERFORMED BY THE FIRM FOR CONDUCT OF HALF YEARLY LANGUAGE TEST & SINGLE SUBJECT EXAMINATION(HLT & SS)

The tender implies for the HLT & SS Examinations to be conducted during 1(One) year from the date of Agreement.

PART-A- (DEVELOPMENT OF SOFTWARE AND REGISTRATION OF CANDIDATES)

1. Preparation of software as per examination specification Exam wise for inviting applications through online mode.
2. Preparation and sharing of link to BSE for collection of application from candidates by hosting the link in BSE website. Creation of data base and supply of the same in the form of zonal wise soft copy.

PART-B- (PRE-EXAMINATION WORK)

3. Preparation and supply of the pre-examination statistics regarding the number of candidates registered under different categories of Examination for different zones.
4. Allocation of candidates to the centres as per the list provided by the Board.
5. Generation of Admit Card and hoisting the same in the BSE website.
6. Printing and delivery of centre wise and Exam wise Descriptive Roll-cum-Attendance sheets as per the format provided by the Board.
7. Preparation of centre wise packing notes of the D.R. sheets and other relevant documents as required by the Board.
8. Correction of data base as and when required with the permission of the authorized officer of the Board.

PART-C- (POST-EXAMINATION WORK)

9. Development of software for online collection of absentee data from the examination centres during the Examination.
10. Online submission of marks from the Evaluation centre directly to the firm forwarding discrepancies, if any to the Board for compliance.
11. Processing of results as per the marks submitted by Evaluation Centres.
12. Hoisting of results in the website and delivery of the same in form of hard & soft copies.
13. Supply of T.R. (Tabulation Register) as per the format provided by the Board in soft and hard copy.
14. Preparation and delivery of Result Statistics – Zonal wise & Exam wise in soft copy along with web result & TR.

PART-D- (Certificate Printing)

15. Development of software for Provisioning of online digitised certificates.
16. Printing and supply of certificates of all successful candidates to BSE.

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

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Pre-qualification criteria:

1. The firms must have experience of handling offline examination work.
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 examination.
3. The firm should have experience of handling of 10,000 (Ten Thousand) applications processing capabilities in a single Examination system of any Central or State Govt. Examining board / Universities during last 5 years.
4. The firms should have sound financial record of turnover of Rupees 20 Lakh or above per year for the last three financial year each and should have a positive net-worth for last three financial years each i.e. 2023-24, 2024-25, 2025-26. This shall be supported by authenticated C.A. certification along with UDIN no. of C.A.
5. 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). The firm should submit an undertaking.
6. 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**. Consortium/joint venture will not be allowed. (an undertaking to that effect must be attached).
7. 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.
8. 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.
9. 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.

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			
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 & Net worth of the firm of last 3 years (supported by authentic C.A. certification along with UDIN no of the C.A.)	Year	T.O.	Profit
		2023-2024		
		2024-2025		
		2025-2026		

7. Work Experience of the firm relating to handling offline examination work within 5 years (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 Application processing capability with min. 10 Thousand 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

** Mandatory field

09. Brief Details of Physical & Human resource of the Firm along with total team strength

10. Quality Certification of the Firm (ISO certification)

11. Cyber Security Certification of the Firm (STQC/Any other related certification)

The technical evaluation will be done as per the following marking system: -

Sl No	Criteria	Marking scheme	Maximum mark	Documentary evidence	Reference
1	Experience of handling Off-line examination works	work order for min. 3 times during last 5 years=5 mark 1 additional mark for each additional work in last five years with documentary evidence (max 5 mark)	15	Work Order/ Work Completion Certificate	PQ no.2
2	Application processing capability with min. 10 Thousand application in a single Examination system within last 5 year	3 such projects within last 5 year=5 mark 1 additional mark for each additional projects within last 5 year	15	Work Order/ Work Completion Certificate	PQ no.3
3	Turn over (For F.Y. 2025-26)	Rs.20 Lakh=5 marks 2 additional marks for each additional 5 lakh (fraction will be considered accordingly)	10	1.CA CERTIFICATION 2. BALANCE SHEET 3. IT return	PQ no.4
4	Quality certification	ISO 9001 – 5 MARK ISO 27001 – 5 MARK	10		PQ no.10
5	Cyber security certification	STQC certificate- 5 MARK Cert-In Audit certification- 5 Mark	10		
6	Fire safety certificate and tools.	Fire safety certificate from any state or central govt agency -5 marks	05		
7	Execution of similar work in any Exam conducting by BSE/CHSE/Any Examination conducting Agency of Odisha within last 5 years	work order for min. 3 times during last 5 years=5 mark 1 additional mark for each additional work in last five years with documentary evidence (max 5 mark)	10	Work Order/ Work Completion Certificate	
8	Presentation	In relation to scope of work at Annexure-A	25		

N.B. Last 5 Year will be calculated from 2021-22 to 2025-26 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.

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

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.

PROFORMA FOR FINANCIAL BIDAnnexure - D**HALF YEARLY LANGUAGE TEST & SINGLE SUBJECT EXAMINATION IN ODIA.**

Sl. No.	ITEM	RATE PER CANDIDATE
1	<u>PART-A-</u> (DEVELOPMENT OF SOFTWARE AND REGISTRATION OF CANDIDATES) Please refer Annexure-A for detailed work	
2	<u>PART-B-</u> (PRE-EXAMINATION WORK) Please refer Annexure-A for detailed work	
3	<u>PART-C-</u> (POST-EXAMINATION WORK) Please refer Annexure-A for detailed work	
4	<u>PART-D-</u> (Certificate Printing)	
	Total	

Signature of Bidder

Annexure – E**BOARD OF SECONDARY EDUCATION ODISHA KATAKA****TERMS AND CONDITIONS FOR OFFLINE EXAMINATION WORK**

1. The firm must quote rates for the examination HALF YEARLY LANGUAGE TEST & SINGLE SUBJECT EXAMINATION IN ODIA. i.e. per candidate (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 HALF YEARLY LANGUAGE TEST & SINGLE SUBJECT EXAMINATION IN ODIA 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 are 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 line as per the decision of authorities of BSE Odisha, Kataka.
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, Kataka, 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, Kataka.
5. The confidential firm to whom the work is allotted will be required to deposit appropriate cost of Performance Security as 5% of Tender value of each Examination at the time of

execution of MoU in form of demand draft in favor of Secretary, BSE, Odisha, Kataka 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, Kataka, 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, Kataka on non-judicial stamp paper of Rs.100.00 if considered for allotment of work within 7 days of issue of work order. Separate MoU will be signed for each Examination.
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, Kataka. Each document and data given by the Secretary BSE Odisha, Kataka 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, Kataka. 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 agencies may be assigned additional works (both online/offline) if situation demands, and will be paid additionally as per mutual negotiation.
10. The authorities at BSE Odisha, Kataka 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.
11. There should be full signature of the party / firm in each page of the documents submitted.
12. 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 Kataka.
13. 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, Kataka office. No extra payment will be made for this purpose.
14. The data received and stored for the purpose shall be considered as the sole property of BSE Odisha, Kataka 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, Kataka. Data shall not be deleted / erased without written permission of the Secretary, BSE Odisha, Kataka.
15. As two-three examinations have to be conducted by the selected agency, new examinations will be assigned to the selected agency after completion of pre-assigned examination successfully. If agency fails to prove his capabilities, then authorities at BSE have the liberty to take the decision in this regard.
16. Blank EZR stationery for printing of reports will be supplied by the selected computing firm.
17. Top Secrecy shall be maintained for the entire exercise. The Data shall be the sole property of the Secretary, BSE Odisha, Kataka and it cannot be shared with any third party by the Firm.
18. The company should have disaster management capabilities and fire safety certificate and tools. The firm should submit an undertaking.
19. Non execution or non-completion of assigned work in time or failure to execution of work as per the specification as laid down by the Board will result in penalty which

will be decided by the President, B.S.E. Odisha, Kataka. Part work cannot be awarded even if the bids for same are lower than the successful bidder for a particular job. Any false data/ document submitted by the firm may lead the rejection of tender application at any moment.

TERMS/SCHEDULE OF PAYMENT

The Secretary, BSE Odisha, Kataka 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), Kataka. Payment will be made after completion of the project with submission of all bills & detailed documents, as required for financial verification/audit.

UNDERTAKING: I _____ on behalf of _____ agency 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. The firm will execute the task of examination process at BSE Odisha or at any designated place with due approval from BSE. The firm has sufficient infrastructure and human resource (both technical and non-technical) to execute the said work.

Signature of the tenderer


Secretary
BSE, Odisha, Kataka