



ODISHA SOCIETY FOR SOCIAL AUDIT ACCOUNTABILITY AND TRANSPARENCY (OSSAAT),
GOVERNMENT OF ODISHA

RFP/ LT No: 158

Date: 24.03.2026

REQUEST FOR PROPOSAL

(INVITATION THROUGH LIMITED TENDER ENQUIRY)

"SELECTION OF AGENCY FOR DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF MOBILE APPLICATION FOR SOCIAL AUDIT MONITORING & MANAGEMENT SYSTEM"

Directorate of OSSAAT, Odisha invites sealed proposals through Limited Tender Enquiry mode from OCAC / BECIL empanelled eligible and experienced IT Service Provider / Agencies for the assignment titled **"SELECTION OF AGENCY FOR DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF MOBILE APPLICATION FOR SOCIAL AUDIT MONITORING & MANAGEMENT SYSTEM."**

Eligible bidders fulfilling the prescribed eligibility criteria and other requirements specified in the Request for Proposal (RFP) may access and download the complete RFP document and related information from the official websites of OSSAAT www.ossaat.in.

The major events under the bid process are as follows:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	24.03.2026
2	Last Date for Submission of Proposal	17.04.2026 up to 5:00 PM
3	Date of Opening of Technical Proposal	18.04.2026 at 11:30 AM
4	Date of Technical Presentation and Opening of Financial Proposal	23.04.2026

The proposal complete in all respect must reach the undersigned through **Speed Post/ Courier** only latest by **17.04.2026 till 5:00 PM** in a sealed envelope clearly mentioning on the top of it **"REQUEST FOR PROPOSAL – SELECTION OF AGENCY FOR DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF STATE DIGITAL MONITORING & FIELD TASK MANAGEMENT SYSTEM"**. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any / all proposals and cancel the tender process without assigning any reason thereof.


Director, OSSAAT
Bhubaneswar

P.T.O

REQUEST FOR PROPOSAL

**SELECTION OF AGENCY FOR DESIGN, DEVELOPMENT, IMPLEMENTATION
& MAINTENANCE OF MOBILE APPLICATION FOR SOCIAL AUDIT
MONITORING & MANAGEMENT SYSTEM
(INVITATION THROUGH LIMITED TENDER ENQUIRY)**



GOVERNMENT OF ODISHA

**ODISHA SOCIETY FOR SOCIAL AUDIT ACCOUNTABILITY
AND TRANSPARENCY (OSSAAT)**

MARCH, 2026

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DISCLAIMER

This Request for Proposal (RFP) is issued through limited bidding process by **ODISHA SOCIETY FOR SOCIAL AUDIT ACCOUNTABILITY AND TRANSPARENCY (OSSAAT), P.R & DW Department, Bhubaneswar**

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither the proposal inviting authority nor any of its officers or employees, nor any of its advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any error, omission or misstatement, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipient or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. The applicant must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty. The issue of this RFP does not imply that the Client is bound to select a bidder, as the case may be, for the required service and the Client reserves the rights to reject any or all the proposal/s and cancel the entire selection process without assigning any reasons whatsoever.

ODISHA SOCIETY FOR SOCIAL AUDIT ACCOUNTABILITY AND TRANSPARENCY (OSSAAT), PR & DW Department shall be the sole and final authority with respect to selection of a Consultant through this RFP through the limited bidding process.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	ODISHA SOCIETY FOR SOCIAL AUDIT ACCOUNTABILITY AND TRANSPARENCY (OSSAAT)
2.	Method of Selection	Least Cost Based Selection (LCS)
3.	Date of Issue of RFP	24.03.2026
4.	Pre Proposal Clarification	7.04.2026
5.	Proposal Due Date	17.04.2026 up to 5:00 PM
6.	Opening of Technical Proposal	18.04.2026 at 11:30 AM
7.	Technical Presentation and Opening of Financial Proposal	23.04.2026
8.	Expected Date of Commencement of Assignment	April, 2026
9.	Bid Processing Fee (Non-refundable) and Earnest Money Deposit (EMD) (Refundable)	Rs. 5,000/- (Rupees Five Thousand Only) and Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Demand Draft in favour of “ Director OSSAAT, Odisha Society for Social Audit Accountability & Transparency ” drawn in any scheduled commercial bank payable at Bhubaneswar.
10.	Contact Person	Sandhyarani Das Adhikari Social Audit Expert, MIS Mobile no. 8895587551
11.	Address and Mode for Submission of Proposal	Director, Odisha Society for Social Audit Accountability & Transparency, SIRD & PR Campus. MGNREGS Building, 3 rd floor, Unit – 8, Bhubaneswar-751012. Mode of Submission: Speed Post / Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be outrightly rejected.
12.	Place of Opening of Proposal:	Mini conference Hall, 3 rd floor, MGNREGS Building, SIRD & P.R Campus, Unit - , Bhubaneswar

For details please visit: <www.ossaat.in>

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SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP /LT. No: 158

Dated: 24.03.2026

Name of the Assignment: SELECTION OF AGENCY FOR DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF MOBILE APPLICATION FOR SOCIAL AUDIT MONITORING & MANAGEMENT SYSTEM.

- 1. Odisha Society for Social Audit Accountability & Transparency (OSSAAT)** (The Client) invites sealed proposal through limited tender enquiry mode from the OCAC/ BASIL empaneled reputed IT service providers / agencies to undertake the services for “Selection of Agency for Design, Development, Implementation & Maintenance of Mobile Application for Social Audit Monitoring & Management System”. More details on the proposed study are provided at **Section-3: Scope of Work** of this RFP Document.
- 2.** A Consultant will be selected under **Least Cost Based Selection (LCS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures as prescribed in the “**Odisha General Financial Rules, 2023, Chapter-6: Procurement of Goods and Services**” circulated vide *Office Memorandum No. 25914/F, Dated: 04.06.2025* of Finance Department, Government of Odisha amended from time to time.
- 3.** The proposal complete in all respect as specified in the RFP document must be accompanied with a Bid Processing Fee of **Rs. 5,000/- (Five Thousand Only)** (non-refundable) and refundable **Earnest Money Deposit (EMD)** amounting to **Rs. 1,00,000.00 (Rupees One Lakh Only)** in the form of Demand Draft in favour of “**Director OSSAAT, Odisha Society for Social Audit Accountability & Transparency**” drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
- 4.** The proposal must be delivered at the specified address as per the information provided in the Bidder Data Sheet (Sl. no.11) by **Speed post /Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
- 5.** The last date and time for submission of proposal complete in all respects is **17.04.2026 up to 5 PM.** and the date of opening of the technical proposal is **18.04.2026 up to 11 AM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (Sl. No 11). Authorized representative of the participated bidder may attend the bid opening meeting as per the schedule.

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6. This RFP contains the following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Terms of Reference [**Section – 3**]
 - d. Technical Proposal Submission Forms [**Section – 4**]
 - e. Financial Proposal Submission Forms [**Section – 5**]
 - f. Annexure [**Section – 6**]

7. While all information / data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the rights to accept /reject any or all proposal / cancel the entire selection process at any stage without assigning any reason thereof.


24.03.2016
Director, OSSAAT

SECTION: 2

INFORMATION TO THE BIDDER

1. Odisha Society for Social Audit Accountability and Transparency (OSSAAT) is an independent body under the PR & DW Department, Government of Odisha, constituted as per MGNREGS Audit of Scheme Rules, 2011, to conduct impartial Social Audits of MGNREGS and other welfare schemes. With its Governing Body chaired by the Chief Secretary and Executive Committee led by the Secretary, PR & DW Department, OSSAAT operates from SIRD & PR Campus, Bhubaneswar, with trained manpower at all levels and its own Finance and HR manuals for effective management. Its mission is to uphold Social Audit as a tool for transparency, accountability, and people's participation, while its vision is to institutionalize Social Audit as an integral part of governance, maintaining autonomy and integrity of the process. Over seven years, OSSAAT has audited schemes like NSAP, NFSA, ICDS, MAMATA, PMAY-G, and 15th Finance Commission Grants, with upcoming audits of PM-POSHAN, Samagra Shiksha, and other social justice programmes. By empowering Gram Sabha and Palli Sabha, ensuring inclusivity, and mobilizing disadvantaged communities, OSSAAT has strengthened grassroots governance and promoted good governance through active public participation.
2. This project initiative is envisioned as a comprehensive digital governance initiative to replace fragmented manual reporting with a secure, centralized platform. It focuses on real-time monitoring of field activities through geo-validation and time-bound mechanisms, ensuring that attendance and task reporting are tamper-proof. By integrating State, District, Block, and Gram Panchayat levels into one unified system, it seeks to streamline workflows, automate task generation, and provide seamless supervision across all tiers of governance. This digital transformation is designed to eliminate delay, reduce errors, and establish a transparent mechanism for monitoring grassroots-level activities and attendance monitoring collection compilation of VRP & BSA.
3. In this regard **OSSAAT** (The Client) invites sealed proposal through limited tender enquiry process from the OCAC/ BECIL empaneled IT Service Provider / Agency to undertake the assignment of **“DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF MOBILE APPLICATION FOR SOCIAL AUDIT MONITORING & MANAGEMENT SYSTEM”**.
4. Bidders are requested to go through the complete RFP Document prior to preparation and submission of their proposal. Bids not conforming to the requirements of the RFP terms and conditions as well as instructions will not be considered for evaluation.

5. Conditions of Eligibility

Bidders are advised to carefully read and ensure compliance with the minimum eligibility criteria (“Conditions of Eligibility”) specified herein. Only those bids that satisfy the Conditions of Eligibility shall be considered for further evaluation. Prior to evaluation of the Technical Proposal, each bid shall be verified with reference to the documents and information submitted by the bidder as part of the Technical Proposal.

Eligibility Requirement:

Sl. No	Eligibility Criteria	Requirement	Documents to be submitted
1	Legal Entity	The bidder must be a legally registered entity in India under the Companies Act, 2013 / Companies Act, 1956 / LLP Act / Partnership Act or any other applicable law. The bidder should have been in operation for at least five (05) years as on the bid submission date.	Copy of Registration Certificate / Incorporation Certificate
2	Past experience	The bidder should have successfully completed or currently implementing at least three (03) assignments during the last three (03) financial years (FY 2022–23, FY 2023–24, FY 2024–25) involving design, development, implementation and/or maintenance of digital monitoring systems, Management Information Systems (MIS), field task management platforms, mobile-based monitoring applications, or similar digital governance platforms for Government Departments, Public Sector Undertakings, or large institutional clients, each having a minimum contract value of INR 30,00,000 (Rupees Thirty Lakh) or above.	Copies of Work Order / Purchase Order and work completion certificates as proof of supply
4	Financial Strength	The bidder must have an average annual turnover of at least INR 5.00 Crore from IT / Software Development / Digital Solutions / System Integration services during the last three (03) financial years (FY 2022-23, 2023-24, 2024-25).	CA-certified audited financial / turnover statement (TECH-6) issued and duly certified by a Chartered Accountant
5	Resource Strength and Local Office	<p>The bidder must have an in-house technical team of 20 Technical Resources capable of designing, developing and maintaining digital systems, including expertise in software development, database management, cloud hosting, mobile application development and system integration. A certificate from the HR on the letterhead of the firm to be provided.</p> <p>The Bidder should have a registered / branch office set up in Bhubaneswar. Proof of presence of office to be attached.</p>	<p>A certificate from the HR on the letterhead of the firm to be provided.</p> <p>Proof of presence of office to be attached</p>

6	Non-Blacklisting Declaration	Should not have been blacklisted or debarred by any Government entity during last 5 years.	Self-declaration by Court Affidavit (TECH-5)
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#financial years means 22-23, 23-24 and 24-25

“Similar Assignment” shall mean assignments involving design, development, customization, implementation, integration, or maintenance of digital monitoring platforms, Management Information Systems (MIS), field task management systems, mobile-based data collection applications, or digital dashboards for monitoring programmes, projects, field operations, or service delivery. Such assignments should involve IT-enabled solutions supporting real-time or periodic data collection, workflow management, reporting, analytics, or monitoring of field-level activities, implemented for Government Departments, Public Sector Undertakings (PSUs), development agencies, or large institutional organizations.

Responsive Requirement:

The bidder shall furnish the following documents along with the Technical Proposal as part of the responsive requirements:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder’s letterhead to participate in the bidding process
- Bid Processing Fee and EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) and up to date return file of the firm/agency.
- Copies of IT Return for the last three financial years ending 31st March, 2025.
- Valid empanelment certificate issued by OCAC or BECIL
- General details of the Bidder (**TECH – 2**)
- Format for Power of Attorney (**TECH-3**)
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies during last 5 years through Court Affidavit (**TECH-4**)
- Specific Experience Details of the Bidder
- Financial Turnover Statement of the bidder issued from CA (**TECH – 5**)
- Information Regarding Any Conflicting Activities and Declaration (**TECH-6**)
- Filled in Technical Proposal TECH 7 to TECH-9

Bidders shall submit all required supporting documents as specified in the tender. Non-compliance with the eligibility and/or responsive requirements, including non-submission of any required document, shall result in outright rejection of the bid. All pages of the bid document, including enclosures, shall be duly signed and sealed by the authorised representative of the bidder.

6. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 5,000/- (Rupees Five Thousand Only)** in shape of Demand Draft from any scheduled commercial bank in favour of “**Director OSSAAT, Odisha Society for Social Audit Accountability & Transparency**” payable at Bhubaneswar. Proposal received without bid processing fee will be out rightly rejected. The bid processing fee is non-refundable in any case.

7. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (Rupees One Lakh Only)** in shape of Demand Draft from any scheduled commercial bank in favour of “**Director OSSAAT, Odisha Society for Social Audit Accountability & Transparency**” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract without any interest. The EMD of the successful bidder will be released only after furnishing of the required Performance Security and signing of the contract. Bid not accompanied by the required EMD shall be rejected by the Client as non-responsive.

The EMD will be forfeited under following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non- responsive or has submitted false information in support of its qualification.
- If the bidder fails to;
 - provide any clarification/s to the Client;
 - agree to the decisions of the contract negotiation meeting;
 - sign the contract within the prescribed time period;
 - furnish required Performance Bank Guarantee within the prescribed time period as per the agreed terms and conditions of the RFP;
 - fails to accept the offer without any justified reasons reason / fails to sign the contract within the allowed time period.
- Any other circumstance which holds the interest of the Client during the overall selection process.

8. Validity of the Proposal:

Proposal shall remain valid for a period of **90 (Ninety Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

9. Submission of Pre-Proposal Queries:

Bidders can submit their queries as per the prescribed format provided at **Annexure-II** on the RFP and other details if any, to the Client by e-mail at odisha-sau@od.gov.in ossaat.sau@gmail.com by **04.04.2024** Clarifications to the above will be uploaded in the website

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for information of the bidders latest by **07.04.2024**. Queries submitted beyond the above deadline will not be entertained. Request for alteration/change in existing terms and conditions of the RFP will not be considered /entertained.

10. Submission of Proposal:

Bidders must submit their proposal by **Speed Post / Courier** latest by **17.04.2026 up to 5:00 PM** only to the specified address as mentioned in BidderData Sheet. The Client will not be responsible for postal delay / any consequence inreceiving of the proposal. The proposal must have to be submitted in two parts. Each part (Technical and Financial) should be hard/spiral bound with no loose sheets. Each page of the two parts should be page numbered and clearly indicated using an index page. Bids received after the due date and time of submission will be outrightly rejected.

The procedure for submission of the proposal is described below:

i) **Technical Proposal (Original + Soft Copy in pdf in USB):**

The envelope containing technical proposal shall be sealed and superscripted as **“TECHNICAL PROPOSAL – DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF MOBILE APPLICATION FOR SOCIAL AUDIT MONITORING & MANAGEMENT SYSTEM”** and to be furnished inside an envelope. The duly filled-in technical proposal submission forms, soft copy in **pdf form** in USB drive along with the required information have to be furnished as part of technical proposal.

ii) **Financial Proposal (Original + Soft copy in Pdf in USB):**

The envelope containing financial proposal shall be sealed and superscripted as **“FINANCIAL PROPOSAL – DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF MOBILE APPLICATION FOR SOCIAL AUDIT MONITORING & MANAGEMENT SYSTEM”**. The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only along with the soft copy in **pdf form** in USB drive as part of financial proposal.

The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **"TECHNICAL PROPOSAL (DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF MOBILE APPLICATION FOR SOCIAL AUDIT MONITORING & MANAGEMENT SYSTEM)"**. The second envelope must be marked as **"FINANCIAL PROPOSAL (DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF MOBILE APPLICATION FOR SOCIAL AUDIT MONITORING & MANAGEMENT SYSTEM)"** and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT:
RFP NUMBER AND DATE:
DEADLINE FOR SUBMISSION OF BID:
NAME AND ADDRESS OF THE BIDDER:**

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. The proposal must be complete in all respect, indexed and spiral / hard bound with no loose sheet. Technical and Financial bids with any conditional offer shall be outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder.

11. Opening of the proposal:

The Client will constitute a Selection Committee to evaluate the proposals submitted by bidders. The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the CEC in presence of the Committee members and bidder's authorized representative at the location, date and time specified in the Bidder Data Sheet who wishes to attend. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** of the technically qualified bidders only will be opened during the subsequent stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

12. Proposal Evaluation:

A three stage evaluation process will be conducted as explained below for evaluation of the proposals received from the bidders.

A. Preliminary Examination

The proposals received shall first be examined to verify compliance with the preliminary eligibility requirements of the RFP, including:

- Submission of required documents
- Bid Processing Fee and Bid Security (EMD)
- Compliance to Eligibility Conditions
- Signed forms and declarations
- Completeness of proposal

Proposals found incomplete or non-compliant with the mandatory requirements shall be rejected at this stage.

B. Technical Presentation & Evaluation

Qualified bidders shall be invited to make a Technical Presentation before the Evaluation Committee on a suitable date, which shall be intimated separately by the Client. The Technical proposals satisfying preliminary requirements shall be evaluated for eligibility compliance as per the criteria specified in the RFP. Only those bidders meeting the prescribed eligibility criteria shall be considered as qualified bidders for Technical Presentation.

Presentation shall be evaluated based on predefined parameters relevant to the assignment. The Technical Evaluation shall carry a total of 50 marks. The minimum qualifying mark in Technical Evaluation shall be above 30 marks out of 50. The Technical Evaluation will be done as per the following parameters:

Sl. No.	Evaluation Parameter	Maximum Marks
1	Understanding of Assignment and Proposed Approach Methodology – clarity on project objectives, understanding of monitoring requirements, system architecture approach	10 Marks
2	Proposed System Architecture & Technical Design – proposed platform architecture, database structure, scalability, security framework, and integration capability	10 Marks
3	Features of the Digital Monitoring & Field Task Management System – mobile application, dashboard, workflow management, reporting modules, geo-tagging, analytics etc.	5 Marks
4	Experience in Similar Assignments – Experience in development and implementation of MIS, digital monitoring systems, or mobile-based data collection platforms for Government / PSUs	10 Marks
5	Proposed Team Composition & Key Personnel – Qualification and experience of Project Manager, Developers, Mobile App Specialists, and Support Team	5 Marks
6	Presentation Quality, Implementation Plan & Project Execution Timeline – system development timeline, testing plan, rollout strategy, training and maintenance plan	5 Marks
Total		50 Marks

Only those bidders securing above **30 marks** shall be declared Technically Qualified and shall be eligible for opening of Financial Proposals.

C. Financial Evaluation

The Financial Proposals of only the technically qualified bidders shall be opened on a subsequent date, to be notified separately. Financial evaluation shall be carried out on L1 basis. The bidder quoting the lowest Annual Retainer Fee (exclusive of GST) shall be declared as the Lowest Bidder (L1). GST shall be payable extra as applicable and shall not be considered for financial comparison.

13. Evaluation Process:

Least Cost Selection (LCS) method will be adopted for the purpose of evaluation of financial proposals of the technically qualified bidders. Lowest technically compliant financial bid will be considered for selection and award of Contract for the purpose. For the purpose of evaluation, the total evaluated cost shall be exclusive of all taxes & duties for which the Client will make payment to the consultant. The evaluated cost shall include other incidental expenses of the Consultant for the service provided to the Client.

14. Language of Proposal:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in English language.

15. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of its proposal. The bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are not allowed. Any conditional bid will be outrightly rejected.

16. Performance Bank Guarantee (PBG):

Within 7 days of notifying the acceptance of proposal for the award of contract, the selected bidder shall have to furnish a Performance Security amounting to **5% of the total contract value** in the form of Bank Guarantee (BG) / Term Deposit Receipt (TDR) from a scheduled commercial bank pledged to **“Director OSSAAT, Odisha Society for Social Audit Accountability & Transparency”** on its local branch situated at Bhubaneswar for a period of three months beyond the entire contract period (i.e. Performance Security must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract.

If the Performance Security is furnished through BG, it must be furnished as per the prescribed format provide at **Annexure-III** of the RFP Document only. Any deviation to the prescribed format will lead to rejection of the BG by the Authority. The BG is to be authenticated by the local branch of the issuing bank at “Bhubaneswar” and a confirmation letter towards the same must be furnished by the bidder’s authorised representative at the time of signing of the contract.

Failure to comply with the terms and conditions of the RFP / Contract requirements shall constitute sufficient grounds for the forfeiture of the performance security. The performance security shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the selected bidder. No interest shall be paid on the performance security.

17. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only within Odisha.

18. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the outcome of the selection process through its website. The successful bidder will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for a period of **3 years** from the date of effectiveness of the contract and will be extended on mutual consent. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP.***

19. Conflict of Interest:

Conflict of Interest exists in the event of: (i) conflicting assignments like supervision, implementation, monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

20. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

21. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

22. Governing Law and Penalty Clause:

The timeline given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery of the deliverable/s shall render the Consultant liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the assignment through any suitable source of delivery. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the Consultant from his obligations and liabilities under the contract. The rights and obligations of the Client and the Consultant under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on Consultant's part to furnish the deliverables as per the agreed time line will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. The implications of penalty

will be governed by the agreed terms and conditions of the contract between parties.

23. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing a corrigendum through its website. To give bidders reasonable time in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals. All clarifications and outcomes of each stages of the selection process will be published through the website of the Client. Hence, bidders are advised to refer to the designated website for all updates on the selection process.

24. Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any /all proposal/s, and cancel the selection process at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

25. Settlement of Dispute:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. Principal Secretary to Government, Panchayati Raj and Drinking Water Department will be the final authority to resolve any dispute arising between Client and the Consultant.

26. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without EMD as applicable.
- Proposal not submitted in accordance with the procedures, formats and instructions as prescribed in the RFP.
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices or tries to withdraw its proposal.
- Proposal is received in incomplete form.
- Proposal is received after due date and time for submission of bid.
- Proposal is not accompanied by all the requisite documents / information.
- A commercial bid submitted with own assumptions or conditions.
- Bids with any conditional technical and financial offer.
- If the bidder provides any assumptions in the financial proposal or qualifies the financial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
- Proposal is not properly sealed or signed.
- Proposal is not conforming to the requirements of the scope of the work.
- Same CV proposed by different bidders.
- Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process.
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), including the commercial bid, submitted by the bidder is found to contain any information

on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.

- Price bid not furnished as per the prescribed format/ price components are furnished with assumptions/ conditions or with blended/ composite price component.
- If the proposed remuneration for the support staff is below the minimum wages as fixed for the various category of manpower as per the notification of Government of Odisha from amended from time to time.
- Any other condition/ situation which holds the paramount interest of the Client during the overall section process.

SECTION: 3

SCOPE OF WORK

1. Background

Odisha Society for Social Audit Accountability and Transparency (OSSAAT) is an independent body under the PR & DW Department, Government of Odisha, constituted as per MGNREGS Audit of Scheme Rules, 2011, to conduct impartial Social Audits of MGNREGS and other welfare schemes. With its Governing Body chaired by the Chief Secretary and Executive Committee led by the Principal Secretary, PR & DW Department, OSSAAT operates from SIRD & PR Campus, Bhubaneswar, with trained manpower at all levels and its own Finance and HR manuals for effective management. Its mission is to uphold Social Audit as a tool for transparency, accountability, and people's participation, while its vision is to institutionalize Social Audit as an integral part of governance, maintaining autonomy and integrity of the process. Over seven years, OSSAAT has audited schemes like NSAP, NFSA, ICDS, MAMATA, PMAY-G, and 15th Finance Commission Grants and audits of PM-POSHAN, Samagra Shiksha, and other social justice programmes. By empowering Gram Sabha and Palli Sabha, ensuring inclusivity, and mobilizing disadvantaged communities, OSSAAT has strengthened grassroots governance and promoted good governance through active public participation.

2. Present Scenario

Social Audit under OSSAAT is conducted through a participatory and transparent process where trained resource persons especially VRPs and BSAs collect and verify scheme-related records, interact with beneficiaries, and cross-check official data with ground realities before presenting findings in open Gram Sabha and Palli Sabha meetings. These meetings allow villagers to voice concerns, validate or contest audit results, and hold officials accountable directly in front of the community. The process is guided by an annual audit calendar, supported by independent Finance and HR manuals, and carried out by trained manpower at Gram Panchayat, Block, District, and State levels. Reports are then submitted to OSSAAT and district offices for corrective action, with continuous training and skill upgradation ensuring impartiality and effectiveness. By maintaining autonomy from implementing agencies and mobilizing disadvantaged communities, OSSAAT ensures that Social Audit strengthens grassroots governance, promotes inclusivity, and upholds transparency and accountability in welfare schemes.

The Odisha Society for Social Audit Accountability and Transparency (OSSAAT) carries out a structured, community-driven process to ensure welfare schemes are implemented fairly and transparently. It begins with preparation, where records are collected and audit teams are trained, followed by verification through household surveys, physical inspections, and beneficiary interactions. The findings are then presented in an open Gram Sabha (public hearing), where citizens and officials discuss discrepancies and grievances. Afterward, detailed reports are submitted to authorities for corrective action, and OSSAAT monitors compliance to ensure accountability. This cycle of preparation, verification, public hearing, reporting, and follow-up empowers citizens, reduces corruption, and strengthens participatory governance in Odisha.

3. Project Objectives

The project is envisioned as a comprehensive digital governance initiative to replace fragmented manual reporting with a secure, centralized platform. It focuses on real-time monitoring of field

activities through geo-validation and time-bound mechanisms, ensuring that attendance and task reporting are tamper-proof. By integrating State, District, Block, and Gram Panchayat levels into one unified system, it seeks to streamline workflows, automate task generation, and provide seamless supervision across all tiers of governance. This digital transformation is designed to eliminate delay in reporting and establish a transparent mechanism for monitoring grassroots-level activities.

At the same time, the system emphasizes decision-support for senior officials through interactive dashboards and consolidated reporting. These tools will enable leaders to track compliance, identify exceptions, and take timely corrective actions. By embedding accountability and transparency into the governance process, the project aims to strengthen trust in public service delivery, improve responsiveness, and ensure that every field activity is validated and reported accurately. Ultimately, it is a step toward building a robust, data-driven governance framework that enhances efficiency, compliance, and citizen confidence in government operations.

The objectives can be summarised as:

- Tamper-proof attendance and task reporting
- Geo-validated and time-bound field activity monitoring
- End-to-end digital governance from State to GP level
- Decision-support dashboards for senior officials
- Improved accountability, transparency, and compliance

4. Development of Dedicated Application

Developing a mobile app for OSSAAT's social audit process would digitize and streamline the entire cycle, offering real-time data collection, geo-tagged evidence, and automated reporting while making audit findings easily accessible to citizens. It would empower beneficiaries to lodge grievances instantly, provide training resources for community auditors, and enable senior officials to monitor progress and compliance through live dashboards. By integrating transparency, accountability, and citizen participation into a single digital platform, such an app would reduce paperwork, less time in reporting speed up corrective actions, and generate valuable policy insights to improve welfare delivery across Odisha.

An OSSAAT app would **digitize the entire audit cycle** — from preparation and verification to reporting and follow-up — making it faster, more transparent, and citizen-friendly, while also giving policymakers actionable insights.

Developing a **dedicated app for OSSAAT's social audit process** could bring several tangible benefits:

Key Benefits of a Social Audit App

- **Real-Time Data Collection:** Audit teams can directly upload household surveys, inspection notes, and photos from worksites, reducing paperwork and delays.
- **Transparency & Accessibility:** Citizens can view audit schedules, findings, and corrective actions on their phones, increasing trust in governance.

- **Grievance Redressal:** Beneficiaries can lodge complaints or feedback instantly, which can be tracked and resolved systematically.
- **Attendance collection & monitoring-** Attendance of VRP,BSA are monitoring and collected for compilation in time bound manner.
- **Automated Reports:** The app can generate audit summaries and compliance reports automatically, saving time and ensuring consistency.
- **Geo-Tagging & Evidence:** Worksite inspections can be geo-tagged with photos/videos, strengthening accountability and reducing manipulation.
- **Capacity Building:** Training modules, guidelines, and FAQs can be embedded in the app to support community auditors and villagers.
- **Monitoring & Dashboards:** Senior officials can track audit progress, compliance status, and grievance resolution through live dashboards.
- **Policy Insights:** Aggregated data can highlight systemic gaps, helping government refine welfare delivery mechanisms.

5. SCOPE OF WORK (SoW) for OSSAAT State Monitoring System

Objectives

- Establish a comprehensive digital monitoring framework for social audits across districts, blocks, and Gram Panchayats.
- Strengthen transparency, accountability, and efficiency in the implementation of welfare schemes.
- Empower Village Resource Persons (VRPs), Block Social Auditors (BSAs), and District Social Auditors (DSAs) through structured workflows and digital tools.
- Provide state authorities with real-time analytics and decision support for effective governance.

Deliverables

- **Administrative Setup:** Creation of districts, blocks, and Gram Panchayats; registration of VRP, BSA, and DSA users; and jurisdiction mapping.
- **Scheme Management System:** Digital creation of schemes, integration with the OSSAAT calendar, assignment to jurisdictions, and configuration of task generation rules.
- **Automated Task Engine:** Daily task generation, deadline tracking, and escalation alerts for non-compliance.
- **VRP Mobile Application:** GPS-based attendance, proof image uploads, stakeholder management, weekly reporting, and auto-lock/unlock logic for missed tasks.
- **Monitoring Portals:**
 - **BSA Portal:** Block-level monitoring, proof verification, unlock approvals, and submission of block field reports.
 - **DSA Portal:** District-level supervision, compliance monitoring, review of weekly reports, and submission of district audit reports.

- **Central Database System:** Secure storage of user records, attendance logs, task records, stakeholder data, proof images, weekly reports, and audit logs.
- **State Analytics Dashboard:** Real-time dashboards for attendance, performance metrics, scheme completion, stakeholder engagement, geo-validation, and compliance analysis.
- **Escalation & Compliance Engine:** Automated escalation flow from VRP → BSA → DSA → State, with complete audit logging.
- **Governance Reporting & Decision Support:** Consolidated weekly reports, scheme monitoring, stakeholder engagement analysis, and administrative decision support tools.

6. Responsibilities

- **State Authority:**
 - Oversee system setup, scheme creation, and statewide monitoring.
 - Ensure compliance and initiate corrective actions based on audit findings.
- **District Social Auditor (DSA):**
 - Supervise BSA activities, review weekly reports, monitor district-level VRP activity, and submit district audit reports.
- **Block Social Auditor (BSA):**
 - Monitor VRP attendance, verify proofs, approve unlock requests, and submit block-level field reports.
- **Village Resource Person (VRP):**
 - Execute daily tasks, record attendance, upload proof images, manage stakeholders, and submit weekly reports.
- **Technical Team:**
 - Maintain the central database, ensure system uptime, and provide technical support for mobile and web applications.

7. Expected Outcomes

- Transparent and accountable monitoring of welfare schemes.
- Streamlined workflows across village, block, district, and state levels.
- Real-time dashboards and analytics for decision-making.
- Reduced manual workload through automation.
- Empowered citizens and auditors with digital tools for participatory governance.

8. Overall Scope

The selected bidder shall **design, develop, implement, operate, and maintain** a **Centralized Digital Monitoring & Field Task Management System**, integrating under a **unified, secure, and scalable architecture**

- State Authority
- District Social Audit (DSA)
- Block Social Audit (BSA)
- Village Resource Persons (VRPs)

Detailed Scope of Services

Requirement Study & System Finalization

- Stakeholder consultations at State, District, and Block levels

- Preparation and approval of **Software Requirement Specification (SRS)**
- Definition of roles, workflows, reports, dashboards, and integrations
- Submission of UI/UX wireframes and prototypes

Application Development

State Web Portal

- Master configuration for districts, blocks, GPs, and users
- Scheme & calendar-based task configuration
- Automated task generation engine
- Real-time dashboards for attendance, compliance, escalations, and geo-validation

District Social Audit (DSA) Portal (Android & ios)

- Geo/IP validated attendance
- District-level monitoring dashboards
- Review and approval of consolidated reports
- Escalation handling with audit trails

Block Social Audit (BSA) Portal (Android & ios)

- Secure attendance with geo-verification
- VRP task and proof verification
- Absenteeism and exception management
- Audit-logged task unlock with justification

VRP Mobile Application (Android)

- Secure login with device binding
- GPS, IP & device-based attendance
- Calendar-driven daily task auto-unlock
- Proof-based task completion
- Weekly consolidated reporting
- Auto-locking of tasks post cut-off time

Technical Architecture

- Backend: Node.js + Express.js
- Frontend: React.js
- Mobile App: React Native (Expo)
- Database: PostgreSQL with immutable audit logs
- Hosting: Government-approved Cloud
- Security: HTTPS, JWT, RBAC, IP & device logging

Testing & Deployment

- Unit, integration, security, and load testing
- Submission of test reports
- Secure production deployment
- Go-live support and stabilization

Training & Maintenance

- Role-based user training
- User manuals and video documentation
- **One-year comprehensive maintenance**, including bug fixing, security updates, and server monitoring

9. DELIVERABLES

- Approved SRS & Architecture Documents
- Fully Functional Web & Mobile Applications
- Source Code & Technical Documentation
- Training Materials
- Test Reports
- Go-Live Certificate
- SLA & Maintenance Reports
- Software Development
- Infrastructure & Security
- Training & Support

10. TECHNICAL SUPPORT & MAINTENANCE

The selected bidder shall provide **comprehensive technical support for 12 months after Go-Live.**

Support Model

The support model shall consist of:

Level 1 Support

Helpdesk support for:

- Login issues
- App installation
- User management
- Minor configuration support

Response Time: 4 Hours

Level 2 Support

Technical troubleshooting including:

- System bugs
- API failures
- Performance issues
- Dashboard errors

Response Time: 8 Hours

Level 3 Support

Advanced engineering support including:

- Database issues
- Security incidents
- Infrastructure failures
- System optimization

Response Time: 24 Hours

Support Channels

The bidder shall establish:

- Dedicated email helpdesk
- Ticketing system
- Phone support during working hours
- Remote support tools
- Monthly system health reports

System Monitoring

The bidder shall implement monitoring for:

- Server uptime

- API response time
- Database performance
- Application error logs
- Security alerts

11. Contract Term

The contract with the selected agency shall be for a period of **three (03) years** from the date of signing of the agreement or issuance of the work order, whichever is earlier.

The contract period shall broadly include the following phases:

- **Phase I – System Design and Development:** Requirement assessment, system architecture design, development of software platform, mobile application, and dashboard modules.
- **Phase II – Testing and Deployment:** System testing, debugging, security checks, pilot implementation and final deployment of the digital monitoring system.
- **Phase III – Operation, Maintenance and Support:** Continuous operation, system maintenance, upgrades, bug fixing and technical support during the contract period.

The Department reserves the right to **extend the contract for an additional period based on satisfactory performance and project requirements**, on mutually agreed terms and conditions.

12. Payment Milestones

The payment to the selected agency shall be made in accordance with the successful completion of defined project milestones, subject to verification and approval by the Department.

An indicative milestone-based payment structure is as follows:

Sl. No.	Milestones	Payment Percentage (%)
1	Submission and approval of detailed system requirement document and system design architecture	10%
2	Completion of system development including mobile application, dashboard modules and backend system	20 %
3	Successful system testing, pilot implementation and final deployment of the digital monitoring platform	30 %

4	Training of departmental officials and submission of user manuals and documentation	10%
5	Operation, maintenance, technical support and system stabilization during the contract period on equal installment after go live	30 %

All payments shall be made after certification of satisfactory completion of the respective milestone by the competent authority of the Department.

13. Performance Monitoring

The performance of the selected agency shall be regularly monitored by the Department to ensure timely and quality delivery of the assignment.

Performance monitoring shall include:

- Review of progress against the approved project implementation plan and milestones.
- Assessment of system functionality, reliability, and performance of the digital platform.
- Monitoring of data accuracy, reporting quality, and responsiveness of the system.
- Evaluation of timely resolution of technical issues and system downtime.
- Periodic review meetings with the agency to track progress and address operational challenges.

The Department may conduct periodic performance reviews and may impose corrective measures, penalties, or other actions as per the terms of the contract in case of unsatisfactory performance.

14. Handholding and Technical Support

The selected agency shall provide comprehensive handholding support and technical assistance to ensure effective adoption and use of the digital monitoring system by the Department and field-level functionaries.

The scope of handholding and technical support shall include:

- Training of departmental officials and field staff on the use of the digital monitoring platform and mobile applications.
- Preparation of user manuals, system documentation, and operational guidelines.

- Providing helpdesk support for troubleshooting and resolving system-related issues.
 - Continuous technical assistance during the initial rollout and stabilization phase of the system.
 - Providing regular system updates, bug fixing, and technical maintenance during the contract period.
 - Supporting the Department in modifications, enhancements, or additional features required for improved monitoring and reporting.
- The agency shall ensure timely response to technical queries and system issues, and maintain the system in a stable and functional condition throughout the contract period.

15. Data Ownership, Cybersecurity and Hosting Compliance

The selected agency shall comply with all applicable data security, privacy, and cybersecurity guidelines of the Government of India and Government of Odisha while developing and maintaining the digital monitoring platform.

Data Ownership

- All data generated, collected, processed, or stored through the digital monitoring system shall be the sole property of the Government of Odisha.
- The selected agency shall not use, disclose, or share the data with any third party without prior written approval of the Department.
- Upon completion or termination of the contract, the agency shall hand over all system data, source code, documentation, and related materials to the Department.

Cybersecurity Compliance

The agency shall ensure that the system is developed and maintained in accordance with industry-standard cybersecurity practices, including:

- Secure system architecture and access control mechanisms.
- Data encryption and secure communication protocols.
- Protection against unauthorized access, cyber threats, and data breaches.
- Regular system security updates and vulnerability management.

The Department may require the agency to conduct periodic security audits or vulnerability assessments to ensure the safety and integrity of the system.

Hosting Compliance

- The digital monitoring platform shall be hosted on secure and reliable cloud infrastructure, preferably compliant with Government of India cloud hosting guidelines (MeitY empanelled cloud services / Government Cloud – MeghRaj) or any other infrastructure approved by the Department.

- The agency shall ensure adequate data backup, disaster recovery, and system redundancy mechanisms to prevent data loss or service disruption.
- All system infrastructure shall comply with relevant government IT policies and data protection requirements.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

**THE DIRECTOR
OSSAAT
SIRD CAMPUS, UNIT-8
BHUBANESWAR**

Subject: DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF MOBILE APPLICATION FOR SOCIAL AUDIT MONITORING & MANAGEMENT SYSTEM. [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to participate in the selection process and to undertake the service in accordance with the prescribed terms and conditions of the RFP Document. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre- contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

REQUEST FOR PROPOSAL

TECH -2

General Details of Bidder

SI No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No: Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee and EMD Details Amount: DD No: Date of Issue: Name & Location of Issuing Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out assignments as per the scope of work of the RFP	YES / NO
10	Willing to accept all the terms and conditions as specified in the RFP	YES / NO

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3

(On Bidder's Letter Head)

FORMAT FOR POWER OF ATTORNEY

I, _____, the <Designation> of <Name of the Organisation> in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organisation>, <Designation of the person> of the organisation acting for and on behalf of the organisation under the authority conferred by the Date <date of reference> has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney with Seal:

Address of the Bidder:

TECH - 4

(PAST EXPERIENCE DETAILS OF THE BIDDER)

(List of assignments/ Services of similar nature undertaken during last 3 FYs)

Sl. No.	Financial Year	Name of the Assignment	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
1							
2							
3							

Please attach documentary evidences in support of the above work (Work order / Completion Certificate from previous Client)

Authorized Signatory [*In full and initials*]: _____
Name and Title of Signatory with date and seal _____

TECH - 5

DECLARATION REGARDING BLACKLISTING

(On Stamp Paper through Court Affidavit)

I/We hereby declare that M/s _____ has not been blacklisted, debarred, or declared ineligible by any Central Government / State Government Department, Public Sector Undertaking (PSU), Autonomous Body, Statutory Body, or Government-aided organisation during the last five (05) years as on the date of submission of the bid.

I/We further declare that the above information is true and correct. In the event of any information found to be false or misleading, the Authority shall be at liberty to reject the bid and take any action as deemed fit under the applicable rules.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Name of the Firm: _____

Seal of the Firm: _____

Date: _____

Place: _____

TECH - 6

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

IN BIDDER'S LETTER HEAD

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities. I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

TECH - 7

**Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart
Staff and Facilities to be provided by the Client**

A: On the Terms of Reference / Scope of Work:

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

B: On Input and Facilities to be provided by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -8

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach and Methodology:

C. Assignment Management Plan:

D. Staff Deployment Strategy:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

E. Team Composition and Task Assignment:

Sl. No.	Name of Key Professional / Staff	Position Assigned	No. of Input Days			Task assigned
			*Field	Office	Total	
1						
2						
3						
4						
5						

[Please provide the details of all the Key Experts and Support Staff to be deployed for the proposed assignment as per the format.]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-11.

TECH – 9

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

Month →	1	2	3	4	5	6
<i>Sequence of Study Activities / SubActivities</i>						

Indicate all main activities / sub activities of the proposed assignment including submission of reports and other associate sub-activities

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN - 1
COVERING LETTER
(In Bidder's Letter Head)

[Location, Date]

To

**THE DIRECTOR
OSSAAT
SIRD CAMPUS, UNIT-8
BHUBANESWAR**

Subject: DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF MOBILE APPLICATION FOR SOCIAL AUDIT MONITORING & MANAGEMENT SYSTEM. [FINANCIAL PROPOSAL]

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of [**Insert amount(s) in words and figures***].

The above quoted amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you

receive. I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

**Amount must match with the one indicated in Fin-2.*

REQUEST FOR PROPOSAL

FIN -2

SUMMARY OF FINANCIAL PROPOSAL

Sl.no.	Description	Amount in INR
1	design, development, implementation and maintenance of the State Digital Monitoring & Field Task Management System as per scope of work as specified at the Section:3 – Scope of Work	
2	GST as Applicable @	
Total Contract Price (Exclusive of GST)		

- *Bidder shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
- *Financial proposal will be evaluated exclusive of applicable taxes and on the basis of quoted cost for the entire service to be provided under the Contract and ta*
- *Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consulting fee proposed for the assignment shall remain fixed till completion of the contract.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

FIN -3

DETAIL BREAK UP OF THE PROPOSED FINANCIAL PROPOSAL

SI No	Component with Description	Unit	Rate	Qty	Amount in INR
1	System Design & Architecture				
2	Software Development				
3	Mobile Application Development				
4	Dashboard & Analytic				
5	System Integration				
6	Testing & Quality Assurance				
7	Deployment & Implementation, Training & Capacity Building				
8	Technical Support , Maintenance and Manpower Cost				
Total Consultancy Fee in INR					

Note: Bidders may include any other cost components, if required, for successful execution of the proposed assignment. Such additional components shall be clearly indicated in the financial proposal. However, the total consultancy fee quoted by the bidder shall be inclusive of all costs necessary for completion of the assignment, and no additional payment beyond the quoted amount shall be entertained except applicable taxes.

SECTION: 6

ANNEXURE

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + SOFT COPY USB in Pdf format)			
1	Filled in Bid Submission Check List		
2	Bid Processing Fee and EMD as applicable		
3	General Details of the Bidder (TECH -2)		
4	Power of Attorney (TECH -3) in favour of the person signing the bid on behalf of the bidder.		
5	(Past Experience Details of the Bidder) (TECH -4) along with the copies of work orders for the respective assignments		
6	Undertaking for Not being blacklisted during the recent past (TECH-5)		
6	Self-Declaration regarding Potential Conflict of Interest (TECH -6)		
7	Filled in Technical Proposal Formats (TECH – 7 to TECH – 9)		
FINANCIAL PROPOSAL (ORIGINAL + Soft Copy in USB in Pdf format)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2) with Detail Break up at (FIN-3)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- Each part (Technical) and (Financial) has been separately hard / spiral bound with no loose sheets and page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative of the bidder.

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Annexure – II

FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERY

The bidders will have to ensure that their queries in soft copy with covering letter should address to **tender inviting authority** through email at <odisha-sau@od.gov.in & ossaat.sau@gmail.com > latest by **04.04.2026** as per the prescribed format mentioned below.

Sl. No.	Page Number/ Section of RFP Document	Current Provision / RFP Text	Query from the Bidder
1.			
2.			
3.			
4.			
5.			
6.			

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

[Any deviation to the above prescribed format will not be taken into consideration for clarification. The Client shall not responsible for ensuring that the bidders' queries have been received by them. Any request for clarification post submission date and time as per the Bidder Data Sheet of the RFP shall not be entertained by the Client. The purpose of pre proposal clarification is to provide the bidders with information regarding the RFP terms and conditions, selection process and terms of reference for the assignment.]

PERFORMANCE BANK GUARANTEE FORMAT

To,

<Insert Authority with Address details>

WHEREAS (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFPno..... dated to undertake the service..... (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by _____(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) 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 consultant 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 consultant 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 performance bank guarantee shall be valid until the day of, 20XX

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch