



STATE POLLUTION CONTROL BOARD, ODISHA

[DEPARTMENT OF FOREST & ENVIRONMENT, GOVERNMENT OF ODISHA]
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Letter No.: 383

OSPCB-OE-MISC-0003-2024

Date: 06/01/24

E-TENDER CALL NOTICE

Notice Inviting E-Tender for receipt and processing of application on behalf of the Board, conduct end-to-end Computer Based Examination & Preparation of merit list for different vacant posts of Officers and Staff.

Online Bids through e-Tender portal (<https://tendersodisha.gov.in>) are invited from reputed Companies / Government Organization / PSUs / Universities / Educational Institutions etc. to conduct end-to-end Computer Based Examination & preparation of merit list for different vacant posts of officers and staff.

Sl. No.	Bid Reference No.	Item Name	Bid Document Cost	EMD (Rs.)
01.	TCN No: 385 Dt. 06/01/24	Receipt and processing of application on behalf of the Board, conduct end-to-end Computer Based Examination & Preparation of merit list for different vacant posts of Officers and Staff	Free Of Cost	50,000/-

Sl. No.	Particulars	Date and Time
01.	Date of publishing of tender	06.01.2024
02.	Bid document download start date	06.01.2024 (4.00 PM)
03.	Duration of downloading of bid document	16 Days
04.	Pre-Bid Meeting	16.01.2024 (4.00 PM)
05.	Last date of download of Bid document and Receipt of Tender	22.01.2024 (04.00PM)
06.	Date and time of opening of Technical Bid	25.01.2024 (4.00 PM)
06.	All other Information	All other Information will be updated in https://tendersodisha.gov.in and www.ospcboard.org

The bid document with all information relating to the bidding process including cost of bid document, EMDs, Prequalification criteria and terms & condition are available in the website <https://tendersodisha.gov.in> and www.ospcboard.org. The Authority reserves the right to accept/reject any part thereof or all the bids without assigning any reason thereof.

06/01/24
Member Secretary

Memo No. 384, Date. 06/01/24

Copy forwarded to Establishment Section/LAN (Computer Cell), SPC Board, Bhubaneswar for kind information. Establishment Section is requested to publish the material in one English National Daily (All India Edition) and one Odia Daily Newspaper. LAN (Computer Cell) may take steps to upload the tender Schedule and Advertisement in our website.

06/01/24
Sr. Administrative Officer

**Tender Call Notice for Technical And Financial Bids for Selecting
Agencies for Conducting Examination and Preparation of Merit Lists For
Recruitments of Different Vacant Posts of SPC Board, Odisha.**

Letter No: 385

dt: 06/01/24



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TENDER SCHEDULE

Sealed Tenders are invited from reputed Companies / Government Organizations / PSUs / Universities / Educational Institutions etc. to conduct end-to-end Computer Based Examination & preparation of merit list for different vacant posts of officers and staff.

A	Nature of work	Receipt and processing of application on behalf of the Board, conduct end-to-end Computer Based Examination & preparation of merit list for different vacant posts of officers and staff.
B	Period of contract	For one year and purely subject to approval of the State Pollution Control Board, Odisha.
C	Last date and time of available of tender document in the SPCB web: www.ospcboard.org	22.01.2024 upto 4.00 P.M.
D	Last date and time of receipt of tender papers	22.01.2024 upto 4.00 P.M.
E	Date and time of opening of Technical Bid	25.01.2024 at 4.00 P.M.
F	Date and time of opening of Financial Bid	Will be decided after Technical Bid meeting and shall be intimated to the qualified Bidder.
G	Earnest money deposit along-with tender document.	Rs. 50,000/- (Rupees Fifty Thousand) only in shape of Demand Draft drawn in favour of Member Secretary, SPC Board, Odisha.
H	Selection method	The Bids shall be evaluated on the basis of Technical & Financial scoring criteria based on the QCBS evaluation method subject to bidder meeting the Pre-qualification criteria and Minimum Technical Qualification.

DISCLAIMER

All information contained in this document, subsequently provided/clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party. State Pollution Control Board (SPCB), Odisha reserves the right to cancel this document, and/or invite fresh proposals with or without amendments to this document without liability or any obligation for such document, and without assigning any reason. SPCB reserves the right to take final decision regarding award of contract.

Submission of proposal/response to this Tender Call Notice (TCN) does not guarantee evaluation or allocation of work. Under no circumstances, will the SPCB, Odisha be held responsible or liable in any way for any claims, damages, losses expenses, costs or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss or profits business interruption or loss of information) resulting or arising directly or indirectly by application or non-application to this Tender Call Notice (TCN).

ABBREVIATIONS

AEE	Assistant Environmental Engineer
AES	Assistant Environmental Scientist
CBT	Computer Based Test
CENTER	Centre of Examination
CS	Composite Score
EC	Evaluation Committee
LAN	Local Area Network
LOI	Letter of Intent
NDA	Non-disclosure agreement
PCP	Prevention & Control of Pollution
PSU	Public Sector undertakings
QCBS	Quality-cum- Cost Based Selection
RFP	Request for Proposal
SC	Schedule Caste
SCM	Software Change Management
SEBC	Socially and Educationally Backward Classes
SLA	Service Level Agreement
SP	Service Provider
SPCB	State Pollution Control Board
SPOC	Single Point of Contract
ST	Schedule Tribes
TCN	Tender Call Notice
TOR	Terms of Reference
UR	Unreserved

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1.0 INTRODUCTION:

The State Pollution Control Board,(SPCB), Odisha, is a statutory body established under Water (PCP) Act, 1974 and Air(PCP) Act, 1981, and discharges its mandates under the said Acts and Rules framed thereunder.

2.0 DEFINITION OF TERMS AND CONDITIONS:

2.1 **“AGREEMENT”** means the agreement to be signed between the successful bidder and SPCB including all attachments Appendices', all documents in corporate by reference there to together any subsequent modifications , the Tender Call Notice (TCN), the bid offer, the acceptance and all related correspondences, clarifications , presentations.

2.2 **“BIDDER”** means any firm offering the solution(s), services(s)and/or materials required in the Tender Call Notice (TCN). The word bidder, when used in the pre award period shall be synonymous with bidder, and when used after award of the contract shall mean the Service Provider (SP) with whom the SPCB signs the agreement for providing its services.

2.3 **“CONTRACT”** is used synonymously with agreement.

2.4 **“CONTRACT VALUE”** means the aggregate amount quoted by the SP in its commercial Bid.

2.5 **“DOCUMENT”** means embodiment of any text or image however recorded and includes any data, text, images, sound, voice, codes, data bases or any other electronic documents as per IT Act.2000.

2.6 **“EFFECTIVE DATE”** means the date on which contract is signed.

2.7 **“INTELECTUL PROPERTY RIGHTS”** means any patent, copy right, trade mark, trade name, service marks, brands, proprietary information whether arising before or after the execution of the contract and the right to ownership to registration of these rights.

2.8 **“SPCB”** refers to the State Pollution Control Board.

2.9 **“SPCB’s REPRESENTATIVE/PROJECT COORDINATE”** means the officer or the officers appointed by the competent authority from time to time to act on its behalf for overall coordination, supervision and project management.

2.10 **“SP”** means Service Provider which has to provide services to the SPCB as per the scope of work of this Tender Call Notice (TCN).

2.11 **“SCOPE OF WORK”** means all goods and services, and any other deliverables as required to be provided by the SP under this Tender Call Notice (TCN).

- 2.12 **"SP TEAM"** means Service Providing Agency's team who has to provide goods and services to the designated authority under the scope of this Tender Call Notice (TCN). This definition shall also include any and/or all of the employees/individuals engaged either directly or indirectly by SP
- 2.13 **"SERVICE SPECIFICATION"** means and includes detailed description, statements of technical data, performance characteristics, and standards as applicable and as specified in the Tender Call Notice (TCN) and the contract as well as those specification relating to industry standards and codes applicable to the performance of work, work performance quality and specification effecting the work or any additional specification required to be produced by the SP.
- 2.14 **"SERVICES"** means the work to be performed by the Agency pursuant to the Tender Call Notice (TCN), and to the contract to be signed by the parties in pursuance any specific assignment awarded by the competent authority of the SPCB. In addition to this the definition could also include other related /ancillary services that may be required to execute the scope of work under the Tender Call Notice (TCN).
- 2.15 **"EVALUATION COMMITTEE"** means a committee constituted internally by the competent authority of the SPCB for the purpose of evaluating the Bids.
- 2.16 **"TECHINICALLY QUALIFIED / TECHNICAL QUALIFICATION"** is synonymous to bidders who have obtained the minimum qualifying technical score defined in the Tender Call Notice (TCN) and qualified for evaluation for commercial bids based on QCBS methodology.

3.0 OBJECTIVE :

The SPCB, Odisha, desires to fill up the following vacant posts in accordance with the provisions of the "the Recruitment and Conditions of the Services of the Employees of State Pollution Control Board, Odisha Regulation- 2011".

Sl. No.	Post	Number of post to be filled up	Category	Qualification & experience	Remarks
1.	Assistant Environmental Engineer (Group-B category)	10	ST - 02	B. Tech in Mechanical / Mining / Civil / Chemical / Metallurgical/ IT / Instrumentation Engineering.	
			SC - 02		
			SEBC - 01		
			UR - 05		
	Sr. Scientific Assistant (Group-B category)	05	ST- 01	B.Sc. (Hons) in Chemistry / Botany / Zoology or any branch of Life Science / Environmental Sciences	
			SC- 01		
			UR- 03		
1	Junior Laboratory Assistant (Group-C category)	28	ST - 09	B.Sc. (Physics/ Chemistry/ Botany/Zoology/ Biotechnology /Microbiology) from recognized University	
			SC - 06		
			UR - 13		
2	Accountant (Group-B category)	03	UR - 02	B.COM pass with Eight (8) years working experience and ICWA/CA inter	
			ST - 01		
3	Assistant Section Officer(Group-B category)	05	ST- 01	Graduate in any discipline from a recognized University/Institution with PGDCA on computer applications and 5 years working experience in any organization for one time fill up	
			SC- 01		
			UR- 03		
4	Junior Accountant (Group-C category)	16	UR -08	Graduate in Commerce	
			ST- 04		
			SC- 02		
			SEBC - 02		

5	Jr. Assistant (Group-C category)	10	ST - 02	Graduate in any discipline from a recognized university/ institutions with PGDCA on computer applications. Departmental candidates including contractual employees engaged by the SPC Board having requisite qualifications may be considered in the direct recruitment process considering weightage in their working experience 7 age relaxation as per Regulation (7)
			SC - 02	
			SEBC - 01	
			UR- 05	

In this connection, the SPCB, Odisha intends to hire the service of institutions / agencies, who will receive and process application, set question, conduct examination and prepare merit list on behalf of the Board. The Service Providers shall receive online applications from candidates, scrutinise w.r.t. eligibility criteria, issue Admit Cards to the eligible candidates, set question papers, conduct Computer Based examination, evaluate the answer paper, career marking and prepare category-wise merit list of candidates separately.

The SPCB, Odisha invites Tender Call Notice for Technical and Financial Bids for selecting agencies from reputed Companies / Government Organizations / PSUs / Universities / Educational Institutions etc. to conduct end-to-end Computer Based examination & preparation of merit lists for recruitment of different vacant posts of officers and staff.

4.0 SCOPE OF WORK: The Service Provider shall provide the following services.

4.1 The Service Provider shall create an online platform for receipt of application on behalf of the Board.

4.2. The SP shall design and prepare question sets for computer based examination by maintaining adequate confidentiality.

- 4.3 The SP shall issue Admit Cards to all the eligible candidates and provide adequate facility for smooth conduct of examination.
- 4.4 The admit card (Hall Ticket) generation module should be able to retrieve the required information from the data base.
- 4.5 Generation of personalised admit cards (Hall Tickets) containing the roll no, Examination centre, Date and time of examination, details of applicant and make it available for downloading and printing by the candidates.
- 4.6 The SP shall process the application to verify the eligibility of the candidate and assign the career marks as per the criteria stipulated by the Board.
- 4.7. The SP shall evaluate the answers and prepare a merit list category wise on the basis of career mark & mark awarded in the written test, taken together as per the criteria specified by the Board.
- 4.8 Any other work relating to the smooth control of the selection process.

5.0 Pre-Qualification and Eligibility Criteria of the Service Provider:

- 5.1 Turnover of the organization:** Organisation turnover (average turnover of the last five years) from business in India must be 5Crore and above.
- 5.2 Software/ Solutions:** The service provider should own copyright of the source code of the software being used for conducting the examination. A technical team should provide onsite help on a regular basis on the software and its method of usage at various stages of application process and examination.
- 5.3 Work Experience:** The Service Provider should have minimum 5 years working experience in the field of conducting computer based examination of the candidates. The Service Provider should have in-house technical personnel to develop and maintain the software and data used to conduct the examination process of the SPC Board., also it should follow a well-defined Software Change Management (SCM) process to manage the changes in the software at appropriate time.
- 5.4 Past Experience:** Past experience of similar nature in terms of nos of assignments (conducting online examination, LAN based CBT mode, in exam centres). Any past experience in conducting entrance examination for any Government organization in different cities at least with 1000 candidates in a single sitting.
- 5.5 Infrastructure Facility:** Satisfactory infrastructure should be available to conduct examination for candidates approximately to a minimum of 1000 nos. in one sitting.
- 5.6 Manpower Capability:** The Technical staff on the rolls of the company to address comprehensively our requirement including design maintenance and

operation of the activity should be adequate in number, this does not include the deployment of staff at different locations for conducting examination. The minimum manpower available with the service provider must be 100 technical personnel.

5.7 Work assignment : Minimum three numbers of work assignments are essential in respect of the service provider.

6.0 Submission of Bid: Sealing, Marking & Submission.

6.1 The Bid shall be submitted in accordance with the procedure detailed in the following section and shall be enclosed in an envelope of appropriate size each of which shall be properly sealed.

6.2 **Envelop number one it shall contain (Technical –Bid)** along-with Technical Bid supporting documents as per Clause 7.1, all information and document in the same serial number of this tender document shall be supported with a covering letter in Form –A and Form –B attached with this tender document duly ink signed by the authorized signatory with date and seal on each page. The envelop shall be superscribed "Technical Bid"

6.3 **Envelop number two it shall contain (Financial – Bid)**

The rates / prices for the services in the prescribed financial Bid Form –E attached with this tender document duly filled in and ink signed and stamped. The Bidder must fill up the quoted price against each item in the space provided in the respective column. This envelop shall be superscribed "Financial Bid" not be opened with Technical bid.

6.4 **Envelop number three it shall contain**

Above two sealed envelopes shall be contained inside third envelop along-with other informations and documents the third envelop, in appropriate size, in sealed cover superscribing "Tender for selecting agencies for conducting examination"

7.0 Evaluation Process: Evaluation Process (Total Award Point = 100, Minimum Marks to be obtained for Technical Qualification and Opening of commercial Bid = 50

Stage 1. Technical Evaluation

- Technical proposal of the bidders will be opened and bidders may also be invited for any clarification, if required.
- Evaluation Committee will review the technical proposals of the short-listed bidders to determine whether the technical proposals are substantially responsive. Bids that are not substantially responsive are liable to be disqualified.
- Each Technical proposal will be assigned a Technical Score (Ts) out of 100, as per scoring criteria outlined in Section 7.1.
- The Evaluation Committee/SPCB will invite the qualified bidders for Technical Presentation and Demonstration for evaluation.

Stage 2 Commercial Evaluation

- All the Technically Qualified bidder i.e. bidder who obtain Technical Score of 50% or more will be notified to participate in Commercial Bid opening process.
- The Commercial bids for the qualified bidders shall then be opened on the notified date and time and reviewed to determine whether the Commercial bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified by SPCB discretion.
- Commercial Bids that are not as per prescribed format shall be liable for rejection.
- The Normalized Financial score of the technically qualified bidders will be calculated, while considering the cost given by each of the Bidders in the Commercial Bid as follows.

Normalized Financial Score of a Bidder (Fn) = (100* Lowest Financial Price/Bidders Price)(Adjusted to 2 decimals)

- The bid price shall be exclusive of all taxes and levels and shall be in Indian Rupees and mentioned separately.
- Any Conditional bid would be rejected.

Stage 3. Final Score Calculation through QCBS

- The individual Bidder's composite scores (CS) are calculated as per the formula below:
- Composite Score (CS) = $Ts * 0.70 + Fn * 0.30$
- Where,
- Fn = Normalized Financial Score for the Bidder under consideration
- Ts = Technical Score of the bidder on a Scale of 100

8.0 Evaluation of Technical Bids: The evaluation committee shall evaluate the responses to the Tender Call Notice (TCN) and all supporting documents/documentary evidences. Inability to submit requisite supporting documents documentary evidence by bidders may lead to rejection of their bids.

- Contract will be awarded to the bidder who qualifies the technical eligibility criteria and whose Composite Score(CS) calculated based QCBS Methodology is highest.
- Commercial bids of only those bidders will be opened whose score in Technical Evaluation Criteria is at least 50%.
- Evaluation will be done on Quality and Cost based Selection (QCBS) method with the following weightage:
- Technical: 70%
- Commercial: 30%
- The decision of the EC in the evaluation of bids shall be final and binding on the bidders. No correspondence will be entertained outside the process of evaluation with the committee. The EC may ask for

meetings or presentation with the Bidders to seek clarifications or conformation in their bids.

- The EC reserves the right to reject any or all bids. Each of the responses shall be evaluated per the criteria and requirements specified in the Tender Call Notice (TCN). The steps for evaluation are discussed in the following Table.

8.1 TECHNICAL SCORING CRITERIA FOR EVALUATION of Technical Bids.

Sl. No		Criteria	Score	Supporting document
1		Bidders Profile		
	1.1	Legal Structure		Certificate of incorporation showing the status of company
		Partnership/Proprietor	05	
		Private Limited Company/ Public Limited.	07	
		Government/PSU/University/ Educational Institution	10	
	1.2	Overall Staff Strength (Project Management/development/ Quality assurance/ implementation/operations) TCN Submission date.		
		>= 100 - 300	10	Letter from HR head mentioning the total number of employee (Regular/Contractual) along with names of the employee. List of key positions and relevant experience.
		>300 - 500	12	
		>500	15	
2		Bidder's Certification		
		ISO 20001	10	
		No Certification	0	
3		Bidder's Financial Capability		
		Average annual turnover related to education/examination/assessment business for the financial year 2018-19,2019-20 in INR		
		>=5 crore and < 25 crore	10	Copy of Complete Audited Financial
		>=25 crore and <50 crore	12	

Sl. No		Criteria	Score	Supporting document
		>= 50 Crore	15	along with certificate from CA clearly mentioning turnover related to education/examination/assessment business.
4	4.1	Bidders experience in CBT/ online exam		
		>= 1,000- 5,000 Candidates	10	Work Order stating scope of work & Client testimonial/ completion/ acknowledgement letter along with current contact details of the client
		>= 5,000 – 10,000 Candidates	12	
		>= 10,000 Candidates	15	
	4.2	The bidder should have executed End to End Computer Based Exam/Assessment(Including Online Application, Admit Card generation, Content creation, Conduct of exam, venue/exam centre booking, Result and Merit list declaration) with minimum of 1000 (Cumulative of all shift / subjects) registered candidates in an examination as on TCN submission date		
		3 – 5 assignments	10	Work Order stating scope of work & Client testimonial/ completion/ acknowledgment letter along-with current contact details of the client.
		5 – 10 assignments	20	
		>= 10 assignments	35	

The Technical Bids will be evaluated by the EC on the basis of above scoring criteria and the institutions / agencies scoring 50% or more shall be invited to submit their commercial bids.

9.0 Evaluation of Financial Bid

The Financial Bids shall be opened in presence of the Bidders who are qualified in the Technical Bids and invited for the purpose.

10.0 Award Criteria

- The Bidder with the highest Composite Score (CS) shall be treated as the successful bidder (H1) for award of the contract.
- In case of failure of the bidder at H1 in signing the contract/providing the services as per the Contract/mis-representation of facts in the tender documents or during the contract, the contract shall be awarded to the next bidder which is having the next highest Composite Score(CS)
- In the event the final "Composite Scores" are "tied" for two or more bidder, the bidder securing highest financial score (fn) (among all the tied bidders) will be adjudicated as the Best Value Bidder for award of the contract.

11.0 Contract Signing

- After opening commercial bid, letter of intent (LOI) will be issued to the selected bidder (SP) at the earliest.
- In case the bidder does not acknowledge the receipt of LOI within 7 days, SPCB will have all rights to select another bidder who has the next highest Composite Score (CS)
- After receipt of LOI, the SP has to provide Performance Bank Guarantee within 10 working days.
- Contract agreement will be signed between SPCB and selected bidder within a week from receiving of Performance Bank Guarantee.

12.0 Mode of Payment:

- I. 25% of the agreed amount will be paid on completion of issuance of admit card to the candidates.
- II. 50% of agreed amount will be paid on completion of written test.
- III. Rest 25% of agreed amount will be paid on declaration of result and deposit of required documents etc.

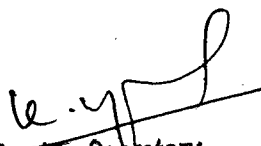
13. 0 Pre- Qualification Documents, lists and formats:

(Form A) Submission of technical proposal

(Form B) Self declaration of non-black listing

(Form C) Performance Security in shape of Bank Guarantee

(Form D) Financial Bid


Member Secretary
State Pollution Control Board
Odisha, Bhubaneswar