

ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY (OSEPA)

REQUEST FOR PROPOSAL (RFP)

Selection of Software firm for Design and Development of Child Tracking System with auto
Compilation Process (CTSC)-2025

RFP NO: 6159 Access dated 59 1 1 2025

Last Date of RFP Submission: on or before 5:00 PM of dated 19 / 06/2025



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY (OSEPA)
"Shiksha Soudha", Unit-V, Bhubaneswar, Odisha-751001
Phone No. 0674-2395325,
Website: osepa.odisha.gov.in









ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY "SHIKSHA SOUDHA", UNIT-V, BHUBANESWAR-751001

RFP No: 6159 / Access 2025

Dated: @9/06/2025

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

- (1) Odisha School Education Programme Authority (OSEPA), under administrative control of School & Mass Education Department, Government of Odisha invites sealed proposals from eligible software firms for Design and Development of Child Tracking System with auto Compilation Process (CTSC)-2025. The RFP document will be available in the OSEPA website osepa.odisha.gov.in. The bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from the above website & apply accordingly.
- (2) Tender shall be furnished in two parts i.e.
 - Part A General and Technical Proposal and
 - Part B Financial Proposal in the Prescribed format

RFP SCHEDULE				
Notice inviting RFP				
Submission of Pre-bid Queries only through email to access.ssaodisha@gmail.com	12.06.2025, Up to 5PM			
Responses to Pre-bid Queries;	By 16.06.2025	 -		
Proposal Submission due date	By 5 PM of 19.06.2025			
Opening of General Bid & Technical Bid	20.06.2025 at 11:30 AM			
Technical presentation	To be intimated latter			
Opening of Financial Bid	After technical evaluation			

- (3) Amendment of the Tender: OSEPA reserves the right to negotiate any or all terms and conditions outlined in this RFP. Furthermore, OSEPA may amend, withdraw, or reissue this Request for Proposal (RFP), either in part or in its entirety, at any stage of the procurement process, without prior notice.
- (4) The proposal complete in all respects must reach the undersigned by Speed Post / Registered Post / Courier / by hand only latest by 5 PM of 19/06/2025 in a sealed envelope super scribed as "REQUEST FOR PROPOSAL DESIGN AND DEVELOPMENT OF CHILD TRACKING SYSTEM WITH AUTO COMPILATION PROCESS (CTSC)-2025" The proposals received beyond the last date and time will be rejected. The Tender Inviting Authority i.e OSEPA reserves the right to accept / reject any / all BIDs / cancel the entire selection process at any stage without assigning any reason thereof.

Address for Submission of Proposal:

State Project Director, Odisha School Education Programme Authority (OSEPA) "Shiksha Soudha", Unit-V, Bhubaneswar, Odisha-751001

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State Project Director

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BIDDER DATA SHEET

SI. No.	Particular	Details
1.	Name of the Client	Odisha School Education Programme Authority (OSEPA)
2.	Method of Selection	Quality and Cost Based Selection(QCBS) Method
3.	Availability of RFP Document	osepa.odisha.gov.in
4.	Date of Issue of RFP	10/06/2025
5.	Deadline for Submission of Pre-Proposal Query only through email- access ssaodisha@gmail.com	12.06.2025, Up to 5PM
6.	Issue of Pre-proposal Clarifications	By 16.06.2025
7.	Last Date for submission of Proposal	By 5 PM of 19.06.2025
8.	Date of opening of Technical Proposal	20.06.2025 at 11:30 AM
9.	Date of Presentations of Technical Proposal	To be intimated later
10.	Date of opening of Financial Proposal	To be intimated later
11.	Issue of Work Order	To be intimated later
12.	Expected Date of Commencement of Assignment	To be intimated later
13.	EMD (Refundable without Interest)	Rs.30,000/- (Rupees thirty thousand only) in form of Demand Draft in favour of State Project Director, OSEPA drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha
14.	Contact Person	Designation: Joint Director access Email - access ssaodisha@gmail.com
15.	Address for Submission of Proposal	State Project Director, Odisha School Education Programme Authority (OSEPA), "Shiksha Soudha", Unit-V, Bhubaneswar-751001.
		Mode of Submission: Speed Post / Registered Post /courier/by hand only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.
16.	Place of Opening of Proposal:	Conference Hall of O/o State Project Director, OSEPA, Shiksha Soudha", Unit-V, Bhubaneswar, Odisha-751001

For details please visit: osepa odisha gov in

1. DISCLAIMER

This Request for Proposal (RFP) is issued by the State Project Director, Odisha School Education Programme Authority (OSEPA), functioning under administrative control the School & Mass Education Department, Government of Odisha.

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Academy is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the OSEPA to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in formulation of their applications for qualification and thus selection pursuant to this RFP (the "Application"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the OSEPA in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the OSEPA, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The OSEPA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The OSEPA shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein form part of this RFP or arising in any way in the Selection process. OSEPA also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP. The issue of this RFP does not imply that OSEPA is bound to select and shortlist Applications and the OSEPA reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all the costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the OSEPA or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner what so ever for the same or for any other costs or other expenses incurred by the bidder in preparation / submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

The State Project Director, OSEPA shall be the sole and final Authority with respect to selection of an Agency though this RFP.

2. About

Project Child Tracking System with auto Compilation Process is an initiative under the OSEPA programme in Odisha aimed at enhancing planning, implementation, and monitoring through a comprehensive Child Tracking System with auto Compilation Process. The Child Tracking System focuses on children aged 6–14, addressing three core goals:

- 1. Access: Identifying out-of-school children based on age, gender, social category, and reasons for exclusion, and facilitating their enrolment in elementary education.
- 2. Retention: Monitoring enrolled children to ensure they remain in school until completing elementary education, with necessary support mechanisms.
- 3. Quality: Assessing learning outcomes of in-school children and implementing measures to improve educational quality.

The project ensures data-driven decision-making to achieve universal elementary education in the state.

3. Objective

The objective of this project is to design, develop, and implement a robust, automated system that efficiently handles Excel data files submitted by field stakeholders. The system will support the end-to-end data workflow: collection, transformation, validation, database insertion, and report generation. The solution will ensure data integrity, transparency, and timely insights, reducing manual errors and facilitating efficient data monitoring and decision-making.

4.Project Scope

This project will cover the following:

- Centralized collection of Excel files
- Execution of a Program-based processing pipeline
- Temporary flat database storage
- Final structured database creation with schema validation
- · Comprehensive error handling and reporting
- Support for specific logic based on block requirements
- Generation of both summary and detailed reports
- Server provisioning and environment setup for automated execution

Activities excluded from the scope:

Manual data entry or file conversion

5.Step-by-Step Process

A. Raw File Collection

 Excel files will be collected from field-level stakeholders and stored in a dedicated directory named raw files.

B. Execute Programmatic Script

- A program based automated script will:
 - Read and extract data from each Excel file.
 - o Apply data transformations (e.g., formatting standardization)
 - o Insert valid entries into a flat database for testing

C. File Sorting (Post-Import)

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- Files will be categorized based on import results:
 - o success files: Files successfully processed and imported
 - o failure files: Files containing format, validation, or structural issues

D. Generate Log Report

- A detailed log will be maintained for failed imports, capturing:
 - o File name
 - o Error reason.
 - o Timestamp of failure
- This log enables systematic correction and reprocessing.

E. Import Status Report

- After each execution cycle, an import summary will be generated:
 - Total files processed
 - o. Files successfully imported
 - o Files failed
 - Total records inserted
- This ensures accountability and data traceability.

F. Structured Database Creation

- The validated flat data will be migrated to a structured database with:
 - o Defined schemas
 - o Table relationships
 - Foreign key constraints

G. Report Generation

- Finalized and structured data will be used to create:
 - o Summary Reports: District-level aggregation of child counts
 - o Detailed Reports: Consolidated datasets with complete metadata (Surveyor, block, household, child data)
- Reports will be generated in CSV, Excel.

5.1 Data Validations and Custom Handling

A. Duplicate Teacher Records

Teachers may submit multiple files; duplicates will be identified using key identifiers (e.g., phone number, UDISE) and consolidated.

B. Block-Specific Logic (Kamakshya Nagar)

- Custom script will be developed for Kamakshya Nagar to manage its unique file formatting and structure.
- C. Households with >7 Children
- For households having more than 7 children:
 - The script will ensure consistent association for all child entries.

5.2 Report Generation:

A. Summary Report

- Purpose: Provide aggregated child counts per district
- Format: CSV / Excel

B. Detailed Report

- Purpose: Consolidated master dataset with complete validated entries
- Contents: Teacher UDISE, block/district, household details, and child records
- Format: CSV

6 Infra Requirements

System integrator will provide any required infrastructure like System/Server/ if any other, while execution of the project.

7. Technical Specification

Component	Configuration
Operating System	Linux / Windows
IDE	Visual Studio/Sublime/Others
	PHP/Java/Python/Others
	MySQL/PostgreSQL

- The environment will support auto-compilation and scheduled task execution.
- All scripts and components will be managed via VS Code.
- The web framework will be used to expose data pipelines and reports, if needed, over the web for stakeholders.
- The complete process will be done in a local server environment.

8. Deliverables

Deliverable	Description
Raw File Repository	Folder for original submissions
Program based Automated Script	Tool to read, validate, and insert data into the database
Flat Database	Temporary staging database for initial imports
Structured Database	Final normalized database with relational schema
-	Log file with filename, error description, and timestamp
	Summary of processed files and record count
61	District-level data output in CSV/Excel
	Consolidated CSV with full validated records
	Fully set up and tested server with pre-installed environments

9. Instruction to the bidders:

- I. The responses from the bidders will be valid for 180 days from submission date.
- II. The bidders must address all matters raised in this RFP. Failure to adhere to specified format may disqualify the vendor from further consideration.
- III. Quality and Cost Based Selection (QCBS) method shall be used to select the supplier. The Bidder has to submit the bid in two separate sealed envelopes marked Technical & Price bid. After bidder qualifies technical bid, the bidder will be asked for technical as supplier for the assignment.

IV. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit amounting to Rs.30,000/- (Rupees Thirty thousand only) in shape of DD from any scheduled commercial bank in favour of "State Project Director, OSEPA" payable at Bhubaneswar.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP / mutually agreed bid extended period.
- 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 clarifications 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 in time.
- Any other circumstance which holds the interest of the OSEPA during the overall selection process.
- V. Performance Security: The successful Firm/Agency shall be required to make a Security Deposit amounting to 5% of the total value of the work order towards Performance Guarantee in the form of a Bank Guarantee issued by any Nationalized Bank of India favoring "State Project Director, OSEPA", payable at Bhubaneswar. This Security Deposit shall be held for due performance as per obligation arising out of the acceptance of the Contract. The deposit shall be refunded upon successful execution of the work order to the full satisfaction of the concerned authority. However, the Finance Department, Govt. of Odisha guideline for submission of Performance Bank Guarantee shall be followed.
- VI. Language of Proposal: The proposal prepared by the bidder, as well as all correspondence and documents relating to the tender exchanged between the bidder and the OSEPA shall be in English. Information supplied in other language shall be rejected.
- VII. Legal Jurisdiction: All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.
- VIII. The bidders are requested to Visit OSEPA, (ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY SHIKHYA SOUDH), UNIT-V, BHUBANESWAR-751001 and interact with our technical persons dealing with Child Tracking System with auto Compilation Process matters in order to have a fair understanding regarding the requirement.

10. Disqualifications:

The proposal is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this Tender Document

- Proposal not submitted in accordance with the procedure and formats prescribed in this document
- Proposal received in incomplete form.
- Proposal received after due date and time.
- Proposal not accompanied by all the requisite documents
- Information submitted in technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the bid (no matter at what stage) or during the tenure of the contract including the extension period if any.

- Bids not submitted with required certification.
- Bidder trying to influence the proposal evaluation process by unlawful, corrupt or fraudulent means at any point of time during the bid process.

11. Payment Terms:

SI#	Milestone	Deliverables	Payment Terms
a)	Development & Implementation of the Project	SRS, UAT approvals and Go-Live Confirmation	 30% of the cost of this after SRS Approval 50% of the cost after UAT approval and Go-Live of the application. Balance 20% of after 1 months of successful Go-Live

11.1Reason for disqualification of Proposal:

- a. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive and liable to be rejected. If tender papers,
 - · Are not submitted in the format as specified in the tender document
 - · Received without the Letter of Authorization (Power of Attorney)
 - Are found with suppression of details
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist.
 - Have non-compliance of any of the clauses stipulated
- b. All responsive Bids will be considered for further processing as below.

Tender Committee will make scrutiny of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process defined in this tender paper document. The decision of the Committee will be final in this regard.

12.Criteria for Evaluation

The bids shall be evaluated in three stages.

- A. Evaluation of Eligibility Criteria
- B. Technical Evaluation and Technical Presentation
- C. Financial Evaluation

A. Evaluation of Eligibility Criteria

a) PRE-QUALIFICATION CRITERIA (General Bid)

SI # Basic Specific Requirement Documents required

Requirement

a.	Legal Entity I	Responding Firm/ Company should be: Registered as a Company/LLP under Companies Act, 1956/2013 OR Partnerships Firm registered under LLP Act, 2008. Have been operating for at least last five (5) financial years as on 31st March, 2025.	Incorporation/ Registration Copy of the work order/completion certificate as documentary proof of 5 years in Software Development.
		Registered under Goods & Service Tax (GST) Act having valid GSTIN	Certificate to this effect by
b.	Sales Turnover	The bidder should have Annual Average Turnover of at least Rs. 3 crores generated only from Software development and implementation during the last three financial years ending on 31st March 2024, i.e. 2021-22, 2022-23 and 2023-24	Chartered Accountant
c.	Net Worth	The Bidder must be making profit and positive net worth in last three financial years ending on 31st March 2024	Certificate from the statutory auditor
d.	Accreditations	The Bidder should possess following valid certificates as on date of bid submission. ISO 9001:2015 for Quality Management System issued by accredited agencies- IAF/UKAS.	valid Certificate.
e.	Project Experience	The Bidder should have successfully completed at least following numbers of e-Governance application of similar nature for any Government Department / Government Agency / PSU in India during last 3 years as on bid submission date and value specified below: One similar completed service costing not less than the amount equal to 50 Lakhs OR Two similar completed service each costing not less than the amount equal to Rs. 25 Lakhs	e project Completion or Go-live letter.
f.	Technical Strength of Bidder Company	The Bidder should have minimum 50 ful time IT technical manpower (BE/B.Tech	Challan along

g.	Black Listing	The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government or PSU in India.	Annexure Declaration	•	Self-
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B. Technical Evaluation and Technical Presentation:

SI#	Evaluation Criteria	Documentary Evidence	Max. Marks
1	Average Sales Turnover generated only from Software Development services in the last 3 years ending with March 2024. 3 Cr: 3 marks I Marks to additional 50 Lakhs	Copy of audited Profit and Loss Statement OR Certificate from the Statutory Auditor/CA.	05.
2	The bidder must have the following valid quality certifications as on bid submission date: CMMi Level 3 or above: 2 Marks ISO 27001 = 1 mark ISO 20000 = 1 Mark ISO 9001 = 1 Mark	Copy of certificate issued by accredited organizations	.05
3	The bidder should have successfully implemented E-governance Software Development projects for any State Department / PSU / Govt. Agency in Odisha. 1. 1 Project – 5 mark	 Copy of Work Order Project Completion or Go-live letter. 	20
4	The bidder should have experience in Successful implementation of projects having mobile application for any Government Department or Government Agency or PSU in India, in the last 5 years as on 31 st March 2025. Each project will be awarded 10 marks	 Copy of Work Order Project Completion or Go-live letter. 	40
5	Technical Presentation & Proposed Solution and its components with Prototype design.	Technical Presentation	30.

Note: Bidder securing 70 marks in the above 2 criteria (Technical Evaluation + Technical Presentation) shall be recommended for the next level of evaluation, i.e., Financial Bid Evaluation.

13. Selection Methodology

a) Quality-cum-Cost Based Selection (QCBS) with Technical and Financial ratio 70:30 will be 12 | Page

adopted for evaluation of bids.

b) Evaluation of Technical Bid

- i. All the bidders who secure a Technical Score of 70% or more will be declared as technically qualified.
- ii. The bidder with highest technical bid (H1) will be awarded 100% score.
- iii. Technical Scores for other than H1 bidders will be evaluated using the following formula:
 - a. Technical Score of a Bidder = {(Technical Bid score of the Bidder / Technical Bid Score of H1) X 100} % (Adjusted to two decimal places)
- iv. The commercial bids of only the technically qualified bidders will be opened for further processing.

c) Evaluation of Financial Bid

- i. The Financial Bids of the technically qualified bidders will be opened in the presence of bidders' representatives.
- ii. The bidder with lowest financial bid (L1) will be awarded 100% score.
- iii. Financial Scores for other than L1 bidders will be evaluated using the following formula:
 - a. Financial Score of a Bidder = {(Financial Bid of L1 / Financial Bid of the Bidder) X 100} % (Adjusted to two decimal places)
- Only fixed price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.
- v. The bid price will be exclusive of all taxes and levies and shall be in Indian Rupees.
- vi. Any conditional bid would be rejected.
- vii. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

d) Combined Evaluation of Technical & Financial Bid: -

i. The technical and financial scores secured by each bidder will be added using weightage of 70% (Technical) and 30% (Financial) respectively to compute a Composite Bid Score.

$$Bn = 0.70 * Tn + 0.30 * Fn$$

Where

Bn = overall score of the bidder

Tn = Technical score of the bidder (out of maximum of 100 marks)

Fn = Normalized financial score of the bidder

- ii. The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.
- iii. Composite score of the Bidders for the bid shall be worked out as under:

 Bidder	Technical Score	Financial Score	Weighted Technical Score(70% of B)	Weighted Financial Score(30% of C)	Composite Score (F=D+E)
A	В	С	D	E	F

How to apply:

The proposal shall contain three (3) envelopes as follows

- i. One main (big) envelope containing two separate envelopes; one containing the general and technical bid and the other containing the financial bid.
- ii. The 2nd Envelope: The General & technical Bid should contain all required information as per the checklist provided in this RFP document. In complete or deficient proposals shall be rejected. Based on the information given in the technical and general bid, evaluation will be made.
- The 3rd Envelope: Financial bids in the prescribed format should be submitted in the third envelope. Bidders qualified in the general and technical evaluation (documents as well as technical presentation) shall be recommended for the next level of evaluation, i.e., Financial Bid Evaluation.
- The duly filled-in RFP should reach the following address on or before the mentioned last date and time of submission.
 - O The State Project Director, Odisha School Education Programme Authority OSEPA
 - o Shikhya Soudh, Unit-v, Bhubaneswar-751001.

Form 2: Financial Bid Format

Financial Bid

To be filled in the letterhead of the bidder and submitted in a separate closed envelope

Description of the requirement	Total Cost Exclusive of GST
Development of Child Tracking System with auto Compilation Process	
In words:	

(Note: GST will be paid as per the norms of the Government)