

**Request for Proposal (RFP) for Selection of a  
Consultancy Firm for providing a  
Senior Technology Management Consultant for  
Establishment of Odisha Cyber Command Centre(O3C)  
and Operationalising all Cyber Crime & Economic  
Offence (CC & EO) Police Stations (PSs).**

RFPNo:11-RFP-Senior Consultant-2025-26

Date:25.08.2025

E.M.D: Rs. 72,000/- (Rupees Seventy Two Thousand only)

RFP Fees: Rs.11,800 (Including GST 18%) Tender Document Fee(Non-Refundable)

RFP Inviting Authority

Odisha State Police Headquarters, Provisioning Section, Buxi Bazar Rd,BepariSahi,Buxi  
Bazaar, Cuttack, Odisha 753001 Phone: 0671 230 5916

## Disclaimer

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Odisha Police or any of its employees or advisers, is provided to the Bidders 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 Odisha Police to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Odisha Police in relation to the Services. 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 Odisha Police, its employees, or advisers to consider the objectives, technical expertise 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 and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wider range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Odisha Police accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Odisha Police, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, 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 assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

The Odisha Police also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused or arising from reliance of any Bidder upon the statements contained in this RFP. The Odisha Police may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Odisha Police is bound to select a Bidder or to appoint the selected Consultant, as the case may be, to provide the Services and the Odisha Police reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidders shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the CID-CB Department, 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 Odisha Police shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conductor outcome of the selection process.

Sl. No.	Particulars	Details
1.	Name of the Organization	Odisha Police
2.	Method of Selection & Proposal Validity	Quality cum Cost Based Selection (QCBS)&180Day's proposal validity
3.	Date of Issue of RFP	<b>25.08.2025</b>
4.	Dead line for Submission of Pre-Proposal/ Pre-Bid Queries	<b>30.08.2025</b>
5.	Issue of Pre-bid Clarifications	<b>02.09.2025</b>
6.	Proposal Due Date–HARDCOPY	<b>17.09.2025</b>
7.	Date of opening of Pre-Qualification Proposal	<b>18.09.2025</b>
8.	Date of opening of Technical Proposal	To be informed to technically qualified bidders
9.	Date of Presentation	To be informed to technically qualified bidders
10.	Date of opening of Financial Proposal	To be informed to technically qualified bidders
11.	Expected Date of Commencement of Assignment	To be informed to technically qualified bidders
12.	Pre-Bid meeting	A prebid meeting will be held on Date- <b>02.09.2025</b> at 12.00 PM (Online Link shall be shared based on the request received from bidder on mail Id : cyberwing.cidcb@odishapolice.gov.in before Date: 02.09.2025)
14.	Tender Document Fee (Non-Refundable)	Rs.11,800 (Including GST 18%) Bid Document Fee (Non-Refundable) (As Demand Draft from any scheduled commercial bank/nationalized bank in the name of AIG Provisioning, Police)
15.	Earnest Money Deposit (EMD) (Refundable)(As Demand Draft from any scheduled commercial bank/nationalized bank in the name of Odisha Police payable at Cuttack)	Rs. 72,000/- (Rupees Seventy Two Thousand only)
16.	Performance Security (As Bank Guarantee from any scheduled commercial bank/nationalized bank in the name of Police Department, Odisha)	5 % of the overall contract value for a period of 10 months.

## **SECTION 1: LETTER OF INVITATION**

## Letter of Invitation

**Name of the Assignment:** Request for Proposal (RFP) for Selection of a Consultancy Firm for deploying a Technical Management Consultant for operationalization of Odisha Cyber Command Centre (O3C) and all Cybercrime & Economic Offence (CC & EO) Police Stations (PSs) of Odisha Police.

Odisha Police (the "Authority") invites reputed, eligible agencies for submitting proposals for undertaking consultancy services for operationalization of O3C and all CC & EOPs of Odisha Police

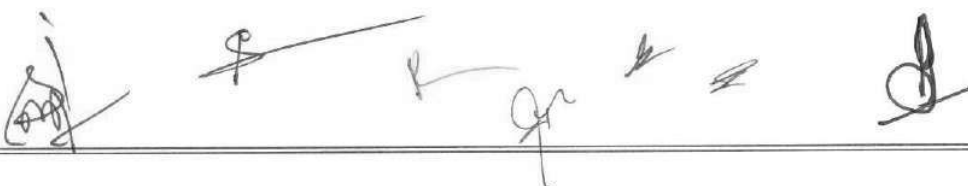
1. A bidder will be selected under the QCBS procedure as prescribed in the RFP Document.
2. Interested bidders fulfilling eligibility conditions as mentioned in this RFP can submit their proposals.
3. The proposal should be submitted online as follows:

Part 1: Pre-Qualification & Technical Qualification Proposal.

Part 2: Financial Proposal.

Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to the opening of financial proposal.

4. If any of the instructions mentioned herein have not been adhered to, the Odisha Police may reject the Proposal.
5. The proposal, complete in all respect as specified in the RFP Document, must be accompanied by a Non-refundable Bid Document Fee and a Refundable EMD of paid as prescribed in the RFP failing which the bid will be rejected.
6. The last date and time for submission of proposal, complete in all respects, is as per the Bidder Data Sheet and the date of opening of the technical proposal is as mentioned in the Bidder Data Sheet, which will be done in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
7. This RFP includes the following sections:
  - o Letter of Invitation [Section-1]
  - o Information to the Bidder [Section-2]
  - o Terms of Reference [Section-3]
  - o Technical Proposal Submission Forms [Section-4]
  - o Financial Proposal Submission Forms [Section-5]
  - o Bid Submission Checklist [Section-6]
  - o Standard Form of Contract [Section-7]
  - o Annexure [Bid Submission Checklist & Performance Bank Guarantee Format and any other relevant assignment related material needs to be provided]
8. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Odisha Police's knowledge, the Department 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. Odisha Police reserves the right to accept/reject any /all proposals/cancel the entire selection process at any stage without assigning any reason thereof.



## **SECTION: 3 TERMS OF REFERENCE (ToR)**

## 1. Background

With the rapid expansion of digital infrastructure and increasing online engagement, Odisha faces an urgent need to bolster its defenses against rising cyber threats. The growing incidence of cybercrimes—ranging from financial fraud and online scams to data breaches—underscores the critical importance of proactive and comprehensive security measures to protect digital assets and preserve public confidence.

Cybercriminals often operate beyond geographical boundaries, exploiting technological vulnerabilities that challenge traditional law enforcement methods. For Odisha Police tracking, investigating, and prosecuting such offences remains a complex task, particularly as cyber threats evolve faster than the skills and tools available to personnel. This gap in technical expertise hampers timely and effective resolution of cybercrimes.

In response to these challenges, Odisha Police is preparing to launch a transformative initiative aimed at significantly enhancing its capacity to tackle cybercrime. This proposal outlines plans to strengthen 14 existing Cyber Crime & Economic Offence (CC & EO) Police Stations and establish 20 new CC & EO Police Stations across the state. The initiative reflects the pressing need for a modern, adaptive, and coordinated approach to combat digital offences.

To meet this challenge, Odisha Police proposes the establishment of a state-level Cyber setup named Odisha Cyber Command Centre (O3C) which will be the Cyber Centre of Excellence. The O3C will comprise three key institutional components- Cyber Crime Headquarter, State Cyber Crime Police Station and Cyber Resource Centre.

Together, these initiatives represent Odisha Police's commitment to creating a resilient, adaptive defense against cybercrime. By advancing these strategic efforts, the state aims to enhance investigative capabilities, foster collaboration, and position itself as a proactive leader in protecting digital safety for all its citizens. By developing a state-wide network of specialized units equipped to investigate and respond to complex cybercrime cases, Odisha Police will not only enhance its operational effectiveness but also set a benchmark in protecting the state's digital ecosystem. These strategic upgrades will position Odisha as a frontrunner in cybercrime prevention and investigation, ensuring both citizen safety and resilience in the digital era.

To support the successful implementation of this initiative, a dedicated Technology Management Consultant will be engaged. The consultant will play a critical role in driving the planning, coordination, and integration of advanced technologies, capacity-building strategies, and best practices. They will also assist in identifying appropriate infrastructure, training modules, and performance benchmarks to ensure the cyber policing ecosystem in Odisha is both future-ready and sustainable.





## 2. Scope of Work

### ✓ Preparation of Roadmap and DPR:

- Assist in the preparation of the Detailed Project Report (DPR) for setting up and strengthening CC & EO Police Stations.
- Define functional and technical specifications for IT infrastructure including hardware, software, cyber forensic tools, and other support systems.

### ✓ Procurement Support:

- Assist in preparation of tender documents, evaluate technical bids, and assist in the procurement of equipment and services as per government procedures.
- Provide advisory support on vendor selection and contract finalization.

### ✓ Project Implementation Support:

- Monitor implementation and installation of IT systems at CC & EO Police Stations.
- Ensure adherence to timelines and quality standards.

### ✓ Optimization of Cyber Crime Unit of CID, CB:

- Provide expert input to streamline and optimize the operations of existing sub-units functioning under Cyber Crime Unit, CID-CB.

### ✓ Overall Technical Advisory:

- Serve as the primary technical advisor to Cyber Crime Unit, CID-CB on all matters related to cybercrime, technology and project management.
- Assist in preparation of the Detailed Project Report (DPR) for setting up and strengthening CC & EO Police Stations.
- Define functional and technical specifications for IT infrastructure including hardware, software, cyber forensic tools, and other support systems.

### ✓ Procurement Support:

- Assist in preparation of tender documents, evaluate technical bids, and assist in the procurement of equipment and services as per government procedures.
- Provide advisory support on vendor selection and contract finalization.

### ✓ Project Implementation Support:

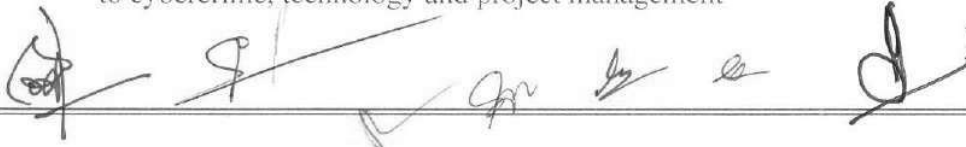
- Monitor implementation and installation of IT systems at CC & EO Police Stations.
- Ensure adherence to timelines and quality standards.

### ✓ Optimization of Cyber Crime Unit of CID, CB:

- Provide expert input to streamline and optimize the operations of existing sub-units functioning under Cyber Crime Unit, CID-CB.

### ✓ Overall Technical Advisory:

- Serve as the primary technical advisor to Cyber Crime Unit, CID-CB on all matters related to cybercrime, technology and project management



### 3. Expert/Resources Deployment

The Technology Management Consultants would be deployed at Cyber Crime Unit, CID-CB, Odisha onsite Full time and as per the minimum monthly deployment as mentioned below. Over and above that, Odisha Police reserves the right to increase or decrease the number of resources as well as experts as and when required

Consulting Category / Stream	Technology Management Consultant
Consultant's Profile	<ul style="list-style-type: none"><li>• More than 10 years of working experience in managing large-scale IT projects, preferably in the government/public sector domain.</li><li>• Knowledge on Cyber forensic /Cyber security skills will be preferred</li><li>• Adequate knowledge of project lifecycle management, bid process management, detail project report preparation, and IT infrastructure planning and procurement support</li></ul>
Indicative generic Qualification of consultants/ resources/ SME	B.E./B.Tech or higher qualification in Computer Science/IT/Electronics OR MCA or equivalent from a recognized university/institution
Proof of Concept (POC) Required	Yes
Total Experience of Consultants/ Resources (in Years)	10 Years
Deployment of Consultants/Resource	Onsite
Certifications	Other Certification as indicated in BID
Contract Start Date	To be decided
Contract End Date	To be decided
Duration of Hiring of Consultant/SME in months During the Contract Period	24

Odisha Police will provide IT infrastructure, Printers, Consumables, Internet Connection and office infrastructure including seating space and allied furniture, etc. for the resources deployed by the Agency.



## **SECTION 2: INSTRUCTION TO BIDDERS**

### Pre-Qualification Criteria:

Each bidder will be assessed based on the following pre-qualification criteria before proceeding for Technical Evaluation. Only bidders qualified as per pre-qualification criteria shall be considered for technical evaluation. The bidder is required to submit the copies of the required supportive documents/information as part of their technical proposal failing which the proposals will be rejected.

Sl. No	Eligibility Criteria	Supporting Documents
1.	<b>Incorporation:</b> The bidder should be a company incorporated under Companies Act, 1956/2013 or a partnership firm registered under LLP Act, 2008 and must be in consultancy business and operational for at least 10 years, as on the date of submission of the bid.	Certificate of Incorporation/ Partnership Deed along with PAN, GST registration certificate
2.	<b>Turnover:</b> The Average Turnover/Revenue (from Consultancy services) of the Applicant from last three financial years ending 31 March 2022; shall be minimum Rs. 3 Cr or above	Audited financial statement (Profit and Loss and Balance Sheet)
3.	The bidder should be a company/ consortium of CMMI Level 5	Valid CMMI Level 5
4.	<b>Consultancy Experience:</b> The bidder must have experience of at least two Consultancy projects related to Program Management Unit with Central Govt./ State Govt. /any Central /State Law Enforcement Agencies (LEAs) in India with each order value more than Rs. 2 Cr in last 3 years from the date of submission  Note: Only ongoing projects on the date of release of this RFP shall be considered.	Copy of Letter of Award/ Work Order/ PO/ Completion Certificate/ testimonial
5.	<b>Resources Strength:</b> The Applicant must have an employee strength in consulting at least 1000 resources on payroll of the company as on date of submission of the bid.	Self-declaration on the letter head of the company by the HR
6.	<b>Blacklisting:</b> The bidder should not be blacklisted by any state/ central government department, agency, corporation, urban local body, PSU, at the time of submission of the bid	Self-declaration on the letter head of the company by authorized signatory
7.	<b>Certifications:</b> The applicant must have ISO 9001:2015 and ISO 27001. All the certificates should be valid at the time of submission of bid.	Attach copy of the valid Certificates



## **Documents/ Formats need to be submitted along with the technical proposal:-**

The bidder (legal bidding entity) must furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Document Fee & Earnest Money Deposit (EMD) as applicable
- General Details of the Bidder (TECH - 2)
- Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder. Alternatively, bidder can submit Board resolution copy mentioning the Authorized Signatory
- Undertaking for not having been blacklisted by any Indian Central / State Government LEA as on submission date of this tender
- Declaration regarding Conflict of Interest (TECH - 6)
- Declaration of No involvement in any legal conflicts or any pending legal issues with the Odisha Police during last 3 years. (On the letter head of the bidder)

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above may lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and bound. Each page should be numbered and signed by the authorized representative.

### **1. Bid Document Fee:**

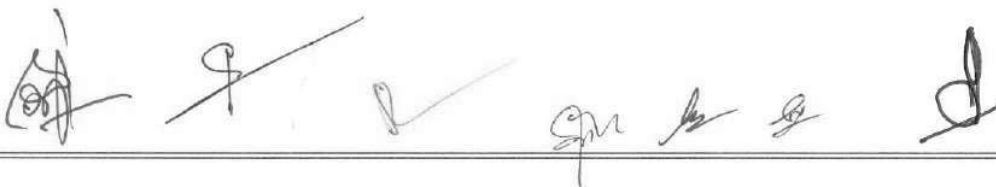
The bidder must furnish as part of technical proposal, the required bid Document fee as prescribed in the RFP failing which the bid will be rejected.

### **2. Earnest Money Deposit:**

The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) as prescribed in the RFP failing which the bid will be rejected. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and after award and signing of contract with the successful bidder. The EMD may be forfeited on account of the following reasons:

- Any / All information furnished by the bidder is found to be forged / false during the evaluation process.
- Any other circumstance which holds the interest of the during the overall selection process.
- If Bidder fails to sign the contract within designated period (15 days).
- If the bidder fails to furnish required Performance Bank Guarantee in time.

If the Bidder withdraws its proposal during the bid validity period as specified in RFP after the closure of bid.



### 3. Validity of the Proposal:

Proposals shall remain valid for a period of 180 days from the date of opening of the technical proposal. CID-CB on behalf of Odisha Police reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best effort 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.

### 4. Pre-Proposal Queries/Pre-Proposal Meeting:

Bidders can submit their queries in respect of the RFP and other details, if any, to Odisha Police through e-mail at [Cyberwing.cidcb@odishapolice.gov.in](mailto:Cyberwing.cidcb@odishapolice.gov.in) till the timeline as per Bid Data Sheet. The Pre- Proposal Meeting will be held on Date 2.09.2025 at 12.00 PM

Pre-bid meeting will be held as per the venue and schedule in Bidder Data Sheet. The bidders will have to ensure that their queries for pre-proposal meeting should reach one day before the pre-proposal meeting to the email address mentioned in this RFP.

### 5. Preparation and Submission of Proposal:

- i. Detailed RFP may be downloaded from [www.odishapolice.gov.in](http://www.odishapolice.gov.in) and the bid should be submitted **offline mode –Physical only** addressed to **AIG Provisioning, Odisha Police Headquarters, Provisioning Section, Buxi Bazaar, Cuttack, Odisha 753001** on or before the last date of submission mentioned in the bidder data sheet.
- ii. The proposal should be submitted in **sealed** with proper outer envelopes respectively and packed as one single bid as follows:
  - o **Complete Bid Envelope**
    - **Original Outer Envelope**
      - Envelope A: Part 1: Pre-Qualification & Technical Proposal
      - Envelope B: Part 2: Financial Proposal
- iii. In case the Technical Proposal Envelope has the financial proposal Envelope, the bid would be summarily rejected.
- iv. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to opening of financial proposal.
- v. Each page should be page numbered and in confirmation to the eligibility qualifications and clearly indicated using an index page. CID-CB will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be outrightly rejected by the authority.

***Any deviation from the prescribed procedures/information/formats/conditions shall result in outright rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offers shall be outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.***

## 6. Opening of the proposal:

- i. Completed proposal must be submitted on or before the time and date stated in the Data Sheet.
- ii. Opening of Proposals will be done at *Provisioning Section, Odisha Police Headquarters, Buxi Bazaar, Cuttack, Odisha 753001.*
- iii. The Financial Proposal will be opened only for the shortlisted applicants who qualify for financial opening as per RFP. The date of opening of Financial Proposal will be notified later.

## 7. Evaluation of Proposal:

A Three step evaluation process will be conducted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Step):** Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility conditions, and the requisite documents/information has been properly furnished by the bidder or not, as per requirements stated above in this RFP.
- **Technical Evaluation (2<sup>nd</sup> Stage):** Evaluation of the Technical and financial proposals will be based on Quality and Cost Based Selection mode with weightage of 70% and 30% for technical and financial proposals, respectively.

- 1) In the first phase the Technical Proposals shall be evaluated based on eligibility criteria as mentioned in this terms of reference (TOR)

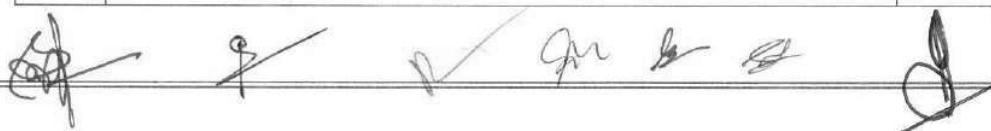
In the second phase the agencies which satisfy the eligibility criteria shall be given marks based on Table: 1 as below TOR. Accordingly, agencies will be ranked based on the marks allotted to them

## 8. Technical Evaluation Criteria

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (T) that a Bidder requires to qualify for opening of the Financial Proposal is 70.

The highest evaluated Technical Proposal (Th) shall be given maximum Technical Score (St) of 100. The formula for determining the Technical Scores (St) of all other proposals is calculated as following:

Technical Evaluation Criteria		
Sl. No.	Parameters	Total/ Maximum Marks
1	Financial Capacity of the Bidder	5





	<p>The Average Annual Turnover/Revenue of the Bidder from last three financial years ending 31 March 2024; shall be minimum Rs. 3 Cr INR. 3 Cr. - 2 Marks          &gt;INR 3 Cr. and ≤ INR 5 Cr. – 3 Marks          &gt;INR 5 Cr. and above – 5 Marks</p> <p>Note: Audited financial statements (Profit and Loss and Balance Sheet) should be submitted as supporting.</p>	5
2	<b>Bidder Experience</b>	20
2.1	<p>The bidder should have experience of IT Implementation / IT Advisory Services/ Project Monitoring Unit which includes deployment of manpower at client locations for operation &amp; support / project management etc. for any State Govt./ Central Govt./ any state police departments of value INR 1 Cr or more in last 3 years</p> <ul style="list-style-type: none"> <li>• One project: 10 marks. Max two projects will be considered</li> </ul> <p><b>Note:</b> Supporting documents like LOA/PO/WO/Agreement Copy for such projects should be submitted along with project citations.</p>	20
3	<b>Resource CV</b>	30
	<ul style="list-style-type: none"> <li>• Technology Consultant (30 marks)             <ul style="list-style-type: none"> <li>✓ Relevant Qualification -10 marks</li> <li>✓ Relevant Experience -10 marks</li> <li>✓ Experience in Police projects -10 marks</li> </ul> </li> </ul>	



5.	<b>Presentation:</b> a. Understanding of the project requirement and Police domain – <b>10 Marks</b> b. Approach and Methodology - <b>15 Marks</b> c. Presentation on similar works - <b>10 marks</b> d. Resource interview – <b>10 marks</b>	45
Total Marks 100 (Passing Marks - 70 marks)		100

**Please Note:- Total Marks 100 (Passing Marks- 70 marks)**

$St = 100 \times T/Th$ , in which “St” is the Technical Score, “Th” is the highest Technical Score given, and “T” is the Technical Score of the proposal under consideration.

➤ **Financial Evaluation (3rd Step):** The financial proposals of the bidders qualifying the technical evaluation (2nd Stage) only shall be opened at this stage in the presence of the bidder’s representative who wishes to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

- The lowest evaluated financial proposal (Sf) will be given a maximum financial score (Fm) of 100 points. The formula for determining the financial scores of other proposals will be computed as follows:

$Sf = 100 \times Fm/F$ , in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the Proposal under consideration.

## 9. Evaluation Process

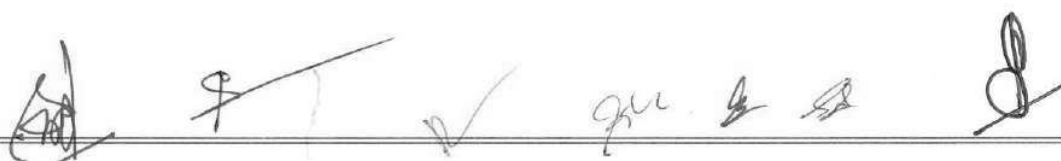
Proposals shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal (0.7); P = the weight given to the Financial Proposal (0.3);  $T + P = 1$ ) as following:

$$S = St \times T + Sf \times P,$$

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

## 10. Performance Bank Guarantee (PBG):

Within 15 working days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee as defined in this RFP. Failure to comply with the terms and conditions of the contract agreement shall constitute sufficient grounds for the forfeiture of the EMD. The PBG shall be released immediately after three months of expiry of contract



provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

### 11. Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm the availability of all the proposed staff for the assignment. Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc.

### 12. Award of Contract:

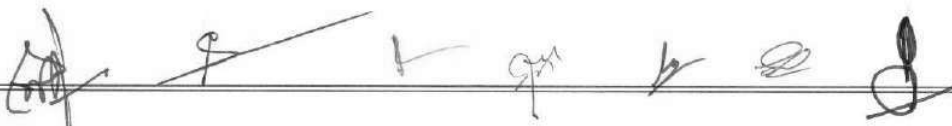
After completion of the contract negotiation stage, Odisha Police will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract 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 will be valid for 36 months from the date of effectiveness of the contract and will be extended on mutual consent.

### 13. Disclosure:

- i. 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.
  - Bidders must disclose if they as valid on date, 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.
- ii. 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.

### 14. Anti-corruption Measure:

- i. Any effort by Bidder(s) to influence the Odisha Police in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- ii. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged incorrupt, fraudulent,



Collusive, or coercive practices in competing for the contract in question. In such cases, the Odisha Police shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

#### **15. Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and Odisha Police 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.

#### **16. Cost of Bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. Odisha Police shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

#### **17. Legal Jurisdiction:**

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

#### **18. Governing Law and Penalty Clause**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Odisha Police holds the option for cancellation of the contract for pending activities and completes the same from any other agency. Odisha Police 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 bidder from his obligations and liabilities under the contract. The rights and obligations of the Odisha Police and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha.

#### **19. Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Agency of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of Odisha Police's antifraud and corruption policy. During the execution of the assignment except with prior written consent of Odisha Police the Agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

#### **20. Amendment of the RFP Document:**

At any time before submission of proposals, Odisha Police may amend the RFP by issuing an addendum at [www.odishapolice.gov.in](http://www.odishapolice.gov.in). Any such addendum will be binding on all the bidders. To



give bidders reasonable time in which to take an addendum into account in preparing their proposals, Odisha Police may, at its discretion, extend the deadline for the submission of the proposals.

**21. Odisha Police's right to accept any proposal and to reject any or all proposal(s):**

Odisha Police reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

**22. Copyright, Patents and Other Proprietary Rights:**

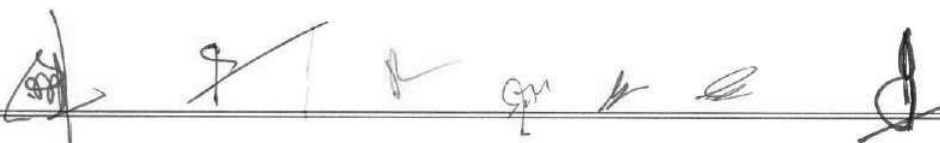
Odisha Police shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, regarding documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At Odisha Police's request, the Agency shall take all necessary steps to submit them to Odisha Police in compliance with the requirements of the contract.

**23. Replacement of Key Personnel:**

The key professional to be deployed under this contract must be dedicated in nature. However, Odisha Police reserves the right to request the Agency to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Agency will provide CV of appropriate candidate within Fifteen (15) days for review and approval. The Agency must replace the personnel within fifteen (15) working days from the date of approval of replacement by Competent Authority. If key personnel become unavailable / leaves the project for any reason midway under the contract, the Agency must notify Odisha Police at least fourteen (14) days in advance and obtain the approval prior to making any substitution. In notifying Odisha Police, the Agency shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by Odisha Police shall not relieve the Agency from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage up to 5% of the remaining contract value.

**24. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, war so revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the Agency shall promptly notify Odisha Police in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by Odisha Police in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise Odisha Police in writing the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month,



if arising out of causes of Force Majeure, Odisha Police reserve the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.

## **25. Settlement of Dispute:**

Odisha Police and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be adjudicated by competent court at Cuttack, Odisha.

## **26. Disqualification of Proposal:**

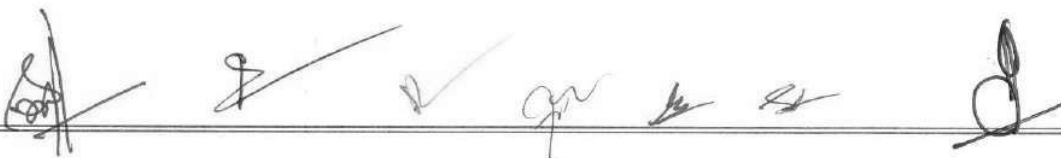
The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Document Fee & EMD as applicable
- A bidder submits more than one proposal for this RFP, all such proposals shall be rejected, and the bidder shall be disqualified from this bid process.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- 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 assumptions, conditions or uncertainty.
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial 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 requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point in 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) excluding 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.
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition/situation which holds the paramount interest of the Odisha Police during the overall selection process.

## **27. Liability:**

The Liability of the selected Agency under this agreement in any case shall not be beyond the amount of fees payable to the selected Agency under this agreement.

## **28. Indemnity:**





The Agency always during the pendency of this agreement, keep the Government/ Authority/ Corporation/ Odisha Police Indemnified to an amount not exceeding the total fees payable to the Agency under this agreement.

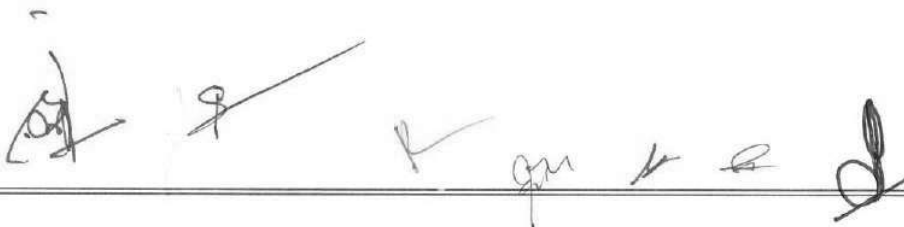
### 29. Performance Evaluation:

Odisha Police reserves the right to review the performance of the selected Agency every 12 Months. If the performance of the Agency / individual personnel deployed by the Agency is not found satisfactory, further review of the Agency /individual personnel will be done at the interval of 6 months. If the performance of the Agency/ individual personnel even after two successive 6 Monthly performance reviews, is not found satisfactory, Odisha Police reserves the right to either terminate the contract of the Agency or ask the Agency to replace the individual with another person of similar or better experience.

### 30. Deployment of Personnel:

The Selected Agency should take care of the following while proposing the personnel to be deployed in Odisha Police:

- Personnel with no criminal background to be proposed in the Bid.
- If any proposed team member is involved in a criminal case / police case, then the same needs to be specified in the CV of the said team member.
- If any proposed team member has any personal interest in Odisha Police (close relative/family member working in Odisha Police) then the same needs to be specified in the CV of the said team member.



## **Section: 4 Payment, SLA and Penalties**

## 1. Payment, Timelines of deliverables

The following are the payment milestones and deliverables for the Agency

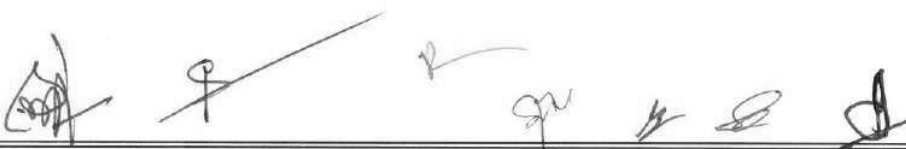
Sl. No.	Description of Items	Corresponding time frame (months)	Payment Milestone- Professional fees
1.	Submission of Monthly Progress Report (MPR)	Before the 10th day of the next month	As per Monthly Deployment of the resources

## 2. Contract Period

Contract will be for a period of 2 years from the date of deployment of the personnel in Odisha Police. The agreement can be extended for a further period of 1 year or as mutually agreed; based on performance (if required). Over and above that Odisha Police reserves the right to increase the number of resources/experts as and when required as per the terms and conditions of this RFP.

## 3. Payment Terms and Schedule:

- i. The Professional fees payments shall be released as per terms defined in this Section.
- ii. The Invoice will be submitted Quarterly or as per delivery completion along with attendance.
- iii. The payment (25% of the Annual Charges) will be made within 30 days after submission of Invoice with all supporting documents on Quarterly basis.
- iv. State Cyber Crime Nodal Officer will certify the completion of work at state level.
- v. The Selected Agency shall submit the requisite deliverables and satisfactorily performed work authorized by the center head or equivalent rank as specified under the contract. The requisite payment will be released by Odisha Police upon acceptance of the deliverables and satisfaction with work performed by the Selected Agency.
- vi. TA/ DA and expense for deployed personnel related to travel outside Cuttack/Bhubaneswar for official purpose only, shall be reimbursed in such cases where arrangements are not being made by Odisha Police. The eligible rate is as per equivalent class of officers of Govt. of Odisha
- vii. To claim reimbursement, deployed personnel need to submit the Travel Expense Claim along with the relevant bills/ vouchers, boarding passes, tickets and hotel bills and approval from the authorized approving authority within two weeks from the date of return from the trip.
- viii. No payments will be made for any additional work (other than the contracted as per the scope of work of the RFP) which has not been approved in writing by the competent authority.





#### **4. Inputs and Counterpart Services and Facilities:**

Office space, furniture, printers, Internet connection, office stationery will be made available to the personnel deployed by Odisha Police. The Agency will be responsible for arranging at its own cost for laptop/desktop for project team.

#### **5. Availability of resources at Odisha Police office:**

All the resources mentioned above shall be available on all working days as per Govt. of Odisha calendar and as and when asked by the Odisha Police. Resources deployed by Agency may be allowed 2 (Two) leaves per month on pro-rata basis, however prior intimation of the Odisha Police shall be required before availing the leave.

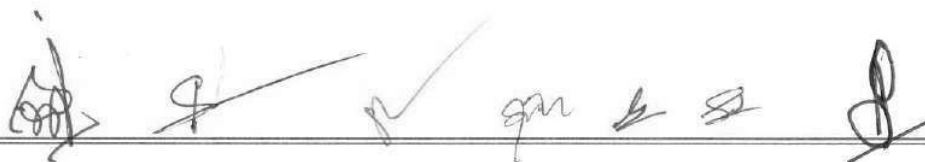
#### **6. No Idle Time Charges**

No idle time charges shall be payable by the Odisha Police, in any case whatsoever.

#### **7. Action and Compensation in case of default**

- Condition of Default:
  - a. The deliverables at any stage of the project as developed/implemented by the selected agency do not take care of all or part thereof the scope of work as agreed and defined under the contract
  - b. The deliverables at any stage of the project as developed/ implemented by the selected agency fail to achieve the desired result or do not meet the intended quality and objective as required by the Odisha Police.
  - c. The documentation is not complete and exhaustive.
  - d. There is a change in resources before the completion of a pre-defined period.

The Odisha Police may impose penalty on the selected agency providing the services as per the service levels defined in this RFP.



## 8. Service Level and Penalty

Delays in the Selected Agency's performance: Performance of the services shall be made by a selected agency in accordance with the service levels as specified in below table:

Sl. No.	Service Level	Expected Service Level	Penalty level in case of Default
1.	Deployment of personnel for project after signing the contract or any subsequent requirement from the Odisha Police during the contract period	• 4 weeks	Penalty of 5 % of the monthly cost of resource person will be levied for any delay of deployment after the mentioned period per week basis.

Replacement will be allowed in case any of the following holds true for the personnel.

- Resignation and Medical emergency of personnel subject to furnishing of appropriate relieving certificate to Odisha Police.
- Any unavoidable circumstance with appropriate reasons provided in writing and agreed by Odisha Police.

Sl. No.	Service Level	Expected Service Level	Penalty level in case of Default
1.	Replacement of Personnel on resignation/medical emergencies (including death)	a. Resignation: Alternate CV must be submitted before 1 month in case of resignation including Minimum 2 weeks of handover time. of RFP. b. Medical Reason (including death): Alternate CV must be submitted before 2 weeks from the date of event <b>Replacement CV to meet the required criteria</b>	Penalty of 5 % of the monthly cost of resource person will be levied for any delay after the mentioned period per week basis.
2.	Replacement of personnel at request of Odisha Police due to non-performance of resource	Maximum 3 weeks from date of intimation by the Odisha Police, including Minimum 2 weeks of Handover time.	Penalty of 5 % of the monthly cost of resource person will be levied for any delay after the mentioned period per week basis.

Sl. No.	Service Level	Expected Service Level	Penalty level in case of Default
---------	---------------	------------------------	----------------------------------



		<b>Replacement CV to meet the required criteria of RFP</b>	
3.	Replacement of personnel at the request of the Selected Agency	No replacement within 6 Months Maximum 1 replacement within a year, with minimum 2 weeks of handover time	Penalty of 5 % of the monthly cost of resource person will be levied for any delay after the mentioned period per week basis.
4.	Deployment of only those candidate that have been approved by Odisha Police	No changes shall be made within 6 months from starting of the project unless specifically asked for by Competent Authority of Odisha Police..	Upto 5% of the contract value of the Selected Agency

### 9. Calculation of Penalties:

- In situation, where the Selected Agency has incurred a Penalty of equal to or more than Ten (10) % for Three (3) consecutive months at any time during the Contract Period, Odisha Police reserves the right to either invoke the termination Clause or terminate the Contract.
- Odisha Police also reserves the right to invoke the Performance Security furnished by the Selected Agency at the time of signing the Contract with the, if for any reason stated in the Contract document, the Contract of the Selected Agency shall be terminated.
- Total Penalty shall be capped subject to 10% of the Monthly total payments at any time of the Contract. In such situation where the total penalty exceeds the above limit of 10% of the Monthly payments at any time during the Contract, Odisha Police reserves the right to terminate the Contract.

### 10. Service Levels Change Control

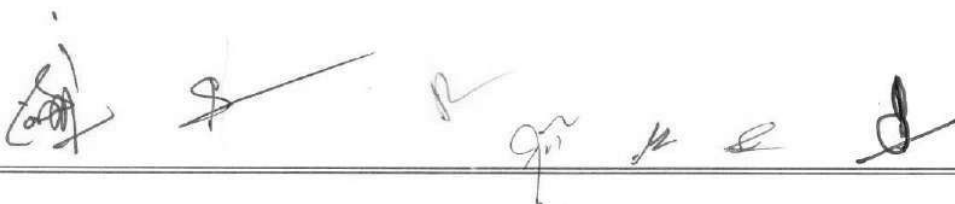
- It is acknowledged that the Service Levels may change as the roles and responsibilities evolve over the course of the Contract period. Any changes to the Service Level provided during the term of the Contract between Odisha Police and the Selected Agency, as defined above, documented, and negotiated in good faith by the Selected Agency. Change in Service Level can be requested by either party.
- Upon receiving any revised requirement in writing from Odisha Police, the Selected Agency would discuss the matter with the Odisha Police for better understanding and requirement.
- In case such requirement arises from the side of the Selected Agency, it would communicate in writing the matter to Odisha Police as well as discuss the matter with Odisha Police, giving reasons thereof.

- In either of the two cases as explained above, both the parties will discuss on the revised requirement for better understanding and to mutually decide whether such requirement constitutes a change in Service Levels or not.
- If it is mutually agreed that such requirement constitutes a "Change in Service Levels" then a new Service Level Agreement will be prepared and signed by the Selected Agency and to confirm a "Change in Service Level" and will be documented as an addendum to this Contract.
- In case, mutual Agreement is not reached, then the Selected Agency shall continue providing Services under the current Service Levels as defined in the contract.

## 11. Exit Policy and Procedures:

- At the time of expiry of Contract period, as per the Contract, between the Selected Agency and Odisha Police, the Selected Agency needs to ensure a complete knowledge transfer by their deployed Personnel to the new Personnel replacing them.
- Confidential Information, Security and Data: The Selected Agency on the commencement of the exit management period will promptly supply all the following:
  - All information relating to the current services rendered.
  - Documentation relating to any of the Project's Intellectual Property Rights.
  - Any Project data and confidential information.
  - All other information (including but not limited to documents, records, and Agreements) relating to the services reasonably necessary to enable, to carry out due diligence to transition the provision of the Services to








All hardware (including laptops, printers, pen drives etc., if any,) which is a property of the Odisha Police. Before the date of exit of Selected Agency, the Selected Agency shall deliver to Odisha Police all new or up-dated materials from the categories set out in clauses above and shall not retain any copies thereof. However, the Selected agency may retain the copy of documents, records, working paper etc. which they have acquired during execution of the assignment/already delivered.



## **Annexures Part 1: Technical Proposal Submission Forms**

### 1.1 Bid Query Format

SI No.	Clause	Section	Page	Query

## 1.2TECH - 2 Bidders Details

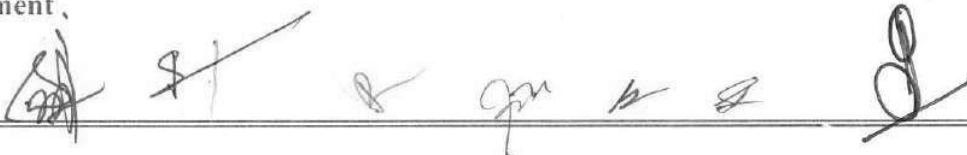
### Bidder's Organization (General Detail)

1	Name of the Bidder	
2	<b>Address for communication:</b> Tel: Fax: Email id:	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id:	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year.:	
5	<b>Bid Document Fee Details</b> Amount: Reference No.: Date: Name of the Bank:	
6	<b>EMD Details</b> Amount Reference No.: Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
90	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Please Note:** The Authorized Signatory will be at the designation of Centre Head or equivalent. The signing authority should sign and sign in all the pages of the Bid Document.



### 1.3TECH – 3 Financial Turnover Capacity of Bidder

#### Bidder Organization (Financial Details)

Financial Information in INR				
D	FY 2019-20	FY 2020-21	FY 2021-22	Average
Annual Turnover/ Revenue (in Crores)				
<b>Supporting Documents:</b>  CA Certificate and Audited Financial Statements (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)				

Financial Information in INR				
D	FY 2019-20	FY 2020-21	FY 2021-22	Average
Annual Turnover/ Revenue (in Crores)				
<b>Supporting Documents:</b>  CA Certificate and Audited Financial Statements (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)				



Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

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### 1.3.1.1 TECH – 1.4:\_Format for Power of Attorney

#### (On Bidder's Letter Head)

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of (Name of the Organization) in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organization>, <Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the <Notification / Authority order no.> Dated <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 favor 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:

Address of the Bidder

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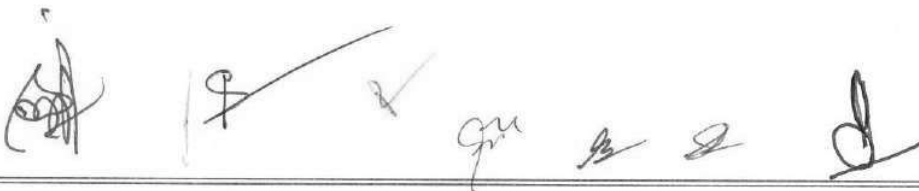
TECH -1. 5 Experience Details

**(BIDDER'S PAST EXPERIENCE DETAILS)**

Sl. no.	Period	Name of the Assignment with details thereof	Name of the	Contract Value (in INR Lakhs) and Duration in Month	Date of Award/ Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

The bottom of the page contains several handwritten signatures and initials. From left to right, there is a signature that appears to be 'S. K.', followed by a large checkmark, then the initials 'gm', and finally two more signatures, one of which looks like 'B. S.' and the other is a stylized signature.

**1.3.1.2 TECH – 1.6 Conflict of Interest Declaration**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND  
DECLARATION THEREOF**

*Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (14 – Conflict of Interest). If yes, please furnish details of any such activities.*

If no, please certify,

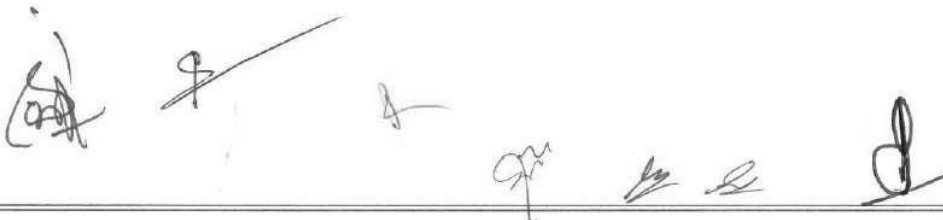
**ON BIDDER'S LETTER HEAD**

I hereby declare that our agency has not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (14 – Conflict of Interest).

I also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the which shall be binding on us.

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

**Communication Address of the Bidder:** \_\_\_\_\_

A series of handwritten signatures and initials in black ink, including a large stylized signature, a checkmark-like mark, and several smaller initials.

## TECH -1.7: Comments and Suggestion on ToR

### Comments and Suggestions on the Terms of Reference/Scope of Work

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


[The Bidder 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 Odisha Police :**

[Comment here on inputs and facilities to be provided by Odisha Police with respect to the Scope of Work]

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

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## TECH – 1.8 Description of Approach and Methodology

### **DESCRIPTION OF APPROACH AND METHODOLOGY 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. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

#### **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:**

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

#### **C. Methodology to be adopted:**

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a. Detail research design including sample design and estimation procedure.
- b. Suggestive tools for data collection.
- c. Analysis of field data and preparation of reports
- d. Any other issues

#### **D. Staffing and Study Management Plan:**

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. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory [In full and initials]: \_\_\_\_ Name and Designation with Date and Seal: \_\_\_\_

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## TECH – 9 Format of Curriculum Vitae (CV)

### Format of Curriculum Vitae (CV) for Proposed Core Staff- Onsite personnel only

**1. Proposed Position:**

*[For each position of key professional separate form Tech-9 will be prepared]*

**2. Name of Agency :**

**3. Name of Staff :**

**4. Date of Birth :**

**5. Years with Agency :**

**6. Nationality :**

**7. Education :**

*[Indicate college / university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates]*

**8. Membership in Professional Associations:**

**9. Other Trainings :**

**10. Countries of Work Experience:**

**11. Languages :**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

*Please Note : ..... No. of Cvs should be submitted*

The bottom of the page contains several handwritten signatures and marks. From left to right, there is a signature that appears to be 'GJ', a large diagonal line, a checkmark, and several other illegible signatures and initials. The page number '10 / 45' is visible in the bottom right corner.

## 12. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]

1	Employee Name	
	From[Year] – To[Year]	
	Position held	
	Task Assigned [List all the performed task under this assignment]	
2	Employee Name	
	From[Year] – To[Year]	
	Position held	
	Task Assigned [List all the performed task under this assignment]	

### 1. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment /jobs that best illustrate staff capability to handle the tasks listed under point 12.]

<b>Name of the Project</b>	
<b>Year</b>	
<b>Location</b>	
<b>Name of the</b>	
<b>Project Feature</b>	
<b>Position Held</b>	
<b>Activities Performed</b>	

### Certification:

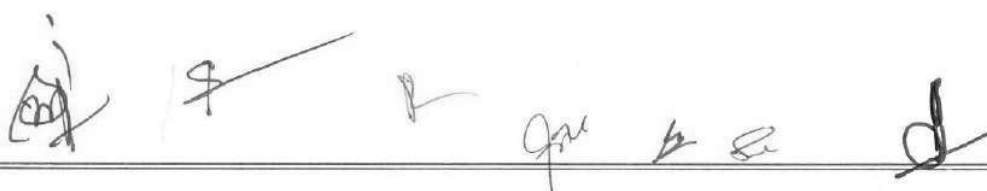
I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

**Date:**

**Signature of Key Professional with Date** \_\_\_\_\_

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_





## **Annexures Part 2: Financial Proposal Submission Forms**

## FIN-1 (Financial Proposal)

To,

### The Deputy Inspector General - Provisioning

Odisha Police Headquarters,

Buxi Bazaar,

Cuttack, Odisha 753001

Email – xx.xx@orpol.gov.in

Phone number - +91-671-2339517

Address - Odisha Police Headquarters, Buxi Bazaar, Cuttack, Odisha 753001

Subject: Request For Proposal (RFP) for Selection of a Consultancy Firm for O3C and operationalising all CC & EOPS for Cyber Crime Unit, CID-CB, Odisha.

Sir,

Having gone through the RFP document and having fully understood the Scope of Work; we are pleased to quote the following Professional Fees:

S#	Position	No of Resources	Estimated Duration	Man, month Rate- excluding applicable tax in INR	Total Cost in INR excluding applicable tax in INR
A	B	C	D	E	F=C*D*E
1.					
2.					
3.					
4.					
Total Professional fees for a period of 3 years in Figures- INR					Sum of Above (T)
Total Professional fees for a period of 3 years in Words- INR					Sum of Above (T)

1. All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws withholding taxes if any.
2. GST payable shall be as per Applicable Rules over the Fee quoted
3. Any discrepancies between Figures and Words, Words shall prevail.
4. The Authority reserves the right to increase or decrease the resource as per the requirement of the authority. The applicable man month rate would be considered for any additional requirement of resources



Our Financial Proposal shall be binding upon us and this Proposal would be valid up to 120 days from the Proposal Due Date. This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses.

The Financial proposal is without any condition.

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

## Annexures Part 3 Check List

A series of handwritten signatures and initials are located at the bottom of the page. From left to right, there is a signature that appears to be 'A', followed by a signature that looks like 'S', then a checkmark, and several other less distinct signatures and initials.

### Bid Submission Checklist

Sl. No.	Description	Submitted(Yes/ No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL + 1COPY)</b>			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Document Fee of Rs.		
4	Rs. _____ as EMD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Bidder Details (TECH - 2)		
9	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
10	Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.		
11	List of completed/on-going assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders/agreement/ LOA/ PO mentioned in the RFP for the respective assignments		
12	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
13	Comments and Suggestions (TECH – 7)		
14	Description of Approach, Methodology & Work Plan (TECH - 8)		
15	CV of Key Professionals (TECH – 9)		
<b>FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Covering Letter and Summary of Financial Proposal (FIN-1)		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Bidder Details (TECH - 2)		
9	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
10	Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.		



11	List of completed/on-going assignments of similar nature (Past Experience Details) ( <b>TECH - 5</b> ) along with the copies of work orders/agreement/ LOA/ PO mentioned in the RFP for the respective assignments		
12	Self-Declaration on Potential Conflict of Interest ( <b>TECH - 6</b> )		
13	Comments and Suggestions ( <b>TECH - 7</b> )		
14	Description of Approach, Methodology & Work Plan ( <b>TECH - 8</b> )		
15	CV of Key Professionals ( <b>TECH - 9</b> )		
<b>FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Covering Letter and Summary of Financial Proposal ( <b>FIN-1</b> )		

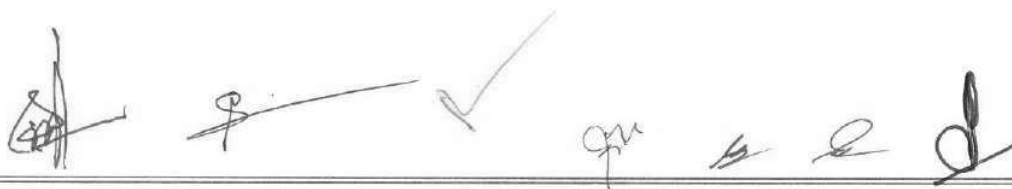
**Undertaking:**

*All the information has been submitted as per the prescribed format and procedure.*

*All pages of the proposal have been sealed and signed by the authorized representative.*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

A series of handwritten marks at the bottom of the page, including a signature, a checkmark, and several initials or short signatures.