

AM
25.11

Government of Odisha
W & CD Department

No: WCD-IT-MISC-0002-2022/19525

Dated: 25/11/2022

QUOTATION TENDER CALL NOTICE FOR OUTSOURCING IT MANPOWER SERVICE

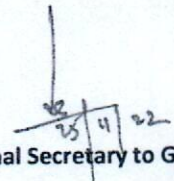
Sealed tender is invited for the Selection of an Agency for the deployment of IT resources for Software/Website/ Application Development, Maintenance, data analytics, regular monitoring, and reporting on various online welfare services/ programs implemented by the Department of Women and Child Development. The details of the bidding process are as follows:

Sl#	Items	Date & Time
(a)	Last date for receiving pre-bid queries through email	30/Nov/2022
(b)	Pre-Bid meeting/conference	02/Dec/2022 (3pm to 4 pm)
(c)	Last date of receipt of Bids	08/Dec/2022
(d)	Opening of Technical Bid	12/Dec/2022
(e)	Technical Presentation	15/Dec/2022
(f)	Opening of Commercial Bid	19/Dec/2022

The bid document containing eligibility criteria, the scope of the work and other terms and conditions of the tender can be downloaded from the website <https://wcd.odisha.gov.in>.

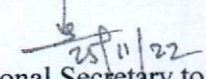
Complete Address for Submission of Bid:

The Additional Secretary to Government, IT Section,
W & CD Department, Government of Odisha
Lokseva Bhawan, Bhubaneswar-751001,
Phone: 0674-2322946
Email: itwcdodisha@gmail.com


Additional Secretary to Government

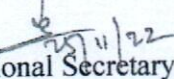
Memo No. 19526/WCD Dated: 25/11/2022

Copy along with soft copy forwarded to Manager (Advertisement), I&PR Department, Bhubaneswar for information and necessary action. He is requested to get published in 2 (two) the largest circulated Odia Daily Newspaper and 1 (one) the English Newspaper largest circulated for consecutive two days on the inner side with minimum space at an early date for the wide publication of tender call notice. A complimentary copy of the Newspaper containing the tender call notice may be sent to this Department for reference and records.


Additional Secretary to Govt.

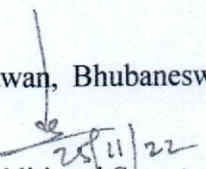
Memo No. 19527/WCD Dated: 25/11/2022

Copy forwarded to the Notice Board, Women & Child Development Department/ All other Department of Govt. with a request to display the Notice in their Notice Board for wide publicity / Five copies for Guard File.


Additional Secretary to Govt.

Memo No. 19528/WCD Dated: 25/11/2022

Copy forwarded to the Head State Portal Group-IT, Centre, Lokseva Bhawan, Bhubaneswar with a request to upload the Notice to Govt. of Odisha website for wide publicity.


Additional Secretary to Govt.



TENDER DOCUMENT

Tender for providing services of IT resource for Software/ Website/ Application Development, Maintenance, data analytics, regular monitoring, and reporting on various online welfare services/ programs implemented by the Department of Women and Child Development



W & CD DEPARTMENT

**Government of Odisha
NOVEMBER, 2022**

Contents

1	Introduction	2
2	Invitation to Proposal.....	3
3	Instructions to Bidders	3
4	General Terms & Conditions	9
5	Bid Format & Evaluation Process	12
6	Technical Bid Letter.....	15
7	Price Bid Letter	22
8	Exhibit-A	23

1 Introduction

The Department of Women and Child Development, (W & CD) requires the service of reputed, well established and financially sound Manpower Service Providers to provide services for its MIS/Software/Website/Application Development, Maintenance,data analytics, regular monitoring and reporting on various welfare services/ programs implemented by the Department of Women and Child Development. Detailed description of the objectives, scope of services and other requirements relating to the job/assignment are as specified in the Project Proposal enclosed at Exhibit-A.

The contract of providing the aforesaid manpower is to commence from award of contract and would continue for 3 years. The period of the contract may be further extended beyond this period provided the requirement of the W & CD Department for the services persists at that time or may be curtailed/ terminated at any point of time owing to deficiency in service or substandard quality of work by the selected Service Provider or because of change in the W & CD Department's requirements.

The W & CD Department, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.

The details of the bidding process are as follows:

Sl#	Items	Date & Time
(a)	Last date for receiving pre bid queries through email	30/Nov/2022
(b)	Pre-Bid meeting / conference	02/Dec/2022 (3pm to 4pm) (online meeting link shall be updated in the department website)
(c)	Last date of receipt of Bids	08/Dec/2022
(d)	Opening of Technical Bid	12/Dec/2022
(e)	Technical Presentation	15/Dec/2022
(f)	Opening of Commercial Bid	19/Dec/2022

However, due to exigency or unavoidable circumstances, these dates may be changed for which intimation will be sent to the bidders via email/sms or uploaded in the departmental website.

Complete Address for Submission of Bid:

**The Additional Secretary to Government,
IT Section, W & CD Department,
Government of Odisha
Lokseva Bhawan, Bhubaneswar-751001,
Phone: 0674-2322946
Email: itwcdodisha@gmail.com**

2 Invitation to Proposal

2.1 Due Diligence

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications and other information in this Tender Document. The bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. The Authority shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

2.2 Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and the Authority will in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2.3 Amendment of Tender Document

At any time before the deadline for submission of bids, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amending, modifying and/or supplementing the same.

Any amendments/modifications in the tender document would be communicated via e-mail to the vendor or uploaded in the departmental website. All such amendments shall be binding on the bidders without any further act or deed on the Authority part. In the event of any amendment, the Authority reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment in to account while preparing their bids.

2.4 Site Visit(s)

The bidder may wish to visit and examine the site (s) of the project and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the bid and entering into the contract. The cost of visiting the site(s) shall be borne by the bidder. Tendering authority will not be responsible to schedule / coordinate with the client for the Bidder's site visit and detail assessment of the requirement.

3 Instructions to Bidders

3.1 Introduction

The section aims to provide guidelines/Instructions for Bidders, to be used while submitting the Proposals. These are generic in nature, but bidders are required to abide by them during the currency of the Project.

3.2 Pre-Bid Meeting & Clarifications

- The authority will hold a pre-bid meeting with the prospective bidders as per the schedule given in tender notice.
- The Bidders will have to ensure that their queries for Pre-Bid meeting should reach via email mentioned under contact details as per the schedule given in tender notice.

- The queries should necessarily be submitted in the following format.

Tender Document Reference(s) (Section & Page Number(s))	Content of Tender requiring Clarification(s)	Points of clarification

- The authority shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the authority.

All queries should be emailed to itwcdodisha@gmail.com.

3.3 Scope of Proposal

Detailed description of the objectives, scope of services and other requirements relating to the job/assignment are as specified in the Project Proposal enclosed at Exhibit-A. The proposal is required to be submitted in the form and manner as specified in this document.

3.4 Format & Signing

The tender shall be submitted in two parts:

- Part A – Technical Bid
- Part B – Commercial Bid

The tender shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the tender prior to opening of the same initial them.

3.5 Submission of Tender

The bid complete in all respect as specified in the tender document must accompanied with a non- refundable amount of **Rs . 5 0 0 0 / - (Rupees F i v e Thousand Only)** in the form of Demand Draft in favour of “ **Under Secretary to Government (DDO), Department of W& CD**” towards **Bid Processing Fee** and a “**Bid Security Declaration Form**” as per the format at **Annexure– T2** accepting that if the bidder withdraw or modify their bids during period of its validity, they will be suspended for a period of three years by the Authority.

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing “Technical Bid” and sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover super-scribed “**Tender for providing services of IT resource for Software/ Website/ Application Development, Maintenance, data analytics, regular monitoring, and reporting on various welfare services/ programs implemented by the Department of Women and Child Development**” must reach the undersigned on or before **09.12.2022 up to 5:00PM** through **Speed Post/Registered Post/Courier** only.

The authority will not be responsible for any postal delay. Bids without **Bid Processing Fee and Bid Security Declaration Form** as applicable shall be out rightly rejected. Bids submitted after due date and time will be not be taken into Consideration.

3.6 Language of Bid

All Proposals and various documents related to these Proposals should be in English Language. All correspondence between the Authority and the Bidders would also be in English Language.

3.7 Conflict of Interest

The Authority requires that bidder must provide professional, objective and impartial advice and at all times hold the Authority interest's paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

3.8 Validity of Proposals

- For the purpose of placing the order, the Bids shall remain valid for at least 90 days after the date of bid opening.
- A bid valid for a shorter period shall be rejected by the Authority as being non-responsive.
- During the period of validity of Bids, the rates quoted shall not change.
- In exceptional circumstances, the Authority may ask for extension of the period of validity.
- The Authority request and the response to such a request by various bidders shall be in writing.
- A bidder agreeing to such an extension will not be permitted to vary/alter its rates.

3.9 Right to accept Proposal

The Authority reserves the right to accept or reject any Proposal, and to annul the Proposal process and reject all Proposals at any time prior to award of contract, without there by incurring any liability to the affected bidder or any obligation to inform the affected bidder of the grounds for such decision.

3.10 Proposal Due Date

Tender filled in all respect must reach on or before **08.12.2022 up to 5:00PM** through **Speed Post/Registered Post/ Courier** only.

3.11 Late Submission

Tender submitted after the deadline for submission prescribed by the Authority will not be considered.

3.12 Modifications /Withdrawal

No modifications/withdrawal to the Proposals shall be allowed, once it is received by the tendering authority.

3.13 Bid Opening

The Authority will open all Proposals, in the presence of bidders or their authorized representatives who choose to attend, at the date and time mentioned in the tender through online mode. In the event of the specified date being declared a holiday, the tender shall be opened at the appointed time and location on the next working day.

3.14 Fraud & Corruption

The Authority requires that bidder is bidding for this tender must observe the highest standards of ethics during the performance and execution of such contract. In pursuit (pursuance) of this policy,

- "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of the Authority official by any personnel of bidder in procurement process or in contract execution.
- "Fraudulent practice" means a misrepresentation of facts, to influence a procurement process or the execution of a contract, to the detriment of the Authority, and includes collusive practices among the bidders (prior to or after Proposal submission) designed to establish bids at artificially high or non-competitive levels and to deprive the Authority of the benefits of free and open competition.

- “Unfair trade practices” means supply of services different from what is ordered on or change in the Scope of Work which was given by the Authority.
- “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- The Authority will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt, fraudulent, unfair trade practices or coercive practices.
- The Authority will declare a firm ineligible, either indefinitely or for a stated period, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, unfair trade and coercive practices in competing for, or in executing, the contract.

3.15 Amendments

At any time prior to deadline for submission of proposal, The Authority may for any reason, modify the tender. The prospective bidders having received the tender shall be notified the amendments through email; such amendments shall be binding on them.

3.16 Clarifications

During evaluation of the Proposals, The Authority may, at its discretion, ask the bidder for clarifications on their proposal. The clarification shall be given in writing.

3.17 Rejection of Bid

The Authority reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-confirming, non-responsive or conditional proposals.

3.18 Authentication of Bid

The original and all copies of the bid document shall be type written in indelible ink and shall be signed by a person or persons duly authorized to bind the bidder to the contract. A duly stamped Power-of-Attorney accompanying the bid document shall support the letter of authorization. The person or persons signing the bid document shall initial all pages of the Bid document, including pages where entries or amendments have been made. All the pages of the proposal should be serially numbered. All parts of the bid shall be properly spiral bind together. There shall be no loose sheets. Documents submitted in clip file shall be rejected.

3.19 Contact Details

Designation	Additional Secretary to Government, IT Section W & CD Department
Contact Details	Lokseva Bhawan Bhubaneswar-751001,Phone: 0674-2322946 Email: itwcdodisha@gmail.com

3.20 Acknowledgement by the Bidder

It shall be deemed that by submitting the Proposal, the bidder has:

- Made a complete and careful examination of the tender
- Received all relevant information requested from the Authority
- Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the tender or furnished by or on behalf of the Authority or relating to any of the matters Stated in the Tender Document
- Acknowledged that it does not have a conflict of Interest; and
- Agreed to be bound by the undertaking provided by it under and in terms hereof.

The Authority shall not be liable for any omission, mistake, or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to tender or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

3.21 Earnest Money Deposit (EMD)

The EMD is required to protect The Authority against the risk of Bidder's conduct, which would warrant the security's forfeiture. But deposit of EMD is not required and the bidder has to give "Bid Security Declaration" as per F.D. O.M. No.8484/F, dt.05.04.2022.

3.22 Forfeiture of EMD

Deposit of EMD is not required as per F.D. O.M. No.8484/F, dt.05.04.2022.

3.23 Extension of Period of Validity

In exceptional circumstances, the Authority may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. A Bidder granting the request will not be permitted to modify its bid.

3.24 Validation of Interlineations in Bid

Any interlineations, erasures, alterations, additions or over writing shall be valid only if the person or persons signing the bid have authenticated the same with signature, date and time. No such interlineations, erasures, alterations, additions or overwriting shall be permitted after submission of the bid.

3.25 Announcement of Bids

The name of Bidder, bid prices, total amount of each Bid, discount, etc. shall be announced at the Commercial Bid opening.

3.26 Clarification of Bids

To assist in the evaluation, comparison and an examination of bids, the Authority may, at its sole discretion, ask the Bidder for a clarification of its bid including breakdown of unit rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiry of deadline prescribed in the request, the Authority reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder

3.27 Completeness of Bids

The Authority will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bid Documents are substantially responsive to the requirements of the tender.

3.28 Rectification of Errors

Arithmetical errors will be rectified on the following basis: -

- a) 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.
- b) If there is a discrepancy between the rates in words and figures, the rate in words will govern.
- c) If the bidder does not accept the correction of errors, his bid will be rejected.

3.29 Notification to Bidder

The Bidder whose Bid has been accepted shall be notified of the award prior to the expiry of the period of validity of the proposal, by registered letter or by email. This letter (here in after the “Letter of Acceptance”) shall state the sum that the Authority shall pay the Bidder in consideration of the execution, completion and maintenance of the work as prescribed by the Contract (hereinafter the “Contract Cost”) in accordance with Payment Terms. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter the Contract within five (5) days from the receipt of the Letter of Acceptance.

3.30 Expenses for the Contract

All incidental expenses of the execution of the Contract shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by the Authority.

3.31 Failure to abide by the Contract

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of the Authority with such penalties as specified in the Bid Document and the Contract.

3.32 Annulment of Award

Failure of the successful Bidder to comply with pre-qualification criteria, evaluation criteria and other terms and conditions set out in the Tender Document shall constitute sufficient ground for the annulment of the award of Contract.

3.33 Disqualifications

The Authority may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- a) submitted the Proposal documents after the response deadline.
- b) made false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c) submitted a proposal that is not accompanied by required documentation or is non-responsive.
- d) failed to provide clarifications related thereto, when sought.
- e) submitted more than one Proposal (comprising of same Prime Applicant individually or in case of a consortium Prime Applicant and Implementation Partner).
- f) declared ineligible by any Government Authority for corrupt and fraudulent practices or blacklisted.
- g) submitted a proposal with price adjustment/variation provision.
- h) submitted the Proposal documents without “Bid Security Declaration” as per F.D. O.M. No.8484/F, dt.05.04.2022 .

4 General Terms & Conditions

4.1 Relationship between the Parties

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the 'The Authority' and 'the Bidder'. The bidder subject to this contract has complete charge of personnel, performing the services under this project from time to time. The bidder shall be fully (jointly and severally) responsible for the services performed by them or on their behalf here under.

4.2 Standards of Performance

The bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The bidder shall always act in respect of any matter relating to this contract as faithful advisor to the Authority.

The bidder shall always support and safeguard the legitimate interests of the Authority, in any dealings with the third party. The bidder shall abide by all the provisions / acts / rules etc. of Information Technology prevalent in the country. The bidder shall conform to the standards laid down in tender in totality.

4.3 Delivery and Documents

The bidder shall submit all the deliverables on due date as per the delivery schedule. The bidder shall not without the Authority's prior written consent disclose the contract, drawings, specifications, plan, pattern, samples to any person for "project management unit set up" other than an entity employed by the Authority for the performance of the contract. In case of termination of the contract, the entire document used by bidder in the execution of project shall become property of the Authority.

4.4 Intellectual Property Rights

No services covered under the contract shall be sold or disposed by the bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the fore going, of any patent right, trademark or similar right, or any charge mortgage or lien. The bidder shall indemnify the Authority from all actions, costs, claims, demands, expenses, and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the bidder, the Authority shall be defended in the defense of any proceedings which may be brought in that connection.

4.5 Assignment

The bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the Authority prior written consent.

4.6 Period for Furnishing Performance Guarantee

Within five (5) working days of the receipt of the acknowledgment of the Letter of Acceptance from the Authority, the successful Bidder shall furnish a Performance Guarantee for an amount equivalent of amount **Rs. 1,00,000/- (one Lakh Only)** in accordance with the conditions of the Contract, in the form of a Bank Guarantee / Bank Draft / Pay Order from a scheduled bank (except cooperative bank) drawn in favor of Under Secretary to Govt (DDO) , Department of W & CD payable at Bhubaneswar. If such Performance Guarantee is in the form of a Bank Guarantee, then such Bank Guarantee shall be in a form acceptable to the Authority. The Performance Guarantee shall be valid till the end of the Term as defined in the Contract i.e., project contract period and warranty period.

W & CD Department shall invoke the performance Bank guarantee in case the selected Vendor fails to discharge their contractual obligations during the period and the Department incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

The performance Bank guarantee shall be refunded after successful completion of the contract period.

No interest will be paid by W & CD Department on the amount of performance Bank Guarantee.

4.7 Penalties

The selected agency will be needed to put the resources within 30 days of receipt of the acknowledgement of the letter of acceptance from the authority. If there is delay in deployment of resources in the W & CD Department beyond said 30 days, then the performance bank guarantee shall be forfeited by the department.

4.8 Statutory Provisions of ESI & EPF for resource

Vendor must abide by all rules, laws & regulations that may be in force from time to time and shall be responsible for conduct of resource persons as an immediate Employer. Further, the vendor to ensure compliance of all permissions under Act & Regulations of ESI & EPF Scheme. Vendor should submit the relevant records & registers towards contribution made for ESI & EPF in respect of the resource persons engaged as & when required by the concerned Statutory Authorities. If the vendor defaults in any manner to comply with the provisions of ESI & EPF Act & Scheme made there under, the vendor shall be solely responsible for the same and shall be liable to pay any fine/penalty/damage/interest imposed by the authorities and/or by the management W & CD Department on that scope. In case of default by the vendor the notional amount towards fine/penalty/damage/interest likely to be imposed by the concerned Statutory Authorities shall be deducted from the running Bill/Security Deposit/Performance B.G. and kept separately till finalization of the matter. No interest shall be paid on such amount.

Besides the above, the vendor requires complying with any other Act/Provisions such as payment of Bonus, Minimum Wages Act, etc, and any other labour and employment, and finance department orders, if applicable for the resource persons engaged.

4.9 Payment Schedule

Payment would be made monthly on receipt of invoice and certificate of satisfactory performance and attendance sheet.

The attendance sheet and the certificate on the satisfactory performance of the services by the Service Provider shall be issued by an officer authorized by the Authority and in consideration of the Certificate of the satisfactory performance of the Service Provider.

4.10 Suspension

The Authority may, by written notice to bidder, suspend all payments to the bidder hereunder if the bidder fails to perform any of its obligations under this contract including the carrying out of the services, provided that such notice of suspension

- a) Shall specify the nature of failure.
- b) Shall request the bidder to remedy such failure within a period not exceeding thirty (30) days after receipt by the bidder of such notice of failure.

4.11 Termination

Under this contract, the Authority may, by written notice terminate the contract in the following ways

- a) Termination for default for failing to perform obligations under the contract or if the quality is not up to the specification or in the event of non-adherence to time schedule or for any other valid reason.
- b) In case the contract is terminated for the default or failure on the part of the bidder, then the Authority shall have the right to get the work done at the risk & cost of the bidder. Any additional expense in this regard shall be borne by the bidder.

4.12 Bankrupt

If the bidder subsequently becomes bankrupt or otherwise insolvent, the contract shall stand terminated.

4.13 Taxes and Duties

The commercial proposal shall be inclusive of all taxes, duties, and operational expenditures. If there is any change in the Tax rate, then the payment will be made to the vendor as per the revised rates for the tax component only.

4.14 Governing laws, Arbitration and Jurisdiction

4.14.1 Management of Dispute

In the event of any dispute between W & CD Department and the parties arising in connection with the Agreement or any associated agreement entered into pursuant to the Agreement, they shall use all reasonable endeavors to resolve the matter on an amicable basis. If one party serves formal written notice on the other that a material dispute of such a description has arisen and the parties are unable to resolve the dispute within a period of thirty (30) days from the service of such notice, then the dispute shall be referred to the Arbitration.

4.14.2 Governing Laws and Arbitration

The Agreement shall be governed by the laws of India and the Rules framed there under. In the event of any dispute or difference arising under/out of this Agreement or anything contained therein or connected therewith, the same shall be referred to the Secretary, Deptt. of W & CD, Odisha as per Arbitration and Conciliation Act 1996. The arbitration shall take place at Bhubaneswar and all legal proceedings in any manner arising there under can only be initiated in the court of law at Bhubaneswar only within the jurisdiction of Hon'ble High Court of Orissa and none of the parties shall have the liberty of initiating any legal proceedings anywhere except in court at Bhubaneswar within jurisdiction of Hon'ble High Court of Orissa.

4.15 Notice

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party by Email or Post at the address mentioned in the Contract Agreement.

4.16 Miscellaneous

- a) The product of the work assignment carried out by the deployed resource(s) of the bidder, in any form, will be the sole property of the Authority.
- b) In the event the bidder's company or the concerned Division of the company is taken over / bought over by another company, all the obligations under the agreement with the Authority, should be passed on the compliance by the new company new division in the negotiation for their transfer.

5 Bid Format & Evaluation Process

Overall evaluation of the bids will be done in two stages namely Technical and Commercial Evaluation. At the end of every stage shortlisted bidders may be informed of the result to have a fair and healthy competition. The final awarding of the contract will be done based on the procedure mentioned below.

All evaluation will be carried out by W & CD Department through its evaluation committee. Evaluation conducted by the committee shall be final and binding on all the bidders.

The evaluation committee may choose to conduct technical negotiations or discussions with any or all the bidders. The decision of the evaluation committee in the evaluation of the Technical & Commercial bids shall be final and binding on all the parties. No correspondence will be entertained outside the process of negotiation / discussion with the evaluation committee.

5.1 Preliminary Scrutiny

W & CD Department will prepare a list of firms based on the compliance to all the terms and conditions of the tender. The tenders who do not conform to the tender conditions shall be straight away rejected. All eligible tenders will be considered for further evaluation. The decision of W & CD Department will be final in this regard.

5.2 Technical Bid

The following documents shall be submitted in original.

- a) Technical bid letter in the company letterhead as per **Annexure-T1**
- b) Bid Security Declaration form **Annexure -T2**
- c) Undertaking regarding non-blacklisting (On Stamp paper of **Rs.10.00** in shape of affidavit from the Notary **Annexure –T3**
- d) Undertaking regarding non-pending of any judicial proceedings for any criminal offenses (On Bidder's Letter Head) **Annexure –T4**
- e) Check list must be filled as per **Annexure-T5** along with valid documents supporting to the bidder's claim.

5.3 TECHNICAL REQUIREMENTS FOR THE AGENCY EXPRESSING INTEREST

The tendering Agency should fulfill the following technical specification.

- a) The registered office or one of the branch offices of the Agency should be located in Odisha. Besides, if the Department of W & CD/ Head of Department of W & CD/ Controlling Officer are requiring any information pertaining to the work, the Agency should provide the name, designation, and contract number of the persons to liaise with them.
- b) They should be registered with the appropriate registration authority for **at least 7 years** as of 1st of Nov 2022.
- c) They should have **at least 3 years of experience** in providing manpower/ taking up/ should have **at least 2 ongoing similar works** (deploying IT resources for development, maintenance of MIS/software/applications developed in similar coding platforms as of the existing software/applications of the department) in Government Departments/ Public Sector Companies/ Banks, etc as of 1st of Nov 2022.
- d) They should have their own Bank Account.
- e) They should be registered with Income Tax and should have their own GST number.
- f) They should be registered with appropriate authorities under Employees' Provident Fund and Employees' State Insurance etc.

- g) They should have any other regulatory clearance that may be required to providing manpower services.
- h) The annual turn-over of the company in each of the last 3 financial years shall at least be Rs. **2 Crores**.
- i) The deployed personnel by them should be above 18 years of age & shall have working knowledge of English and Odia and shall be fulfilling the criteria as per the job descriptions mentioned in Exhibit -A.

5.4 Technical Scoring Pattern (Total Marks –100)

#	Items	Criteria	Points
(a)	Average Annual Turn Over in last three Years ending on 31-Mar- 2020, 31-Mar-2021 & 31-Mar-2022 Must submit Certificate from Chartered Accountant as a proof of annual turnover stated above	≥ 5 Crore	15
		≥ 2 Crore	10
(b)	Resource Strength - IT professionals with the company Copy of the up to date EPF deposit challan must be enclosed as a proof	≥100	20
		≥50	15
		≥30	10
(c)	Bidder should have successfully implemented / continuing with the projects similar to the scope of work mentioned in the document in time-bound manner for any Government Department / PSU in Odisha/India. (Project completion / continuing certificate stating the above criteria must be submitted for consideration)	≥ 5 Nos.	15
		≥ 2 Nos.	10
(d)	Technical Presentation (10 Minutes)		50

Minimum qualifying mark for opening of commercial bid is 60% (60 out of 100). Commercial bid of those bidders will be opened only which are technically qualified in the technical evaluation. All other commercial bids will be ignored. Final selection will be based upon Quality cum Cost Based Selection (QCBS) method.

5.5 Commercial Bid

- a) The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- b) The financial bid will be evaluated following the Quality Cost Based Selection (QCBS) method. Calculation method is given below under combined evaluation of technical & financial bid.
- c) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- d) The bid price will include all taxes and levies and shall be in Indian Rupees. Type & rate of taxes shall be mentioned separately.
- e) Any conditional financial bid would be summarily rejected.

5.6 Score Normalization

- a) The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a composite bid score using the following formula.
 - Normalized Technical Score (STech) = (Mark Secured by the Bidder X 70) / (Highest Scored obtained by any Bidder)
 - Normalized Commercial Score (SCom) = (Lowest price quoted by any bidder X 30) / (Price quoted by the Bidder)
 - Final Score (SFinal) = STech + SCom
- b. The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.
- c. In the event the bid composite bid scores are "tied", the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

Technical Bid Letter [Annexure-T1]

APPLICATION- TECHNICAL BID

For the Agency Providing Services to Department of Women and Child Development (W & CD)

1. Name of Agency:
2. Details of Bids Security Declaration:
3. Name(s) of Proprietor/Partner/Director:
4. Complete Address of registered Office:
5. Telephone Number:
6. Fax No:
7. E-Mail Address:
8. Full Address for communication(Operating / Branch Office):
9. Telephone Number:
10. Fax Number:
11. E-Mail Address:
12. Name & Telephone No. of Authorized Officer/ Person to liaise with the Department (s):
7. Name of the Bank and account number of the Agency (Attach certified copy of statement of A/c for the last Three years):
8. PAN:
9. GST No.:
10. E.P.F. Registration No.:
11. E.S.I. Registration No.:
12. Financial Turnover of the Agency for the last three Financial Years:
Annual Turn Over in last three Years ending on 31-Mar-2020, 31- Mar-2021& 31-Mar-2022. Please submit the self-attested photocopies of the audited Balance Sheet.

Financial Year	Total Amount (in lakhs)	Amount from Software Development & Consultancy only (in lakhs)	Remarks, if any
2019-20			
2020-21			
2021-22			

13. Additional information, if any (Attach Separate Sheet if space provided is insufficient)

14. Give details of **at least 2 similar contracts** (resource deployed for development/maintenance of IT software/applications) handled by the Agency during the last three years in the following format:

(If the space provided is insufficient, a Separate Sheet may be attached)

Sl. No.	Name of Client address, Telephone & Fax No.	Similar work undertaken by the Agency		Amount of contract (₹ in lakhs)	Duration of Contract	
		Type of services provided	No of resources		From	To

15. Resource Strength - IT professionals with the company. (Please submit the photocopy of the EPF Challan in support of resource strength or certificate from HR)

No. of Computer/IT Professional	
No. of non-Computer/IT Professional	

16. Additional information, if any (Attach Separate Sheet, if required):

Signature of Authorized Person

Date:

Name:

Place:

Seal:

Declaration

1. I, _____ Son/ Daughter/ Wife of
Shri _____ Proprietor /
Director/ Authorized Signatory of the Service Provider, mentioned above, am competent to
sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake
to abide by them.

3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I /We am/ are aware of the fact that
furnishing of any false information/ fabricated document would lead to rejection of my tender
at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Person

Date:

Name:

(Annexure –T2)

Bid Security Declaration Form

(On Bidder's Letter Head)

Tender Notice No:

Date:

To,

**The Additional Secretary to Government
W & CD Deptt., Government of Odisha
Lokseva Bhavan, Bhubaneswar – 751001**

I, _____, the _____ (Designation) of (Name of the Organisation) in witness whereof agree to submit this Bid Security Declaration Form as a part of or Technical Proposal. We understand that we shall be liable under this declaration to comply with all terms and conditions of the tender document. This declaration shall be in force, until the Selected Bidder is announced by the Client or in case we are declared as the Selected Bidder, this declaration shall be in force till we submit the Performance Bank Guarantee as per the provisions of the tender document.

While this declaration is in force, we understand that the authority may reject our Proposal and / or blacklist us from participating in any further tendering process for a period of three years as may be deemed fit under the following reasons:

1. We withdraw our Proposal during the bid validity period as specified in the tender document.
2. We do not respond to requests for clarification on our Proposal.
3. We fail to provide required information during the evaluation process or are found to be nonresponsive or have provided false information in support of our qualification.
4. If we fail to:
 - a) Provide any clarifications to client:
 - b) Agree to the decisions taken during any contract negotiations.
 - c) Sign the Services Agreement within the prescribed time period (15 days)
 - d) Furnish the required Performance Bank Guarantee in time
5. Any other circumstance which holds the interest of the client during the overall Tender Process.

Name of the Authorised Representative:

Signature of the Authorised Representative with Date and Seal

Address of the Bidder:

(Annexure –T3)

UNDERTAKING

[On the Stamp Paper of Rs. 10.00 in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organisation has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature

[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

(Annexure –T4)

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our organisation or against the Proprietor/Director/Persons to be deployed by our organisation.

I/we further certify that Proprietor/Director/Persons to be deployed by our organisation have not been convicted of any offence in any Court in Odisha / India during the recent past. I understand that, I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature

[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

Technical Check List [Annexure-T5]

#	Description	Submitted
1	Application - Technical Bid	
2	Declaration	
3	Self-attested copy of registration of agency	
4	Certified copy of the statement of bank account of agency for the last three years	
5	Self-attested copy of PAN Card	
6	Self-attested copy of the IT Return filed by agency for last three years.	
7	Self-attested photocopies of the audited Balance Sheet for last three years.	
8	Self-attested copy of the GST registration certificate.	
9	Self-attested copy of the P.F. registration letter/ certificate.	
10	Self-attested copy of the E.S.I. registration letter/ certificate.	
11	Self-attested copy of the one recent EPF deposit challan.	
12	Certified documents in support of entries in section 14 of Technical Bid application (copy of similar contracts).	
13	Copy of the terms and conditions in tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.	
14	Bid Security Declaration form Annexure -T2	
15	Undertaking regarding non-blacklisting (On Stamp paper of Rs.10.00 in shape of affidavit from the Notary Annexure -T3	
16	Undertaking regarding non-pending of any judicial proceedings for any criminal offenses (On Bidder's Letter Head) Annexure -T4	
17	Technical Check list Annexure- T5	

Authorized Signatory

Date:

Name& Sign:

Designation:

Price Bid Letter [Annexure-C1]

APPLICATION – FINANCIAL BID

For Providing Services to Department of Women and Child Development (W & CD)

1. Name of the service provider: _____
2. Combined quote price (in INR) for putting 10 resources: _____

Sl No	Designation	No
1	Project Manager, IT	1
2	Senior Software Developer	1
3	Junior Software developer	2
4	Mobile Application Developer (native android)	1
5	Maintenance Engineer (H/W)	1
6	Data Entry Operator-cum-Documentation Officer	4
	Total	10

3. Please quote for putting additional resources, if any required by the department for deployment for any specific task or time period in future.

Sl No	Designation	Quote Price (INR)
1	Project Manager, IT	
2	Senior Software Developer	
3	Junior Software Developer	
4	Mobile Application Developer (native android)	
5	Maintenance Engineer (H/W)	
6	Data Entry Operator-cum-Documentation Officer	

Notes:

- The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
- The payment shall be made on conclusion of the calendar month only based on the number of working days for which duty has been performed by each resource person.

We undertake in competing for and, if the award is made to us, in executing the above services, we will strongly observe the laws against fraud and corruption to force in India namely Prevention of Corruption Act 1988. We understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Signature of Authorized Person

Date:

Name& Sign:

Place:

Seal:

Exhibit-A

TERMS & CONDITIONS/ TERMS OF REFERENCE

1. The Agreement shall commence from award of contract and shall continue for three years unless it is curtailed or deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire after three years from award of contract unless extended further by the mutual consent of the Agency and the authority.
3. The Agreement may be extended, on the same terms and condition or with some additions/ deletions/ modification, for a further specific period mutually agreed upon by the Agency and the authority.
4. The Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the authority.
5. The Department of W & CD, at present has tentative 19 (Nineteen) online welfare services/ programs. The requirement of the Department of W & CD may further increase or decrease marginally, during the period of initial contract on the same terms and conditions.
6. The Agency will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent quotation. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
7. The authority reserves the right to terminate the agreement at any time after giving 7 days' notice to the Agency.
8. The person deployed shall be required to report for work at 10.00 AM to the Officer as may have been kept in charge of the office establishment of the Office concerned and would leave at 5:30 PM and may also require to work beyond 5:30 PM for which she/ he would not be paid any extra remuneration. In case the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The Agency shall nominate a coordinator who shall be responsible for immediate interaction with the Department of W&CD so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower service deployed in the Department of W&CD or office concerned shall be that of the manpower service provider and the Department of W&CD or office concerned will in no way be liable. It will be the responsibility of the Agency to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidences as may be required by the Department of W&CD of office concerned.
11. The payment of remuneration to the agency has to be through bank account only. No payment in cash can be made to them.
12. For all intents and purposes, the Agency shall be "employer" within the meaning of different rules and acts in respects of manpower so deployed. The person deployed by the Agency shall not have any claim whatsoever like employer-employee relationship against the Department of W&CD or office concerned.
13. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The Department of W&CD shall, in no way be responsible for settlement of such issue, whatsoever, in case the Grievance of the

deployed person are not attended to by the Agency, the deployed person can place their grievance before a joint committee consisting of a representative of the Department of W&CD and authorized representative of the Agency.

14. The Department of W&CD shall not be responsible for any financial loss or any injury to any person deployed by the Agency in the course of their performing the functions/ duties, or for payment towards any compensation.
15. The persons deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the current or after expiry of the Agreement.
16. In case of termination of this agreement in its expiry or otherwise, the persons deployed by the Agency shall not be entitled to and shall have no claim for any absorption in regular or in any other capacity.
17. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Agency.
18. The Agency must be registered with the concerned Govt. Authorities i.e., Labour commission, Provident fund authorities, Employees State Insurance Corporation etc. and a copy of the registry documents should be submitted. The Agency shall comply with all the legal requirements for obtaining license under contract labour (regulations and abolition) act, 1970 if any at his own part of cost.
19. The Agency shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Agency. The Agency shall be responsible for contributions towards provident fund and employee state insurance, whatever applicable.
20. The person deployed by the Agency should have good police records and no criminal case should be pending against them.
21. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Department of W & CD and office concerned. The Agency shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

22. The persons deployed shall during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Agency as well as the person deployed liable for penal action under the application laws besides, action for breach of contract.
23. The Agency shall also be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of the workers in respect of the persons deployed by it in the Department of W&CD or office concerned shall have no liabilities in this regard.
24. The Agency shall also be liable for depositing all taxes levies, cess, etc. on account of services rendered by it to the Department of W&CD or office concerned to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Self-attested photo copies of such documents shall be furnished to the Department of W&CD or office concerned.

25. The Agency shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the Department of W & CD office concerned or any other authority under law.
26. The Tax Deduction at Source (TDS) shall be done as per the provision in Income Tax Act/ Rule, as amended from the time to time and certificate to this effect shall be provided by the Department of W & CD or office concerned.
27. In case the Agency fails to comply with any liability under appropriate law and as result thereof, the Department of W & CD or the office concerned is put to any loss/ obligation, monetary or otherwise, the Department of W & CD or the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the Agency to the extent to the loss or obligation in monetary terms.
28. Agreement is liable to terminated because of non-performance deviation of terms and condition of contract. The Department of W & CD will have no liability towards non-payment of remuneration to the person employed by the Agency and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department of W & CD or office concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the security deposit.

FINANCIAL

29. The successful bidder will have to deposit a security amount of one lakh only in the form of fixed deposit receipt (FDR) made in the name of the Department but hypothecated to the Director, Department of W & CD, covering the period of contract. In case the contract is further extended beyond initial period the FDR will have to be accordingly renewed by the successful bidder.
30. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the Agency shall be liable to be forfeited besides annulment of the agreement.
31. The Agency shall raise the bill in triplicate along with attendance sheet duly verified by the Department of W&CD or Office concerned in respect of the persons deployed and submit the same to the prescribed authority latest by 7th of the succeeding month for release of payments. However the Agency shall ensure payment to its engaged manpower by 1st week of every succeeding month without waiting for release of payment from the Department.
32. The claim in bills regarding employees' state insurance, provident fund, service tax, etc. should necessarily be accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished at the discretion of the Department of W&CD or office concerned.
33. The authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at later stage.
34. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher Authority or controlling officer for his decision and the same shall be binding on all parties.
35. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
36. The successful bidder will enter into an agreement with this Department of W&CD for supply of suitable and qualified manpower as per equipment of this Department of W&CD on the above terms and conditions.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE UNDERTAKING THE SERVICES.

1. List of Manpower shortlisted by agency for deployment in Department of W&CD containing full details i.e., Full name, date of birth, marital status, address, educational qualification etc.
2. CV of all resource persons.
3. Any other document considered relevant.

LIST OF MANPOWER TO BE DEPLOYED

Sl No	Designation	No	Scope of Work	Qualification	Experience
1	Project Manager, IT	1	1.Management of Overall IT Initiatives of the Department, overseeing the IT team and their work allocation and adherence to the timeline	B. Tech/MCA with MBA	At least 12 years
2	Senior Software Developer	1	Development, deployment, and maintenance of the MIS/software solutions	B. Tech/MCA having expertise in language 1. Java (1)	At least 8 years
3	Junior Software developer	2	Development and maintenance of the MIS/software solutions	B. Tech/MCA having expertise in language 1. Java (1), 2. PHP (1)	At least 3 years
4	Mobile Application Developer (native android)	1	Development, deployment, and Maintenance of the Mobile Application	B. Tech/MCA having expertise in mobile application development	At least 5 years
5	Maintenance Engineer (H/W)	1	For Maintenance of Hardware Equipment of the Dept., Networking, Conference Hall Matters	Diploma / B. Tech (IT/CSE/AE&I), CCNA	At least 3 years
6	Data Entry Operator-cum-Documentation Officer	4	Data entry, cleaning, Uploading of Documents, report generation and other.	Graduate having PGDCA or similar diploma, expertise in data entry	Fresher
	Total	10			

Job Description

a. Project Manager, IT

The Information Technology Project Manager will plan, establish, and manage information technology (IT) projects and will serve as a liaison between the non-technical and technical aspects of assigned projects.

Supervisory Responsibilities:

- Assign duties and responsibilities and oversees workflow of project staff.
- Oversee the day-to-day smooth running of multiple MIS/applications of the department.
- Handle issues/queries from the field users as well as the developer team.

Duties/Responsibilities:

- Manage assigned IT projects to ensure adherence to schedule, delivery and scope of project as well as the change requests.
- Develop, maintain, and revise technical documents for assigned projects including project objectives, technologies, systems, information specifications, timelines.
- Set and track project milestones; manage and account for unforeseen delays, then realign schedules and expectations as needed.
- Establish and implement project communication plans, providing status updates to department officials and other relevant stakeholders.
- Collect, analyze, and summarize information and trends as needed to prepare project status reports.
- Performs other related duties as assigned by the department.
- Maintenance of existing IT applications/software/MIS in use in the department.

Required Skills/Abilities:

- Organized with attention to detail.
- Excellent analytical, logical thinking, and problem-solving skills.
- Excellent verbal and written communication skills.
- Thorough understanding of project management principles and planning.
- Thorough understanding of information technology procedures and practices.
- Proficient with, or able to quickly become proficient with, a range of general and specialized applications, software, and hardware used in the organization and the industry.
- Proficient with Microsoft Office Suite.
- Ability to motivate groups of people to complete a project in a timely manner.
- Knowledge on agile software development practices.
- Knowledge on JIRA, Git and CICD pipelines.

Education and Experience:

- B. Tech in computer science or Information Technology/MCA with Masters in Business Administration required.
- Project Management certification, preferred.
- At least 12 years of related experience required.

b. Senior Software Developer

The Senior Software Engineer will build MIS/software applications, participating in the design process from beginning to end and lead the development process.

Supervisory Responsibilities:

- May review, mentor, or oversee the work of junior software developers.

Duties/Responsibilities:

- Contribute to all stages of software development lifecycle
- Design, implement and maintain MIS software/applications that can be high-volume and low latency
- Analyze user requirements to define development objectives
- Envisioning system features and functionality
- Define application objectives and functionality
- Ensure application designs conform with business goals
- Develop and test software
- Identify and resolve any technical issues arising
- Create detailed design documentation
- Develop technical designs for application development
- Write well designed, testable code
- Conducting software analysis, programming, testing, and debugging
- Deployment of the developed software onto department's server.
- Support continuous improvement, investigating alternatives and technologies, and presenting for architectural review
- Performs other related duties as assigned by the department
- Maintenance of existing IT applications/software/MIS in use in the department.

Required Skills/Abilities:

- Proficiency in Java, with a good understanding of its ecosystems
- Sound knowledge of Object-Oriented Programming (OOP) Patterns and Concepts
- Familiarity with different design and architectural patterns
- Skill for writing reusable libraries
- Knowhow of concurrency patterns
- Basic Understanding of the concepts of MVC (Model-View-Controller) Pattern, JDBC (Java Database Connectivity), and RESTful web services
- Knowledge on Service-oriented architecture
- Web Technologies like HTML, JavaScript, CSS, JQuery, Ajax
- Markup Languages such as XML, JSON
- Abstract classes and interfaces
- Excellent analytical, logical thinking, and problem-solving skills.
- Knowledge on agile software development practices.
- Knowledge on JIRA, Git and CICD pipelines.
- Experience with third-party libraries and APIs
- Knowledge on .Net or PHP platform is an added advantage.

Education and Experience:

- B. Tech in Computer Science or Information Technology/MCA required.
- At least eight years of related experience required.
- The resource person should have developed at least 3 applications in the desired language in his/her previous work experience(s).

c. Junior Software Developer

The Junior Software Engineer will build MIS/software applications as per the requirement.

Duties/Responsibilities:

- Contribute to all stages of software development lifecycle
- Design, implement and maintain MIS software/applications that can be high-volume and low latency
- Develop and test software
- Identify and resolve any technical issues arising
- Write well designed, testable code
- Conducting software analysis, programming, testing, and debugging
- Develop documentation to help users
- Support continuous improvement, investigating alternatives and technologies, and presenting for architectural review
- Maintenance of existing IT applications/software/MIS in use in the department.
- Performs other related duties as assigned by the department

Required Skills/Abilities:

- Proficiency in Java/PHP, with a good understanding of its ecosystems
- Familiarity with different design and architectural patterns
- Skill for writing reusable libraries
- Basic Understanding of the concepts of MVC (Model-View-Controller) Pattern, JDBC (Java Database Connectivity), and RESTful web services
- Web Technologies like HTML, JavaScript, CSS, JQuery, Ajax
- Markup Languages such as XML, JSON
- Excellent analytical, logical thinking, and problem-solving skills.
- Knowledge on agile software development practices.
- Knowledge on JIRA, Git and CICD pipelines.
- Experience with third-party libraries and APIs
- Knowledge on .Net platform is an added advantage.

Education and Experience:

- B. Tech in Computer Science or Information Technology/MCA required.
- At least three years of related experience required.
- The resource person should have developed at least 2 applications in the desired language in his/her previous work experience(s).

d. Mobile Application Developer

The mobile application developer will build native android based mobile applications, participating in the design process from beginning to end.

Duties/Responsibilities:

- Contribute to all stages of software development lifecycle
- Design, implement and maintain applications that can be high-volume and low latency
- Analyze user requirements to define development objectives
- Envisioning system features and functionality
- Define application objectives and functionality
- Ensure application designs conform with business goals
- Develop and test mobile applications
- Identify and resolve any technical issues arising
- Create detailed design documentation
- Develop technical designs for application development

- Write well designed, testable code
- Conducting application analysis, programming, testing, and debugging
- Develop documentation to help users
- Support continuous improvement, investigating alternatives and technologies, and presenting for architectural review
- Maintenance of existing IT applications/software/MIS in use in the department.
- Performs other related duties as assigned by the department

Required Skills/Abilities:

- Strong knowledge of Android SDK, different versions of Android, and how to deal with different screen sizes
- Familiarity with RESTful APIs to connect Android applications to back-end services
- Strong knowledge of Android UI design principles, patterns, and best practices
- Experience with offline storage, threading, and performance tuning
- Ability to design applications around natural user interfaces, such as “touch”
- Familiarity with the use of additional sensors, such as gyroscopes and accelerometers
- Knowledge of the open-source Android ecosystem and the libraries available for common tasks
- Ability to understand business requirements and translate them into technical requirements
- Familiarity with cloud message APIs and push notifications
- Understanding of Google’s Android design principles and interface guidelines
- Familiarity with different design and architectural patterns
- Skill for writing reusable libraries
- Knowledge on Service-oriented architecture
- Excellent analytical, logical thinking and problem-solving skills.
- Knowledge on agile software development practices.
- Knowledge on JIRA, Git and CICD pipelines.

Education and Experience:

- B. Tech in computer science or Information Technology/MCA required.
- At least five years of related experience required.
- The resource person should have developed at least 3 applications in the desired language in his/her previous work experience(s).

e. Maintenance Engineer (H/W)

The maintenance engineer (H/W) shall be responsible for maintaining the network /LAN connectivity in the department/of the department users.

Duties/Responsibilities:

- Carry out routine maintenance work and respond to equipment faults
- Diagnose breakdown problems
- To provide network support and general configuration.
- Basic technical support at the network level: WAN and LAN connectivity, routers, firewalls, and security.
- Configure and install various network devices and services (e.g., routers, switches, firewalls, load balancers, VPN, QoS).
- Remote access solution implementation and support: VPN.
- Support print Issues and printer networking issues.

- Performs other related duties as assigned by the department

Required Skills/Abilities:

- Have good knowledge about different network design and topologies that interact to form a secure IT network.
- Should execute IP addressing scheme and IP services to meet specific network requirements.
- A proper understanding of routing and router operations on Cisco devices will make it easier to resolve issues.
- Excellent communication skills
- Attention to detail
- Analytical mind and problem-solving aptitude
- Strong organizational skills

Education and Experience:

- BCA/Diploma/B. Tech in computer science or Information Technology/MCA required.
- At least three years of related experience required.
- CCNA or any other relevant certification required.
- f. Data Entry Operator-cum-Documentation Officer**

The software tester will be responsible for doing data entry, cleaning, uploading of documents, and report generation as per the requirement of the department.

Duties/Responsibilities:

- Creating digital documents from paper or dictation.
- Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.
- Capturing data into digital databases and performing regular backups.
- Monitoring and reviewing databases and correcting errors or inconsistencies.
- Generating and exporting data reports, spreadsheets, and documents as needed.
- Performs other related duties as assigned by the department

Required Skills/Abilities:

- Excellent typing abilities.
- Excellent time management and multitasking abilities.
- Proficiency in data capturing and office management software such as MS Office and Google Suite.
- The ability to manage and process high volumes of data accurately.
- Good understanding of databases and digital and paper filing systems.
- Keen eye for detail and the ability to concentrate for extended periods.
- Excellent verbal and written communication skills.
- Attention to detail

Education and Experience:

- Bachelor's degree in any stream is required.
- PGDCA or similar certifications is required.
- Fresher (Any related work experience is an added advantage).

List of Existing IT MIS/Software/Application Platforms of the Department

Sl. No.	Name of the Application	Description	Section/ Scheme	Platform
1	MAMATA App & Mis Portal	Direct benefit transfer to the bank a/c of pregnant women & lactating mothers through IFMS gateway.	MAMATA	JAVA
2	Engagement - AWW portal	For engagement of AWWs	ICDS(G)	JAVA
3	e- Manadeya Portal	To ensure timely and regular payment of honorarium to the AWWs /AWHs.	ICDS(G)	JAVA
4	MoChhatua Application	For Streamlining supply chain management of Take-Home Ration.	ICDS(N)	PHP
5	e-Pragati MIS Portal	For ICDS MPR and monitoring of ICDS indicators.	Monitoring Cell	ASP .NET
6	Mo- Shishu Portal	Information Management and monitoring system exclusively for child Protection Service and GIA management of CCIs	Child Welfare	JAVA
7	WCD Website	Department Website	W&CD Dept.	PHP
8	Ashirbad Portal	For specially cared children who are orphaned in COVID-19	Child Welfare	PHP
9	e-Kalika	Developed for real-time monitoring of functioning of the creches	ICDS(N)	JAVA
10	MIS Portal for WD Schemes	Monthly Quarterly Annually performance report collection from district through MIS web portal for Analysis under PWDV and other Acts.	Women Development	JAVA
11	Working Women's Hostel	For the day-to-day management of the WWH and all the process for the application and inmates etc.	Women Development	ASP .NET
12	e-Cashbook (OSCPs)	An MIS to manage the scheme wise fund status, expenditure & generation of UC for the State, District & NGOs	Child Welfare	JAVA

13	AWC Infra MIS	To capture the infrastructure facilities of each AWC through mobile app for AWW, tracking construction of new AWCs & identifying vibrant AWCs.	ICDS	JAVA
14	E-Procurement	Streamline End2End Procurement process of Uniform, Shoes&Socks, Sweaters with facility to monitor distribution status at AWCs	ICDS	JAVA
15	E-Cashbook (WCD)	Cashbook application to maintain budget, allocation & expenditure for all sections & schemes starting from State to AWC level	Finance	JAVA
16	E-Payment	For Streamlining supply chain management of Hot Cooked Meal. (Foodgrain & Fund Management)	ICDS(N)	JAVA
17	Single Sign On	A single gateway to access all the MIS applications at once on a common platform	Department	JAVA
18	Executive Dashboard	An Integrated Dashboard combining important KPIs of different schemes for effective tracking and decision making at the administrative level	Department	JAVA
19	e-Prashikyan	Training Management Information system with e-library and trainers resource pool	Training	PHP

Sd/-

Additional Secretary to Government
W & CD Department, Govt. of Odisha