

Corrigendum 2.0

Tender ID: 5391, Published on: 17.04.2023

Annexure-II

Tender Title: RFP for SAP Support and Maintenance Services

(A)Corrigendum

Sl. No	Reference in RFP (Page No/Clause)	Original Clause in RFP	Revised Clause in RFP	Remarks
1	S. No 7 of Annexure -10 of 'Position Proposed' at Page number – 71	SAP Consultant for District Support 1 st	The same may be read as – “SAP Support Executive 1”	Please reference revised annexure - 10 attached as Enclosure -I
2	S. No 8 of Annexure -10 of 'Position Proposed' at Page number – 71	SAP Consultant for District Support 2 nd	The same may be read as – “SAP Support Executive 2”	
3	S. No 9 and S. No 10 of 'Position Proposed' Annexure -10 at Page number – 71	SAP Consultant for District Support 3 rd and 4 th	These two positions at S. No 9 and 10 stands deleted.	
4	3.6 SAP Manpower Structure 'Job Description' S. No. – 7 at Page 21	SAP Consultant for District Offices Support (Junior) from HO (With FI Exposure)	The SAP Consultant may be read as – “SAP Support Executive (With FI Exposure)”	
5	S. No – 5: Technical Capability of Section – 5.5 – Pre-qualification Criteria:	The bidder must have experience of successful implementation and support of at least three (3) projects based on SAP applications during past five years from the date of bid submission.	The revised clause may be read as – “The bidder must have experience of successful implementation and support of at least three (3) projects based on SAP applications during past five years from the date of bid submission.”	

BSP

		<p>From above submitted three (3) successful implementations / support services, at least one project should be full scope implementation of the SAP enterprise application covering functional areas such as FI/CO, MM, SD, PP</p>	<p>From above submitted three (3) successful implementations / support services, at least one project should be full scope implementation of the SAP enterprise application with covering at least three functional areas from FI/CO, MM, SD, PP and FI/CO will be mandatory of the three.</p>	
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(B)Addendum

SI No	Location (Page No/Clause)	Existing	Added	Remarks
1	Not Available	Not Available	Enclosure-II	As per Enclosure-II

BP

(C) Response to Pre Bid Queries

Sl No.	Tender Reference	Page No./ Clause No.	Content of Tender	Query	Response
1	2.3 Project Objective	Page - 9	The scope of the work is dynamic in nature and may be updated as per the requirement of OSCSC from time to time	Request to close the open-ended scope and anything beyond the scope defined will be treated as Change request and necessary cost has to be provided by the vendor and with mutual discussion the same has to be provided	The bidder is required to provide relevant resources with desired experience who will support the OSCSC officials to carry-out the activities defined in the scope of work of the RFP document. The number and type of profiles are already listed in the RFP document by OSCSC. Further, the payment by OSCSC to the selected bidder shall be made on a monthly basis, based on the number of resources deployed and the monthly performance of resources in executing the defined scope of work and not on milestone basis. For any substantial changes in the scope which require deployment of additional resources will be considered separately as a change request and OSCSC may ask selected bidder for deployment of additional resources as per the rates quoted by the bidders.
2	3 Scope of work	Page - 13	As the need arises the SAP Support Agency will also be required to do relevant mapping of the business processes as decided by OSCSC from time to time as per business needs, as detailed in the scope of	Detailed clarification of expected business process mapping in terms of capping required	The SAP system is already deployed and is in use at OSCSC both at HQ and District office. The system is being used by the OSCSC officials also for carrying out regular activities as detailed out under the scope of work in the RFP document. The resources provided by the selected bidder shall be required to help OSCSC in carrying out these activities wherever required.

SI No.	Tender Reference	Page No./ Clause No.	Content of Tender	Query	Response
			work.		Further, there may be need for modifications/enhancements/upgradation from time to time as per the requirement of Department of FS&CW, Govt of Odisha/OSCSC/FCI/Gol etc or due to upgradation of software/application which are integrated with SAP system or need for development of additional reports as per the requirement of OSCSC. To accommodate such changes the resources deployed by the selected bidder shall be required to support OSCSC officials in carrying out necessary activities required for the implementation of the changes as per the requirement of OSCSC. In case OSCSC will feel the need for deployment of additional resources in carrying out such activity due to scarcity of time, then OSCSC may ask for deployment of additional resources as per the rates quoted against similar profiles by the selected bidders. This will be considered as Change request by OSCSC.
3	3.1.1 Operation & Maintenance of existing SAP Modules	Page – 13	Support should be provided every day of the year and any time of the day as the need might arise and the SAP Support Agency is to plan accordingly.	Clarification required for operation time and support as per the operation time of the office	The bidder is required to work during normal office working hours only. However, OSCSC on need basis under some unavoidable circumstances may ask the resource deployed by the bidder to provide support on critical activities beyond office hours / holidays / weekends as the case may be.

PSB

Sl No.	Tender Reference	Page No./ Clause No.	Content of Tender	Query	Response
					No extra payments will be made for working on extended hours / Saturdays / Sundays / Holidays to meet the committed/required activities.
4	3.1.2 Upgradation/ Enhancement & Development activities	Page – 15	Technical support for scheme wise reports and other reports required by Gol and GoO, also as per internal requirement of OSCSC to be generated from SAP	Request a capping on the number of reports and enhancements that needs to be carried out as the statements are open-ended	Please refer response to query number 1 above
5	3.1.2 Upgradation/ Enhancement & Development activities	Page – 15	Controlling (CO) module implementation/upgradation/enhancement.	Detailed Scope requested	Pl. refer response to query number 2 above.
6	3.1.2 Upgradation/ Enhancement & Development activities	Page – 15	Integration with other applications and SAP modules (to be implemented, if any) as the need may arise.	Requested to close the open-ended scope with capping.	The Major Module for integration is listed out in the Section 3.1.4 of the RFP. Apart from this please refer response to query number 2 above.
7	3.1.3 Data Migration from Legacy system to SAP	Page – 16	The Legacy System wise details of records/ files available for Data Migration is Listed below as per the table	More clarification required on the migration data in terms of availability format (hard copy/soft copy and their details)	The Data to be migrated is in soft copy format only. OSCSC shall provide the selected bidder with data in Excel / CSV/ XML format for migration.
8	3.1.4 Seamless integration of existing system	Page – 16	To perform the maintenance and the upgradation of the existing integration with	Clarification related to P-PAS required related to Partially Integrated but upgradation/ enhancement to be done.to be	The Integration module for P-PAS system is in place but OSCSC may ask the selected bidder to enhance the integration in terms of validation / back-end response / return

PP

Sl No.	Tender Reference	Page No./ Clause No.	Content of Tender	Query	Response
	with SAP		SAP modules	explained	response etc and add some additional fields in the existing integration.
9	3.3 Training	Page – 19	The SAP Support Team shall conduct adequate number of training sessions spread over the contract period as & when required.	Request to close the open-ended scope with capping in terms of training hours or with number of resources to be trained	Initially for the first & last two months the selected bidder shall be required to provide training twice in a month to the OSCSC users. On Completion of 2 months, 1 Refresher training shall be arranged by the selected bidder every month. However, OSCSC may ask to provide training to new / transferred resources as and when required.
10	3.5 Support Model	Page – 20	The selected vendor shall be responsible for all steps necessary for maintenance of the SAP system including gathering requirements, testing, data migration, training, bug fixing, patch management, enhancements etc.	Detailed scope with RACI requested	Pl. refer response to query number 2 above.
11	5.5 Prequalification Criteria	Page – 42	Annual Turnover: The Bidder should have average annual turnover of at least INR 2 Crores in last three financial years (i.e., 2019-20, 2020-21 and 2021-22)	Request to increase the turnover to at least 10 Cr in the last three financial years (i.e., 2019-20, 2020-21 and 2021-22)	No change
12	5.5 Prequalification	Page – 42	Technical Capability: The bidder must have	Request to amend as " The bidder must have	Please refer to this Corrigendum.

Sl No.	Tender Reference	Page No./ Clause No.	Content of Tender	Query	Response
Criteria			<p>experience of successful implementation and support of at least three (3) projects based on SAP applications during past five years from the date of bid submission. From above submitted three (3) successful implementations / support services, at least one project should be full scope implementation of the SAP enterprise application covering functional areas such as FI CO, MM, SD, PP</p>	<p>experience of successful implementation and support of at least three (3) projects based on SAP applications during past five years from the date of bid submission. From above submitted three (3) successful implementations / support services, at least one project should be full scope implementation of the SAP enterprise application covering any three functional areas such as FI CO, MM, SD, PP</p>	

Handwritten signature/initials in blue ink.

(D) Enclosure

Enclosure – I

Annexure-10: SUMMARY OF CVS OF PROPOSED KEY PROFESSIONAL FOR THE ASSIGNMENT

(Note: The selected bidder needs to submit the candidate's self-attested certificates of the required stated educational qualification and experiences, as and when required by the department)

Sl. No.	Name of the Candidate	Position Proposed	Highest Educational Qualification	SAP Functional/ Technical Consultant Experience in years	Expertise in SAP modules/s	Have SAP Certification
1		FI/CO Functional Consultant cum Project Lead (Senior)				
2		FI/CO Functional Consultant (Junior)				
3		MM & PP Functional Consultant (Senior)				
4		SD Functional Consultant (Junior)				
5		PI/PO & BASIS Technical Consultant (Junior)				
6		Workflow & ABAP Technical Consultant (Senior)				
7		SAP Support Executive 1				

BP

Sl. No.	Name of the Candidate	Position Proposed	Highest Educational Qualification	SAP Functional/ Technical Consultant Experience in years	Expertise in SAP modules/s	Have SAP Certification
8		SAP Support Executive 2				

I hereby declare that the information provided above is true to my knowledge.

Yours Sincerely,

(Signature)

Name:

Designation:

Date:

Stamp:



Enclosure – II

ONLINE BIDDING PROCESS

1. Potential bidders participating in the bidding process will be required to submit a detailed Technical Bid & Financial Bid in response to the Tender Call Notice.
2. **Registration in Portal:** Bidders intending to participate in the tender are required to register in the Portal i.e. www.tendersodisha.gov.in furnishing required information about them. This is a onetime activity for registering in Portal. During registration, the Bidder has to attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class (Class II or Class III) issued from a registered Certifying Authority recognised by CCA India such as n-Code, Sify, TCS, MTNL, etc. He / She has to submit the relevant information as asked for about him / his firm / company. The portal registration of the bidder is to be authenticated by the State Procurement Cell after verification through online certificates / documents such as (i) PAN and (ii) Registration Certificate (RC) / GST Registration Certificate and GSTIN (for procurement of goods) of the concerned bidder. The time period of validity in the portal is at par with validity of RC / GST Registration Certificate and GSTIN. Any change of information by the bidder is to be re-authenticated by the State Procurement Cell. After successful authentication bidder can participate in the online bidding process.

To log on to the portal the Bidder is required to type his/her user ID and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal. Only one valid DSC should be registered by a Bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

Bidders are advised to register their valid e-Mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

3. **Downloading Tender Documents:** The tender documents uploaded by the Tender Inviting Officer in the website www.tendersodisha.gov.in will appear in the section of "**Upcoming Tender**" before the due date of tender sale. Once the due date has arrived, the tender will move to "Active Tender" Section of the *homepage*. The publication of the tender will be for a specific period of time till the last date of submission of tenders as mentioned in the 'Notice Inviting Tender' after which the same will be removed from the list of Active tenders. Any bidder can view or download the tender documents from the website.
4. Furnishing scanned copy of all required documents with his / her signature is mandatory otherwise his/her tender shall be declared as non-responsive and thus liable for rejection.
5. Tender document Fees & Earnest money Deposit shall be in shape of payment through online system only through a process as per works Department office Memorandum vide Letter No.17254 dated 05.12.2017 failing which the bid shall be rejected (Copy of the Memorandum is attached).
6. A bid is said to be complete if accompanied by cost of bid document and appropriate bid security. The system shall consider only the last bid submitted through the e-Procurement portal.
7. In the case of any failure, malfunction, or breakdown of the electronic system used during the e-tender process, the tender inviting authority shall not accept any responsibility for failures or breakdowns other than in those systems strictly within their own control.
8. Any third party/company/person under a service contract for operation of e-tender system in the State or his/her subsidiaries or their parent companies shall be ineligible to participate in the tender processes that are undertaken through the e-tender system irrespective of who operates the system.
9. **Format of the Tender:** The Tender shall be submitted in two parts:
 - (a) Part I : Technical Bid
 - (b) Part II : Financial Bid



10. **Contents of Technical Bid:** The bidder must submit the particulars / documents as detailed in Check List given in the tender document online within the timeline as set out in the Notice Inviting Tender failing which the tender ***shall be treated as incomplete and disqualified in Technical Bid.***

11. **Contents of Financial Bid:**

- a. The Bidder must upload the Financial Bid online as prescribed in the specified location only in the protected Bill of Quantities **online BoQ (in “.xls” format)**.
- b. The Bidder shall submit the financial bid online.
- c. Mentioning of rate anywhere in the bid documents other than the designated location of financial bid (online BoQ) by the Bidder shall result in disqualification of the Bidder.

12. **Signing of Tender:**

- (a) The prospective bidder can download the tender from the website anytime after issue of tender and save it in his system and undertake the necessary preparatory work off-line and upload the completed bid with his/her signature at his convenience within the due date and time of submission. The bidder shall only submit ***single*** copy of the tender including required documents and Financial Bid in the e-Procurement portal i.e. www.tendersodisha.gov.in within due date of submission. In the Financial Bid the bidder has to write the figures in the designated cell only. The Bidders are advised to up-load the completed Tender document well ahead of the last date & time of receipt to avoid any last moment problem of power/link failures etc.
- (b) The bidder shall go through the Tender carefully and list the documents those are asked for submission. He shall prepare all documents including declaration form, annexures and price bid etc., and store in the system. The bidder shall also ensure payment of Tender document fee and EMD before submission of tender completed in all respects.
- (c) The Bidder shall log in to the portal with his DSC and move to the desired tender for uploading the documents in appropriate place one by one simultaneously checking the documents. Once the Bidder makes sure that all the documents have been up-loaded in appropriate place, he clicks the submit button to submit the tender to the portal.



(d) The tenders once submitted by due date cannot be retrieved or corrected. Tenders cannot be re-opened and cannot be submitted after due date and time. Therefore, only after satisfying that all the documents have been uploaded, the bidder should click on submit button.

(e) In the e-Procurement process each process is time stamped. The system can identify each individual who has entered into the portal for any tender and the time of entering in to the portal.

(f) The Bidder should ensure clarity of the document uploaded by him to the portal especially the scanned documents by taking out sample printing. Non-submission of legible documents may render the tender non-responsive.

13. **Signing of Tender:** The Bidder shall digitally sign on all statements, documents and certificates uploaded by him, owning responsibility for their correctness/authenticity as per IT Act 2000. If any of the information furnished by the Bidder is found to be false/fabricated/bogus, Corporation shall have the right to disqualify him/her without giving any notice or reason without prejudice to the other rights like forfeiture of EMD or summarily terminate the contract with forfeiture of Security Deposit, as the case may be, and may take any other steps that the Corporation may have under the Contract and Law which includes debarment on participating in any tender of OSCSC for a period of 05 years.

14. **Submission of Tender:** For submission of Tenders through the e-Tender Portal, the bidder shall upload the scanned copy/copies of document in prescribed format wherever warranted in support of eligibility criteria and qualification information. The bidder shall have to produce the original documents in support of the scanned copies of documents, statements etc. uploaded in the portal on the specified date. Bid documents may be scanned with 100 dpi with black and white option.

Any addendum /corrigendum /correction issued shall be part of the tender documents and shall be notified in the website. And the bidder is required to take those into account before submitting the tender by the due date.

The Officer inviting tender will provide entire tender document along with appendices and enclosures in the portal. The bidder shall carefully go through the document and prepare the required documents and upload the scanned documents in Portable Document Format (*printable in A4 size paper*) to the portal in the designated locations of Technical Bid. He will fill up the rates in designated Cell and upload the same in designated locations of Financial Bid (BoQ) and no other format shall be used to upload the Financial Bid.

Mentioning of rate anywhere in the Bid documents other than the designated location of Financial Bid (**online BoQ**) by the bidder shall result in disqualification of the bidder. Use of DSC of appropriate class shall affect submission of documents.

15. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
16. The bidder needs to upload the required documents, annexures for consideration.
17. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
18. Tender documents shall be accompanied with EMD of the required amount as indicated in the tender document. The bidder shall have to pay the tender paper cost along with the Tender. Bidders will be required to pay through on-line mode as mentioned in Clause-2 (v) towards Tender Document Fee and EMD.
19. All credentials, documents and copies of certificate / information called for shall be submitted along with the Tender papers.
20. **Deadline for Submission of Tender:** The online submission will remain active till the last date and time of tender submission. Once the date and time (Server date and time) is over, the bidder will not be able to submit the tender. The date and time of tender submission shall remain **unaltered** even if the specified date for the submission of tenders declared as a holiday for the Officer Inviting the Tender.
21. Prior to submission of tender, the bidder needs to ensure the following among other thing:
 - a) Payment of Tender document fees & EMD.
 - b) The entire tender document is properly indexed with page number.
 - c) The documents to be up-loaded are properly visible and duly signed.
 - d) Filing of all the prescribed annexures /appendices as detailed in the Tender.
 - e) Enclosing necessary supporting documents.
22. **Late Tenders:** The system shall reject submission of any tender through portal after closure of the receipt time. For all-purpose the server time displayed in e-tender portal shall be the time to be followed by the bidder and concerned officers.
23. **Modification and Withdrawal of Tenders:** In the e-Tender Portal, it is allowed to modify the tender any number of times before the final date and time of submission. The bidder shall have to log on to the system and resubmit the documents as asked for by the system

including the price bid. In doing so, the tenders already submitted by the bidder will be removed automatically from the system and the latest tender only will be admitted. But the bidder should avoid modification of tender at the last moment to avoid system failure or malfunction of Internet or traffic jam or power failure. If the bidder fails to submit his modified tenders within the designated time of receipt, the tender already in the system shall be taken into consideration.

In the e-Tender Portal, withdrawal of tender is allowed before expiry of the closure time of the tender. But, in such case, he has to write a letter with appropriate reasons for his withdrawal addressed to the Officer inviting the tender and upload the scanned document to portal in the respective tender before the closure date and time of receipt of the tender. After opening of technical bid, no withdrawal of tender is allowed. If the bidder withdraws his/her tender, the EMD will be forfeited.

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GOVERNMENT OF ODISHA
WORKS DEPARTMENT

OFFICE MEMORANDUM

File No 0756690012016-

17254

W. dated

5.12.17

Sub: **Electronic Receipt, Accounting and Reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids**

1. The State Government have been working on formulation of rules and procedures for Electronic receipt, accounting and reporting of the receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids through the e-procurement portal of Government of Odisha i.e. "<https://tendersodisha.gov.in>" for some time past.
2. Electronic receipt of cost of tender paper has been successfully tested through SBI payment gateway. Now it has been decided to introduce electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids through payment gateway of designated banks such as SBI/CICI Bank/HDFC Bank for all Government Departments, State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. in phases(ANNEXURE-I). The process outline as well as accounting and reporting structure are indicated below:
 - a) It will be carried out through a single banking transaction by the bidder for multiple payments like Cost of Tender Paper and Earnest Money Deposit on submission of bids
 - b) Various payment modes like internet banking/ NEFT/RTGS of Designated Banks and their Aggregator Banks as well can be accessed by the intending bidders.
 - c) Reporting and accounting of the e-receipts will be made from a single source.
 - d) Credit of receipts into the Government accounts and to the designated Bank account of the participating entities indicated in Para 2 above would be faster.
3. Only those bidders who successfully remit their Cost of Tender Paper and Earnest Money Deposit on submission of bids would be eligible to participate in the tender/bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, State Procurement Cell, NIC, the designated Banks shall not be held responsible for such pendency or failure.

Sd/-

4. **Banking arrangement:**

- a) Designated Banks (SBI/CICI Bank/HDFC Bank) payment gateway are being integrated with e-Procurement portal of Government of Odisha (<https://tendersodisha.gov.in>)

- b) The Designated Banks participating in Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids will nominate a Focal Point Branch called e-FPB, who is authorized to collect and collate all e-Receipts. Each such branch will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the bidder might have debited his account in any of the bank's branches while making payment.

5. **Procedures of bid submission using electronic payment of tender paper cost and EMD by bidder :**

- a) The bidders have to log onto the Odisha e-Procurement portal (<https://tendersodisha.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now, submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.

- b) **Uploading of Prequalification/Technical/Financial bid:** The bidders have to upload the required Prequalification /Technical/Financial bid, as mentioned in the bidding document and in line with Works Department office memorandum No 7885/W dt 23.07.2013.

- c) **Electronic payment of tender paper cost and EMD :** Then the bidders have to select and submit the bank name as available in the payment options :

- i. A bidder shall make electronic payment using his/her internet banking enabled account with designated Banks or their aggregator banks.
- ii. A bidder having account in other Banks can make payment using NEFT/RTGS facility of designated Banks
- Online NEFT/RTGS payment using internet banking of the bank in which the bidder holds his account, by adding the account number as mentioned in the challan as an interbank beneficiary.

Sd/-

B.P.

- d) **Bid submission:** Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.
- e) **System generated acknowledgement receipt for successful bid submission:** System will generate an acknowledgement receipt for successful bid submission. The bidder should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.
6. **Settlement of Cost of Tender Paper:**
- a) **Cost of Tender Paper :** In respect of Government receipts on account of **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to **Bid Identification Number**. The State Procurement Cell shall generate Bank-wise challans under the head of Account for **Cost of Tender Paper** and instruct the designated Banks to remit the money to the proper head of account of State Government. In respect of the cost of tender paper received through the e-procurement portal, the remittance to the Cyber Treasury account will be made to the Head of Account 0075-Misc. General Services-800-Other Receipts -0097-Misc Receipts-02237-Cost of Tender Paper.
- b) For the time being, the State Procurement Cell (SPC) will use over the counter payment facility of the Odisha Treasury portal. Thereafter, remittance through NEFT & RTGS will be facilitated through the Odisha Treasury portal.
- c) Similarly, in case of State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to **Bid Identification Number**. The cost of tender papers will be credited to the registered Bank account of the concerned State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc.
- d) Bank will refund (in case the Tender Inviting Authority (TIA) issues such instructions) the tender fee and EMD to the bidder, in case the tender is cancelled before opening of Bid as per direction received from TIA through e-procurement system.
- e) Back-end Transaction Matrix of Electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids is enclosed in the **Annexure-1**.

Signature

7. **Settlement of Earnest Money Deposit on submission of bids:**
- a) The Bank will remit the **Earnest Money Deposit on submission/cancellation of bids** to respective bidders accounts as per direction received from TIA through e-procurement system.
8. **Forfeiture of EMD :**
- Forfeiture of Earnest Money Deposit on submission of bid of defaulting bidder is occasioned for various reasons
- a) In case the **Earnest Money Deposit on submission of bid** is forfeited, the e-Procurement portal will direct the Bank to transfer the EMD value from the Forfeiting Account of SPC to the registered account of the tender inviting authority.
- b) The Tender inviting authorities of the Government Departments will deposit the forfeited **Earnest Money Deposit on submission of bid**, in the State Government Treasury under the appropriate head (8782-Cash Remittances and Adjustments between the officers rendering accounts to the same Accounts Office-1)2-P.W Remittances-1683-Remittances-91028-Remittances into Treasury) after taking the amount as a revenue receipt in their Cash Book under the head 0075-Misc. General Services-00-101-Unclaimed Deposits-0097-Misc Receipts-02091-Misc Deposits and submit the detail account to D.A.G. Putt as a deposit of the Division.
- c) By clicking submit button, system will initiate the forfeiture of EMD. System will no allow the evaluator to edit the initiation after clicking the submit button. Forfeiture option can be carried out in phased manner like one bidder at a time.
9. **Role of the Banks:**
- a) Make necessary provision / customizations at their end to enable the provision for online payments / refunds as per this document.
- b) Provide necessary real-time message to bidders regarding successful or unsuccessful transactions during online payment processes and redirect them to e-Procurement website with necessary transaction reference details enabling them to submit their EMDs.
- c) The bank shall ensure transfer of funds from the pooling account to the Government Head/current account of PSUs/ULBs within the next bank working day as per the directions generated from e-Procurement portal.
- d) Bank should provide timely reports and reference details to NIC enabling them to carry out their role as stated below.
- e) Refund of amount to bidders as per the XML file provided by e-Procurement system on the next bank working day from the date of generation of the XML file and also provide a confirmation to NIC on the same.

Signature

Signature

10. Role of State Procurement Cell:

- a) Communicate requirements of Government departments/ State PSUs/ Autonomous Bodies/ ULBs online payment requirements to National Informatics Centre / the authorised Banks for mapping/ customization.
- b) In every working day, the State Procurement Cell shall generate MIS from the e-Procurement portal to ascertain the tender paper cost received in the e-Tendering process separately bank-wise for the Government Department and the PSUs/ULBs. The SPC shall generate bank-wise separate online challans from the Odisha Treasury portal and make the remittance through over the counter facility or NEFT/RTGS (as and when this functionality is available in Treasury portal) and issue instruction to the bank for remittance of the receipt to the State Government account.
- c) The State Procurement Cell shall be responsible for providing challan details and MIS in respect of the remittance towards tender paper cost to the Tender inviting authorities for their record.
- d) State Procurement Cell shall monitor the progress of e-Tendering by different Government Departments / State PSUs/ Autonomous Bodies / ULBs through MIS State Procurement Cell shall monitor and send monthly progress reports to the Government.
- e) The e-Procurement system will generate a consolidated refund & settlement XML file as an end of the day activity.
- f) e-procurement system will provide a web service for Payment Gateway (PG) provider to pull the encrypted refund and settlement details in XML file against a day.
- g) Similarly, Payment Gateway (PG) provider will provide a web service to pull the refund and settlement status against a day.
- h) e-procurement system will update the status accordingly for reconciliation report.

11. Role of National Informatics Centre :

- a) Customize e-Procurement software and web-pages of Government of Odisha (<https://tendersodisha.gov.in/>) to enable the provision for electronic payment.
- b) The NIC, Odisha will modify / rectify the errors in electronic data relating to the Chart of Account.
- c) NIC will provide an interface to organisations to download the electronic receipt data.
- d) Enable automatic generation of daily XML files from e-Procurement system and ensure delivery of the same to the authorised Banks for enabling automatic refund/settlement of funds.

[Signature]

- e) NIC shall enable the e-Procurement portal to generate MIS as required for the State Procurement Cell in order to make remittance of the tender paper cost to the State Government account using the Odisha Treasury Portal.

12. Role of Cyber Treasury :

- a) The cost of the tender paper deposited by the SPC using the Odisha Treasury Portal which will be accounted for by the Cyber Treasury and it shall submit the accounts to A.G. (O) as per the established process.
- b) The Cyber Treasury will provide MIS as required to the SPC for the purpose of accounting and reconciliation of the electronic remittances made to the State Government account.

13. Redressal of Public grievances :

- a) The State Procurement Cell, Odisha, National Informatics Centre, Odisha and the e-FPB will have an effective procedure for dealing with, public complaint for e-Receipt related matters. In case any mistake is detected by any of the stakeholders in reporting of receipt of tender paper cost and EMD, either suomoto or on being brought to its notice, the State Procurement Cell, Odisha, National Informatics Centre, Odisha unit, Cyber Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks, National Informatics Centre, Odisha and the State Procurement Cell, Odisha will notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.

14. Applicability and modification of existing rules / orders:

The modalities prescribed in this Office Memorandum for downloading of tender paper submission and rejection of bid, acceptance of Bids as well as refund and forfeiture of earnest deposit will be applicable for electronic submission of bids through e-procurement portal. Existing provisions regulating cost of Tender Paper and Earnest Money Deposit in OP/VD Code and OGFR would stand modified to the extent prescribed in this Office Memorandum.

15. These arrangements would be made effective after signing of MoU between the designated Banks and the State Procurement Cell, firming up of Banking arrangements and technical integration between designated Bank and e-Procurement Portal.

- 1 This shall take effect from the date of issue of this Office Memorandum.
- 2 Accordingly, relevant existing codal / contractual provision exist vide Office Memorandum No.6786/W dt.09.05.2017 of Works Department stands modified to the above extent.
- 3 This has been concurred in by the Finance Department vide their UOR No.38-WF-I dt.09.11.2017.

[Signature]
E.I.Cum-Secretary to Government
(P.T.O.)

Memo No. 17255
 W. dated 5.12.17
 Copy forwarded to P. S. to Hon'ble Chief Minister, Odisha for information and necessary action.

Memo No. 17256
 W. dated 5.12.17
 Copy forwarded to OSD to Chief Secretary, Odisha / Sr. P.S. to Development Commissioner-cum-Additional Chief Secretary, Odisha / Sr. P.S. to Additional Chief Secretary, Finance for information and necessary action.

Memo No. 17257
 W. dated 5.12.17
 Copy forwarded to All Departments / Managing Director OB & CC Ltd, Bhubaneswar / Managing Director, OCC Ltd, Bhubaneswar for information and necessary action.

Memo No. 17258
 W. dated 5.12.17
 Copy forwarded to EIC (Civil), Odisha, Bhubaneswar / All Chief Engineers, Odisha / All Superintending Engineers / All Executive Engineers (under Works Department) for information and wide circulation among subordinate offices.

Memo No. 17259
 W. dated 5.12.17
 Copy forwarded to the Principal Accountant General (A&E), Odisha, Bhubaneswar / Principal Accountant General, Odisha, Puri Branch, Puri for information and necessary action.

Memo No. 17260
 W. dated 5.12.17
 Copy forwarded to the Director, Treasuries & Inspection, Odisha, Bhubaneswar for information and necessary action.

ANNEXURE-I Back-end Transaction Matrix of Electronic receipt and remittance of Cost of Tender Paper and Earnest Money Deposit on submission of bids

Government Departments	Cost of Tender Paper		Earnest Money Deposit on submission of bids	
	I	II	I	II
	The payment towards the cost of Tender Paper, in case of Government Departments shall be collected in separate pooling accounts opened in Focal Point Branch called e-FPB of respective designated banks (as stated in Para 2) at Bhubaneswar on T+1 day	With reference to the Notice Inviting Tender/ Bid Identification Number, the amount so realised is to be remitted to Government Account under the Head of Account 0075-Misc. General Services-800-Other Receipts -0097-Misc. Receipts-02237-Cost of Tender Paper through Odisha Treasury Portal after opening of the bid.	In case of tenders of Government Departments amount towards Earnest Money Deposit on submission of bids shall be collected in a pooling account opened for this purpose at Focal Point Branch called e-FPB of respective designated banks at Bhubaneswar, and the banks will remit the amount to respective bidder's account within two working days on receipt of instruction from TIA through refund and settlement of e-procurement system	In case of forfeiture of Earnest Money Deposit on submission of bids the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority within two working days of receipt of instruction from TIA.
State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies	In case of State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. the amount towards Cost of Tender Paper on submission of bids shall be collected in separate pooling accounts opened in Focal Point Branch called		Amount towards EMD on submission of bids shall be collected in a separate pooling account of Focal Point Branch called e-FPB of respective designated banks at Bhubaneswar and the banks will remit the amount to respective bidder's	

<p>e-FPB of respective designated banks at Bhubaneswar on T+1 day.</p> <p>II The Paper cost will be transferred to the respective current accounts of concerned State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. after opening of bid.</p>	<p>account on receipt of instruction from TIA through refund and settlement of e-procurement system within two working days from receipt of such instruction.</p> <p>II In case of forfeiture of Earnest Money Deposit on submission of bids the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority within two working days of receipt of instruction from TIA.</p>
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