



OFFICE OF THE DIRECTOR
ACHARYA HARIHAR POST GRADUATE INSTITUTE OF CANCER
(Formerly: Acharya Harihar Regional Cancer Centre)
CUTTACK-753007 (Odisha)
Tel.No: 0671-2304264, Fax No: 0671-2304683,
Email: ahrccdiretor@gmail.com

No. 25917 /AHPGIC, Cuttack
E-22/ 2025-26

dated 12-06-2026

Sealed tenders are invited in two-bid system from eligible Public Sector Undertaking , Govt. of India / Empanelled agency of Govt. of Odisha for conducting "Computer Based Recruitment Test for Nursing officers , Paramedics & other Group B & C posts " for a period of 3 years. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. The bid document and all details has to be downloaded from the website of AHPGIC, www.ahpgic.in

The tender schedule dates are as mentioned below:

Sl. No.	Particulars	Date & Time
1	Last date & time of tender submission (by speed post/registered post)	21.07.2026 at 5 PM
2	Last date & time of receipt of pre-bid queries through email :	29.06.2026 at 5 PM
3	Date and time of pre-bid meeting	30.06.2026 at 12.30 pm
4	Date & time of opening of commercial bid (in presence of bidders/their authorized agents)	22.07.2026 at 12.30 PM
5	Date of opening of price bid	To be informed to qualified bidders

NB:

1. If any of the dates above fall on a holiday, then the next working day shall be the last date of submission of bids, date of pre-bid meeting, or date of opening of bids.
2. If any changes/modifications are made in the tender paper, then the corrigendum issued if any shall only be uploaded in the website of AHPGIC and no advertisement in newspapers shall be published in this regard.

Director
AHPGIC, Cuttack

REQUEST FOR PROPOSAL :

Tentative vacancy position in tabular form

Sl.No.	Name of the post	Nos. of vacancy
1	Nursing Officer	59
2	Medical Laboratory Technician	05
3	Laboratory Technician for Central Laboratory	02
4	Radiographer	05
5	OT Technician	13
6	Gas Technician	01
7	ECG/ECHO Technician	03
8	Social Worker	06
9	Junior Assistant	05
10	Accounts Assistant	05
11	Dental Technician	03
12	Cyto-Technician	01
13	CSSD Assistant	01
14	Counsellor	02
15	Medical Record Officer	01
16	Medical Record Assistant	02
17	Blood Bank Technician	02
	Total	116

The Director , Acharya Harihar Post Graduate Institute of Cancer , Cuttack intends to engage Public Sector Undertaking , Govt. of India / Empanelled agency of Govt. of Odisha for conducting Computer Based Recruitment Test for Nursing officers , Paramedics & other Group B & C posts “

1. The bidder shall study, design, develop / customize, deploy, entire Facility Management Service of Command Centers of the Online Examination System for recruitment in various post.
2. Bids once submitted shall not be allowed to be withdrawn. Any default after acceptance of bid shall be deemed to be non-compliance of the terms of contract and would be liable to forfeiture of EMD and cancellation of contract.
3. Once the rate is finalized, no amendments will be considered in the rate quoted by bidder/agency in any case during the period of contract.
4. Consortium bidding is not allowed for this RFP. Experience and Certificates of group and subsidiary companies are not allowed.

GENERAL TERMS AND CONDITIONS:

1. The interested agencies are advised to submit two separate sealed envelopes super scribing “ Technical Bid for conducting “Computer Based Recruitment Test for Nursing officers , Paramedics & other Group B & C posts of AHPGIC , Cuttack “ and Financial Bid for conducting “Computer Based Recruitment Test for Nursing officers , Paramedics & other Group B & C posts of AHPGIC , Cuttack “ . Both sealed envelopes should kept in a third sealed envelope super scribing “Computer Based Recruitment Test for Nursing officers , Paramedics & Group B & C posts of AHPGIC , Cuttack “ . The tender should be submitted through Regd. Post / Speed Post only.

2. The sealed tenders will be opened at Director's Chamber of AHPGIC, Cuttack as per the schedule mentioned above in presence of the bidders or their authorized representatives as may desire to be present.
3. Technically qualified bidders will be considered as successful bidders for price bid opening.
4. All bidders must meet the RFP.
5. All offers should be made in English and clearly type written.
6. All documents are to be self-attested with seal.
7. The Bidder shall download the Tender Enquiry Document directly from the websites and shall not Tamper / modify in any manner. In case if the same is found to be tempered/modified in any manner, Tender/Bid will be summarily rejected and EMD would be forfeited.
8. A bid, which does not fulfil any of the requirements and/or gives evasive information/reply against any such requirement shall be liable to be ignored and rejected.
9. AHPGIC, Cuttack reserves the rights to modify/relax any of the terms & conditions of the tender.
10. The bidder shall be single point of contact with AHPGIC, Cuttack and shall be solely responsible for the execution and delivery of the work for which empanelled.
Bidder has to submit an undertaking on letter head for the same in technical bid.
11. The bidder must quote reasonable rates. Quoting predatory low pricing or Zero price is not allowed and such bid shall be summarily rejected without assigning any reasons.
12. The Director, AHPGIC, Cuttack may, at own discretion, extend this deadline for submission of bids by amending the bid document, in which case all rights and obligations of the Director, AHPGIC, Cuttack and bidders previously subject to the deadline, will thereafter be subject to the deadline as extended.
13. Any bid received by the Director, AHPGIC, Cuttack after the deadline for submission of bids prescribed by the Director, AHPGIC, Cuttack, will be summarily rejected and returned unopened to the Bidder. The Director, AHPGIC, Cuttack shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.
14. The payment shall be in Indian Rupees and only after successful completion of milestone without error and delays

Sl. No.	Payment Conditions	Payment
01	Successful conduct of Online examination, evaluation, submission of result	90%
02	Completion of post examination activities and handover of the documents to AHPGIC, Cuttack	10%

15. No advance payment shall be made to the bidder under any circumstances.
16. The EMD's of the unsuccessful bidder shall be returned to them without any interest after all formalities of the tender process and completed in all respects.
17. The Director, AHPGIC, Cuttack reserves the right to reject all bids without assigning any reasons.

18. The successful bidder has to sign an agreement on non-judicial stamp paper with AHPGIC, Cuttack as per requirement of this centre on the terms and conditions .
19. In case the bidder fails to execute the contract, Director, AHPGIC, Cuttack shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
20. The Bidder shall inspect the towns /sites of operation and shall satisfy himself of the towns /site conditions and availability of required resources and shall appraise himself of the procedure for engagement of agencies and shall collect any other information that may be required before submitting the bid. Claims and objections due to ignorance about site conditions shall not be considered after the submission of bid.
21. The bidder shall be responsible for the successful conduct and processing of online examination (Computer Based Test) as per the terms and conditions and direction of Director , AHPGIC . If any case of failure of examination, the vendor has to conduct re-examination at no cost as per the schedule decided by the Director , AHPGIC , Cuttack or the agency shall be liable to 100% recovery of the paid amount within a period of 2(two) weeks failing which legal action as deemed proper shall be initiated.
22. Even though bidders may satisfy the above requirements, they may be disqualified:
 - a) If they have made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
 - b) If confidential inquiry reveals facts contrary to the information provided by the bidder.
 - c) If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
 - d) If bidder is engaged in any activity such as conducting of coaching classes etc. which can influence conduct of examination. Any other matter that in discretion to Examination Section is material false representation.
23. **After selection of the successful bidder , detail guidelines , terms & conditions for the recruitment process will be submitted by AHPGIC , Cuttack . Accordingly the approved agency will carry out the Recruitment Test as per the Bye-laws of AHPGIC , Cuttack and following the guidelines of Govt. of Odisha.**
24. The conditional bids shall not be considered and will be rejected out right in the very first instance .
25. Bids without the tender paper cost & EMD will be rejected.
26. All disputes in regard to the tender shall be under the Jurisdiction of the High Court of Odisha , Cuttack.

ESSENTIAL CONDITIONS :

1. The bidder must have own software with source code which can be customized as per the requirements of AHPGIC , Cuttack and Fully capable and aware of Technical support be available to trouble shoot any technical glitch in real time on 24x365 basis including Examination Day (even if on holidays). Software code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster. AHPGIC, Cuttack may ask (if required / feels necessary) to submit security audit certificates/reports as required.
Bidder has to submit an undertaking on letter head for the same in technical bid.
2. The Bidder should be registered with appropriate authorities such as Income Tax, GST, up-to-date GST clearance certificate , ESI, PF etc. and submit valid certificates of registration with these authorities. **Submit the same in technical bid.**

3. Agency must show and submit suitable emergency management plan during any crisis Situations /redundancy of servers, switches, nodes additional centre locations, candidates' data.
Bidder has to submit an suitable emergency plan in Technical Bid.
4. The agency should not have been in effect blacklisted /debarred for any corrupt and fraudulent practices by any Govt. Department/Public Sector Undertaking. This aspect should be certified by the company secretary / CFO /Authorised Signatory of the company. An undertaking on letter head in response to the above should be submitted at the time of submission of tender. **(Annexure – V)**
5. The bidder should be able to support the entire solution (across Odisha) on a 24 x 7 basis with a maximum response time of one hour.
Bidder has to submit an undertaking on letter head for the same.
6. The bidder should not be providing same services of Conduct and Processing of Online (CBT) Examination to any Central Govt./ State Govt./PSU etc. at lower rates as quoted in Financial Bid.
Bidder has to submit an undertaking on letter head for the same.
7. Organization must have authorized and globally accepted software certifications i.e., ISO-27001, ISO 9001, ISO 20000 and SEI CMMi Level 5 for development & services. Certificate shall be verifiable from issuer institute. Attach relevant certificate in technical bid.
8. The Bidder should have owned approved institute infrastructure in major town of Odisha 20 validated test nodes in the State and appropriate technology, hardware and software, dedicated connectivity, trained proctoring staff, adequate security measures and due diligence etc.
9. The bidder's Average Annual Turnover during last three years (2022-23 2023-24 and 2024-25) should be Rs. 10 crores or more in India from assessment/examination services for which applying (Attach documentary evidence such as audited Balance Sheet , Profit & loss accounts / Annual reports.
10. Organization should own the test cases and regression testing code to produce, to prove that they have done necessary testing of the software to scale up to conduct large scale assessments. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster-Recovery.
11. The agency should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the exam.
12. The bidder must submit a declaration to provide necessary support in terms of space, uninterrupted power, co-operation & co-ordination to other agencies engaged for smooth & fair conduct of examination at the examination centres or otherwise as per direction of AHPGIC , Cuttack or its authorised person without any extra cost like CCTV surveillance, Frisking, Biometric Capture, Printing, courier services etc. on 24x7 basis as per requirement.
13. The bidder must have successfully executed 5 similar project(s), out of which at least 4 project should be Conduct of Competitive Examination through online mode. The documentary evidence in form of Satisfactory Completion Certificate must be enclosed on the client's letterhead. **Annexure - X**
(Bidder's past achievement in this regard shall be considered for technical evaluation).
14. Organization should have all the necessary components and dependency of software of online examination system in place so that any change required in any of the components of the software, their in-house technical skill should be available to make necessary changes.

The major/minor changes in software requested by AHPGIC, Cuttack must be met immediately.

Bidder has to submit an undertaking on letter head for the same

15. Organization must use 256-bit encryption and VPN for data transfer from data centre to local sever and from local server to data centre. Bidder must submit the proof of VPN licenses.
16. The bidder should have qualified and experienced IT professionals and Technical Professionals. Self-attested copy of EPF return showing list of employees on pay-roll shall be submitted towards evidence of employees on pay-roll or equivalent certification from the head of the firm to be submitted in Technical bid.
17. The bidder must have an office in odisha (proof like lease agreement to be submitted). In case, it does not have an office in odisha, it should give an undertaking to establish the office in odisha within 01 month of award of work (Technical bid).
18. Bidders must have their own software and source code. An affidavit must be submitted for this purpose.
19. Bidder must have examination centre wholly owned or rental.
 - If wholly owned, then the list of centres with complete postal address & capacity is to be submitted.
 - If rental, then the rent agreement/ MOU/Deed of all the centres along with complete postal address & capacity is to be submitted.
20. In addition to the above, bidder must have the proof of conducting online examination for at least 5,000 candidates in a shift. Order copy along with work completion certificate shall be submitted.
21. Organization should have in-house quality assurance group and a strong quality management system to do quality check of the software.

Necessary supporting documents on fulfilment of eligibility criteria should be attached for authentication along with a signed copy of the RFP document to indicate acceptance of all terms and conditions set forth in the tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.

TECHNICAL BID :-

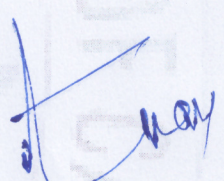
- a) Annexure-1 (General Information of a Bidder)
- b) Tender fees Rs.10,000/- in shape of Bank draft only in favour of the Director, **Acharya Harihar Regional Cancer Centre, Cuttack** .
- c) EMD in shape of Bank draft only @ Rs.1,00,000.00 in favour of Director, **Acharya Harihar Regional Cancer Centre, Cuttack**
- d) Bidder's authorized representative to sign & submit the tender, respond to the clarification during tender evaluation, price negotiation, etc. in shape of Power of Attorney (non-judicial stamp paper).
- e) Copy of the RFP document duly signed by authorized personnel in all pages along with the forwarding letter in the company letter head as per Annexure-II.
- f) Duly signed Annexure-V (format for Affidavit certifying that the company is not blacklisted).
- g) IT returns for last 3 financial years i.e 2022-23, 2023-24 & 2024-25.
- h) Copy of the Project Experience dully fill up in Annexure-III.
- i) Annexure V to X .

FINANCIAL BID :

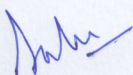
- a) Price Bid Form(Annexure-4)

EMD:

- a. The bidder shall submit Rs Rs.1, 00,000.00 only towards the EMD in shape of Bank Draft drawn in favour of Director, **Acharya Harihar Regional Cancer Centre, Cuttack.**
- b. The bank drafts shall be submitted in Technical bid. Bids submitted without bid EMD shall be rejected.
- c. The EMD shall be forfeited, if
- the bidder withdraws its bid during the period of bid validity.
 - the bidder did not cooperate during the bid evaluation process.
 - the successful bidder fails to accept the work order.
- d. The EMD of the successful bidder shall be kept till completion of the total project.
- The authority reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
 - Request from the bidders in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender may not be considered.


Director,
AHPGIC, Cuttack

12/6/18



CHECKLIST FOR TECHNICAL BID

Please ensure photocopy of the following documents have been attached

SL. NO	DESCRIPTION	ATTACHED (YES / NO)	DD . NO / PAGE NO.
1	TEDER DOCUMENT COST Rs.10,000/-	-----	DD. NO. DATE: BANK:
2	EMD Rs. 1,00,000/-	-----	DD. NO. DATE: BANK:
3	The bidder must be a firm / company / registered under the Indian Companies Act 1956 Copy of such document shall be enclosed as proof.		
4	General information of Bidder ANNEXURE - I		
5	Acceptance of RFP Terms & conditions ANNEXURE - II		
6	Project Experience ANNEXURE - III		
7	Not Blacklist format ANNEXURE - V		
8	Bid form ANNEXURE - VI		
9	Particulars and qualification of the bidder ANNEXURE - VII		
10	Technical & Administrative personnel to be employed for work ANNEXURE - VIII		
11	Details of similar projects during 3 years ANNEXURE - IX		
12	Proforma for satisfactory performance ANNEXURE - X		
13	Bidder must have examination centre wholly owned or rental. - If wholly owned, then the list of centres with complete postal address & capacity is to be submitted. - If rental, then the rent agreement/ MOU/Deed of all the centres along with complete postal address & capacity is to be submitted. (copy to be enclosed)		

CHECKLIST FOR TECHNICAL BID

Please ensure photocopy of the following documents have been attached

14	<p>The bidder shall be single point of contact with AHPGIC, Cuttack and shall be solely responsible for the execution and delivery of the work for which empanelled.</p> <p>Bidder has to submit an undertaking on letter head .</p>		
15	<p>The bidder must own software with source code which can be customized as per the requirements of AHPGIC , Cuttack and Fully capable and aware Technical support be available to trouble shoot any technical glitch in real time on 24x365 basis including Examination Day (even if on holidays). Software code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster. AHPGIC, Cuttack may ask (if required/feels necessary) to submit security audit certificates/reports as required.</p> <p>Bidder has to submit an undertaking on letter head</p>		
16	<p>The bidder should not have incurred any loss during last three years up to financial year ending 31 March 2024. The bidder should submit certified copies of their company Balance Sheet and Profit and Loss Account duly audited for the last three financial years. Submit on letter head .</p>		
17	<p>The Bidder should be registered with appropriate authorities such as</p> <p>Income Tax,</p> <p>GST,</p> <p>ESI,</p> <p>PF etc</p> <p>valid certificates of registration .</p>	-----	-----
18	<p>Agency must show and submit suitable emergency management plan during any crisis Situations /redundancy of servers, switches, nodes additional centre locations, candiadtes' data.</p> <p>Bidder has to submit an suitable emergency plan</p>		
19	<p>The bidder should be able to support the entire solution (across INDIA) on a 24 x 7 basis with a maximum response time of one hour.</p> <p>Bidder has to submit an undertaking on letter head .</p>		
20	<p>The bidder should not be providing same services of Conduct and Processing of Online (CBT) Examination to any Central Govt./ State Govt./PSU etc. at lower rates as quoted in Financial Bid.</p> <p>Bidder has to submit an undertaking on letter head .</p>		
21	<p>Organization must have authorized and globally accepted software certifications i.e.,</p> <p>ISO-27001,</p> <p>ISO 9001,</p> <p>ISO 20000</p> <p>SEI CMMi Level 5 for development & services.</p>		

CHECKLIST FOR TECHNICAL BID

Please ensure photocopy of the following documents have been attached

22	The bidder must submit a declaration to provide necessary support in terms of space, uninterrupted power, co-operation & co-ordination to other agencies engaged for smooth & fair conduct of examination at the examination centres or otherwise as per direction of AHPGIC , Cuttack or its authorised person without any extra cost like CCTV surveillance, Frisking, Biometric Capture, Printing, courier services etc. on 24x7 basis as per requirement. Bidder has to submit an undertaking on letter head		
23	Organization should have all the necessary components and dependency of software of online examination system in place so that any change required in any of the components of the software, their in-house technical skill should be available to make necessary changes. The major/minor changes in software requested by AHPGIC, Cuttack must be met immediately. Bidder has to submit an undertaking on letter head for the same		
24	Organization must use 256-bit encryption and VPN for data transfer from data centre to local server and from local server to data centre. Bidder must submit the proof of VPN licenses.		
25	Bidder's authorized representative to sign & submit the tender, respond to the clarification during tender evaluation, price negotiation, etc. in shape of Power of Attorney (non-judicial stamp paper).		
26	Legal status of firm (private Limited/Limited) (_____) (attach proof MOA (Memorandum of Association) , AOA (Article of Association)		

GENERAL INFORMATION OF BIDDER*(to be furnished in the General proposal envelope)*

SL.NO.	DESCRIPTION	
1	NAME OF THE COMPANY / FIRM / AGENCY	
2	ADDRESS OF REGISTERED OFFICE	
3	ADDRESS OF CORPORATE OFFICE	
4	YEAR OF ESTABLISHMENT	
5	TELEPHONE NUMBER	
6	MOBILE NO.	
7	WEBSITE	
8	EPF REGISTRATION NUMBER	
9	ESIC REGISTRATION NUMBER	
10	PAN NUMBER	
11	GST REGISTRATION NUMBER	
12	NO. OF FULL TIME PERSONNEL (SIMILAR DOMAIN) CURRENTLY UNDER EMPLOYMENT)	
13	NO. OF YEARS OF PROVEN EXPERINCE OF PROVIDING SIMILAR SERVICES	
14	DETAILS OFQUALITY CERTIFICATION (CERTIFICATE NAME WITH VALIDITY)	
15	IT RETURN FOR LAST 3 FINANCIAL YEARS i.e 2022-23, 2023-24, & 2024-25	

DETAILS OF THE MANAGING DIRECTOR / CEO (NAME , MOBILE NO. & E-MAIL)	DETAILS OF THE AUTHORIZED SIGNATORY FOR THIS TENDER (NAME , DESIGNATION , MOBILE, EMAIL & PHOTO)

AUTHORIZED SIGNATORY
(COMPANY SEAL)

ACCEPTANCE OF RFP TERMS & CONDITIONS

(to be furnished in the General Bid envelope)

DATE : ____/____/____

To
Director,
Acharya Harihar Post Graduate Institute of Cancer,
Cuttack

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP No., regarding < RFP Name>.

I declare that all the provisions of this Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully

Authorized Signatory
(Company Seal)

PROJECT EXPERIENCE*(to be furnished in the technical proposal envelope)*

SL.NO.	NAME OF CLIENT , CONTACT PERSON , TELEPHONE NO. , MOBILE NO. , E-MAIL , PHYSICAL ADDRESS	NAME OF THE PROJECT	PROJECT START & END DATE , BRIEF DESCRIPTION OF PROJECT	PROJECT COST	STATUS (COMPLETE / INPROGRESS / DELAY)

Note: The information provided in the above table must supported by copies of relevant work order and completion certificate.

Yours faithfully

Authorized Signatory
(Company Seal)

PRICE BID FORM

Date: ___/___/___

To,
Director,
AHPGIC, Cuttack

Ref: RFP No. : _____,

Madam/Sir,

I, the undersigned, offer for conducting of **“Computer Based Recruitment Test of Nursing officers , Paramedics & other Group B & C posts** in accordance with your tender under reference and our technical bid proposal as per the following price.

Sl. No.	Items	UoM	Item wise Cost Both in figures and numbers	GST
1	Online-application Management	Per Application		
2	Issue of E-admit cards	Per Admit card issue		
3	Conduct of Computer Based Recruitment Test	Per candidate per session		
4	Biometric finger print & web camera registration	Per candidate per session		
5	HHMD Frisking of candidates	Per candidate		
6	CCTV recording	Per candidate per session		
7	Question paper creation (English & Odia)	Per Question		
8	Conducting computer skill test examination	Per candidate per session		

- a) Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal.
- b) In case of any difference between the rates quoted in figures and words, the latter shall prevail.
- c) But the payment will be made on the actual candidates appeared the examination as per the rate quoted in the table above.
- e) The information/ documents submitted are genuine and true to the best of my knowledge.

Yours faithfully

Authorized Signatory
(Company Seal)

Selection of agency for Online Examination (Computer Based Test)-B & C

(to be furnished in the technical proposal envelope)

Format for Affidavit certifying that the firm is not blacklisted

(On a Stamp Paper of Rs.20/-)

Affidavit

I, M/s. (the name of the firm with address of the registered office) hereby certify and confirm that we are not debarred by Department of Health & F.W., Govt. of Odisha/ or any other entity of GoO or blacklisted by any state Government or Central Government / Department / Organization in India from participating in Tenders / Projects.

We further confirm that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated thisDay of, 2026

Authorized Signatory/Signature [In full and initials]: _____

Name and Title of Signatory: _____

(Organization Seal)

Bid Form
On the Letter Head of the Bidder

To,
The Director,
Acharya Harihar Post Graduate Institute Of Cancer , Cuttack

Dear Sir,

I/ We hereby submit our tender for Selection of Agency/Service Provider for for conducting of **“Computer Based Recruitment Test of Nursing officers , Paramedics & other Group B & C posts** AHPGIC , Cuttack I.

I / We have submitted the Earnest Money Deposit in the shape of demand draft of Rs. _____ (Rupees _____ lakhs only) (Refundable) in the name of the Director, AIIMS, New Delhi, payable at New Delhi, Demand Draft. No. _____ dated. _____ Issued from Bank _____ dated. _____

I / We hereby agree to all the terms and conditions, stipulated by the AHPGIC,Cuttack

I / We undertake to sign the contract / agreement if required within 15 (fifteen days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our / my security money deposited may be forfeited and our / my name may be removed from the list of service providers / suppliers at the AHPGIC , Cuttack.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance there of and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive.

I / We have gone through all terms & conditions of the tender documents before submitting the same and accept the same.

NOTE: ALL TERMS & CONDITIONS SUCH AS TAXES ETC. HAVE BEEN INDICATED IN THE QUOTATION FAILING WHICH IT WILL BE PRESUMED THAT THE PRICES/RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS & CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Signature of the Authorised Signatory of Bidder
Full Address

WITNESS _____

WITNESS _____

PARTICULARS OF THE BIDDERS.**Particulars of the organization****1. Organization: -**

Name _____
 Year of Incorporation / Registration in India _____
 Year of Start of Operation in India _____
 PAN No. _____
 GST No. _____

2. (a) Registered Office Address -----

Telephone No.(s) ----- Mobile Nos.-----
 Fax No. (s) ----- Email: -----

3. Legal status of firm (private Limited/Limited) (_____)
 (attach proof MOA (Memorandum of Association) , AOA (Article of Association)

3. OWNERSHIP

Sl. NO	Name of Persons owning stake in the organizations (in case of Company incorporated in India List of Director shall be provided)	Nationality of the stakeholders.	Details of restrictions if any on transfer of stake

In case the organization is a public sector undertaking: -----
 Indicate the percentage share of Govt. holding

4. Annual Turnover for the last 3 years (2022-2023,2023-24,2024-25)

Sl.no	Financial Year	Turnover In Rs
	2022-2023	
	2023-2024	
	2024-2025	
Average Turnover in Figure		
Average Turnover in Words		

Please attach Balance-Sheet or Income-Expenditure and Assets-liabilities status position during these 3 years, duly audited by Chartered Accountant/ Statutory Auditor.

6.

Sl.no.	Particulars of the Center/unit/Subsidiary associated with this project Name & Address: -

7.

	Address of important offices

8. a) Total No. Technical Manpower: b) Total No. Administrative Manpower:

9. Do you own the complete source code of Application software used for complete online examination process (including test delivery system)
(If yes, provide the language/platform used and No. of releases and latest release no.)

10. Quality & Security Certification Details (ISO. & SEI-CMMi Level etc.) (Attach proof)

11. Have your organization incurred any loss during last three years: YES/NO

12. Are you able to support entire solution 24x7 across Odisha : YES/NO

13. Particulars of EMD

- a) Name of the Bank -----
- b) Address of Bank branch, issuing the draft -----
- c) Code No. of Bank Branch-----
- d) Amount of Draft -----
- e) Bank Draft No. &Date -----
- e) Valid up to -----

Duly authenticated list of full time Technical and Administrative Personnel to be employed for the work

List of full time Professionals of the organization who will be associated with the project (at least 10) to be given in the table below-

SI.NO.	NAME	Designation	Qualification	Date of Joining

Date..... (Signature)

Place (in the capacity of):

Duly authorised to sign Bid for and on behalf of.....

Details of Similar completed works during last 3 years

(Summary profiles of similar projects completed during last three years related to work
(as per pre-qualification criteria)

Sl.NO	Name, address, Teleno. and fax no. of organization for which work has been executed also mention Name, Designation and Contact No. of contact Person of the organization)	Description & Name of the Examination	Date of Exam / No of Candidates	No of Shift/ State/ Cities	Litigation/Arbitration Pending in progress with detail

Date :

(Signature)

Place :

Duly authorized to sign Bid for and on behalf of

.....

Proforma for Satisfactory performance
(List of Satisfactory Performance Certificate from Clients related to work
(as per applicable Levels for which bid submitted)

Sl.NO	Name, address, Teleno. and fax no. of organization for which work has been executed & Satisfactory Service Certificate has been enclosed	Description & Name of the Examination	Value of Contract (in lakhs)	Period of Execution	Remarks