

**Government of Odisha**  
**Higher Education Department**

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**Expression of Interest (EOI) Notice for Engagement of Service Provider to Conduct  
Computer Based Entrance Test for admission to Teacher Education Courses**

File No. HEE - Misc-0003/2022 / 12918 Date 25.03.2022

The Higher Education Department (HED), Government of Odisha hereby invites Expression of Interest (EOI) from Service Providers for conducting Computer Based Entrance Test to fill up 3350 B.Ed., B.H.Ed, Integrated B.Ed. and M.Ed. seats available in 30 Government Colleges.

Interested Service Providers may obtain detail terms and conditions by downloading the EOI document from the official web portal of Government of Odisha i.e. <https://odisha.gov.in/all-tenders-quotation> and website of Higher Education Department i.e. <https://dheodisha.gov.in/higher-education/ViewTenderDetails.aspx>.

Service Providers are required to submit their "Response to EOI" with all required documents, EMD details along with Annexure-1 in a sealed envelope addressed to the Additional Secretary to Government (TE Section), Higher Education Department, Lok Seva Bhawan, Bhubaneswar, Odisha, 751001, superscribing on the envelope as "Response to EOI" with his complete Name, Address, Email and send it through speed post/ registered post only.

**The last date of receiving the "Response to EOI" is 11.04.2022 (By 5.00 PM).**

By Order of the Principal Secretary,

  
Additional Secretary to Government

Memo No. 12919 /HE

Date 25.03.2022

Copy forwarded to the Additional Secretary to Government, IT Section, Higher Education Department with a request to publish the EOI document in the official website of the "Higher Education Department" for wide publicity.

  
Additional Secretary to Government

Memo No. 12920 /HE

Date 25.03.2022

Copy forwarded to the Head, State Portal Group, NIC, Lok Seva Bhawan, Bhubaneswar with a request to publish the EOI document in the official website of "Government of Odisha" for wide publicity.

  
Additional Secretary to Government

## **EOI DOCUMENT**



**Government of Odisha  
Higher Education Department  
Expression of Interest (EOI)  
for**

**Engagement of Service Provider to Conduct Computer Based Entrance  
Test for admission to Teacher Education Courses**

**Issued by:**

Additional Secretary to Government,  
Higher Education Department  
Lok Seva Bhawan,  
Bhubaneswar- 751001

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## Section 1: Purpose of EOI

Teacher Education in Odisha is offered by Government Degree Colleges and Government Teacher Education Institutions with an intake capacity of 3350 per annum. Each year, around 2 lakh students aspire to get admission to various Teacher Education Courses e.g. B.Ed., B.H.Ed., Integrated B.Ed./M.Ed. Selection of candidates is done through a Computer Based Entrance Test.

Higher Education Department, Government of Odisha invites Expression of Interest (EOI) from prospective Service Providers for conduct of end-to-end Computer Based Entrance Test (CBT) annually for next five years subject to the condition that on non-satisfactory performance, the agreement with the Selected Service Provider can be terminated at any point of time within the five years. The CBT shall be held in the identified Test Centres having adequate ICT facility. The selected Service Provider is required to provide services with respect to:

- All works relating to conduct of CBT (ICT and furniture inclusive of electrification, power back up, support of manpower and network cabling with identification of Examination Centre etc.).
- Assessment of answer sheets and publication of result in a fair and transparent manner.
- Keeping audit trails of the entire CBT examination pertaining to each applicant.

## Section 2: Eligibility criteria

The Service Provider interested to participate is required to possess the following eligibility criteria and must submit documentary proof of the same without which the "Response to EOI" will be rejected.

Sl. No	Parameter	Eligibility Criteria	Supporting document/s (to be submitted by Service Provider)
1	Legal Entity	-A company incorporated under the Companies Act, 1956/2013 and subsequent amendment there to (Firm/LLP/Govt./ PSU) -Registered with GST Authority -Must have valid PAN number -Should have been operating in	-Copy of certificate of Incorporation with date of Incorporation  -GST registration copy -PAN card copy

		last five years as on 31.03.2022	
2	Financial Turnover	- Average annual turnover of the company must be Rs.5 (five) crore or more for last three FYs (2018-19, 2019-20, 2020-2021) out of which turnover from CBT examination business should not be less than Rs.1 (one) crore.	-Certificate from Chartered Accountant -Audited balance sheet for three years
3	Financial Strength	Service Provider should have positive net worth for above mentioned three years	-Certificate from Chartered Accountant
4	Experience	Service Provider must have conducted CBT examination/ assessment for at least three years, from 2015-16 and onwards, for minimum of 25000 candidates per year.	Copy of experience certificate with proof of completion of service from authorities who had engaged.
5	Black list	Service Provider to declare about non-blacklisting of self for corrupt/fraudulent practices etc.	Self-declaration letter
6	Consortium	Consortium of Service Provider/ sub –contracting is not allowed	
7	EMD	Service Provider must pay EMD of Rs.10,000/- (Ten Thousand rupees) only.	In shape of bank draft drawn in favour of SAMS Society, B.Ed. admission, Higher Education Department or NEFT/RTGS to Account No. 40260979645 IFSC Code. SBIN0010236 MICR Code.751002033 of SAMS Society, B.Ed. admission, Higher Education Department

### Section 3: Indicative Scope of Work

The scope of work is divided into following three broad phases i.e. (i) Pre-examination phase; (ii) Examination Phase and (iii) Post examination phase.

### Section 4: Instructions/Terms of Reference.

1. Prospective Service Providers are requested to remain updated for any notices/amendments/clarifications etc. through the Department website i.e. <https://dheodisha.gov.in>

2. Incomplete information submitted in the “Response to EOI” or non-submission of information in clear terms or making any changes in the prescribed forms or deliberately suppressing the information may result the “Response to EOI’ being summarily rejected.
3. “Response to EOI” received late will not be entertained.
4. All pages of the ‘Response to EOI’ shall be numbered, attested by the authorized person of the Service Provider and submitted as a package along with forwarding letter on Service Provider’s letter head.
5. The Higher Education Department, Odisha may seek additional documents or clarifications as and when required from the Service Providers.
6. In case of a large number of eligible Service Providers responding to the EOI, Government reserves the right to shortlist 15 to 20 Service Providers, based on the annual turnover for three financial years i.e. 2018-19, 2019-20, 2020-21, i.e. Service Providers with higher average annual turnover shall be shortlisted. All the eligible Service Providers or all the shortlisted Service Providers, as the case may be, are required to give presentation on their credentials, capabilities and suggested scope of work on a date, time and venue to be intimated subsequently. Failure to make presentation will make the Service Provider concerned ineligible for Request For Proposal (RFP).
7. Subsequent to the presentation made by the Service Providers, detailed scope of work shall be finalised in shape of RFP document and price bid shall be invited only from those Service Providers who made their presentations.
8. Higher Education Department, Odisha reserves the right to annul this EOI process at any time without incurring any liability to the affected Service Provider.
9. For any query or clarification, the Additional Secretary to Government (TE Section), Higher Education Department may be contacted through mobile no. 7008914300 and via email: [hete.section@gmail.com](mailto:hete.section@gmail.com).

## ANNEXURE-1

**Particulars of the Service Provider/ Organisation  
(Must be in the Letter Head of the Organisation)**

Sl. No	Service Provider Details	To be filled up by the Service Provider	For use of Technical Evaluation Committee
1	Name and Address of the Service Provider with registered office address, telephone, FAX, email etc.		
2	Authorised Signatory & Contact person details i.e. Name; Designation; Mobile; email.		
3	EMD Rs.10,000/- (Ten Thousand Rupees) details (BD/DD/RTGS/NEFT)		
4	Details of Legal entity i. Certificate of incorporation ii. GST registration copy iii. PAN card copy		
	<b>Finance Criteria</b>		
5	Average annual turnover in India in last three financial years. i. 2018-19 ii. 2019-20 iii. 2020-21		
6	Turnover from CBT examination/assessment work in last three financial years. i. 2018-19 ii. 2019-20 iii. 2020-21		
7.	Net worth of the Company/Service Provider in last three years : i. 2018-19 ii. 2019-20 iii. 2020-21		
	<b>Experience Criteria</b>		
8.	i. Name of the client/engaging body ii. Name of examination iii. Nature of services provided iv. No. of students appeared per day and total no. of students appeared in the examination v. Period of examination vi. Total no. of centres covered		
9.	Details of Technical Persons and IT Professionals now working in the		

	company		
10.	Whether the Service Provider has ever required suspending the work for more than six months? If yes, give details and reasons of incompleteness		
11.	Whether the Service Provider has ever any work awarded incomplete? If yes, give details of work and reasons of incompleteness		
12.	Whether the Service Provider has ever been black listed or debarred by any regulatory board or Govt. for any reason whatsoever for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices		
13.	Any other details, the Service Provider would like to submit (Awards, Accreditation etc.)		

**Note: -**

**Financial Criteria:**

For Point no. 5 to 7, details to be furnished duly supported by figures in Balance Sheet/Profit & Loss Account for the last three years i.e. 2018-19, 2019-20 & 2020-21 and certified by the Chartered Accountant, as submitted by the Service Provider to the Government Authorities (copies to be attached).

**Experience Criteria:**

For Point No. 8 to 12, the Service Provider is required to provide the information on above format only in reverse chronological order (start from latest/recent most organisations to oldest organisation) and also attach supporting copy of contract/ performance certificate in same sequence.

**Verification:**

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information, the application shall be liable for rejection with initiation of criminal proceeding as deemed fit.

Signature of Authorised Signatory  
Name:  
Designation:  
Seal & Date