



Request for Proposal for Empanelment of a Professional Agency

ODISHA KNOWLEDGE CORPORATION LIMITED

Plot no- 108/3607, Behind Pal Heights, Jaydev Vihar, Bhubaneswar-751013

Request for Proposal (RFP) Summary Sheet

Details	Information
RFP Title	Request for Proposal for Empanelment of a Professional Agency
RFP Issuing Authority	Odisha Knowledge Corporation Limited (OKCL)
RFP Reference Number	OKCL/RFP/Empanelment/01
RFP Availability	Downloadable from the website www.okcl.org
Submission Deadline	20th July 2026 by 12:00 PM
Submission Mode	Speed Post / Registered Post / Courier / By Hand
Pre-Bid Queries Deadline	13 th July 2026
Pre-Bid Query Submission Email	info@okcl.org
Proposal Opening Date	20th July 2026 at 3:00 PM
Proposal Submission Address & Opening Venue	OKCL Office, Plot no- 108/3607, Behind Pal Heights, Jaydev Vihar, Bhubaneswar-751013
Contact Address	Managing Director, Odisha Knowledge Corporation Limited, Plot No- 108/3607, Jaydev Vihar, Bhubaneswar-751013
Earnest Money Deposit (EMD)	Payable upon selection, through Demand Draft to "Odisha Knowledge Corporation Limited"
Retention Money	5% of order value retained for 30 days post-verification
Proposal Format	Two Proposal System: Technical Proposal & Financial Proposal
Evaluation Process	Quality and Cost-Based Selection (QCBS)
Technical Evaluation Weightage	80%
Financial Evaluation Weightage	20%
Eligibility Criteria	Detailed eligibility requirements provided in the RFP document.

REQUEST FOR PROPOSAL

OKCL invites tender submission from experienced and reputed Professional Agencies to provide comprehensive facilitation, mobilization and operational support for training and capacity building projects across the State. The tender document is available on the website of www.okcl.org, which may be downloaded for use. Interested parties may submit their proposal super-scribing as “Empanelment of a Professional Agency” to the undersigned through speed post / Registered Post/Courier/by Hand at OKCL office which should reach on or before 12: 00 PM of 20-07-2026 positively. The undersigned reserves the right to reject any or all tender without assigning any reason thereof.

Sd/-

Managing Director

Odisha Knowledge Corporation Limited

07-07-2026

TERMS AND CONDITIONS

1. Tender/Bid Document:

The prospective agencies may download the complete set of the tender documents directly from the website at www.okcl.org and submit the same to OKCL with sign & seal on each page. Managing Director, OKCL shall have no responsibility for any delay/omission on part of the agency. The tender application will be rejected if the agency changes any clause or Annexure of the bid document downloaded from the website or not submitted on or before the due date or not supported by necessary documents & Earnest Money Deposit.

2. Bid Submission:

- a) The tender shall be submitted **in two bid system** i.e. Technical Bid & Financial Bid. Financial Bid contains only the price Bid as per Annexure – II and Technical Bid contains all other documents as per the tender terms except Price format. The Technical Bid & Financial Bid will be covered in two separate envelopes clearly written on the top of the envelope as **Technical Bid & Financial Bid** respectively and these two bids will be covered in a big envelope super scribed as “**Empanelment of a Professional Agency**”. The tender documents for Category A and Category B are to be submitted separately in separate envelopes.
 - b) The tender shall be for all/partial item(s) as described in the schedule of requirement and specification. The price bid is specified in **Annexure- II**, which should be used at the time of submission of tender.
3. Each agency shall submit tender as mentioned in the tender document.
4. The tender paper downloaded from the website should be signed by the authorized signatory of the agency at bottom of each page with their official seal duly affixed.
5. Eligibility Criteria:

Sl.	Basic Requirement	Specific Requirements	Documents Required
1)	Legal Existence	The agency should have all necessary & applicable registrations. The agency should have been in operation for at least one year as on the last date of submission of the Expression of Interest (EOI)/Request for Proposal (RFP).	Certificates of incorporation/ Pan Card, GST & other Registration certificates as per applicability

2)	Turnover	The agency should have a minimum annual turnover of ₹25 lakh in its previous financial year.	Audited Financial Statements
3)	Blacklisting	A self-certified letter by the authorized signatory of the agency that the agency has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as of date of Bid Submission must be submitted on original letter head of the agency with signature and stamp.	A Self Certified letter by authorized signatory (Annexure –I)
4)	Presentation	The Agency shall make a presentation on the understanding of the objective, scope of work and methodology for extending project related support with detailed plan of action.	

Note: The bidder has to give detailed presentation for Category A and B separately.

6. The bids are liable to be rejected if any of the above conditions are not complied with.

7. Bid Processing Fees:

The bidder must furnish a Non-Refundable Bid Processing Fee of Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred Only) in the shape of Demand Draft from any bank in favor of **“ODISHA KNOWLEDGE CORPORATION LIMITED”** payable at **Bhubaneswar**. The bid processing fee is to be submitted for each Work separately, i.e. for Category A and Category B separately.

8. Earnest Money Deposit:

The agency will submit EMD in the shape of Demand Draft from any bank in favor of **“ODISHA KNOWLEDGE CORPORATION LIMITED”** payable at **Bhubaneswar** after the empanelment at the time of placing work order for the selected category.

9. Any effort by any agency to influence the purchaser in its decision on bid evaluation may result in rejection of the agency's offer.
10. Any legal disputes arising out of this are subject to Bhubaneswar jurisdiction only.
11. Interested Agencies may be present in person or their authorized representative during the opening of bids at **3:00 PM on 20-07-2026** at OKCL's Regd. Office, Bhubaneswar.

12. Pre-Empanelment Queries-

Bidders are allowed to submit their queries in respect of the RFP and other details, if any, to OKCL through e-mail at info@okcl.org till 13th July 2026.

All the response to the pre-empanelment queries shall be published on OKCL Website on 14th July 2026.

Conditions at the time of Work Execution -

- 13.** In case, the agency fails to execute the order, the EMD will be forfeited and necessary legal action shall be taken to blacklist the firm.
- 14.** In case of any defects or deviation from the specifications of Work order, penalty at such rates as per the decision of the OKCL management shall be levied. Decision of Managing Director, OKCL will be final in this regard.
- 15.** Retention money of 5% of order value shall be retained for satisfactory quality and quantity verification and shall be released after a retention time period of 30 days.

Sd/-
Managing Director
Odisha Knowledge Corporation Limited
07-07-2026

Introduction

Odisha Knowledge Corporation Limited (OKCL) intends to engage a competent agency to provide comprehensive facilitation, coordination, mobilisation, and operational support for training and capacity-building projects across the State.

These initiatives are strategically aligned with the Government of Odisha's vision to:

- Strengthen the Odia language ecosystem in digital space
- Promote inclusive digital literacy and language accessibility
- Enable creation of structured Odia datasets for AI, governance, and public service delivery
- Build capacity across institutions, communities, and global Odia diaspora

The selected agency shall act as a knowledge, implementation, and coordination partner, delivering end-to-end professional services covering planning, execution, outreach, monitoring, and impact documentation.

The selected agency shall play a critical role in enabling effective outreach, stakeholder engagement, participant mobilisation, and seamless on-ground coordination to ensure the successful implementation of the programmes.

The agency will be responsible for undertaking a broad range of functions including facilitation of programme activities across various departments and institutions, coordination with stakeholders at the State, District, and institutional levels, providing mobilisation support for participant enrolment and engagement, and extending operational support to OKCL and the client for smooth execution and monitoring of the programmes.

Detailed Scope of Work

The Scope of Work is divided into 2 categories namely A and B. The bidder can either apply for Category A or Category B or Both.

Category A

Engagement of Agency for Professional Facilitation, Coordination, Mobilisation and Operational Support Services

Odisha Knowledge Corporation Limited (OKCL) intends to engage a competent agency to provide professional facilitation, coordination, mobilisation, awareness creation, institutional outreach, expert engagement, media management and operational support for various training, capacity-building and project-based initiatives across Odisha. The agency shall support OKCL in strengthening coordination with Government Departments, educational institutions, universities, district and

block-level authorities, community organisations, domain experts, training partners and other stakeholders for effective implementation of assigned projects.

- The selected agency shall **facilitate project-related coordination** with different Government Departments and officials at the State, District and Block levels. It shall assist in organising meetings, consultations, permissions, stakeholder communication and other administrative facilitation required for smooth implementation of OKCL's programmes.
- The agency shall also coordinate with schools, colleges, universities, training institutions, cultural and language promotion organisations, community groups and other relevant institutions. It shall visit and interact with institutional authorities to sensitise them about the objectives, benefits and implementation modalities of the programme and facilitate necessary support for awareness and training activities through OKCL's training partners.
- The agency shall prepare and **implement a structured mobilisation and participant engagement strategy** to ensure higher participation in the programme. The mobilisation shall cover diverse groups such as students, teachers, academic institutions, Government officials, administrative personnel, women groups, community members, youth groups and other identified beneficiaries.
- The agency shall develop and submit a **detailed awareness creation and sensitisation strategy**, including outreach methods, communication approach, field visit plan, stakeholder engagement plan and mechanisms for improving participation. It shall also support OKCL in promoting project objectives and communicating programme benefits to relevant stakeholders.
- The agency shall coordinate with concerned Government Departments for inclusion of project-related **promotional activities in Information, Education and Communication campaigns**, wherever applicable. It shall also prepare a comprehensive media management strategy to support publicity, project visibility, stakeholder messaging and documentation of major programme activities.
- The agency shall identify and engage retired senior Government officials, eminent personalities, academicians, experienced professionals and suitable resource persons for **sensitisation visits, stakeholder consultations and awareness activities**.
- The agency shall undertake field visits to Government offices, educational institutions, universities, colleges, schools, community organisations and other relevant locations for coordination, sensitisation and stakeholder interaction. Proper records of visits, discussions, outcomes and follow-up actions shall be maintained.
- The agency shall submit periodic reports to OKCL on coordination activities, stakeholder meetings, institutional visits, awareness activities, expert engagements, media support, and promotional activities. It shall also submit specific plans and strategies as required by OKCL.

Expected Outcome of Category A

The assignment is expected to strengthen stakeholder coordination, improve institutional participation, enhance programme visibility, support effective mobilisation, facilitate expert engagement and ensure smooth operational support for OKCL's training, capacity-building, digital literacy, language promotion and other project-based initiatives across Odisha.

Category B

Scope of Work

Engagement of Agency for Extending Professional Services for Language-Based Project

The selected agency shall provide professional, technical, coordination and advisory support for the implementation of language-based digital initiatives, particularly relating to the creation, validation, enrichment, exchange and integration of language datasets. The agency shall assist the Authority in ensuring that the project is implemented in alignment with national digital language initiatives, State language promotion priorities and prescribed technical standards.

The detailed scope of work shall include, but shall not be limited to, the following:

1. Facilitation of Dataset Transfer to National Digital Language Corpus

The agency shall facilitate the transfer, synchronization and submission of validated Odia language datasets to the National Digital Language Corpus through BHASHINI APIs and other data exchange mechanisms prescribed by the Ministry of Electronics and Information Technology, Government of India.

The agency shall provide support service to ensure that the datasets are structured, formatted, validated and mapped in accordance with the technical standards, metadata requirements, quality parameters and data submission protocols prescribed under the BHASHINI Mission and related MeitY guidelines.

2. Compliance with BHASHINI Standards and API Requirements

The agency shall provide necessary coordination support for integration with BHASHINI APIs, including preparation of datasets in the required formats, facilitation of data upload, synchronization, testing, error rectification, metadata tagging and confirmation of successful transfer.

The agency shall extend necessary support for compliance with applicable standards relating to dataset structure, language tagging, content categorisation, data quality, duplication checks, validation status and auditability.

3. Linkage with Odia Wiki Repositories

The agency shall facilitate structured linkage, content mapping and content exchange between validated Odia datasets and relevant Odia Wiki repositories. The objective shall be to strengthen publicly accessible digital knowledge resources and enable wider use of curated language content.

The agency shall coordinate with relevant stakeholders, editors, language communities, content contributors and repository administrators, wherever required, to support systematic content referencing, enrichment and exchange.

4. Alignment with State Language and Digital Empowerment Goals

The agency shall ensure that all activities under the assignment are aligned with the Language Policy and the State's broader linguistic, cultural and digital empowerment objectives, including initiatives such as the Digital Odisha Vision 2030.

The agency shall support the project in promoting Odia as a functional digital language for governance, education, knowledge creation, citizen engagement and digital public infrastructure.

5. Domain Expert Engagement and Advisory Support

The agency shall identify, on board and coordinate with domain experts, academicians, language specialists, subject matter experts, technology experts and other relevant professionals for brainstorming sessions, advisory inputs, content-related discussions and dataset enrichment activities, wherever required.

The agency shall facilitate expert consultations for improving the quality, relevance, authenticity, categorisation and usability of Odia language datasets.

6. Dataset Enrichment and Knowledge Support

The agency shall support activities related to dataset enrichment, including review of content categories, identification of knowledge gaps, consultation with subject experts, improvement of metadata, thematic classification and enhancement of content usability for language technology applications.

The agency shall assist in ensuring that the datasets are useful for applications such as machine translation, speech recognition, text-to-speech, optical character recognition, language modelling, digital governance, education and citizen services.

7. Coordination with Stakeholders

The agency shall coordinate with Government Departments, BHASHINI/MeitY representatives, language institutions, academic bodies, language experts, digital repository administrators, technical teams and other stakeholders for effective execution of the assignment.

The agency shall facilitate meetings, technical discussions, consultations, documentation and follow-up actions required for smooth implementation.

Technical Bid Evaluation

The following parameters will be evaluated in the technical proposal.

S.N.	Technical Parameters	Max Score	Supporting Document Required
A	Turnover of the Bidder	20	Audited financial statements duly certified by Chartered Accountant. 25 lakhs to 50 Lakhs – 15 marks More than 50 Lakhs – 20 marks
B	CV's of professionals/experts proposed in the team	40	CVs of professionals/ experts including qualifications and previous experience.
C	Presentation on understanding of scope, strategy and work plan.	40	Presentation by the bidder (Date to be intimated to prequalified bidders).
Total		100	

Instructions for Submission:

1. Attach detailed CVs of professionals/experts proposed in the team, focusing on their qualifications, and work experience.
2. Provide legible copies of all supporting documents.
3. Ensure all submissions are signed and stamped on each page by the authorized signatory.
4. Clearly label all annexures and reference them in the respective rows.

Evaluation Process:

- i. Bidders who secure 70 or more marks out of 100 in the technical proposal will qualify for the financial bid evaluation.
- ii. Presentation remains the most critical parameter with 40 marks.

Evaluation Criteria

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The lowest evaluated Financial Bid (F_m) shall be given the maximum financial score (S_f) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows: $S_f = 100 \times F_m / F$, in which " S_f " is the financial score, " F_m " is the lowest price, and " F " the price of the bid under consideration.

The weights given to the Technical (T) and Financial (P) Bids shall be: $T = 80$, and $P = 20$

Bids shall be ranked according to their combined scores, calculated using the technical score (S_t) and financial score (S_f) and the weights as follows: $S = S_t \times T\% + S_f \times P\%$ The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

Annexure-I

Self-Declaration: Not Blacklisted (on letterhead)

To,

Managing Director

ODISHA KNOWLEDGE CORPORATION LTD

a) In response to the Tender titled “**Empanelment of Professional Agency for Category A/B or both**”(tick whichever applicable), as an owner/ partner/ Director of (organisation name)_____, I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, black listed either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thank you,

Name of the Agency:

Authorized Signatory:

Signature:

Seal:

Date: _____ Place: _____

Annexure-II (Category A)

(on letterhead)

Format for submission of Empanelment Price

Category A - Engagement of Agency for Professional Facilitation, Coordination, Mobilisation and Operational Support Services

Description	Quoted Rate per Learner (₹)
Professional Facilitation, Coordination, Mobilisation & Operational Support Services	
Amount (in words)	

Please Note: Please quote the base price. Taxes shall be paid over and above the base price as applicable.

Date:

Name and Address of the Agency

Place:

Signature of the Authorised Person

Annexure-III (Category B)

(on letterhead)

Format for submission of Empanelment Price

Category B - Engagement of Agency for Extending Professional Services for Language-Based Project

Description	Quoted Rate per Learner (₹)
Professional Services for Language Based Project	
Amount (in words)	

Please Note: Please quote the base price. Taxes shall be paid over and above the base price as applicable.

Date:

Name and Address of the Agency

Place:

Signature of the Authorised Person