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CENTER FOR MODERNIZING GOVERNMENT INITIATIVE

General Administration & Public Grievance Department
Government of Odisha



Memo No. CMGI/PCU/Mobile App Development/HRMS/2026/905/430

Dated :- 30.03.2026

From

Sri.Surendra Kumar Meena

Executive Director,

To

The Managing Director,

1. M/s Dzinapixel Webstudios OPC Pvt. Ltd.
2. M/s Fortelan Innovative Pvt. Ltd.
3. M/s Global E Village Services India Ltd.
4. M/s GTCS Technology Pvt. Ltd.
5. M/s Innovex solutions Pvt. Ltd.
6. M/s Mindtrack Technologies Pvt. Ltd.
7. M/s Qwegle Technologies Pvt. Ltd.
8. M/s Scius Solution Pvt. Ltd.
9. M/s Sonydig Technology Pvt. Ltd.
10. M/s Techsheel Pvt. Ltd.
11. M/s Tetralance Pvt. Ltd.
12. M/s Virtoy Technologies Pvt. Ltd.

Sub: Request for submission of proposal for selection of software firm for providing services of Design, Development & implementation of Android and IOS Mobile App for HRMS Application.

Sir/ Madam,

In inviting a reference to the subject cited above, I am to say that for design and development of Android and IOS mobile App in HRMS Application as mentioned in the scope of work from the empaneled IT firm of the E & IT Department of Odisha as per the term & references as laid down vide Notification No.4023/E&IT, Dated.26.09.2023 of Electronics & Information Technology Department, Odisha, Bhubaneswar.

The intending empaneled agencies shall submit the price bid (in closed envelope) to Center for Modernizing Government Initiative, Odisha. The firm should also submit the Technical Compliance response separately in closed envelope.

You are therefore requested to submit your proposal with expression of interest with detailed documentation on approach, methodology, best practices followed in other Departments of Odisha, in other State/ Countries as per the requirement, timeline, past experience of agency etc.

The department will conduct one technical evaluation of the proposal on the basis of approach, methodology, best practices followed in other Departments of Odisha, as per the requirement timeline, past experience of agency etc. for short listing of the software firm.

The price bid envelope of the firms will be opened by the evaluation committee constituted by the Center for Modernizing Government Initiative, Odisha for finalization of cost and the firm. The Financial bids will be opened after qualifying the Technical Compliance response.

The proposal shall reach to the Center for Modernizing Government Initiative, Odisha. on or before 17.04.2026, 12.15 PM through registered post/ speed post/ courier. The evaluation committee will evaluate the proposals on dated 17.04.2026 at 12.30 PM.

This is for your information and necessary action.

Yours faithfully,

CMGI,Odisha

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Limited Tender on Design, Development and Implementation & Maintenance of HRMS Application for Center for Modernizing Government Initiative, Odisha

1. Fact Sheet

Sl.	Item	Description
1	Project Title	Selection of System Integrator for providing services of Design, Development & implementation of HRMS Application.
2	Name of Purchaser	Center for Modernizing Government Initiative, Odisha
3	Contact Person, Address and Email	System Administrator(I/C), CMGI, Toshali Bhawan, A-2, 1 st Floor, Satya Nagar, Bhubaneswar, Odisha
4	Date of Publication	02/04/2026
5	Selection Method	Tenders for this contract will be assessed in accordance with Lowest Cost Based Selection (LCS) procedure. Joint Venture or Sub-Contracting or Consortium is not allowed.
6	Last date and time for receipt of proposals from Bidders	17/04/2026, 12.15 PM in Offline Mode
7	Opening of Technical Proposals	17/04/2026, 12.30 PM in Offline Mode
8	Opening of Commercial Bids	To be notified later
9	Bid Validity Period	4 Months
10	Project Term	4 Months

2. Notice Inviting Tender (RFP)

Center for Modernizing Government Initiative, Odisha invites proposals (valid for minimum 180 days from bid submission end date) from the above Tier-III Software Firms empanelled for Development & Implementation of e-Governance Project and notified vide E&IT Department notification no. 4023/ EIT-1-8/2019 Dated 26- 09-2023 (hereinafter called "System Integrator") for Design, Development & implementation of HRMS Application for Center for Modernizing Government Initiative, Odisha.

- ✓ Not more than one bid shall be submitted by one Bidder.
- ✓ This 'Invitation to Bid' is non-transferable under any circumstances.
- ✓ The bids must be submitted in offline mode (Physically) or through postal.
- ✓ Center for Modernizing Government Initiative, Odisha reserves the right to reject any or all the Bids in whole or part, prior to signing of the Contract, without assigning any reasons.

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3. Introduction

CMGI is committed to excellence and places significant importance on creating value for every task it undertakes. The primary goal of this initiative is to collaborate with the Departments of the Government of Odisha and other stakeholders to examine critical issues in Governance, pinpoint solutions, assist in developing action plans, and support the implementation of Governance Reforms.

CMGI functions as a think tank, facilitating the translation of government goals, objectives, and policy priorities into concrete reform actions within the realm of Governance. It aids the State Government in recognizing key areas for transformation that will have the greatest impact on enhancing performance and policy-making in government, thereby enabling a more effective response to the needs of the populace. Additionally, it establishes a repository of best practices and tools across all facets of governance reforms, including e-Governance. To bolster change management programs within the Government and effectively advance governance reforms, CMGI has crafted a reform communication strategy aimed at broader implementation and capacity building within the Government. Beyond these noble objectives, CMGI serves as a knowledge hub and think tank, offering consultancy services to national, state, and local governments in India and developing nations in the areas of design, action research, and the execution of governance reforms, including administrative reforms to promote good governance.

4. Instructions to the Bidders

Bid Validity

The Bid must be valid for 180 days from the last date of bid submission. However, validity of the price bid of selected bidder will be for entire contract period as mentioned in the RFP and the extension period, if any.

Tenure of Contract

- a. The Contract shall be in force for One (1) years subject to adherence to timelines/time frame and as per the Terms and Conditions of the Contract.
- b. **Termination of the contract:** Notwithstanding the allocation of work during the Contract period and/or tenure of Contract, Center for Modernizing Government Initiative, Odisha, without prejudice or liability, reserves the right to terminate the contract.

Key Requirements of the Bid

Right to Terminate the Process

- a. CMGI may terminate the RFP process at any time and without assigning any reason. CMGI, Odisha makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by CMGI Odisha. The bidder's participation in this process may result CMGI, Odisha selecting the bidder to engage towards execution of the contract.

Language

The Proposal should be filled by the Bidder in English language only.

Submission of Proposals

General Instruction to Bidders

- a. The bidders should submit their responses as follows:
 - I. Technical Proposal
 - II. Financial Proposal
- b. The Response to Technical Proposal and Financial Proposal (as mentioned in previous

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paragraph) should be submitted through offline mode (Physically) or through postal.

- c. Please Note that Prices should not be indicated in the Technical Proposal but should only be indicated in the financial proposal.
- d. The proposal/ bid shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initiated by the person (or persons) who sign(s) the proposals.
- e. In case of any discrepancy observed by CMGI, Odisha in the contents of the submitted bid documents due to improper scanning or not in readable format or verification of authenticity of the documents, CMGI, Odisha may ask the bidder for resubmission of such documents.

Late Bids

- a. CMGI, Odisha shall not be responsible for non-submission/delay in submission of bids due to any glitches. It is the responsibility of the bidder to ensure submission of bid much prior to the deadline and report the issues (If any) in the help desk for resolution, so as to avoid last minute rush.
- b. Department reserves the right to modify and amend any of the above-stipulated condition / criterion depending upon project priorities vis-à-vis urgent commitments.

Evaluation Process

- a. CMGI, Odisha will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders
- b. The Proposal Evaluation Committee constituted by CMGI, Odisha shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection of the bid.
- c. The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d. The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals, if required.
- e. The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

Tender Opening

The Proposals submitted up to 17.04.2026, 12.15 PM will be opened on 17.04.2026, 12.30 PM physically by the Tender Committee of CMGI.

Tender Evaluation

- a. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non responsive if Proposals:
 - i. Are not submitted as specified in the RFP document.
 - ii. Are found with suppression of details.
 - iii. With incomplete information, subjective, conditional offers and partial offers submitted.
 - iv. Submitted without the documents requested in the checklist.
 - v. With lesser validity period.

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- b. All responsive Bids will be considered for further processing as below:
CMGI, Odisha will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

5. Criteria for Evaluation

Tenders for this contract will be assessed in accordance with **Lowest Cost Based Selection (LCS)**. The Proposal Evaluation Committee will carry out a detailed evaluation of the proposals, in order to determine whether the technical aspects are in accordance with the requirements set forth in the RFP Documents. To reach such a determination, the Proposal Evaluation Committee will examine and compare the technical aspect of the proposals based on information provided by the bidder, taking into account the following factors:

- Overall completeness and compliance with the requirement.
- Proposed solution, work-plan and methodology to demonstrate that the bidder will achieve the performance standards within the time frame described in RFP documents.
- Any other relevant factors, if any, listed in RFP document or the CMGI, Odisha deems necessary or prudent to take into consideration.

Bidders securing more than 70% marks in the technical evaluation will only be considered for further financial bid evaluation. Bids or Tenders which don't secure the minimum specified technical score will be considered technically non-responsive and hence disqualified from being considered for financial evaluation.

Technical Evaluation Criteria

Consortium / Joint Venture is not allowed.

Technical evaluation of proposals will be done based on the following criteria:

SI No.	Criteria	Maximum Marks
A	Experience of bidder in implementation of Dynamic website/ MIS Application / Mobile Application / Application for any Govt./PSU/Autonomous body. With order value of each project More than ₹10 Lakh - 10 marks each More than ₹20 Lakh - 20 marks each (Minimum One (2) of them should be Go-live)	60 Marks
B	Approach & methodology	20 Marks
C	Demonstration of Prototype	20 Marks

- a. All the bidders who secure a Technical Score of more than 70 marks will be declared as technically qualified.
- b. The commercial bids of only the technically qualified bidders will be opened for further processing.

Commercial Evaluation Criteria

- a. The bidder shall submit their financial bids considering the man-month rates notified, as per E&IT Department notification no. 4023/ EIT-1-8/2019 Dated 26-09-2023 under Tier-III category. The

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format for submission of financial bid is provided at Form 13.

- b. The financial bid of only those bidders shall be opened who score more than 37.5 marks in Technical Evaluation.
- c. The bidder with lowest qualifying financial bid (L1) will be awarded the work.
- d. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly. If there is a discrepancy between words and figures, the amount in words will prevail".

6. Appointment of System Integrator

Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Terms & Conditions of the RFP and the Proposal submitted by the successful bidder, despite the deviations submitted by the Bidder are adequately considered and mutually agreed, shall constitute sufficient grounds for the annulment of the award, in which event CMGI, Odisha may award the contract to the next best value bidder or call for new proposals from the interested bidders.

7. Scope of Work

Stakeholders & Users

Following types of users will be use the Mobile Application:

- a. Public
- b. Administrator

Objective

The objective of this project is to design and develop a modern, responsive, secure, and user-friendly Mobile Application that effectively showcases CMGI, Odisha activities, and HRMS, OPMS Activities.

Overview

- a. Requirement Analysis
- b. Design and development of the HRMS Android and IOS Mobile App
- c. Solution Testing
- d. User Acceptance Testing (UAT)
- e. Training
- f. Go-Live of Mobile App
- g. Support, Operation & Management (O&M)

The broad scope of work includes:

- **Intelligent Gateway & Adaptive Routing: Direct-to-Module:** For users with single-system privileges (e.g., HRMS only), the app utilizes logic to bypass selection screens for immediate dashboard access.
- **Module Selector:** A dynamic landing page for multi-role administrators to toggle between HRMS, Quality Management (QMS), and Project Management (OPMS) environments.
- **Integrated HRMS & OPMS Services:** Real-time access to Employee Attendance, Service Books, Salary Slips, and Performance Appraisal Reports (PAR). Annual property statement and sanction detail tracking.

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- **Quarter Management (QMS):** Digital allotment workflows, property tracking, and maintenance request management
- **High-Fidelity Survey & Data Collection:** Offline-first data entry capabilities for regional administrative tasks and surveys.

The broad scope of work excludes:

- **Department will give APIs and Backend logics to the SI.**

Requirement Study

The SI shall perform the detailed assessment of the Mobile Application(Android & IOS) requirements including finalization of the Functional Requirements Specifications (FRS) and the System Requirement Specifications (SRS) in consultation with CMGI.

While doing so, SI at least is expected to do following:

Review of existing content

- Consult with CMGI, Odisha and other stakeholders.
- Translate all the requirements mentioned in the document into System Requirements.

Design & Development

The SI shall design the solution architecture and specifications for meeting the requirements mentioned as part of this document.

- Implementation of robust integrity checks to detect and block Mock Location providers, ensuring the physical presence of employees during attendance or field surveys.
- High-Concurrency Management: To prevent "Thundering Herd" server crashes during peak 10:00 AM windows, the system utilizes Android Work Manager for intelligent request scheduling and background synchronization.
- Role-Based Access Control (RBAC): Granular permission levels ensuring users only interact with data pertinent to their specific government designation.

Testing

- a. The SI shall provide the testing strategy including Test Cases and Conduct Testing of various components of the software developed / customized (e.g. including Unit Tests, System Integration Tests, Security Testing and User Acceptance Test).
- b. The SI shall ensure deployment of necessary resources, tools, staging servers and related logistics during the testing phases.

SSL Certification

The SI shall carry out and ensure the following:

- a. Secure connection between Client and Server through Secure protocol HTTPS.
- b. Encryption of Data during transmission from server to browser and vice versa.
- c. Encryption key assigned to it by Certification Authority (CA) in form of a Certificate.
- d. SSL Security in the Application server.

Training

The SI shall provide training to the users identified by CMGI, Odisha on a train to trainer model.

- a. Refresher training should be provided to various stakeholder in VC mode.
- b. The schedule /training calendar and the training material for imparting training shall be

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developed in consultation with CMGI.

- c. Provide/coordinate training among various stakeholders on new services, enhancements added in the Mobile Application during O&M period.
- d. Training infrastructures viz; computers, projectors, whiteboards, connectivity and space for training required for the training shall be provided by the CMGI.
- e. If necessary, the bidder must travel to department at their own expense.

UAT & Go-Live

After completion of the development work for the APP, CMGI, Odisha will conduct the technical reviews of development work performed as UAT.

The SI shall be responsible for:

- a. Preparation and submission of test strategy, test cases and test results.
- b. Demonstration of module-wise functionalities/ features to the CMGI, Odisha in staging environment.
- c. Support CMGI, Odisha or their representatives at the time of user acceptance testing.
- d. Rectification of any issues/ bugs/ improvements/ enhancements/ up-gradations suggested(if any) during the UAT, without any additional cost.
- e. Documenting the UAT results & ensure that all issues raised during UAT are closed and signed-off from respective authority.
- f. Rectification in the new APP for any issues/ bugs/ and improvements/ Enhancements / up-gradations suggested Departments (if any) during the UAT without any additional cost.

Declaration of Go-Live:

After incorporation of the suggestions made during the UAT phase the APP would be hosted in the production environment.

Infrastructure Support

- a. The solution is proposed to be hosted in any cloud which is identified thereafter.
- b. The SI shall carry out the installation, maintenance & support of all the supplied software(s) on the procured hardware for development, quality and production environment.
- c. The SI shall provide the Licenses for this software in the name of CMGI, Odisha till the project end date / perpetual with necessary support structure in place.

Operation & Management

Support, Operation and Management will be started from the date of Go-live (**Cost of the Operation and Management must be included in the base cost of the Mobile application.**)

Support

Key activities to be performed by the SI in the Mobile Application support phase are as follows:

- a. Roll out of the Mobile Application
- b. Support for functional processes.
- c. Features enhancement based on user feedback.
- d. Management of the test and training environments.
- e. Management of the Production environment.
- f. Mobile Application support.
- g. Database Administration.

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- h. System Administration.
- i. User and access management.
- j. Performance Enhancement and Fine Tuning.
- k. Scheduled maintenance activity

The SI shall ensure compliance to SLAs as indicated in this RFP and any upgrades / major changes to the software shall be accordingly planned by SI ensuring the SLA requirements are met at no additional cost to CMGI Odisha.

Integration

The mobile application shall be able to expose the services (integration with other websites) to any third-party systems/ websites with REST/SOAP services or APIs. Both push and pull services shall work in case of requirement.

8. Other clauses

Change Request Management

As per Empanelment RFP & Agreement.

Exit Plan

As per Empanelment RFP & Agreement.

Timeline

Sl#	Millstone	Deliverable	Timeline
1.	Requirement Gathering, Gap Analysis & Documentation	Detailed Project Plan & SRS Document	T+1 Weeks
2.	SRS Approval	Department Approval	T+2 Weeks
3.	Application Development	UAT Compliance Report	T+4 weeks
4.	Deployment	Deployment Over, Infrastructure Hosting, Security Check and User Signoff.	T+14 Weeks
5.	Training & Go-Live	Test Strategy, Application Demonstration, UAT Signoff and Go-Live	T+16 Weeks
6.	AMC Support (AMC shall start from the date of Go-live)	After completion of go-live	12 Months

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Payment Terms

Sl#	Milestone	Deliverable	Payment Term
1.	Submission of Documents and Release of Beta Version	On submission and approval of SRS/FRS Document and Demonstration of Beta Version of the Mobile Application	50% of the solution development cost
2.	User Acceptance Test (UAT)	On Completion and approval of UAT by CMGI,Odisha/User Department and on submission of Test Cases and user manual.	50% of the solution development cost
3.	Go-Live of the Application with Security Audit	Go-Live declared by CMGI,Odisha/User Department	
4.	Maintenance Cost for One year	Payment will be released after successful delivery/completion of services for one quarter (3 Months)	Quarterly (3 Months)

9. FORM FIN-2: Cost Summary (in Indian Rupees)

Design, Development and Maintenance of HRMS Mobile Application: Design, Development & Implementation (including training) (This cost shall include cost of 1 st year warranty)				
Sl#	Item Description	Unit	Unit/Lump Sum Rate Quoted by bidder excluding GST)	Total Cost (excluding GST)
1	HRMS Mobile Application development (Android and IOS) for CMGI	Lump sum		
2	Security Audit by Cert-in empaneled agency	Lump sum		
3	Maintenance Cost for One year	One Year after completion of Go life date		
Total excluding Taxes				
Tax@%				
Grand Total including Taxes				

Note:

- The bid price will be exclusive of all taxes and levies and shall be in Indian Rupees.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- Total Amount (Total Project cost) will be considered for commercial valuation.
- Payment of Taxes and Duties shall be made as per actual during the time of billing.