

Letter No. 334  
OSDC-02/2025

Date: 21/07/25



## QUOTATION CALL NOTICE

FOR  
DESIGN, DEVELOPMENT AND MAINTENANCE OF ONLINE REGISTRATION AND RENEWAL  
MANAGEMENT SYSTEM  
OF  
**ODISHA STATE DENTAL COUNCIL**  
**(BY SEALED QUOTATION)**

The Odisha State Dental Council (OSDC) is a statutory body established under the provisions of the Dental Council of India Act, 1948. The OSDC regulates the dental profession in the state and ensures that dental professionals adhere to the ethical and professional standards set by the Dental Council of India.

The OSDC, seeks to develop a new website that will be informative, user-friendly, and accessible to all stakeholders including dental professionals, patients, and the general public. **Sealed quotations are hereby invited from experienced and qualified firms to design, develop and maintain the OSDC website.**

  
The Secretary-cum-Registrar,  
Odisha State Dental Council, Bhubaneswar  
Head of Department Building, Unit-V,  
Bhubaneswar, Odisha, Khordha-7541001

## TERMS AND CONDITIONS

1. Persons submitting quotation must go through the terms and conditions carefully and understand them before submitting their quotation. No lapse in this regard will be entertained later.
2. A bidder participating in the procurement process shall possess the following minimum pre-qualification/eligibility criteria:

<b>Sl. No.</b>	<b>Basic Requirement</b>	<b>Specific Requirements</b>	<b>Documents Required</b>
1.	<b>Legal Entity</b>	<p>The bidder should be a company registered under the Indian Companies Act 1956</p> <p style="text-align: center;">OR</p> <p>A partnership firm registered under the Indian Partnership Act, 1932.</p> <p style="text-align: center;">OR</p> <p>A Limited Liability Partnership registered under Indian Limited Liability Partnership Act,2008</p> <p style="text-align: center;">OR</p> <p>A Proprietorship firm registered under the Shops &amp; Commercial Establishments Act, 1958 or a similar Act of any other State/Union, as applicable</p>	Copy of Certificates of incorporation/Certificate of Registration
2.	<b>Financial:</b>	The net worth of the bidder as per the last published balance sheet on 31-03-2025 should be Positive.	CA Certificate with CA's Registration Number/Seal
3.	<b>Tax registration and clearance</b>	<p>The bidder should have a registered number of</p> <ol style="list-style-type: none"> <li>1. GST where his business is located</li> <li>2. PAN Number</li> </ol>	<ul style="list-style-type: none"> <li>• Copies of PAN</li> <li>• GST registration Certificate/Number</li> </ul>
4.	<b>Mandatory Undertaking</b>	<p>Bidder should:-</p> <ol style="list-style-type: none"> <li>a) Not be in solvent, in receivership, bankrupt, or being wound up ,not have its affairs administered by a court or a judicial officer, not have its business activities suspended, and must not be the subject of legal proceedings for any of the fore going reasons;</li> <li>b) not have, and their directors and officers been convicted of any criminal offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process ,or not have been otherwise disqualified according to debarment proceedings;</li> <li>c) Not have a conflict of interest in the procurement</li> </ol>	A Self Certified letter as per Annexure-Self-Declaration

3. An EMD of **Rs.1000/- (Rupees one thousand only)** should be paid through online to the Bank details as follows: -

Bank Name : State Bank of India  
Account Number: 3998823674  
Account Name: Odisha State Dental Council  
IFSC Code: SBIN0010249

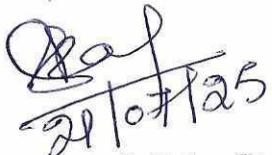
The EMD paid will be adjusted against the security deposit in respect of the successful quotation and the EMD in respect of the unsuccessful quotation will be refunded. 5% of the quoted value shall be remitted as Security Deposit within 7days from the date of communication of the approval of the quotation.

4. Quote the rates for the entire work process and to maintain the same for three years (Any corrections /modifications as and when required should be done free of cost).
5. The quotation should be submitted in the prescribed proforma along with the undertaking and all relevant certificates and documents as mentioned in the Annexures. Incomplete proforma and failure to enclose the necessary documents, will lead to rejection of the quotation.
6. The Website should be ready to host within 30days from the date of communication of the quotation approval.
7. The website developer must be competent enough to solve any issue raised from time to time within 24 hours.
8. The rate quoted/ negotiated shall be final for the contract period. Bill will be raised on quarterly basis including the taxes and the bill will be paid after deduction of necessary TDS and certificate will be issued against that. Selected firm/agency has to sign a MOU with Odisha State Dental Council with an agreed terms and conditions prior to work order.
9. Quotation should be sent in a sealed cover super scribed "**QUOTATION FOR DESIGN, DEVELOPMENT AND MAINTAINANCE OF ONLINE REGISTRATION & RENEWAL MANAGEMENT SYSTEM OF OSDC**". It shall enclose two sealed separate covers titled "**TECHNICAL BID FOR OSDC**" & "**FINANCIAL BID FOR OSDC**", respectively.
10. Quotation shall reach the **Secretary-cum Registrar, Odisha State Dental Council, Directorate of Medical Education & Training, Odisha, Unit-V, Bhubaneswar-751001 up to 05.00 PM on 18.08.2025 by speed post. One copy can be mailed to [odishastatedentalcouncil@gmail.com](mailto:odishastatedentalcouncil@gmail.com)**. The Quotations received after the due date & time will not be accepted.
11. Technical Bids will be scrutinized by the Executive committee of OSDC and the eligible quotations will be shortlisted for financial bid opening. The financial bid will be opened in presence of the Authorized representatives on specified date and time which will be intimated to the concerned applicants.
12. **Odisha State Dental Council shall have the right to accept / reject any of the quotations without assigning any reasons thereof.**
13. **Basing on previous performances, both the parties can go for the mutual negotiation for further extension of services with a negotiated price after completion of contract.**
14. **Either of the parties can terminate the contract by giving six month notice in advance to other party.**

15. In case of violation of any of the terms and conditions mentioned above, the Earnest Money/ Security Deposit of the successful bidder(s) shall be forfeited and the quotation shall be canceled.

16. Any attempt, direct or indirect, to cast influence, negotiate on the part of the bidder with the official/authority to whom he will submit the quotation or the quotation accepting official/ authority before the finalization of quotations will render the quotation liable for rejection.

17. Any legal dispute will be subject to Odisha Jurisdiction.



**Secretary-cum-Registrar, Odisha State Dental Council**

## **TECHNICAL SPECIFICATIONS FOR THE WEB SITE DESIGN, DEVELOPMENT AND MAINTENANCE**

- Design and development of a new website that is responsive, visually appealing, and easy to navigate.
- Only approved content must be hosted in the website by the Competent Authority.
- Integration of all necessary functionalities such as online registration, online renewal, and any other related services.
- Creation of a database to store all relevant information related to dental professionals, including their registration status, disciplinary actions, and continuing education credits and any other relevant information.
- Integration of social media channels to promote the OSDC activities and events.
- Integration of SMS gateway and TRAI approval should be obtained in the stipulated time.
- Development of a secure online payment system for registration, renewal and other fees.
- Provision of web hosting and maintenance services for a period of three years in total.
- Development of user manuals and training materials for OSDC staff to manage and update the website. Sufficient training shall be provided to OSDC Staffs to handle the Website
- Compliance with all applicable laws and regulations related to data privacy and security with SSL certification.
- The Data should be doubly protected and backed up properly.

### **SCOPE OF WORK**

Odisha State Dental Council will be utilizing Information and communication technologies (ICT) effectively. This is to be achieved through the computerization and automation of the Registration Process, Good standing certificate Application, Renewal Process, and Certificate /Smart ID Card generation at Odisha State Dental Council portal. Our Online Portal will allow users to apply online for various services like Registration Certificate, Renewal of Registration, and other allied services. To maintain/ develop a Content Management System based dynamic website and related application portals which is clutter free, engaging, and user friendly. It should be rich in content which is easily downloadable, such as high- Registration & Renewal and other multi-media content that is compatible with all modern digital platforms.

- (i) Online Application for Registration / Renewal of Registration
- (ii) Online Uploading of Photo, Sign and Supporting Documents
- (iii) Online Fee Payment via Cash Challan, Debit/Credit Card or Net banking
- (iv) Certificate/Smart card generation
- (v) Cloud-Based Database
- (vi) Online Reporting Facilities
- (vii) Login facility for all registered practitioners
- (viii) Online Receipt History
- (ix) Application for Good standing Certificate

- (x) Online Renewal Facility
- (xi) Digital Signature for Approvals

## Description of Services

### Services at a glance

- Online Application for Registration/Renewal
- Online Fees Payment and Online Document uploading
- Online Photo and Signature Uploading
- Application Process at Public Window
- Payment and Initial Document Verification by our team
- Real-time online status of the application process
- Soft copy of Certificate and Smart Card for every candidate
- Cloud-Based Database
- Online Reporting Facilities
- Other Allied Services

## Website Features

### 1. Secure Login:

- ❖ Admin section must be protected by username and password and using proper encryption.
- ❖ At database level also password should be stored in encrypted format.
- ❖ After 3 consecutive wrong attempts the password should be reset and new password would be sent to administrator through email.

2. **Links:** Administrator would be able to add/delete the links pertaining to English in the website at any point of time from any location. The control for the same should be user friendly that a simple data entry operator should be able to update the links. There would be three types of links, File (link to a file i.e., Doc, PDF, JPG etc.), URL (Link to some other website) and Content (Static information in rich text format). Also the administrator should be able to set the order in which the links would appear in the website

3. **Page Title:** For each link created the admin would specify the title of page.

**a. Link Validity:** For each link created the admin would specify the date/time by which the link expires. The default value should be never expiring.

**(i) Ownership:** For each content the admin should specify the source of the content and owner of the content.

**(ii) Meta Data:** For each content the admin should specify the metadata

**b. Content Structure:** The admin should be able to add links in the website. Now each link can be a main link. At the same time, it can be a sub-link to some other link. Also, simultaneously it can be a sub-link level 2 thus achieving complete flexibility.

**c. Feedback Management System:** The admin should be able to view all feedback received for a particular date or for a duration period. The admin should be able to send the reply for the same and email would be sent to the visitor's email address. Three types of feedbacks would be viewed and replied:

- ❖ **General**
- ❖ **Content Specific**
- ❖ **Department/Section Specific:** For department/ section specific tenders the administrator should specify sections and email address for each section. This way apart from viewing the feedback received for a particular section of the department an email should be automatically sent to that section email mentioned by admin.

**d. Circulars:** Through this section the Administrator of the site should be able to Add/Edit/Delete the categories in the website & should further be able to Add/Delete/Modify the documents pertaining to that category in the website.

**e. Photo Gallery:** Through this Module the Administrator should be able to add/update the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website.

**f. Downloads:** Administrator should have the option to add/delete/modify the files pertaining to download section.

#### **4. Implementation Approach**

- i. On receipt to work order the Developer shall prepare 3 sample layouts for the website and submit for approval. Web site setup /Installation, Web site contents, User Manual and Maintenance Guidelines shall be submitted in a pen drive. All changes as per the suggestion of the competent authority for the layout shall be done by the Developer.
- ii. Further work shall be started after approval. Work shall be done based on cyber security guidelines. All existing content of the website shall be converted so as to comply with Govt. of India website guidelines including all PDF and HTML files. The website shall be subsequently launched.

#### **Penalty Clause**

If any complaint regarding lack of services is received by Odisha State Dental Council, then the contractor will be charged a financial penalty of Rs. 1000/- per delay of work. If the contractor does not respond to the complaints/malfunctioning report in written communication/email for more than 2 working days then the contractor will be charged a financial penalty of Rs. 1000/- per complaint. In case of frequent complaints, the financial penalty that will be decided by Odisha State Dental Council will be imposed and the contract of the firm will be terminated based on poor performance. In case of any leakage of data, a financial penalty that will be decided by Odisha State Dental Council will be imposed upon the service provider and the contract may be terminated with immediate effect.

## **ANNEXURE-1**

### **TECHNICAL BID**

#### **Note:**

- (i) The technical bid shall be submitted as per following format including all annexures.
- (ii) To be submitted in company letter pad with company seal and signature of Authorized Person.
- (iii) All the pages should bear the signature and seal.
- (iv) To be enclosed in a separate sealed cover titled “TECHNICAL BID FOR OSDC”

Name of the applicant/authorized person : .....

Name of the company : .....

Address : .....

Contact number : .....

E-mail ID : .....

License registration no., & valid upto : .....

Company Website URL : .....

Whether you have read and understood all the contents  
and terms & conditions

Of the Quotation document : Yes/No

**Seal and Signature of Authorized Person**

**Fill up the following details**

**Project Schedule Timeline (Maximum 30days) After the issue of the WorkOrder**

<b>Sl. No.</b>	<b>Activity</b>	<b>Start Date</b>	<b>End Date</b>
1.	Preparation of 3 Sample Layouts		
2.	Finalization of layout		
3.	Project Initiation		
4.	Website Functionality Presentation		
5.	Approval of functionality		
6.	Content incorporation		
7.	Web Guidelines Audit		
8.	Security Audit & submission		
9.	Web Site uploading & Launch		

**Seal and Signature of Authorized Person**

**Enclosures:**

<b>Sl. No.</b>	<b>Checklist</b>	<b>Whether submitted</b>
1.	Acceptance Certificate stating that the bidder has read and accepts To comply with all the terms and conditions mentioned in the bid Document as per annexure- 3 (To be submitted in company letter head with seal and signature)	
2.	Valid Registration certificate as mentioned in eligible criteria. (self-attested copy)	
3.	Proof for past 3years' experience in the field.(self-attested copy)	
4.	Proof for prior experience in hosting website in educational/ government /Private Sectors(Work orders should been closed) (self-attested copy)	
5.	Satisfactory project/job completion certificate issued by the concerned authority with respect to Website hosting and maintenance.(self-attested copy)	
6.	GST Registration certificate.(self-attested copy)	
7.	Copy of the PAN card.(self-attested copy)	
8.	CA Certificate with CA's Registration Number/Seal	
9.	Bidder's authorization certificate as per annexure-4	
10	A Self Certified letter as per Annexure- 5, Self-Declaration	

**Seal and Signature of Authorized Person**

## ANNEXURE-2

### FINANCIAL BID

#### **Note:**

- (i) Financial Bid shall be quoted as per following format including **all taxes and over heads (if any)**.
- (ii) To be submitted in company letter pad with company seal and signature of authorized Person.
- (iii) To be enclosed in a separate sealed cover titled "FINANCIAL BID FOR OSDC"

SI No.	COMPONENTS	COST
1.	<p>Cost of designing and launching of website, writing of content, structure of website, addition of HTML Pages, Conversion to accessible format (PDF, DOC and HTML) including online storage space 1TB <b>and backup of the data, linked with social media. SMS Gateway integration with TRAI Approval and 10000 SMS, Online payment gateway integrated with Bank, Double backup for the Data. Server fees, Manpower cost to maintain and coordinate with staff of OSDC.</b></p> <p><b>To comply with all the Terms &amp; Conditions and technical specifications.</b></p>	
2.	Maintenance cost including all above features-Second year	
3.	Maintenance cost including all above features -Third year	
	<b>TOTAL</b>	
<b>Total (in words)</b>		

**Seal and Signature of Authorized Person**

### **ANNEXURE-3**

#### **QUOTATION ACCEPTANCE LETTER**

{To be filled by the bidder}

Date: \_\_\_\_\_

**To**  
**The Registrar,**  
**Odisha State Dental Council**

**Sub: Acceptance of Terms & Conditions of quotation.**

**Dear Sir,**

1. I/ We have downloaded the quotation document(s) for the above-mentioned 'Work' from the designated website.
2. I / We hereby certify that I/we have read the entire terms and conditions of the quotation documents. (Including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration while submitting this acceptance letter.
4. I / We hereby unconditionally accept the quotation conditions of above-mentioned quotation document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this quotation are found violated, your organization shall be at liberty to reject this bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against the organization in satisfaction of this condition.

Yours Faithfully,

Signatures: -

Name: -

Address: -

Contact No: -

## ANNEXURE-4

## **BIDDER'S AUTHORIZATION CERTIFICATE**

{To be filled by the bidder}

To

**The Registrar,  
Odisha State Dental Council.**

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/firm in dealing with OSDC letter No. \_\_\_ dated. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For validation, his/her verified signatures are as under.

Thanking you,

Name of the Bidder: - Verified

Signature Authorised Signatory: -

Seal of the

Organization: -

Date: \_\_\_\_\_ Place: \_\_\_\_\_

## **ANNEXURE-5**

### **SELF-DECLARATION**

{To be filled by the bidder}

**To**  
**The Registrar,**  
**Odisha State Dental Council**

In response to the OSDC letter .No. \_\_\_\_\_ dated \_\_\_\_\_ for {Project Title}, as an Owner/Partner/Director/Auth. Sign. of \_\_\_\_\_, I/ We hereby declare that presently our Company/firm \_\_\_\_\_, at the time of bidding: -

- a) Possess the necessary professional, technical, financial, and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) Have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) Is having an unblemished record and is not declared ineligible for corrupt & fraudulent practices either in definitely or for a particular period by any State/Central Government/PSU/UT.
- d) Does not have any previous transgressions with any entity in India or any other country during the last three years
- e) Does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended, and is not the subject to legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified under debarment proceedings;
- h) Does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be canceled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization:

Date: \_\_\_\_\_ Place: \_\_\_\_\_