

Request for proposal(RFP)
For on boarding an Agency to provide manpower to
conduct regular intensive training sessions for the state
police force.

RFP No: 07-RFP-intensive training sessions-2025-26

Date: 25.08.2025

E.M.D: Rs. 1,70,000/- (Rupees One lakh Seventy Thousand only)

RFP Fees: Rs.11,800 (Including GST 18%) Tender Document Fee(Non-Refundable)

RFP Inviting Authority

Odisha State Police Headquarters, Provisioning Section, Bepari Sahi,
Buxi Bazaar,Cuttack,Odisha 753001 Phone: 0671 230 5916

Disclaimer

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Odisha Police or any of its employees or advisers, is provided to the Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Odisha Police to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Odisha Police in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Odisha Police Department, its employees, or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Odisha Police accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Odisha Police, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

The Odisha Police also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any Bidder upon the statements contained in this RFP. The Odisha Police may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Odisha Police is bound to select a Bidder or to appoint the selected Bidder, as the case may be, to provide the Services and the Odisha Police reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Odisha Police, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Odisha Police shall not be liable in any manner whatsoever for

the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process

Data Sheet

Sl. No.	Particulars	Details
1.	Name of the Organization	Odisha Police
2.	Method of Selection & Proposal Validity	Quality cum Cost Based Selection (QCBS)&180Day's proposal validity
3.	Date of Issue of RFP	25.08.2025
4.	Dead line for Submission of Pre-Proposal/ Pre-Bid Queries	30.08.2025
5.	Issue of Pre-bid Clarifications	02.09.2025
6.	Proposal Due Date–HARDCOPY	17.09.2025
7.	Date of opening of Pre-Qualification Proposal	18.09.2025
8.	Date of opening of Technical Proposal	To be informed to technically qualified bidders
9.	Date of Presentation	To be informed to technically qualified bidders
10.	Date of opening of Financial Proposal	To be informed to technically qualified bidders
11.	Expected Date of Commencement of Assignment	To be informed to technically qualified bidders
12.	Pre-Bid meeting	A pre bid meeting will be held on Date- 02.09.2025 at 12.00 PM (Online Link shall be shared based on the request received from bidder on mail Id : cyberwing.cidcb@odishapolice.gov.in before Date: 02.09.2025
14.	Bid Document Fee(Non-Refundable)	Rs.11,800 (Including GST 18%) Bid Document Fee(Non-Refundable) (As Demand Draft from any scheduled commercial bank/nationalized bank in the name of AIG Provisioning, Police)
15.	Earnest Money Deposit (EMD) (Refundable)(As Demand Draft from any scheduled commercial bank/nationalized bank in the name of Odisha Police pay able at Cuttack)	Rs. 1,70,000/- (Rupees One lakh Seventy Thousand only)
16.	Performance Security (As Bank Guarantee from any scheduled commercial bank/nationalized bank in the name of Police Department, Odisha)	5 % of the overall contract value for a period of 10 months.

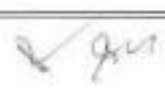
17.	Contact Person	Deputy Inspector General–Provisioning Odisha Police Headquarters, Buxi Bazaar, Cuttack, Odisha 753001 Phone:06712304166 Email ID: cyberwing.cidcb@odishapolice.gov.in
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Table of Contents

Cover Sheet	3
SECTION 1: LETTER OF INVITATION.....	7
SECTION 2: TERMS OF REFERENCE (TOR):	10
1. Objective of the Assignment.....	11
2. Scope of Work.....	11
B Detailed Synopsis	12
C Fee/Work Mechanism for Designers	12
3. Expert/Resource Deployment.....	12
SECTION 3: INSTRUCTIONS TO BIDDERS	13
1. Pre-Qualification Criteria.....	14
2. Bid Document Fee.....	15
3. Earned Money Deposit	15
4. Validity of the Proposal.....	16
5. Pre-Proposal Queries/ Pre-Proposal Meeting.....	16
6. Preparation and Submission of Proposal.....	16
7. Opening of the proposal.....	17
8. Evaluation of Proposal.....	17
9. Technical Evaluation Criteria.....	18
10. Evaluation Process.....	19
11. Performance Bank Guarantee (PBG).....	19
12. Contract Negotiation.....	20
13. Award of Contract.....	20
14. Disclosure.....	22
15. Anti-corruption Measure.....	20
16. Language of Proposal.....	20
17. Cost of Bidding.....	20
18. Legal Jurisdiction.....	21
19. Governing Law and Penalty & Inbre.....	21
20. Confidentiality.....	21
21. Amendment of the RFP Document.....	21
22. Odisha Police's right to accept any proposal and to reject any or all proposals.....	21
23. Copyright, Patents and Other Proprietary Rights.....	22
24. Replacement of Key Personnel.....	22
25. Force Majeure.....	22
26. Settlement of Dispute.....	23
27. Disqualification of Proposal.....	23
28. Liability.....	24
29. Indemnity	24
30. Performance Evaluation.....	24
31. Deployment of Personnel.....	24
Section 4: Payment, % & and Penalties	25

1.	Payment, Timelines of deliverables.....	46
2.	Contract Period.....	46
3.	Payment Terms and Schedule.....	46
4.	Inputs and Counterpart Services and Facilities.....	46
5.	Availability of resources at Odisha Police office.....	46
6.	No Idle Time Charges.....	47
7.	Action and Compensation in case of default.....	47
8.	Service Level and Penalty.....	47
9.	Calculation of Penalties.....	49
10.	Service Levels Change Control.....	49
11.	Exit Policy and Procedures.....	50
Annexures Part 1: Technical Proposal Submission Forms.....		51
TECH -1 Covering Letter.....		52
TECH - 2 Bidders Details.....		53
TECH - 3 Financial Turnover Capacity of Bidder.....		54
TECH - 4: Format for Power of Attorney.....		55
TECH - 5 Experience Details.....		56
TECH - 6 Conflict of Interest Declaration.....		57
TECH - 7: Comments and Suggestion on ToR.....		58
TECH - 8 Description of Approach and Methodology.....		59
TECH - 9 Format of Curriculum Vitae (CV).....		60
Annexures Part 2: Financial Proposal Submission Forms.....		62
FIN-1 (Financial Proposal).....		63
Annexures Part 3 Check List.....		64
Bid Submission Checklist.....		65

SECTION 1: LETTER OF INVITATION

Letter of Invitation

Name of the Assignment: Request for Proposal (RFP) for Selection of an Agency to conduct regular intensive Training Sessions for the State Police Force from 1st September, 2025 to 31st March 2026.

Odisha Police (the "Authority"), in accordance with the approval of proposal for allotment of funds now invites reputed, eligible agencies for submitting proposals for Selection of an Agency to provide trainers conduct regular intensive training sessions for the State Police Force from 1st September 2025 to 31st March 2026.

A bidder will be selected under procedure as prescribed in the RFP Document.

1. Interested bidders fulfilling eligibility conditions as mentioned in this RFP can submit their proposals Physically (HARD COPY – Bid Documents) addressed to I.G (Provisioning) Odisha Police Headquarters, Buxi Bazar, Cuttack, Odisha 753001 through Registered Post or Courier or by hand.
2. The proposal should be submitted in three parts/ envelope as follows:

Part 1: Pre-Qualification & Technical Proposal - Envelope A

Part 2: Financial Proposal- Envelope B

Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to the opening of financial proposal.

3. **The Original Copy of the Proposal** Part 1: Pre-Qualification & Technical Proposal - Envelop A Part 2: Financial Proposal- Envelope B must be submitted with all pages numbered serially, along with an index of submission. In the event, any of the instructions mentioned herein have not been adhered to, the Odisha Police may reject the Proposal.

The proposal, complete in all respect as specified in the RFP Document, must be accompanied with a Non-refundable Bid Document Fee and a Refundable EMD of paid as prescribed in the RFP failing which the bid will be rejected.

4. The last date and time for submission of proposal, complete in all respects, is as per the Bidder Data Sheet and the date of opening of the technical proposal is as mentioned in the Bidder Data Sheet, which will be done in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP includes the following sections:



- a) Letter of Invitation [Section-1]
- b) Information to the Bidder [Section-2]
- c) Terms of Reference [Section-3]
- d) Technical Proposal Submission Forms [Annexures Part 1]
- e) Financial Proposal Submission Forms [Annexures Part 2]
- f) Bid Submission Checklist [Annexures Part 3]

6. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Odisha Police's knowledge, Odisha Police holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. Odisha Police reserves the right to accept/reject any /all proposals/cancel the entire selection process at any stage without assigning any reason thereof.



SECTION 2: TERMS OF REFERENCE (ToR)

1. Objective of the Assignment:

With the rapid rise in cybercrime and the increasing use of technology in criminal activities, it has become imperative for police officers to be equipped with specialized knowledge and skills to tackle such cases effectively. The Cyber Training Programme is designed to build the capacity of police personnel in understanding, detecting, investigating, and prosecuting cyber-related offenses.

This program will cover key areas such as cyber laws, digital evidence collection, social media monitoring, financial fraud investigation, CDR/IPDR analysis, and the use of cyber forensic tools. It is tailored for officers of various ranks, particularly Inspectors, Sub-Inspectors (SI), and Assistant Sub-Inspectors (ASI), who are often the first point of contact in cybercrime cases.

By enhancing their technical competencies and legal understanding, the program aims to improve the overall response of the police force to cyber incidents, ensure better victim support, and enable more effective prosecution of offenders. The training will be delivered by expert resource persons through a structured curriculum, ensuring a hands-on, practical learning experience.

As part of this ongoing effort, CID-CB proposes to conduct regular, intensive training sessions for police personnel across various ranks, as well as Judicial Officers, from 1st September, 2025 to 31st March 2026.

The training will cover a range of critical subjects, including Cybercrime investigation, financial fraud detection, CDR and IPDR analysis, Cyber Law awareness, and specialized cyber training, among others.

Objectives:-

- Enhance investigative skills of police personnel through structured and updated training modules.
- Bridge the knowledge gap in areas such as cybercrime, financial fraud, and forensic investigation.
- Strengthen the understanding of laws, procedures, and digital evidence analysis (e.g., CDR/IPDR).
- Equip officers to handle emerging crime trends and evolving criminal modus operandi effectively.
- Promote awareness of Cyber Laws and legal frameworks among Investigating Officers and Judicial Officers.
- Standardize investigation practices across the state by imparting uniform, high-quality training.
- Build a sustainable capacity-building ecosystem within the State Police Force for long-term skill development.



• **Operational Framework of the Training Program:**

Decentralized Training Locations: Trainings will be organized in all police ranges, at 7 Centres allowing localized access and reducing logistical challenges for participants as mentioned below:-

Sl No.	Centre	Location	Covers
1	CID CB	Bhubaneswar	Commissionerate, Central Range, CID-CB, EOW, CAW, STF
2	Angul	Angul	Angul, Dhenkanal, Deogarh
3	Sambalpur	Sambalpur	Sambalpur, Jharsuguda, Bargarh, Bolangir, Sonepur
4	Rourkela	Rourkela	Rourkela, Sundargarh, Keonjhar
5	Balasore	Balasore	Balasore, Bhadrak, Mayurbhanj
6	Berhampur	Berhampur	Berhampur, Ganjam, Kandhamal, Boudh, Gajapati
7	Koraput	Koraput	Koraput, Malkangiri, Nabarangpur, Rayagada, Kalahandi, Nuapada

- **Batch Size:** Each training batch will consist of 25 participants, ensuring focused and interactive sessions with ample scope for hands-on learning and individual attention.
- **Frequency:** A total of 4 training sessions each consisting of 5-6 days per month will be conducted in each range/Centre, making it a consistent and sustained capacity-building exercise.
- **Duration:** The programme will run from 1st September 2025 for a period of 7 months, enabling comprehensive coverage over an extended period.
- **Target Audience:** The training will cater to police personnel across various ranks, including Investigating Officers.
- **Expert Faculty:** Sessions will be delivered by subject matter experts having adequate knowledge in cyber investigation, cyber security and cyber forensics.
- **Syllabus:** All training sessions will be conducted carefully by selected Subject Matter Experts (SMEs) having expertise in cybercrime investigation, digital forensics, and cyber law enforcement. The training content and methodology will be strictly aligned with the approved syllabus prepared by committee of domain experts selected by Cyber Crime Unit of CID-CB, ensuring contextual relevance and operational applicability. A detailed syllabus is provided in the section titled "Scope

of Work

- **Practical Orientation:** The curriculum will include case studies, real-life scenario analysis, and hands-on demonstrations on tools and techniques used in cybercrime investigation and digital evidence analysis. Training lab, IT Infrastructure and tools to be facilitated by the department.
- **Training material:** To enhance learning and facilitate post-training reference, all participants will be provided with high-quality printed training materials by the bidder. These materials will include session hand-outs, case studies, use of tools, legal references, and practical guides aligned with the CID-CB prescribed syllabus. The printed resources will serve as a ready reckoner for field application and help reinforce key concepts covered during the sessions.
- **Evaluation and Feedback:** Post-training assessments will be conducted to gauge learning outcomes, and feedback will be collected to continuously improve the training quality.

2. Scope of Work

The Detailed Action Plan for the Training Programme: -

A. Schedule/ Timetable of the Training Programme

In each batch a total of 23 personnel will be trained at Centre. There will be 4 training session in a month.

Training Calendar for Cyber Crime Training for 2025-26

	Course for Constable/ Constable (Comm)/ ASI (Gen)/ ASI (Comm)	Course for Sub- Inspectors, Inspectors and Deputy Superintendents of Police	Training of Trainers (ToT) / Advance Training Course/ Refresher Course
September	08.09.2025 to 12.09.2025	01.09.2025 to 06.09.2025	
	22.09.2025 to 26.09.2025	15.09.2025 to 20.09.2025	
October	06.10.2025 to 10.10.2025	13.10.2025 to 18.10.2025	
	27.10.2025 to 31.10.2025	27.10.2025 to 01.11.2025	
November		10.11.2025 to 15.11.2025	
		17.11.2025 to 22.11.2025	
		24.11.2025 to 29.11.2025	
December		01.12.2025 to 06.12.2025	

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		08.12.2025 to 13.12.2025	
		15.12.2025 to 20.12.2025	
		22.12.2025 to 27.12.2025	
January		05.01.2026 to 09.01.2026	
		12.01.2026 to 16.01.2026	
	19.01.2026 to 23.01.2026		
February		27.01.2026 to 31.01.2026	
		02.2.2026 to 06.02.2026	
		09.02.2026 to 13.02.2026	
March	16.02.2026 to 20.02.2026		
	02.03.2026 to 06.03.2026		
		09.03.2026 to 13.03.2026	
		16.03.2026 to 20.03.2026	
Total No. of Personnel to be Trained	1225	2100	1050

NB: The aforementioned training dates are subject to revision in the event of any conflict with important police duties, as may be determined by the Range Offices. The training will be conducted simultaneously across all seven locations.

Composition of Trainees:

Sl. No.	Rank	Numbers (Approx)
1	DSP	200
2	Inspector	600
3	Sub-Inspector	1200
4	ASI/Constable	1200
	Total	3,200
	Advance Course	1000 (out the above 3,200)

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The scope of work of the Agency for providing trainers to conduct regular intensive training sessions for the State Police Force shall broadly include but not limited to the following:

- The training shall commence from 1st September, 2025 till 31st March 2026.
- It is proposed that four (4) numbers of training sessions shall be conducted per month.
- Each training sessions shall comprise of 5/6 training days.
- Two (2) numbers of trainers shall be training in each session.
- Each session shall have a batch of twenty five (25) numbers of trainees.

Cyber training needs to be imparted to the police personnel taking into consideration their level of reception as well as the requirement of the nature of their job. Based on these, the following training syllabus have been prepared and training is going to be imparted through these course:-

- I. Cyber Training for Constables/Constable (Communication)/ASI
- II. Cyber Training for SI/ Inspector/ DSP/Investigating officers
- III. Advance Courses/Training for trainers (ToT)/Refresher Courses

B. Detailed Syllabus:

Cybercrime is rapidly increasing across the globe due to the increased usage of computers, internet, smart phones coupled with the ignorance and greed of users. Further, lack of proper knowledge in investigation of Cyber Crime cases and improper prosecution of offenders etc. is leading to the acquittal of Cyber Crime cases. Thus, cybercrimes have emerged as a major challenge for the Law Enforcement Agencies. The Capacity building of Police, Prosecutors and Judicial Officers in the cyber domain is essential for strengthening the response of Criminal Justice system to the victims of Cybercrime as well as for creating deterrence against such crimes. In this connection, it is utmost essential to have a proper uniform syllabus for training for each rank/category of Officers as per their level of reception. Further, it is also necessary to develop inhouse trainers within the state at district/ battalion level for large scale capacity building in the department.

Therefore, the following syllabuses have been framed after wide scale consultation with all stake holders involved and also with domain experts.

I. Syllabus for Constable/ Constable (Communication)/ ASI (Gen) - (5 Days Course)



Day - 1: Inaugural Session - Overview on cybercrime & Investigation from Mobile Phone Number

- Basic concept of communication device and Storage Capacity (volatile Memory & non-volatile Memory)
- Social Media and Internet
- Concept of Mobile Forensics-MSISDN, IMEI, IMSI, ICCID concepts.
- CDR Analysis: What is CDR, its importance in investigation, legal provisions of obtaining CDR, Different formats of CDR, meaning of each column of a CDR sheet, Tools of CDR analysis- MS Excel, Pivot Table and other tools (CS, CDR Pro, any other new tool as per availability), CDR Analysis to advocate search, send and filter, frequent caller, Night time location, movement Analysis, geo Analysis, New Number, common number analysis, conference, hold call, other side call analysis, Azimuth Value, UTS Value 5, tower Dump Analysis, Different types of tower dump CDR, Importance of tower dump CDR, use of tower locator device, Analysis of all call frequency based on B Number, Cell ID, IMEI, IMSI, ICCID common numbers, Party B, IMEI, ICCID, Common Number among Sets, Number Present in Tower Location, B Party Number in Tower, Hands On - Finding IMEI Numbers, IMEI Calculations, Finding Hand-set details from IMEI, Finding ISP, Participants to be given Mobile and tower CDR for Analysis, and to be asked to find out a particular information, use of SIM extractor (freely available cyberforensic tool) - DAC-Anshul

Day - 2 Investigation from IP Address/ Web address

- Network, Internet, IP- Introduction to Networking Fundamentals (LAN, MAN & WAN) and Wi-Fi, Networking devices Router, Switch, Types of router, Firewall and its Functioning, Public & Private, Dynamic and Static IP Address, IPv4 & IPv6, Domain Name System, Proxy, VPN & TOR, IP NAT
- Website, Important parameters of website (URL, IP, Port, Site, HTTP/HTTPS, DNS, Web hosting server, Client, ISP, registrar and registrar etc.) Website investigation - When Site is Live, Deleted, and Defaced Website, Website data extraction, Removal of offensive or objectionable contents, Blocking of sites including pornography, sites and CSAM.
- IPDR/ GPRS/IP based CDR Analysis: What is IPDR or IP based CDR, its importance in investigation, Different formats of IPDR, meaning of each column of IPDR sheet, MS Excel based and tool based analysis (CS, IP, any other new tool as per availability) - VOIP call analysis

Day-3

- Communication with Telephone Service providers and Internet Service providers
- OS/JSN Help in investigation

Hands-On: Participants to be asked to open a website and find its URL, IP, Port, from DNS to IP, Hosting service provider etc. They are to be given an IPDR/ GPRS CDR and asked to find out relevant information.

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Investigation from Email & Social Media

- Email related Crimes- Modus Operandi, Web/ App Based emails, SPAM, Identifying Spoofing emails, email header analysis, data that could be obtained from service provider on correspondence Banking fraud and Loan App.
- Concept of Google Dash Board.

Hands ON- Participants to do header analysis of a given Email.

Day – 4 : Digital evidence handling

- What is a digital evidence, Different types of Digital evidences, Identification and acquisition of Digital Evidences and its best practices, Taking proper screenshot date and time, photo and videography, copying, logical and physical Imaging, Write blocking, Taking Ram Dump, Hash Value Concept and its calculation (using tools like Hash Calc, Gizmo or any other).
 - Search, seizure, marking and packing digital evidence (file, folder, CD, DVD, Flash Drive, HDD, DVR and NVR devices of CCTV, Mobile Phone, Laptop etc.), Maintaining the Chain of Custody.
 - Recovering of stolen Mobile Phone or Laptop, CCTV Footage enhancement and analysis.
- Hands ON- Participants to be asked to take proper screen shots, Make word file containing screen shots, calculate it Hash Value, Making an image of Pen drive using Imaging tool like FTK Imager/Encase/ any other new tool as per availability, Use of write blocker, Taking RAM Dump, and Packing and forwarding of digital evidence with available material.

Day - 5 : Open Source Intelligence

Importance of Open source Intelligence, Different tools of OSINT- IP Tracker, Website Lookup, Bulk IP lookup, IMEI Tracker, IMEI Info/LookUP, 2nd IMEI Finder, finding ISP or TSP, OPTR service, Google Dashboard, Google TakeOut, True Caller, Eyecon, Email Header Analyzer, Using Grabify to capture target IP, any other new tool.

Hands ON- Participants to use all the above tools by themselves

Basic Cyber Forensics Hands ON-

Basics Forensic Analysis using tools like Autopsy/FTK Analyser/Encase or any other new tool as per availability for Identifying Passwords, Capturing recently visited URLs, Cache Memory, Browsing History, Network Information and logs

Assessment/Test

II. Syllabus for Sub-Inspectors, Inspectors and Deputy Superintendents of Police/ Investigating Officers (6 Days Course)



Day - 1

Session-I Inaugural Session: Overview on cybercrime

- Concept of Cyber Crime, tools & techniques used to commit cyber crime
- Various types of cybercrime offenses

Hacking, Web Hijacking, Pornography, Child Pornography, Cyber Stalking, Denial of Service Attack, DDoS, Virus attack, Software Piracy, Spam Attacks, Credit Card, Debit Card Fraud, IP Fraud, Phishing, Vishing, Smishing, Online Gambling, Social Website Spoofing, Cyber Defamation, Cyber Bullying, Forgery, Cloning, Data diddling, Email Bouncing, Malware Fraud, Internet Time Theft, E-commerce, Investment Frauds, Cyber Terrorism, Ransomware, Fraud, ATM Hackers, Card Fraud, Marital Fraud, Nigerian Fraud, Identity Theft, SIM Swapping, Cyber Grooming, Online Sextortion, Sexting, Spamming, Website defacement, Cyber Squatting, Phishing, Cryptojacking, Lance jacking, Crypto Currency, Data Breach, MITM attack, Drive Attack

- **Cyber Laws**

- a. Information Technology Act, 2008
- b. Information Technology (Amendment) Act, 2008
- c. Information Technology Rules, 2011
- d. Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021
- e. Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Amendment Rules, 2023
- f. Relevant IPC & CrPc Evidence Act along with amendments
- g. Cyber Crimes Mapping with IT Act 2008, IPC, CrPc and Special & Local Laws
- h. Laws / Guidelines Relating to International Investigations
- i. Legal procedure to gather information from outside India
- j. Procedure for Sending Letter Rogatory
- k. Registration of FIR by applying appropriate sections of law

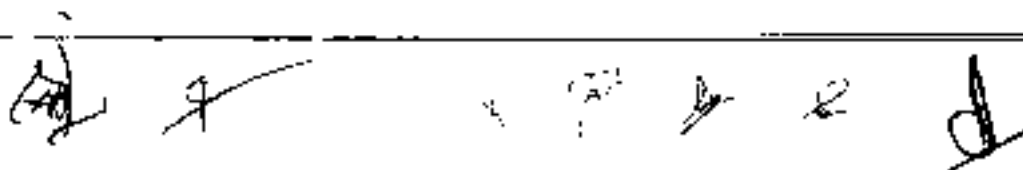
- Officers will be given five different sets of FIR and will be asked to register the case under appropriate sections of Law.

Session-II

IP Address:

Basics of Network, Internet, IP- Introduction to Networking Fundamentals (LAN, MAN & WAN) and Networking devices-Router, Switch, Types of modems, Firewall and its Functioning, Public & Private, Dynamic and Static IP Address, IPv4 & IPv6, Domain Name System, Proxy, VPN & TOR, IP NAT, TCP/IP protocol.

IPDR- GPRS/IP based CDR Analysis- What is IPDR or IP based CDR, its importance in



investigation, Different formats of IPDR, components of IPDR, types of IPDR, meaning of each column of a IPDR sheet, MS Excel based and tool-based analysis (C5, i9, any other new tool as per availability)

- ❖ Legal provisions towards seeking of IPDR from various MSPs/ ISPs
- ❖ Notice Format for making correspondence with various MSPs/ ISPs c:
- ❖ Analysis of IPDR with Hands On session
 - Source & Destination IP address i
 - Destination Port
 - Packet size
 - Cell IDs
 - Filtering of IPDR
 - Admissibility of IPDR and its connected Certificate Proforma u/s 65 B of IEA

Day - 2

Session-I

CDR Analysis along with Hands on Session:

- **Introduction to Mobile Communications & Technology**
 - Operating System in Mobiles
 - Concept of Mobile Telephony-MSISDN, SIM, IMEI, IMSI, ICCIDN,
 - Data storage in Mobiles
- **Guidelines & Procedures to obtain CDRs**
 - DoT Guidelines
 - How to issue legal notice
 - IT Act provisions iv. IT Rules
 - Information being maintained by MSPs
- **Mobile Tower Technology**
 - Sectors & Angles covered by Tower
 - Azimuth
 - Coordinates
 - LBS
 - Structure of Cell ID/MCC/MNC/LAC
 - Basic ideas on MSC/BTS/BSC/HLR/VLR/EIR
 - Concept of Tower Locator
- **Understanding the basics of Call Detail Records (CDR)**
 - Types of CDRs
 - Importance of CDRs
 - Components of CDRs
- **CDR Formats**
 - Various formats of CDRs used in telecommunications
 - Understanding the structure & content of CDRs
- **CDR Analysis Techniques**
 - Basic Formatting of CDR
 - Advanced search



- Sort & Filter
 - Pivot Table
 - By using Software
- **Analysis Parameters:**
 - Frequent Caller
 - Night Time Location
 - Movement Analysis
 - Geo Analysis
 - New Number
 - Common Number Analysis
 - Conference/ Hold Call
 - Other State Call Analysis
- **Understanding advance mobile phone crimes & its investigation:**
 - VoIP / Spoof calls
 - VoIP Call types
 - ILID Call
 - VoIP call investigation
- **Tower Dump Analysis**
 - Queries & Logics to be applied while asking for Tower CDR/ Dump
 - Sorting of Tower Dump/ Data
 - Logistics to be applied during analysis of Tower Data
 - Finding of suspect mobile numbers
- Legal provisions towards seeking of CDR from various MSPs
- Notice Format for making correspondence with various MSPs
- Admissibility of CDR and its connected Certificate Proforma u/s 65 B of IEA

Session-II

- **E-mail Investigation [With Case Studies]**
- **Types of E-mail related crime**
 - Creation of fake/impersonated e-mail account
 - Hacking of e-mail ID
 - Sending threatening e-mails
 - E-mail Spoofing
 - Defamatory e-mails
 - Sending of phishing e-mails containing malicious codes/ malware / Spear Phishing
 - Catfishing / romance scams viii. E-mail bombing ix. Business E-mail Compromise (BEC)
 - E-mail Frauds:
 - Nigerian frauds
 - Investment Schemes frauds
 - Job frauds
 - Lottery frauds
 - Chain mail frauds 6. Gift Fraud / Romance Fraud

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- E-mail evidence preservation procedure
- Steps of investigation
- Proper documentation & maintaining of chain of custody
- Various types of Letter Formats / Letter / Notice Writing
- How to seek reports from various entities:
 - MSP/ TSP/ ISP
 - E-mail Service Provider
 - Network Service Provider
 - Web Hosting Service Providers
- How to generate requests and accessing of various online LEA Portals:
 - Google Mail: https://lers.google.com/signup_v2/landing

Hands on Session

E-mail Header Analysis through various websites

Day – 3 : Investigation technique and procedure of investigation of the following offences/ crimes [With Case Studies]

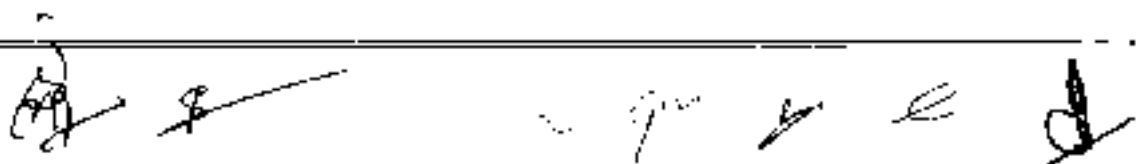
- Various types of Social Media Fraud Investigation
 - Identity theft / Impersonated account
 - (Creation of fake Facebook/Instagram/ Messenger account/ Creation of fake website)
 - Posting of obscene/ sexually explicit content in various social media account.
 - Phishing attack
 - Sextortion
 - Cyber Stalking / bullying
 - Fake lottery scams
 - Gift Fraud
 - Matrimonial fraud
 - VoIP call fraud
 - Threatening Calls
 - Website defacement
 - Revenge Pornography
 - Cyber defamation
- How to generate requests and accessing of various online LEA Portals:
 - Facebook/ Instagram/ Messenger: <https://www.facebook.com/records/login/>
 - WhatsApp: <https://www.whatsapp.com/records/login>
 - Google Mail/ YouTube: https://lers.google.com/signup_v2/landing
 - Twitter: https://legalrequests.twitter.com/forms/landing_disclaime
 - Microsoft: <https://leportal.microsoft.com>
- Various types of Letter Formats / Letter / Notice Writing
- How to seek reports from various agencies and analysis of reports:
 - MSP/ TSP/ ISP
 - Intermediaries

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- Social Media Sites
- e-mail Service Provider
- Network Service Provider
- Web Hosting Service Providers
- Hands on Session
 - Reverse IP look up
 - Domain name look up / Registrar detail
 - Hash calculating
 - Analysis of reports received from various Social Media Sites
 - Reverse image/video search
 - ASP look up
 - Reverse Phone Number search
 - EXIF data / Metadata of an image file

Day - 4 : Investigation technique and procedure of investigation of the following offences/ crimes (With Case Studies)

- Various types of Cyber Financial fraud investigation
 - Debit Card / Credit Card fraud
 - GPI fraud
 - Lottery Fraud
 - Online Job Fraud
 - Fake Loan Application Fraud
 - ACH fraud
 - Hacking of Bank account / Account take over fraud
 - Phishing
 - Vishing
 - Smishing
- Online housing loan & Travel Fraud
- Buy/Sell Fraud (IO & Quicker)
- Mirror App Fraud / Remote sharing App fraud
- Hacking Fraud
- Policy Fraud / Travel Fraud
- SIM Swapping Fraud
- SIM Tracks/ Mandate Fraud
- Digital Evidence
 - What is Digital Evidence and the Nature of Digital Evidence
 - Digital Devices – Sources for Digital Evidences
- Cyber Forensics
 - Definition
 - Classification of Cyber Forensics
 - What Cyber Forensics Can Reveal
 - What can the IO expect from Cyber Forensic Analysis



- How to generate requests and accessing of various online LEA Portals:
 - Google Pay: https://lcrs.google.com/signup_v2/landing
 - Phonepe: <https://cybercell.phonepe.com>
- How to seek reports from various agencies / analysis of reports: -
 - Bank
 - MSP/TSP/ISP
 - Online Payment Gateways
 - Online auction Sites
 - Intermediaries
 - E-mail Service Provider
 - Income Tax Departments
 - Insurance Companies
 - Other Financial Institutions
 - CERT-In k, FIU
- Various types of Letter Formats / Letter / Notice Writing

Hands on Session

Analysis of bank accounts [Types of bank accounts- savings, loan, current account, Types of digital transactions- Net banking, credit card, debit card, UPI, Payment wallets, Information Customer information present in a bank Statement, identifying credit and debit transactions, lien marking and freezing of account, codes used in a bank statement]

- Analysis of reports received from various UPI Gateways / Online Payment Gateway
- Registrant details of old website / deleted domain
- Bank details from IFSC Code
- Analysis of malicious links / broken links

Day -5

Session-I

- Investigation technique and procedure of investigation of the following offences/ crimes [With Case Studies]
 - Intellectual Property Offences:
 - Copyright infringement
 - Patent infringement
 - Trademark infringement
 - Various Case Laws:
 - Copyright Act, 1957
 - Patents Act, 1970
 - Trademark Act, 1999
 - Designs Act, 2000 27
- Steps of investigation
- Proper documentation & maintaining of chain of custody
- Various types of Letter Formats / Letter / Notice Writing



- Collection of Digital evidence 31. Procedure for gathering evidences from switched-off systems
- Procedure for gathering evidences from live systems (Switched-on Systems)
- Procedure for gathering evidences from Mobile Phones

Session- II with Hands On approach

- How to raise complaint through Cyber Safe/ ICJS Portal
- How to file complaint through www.cybercrime.gov.in / use of Cyber Crime Helpline Number: 1930.
- Process of blocking access of websites/ taking down of obscene / inappropriate content from various websites.
- Electronic record and its admissibility.
- Different types of Certificate Formats [65B of Indian Evidence Act]/ Sec. 2A of Bankers Book of Evidence Act.
- Various Case laws 40. Judgment Analysis [Group Discussion]

Day – 6 Session-I

- Various OSINT tools with Hands On session:
 - Hash Calc
 - Google Dashboard /Google Takeout
 - Gizmo
 - Nirsoft
 - HashMyFiles
 - <https://osintframework.com/>
 - <https://centralops.net/co/>
 - <https://viewdns.info>
 - <http://www.imei.info/>
 - <http://www.maevendorlookup.com>
 - <http://www.virustotal.com>
- Various types of digital evidences and its proper procedure of handling:
 - Search, Identification, Marking & Photo/video graphy
 - Seizure process
 - What is digital evidence
 - Different types of Digital evidences.
 - Search, Identification, acquisition of Digital Evidences
 - Marking & Photo/videography
 - Taking proper screenshot date and time
 - Logical and physical copying / Imaging.
 - Write blocking
 - Taking Ram Dump
- Investigation
 - Standard Operating Procedures for investigations



- Importance of SOPs in the Investigation
 - Standard Operating Procedures – A Flow Chart
 - Crime Scene Investigation: Search and Seizure
 - Steps in Crime Scene Investigation
 - Panchanama (Seizure Memo) and Seizure Proceedings
 - Chain of Custody and Digital Evidence Collection Form
 - Chain of custody
 - Digital Evidence Collection (DEC)
- **Sealing, packing & forwarding of exhibits**
 - Writing of Questionnaire and queries to be made for forwarding of exhibits to SFSL/CFSL
- **CCTV related Crime & Investigations Procedure [CCTV Forensics]**
 - Search & seizure procedure of DVR/ NVR
 - CCTV Footage enhancement and analysis
- **Website Investigation:**
 - Concept of Website, Important parameters of website (URL, IP, Port No, HTTP/HTTPS, DNS, Web hosting server, Client, ISP, registrant and registrar etc.)
 - b. When website is Live, Deleted and Defaced Website, Website data extraction, Letter/Notice writing to Web Hosting Service Provider, seeking of data from servers and its proper analysis.
- **47.IP Logger/ Tracker**
 - Grabify
 - IPlogger
 - Blasze
 - Clickmeter

Hands on Session

- How to find the correct IMEI number & handset details
 - Reverse MAC lookup
 - Registrant details of old website / deleted domain
 - Analysis of links / broken links
 - Bulk IP look up
 - Reverse Phone Number search
 - Find out meta data of an image • 2nd IMEI Finder
- **Cyber Forensics**
 - Difference between Copying / Imaging / Cloning
 - FTK Imager/Encase/Magnet Axiom/ Tableau TX1

Session-II

Charge Sheet/Prosecution

- Preparation of Charge sheets related to ICT
- Context of Application of ICT Evidences
- Legal Aspects related to Investigation



- Precedence of courts in relation of Cyber crime- Supreme Court and High Courts Session- III (562 videators & Assistant Examiners) Officers will be given two different sets of FIR and will be asked to create the one made appropriate section of law.
- They will be asked to check out the need of action for investigation of cases as the First responder.
- Criminal Pys for Investigation of Offences - Scenario Based (Case Scenarios)
- Preparation of forged e-mails using Computers, Printers/Scanners.
- Phishing Frauds.
- Discreet Profile on a Social Networking Site.
- Data Theft & Blacking of Websites.
- Hacking using key logger.
- Guidelines to prepare charge sheet.
- Tips to Preserve the seized Digital Media.
- Tips to prepare for deposition of evidence in the court.

III. Syllabus for Advanced Course / Training of Trainers (ToT)/ Refresher Course (10 Days)

Inaugural session-Overview on cyber crime

Day I Session I & II

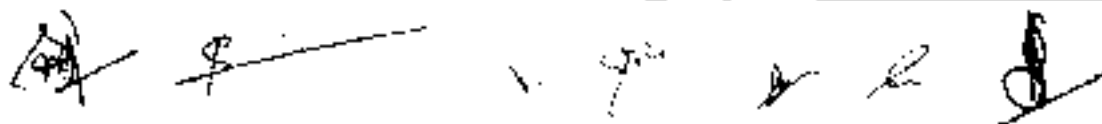
- Introduction to Cyber Crime and Digital Forensic.
- Crime Scene Handling/Duties of First Responder.
- Types of Digital Evidences Media.
- Introduction to Computer Hardware and Other Electronic Devices.
- Collection and Preservation of Digital Evidence.

Session - III

- Introduction to Mobile Forensics.
- What are Mobile Forensics?
- Why do we need Mobile Forensics?
- Challenges in Mobile Forensics.
- Mobile Forensic Components.

Session - IV

- Mobile Phone Evidence / structure Process.
- Intake Phase.
- Identification.



- Preparation
- Processing Phase
- Verification Phase
- Seizer & Preservation
- Potential evidence stored on Mobile Phones
- Types of Storage in Mobile Phones.
- Types of artifacts stored in Mobile Phone.

Day-2

Session-I : Data acquisition methods and techniques; Precautions to be taken while analyzing mobile phones

- Physical acquisition
- File System acquisition
- Logical acquisition
- Manual acquisition Mobile Related Crimes & Case Study.

Session – II

- Introduction of the Mobile device extraction tool
- Oxygen Forensic Tool and its components.
- Oxygen forensic viewer.

Session – III

- Data Acquisition from Android devices and Practical Different methods of data extraction techniques; Manual data extraction.
- File Systems.
- Physical data extraction.

Session – IV

- Oxygen Forensic Tool & Practical
- Extraction of Mobile Phone
- Parsing
- Analyzing and tagging
- Report generation

Day-3 Session – I Data Acquisition from iOS devices

- Different methods of data extraction techniques: -
- Logical Data Acquisition from iOS Backups
- Physical acquisition
- Jailbreaking
- CheckMate

Session – II : Introduction to UFED & XRY Mobile Forensic tools

- UFED, XRY and its components.

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Session – III

- Cloud Forensic & Practical
- Cloud Forensic Tools
- Oxygen Cloud Forensic
- MSAB XRY.
- Belkasoft Cloud Extractor.
- Oxykeyscout
- Google Takeout.
- Thunderbird.
- Oxygen forensic viewer.
- UFED Cloud Package.
- Oxygen Token based Authentication.

Session – IV : Practical Session of Oxygen Forensics

- Qualcomm based devices Extraction.
- MTK based device extraction.
- Apple Device Extraction (CheckM8).

Day-4 Session 13.

- Introduction to Memory Forensic
- File System (Windows, Linux, Mac).
- Write blocker, o hardware (TABLEAU), o software (Thumbscrew).
- Details of Forensic Duplication.

Session – II

- Deleting, Wiping and Data Carving Process
- Types of Acquisition.

Session – III

- Imaging/ Cloning - Hands on Practical on hardware acquisition tools
- Imaging (Encase, Tableau, CRU), Cloning

Session – IV :Imaging/ Cloning - Hands on Practical on Software acquisition tools

- Imaging (Encase, FTK).

Day-5 Session – I

- Live Acquisition
- RAM, Page File acquisition (Magnet Ram Capture, FTK Imager).
- RAM + Page File.
- Hash Value (HASH Calc, FTK Imager).

Session – II

- MAC Acquisition
- Imaging & Acquisition process of Mac Devices.

Session – III

- Disk Analysis Artifacts

Session – IV

- RAM Dump Analysis.
- Introduction to RAM dump analysis.

Day-6

Session I—

- Introduction to Image analysis
- FTK

Session –II

- Disk Analysis FTK hands on & Practical Session FTK

Session – III

- Practical Session Access Data FTK

Session – IV

- Introduction to the basic of Images & Videos
- Why do we need video forensic?
- What types of recorders create digital video evidence & Demo.

Day-7

Session – I : Network architecture

- Networking Forensic Component of home network.
- Component of corporate network and their placement in Network.
- Understanding the concept of IP and IP Spoofing.
- Understanding the concept of DNS Sink-holing.
- Network Taps.

Session – II : Network Attacks and Network Forensics Types of Network Attacks:

- Concept of Internet and Botnet.
- Misuse of Internet with case studies.
- packet capture and analysis using Netminer/ Wireshark.
- Network logs introduction and Analysis.
- Challenges in Network Forensics.

Session – III

- AWS review of Instance Creation & OSINT

Session – IV : Loan App Frauds and their Investigation

Day-8

Session – I: Introduction to Malware Forensics

- Types of Malwares.
- Categorization of Compromised Devices.
- Handling Malware.
- Crime Scene and related evidence.



- Preliminary analysis approach.
- Malware Forensics Acquisition approach.

Session – II : Creating Malware Forensics Environment

- Setting up Virtual Sandbox Environment for Malware Forensics.
- Setting up Host -only Windows/Linux VMs for Malware Analysis.
- Setting up Mobexler for Mobile Malware Analysis.

Session – III : Malware Forensic Tools and Techniques

- Ram Capture and Analysis Tools.
- Hyperlink analysis.

Session – IV : Introduction of Mobile Security Framework

- Android application Analysis.
- Understanding Android Permission Model.
- App Embedded Domains Analysis.

Day-9

Session – I : Crypto Currency Basic

- What is Blockchain?
- How Blockchain Immuttable.
- Validation, Consensus and Double spend.
- Creating wallets.
- How a Bitcoin transaction works.

Session – II : Crypto Currency Investigation

- Understanding CryptoCurrency Crime Deep -dive into Crypto Wallets: Paper Hardware, Software, and Exchange.
- Crypto Exchanges - Centralized & Decentralized.
- Deep-dive into Crypto Transactions & Explorers.
- Best Practices for Crypto Currency Investigation.

Session – III : Practical Investigation

- Practical Investigation : Bitcoin.
- Practical Investigation : Bitcoin Cash.
- Practical Investigation : Ether.
- Practical Investigation : Tether. S

Session – IV :

- AD Lab Demonstration and Installation process of FTK (Memory Forensic Tool) &

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Oxygen (Mobile Forensic Tool).

Day-10

Session

- Deep Web/ Dark Web
- What is Dark Web?
- How to Access it?
- Monitoring Deep web/ Dark web Crimes.
- Investigating Deep Web/ Dark Web Crimes.

Session – II : VOIP Call Investigation

- Understanding Call.
- How to identify a VOIP Call.
- Can a spoof call be a VOIP Call?
- Investigation of VOIP Calls.

Session –III Assessment and Discussion with participants.

C. Feedback Mechanism for Trainees.

A transparent Feedback Management System will be built for the training process. Dedicated mechanism (email, WhatsApp group or feedback forms) will be set up for raising content-related or trainer-related concerns and suggestions on improvements.

3. Expert/Resources Deployment

The team would be deployed at Odisha Police onsite Full time and as per the minimum monthly deployment as mentioned below. Over and above that, Odisha Police reserves the right to increase or decrease the number of resources as well as experts as and when required as per the terms and conditions detailed below.

Odisha Police would provide IT infrastructure, Printers, Consumables, Internet Connection and Office infrastructure including seating space and allied furniture, etc. for manpower resources deployed by the Agency.



SECTION 3: INSTRUCTION TO BIDDERS

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1. Pre-Qualification Criteria:

Each bidder will be assessed based on the following pre-qualification criteria before proceeding for Technical Evaluation. Only bidders qualified as per Eligibility criteria shall be considered for technical evaluation. The bidder is required to produce the copies of the required supportive documents/information as part of their technical proposal failing which the proposals will be rejected.

Sr. No.	Eligibility Criteria	Supporting Documents
1.	Incorporation: The bidder should be a company/ consortium incorporated under Companies Act, 1956/2013 or a partnership firm registered under LLP Act, 2008 or a Consortium and must be in training business and operational for at least 03 years, as on the date of submission of the bid.	Certificate of Incorporation/ Partnership Deed along with PAN, GST registration certificate
2.	Turnover: The Average Turnover/Revenue of the Bidder from last three financial years ending 31 March 2024; shall be minimum Rs. 03 Crore or above	Audited financial statement (Profit and Loss and Balance Sheet)
3.	The bidder should have positive net worth as on March 31, 2024	Certified Copy of audited Profit and Loss (P&L) Statements/ Net worth certificate from CA
4.	Work Experience: The bidder must have experience of at least One Project for providing trainers, running training programme (For at least 500 participants) and preparing training materials for State/Central Law Enforcement Agencies (LEAs) in India in last 5 years from the date of submission.	Copy of Letter of Award/ Work Order/ PO/ Completion Certificate/ testimonial
5.	Resources Strength: The Applicant must have an employee strength at least 100 on payroll of the company as on date of submission of the bid.	Self-declaration on the letter head of the company by the HR
6.	Blacklisting: The bidder should not be blacklisted by any state/ central government department, agency, corporation, urban local body, PSU, at the time of submission of the bid	Self-declaration on the letter head of the company by authorized signatory

Documents/ Formats need to be submitted along with Technical Proposal;

The bidders must furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Document Fee & Earnest Money Deposit (EMD) as applicable
- General Details of the Bidder (TECH -2)
- Power of Attorney (TECH -4) in favor of the person signing the bid on behalf of the bidder. Alternatively, bidder can submit Board resolution copy mentioning the Authorized Signatory
- Undertaking for not having been blacklisted by any Indian Central / State Government /PSU as on submission date of this tender
- Declaration regarding Conflict of Interest (TECH -6)
- Declaration of No involvement in any legal conflicts or any pending legal issues with the Odisha Police during the last 3 years. (On the letter head of the bidder)

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above may lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and bound. Each page should be numbered and signed by the authorized representative.

2. Bid Document Fee:

The bidder must furnish as part of technical proposal; the required bid Document fee as prescribed in the RFP failing which the bid will be rejected.

3. Earnest Money Deposit:

The bidder must furnish as part of the technical proposal; an Earnest Money Deposit (EMD) as prescribed in the RFP failing which the bid will be rejected. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and after award and signing of contract with the successful bidder. The EMD may be forfeited on account of the following reasons:

- Any / All information furnished by the bidder is found to be forged / false during the evaluation process.
- Any other circumstance which holds the interest of the during the overall selection process.
- The EMD of the Successful bidder may be forfeited on account of the following reasons:
- If Bidder fails to sign the contract within designated period (15 days).
- If the bidder fails to furnish required Performance Bank Guarantee in time.



- If the Bidder withdraws its proposal during the bid validity period as specified in RFP after the closure of bid.

4. Validity of the Proposal:

Proposals shall remain valid for a period of 180 days (One hundred Eighty days) from the date of opening of the technical proposal. Odisha Police reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

5. Pre-Proposal Queries/Pre-Proposal Meeting:

Bidders can submit their queries in respect of the RFP and other details, if any, to Odisha Police through e-mail at cyberwing.cidcb@odishapolice.gov.in till the timeline as per Bid Data Sheet. The Pre-Proposal meeting will be held on 30.08.2025 at 12.00 PM.

Pre-bid meeting will be held as per the venue and schedule in Bidder Data Sheet. The bidders will have to ensure that their queries for pre-proposal meeting should reach one day before the pre-proposal meeting to the email address mentioned in this RFP.

6. Preparation and Submission of Proposal:

- i. Detailed RFP may be downloaded from www.odishapolice.gov.in and the bid should be submitted **offline mode – Physical only** addressed to DIG Provisioning, Odisha Police Headquarters, Provisioning Section, Buxi Bazaar, Cuttack, Odisha 753001 on or before the last date of submission mentioned in the bidder data sheet along with the tender document fees otherwise the tender will be rejected.
- ii. The proposal should be submitted in **sealed** with proper outer envelopes respectively and packed as one single bid as follows:
 - **Complete Bid Envelope**
 - **Original Outer Envelope**
 - Envelope A: Part 1: Pre-Qualification & Technical Proposal
 - Envelope B: Part 2: Financial Proposal
- iii. In case the Technical Proposal Envelope has the financial proposal envelope, the bid would be summarily rejected.
- iv. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to opening of financial proposal.
- v. Each page should be page numbered and in confirmation to the eligibility qualifications and clearly indicated using an index page. The Odisha Police will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be outrightly rejected by the authority.

Any deviation from the prescribed procedures /information/formats/conditions shall result in out-right rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offers shall be outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

7. Opening of the proposal:

- i. Completed proposal must be submitted on or before the time and date stated in the Data Sheet.
- ii. Opening of Proposals will be done at *Provisioning Section, Odisha Police Headquarters, Buxi Bazar, Cuttack, Odisha 753001.*
- iii. The Financial Proposal will be opened only for the shortlisted applicants who qualify for financial opening as per RFP. The date of opening of Financial Proposal will be notified later.

8. Evaluation of Proposal:

A Three step evaluation process will be conducted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Step):** Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility conditions, and the requisite documents/information has been properly furnished by the bidder or not, as per requirements stated above in this RFP.
- **Technical Evaluation (2nd Stage):** Evaluation of the Technical and financial proposals will be based on Quality and Cost Based Selection mode with weightage of 70% and 30% for technical and financial proposals, respectively.
 - 1) In the first phase the Technical Proposals shall be evaluated based on eligibility criteria as mentioned in this terms of reference (TOR)
 - 2) In the second phase the agencies which satisfy the eligibility criteria shall be given marks based on Table: I as below TOR. Accordingly, agencies will be ranked based on the marks allotted to them.



9. Technical Evaluation Criteria

Weighted Criteria

Sl No.	Criteria	Marks
1	Bidder Experience • Prior experience in imparting training to any Law Enforcement Agencies in India for at least 500 participants in last 5 years (10 Marks) • Training on Cyber Forensic and Cyber Security to State Police/NIA/CBI and other law enforcement agencies (10 Marks)	20
2	Resource (14 resources) • Qualification:- BE/BTech/MCA/MSc in Cyber Security/MTech (1 Mark) • Experience-Total Experience: 5 years having at least one year training experience on Cyber Forensic/Cyber Security (1 Mark) • Certification in Cyber Security /Cyber Forensics **** (1 Mark)	42
3	Approach and Methodology • Training Plan • Training Methodology • Training Evaluation and Assessment • Training Content Design	18
4	Presentation • Your Understanding • Training plan and strategy • Best Practices and use cases	20
Total Marks		100

Please Note :- Total Marks 100 (Passing Marks- 70 marks)

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (T) that a Bidder requires to qualify for opening of the Financial Proposal is 70.

The highest evaluated Technical Proposal (Th) shall be given maximum Technical Score (St) of 100. The formula for determining the Technical Scores (St) of all other proposals is calculated as following:

$St = 100 \times T/Th$, in which "St" is the Technical Score, "Th" is the highest Technical Score given, and "T" is the Technical Score of the proposal under consideration.

- **Financial Evaluation (3rd Stage):** The financial proposals of the bidders qualifying for the technical evaluation (2nd Stage) only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.
- For abnormally low financial Proposal, i.e., the Financial Proposal of the bidder shall be declared non-compliant and shall be rejected if it is less than Seventy Five percent (75%) of the Average financial quote of all technically qualified bidders (2nd Stage). The Average Financial Quote would be computed by taking financial quote of all Technically Qualified Bidders and dividing the same by count of technically qualified bidders.
- The Bid having the Lowest Commercial Quote and satisfying above clause shall be termed as the lowest evaluated financial proposal (Fm) and will be given a maximum financial score (Fm) of 100 points.
- The formula for determining the financial scores of other proposals will be computed as follows:
- $Sf = 100 \times Fm/F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the Proposal under consideration.

10. Evaluation Process:

Proposals shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal (0.7); P = the weight given to the Financial Proposal (0.3); T + P = 1) as following:

$$S = St \times T + Sf \times P,$$

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

11. Performance Bank Guarantee (PBG):

Within 15 working days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee as defined in this RFP.

Failure to comply with the terms and conditions of the contract agreement shall constitute sufficient grounds for the forfeiture of the EMD. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc.

13. Award of Contract:

After completion of the contract negotiation stage, the Odisha Police will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 36 months from the date of effectiveness of the contract and will be extended on mutual consent.

14. Disclosure:

- i. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
 - Bidders must disclose if they as valid on date, are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors; or of any other similar proceedings.
- ii. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

15. Anti-corruption Measure:



- i. Any effort by Bidder(s) to influence the Odisha Police in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- ii. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Odisha Police shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

16. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and Odisha Police shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy. In which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

17. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. Odisha Police shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

18. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Cuttack only within Odisha.

19. Governing Law and Penalty Clause

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Odisha Police holds the option for cancellation of the contract for pending activities and completes the same from any other agency. Odisha Police may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Odisha Police and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha.

20. Confidentiality:



Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Agency of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Odisha Police's antifraud and corruption policy. During the execution of the assignment except with prior written consent of Odisha Police, the Agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

21. Amendment of the RFP Document:

At any time before submission of proposals, Odisha Police may amend the RFP by issuing an addendum at www.odishapolice.gov.in. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, Odisha Police may, at its discretion, extend the deadline for the submission of the proposals.

22. Odisha Police's right to accept any proposal and to reject any or all proposal(s):

Odisha Police reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

23. Copyright, Patents and Other Proprietary Rights:

Odisha Police shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, regarding documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the Odisha Police's request, the Agency shall take all necessary steps to submit them to Odisha Police in compliance with the requirements of the contract.

24. Replacement of Key Personnel:

The key professionals to be deployed under this contract must be dedicated in nature. However, Odisha Police reserves the right to request the Agency to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Agency will provide CV of appropriate candidates within Fifteen (15) days for review and approval. The Agency must replace the personnel within fifteen (15) working days from the date of approval of replacement by Competent Authority. If one or more key personnel become unavailable / leaves the project for any reason midway under the contract, the Agency must notify Odisha Police at



least fourteen (14) days in advance and obtain the approval prior to making any substitution. In notifying Odisha Police, the Agency shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by Odisha Police shall not relieve the Agency from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage up to 5% of the remaining contract value.

25. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, war so revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the Agency shall promptly notify Odisha Police in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by Odisha Police in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise Odisha Police in writing the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Odisha Police reserve the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.

26. Settlement of Dispute:

The Odisha Police and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be adjudicated by competent court at Cuttack, Odisha.

27. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Document Fee & EMD as applicable
- A bidder submits more than one proposal for this RFP, all such proposals shall be rejected, and the bidder shall be disqualified from this bid process.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices

- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid.
- Proposal is not accompanied by all the requisite documents/information
- A commercial bid submitted with assumptions, conditions or uncertainty.
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point in time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder) excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition/situation which holds the paramount interest of the Odisha Police during the overall selection process.

28. Liability:

The Liability of the selected Agency under this agreement in any case shall not be beyond the amount of fees payable to the selected Agency under this agreement.

29. Indemnity:

The Agency always during the pendency of this agreement, keep the Government/ Authority/ Corporation/ Odisha Police Indemnified to an amount not exceeding the total fees payable to the Agency under this agreement.

30. Performance Evaluation:

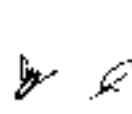
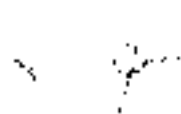
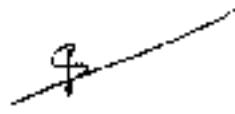
Odisha Police reserves the right to review the performance of the selected Agency month-wise. If the performance of the Agency / individual personnel deployed by the Agency is not found satisfactory, further review of the Agency /individual personnel will be done at the interval of one month. If the performances of the Agency/ individual personnel even after two successive Months' reviews are not found satisfactory, Odisha Police reserves the right to either terminate the contract of the Agency or ask the Agency to replace the individual with another person of similar or better experience.

31. Deployment of Personnel:

The Selected Agency should take care of the following while proposing the personnel to be deployed in the CID-CB :



- Personnel with criminal background to be proposed in the bid
- If any proposed team member is involved in a criminal case / police case, then the same needs to be specified in the CV of the said team member
- If any proposed team member has any personal interest in Odisha Police case/ relative of any team member working in Odisha Police, then the same needs to be specified in the CV of the said team member



Section: 4 Payment, SLA and Penalties

1. Payment, Timelines of deliverables

The following are the payment milestones and deliverables for the Agency

Sl. No.	Description of Items	Corresponding time frame (months)	Payment Milestone- Professional fees
1.	Submission of Monthly Progress Report (MPR) • Trainee attendance sheet • Training assessment report • Training Feedback	Before the 10th day of the next month	As per Monthly Deployment of the resources

2. Contract Period

Contract will be for a period of 07 Months from the date of deployment of the personnel in Odisha Police with an annual escalation of 5 % applicable on the Man month quoted as per the bid amount. The agreement can be extended for a further period of 2 years or as mutually agreed. Over and above that Odisha Police reserves the right to increase or decrease the number of resources as well as experts as and when required as per the terms and conditions of this RFP.

3. Payment Terms and Schedule:

- The Professional fees payments shall be released as per terms defined in this Section.
- The Invoice will be submitted Quarterly or as per delivery completion along with attendance.
- District SSP will certify the completion of training at District level and at the state level the same will be certified by the State Cyber Crime Nodal Officer.
- The payment (25% of the Annual Charges) will be made within 30 days after submission of Invoice with all supporting documents.
- The Selected Agency will submit the requisite deliverables and satisfactorily performed the work as specified under the contract. The requisite payment will be made by Odisha Police upon acceptance of the deliverables and satisfaction with work performed by the Selected Agency.
- Payment shall be made Quarterly, subject to the successful completion of the four-week training scheduled for a month. Trainers must ensure their presence at every training session
- No payments will be made for any additional work (other than the contracted as per the scope of work of the RFP) which has not been approved in writing by the competent authority.

4. Inputs and Counterpart Services and Facilities:

Office space, furniture, printers, Internet connection, office stationery will be made available to the personnel deployed by Odisha Police. The Agency will be responsible for arranging at its own cost for laptop/desktop for project team. The agency shall also supply printed study materials to the participants.

5. Availability of resources at Odisha Police office:

All the resources mentioned above shall be available on all training days as per the schedule.

6. No Idle Time Charges

No idle time charges shall be payable by the Odisha Police, in any case whatsoever.

7. Action and Compensation in case of default

- Condition of Default:
 - a. The deliverables at any stage of the project as developed/implemented by the selected agency do not take care of all or part thereof the scope of work as agreed and defined under the contract
 - b. The deliverables at any stage of the project as developed/ implemented by the selected agency fail to achieve the desired result or do not meet the intended quality and objective as required by the Odisha Police.
 - c. The documentation is not complete and exhaustive.
 - d. There is a change in resources before the completion of a pre-defined period.

The Odisha Police may impose penalty on the selected agency providing the services as per the service levels defined in this RFP.

8. Service Level and Penalty

Delays in the Selected Agency's performance: Performance of the services shall be made by a selected agency in accordance with the service levels as specified in the table below:

Sl. No.	Service Level	Expected Service Level	Penalty level in case of Default
1.	Deployment of all resources for project after signing the contract or any subsequent requirement from the Odisha Police during the contract period	• 4 weeks of resources	Any delay of deployment of resources after 4 weeks will attract penalty of 5 % of the man month rate of the proposed resources per month with maximum capping of 10 % of the contract value.

- It is acknowledged that the Service Levels may change as the roles and responsibilities evolve over the course of the Contract period. Any changes to the Service Level provided during the term of the Contract between Odisha Police and the Selected Agency (as defined above) documented and negotiated in good faith by the Selected Agency. Change in Service Level can be requested by either party.
- Upon receiving any revised requirement in writing from Odisha Police, the Selected Agency would discuss the matter with the Odisha Police for better understanding and requirement.
- In case such requirement arises from the side of the Selected Agency, it would communicate in writing the matter to Odisha Police as soon as possible the matter with Odisha Police, giving reasons thereon.
- In either of the two cases as explained above, both the parties will discuss on the revised requirements for better understanding and mutually decide whether such requirement constitutes a change in Service Levels or not.
- If it is mutually agreed that such requirement constitutes a "Change in Service Level", then a new Service Level Agreement will be prepared and signed by the Selected

Replacement with similar or higher skill set resources will be allowed in case any of the following holds true for the personnel:

- i. Performance issue of the member
- ii. Resignation and Medical emergency of personnel subject to furnishing of appropriate relieving certificate to Odisha Police.
- iii. Any unavoidable circumstance with appropriate reasons provided in writing and agreed by Odisha Police

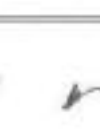
Sl No	Service Level	Expected Service Level	Penalty level in case of Default
1	Replacement of Personnel in resignation/medical emergencies/Performance issue/satisfactory circumstances	a. Resignation or Alternate CV must be submitted 2 weeks before in case of resignation including Minimum 1 week of handover time b. Medical	Any delay or deployment of resources after 3 weeks will attract penalty of 5% of the man month rate of the proposed resources per month with maximum capping of 10% of the contract value. (Above penalty will be levied if the personnel will not report at Odisha Police after 3 weeks from the date of acceptance approval of CV by Odisha Police)

Reason

		Alternate CV must be submitted within 2 weeks from the date of event Replacement CV to meet the required criteria	
2.	Replacement of personnel at request of Odisha Police due to non-performance of resource	Maximum 3 weeks from date of intimation by the Odisha Police, including Minimum 2 weeks of Handover time. Replacement CV to meet the required criteria of RFP	Any delay of deployment of resources after 3 weeks from the date of intimation by Odisha Police will attract penalty of 5 % of the man month rate of the proposed resources per month with maximum capping of 10 % of the contract value. Note: above penalty will be levied if the personnel will not report at Odisha Police after 3 weeks from the date of acceptance/approval of CV by Odisha Police)
3.	Replacement of personnel at the request of the Selected Agency	No replacement within 2 Months Maximum replacement within the	Any delay of deployment of resources after 4 weeks will attract penalty of 5 % of the man month

Sl. No.	Service Level	Expected Service Level	Penalty level in case of Default
		engagement period, with minimum 1 week of handover time	rate of the proposed resources per month with maximum capping of 10 % of the contract value.





4.	Deployment of only those candidates that have been approved by Odisha Police	No changes shall be made within 6 months from starting of the project unless specifically asked for by Competent Authority of Odisha Police.	Any delay of deployment of resources after 4 weeks will attract penalty of 5 % of the man-month rate of the proposed resources per month with maximum capping of 10 % of the contract value.
----	--	--	--

10. Calculation of Penalties:

- In situation, where the Selected Agency has incurred a Penalty of equal to 5 % for three consecutive months during the Contract Period, Odisha Police reserves the right to either invoke the termination Clause or terminate the Contract.
- Odisha Police also reserves the right to invoke the Performance Security furnished by the Selected Agency at the time of signing the Contract with the, if for any reason stated in the Contract document, the Contract of the Selected Agency shall be terminated. Agency and to confirm a "Change in Service Level" and will be documented as an addendum to this Contract.
- In case, mutual Agreement is not reached, then the Selected Agency shall continue providing Services under the current Service Levels as defined in the contract.

11. Exit Policy and Procedures:

- At the time of expiry of Contract period, as per the Contract, between the Selected Agency and Odisha Police, the Selected Agency needs to ensure a complete knowledge transfer by their deployed Personnel to the new Personnel replacing them.
- Confidential Information, Security and Data: The Selected Agency on the commencement of the exit management period will promptly supply all the following:
 - All information relating to the current services rendered.
 - Documentation relating to any of the Project's Intellectual Property Rights.
 - Any Project data and confidential information.
 - All other information (including but not limited to documents, records, and Agreements) relating to the services reasonably necessary to enable, to carry out due diligence to transition the provision of the Services to
 - All hardware (including laptops, printers, pen drives etc., if any.) which is a property of the Odisha Police. Before the date of exit of Selected Agency, the Selected Agency shall deliver to Odisha Police all new or up-dated materials from the categories set out in clauses above and shall not retain any copies thereof. However, the Selected agency may retain the copy of documents, records, working paper etc. which they have acquired during execution of the assignment/already delivered.



Annexures Part 1: Technical Proposal Submission Forms

J.I. Bill Query Format

Sl No.	Clause	Section	Page	Query

[Handwritten signatures and marks at the bottom of the page]

PROPOSAL FOR THE CITY OF DELAWARE

TO:

DATE:

Police Training Provisioning

Department of Public Safety

City of Delaware

City of Delaware

City of Delaware

City of Delaware

Subject: Request for Proposal (RFP) for obtaining an agency to provide equipment for training regular
instructor training sessions for the State Police Force

Dear Sir:

I am pleased to offer to provide the services of the proposed organization in respect to your Request for
Proposal No. _____ dated _____, 2022. The city is the proposer
which includes the regular program. The proposal will be valid for acceptance until 10:00 AM on the date
of submission of the RFP and after this date will be made binding upon the city and the proposer by the
any other contract to be made.

All the information and data used in the RFP shall be kept confidential and shall not be used for any
other purpose without the consent of the proposer. The proposer shall be responsible for the
protection of the confidentiality of the proposal. The proposer shall be responsible for the
protection of the confidentiality of the proposal. The proposer shall be responsible for the
protection of the confidentiality of the proposal.

I have accepted all the information provided in your Request for Proposal (RFP) and offer to accept
the services provided in accordance with the conditions and requirements of the selection process. I agree to
be bound by the information provided in the RFP and to accept the terms and conditions of the RFP.
I agree to be bound by the information provided in the RFP and to accept the terms and conditions of the RFP.
I agree to be bound by the information provided in the RFP and to accept the terms and conditions of the RFP.
I agree to be bound by the information provided in the RFP and to accept the terms and conditions of the RFP.

I hereby declare that I am the authorized signatory of the RFP and I am not aware of any other
person or entity who is not authorized to sign the RFP. I am not aware of any other person or entity
who is not authorized to sign the RFP. I am not aware of any other person or entity who is not
authorized to sign the RFP. I am not aware of any other person or entity who is not authorized to
sign the RFP.

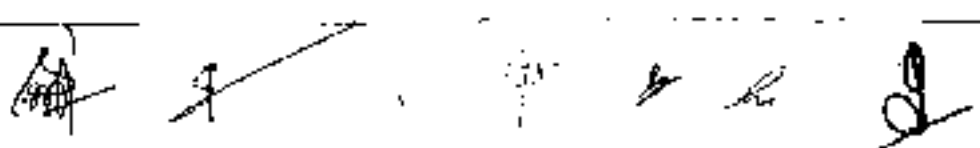
I agree to provide the services of the proposed organization for the period of time specified in the RFP.

Sincerely,

Authorized Signatory with Date and Seal

Name and Designation: _____

Address of Employer: _____



1.3 TECH - 2 Bidders Details

Bidder's Organization (General Detail)

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year.:	
5	Bid Document Fee Details Amount: Reference No.: Date: Name of the Bank:	
6	EMD Details Amount Reference No.: Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
90	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Please Note: The Authorized Signatory will be at the designation of Centre Head or equivalent. The signing authority should sign and sign in all the pages of the Bid Document.

TECH – 1.4 Financial Turnover Capacity of Bidder

Bidder Organization (Financial Details)

Financial Information in INR				
ID	FY 2019-20	FY 2020-21	FY 2021-22	Average
Annual Turnover/ Revenue (in Crores)				
<i>Supporting Documents:</i> CA Certificate and Audited Financial Statements (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)				

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH – 1.5: Format for Power of Attorney

(On Bidder's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organization) in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organization>, <Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the <Notification / Authority order no.> Dated <date of reference> has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favor authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder

A series of handwritten signatures and initials are written across the bottom of the page, below the printed text. There are approximately six distinct marks, including a signature on the left, a long horizontal stroke, and several sets of initials or short signatures.

TECH - 1.6 Experience Details

(BIDDER'S PAST EXPERIENCE DETAILS)

Sr. no.	Period	Name of the Assignment with details thereof	Name of the	*Contract Value (in INR Lakh) and Duration in Month	Date of Award/ Commencement of Assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							

Authorized Signatory *[In full and initials]*: _____

Name and Designation with Date and Seal: _____

Please Note: The Authorized Signatory will be at the designation of Centre Head or equivalent.



TECH-1.7 Conflict of Interest Declaration

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (14 – Conflict of Interest). If yes, please furnish details of any such activities.

If no, please certify.

ON BIDDER'S LETTER HEAD

I hereby declare that our agency has not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (14 – Conflict of Interest).

I also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____



TECH - 1.8: Comments and Suggestion on ToR

Comments and Suggestions on the Terms of Reference/Scope of Work

A: On the Terms of Reference / Scope of Work:

[The Bidder needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

B: On Input and Facilities to be provided by Odisha Police :

[Comment here on inputs and facilities to be provided by Odisha Police with respect to the Scope of Work]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____



TECH – L9 Description of Approach and Methodology

DESCRIPTION OF APPROACH AND METHODOLOGY TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/ copy the ToR here.

B. Description of Approach and Methodology:

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a. Detail research design including sample design and estimation procedure.
- b. Suggestive tools for data collection.
- c. Analysis of field data and preparation of reports
- d. Any other issues.

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____



TECH-1.10 Format of Curriculum Vitae (CV)

Format of Curriculum Vitae (CV) for Proposed Core Staff- Onsite personnel only

1. *Proposed Position:*

[For each position of key professional separate form Tech-9 will be prepared]

2. *Name of Agency :*

3. *Name of Staff :*

4. *Date of Birth :*

5. *Years with Agency :*

6. *Nationality :*

7. *Education :*

[Indicate college / university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates]

8. *Membership in Professional Associations:*

9. *Other Trainings :*

10. *Countries of Work Experience:*

11. *Languages :*

[For each language indicate proficiency: excellent, good, fair, or poor: in speaking, reading, and writing]

Please Note : Nos. of Cvs should be submitted along with the proposal.



12. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]

1	Employee Name	
	From[Year] – To[Year]	
	Position held	
	Task Assigned [List all the performed task under this assignment]	
2	Employee Name	
	From[Year] – To[Year]	
	Position held	
	Task Assigned [List all the performed task under this assignment]	

1. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment /jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of the Project	
Year	
Location	
Name of the	
Project Feature	
Position Held	
Activities Performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date: _____

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[Handwritten signatures and marks at the bottom of the page]

Annexures Part 2: Financial Proposal Submission Forms

FIN-2.1 (Financial Proposal)

To,

Deputy Inspector General of Police - Provisioning
Odisha Police Headquarters
Basti Bazar
Cuttack, Odisha 753001
Email - xxxxx@odpol.gov.in
Phone number - +91-671-2339517

Address - Odisha Police Headquarters, Basti Bazar, Cuttack, Odisha 753001

Subject: Financial Bid for Request for Proposal (RFP) for onboarding an agency to provide manpower to conduct regular intensive training sessions for the State Police Force

Sir,

Having gone through the RFP document and having fully understood the Scope of Work, we are pleased to quote the following Professional Fees:

	Estimate	Actual Resources (C)	Estimated Duration	Hourly/monthly Rate including applicable tax in INR	Total Cost in INR including applicable tax in INR
A	B	C	D	E	F=C*D*E
1.					
2.					
3.					
4.					
Total Professional fees for a period of 3 years in Figures- INR					Sum of Above (F)
Total Professional fees for a period of 3 years in Words- INR					Sum of Above (F)

- All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws withholding taxes if any.
- GST payable shall be as per Applicable Rules over the Fee quoted
- Any discrepancies between Figures and Words, Words shall prevail.
- The Authority reserves the right to increase or decrease the resource as per the requirement of the authority. The applicable man-month rate would be considered for any additional requirement of resources.

Our Financial Proposal shall be binding upon us and this Proposal would be valid up to 120 days from the Proposal Due Date. This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses.

The Financial proposal is without any condition.

Authorized Signatory (In full and initials): _____

Name and Designation with Date and Seal: _____

Annexures Part 3 Check List

Bid Submission Checklist

No.	Description	Submitted/Yes/No	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Document Fee of Rs.		
4	Rs. _____ as EMD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Bidder Details (TECH - 2)		
9	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit - Loss Statement and Balance Sheet for the concerned period		
10	Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.		
11	List of completed/on-going assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders/agreement/ LOA/ PO mentioned in the RFP for the respective assignments		
12	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
13	Comments and Suggestions (TECH - 7)		
14	Description of Approach, Methodology & Work Plan (TECH - 8)		
15	CV of Key Professionals (TECH - 9)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Covering Letter and Summary of Financial Proposal (FIN-1)		

Undertaking:

All the information has been submitted as per the prescribed format and procedure.

All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

(Handwritten signatures and initials at the bottom of the page)