

**TENDER FOR**  
**BASIC IT SKILL DEVELOPMENT UNDER CAPACITY BUILDING**  
**INITIATIVE OF CCTNS PROJECT**  
**FOR**  
**POLICE OFFICIALS OF GOVERNMENT OF ODISHA**

**TENDER NO. COMP / 02/2011/SCRB-CCTNS**

**ODISHA POLICE**  
**STATE CRIME RECORDS BUREAU**  
**RASULGARH, BHUBANESWAR**  
**PIN - 751 010**

**PHONE NO - 0674 -- 2580110 (0)**

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## **1. TENDER CALL NOTICE.**

### **Tender Call Notice No. COMP / 02/2011/SCRB-CCTNS**

1. Sealed tenders are invited by Odisha Police from the Computer Institutions for SCRB for conducting Training of Police Personnel of Odisha Police under CCTNS Project .as per the training modules provided by NCRB, New Delhi listed below.

<b>Sl.No.</b>	<b>Name of Courses</b>	<b>Time in Hours</b>
<b>1</b>	<b>2</b>	<b>3</b>
1.	IT Basics-I	20Hrs
2	IT Basics-II	20Hrs
3.	IT Basics-III	20Hrs

2. Tenders submitted in a manner other than prescribed in the Tender Document shall stand rejected. The Tender Document can be downloaded from the website [www.bpspaorissa.gov.in](http://www.bpspaorissa.gov.in). The cost of the Tender Document to be submitted along with the bid in the form of a Demand Draft of Rs.200/- (Rupees Two Hundred) only on any scheduled bank payable at Bhubaneswar drawn in favour of Director, SCRB and IG of Police, Computer, Rasulgarh, Bhubaneswar, Odisha.

1. Sample-

- i. The firm may be called upon to give a sample/demo for evaluation by Technical Committee.
  - ii. Submission of advance sample/demo in no way should be construed as Commitment for purchase
2. Tender calling Authority has right to accept or reject the Tender without assigning any reason there of.
3. Last date for receipt of Tenders is -- **05-08-2011 at 05.00 PM.**
4. Address: - **Director, SCRB and Addl.DG of Police, Computer, Rasulgarh,**

**Odisha, Bhubaneswar- 751010.**

**Director SCRB &**

**Addl.DG of Police, Computer,**

**Odisha, Bhubaneswar.**

## **2. Introduction**

The Ministry of Home Affairs has conceptualized the Crime & Criminals Tracking Network and Systems (CCTNS) project as a Mission Mode Project under the National e-Governance Plan (NeGP). The key objective of the CCTNS project is to provide enhanced tools for investigation, Crime Prevention, Law and Order Maintenance, and Other functions like Traffic Management, Emergency Response Etc.

The Capacity Building is a highly critical component of CCTNS. The Objective of CCTNS Capacity Building is to empower the users from the police department to optimally use CCTNS and enhance outcomes in Crime Investigation, Criminals Tracking, and to perform other Core Police functions, including the smooth functioning of CCTNS itself.

The Curriculum guideline is defined by the National Crime Record Bureau (NCRB), in association with Ministry of Home Affairs (MHA). The Capacity Building framework is built for various levels, basis the user role and responsibilities. Broadly the Capacity Building framework is categorized as following.

<b>Sl.No.</b>	<b>Category of Officers.</b>	<b>Courses to be imparted as per guidelines of NCRB</b>
<b>1</b>	<b>2</b>	<b>3</b>
1	Group A Senior Officers including DGP, ADGP, IG, DIG, SSP, SP (SP and above) 5% of the total Police force.	<ul style="list-style-type: none"><li>• Computers - An overview of computer and systems</li><li>• MS Windows XP - Operating System</li><li>• MS Excel</li><li>• MS PowerPoint</li><li>• Internet</li></ul>
2	Group B: ASP, DSP, Inspectors, SIs and ASI (Below SP and upto ASI) 15% of the total Police force.	<ul style="list-style-type: none"><li>• Computers - An overview of computer and systems</li><li>• MS Windows XP - Operating System</li><li>• MS Word</li><li>• MS Excel</li><li>• Web Browsers and Internet</li><li>• Trouble Shooting</li></ul>
3	Group C: Head Constables, Constables and Clerks. (Below ASI and upto Constable) 80% of the total Police force.	<ul style="list-style-type: none"><li>• Computers - An overview of computer and systems</li><li>• MS Windows XP/ Vista / Windows 7 / Linux - Operating System</li><li>• MS Word</li><li>• Web browsers, email and Internet</li><li>• Trouble Shooting</li></ul>

In the lines of NCRB and MHA, State Crime Records Bureau (SCRB), Odisha believes that building basic IT skill capacities at various levels is critical to the successful implementation of the recommended IT Initiatives.

The State Crime Records Bureau (SCRB), Odisha plans to train approximately twenty eight thousand police personnel to be trained across all three segments (A, B, and C). The training would be conducted across 48 police training centers across the state.

The Training firms are invited to submit a Technical Proposal and a Financial Proposal, as specified in this RFP for training services required for the Assignment named in RFP. The Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm. The proposals will only be considered if the earnest money is submitted as per Terms and Condition.

### **3. SCOPE OF WORK:**

#### **A) Identification of Trainees**

Based on the nature of their responsibilities and their requirements from SKILL DEVELOPMENT, Police officials can be classified as follows.

#### **Group A : Senior Officers including DGP, ADGP, IG, DIG, SSP, SP**

- Role-based training will be carried out for these officers at suitable location in the State Headquarters by the Vendor

- Following are the curriculum and courseware modules:

Office Suit Curriculum and Courseware of the OEM – Overview of Computers & Systems, MS Word, PowerPoint, Excel, Windows Desktop Operating System, email & Internet, Trouble Shooting

#### **Group B : ASP, DSP, Inspectors, SI s and ASI s**

- Role-based training will be carried out for these officers at suitable location in the State Headquarters and respective Districts by the Vendor

- Following are the suggested curriculum and courseware modules:

Office Suit Curriculum and Courseware of the OEM - Overview of Computers & Systems, MS Word, Excel, Windows Desktop Operating System, email & Internet, Trouble Shooting

#### **Group C : Head Constables, Constables and Clerks**

- In addition to the computer awareness training, role-based training will be carried out for these officers at District Training Centers in the respective Districts by the Vendor

- Following are the curriculum and courseware modules:

Office Suit Curriculum and Courseware of the OEM - Overview of Computers & Systems, MS Word, PowerPoint, Excel, Windows Desktop Operating System, Email & Internet, Trouble Shooting.

## **B) Develop overall Training Plan**

Vendor shall be responsible for finalizing a detailed Training Plan for the program in consultation with State's Coordinating Agency covering the training strategy. Vendor shall own the overall Training plan working closely with the State's Coordinating Agency's Training team. Vendor shall coordinate overall training effort. The training plan in terms of course curriculum only, should be endorsed by OEM of the office suite for its Coverage, Content, Duration, and methodology.

## **C) Develop District-wise Training Schedule and Curriculum**

Vendor shall develop and manage the District-Wise training schedule in **consultation with SCRB, Odisha, Bhubaneswar** aligned with the overall implementation roadmap of the project and coordinate the same with all parties involved.

The training curriculum for the basic IT skill development training program should be organized by modules and these should be used to develop the training materials. The training curriculum outlines the mode of delivery, module structure and outline, duration and target audience.

The methodology and curriculum should be an official or an endorsed curriculum from OEM of the office suite that includes session plan, Trainer slides, Lab Exercise and Courseware for the students.

## **D) Develop Training Material**

Based on their needs and the objectives of skill development, training programs could be organized under the following themes:

1. Basic IT skills and use of computers to creating awareness about the benefits of ICT and basic computer skills.
2. Role-based training on the skill development application. This training should be in a role based, benchmarked and standardized format, multi-lingual and lead to learning completion and assessment.
3. It should also allow for self-learning and retraining. Training would include mechanism for demonstration using audio/video/simulated/demo practice exercises and evaluation of trainees.

The official curriculum and courseware of the concerned modules of MS Office suite will be procured by SCRB, Odisha from the OEM, and handed over to the selected bidder for onward official usage/delivery by the trainers for the trainees at the respective training facilities. OEM certification for Office suite is mandated for the trainees. The associated cost for procuring and administering the certification is to be borne by the bidder.

### **E) Deliver Training to End Users**

Bidder shall deliver training to the end users utilizing the HQ and District level training facilities. The training would be an Instructor-Led Training (ILT) conducted by trained and qualified instructors in a classroom setting using the OEM's Official/Endorsed Methodology, Curriculum and Courseware. To maintain consistency across skill development trainings, standard templates should be used for each component of a module.

The Curriculum will have the following components:

- Courseware of respective modules
- Course Presentation (PowerPoint)
- Instructor Demonstrations
- Hands-on Exercises
- Instructor led In-Class Assistance to Individual Trainees for Learning and Doubt Clearing
- Course Evaluations (Inquisition) / Certifications as prescribed by the Principal Technology after prior approval of the Department.

### **4. Training Effectiveness Evaluation**

Vendor shall evaluate the effectiveness of all end users trainings using electronic or manual surveys. Effectiveness shall also be evaluated based on the trainees passing the test administered as well as OEM Certifications. Vendor shall be responsible for analyzing the feedback and arrange for conducting refresher training, wherever needed.

It is mandatory for the Trainee to pass an OEM Certification of the technologies trained, e.g. MS Office Specialist (MOS) on MS Word, as a course completion evaluation for Group C officials training. State will periodically monitor the training effectiveness through the performance metrics and Service levels and the vendor shall comply with the same. Relaxations for the non-passing of tests/certification exams for certain trainees shall be evaluated on a case-to-case basis.

### **5. Extent, Type, Duration, and other Requirement of Training Programme**

The training should be classroom based and should be imparted at all district Headquarters and State Headquarters. At the same time valuable inputs will be obtained by the trainers about the competencies developed as a result of this initiative and modulate their future programs based on these inputs.

- Training programme should be conducted for Approx. 28000 participants in the respective district and State Headquarters.

- Bidders will train at the Training facilities identified by the department at different locations in the state.

- The training aids and other requirement for Training set up will be arranged by Bidders without any extra cost.
- The Bidder will have to provide travel, boarding and lodging of its trainers.
- There should be a minimum of 2 instructors for every 20 trainees.
- Training session would consist of minimum 6 contact hours per day.
- The Bidder shall arrange enough trainers to carry training simultaneously in all Districts and State Headquarters.
- The Bidder shall facilitate online certification test at the end of Training session with the OEM/partners of OEM of the office suite.
- Details of the training contents are provided in **Annexure-I**
- The estimated number of key professional staff months required for the assignment is: one Coordinator at the state level and one trainer for each batch.
- The minimum required experience of proposed key professional staff is:

### **1. Project Coordinator**

One dedicated person at the state HQ level

Minimum Qualification: BE / B.Tech. / MCA

Experience of Training - Five Years

Knowledge of Oriya

### **2. Training facilitators cum Trainers/Subject Experts**

Min (2 X 46 ⇒) 92 + (4 X 2 ⇒) 8 = 100 dedicated instructors for the State. Two instructors for each center having 10 computers (46). Four instructors for each center having 20 computers (2).

Minimum Qualification: MCA/BCA

Experience of Training – Two Year

Knowledge of Oriya

### **6. Program Implementation**

- The complete training plan, monitoring plans (if any) and logistic information for the training Project should be provided to SCRB, Odisha and the approval of the same shall be obtained from the Department prior to any training sessions in the location.
- If the performance of the trainers is not as per standard and the feedback received is not favorable then SCRB, Odisha can ask the selected Bidder to change the trainers



and the selected Bidder will comply and also repeat the entire training for the affected batches at no extra cost.

- The selected Bidder should have a functional Office in Bhubaneswar, Odisha.

#### **7. Rights & Obligations of the Training Agency**

- IPR of the training content including written/ audiovisual /computer content shall remain with SCRB, Odisha.
- SCRB, Odisha will share these general contents with other Police Offices of Odisha without prior advance permission from the Training Agency.
- Any printed resource material for facilitators and participants as produced in the course of training program should bear the logo of SCRB, Odisha.
- It is the responsibility of the Training Agency to collect and submit to SCRB, Odisha the confidential feedback forms filled out by each of the participants. The feedback form shall be designed by the selected agency in consultation with SCRB, Odisha. In the event of negative feedback (over 25% of the participants reporting overall poor experiences), shall be, at the discretion of the Department, grounds for termination of the contract.
- The entire training programme will be reviewed after every month. These reviews should be attended by the state coordinator of the selected Bidder who has been authorized to take decisions on behalf of the selected agency. The State Coordinator shall provide all data including progress of the program, difficulties faced by the trainees, test results, pass percentage, remedial actions taken and any other parameter required by the Department before every review.

#### **8. Training Plan (Scope of Work)**

The selected Bidder will submit a fully developed project proposal to conduct the training mentioning every detail of the training strategy, methodology, training module & material, complete schedule & session plan and session wise names of resource persons/experts. This would also include the training approach to all the Police Officials.

- The selected Bidder shall arrange enough trainers to carry training simultaneously in all locations.
- The selected Bidder should prepare a exhaustive training handbook which should be made available to each participant. This should be as per the OEM requirements and shall be approved by the SCRB, Odisha.

- The selected Bidder will provide a list with name, qualification & respective duties of all manpower as to be used during the training programs.
- The selected Bidder has to distribute training module, complete session plan and training kit at the time of training (training material) for each and every participant.
- The selected Bidder will facilitate online Certification Examination through the OEM/ Partner of the OEM of the office suite after completion of training.
- Maintain inventories of training conducted in batches (pre and post test), feedback forms, test results and daily attendance sheet of each participant during the entire period of training.

#### **9. Duration to complete the tasks**

The duration of the service engagement will continue until training for approx. 28,000 to 30,000 officials are completed as per the instruction of the DGP, Odisha and **these trainees have cleared the test conducted by the OEM and obtained OEM Certificate.**

The target completion date is 6 months from the date of the contract.

#### **10. Review of the Agency's work**

State Crime Records Bureau, Odisha, Bhubaneswar reserves the right to review the progress of the training work at any point of time.

#### **11. Rights of State Crime Records Bureau, Odisha**

State Crime Records Bureau, Odisha, Bhubaneswar reserves the right to accept / reject any or all the offers received without assigning any reason/s whatsoever, or may call for any additional information /clarification, if so required.

#### **12. Review Procedure**

Training location wise progress reports will be submitted throughout the period of assignment. The final report will be submitted within 15 days after completion of the tasks assigned.

#### **13. Eligibility**

Minimum qualification to participate in this tender –

- a) The Bidder is a legal entity registered in India under appropriate laws. Consortium or any kind of association of firms is not allowed.
- b) The Bidder must have 5 years of experience in IT training, should be a Certified Training Partner of the OEM of the Office suit on which the training is imparted.
- c) The bidder must be a 'profitable' organization having minimum turnover of Rs.3 Crores in each of the financial years 2009-10 and 2010-11 from IT training business.

d) The bidder must submit an undertaking on its letterhead that they have not been blacklisted by any State or Central Government.

A self declaration certificate should be enclosed as per the format as per the **Annexure-II**

e) Bidder has to submit the entire relevant document as per the **Annexure-III**

f) The bidder should be a registered firm with Service Tax and VAT/Sales Tax Authority. The bidder should furnish the Registration Certificate and up to date VAT Clearance certificate, Sales Tax Assessment, Sales Tax clearance/return and PAN along with the tender paper.

#### **14. GENERAL TERMS AND CONDITION:-**

##### **GENERAL CONDITIONS OF THE CONTRACT (GCC)**

1. In case the OEMs want their dealers or distributors authorized to sell, supply and service the products to bid, he may advise them to bid under his written authorization.
2. The distributor or dealer shall submit with bid the authorization above in original. The proof of dealership or such authorization submitted earlier, in some other context, shall not be treated as valid and sufficient.
3. In case of OEM making the bid, the Managing Director of the Company shall sign the Tender Document. If it is otherwise, the authority to sign the tender paper on behalf of the Company / Corporation shall be enclosed.
4. In case of distributor or dealer making the bid, the Managing Director or the active Partner or the Proprietor of the Company as the case may be, shall sign the Tender Document. If it is otherwise, the valid authority, to sign the tender paper on behalf of the Company, shall be enclosed.
5. In case of distributor or dealer making the bid, the “Legal Status” of the bidder i.e. Proprietary Concern, Partnership firm, Private or Public Limited Company or any other, as the case may be, shall be specified with documentary proof attached.
6. The tenders (also called Bids) not submitted in prescribed format or in the prescribed manner as stipulated in this document, shall be rejected at the risk and responsibility of the bidder.
7. All the information, as called for in the Tender Document, should be submitted truly, clearly, legibly, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English.
8. All the crucial figures, like rates and amount should be written in figures followed by words in a bracket.
9. There shall be no over writing in the Tender Document and other papers submitted. All additions, alternations, deletions, cuttings, corrections etc., should be initialed, and rubber-stamped (or seal) by the same person, who signs the Tender Document. Failing so, the Tender may be rejected.

10. All the rates and amounts shall be quoted in Indian Rupees (INR) and shall be presumed to be in Indian Rupees unless specifically permitted to be quoted otherwise in this Tender Document. In case of any reduction in taxes, duties or levies announced subsequent to submission of bid, the prices quoted shall stand reduced by corresponding amount.
11. The rates quoted shall be valid for a period of one year counted from the last date of receipt of the Bids or submission of Tender.
12. Each page of this Tender Document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract and shall be submitted in original along with the Bid.
13. All documents and papers submitted with the bid should be in English and shall be authenticated under the seal and signature of the bidder unless specified otherwise in this Tender Document. If the documents are in other language, a true translation in English, duly certified by an independent person of repute, shall also be submitted.
14. All promotional and technical literature of the product offered shall be in English language for proper appreciation of the bid, whether or not, specifically called for in this Tender Document.
15. Submission of more than one competitive bid by the same firm in response to the tender call notice is prohibited. All such bids except one will be cancelled at the discretion of the authority calling the bids. A bidder may however, offer in his bid more than one product of the same Original Manufacturer, if in his opinion all such products meet the prescribed technical specifications. In that case, he should submit "Technical Bids" of all such products separately but in the same prescribed format and in the same sealed single cover. Separate "Financial Bids" should also be submitted similarly in the same sealed single cover (see below for the meaning of sealed cover).
16. The bidder may use separate piece of paper, where the space provided in the formats in this Tender Document for submission of information, is not sufficient. The separate sheet of paper should be authenticated and page numbered.
17. All information submitted or supplied in the formats of this Tender Document shall be presumed to be true to the best of knowledge of the bidder.
18. Firms not having Sales Tax Registration or that have been blacklisted are not eligible to bid.
19. Sales Tax Clearance Certificate (STCC) /VAT Clearance Certificate and Income Tax Clearance Certificate (ITCC) from competent authority of the area in which vendor has the registered office, shall be submitted at least for the two preceding financial year with reference to the current financial year.
20. In respect of ITCC, the bidder has to give the Xerox copy of PAN card.
21. Earnest Money Deposit (EMD) shall either be in the form of Demand Draft or Banker's Cheque of any Scheduled Bank payable at Bhubaneswar or by pledging of NSC /FDR/Postal Savings Pass Book, all in favour of Director SCRB and IG of Police, Computer, Odisha, Bhubaneswar. EMD shall be returned immediately after the rejection of a bid. DD/Banker's Cheque /NSC/FDR/Postal Savings Pass Book etc.

shall be returned in original with or without reverse endorsement as required for refund. EMD of the successful bidder(s) shall be retained till the supplies are successfully delivered. There after, it shall be returned in the same manner as in the case of unsuccessful bidders.

22. This Tender Document has prescribed a two-bid format for submitting bids. It contains the “Technical” and “Financial” bid formats. Both bids shall be submitted in separate sealed covers super scribed as “Technical” or “Financial” after detaching their formats from this Tender Document. Both the sealed covers, the remaining part of this Tender Document i.e. GCC, SCC & GB and all other papers/ documents including EMD instrument, PAN Card & STCC/VAT etc. should be put inside a bigger sealed cover and delivered as per conditions published in the Tender Call notice. The name of bidder, the Tender Call Notice number and the last date for submission shall be boldly written on all the sealed covers.
23. The Tenders or Bids can also be sent by Registered Post or Courier as well. However, the authorities shall not be responsible for postal and other delays in receipt of Bids.
24. If the last date for submission of the Tender/Bid turns out to be a holiday, it will automatically be extended to next Government working day.
25. The Tender calling authority shall make arrangement in his office for issuing a written acknowledgement receipt under proper seal and signature of the filled-in-Tenders, provided those are submitted on or before the due date and time. The acknowledgement shall be issued even if the tenders are required to be dropped in a sealed box. The acknowledgement receipt shall mention, among others, the tender call notice number.
26. A Bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. However, they will not participate in the discussion. They may provide clarifications sought, if any.
27. All or any of the Tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the loss / damage suffered by the bidders on account of such rejections.
28. The “Technical Bids” shall be opened only in those cases, where the bidders have been found to have fulfilled all the prescribed criteria and conditions of this Tender Document other than technical specifications of the products and be scrutinized by the Technical Committee. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of “Technical Bids”. Only branded products shall be accepted unless otherwise mentioned in special conditions of the contract.
29. The Technical Committee shall evaluate the offered products on the basis of the technical specifications prescribed. It shall determine which products meet these and which ones do not. It will also give the reasons.
30. Products / items not fulfilling the prescribed technical specifications will be rejected. Decision of the Technical Committee in this regard shall be final and binding. A bidder can improve the technical specifications of the product offered before opening of “Financial Bid”. Decision of the Technical Committee on, whether or not, the

revised specification is an improvement, shall be final. Improvement in the technical specification offered as above may be accepted or not at the discretion of the tender calling authority.

31. The bidder must submit in a separate paper mentioning complied or not complied against each items of the technical specification given in the Tender Document.
32. Notwithstanding, an offered product meeting the prescribed technical specifications, it may be rejected, if it has not been tried and tested or used in Odisha Police with satisfaction.
33. "Financial Bids" shall be opened only in those cases, where the products offered are found to have fulfilled the prescribed technical specification and in the presence of the bidder or his authorized representative. No preference or extra payment shall be admissible for superior technical specifications or quality or the like, if any.
34. All prices quoted shall be FOR State Crime Records Bureau, Rasulgarh, Bhubaneswar, Odisha. Which means that the prices shall include the cost of delivery at State Crime Records Bureau, Rasulgarh, Bhubaneswar / Cuttack, if nothing otherwise is mentioned in the special conditions of contract.
35. Financial negotiations, other than with the lowest bidder, will not be made without obtaining the prior approval of Government.
36. The authorities are not bound to accept the lowest Financial Bids.
37. The order for supply may be placed on successful bidders but the technical specifications (or quality requirements) for the purpose of supply shall be those, which were offered and accepted by the Technical Committee and not those specified in the Tender Document. It shall not be necessary for the Director SCRB and IG of Police, Computer and Nodal Officer CCTNS Project, Odisha, Bhubaneswar to place a single supply order for the entire requirement of various items.
38. On delivery, the supplies or products shall be inspected to verify the quantity and to see whether those are in accordance with the technical specifications (or quality requirements) for which the order was placed. If it turns out to be otherwise, the acceptance of delivery shall be refused at the risk and responsibility of the supplier. Further, the articles found damaged shall not be counted as accepted until repaired or replaced to the satisfaction of the authorities.
39. Short deliveries will not be accepted. All items ordered must be supplied in full, for claiming even part payment.
40. All transit risks shall be the responsibility of the supplier.
41. User manuals of the products in English language shall be supplied without being asked for and without being mentioned in the supply order.
42. Failure to supply the order in full within the stipulated period may lead to forfeiture of EMD and blacklisting of the suppliers. If at all the delivery is allowed to be accepted after the due date, Liquidated Damages (L.D.) @ 0.5% of the total amount of order (excluding taxes) per week or part thereof shall be charged so, however that the L.D. shall not exceed 5% of the amount of order.

43. The supplier shall submit an undertaking given by him or the OEM committing to supply spare parts for the maintenance of the supplies for a period of at least 5 (Five) years from the date of delivery.
44. The supplier shall give a 'performance warranty' for a minimum period as mentioned in the special conditions of the contract. 5% (five percent) of the amount of the order (excluding taxes) payable or as mentioned in the special conditions of the contract shall be withheld from the bill and shall be payable after the performance warranty period is over. The withheld amount may, however, be released in cash, if the irrevocable Bank Guaranty is provided for the equal amount valid for the performance warranty period plus two months more. The Bank Guarantee should be of the branch of a bank situated in Bhubaneswar and shall be enforceable and payable at Bhubaneswar. The withheld amount or the Bank Guarantee may be forfeited partially or fully for failure to fulfill the terms and conditions of supply and post sales commitments and obligations.
45. All the clarifications sought from the bidders / suppliers on technical specifications of the products or otherwise shall be promptly submitted in a transparent and unambiguous manner.
46. Terms and conditions of this Tender Document are non-negotiable without prior approval of the Government of Odisha.
47. Entire Tender Document, duly filled in, shall be treated as part of the contract agreement for supplies in case of the successful bidders.
48. All disputes shall be subject to jurisdiction of Civil Courts situated at Cuttack / Bhubaneswar.
49. **Terms of delivery:** All delivery will be at State Crime Records Bureau, Odisha, Rasulgarh, Bhubaneswar and all District Training Centers and as per the Training centers for the orders placed by State Crime Records Bureau, Odisha for the Training to be conducted.
50. Excise Duty: It is to be shown separately in the Financial Bid.
51. VAT: It is to be shown separately. Any variation in VAT higher than quoted will be on buyer's account.
52. Entry Tax- It is to be shown separately in the Financial Bid. It will be paid on production of receipt only.

**Signature & Seal**

**of the Bidder**

**Signature & Seal of**

**Director SCRB & Addl. DG of Police,  
Computer and Nodal Officer, CCTNS**

**Project, Odisha, Bhubaneswar**

## **15. SPECIAL CONDITIONS OF THE CONTRACT (SCC)**

1. The Special Conditions given here in after shall prevail over the General Conditions given here in before, in case of any repugnancy.
2. The tender document shall accompany with an EMD (Earnest Money Deposit) @ 1% of the quoted value without which the tender / bid shall automatically stand rejected. The EMD instrument should be available out side the sealed covers of 'Technical Bids' and 'Financial Bids'
3. Sealed bids in this Tender Document have been invited for the supply of the item listed below. Detailed technical specifications of each item are available in the Annexure to this "Special Conditions of the Contract" identified against each.

<b>Sl.No.</b>	<b>Name of Course</b>	<b>Time in (Hours)</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>1.</b>	<b>IT Basics-I</b>	<b>20Hrs</b>
<b>2.</b>	<b>IT Basics-II</b>	<b>20Hrs</b>
<b>3.</b>	<b>IT Basics-III</b>	<b>20Hrs</b>

4. The Training mentioned above are subject to variations. The rates quoted shall continue to be valid, even if the quantity of items mentioned above is varied.
5. It is necessary to bid for all the composition of various products or inter-connected or inter-related appliances while quoting for an item, as bidding is not permitted for the components obtained by splitting an item.
6. It is necessary to bid for all the above mentioned items.
7. All the bidders shall, at their cost, produce on demand for evaluation before the Technical Committee a sample of the quoted items failing which the bid will be rejected.
8. The bidder shall submit, along with this Tender Document, a list of names, complete addresses, telephone / fax numbers of the customers to whom, items of similar nomenclature, for which the bid has been submitted, have been trained in last three years, if any. A clear and unambiguous statement shall be made, if an item has not been sold anywhere in India so far.
9. The supplier shall train at all the training centers of the CCTNS Project as mentioned in **Annexure-IV**.
10. All the accessories needed for complete and efficient operation of the equipments shall be supplied along with the equipment and prices are quoted, accordingly, even if those may not have been listed in Technical specification. The bidder should clearly



indicate the names and quantity of each of such accessories in the “Technical Bids”. The other accessories offered and which do not come along with the equipment as such, shall be listed separately in both the “Technical” and “Financial” bids. The utility of each of such other accessories should be explained in the “Technical” bid and their prices be quoted separately in the Financial bid.

11. The Vendor/Trainer shall submit the bid explicitly quoting:
  - i. Total cost of the tender **INCLUDING** the cost of OEM certifications for all the personnel to be trained.
  - ii. Total cost of the tender **EXCLUDING** the cost of OEM certifications for all the personnel to be trained.

Please note that in both the cases above the vendor/trainer is required to administer tests to all the trainees for the subject matter taught. The tests need to be approved by SCRB prior to administration. The vendor/trainer needs to ensure that all trainees pass this test.

SCRB reserves the right to choose any one of the above for evaluation and award of the project to the selected vendor/trainer.

Accordingly the payment schedule for Number 1 above would be as follows:

#	BENCHMARK	MILESTONE TO BE ACHIEVED BY THE TRAINER	PAYMENT TO BE RELEASED TO THE TRAINER
1	Certification	Completion of Certification for 20% of the Trainees	15% of the Total Amount
2	Certification	Completion of Certification for 20% of the Trainees	15% of the Total Amount
3	Certification	Completion of Certification for 20% of the Trainees	15% of the Total Amount
4	Certification	Completion of Certification for 20% of the Trainees	15% of the Total Amount
5	Certification	Completion of Certification for 20% of the Trainees	40% of the Total Amount

The payment schedule for Number 2 above would be as follows:

#	BENCHMARK	MILESTONE TO BE ACHIEVED BY THE TRAINER	PAYMENT TO BE RELEASED TO THE TRAINER
1	Trainer Administered Test	Passing of Test by 20% of the Trainees	15% of the Total Amount
2	Trainer Administered Test	Passing of Test by 20% of the Trainees	15% of the Total Amount
3	Trainer Administered Test	Passing of Test by 20% of the Trainees	15% of the Total Amount
4	Trainer Administered Test	Passing of Test by 20% of the Trainees	15% of the Total Amount
5	Trainer Administered Test	Passing of Test by 20% of the Trainees	40% of the Total Amount

12. In case of any negligence on the part of the supplier, purchaser shall have recourse to any other action against the supplier under the existing laws.
13. Other things being equal, preference shall be given to a bidder, who has good track record in training service/ functioning in Odisha.
14. The supplier shall furnish an Irrevocable Bank Guarantee, valid for the period of Training in favour of Director, SCRB and Addl.DG of Police, Computer, Nodal Officer,CCTNS Project,Rasulgarh, Bhubaneswar, or in favour of the authority placing purchase order of any Scheduled Bank having branch at Bhubaneswar and enforceable at Bhubaneswar or as will be indicated in the Purchase order, equivalent to 5% (five percent) of the cost of value of the order excluding taxes as security for performance of the post sales commitments of the contract. Failing so, this 5% will be withheld from the bill.
15. No advance payment shall be made. 100% (hundred percent) of payment will be made on successful training as per the terms and conditions at Clause-11 of SCC.
16. The bidder intending to participate in the Tender are required to submit Odisha VAT clearance Certificate in Form No.612. When any bidder is selected from outside the State after observance of approved Tender formalities, he may not submit VAT clearance Certificate in Form No.612. However, before award of the contract, the said supplier from outside the State shall furnish an undertaking in the form of an affidavit stating that they have no business in Odisha and have no liability under the Odisha VAT Act.

**Seal and Signature of Bidder**

**Director SCRB &  
Addl.DG of Police, Computer and  
Nodal Officer CCTNS Project,  
Odisha, Rasulgarh,  
Bhubaneswar.**

## GENERAL BID FORM

### Tender Call Notice No. COMP/02/2011/SCRB-CCTNS

1. Name:  
Full Address:  
Fax No.,  
Telephone No:  
E-mail of the firm:
2. Legal Status of the firm:
3. Items for which you have submitted the bid:
4. For which of the items above you are the Original Equipment Manufacturer (OEM) or simply Manufacturer.
5. Give the location and Address of your factory.
6. For the items listed at (3) above and where you have submitted the bid but you are not the OEM, indicate against each the names of the OEM and the brands.
7. Kindly confirm by writing "Yes" or "No" only that you have been authorized by the respective OEMs either as dealer or as sale supply and servicing agent. In respect or the items you are not the O.E.M. enclose documentary evidence.
8. Which of the items, you have submitted the bids for, will be fully or substantially imported, indicate the country to be imported from.
9. Have you enclosed the EMD? If Yes, mention the amount and its identifying details.
10. Have you enclosed all the documents and papers called for in this tender document? Kindly enclose a list. (Use a separate sheet of paper)
11. If the answer to (10) above is 'No', which of the documents/ papers called for in the tender document have not been enclosed?

(Kindly enclose a list of such document/papers)(Use separate sheets or paper, if necessary)

12. Do you have a post Sales Servicing center in Odisha? If Yes, give its name, full address Fax and Telephone Numbers

**SEAL AND SIGNATURE  
OF THE BIDDER**

**SIGNATURE AND SEAL OF THE  
TENDER CALLING AUTHORITY**

**TECHNICAL BID FORMAT**

**Tender Call Notice No. COMP / 02/2011/SCRB-CCTNS\_**

<b>Sl. No</b>	<b>Name of Item</b>	<b>Whether offered product fulfills the detailed technical specifications. Kindly answer YES or NO only</b>	<b>Offered specifications and details of deviations if any.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

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

**Seal and Signature of the Bidder**

**FINANCIAL BID FORMAT**

**Tender Call Notice No. COMP/02/2011/SCRB-CCTNS\_**

1. **We .....** hereby offer to supply the following items at the prices and within the period indicated below. **The prices are also mentioned in words.** All the prices are in Indian Rupees.

Name of Item	Unit Price in Indian Rupees.	CST	VAT / Odisha Sale Tax	Odisha Entry Tax	Unit Price including all the duties and levies	Total price of the quantity of item mentioned in the Tender Document.
1	2	3	4	5	6	7
<b>TOTAL BID AMOUNT</b>						

(We hereby undertake to reduce the prices correspondingly, if customs/excise duty/taxes are reduced after the date of submission of bid.)

2. Odisha VAT Registration Number:
3. Terms of delivery:
4. Terms of Payment:
5. Use additional sheets if necessary.

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

**Seal and Signature of the Bidder**

## ANNEXURE –I

### Course Contents

#### IT Basics – I

**Target Group:** Constables, Head Constables and lower. Functionaries who will be primary users of computers at Police Stations and Districts.

#### **Learning Objectives:**

1. To develop practical IT motivation.
2. To develop introductory skills of operating a computer.
3. To have basic understanding of Windows / Linux / Vista.
4. To have basic working skill of MS word, Web browser, email and Internet.
5. Simple trouble shooting techniques.
6. To develop positive attitude towards work.

**Instructional Methodology:** Classroom lectures along with hands on experience and assignments.

#### Course Contents:

##### **Computers – An overview of computer and systems (2 Hours)**

- a. Elements of Computer System, Hardware & Software.
- b. Block diagram of a computer, CPU, Memory, Input/ Out devices
- c. Mouse and Keyboard
- d. Using a mouse (single and double click and their functions)
- e. Printers, Scanners, Multi-functional Printer
- f. UPS, Generator
- g. CD, DVD, USB Drives (Flash / Pen Drives)
- h. Identification of different types of cables
- i. Networking devices – Switch, LAN Cable
- j. Setting Up PC – Connecting each component of computer including LAN.
- k. Processes to follow before beginning to work and after completion of work

##### **MS Windows XP/ Vista / Windows 7 /Linux – Operating System (6 Hours)**

- a. Start, Shutdown and Restart
- b. Desktop, Icons, Recycle Bin, My Computer, My Documents
- c. Minimizing, Maximizing, Resizing and Closing Windows
- d. Files and folders, directory tree, drives
- e. Coping / moving files between folders and drives
- f. Renaming, Deleting files and folders
- g. Searching, Finding files and folders
- h. Launching an application and closing an application
- i. Taskbar – Setting up / Changing date and time

##### **MS Word**

**8 Hours)**

- a. Creating a new word document
- b. Opening an existing document

- c. Editing and Saving a document
- d. Typing a text, deleting, inserting, finding, replacing, copying and moving text
- e. Justifying texts
- f. Bold, Italics, Underline, Strike, Double Strike and Colouring text
- g. Selecting Font and Font Sizes
- h. Formatting page, margins, page size, portrait and landscape
- i. Inserting symbols, pictures
- j. Using Bullets
- k. Using and manipulating tables, inserting / deleting of rows and columns
- l. Sorting tables
- m. Using Header and footer, Inserting Page number
- n. Changing character width and line spacing
- o. Printing of a document, Using print preview
- p. Copy / moving text between two different documents
- q. Typing More than one language in the the same text
- r. Shortcuts for various activities in MS Word

**Web Browsers, Email and Internet**

**(2 Hours)**

- a. Introduction to Internet
- b. Searching the web
- c. Emailing

**Trouble Shooting**

**(2 Hours)**

- a. Computer Related – No power, Does not start windows, Windows hanging
- b. Printer related – Printer not printing, Printer get stuck, Paper gets stuck, Blurred printing, Poor quality of printing
- c. Network related – Network not working, one computer not appearing in the network
- d. Power related – UPS not working, Battery not charging



## **IT Basics – II(20 Hours)**

**Target Group:** S.I, Inspectors and Personal Staff who will be primary users of computers at Police Stations and Districts

Learning Objectives:

1. To develop practical IT motivation
2. To develop introductory skills of operating a computer
3. To have basic understanding of Windows
4. To have basic working skill of MS Word, MS Excel and Internet / Email
5. Simple trouble shooting techniques
6. To develop positive attitude towards work
7. To develop basic softskills for public handling

**Instructional Methodology:** Classroom lectures along with hands on experience and assignments

### **Course Contents:**

#### **Computers – An overview of computer and systems (2 Hours)**

- a. Elements of Computer System, Hardware & Software.
- b. Block diagram of a computer, CPU, Memory, Input/ Out devices
- c. Mouse and Keyboard
- d. Using a mouse (single and double click and their functions)
- e. Printers, Scanners, Multi-functional Printer
- f. UPS, Generator
- g. CD, DVD, USB Drives (Flash / Pen Drives)
- h. Identification of different types of cables
- i. Networking devices – Switch, LAN Cable
- j. Setting Up PC – Connecting each component of computer including LAN.
- k. Processes to follow before beginning to work and after completion of work

#### **MS Windows XP – Operating System (2 Hours)**

- a. Start, Shutdown and Restart
- b. Desktop, Icons, Recycle Bin, My Computer, My Documents
- c. Minimizing, Maximizing, Resizing and Closing Windows
- d. Files and folders, directory tree, drives
- e. Coping / moving files between folders and drives
- f. Renaming, Deleting files and folders
- g. Searching, Finding files and folders
- h. Launching an application and closing an application
- i. Taskbar – Setting up / Changing date and time

#### **MS Word**

- a. Creating a new word document
- b. Opening an existing document, Editing and Saving a document
- c. Typing a text, deleting, inserting, finding, replacing, copying and moving text
- d. Justifying texts
- e. Bold, Italics, Underline, Strike, Double Strike and Colouring text

- f. Selecting Font and Font Sizes
- g. Formatting page, margins, page size, portrait and landscape
- h. Inserting symbols, pictures
- i. Using Bullets
- j. Using and manipulating tables, inserting / deleting of rows and columns
- k. Sorting tables
- l. Using Header and footer, Inserting Page number
- m. Changing character width and line spacing
- n. Printing of a document, Using print preview
- o. Copy / moving text between two different documents
- p. Typing More than one language in the same text
- q. Shortcuts for various activities in MS Word

### **MS Excel**

- a. Creating a new worksheet
- b. Opening an existing worksheet,
- c. Editing and Saving a document
- d. Creating, Renaming and deleting worksheets in a workbook
- e. Types of data (Numeric, text etc.)
- f. Entering in a cell
- g. Manipulation of a cell, row and column (deleting, inserting, finding, replacing, copying and moving)
- h. Justifying in a cell , Merging cells and columns
- i. Addition, Subtraction and using formula
- j. Selecting font and font Sizes
- k. Using and manipulating tables, inserting / deleting of rows and columns
- l. Sorting Columns
- m. Using Header and footer, Inserting Page number
- n. Border and shading of cells, rows and columns
- o. Formatting page, margins, page size, portrait, and landscape
- p. Selecting area for printing, printing of a worksheets and workbooks, using print preview
- q. Copy / moving text between two different worksheets and workbooks
- r. Using chart wizard , Creation of different types of chart
- s. Shortcuts for various activities in MS Excel.

### **Web Browsers and Internet**

**(2 Hours)**

- a. Introduction to Internet
- b. Searching the web
- c. Emailing

### **Trouble Shooting**

**(2 Hours)**

- a. Computer Related – No power, Does not start windows, Windows hanging
- b. Printer related – Printer not printing, Printer get stuck, Paper gets stuck, Blurred printing, Poor quality of printing
- c. Network related – Network not working, on computer not appearing in the network
- d. Power related – UPS not working, Battery not charging

## **IT- Basics-III (20 Hours – Tuition Mode)**

**Target Group: Senior Officers who will be users of computer for MIS and Decision Support Mechanism**

Learning Objectives:

1. To develop introductory skill of operating a computer
2. To have basic understanding of Windows
3. To have basic working skill of MS Word, MS Excel and MS PowerPoint
4. To have basic working skill in accessing Internet and Emailing

**Instructional Methodology: Classroom lectures along with hands on**

**Course Contents: Computers – An overview of computer and systems  
(20 Minutes)**

- a. Elements of Computer System, Hardware & Software
- b. Block diagram of computer, CPU, Memory, Input / Out devices
- c. Mouse and Keyboard
- d. Using a mouse (single and double click and their functions)
- e. Printers, Scanners, Multi-functional Printer
- f. UPS, Generator
- g. CD, DVD, USB, Drives (Flash / Pen Drives)
- h. Networking devices – Switch, LAN Cable

**MS Windows XP – Operating System**

**(40 Minutes)**

- a. Start, Shutdown and Restart
- b. Desktop, Icons, Recycle Bin, My Computer, My Documents
- c. Minimizing, Maximizing, Resizing and Closing Windows
- d. Files and folders, directory tree, drives
- e. Copying / moving files between folders and drives
- f. Renaming, Deleting files and folders
- g. Searching, Finding files and folders
- h. Launching an application and closing an application
- i. Taskbar – Setting up / changing date and time

**MS Word**

**(2 Hours)**

- a. Creating a new word document
- b. Opening an existing document, Editing and Saving a document
- c. Typing a text, deleting, inserting, finding, replacing, copying and moving text
- d. Justifying text Bold, Italics, Underline, Strike, Double Strike and Colouring text
- e. Selecting Font and Font Sizes
- f. Formatting page, margins, page size, portrait and landscape
- g. Inserting symbols, pictures
- h. Using Bullet Lists
- i. Using and manipulating tables, inserting / deleting of rows and columns
- j. Sorting tables
- k. Using Header and footer, Inserting Page number
- l. Changing character width and line spacing
- m. Printing of a document, Using print preview

- n. Copy / moving text between two different documents
- o. Typing More than one language in the same text
- p. Shortcuts for various activities in MS Word

### **MS Excel**

**(2 Hours)**

- a. Creating a new worksheet
- b. Opening an existing worksheet
- c. Editing and Saving a worksheet
- d. Creating, Renaming and Deleting worksheets in a workbook
- e. Types of data (Numeric, text etc.)
- f. Entering in a cell
- g. Manipulation of cell, row and column (deleting, inserting, finding, replacing, copying and moving)
- h. Justifying in a cell, Merging cells and columns
- i. Addition, Subtraction and using formula
- j. Selecting Font and Font Sizes
- k. Using and manipulating tables, inserting / deleting of rows and columns
- l. Sorting Columns
- m. Using Header and footer, Inserting Page number
- n. Border and Shading of cells, rows and columns
- o. Formatting page, margins, page size, portrait and landscape
- p. Selecting area for printing, Printing of a worksheet and workbooks, Using print preview
- q. Copy / moving text between two different worksheets and workbooks
- r. Using Chart Wizard, Creation of different types of charts
- s. Shortcuts for various activities in MS Excel

### **MS PowerPoint**

**(4 Hours)**

- a. Creating a new presentation
- b. Opening an existing presentation
- c. Editing and Saving a presentation
- d. Formatting Presentation – Slide layout, Slide Design, Slide background
- e. Inserting symbols, chart, tables, pictures, videos and audios
- f. Inserting page number, date and time
- g. Different types of views
- h. Preparing for slide show – animation schemes
- i. Printing slides, handout and notes pages

### **Internet**

**(1 Hours)**

- a. Introduction to Internet
- b. Searching the web
- c. Emailing

**ANNEXURE-II**

**SELF DECLARATION.**

Date \_\_\_\_\_  
Ref. \_\_\_\_\_

To,  
Director SCRB & Addl.D.G.of Police, Computer  
Nodal Officer CCTNS Project, Odisha, Bhubaneswar

In response to the Tender Document Dated-----,I/We  
hereby declare that our  
Company/Institute \_\_\_\_\_ is having unblemished  
past record and was not declare in eligible for corrupt and fraudulent practices either  
indefinitely or for a particular period of time by Government or any Court of Law.

**Signature of Witness**  
**Date:**  
**Place**

**Signature of Bidder**  
**Date:**  
**Place**

**SEAL.**

**ANNEXURE-III**

**CHECKLIST**

Following Documents are enclosed:

- 1.
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

**Signature of the Bidder.**

**Date:**

**Place.**

ANNEXURE-IV

**TRAINING CENTER DETAILS**

SL NO.	NAME AND ADDRESS OF TRAINING CENTER	TELE PHONE NO.
1	2	3
1	Biju Patnaik state Police Academy, Bhubaneswar	0674-2470365
2	PTC, Angul , Dist-Angul	06764-233669
3	SP, Angul, Dist-Angul	06764-230316
4	SP, Balasore , Dist- Balasore	06782-262004
5	SP, Bhadrak , Dist-Bhadrak	06784-250335
6	SP, Bargarh , Dist- Bargarh	06646-234480
7	SP, Berhampur , Dist- Berhampur	0680-2292991
8	SP, Dhenkanal, Dist-Dhenkanal	06762-225777
9	SP, Ganjam , Dist- Ganjam	06811-263366
10	SP ,Gajapati, Dist-Gajapati	06815-222533
11	SP ,Jajpur, Dist-Jajpur	06726-240112
12	SP, Jharsuguda , Dist-Jharsuguda	06645-270808
13	SP ,Jagatsinghpur , Dist-Jagatsinghpur	06724-220115
14	SP ,,Kandhmal , Dist-Kandhmal	06842-253610
15	SP ,Keonjhar , Dist- Keonjhar	06766-254106
16	SP, Koraput , Dist- Koraput	06852-250901
17	SP, Mayurbhanj , Dist- Mayurbhanj	06792-252647
18	SP, Malkangiri , Dist-Malkangiri	06861-230325
19	SP, Puri , Dist-Puri	06752-225400
20	SP, Rayagada , Dist-Rayagada	06856-222304
21	SP, Rourkela, Dist-Rourkela	0661-2500020
22	SP, Sambalpur , Dist-Sambalpur	0663-2404330
23	SP ,Sundergarh , Dist- Sundergarh	06622-273324
24	SP, Sonapur , Dist-Sonapur	06654-220349
25	SP, Kalahandi , Dist-Kalahandi	06670-230207

26	DCP, Bhubaneswar , Bhubaneswar	0674-2391397
27	DCP ,Cuttack , Dist- Cuttack	0671-2304841
28	SP, Boudh , Dist-Boudh	06841-222205
29	SP, Cuttack , Dist- Cuttack	0671-2428116
30	SP, Deogarh , Dist-Deogarh	06641-226100
31	SP ,Kendrapara , Dist- Kendrapara	06727-232616
32	SP, Khurda , Dist-Khurda	06755-220535
33	SP ,Bolangir , Dist- Bolangir	06652-232020
34	SP ,Nayagarh , Dist-Nayagarh	06753-252088
35	SP Nabrangpur , Dist-Nabrangpur	06858-222302
36	SP, Nuapada , Dist- Nuapada	06678-223478
37	2 <sup>nd</sup> Battalion , Dist-Jharsuguda	06645-270096
38	3 <sup>rd</sup> Battalion , Dist-Koraput	06852-251344
39	4 <sup>th</sup> Battalion , Rourkela	0661-2600980
40	5 <sup>th</sup> Battalion , Baripada	06792-262986
41	6 <sup>th</sup> Battalion , Dist-Cuttack	0671-2442148
42	8 <sup>th</sup> Battalion , Chhatrapur , Dist-Ganjam	06811-260375
43	Police Training School , Dist-Nayagarh	06753-252230
44	SOG Training Center,Chandaka , Bhubaneswar	0674-2533283
45	1 <sup>st</sup> IR Batallion, Upper Kolab, Koraput	06852-259042
46	3 <sup>rd</sup> IR Batallion , Kalinga Nagar, Dist-Jajpur	06726-240112
47	4 <sup>th</sup> IR Batallion , Dist- Deogarh	06641-226282
48	State Crime Record Bureau, Rasulgarh , Bhubaneswar	0674-2580110