

उत्तर प्रदेश सरकार

उत्तर प्रदेश पुलिस भर्ती एवं प्रोन्नति बोर्ड

19 सी, तुलसी गंगा कॉम्प्लेक्स, विधानसभा मार्ग,
लखनऊ, उत्तर प्रदेश-226001

दूरभाष/फैक्स: 0522-2235752 फैक्स- 0522-
2235806

Web-www.upbpb.gov.in

संख्या: पीआरपीबी-एक-कु0 खि0(17)2023(RFQ)

दिनांक: मई 16, 2023

विज्ञापित

उत्तर प्रदेश पुलिस में आरक्षी नागरिक पुलिस एवं उत्तर प्रदेश विशेष सुरक्षा बल में आरक्षी के पदों पर कुशल खिलाड़ियों की सीधी भर्ती-2023 हेतु ओपन टेण्डर के माध्यम से निविदायें आमंत्रित किये जाने विषयक।

1- उत्तर प्रदेश पुलिस में आरक्षी नागरिक पुलिस के 318 पदों एवं उत्तर प्रदेश विशेष सुरक्षा बल में आरक्षी के 27 पदों पर कुशल खिलाड़ियों की सीधी भर्ती हेतु ओपन टेण्डर के माध्यम से एजेन्सी/फर्मो(कार्यदायी संस्थाओं) को निविदायें प्रस्तुत करने हेतु आमंत्रित किया जाता है। रिक्तियों की संख्या घट-बढ़ सकती है।

2- उत्तर प्रदेश पुलिस में आरक्षी नागरिक पुलिस के 318 पदों एवं उत्तर प्रदेश विशेष सुरक्षा बल में आरक्षी के 27 पदों पर कुशल खिलाड़ियों की सीधी भर्ती हेतु ओपन टेण्डर के माध्यम से सक्षम कार्यदायी संस्थाओं से दिनांक **06.06.2023** को समय **12:30 बजे अपरान्ह तक** अपनी निविदायें बोर्ड में प्रस्तुत करने की अपेक्षा की जाती है।

3- उत्तर प्रदेश पुलिस में आरक्षी नागरिक पुलिस के 318 पदों एवं उत्तर प्रदेश विशेष सुरक्षा बल में आरक्षी के 27 पदों पर कुशल खिलाड़ियों की सीधी भर्ती से भरे जाने के लिए ओपन टेण्डर के माध्यम से सक्षम कार्यदायी संस्थाओं को निविदायें प्रस्तुत करने हेतु आर0एफ0क्यू0 बोर्ड की वेबसाइट <http://upbpb.gov.in> पर समस्त शर्तों के साथ प्रदर्शित की जा रही है। प्रश्नगत भर्ती से सम्बन्धित बोर्ड की वेबसाइट <http://upbpb.gov.in> पर प्रदर्शित किये जा रहे आर0एफ0क्यू0 में निहित शर्तों/पात्रता के अनुसार अपनी-अपनी निविदायें आर0एफ0क्यू0 में निर्धारित तिथि एवं समय के अनुसार बोर्ड में प्रस्तुत करना सुनिश्चित करें।

अपर सचिव (भर्ती),

उ0प्र0 पुलिस भर्ती एवं प्रोन्नति बोर्ड,
लखनऊ।



**UTTAR PRADESH POLICE
RECRUITMENT AND PROMOTION BOARD**

**REQUEST FOR QUOTATION (RFQ)
RECRUITMENT RELATED ACTIVITIES
FOR THE POST OF CONSTABLE CIVIL POLICE &
CONSTABLE SPECIAL SECURITY FORCE (SKILLED
SPORTS PERSONS)-2023**

No. PRPB-EK-कु०खि०(17)/2023 (RFQ)

Dated: May 16, 2023

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1. Introduction

- 1.1 The Uttar Pradesh Police Recruitment and Promotion Board (UPPRPB) have been constituted by Govt. of UP for carrying out all recruitment and promotion processes for subordinate police officers of UP Police. The Board is committed to use of effective procedures with integrity and reliability for ensuring maximum transparency with innovative use of technology, timely dissemination of information and a prompt grievance redressal system.
- 1.2 The Bids are being invited specifically for receiving online application, Scrutiny of application, sending admit cards Scrutiny of record, conduct Sports skill test & evaluation of certificate & result Preparation on the Board website as per "**The Uttar Pradesh Police(Skilled Players) Recruitment and Promotion without Innings Rules,2021**" for recruitment for the post of **Constable Civil Police & Constable Special Security Force (Skilled Sportspersons)-2023**
- 1.3 The various stages in current recruitment process of post of **Constable Civil Police & Constable Special Security Force (Skilled Sportspersons)-2023**, broadly, are as follows:
- a) Design & receiving online applications.
 - b) Issuing Admit cards
 - c) Scrutiny of application & Scrutiny of record(D.V.).
 - d) Sports skill test & evaluation of certificate.
 - e) Preparation of final select list and declaration of results.
- 1.4 For this recruitment, the scale of operations may be of processing about 5000 candidates.
- 1.5 The Board intends to seek assistance of agencies (service Provider) having proven competence and rich experience in carrying out similar activities; and having excellent infrastructure facilities for carrying out different tasks relating to various recruitment processes. The Board invites bids as per details given in the following sections.

2. Schedule of Activities

- 2.1 The schedule of activities shall be as follows:

Last date of receipt of offers	06.06.2023: 12:30 HRS
Date of opening technical bids	06.06.2023: 16:00 HRS
Cost of Tender Documents	Rs 5,000(Five thousand) only(to be submitted along with the tender documents)

Earnest Money Deposit	Rs 1,00,000 (One lakh) only (to be submitted along with the tender documents)
Validity of the bid	90 Days
Address for Communication	Additional Secretary(Recruitment), UP Police Recruitment & Promotion Board, Tulsi Ganga Complex, 19 C, VidhanSabhaMarg, Lucknow (UP) -226001 Phones: 0522-2237140
Place of opening the tender	Office of Additional Secretary(Recruitment), UP Police Recruitment & Promotion Board, Tulsi Ganga Complex, 19 C, VidhanSabhaMarg, Lucknow (UP) -226001

3. Scope of work for recruitment

3.1 **Direct Recruitment of Constable Civil Police & Constable Special Security Force (Skilled Sportspersons)-2023-(Vacancies-345) (Vacancies may be changed)**

3.2 This tender is being invited for carrying out following activities in relation to the recruitment process:

S.No.	Description	Details At
1	<u>Receiving online applications</u> (Includes creation and management of an Online portal for receiving online application, Designing application forms and integration with bank for online payment, receiving online applications, preparing database, Integration with Digilocker for Document verification.(D.V.)	Annexure-1
2	<u>Issue of Admit card</u> (Includes generation and uploading of admit card to candidates for various stages.)	Annexure -2
3	<u>Scrutiny of application & Scrutiny of record (D.V)</u> (Includes Integration with Digilocker for Scrutiny of record, Applications generation and analysis/ Scrutiny as per requirement of the board .On the basis of Scrutiny of application uploading of admit card on website for Scrutiny of record and conduct of Scrutiny of record with biometric capturing of candidates.)	Annexure -3
4	<u>Sports skill test & Evaluation of certificate</u> (On the basis of Scrutiny of record uploading of admit card on website for Sports skill test and conduct & evaluation of Sports skill test with biometric verification of candidates at different venues & evaluation of certificate as per requirement of the Board.)	Annexure -4
5	<u>Results Preparation</u> (Results generation and analysis as per requirement of the board for various stages and uploading on Board	Annexure-5

	website)	
6	<u>Web servers</u> (Setting up on web servers for communication with candidates –the agency shall set up, host and maintain a website for generation and uploading of admit cards till declaration of final results)	Annexure -6

- 3.3 The agency shall also create an online query interface for the assistance of applicants of recruitment process with the Board.
- 3.4 The agency is required to submit its approach and methodology to execute the project clearly explaining how it intends to achieve the objectives and scope of the work.

4. Eligibility for Participation

- 4.1 The agency must be a company registered under the Companies Act, 1956 for at least three years as on 01/07/2022.
- 4.2 Average turnover of the agency **for each** of the last three financial years (2019-2020, 2020-2021, 2021-2022) must be at least Rs. 10 Crores.
- 4.3 Average turnover generated from services related to recruitment /examination in last three financial years (2019-2020, 2020-2021, 2021-2022) should be at least Rs. 5 Crores.
- 4.4 Annual accounts duly audited by Chartered Accountant and audited annual report must be furnished for last three years.
- 4.5 The agency must furnish its GST registration certificate and a copy of PAN as applicable.
- 4.6 The agency must have executed (successfully completed) at least three recruitment/ examination in the three years (i.e. after 1st January, 2020) or two recruitment/ examination in one year (i.e. after 1st January, 2022) assessing at least 1,00,000 candidates for any State/Union Public Service Commission/ Government departments/ Central Police Organizations, PSU, Bank or State Police organisations or Joint Entrance Examination for engineering, medical or management for government institutions.
- 4.7 The agency must have executed at least one recruitment/examination including online applications, online admit cards, confidential item creation, conduct and result more than 50,000 candidates in last two year
- 4.8 The agency must have in-house capability for database generation, handling and management.
- 4.9 The agency must have ISO 9001 and ISO 27001. Organizations having ISO 20000, CMMi level-3 or CMMi level-5 certification would be given preference.
- 4.10 The source code of the software must be owned by the service provider.
- 4.11 Proposals of Agencies blacklisted by the Central Government/State Governments shall not be considered. The Bids of the Bidder/their Partners/Directors/Agents against whom any criminal case is pending before any Court shall also not be considered.
- 4.12 If the Agency has changed its name, firm's name in the past, explain the reason for name change, giving its earlier held name.

- 4.13 Any incident related to leakage of question paper, answer keys, result declaration or any other process related to conduct of examination by the Agency operating earlier name. Explain the incident.
- 4.14 The agency will provide a self certification along with technical bid as following:
- (i) *Certified that this company/Firm was never been blacklisted by any Govt./Public sector agency/Undertaking in India.*
 - (ii) *The services of the company/firm have not been discontinued by the client for unsatisfactory performance in connection with recruitment process of any Govt./Public sector agency/undertaking.*
 - (iii) *The Agency's owner(s),partners(s),director(s),official(s), associate(s), have not been prosecuted/convicted in present & past, under court of law for incident/offence related to leakage of question paper, answer keys, result declaration or any other process related to conduct of examination.*
 - (iv) *The Directors/Promoters of the agency have not been associated in any way to any company which have been blacklisted in the past.*
- 4.15 The agency must have at least 100 technically qualified/trained and experienced manpower.
- 4.16 The agency must have the primary data centre with secondary data centre for data security. Both the data centre should be located in India in different seismic zones. The data centre must have Tier-III, CERT-in or ISO certification as per GOI guidelines.

Or

The agency must deploy Tier-III data centre with D. R. (Data Recovery) support both based in India.

- 4.17 The agency must have contracted access to at least 25 computers in Lucknow .

5. Evaluation Criteria

- 5.1 Agencies are required to submit a technical bid and a financial bid in separate envelopes duly marked. The financial bid shall be opened if the technical bid meets the required criteria of the board.
- 5.2 The evaluation of the agencies shall be done on the basis of the Quality and Cost Based Selection (QCBS) process. The Technical offer shall be given 70% weightage and the financial offer shall be given 30% weightage.
- 5.3 The criteria for the evaluation of the technical offer shall be as follows-
- 5.4

SR NO	Head	Details	Criteria	Marks allotted	Maximum marks	Proofs required
1	Turn over (Proforma-1)	Average turnover per year in the Financial years (2019-2020,2020-2021, 2021-2022) in India.	10 to 20 crore	2	5	CA Certificate as a document proof for the criteria
			Above 20 crore to 30 crore	3		
			above 30 crore	5		

2	Turn over (Proforma-2)	Average turnover per year in the Financial years (2019-2020, 2020-2021, 2021-2022) from recruitment/examination business in India.	5 to 10 crore	3	8	CA Certificate as a document proof for the criteria
			Above 10 crore to 30 crore	5		
			above 30 crore	8		
3	Experience in Conducting large exams (Proforma-3)	Experience in successfully executing high volume recruitment/examinations in last 03 years (2019-2020, 2020-2021, 2021-2022) in any one project work	50,000 to 75,000 candidates	3	8	Clients Completion Certificates/ Work Order
			Above 75,000 to 1 Lac candidates	5		
			Above 1 Lac candidates	8		
4	Recruitment processing experience (Proforma-4)	Experience of having executed recruitment/exam processing work for Government/Commission / Board/PSU clients in last 03 (2019-2020, 2020-2021, 2021-2022) years.	1 to 3 clients	3	8	Clients Completion Certificates/ Work Order
			4 to 5 clients	5		
			above 5 clients	8		
5	Scrutiny of record(Document Verification) / Experience (Proforma-5)	Experience of having executed Scrutiny of record(document Verification) process	100 to 200 candidates per day at one venue	2	7	Clients Completion Certificates/ Work Order
			Above 200 to 400 per day at one venue	3		
			Above 500 per day at one venue	7		
6	Data Centre (Proforma-6)	Availability of secured data centre in India with D.R. (Data Recovery) support in different seismic zone.	Primary Data center more than Tier-3	5	10	Certificate as a document proof for the criteria
			Own primary Data center more than Tier-3 and CERT-in.	10		
7	Quality Certifications (Proforma-7)	Quality/CMMi certifications for recruitment/ examination division of the agency	ISO 9001+ISO 27001	3	8	Quality Certificate/ CMMi Level Certificate
			ISO 9001+ISO 27001 +ISO 20000	5		
			ISO 9001+ISO 27001 +ISO 20000+STQC/ Cert-in+ CMMi Level-3 /5	8		
8	Sports skill test & Evaluation of certificate (Proforma-8)	Experience of having executed Sports skill test & Evaluation of certificate	100 to 150 candidates per day	2	6	Clients Completion Certificates/ Work Order
			Above 150 to 200 candidates per day	3		
			Above 200 candidates per day	6		
9	Man power (Proforma-9)	Dedicated manpower on rolls deployed in	100 to 200	2	5	HR Head declaration +
			201 to 350	3		

		recruitment/ examination process (Please submits details like employee ID,	above 350	5		EPF Certificate.
10	Experience for conducting Police Recruitment Examination (Proforma-10)	Experience in conducting recruitment for State Police/CPO, having candidates 50 thousand or above	1 process	2	5	Clients Completion Certificates/ Work Order
			2 process	4		
			more than 2 process	5		
11	Project plan implementation	Understanding of the Scope of the project, project approach and methodology, Project plan and challenges faced.	-		10	Presentation to be done.
12	Solution deployment	Completeness and comprehensiveness of the Solution and functional demonstration of solution and design.	-		10	Presentation to be done.
13	Quality of manpower deployment	Availability of adequately trained manpower to be deployed and quality of these personnel.	-		10	Presentation to be done.
Maximum Marks					100	

5.5 Proof of each criteria mentioned above (1 to 10) has to be submitted along with bid.

5.6 Experience should not include subletting work.

5.7 Documents in support of each eligibility criterion. All supporting documents should be annexed along with an index of such documents in the same order as tabled. All documents must be self certified.

5.8 **Bid Evaluation Criteria:**

The financial bid of those bidders, who qualify in the technical evaluation with technical score of 70 or more as per evaluation criteria, will only be opened; all other financial bids will not be opened. The financial bid of the technically qualified bidders will only be evaluated.

The financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

5.9 **Quality and Cost based selection (QCBS):**

The individual bidder's commercial scores (CS) are normalized as per the formula below:

$F_n = F_{min}/F_b * 100$ (rounded off to 2 decimal places) Where,

F_n = Normalized commercial score for the bidder under consideration,

Fb= Absolute financial quote for the bidder under consideration.

Fmin= Minimum absolute financial quote

Composite Score (S) = $T_s * 0.7 + F_n * 0.3$

The Bidder with the highest Composite Score(S) would be awarded the contract.

5.10 Format for Quoting Unit Rate

S.No.	Name of activity	Unit Rate per candidate for each stage in INR. (with all taxes and duties (GST as per rules))	Remarks if any
5.11	<u>F</u>		
1	Receiving online applications		
2	Issuing Admit card		
3	Scrutiny of application & Scrutiny of record(D.V)		
4	Sports skill test & evaluation of certificate		
5	Results Preparation		
6	Web servers		
	<u>O</u> Total		

R QUOTING RATES

S. No.	Name of activity	Numbers of candidates for the purpose of calculating financial Quote	Unit Rate per candidate in INR. (with all taxes and duties (GST as per rules))	Total Cost for the activity = (3 X 4)
1	2	3	4	5
1	<u>Receiving online applications</u> (Includes creation and management of an Online portal for receiving online application, Designing application forms and integration with bank for online payment, receiving online applications, preparing database, Integration with Digilocker for Document verification.(D.V.)	5000		
2	<u>Issue of Admit card</u> (Includes generation and uploading of admit card to candidates for various stages.)	5000		
3	<u>Scrutiny of application & Scrutiny of record (D.V)</u> (Includes Integration with Digilocker for Scrutiny of record, Applications generation and analysis/ Scrutiny as per requirement of the board .On	5000		

	the basis of Scrutiny of application uploading of admit card on website for Scrutiny of record and conduct of Scrutiny of record with biometric capturing of candidates.)			
4	<u>Sports skill test & evaluation of certificate</u> (On the basis of Scrutiny of record uploading of admit card on website for Sports skill test and conduct & evaluation of Sports skill test with biometric verification of candidates at different venues & evaluation of certificate as per requirement of the Board.)	5000		
5	<u>Results Preparation</u> (Results generation and analysis as per requirement of the board for various stages and uploading on Board website)			
6	<u>Web servers</u> Setting up on web servers for communication with candidates –the agency shall set up, host and maintain a website for generation and uploading of admit cards till declaration of final results			
Total Cost of the Project (in Rupees) = (1+2+3+4+5+6)				

- 5.12 Number of candidates in column 03 is ***given only for the purpose of calculating financial Quote***. Payment for activities 1, 2,3 & 4 will be done on the basis of actual numbers of admit cards issued in each stage. Payment for activities 5 & 6 will be done as per quoted amount for that activity.
- 5.13 **The Rates quoted should be inclusive of all applicable taxes like GST and other Govt. tax, duties etc.**
- The Firm shall be responsible for any fluctuation/changes of taxes in future.
 - If taxes increase in future, it will be borne by the Agency. If taxes reduce, benefit of reduced taxes shall be passed to Govt.
 - In case of calculation error given by the agency, any interpretation shall be in favour of the Govt.
- 5.14 The rates quoted shall be valid for the entire duration of the process irrespective of the delay due to whatsoever reason.
- 5.15 The rates quoted shall be valid for the entire duration of the process irrespective of the delay due to whatsoever reason.
- 5.16 The Bids prepared by the Bidder shall comprise of Technical Proposal Submission Form (Annexure-7) and other Annexure, Proforma, documents required for eligibility & technical evaluation.
- 5.17 The Bids prepared by the Bidder shall comprise of Financial Proposal Submission Form (Annexure-8) and quoting rates in prescribed format.
- 5.18 The Bidder shall furnish documents establishing the Eligibility, Technical and Financial qualification to perform the Contract. The Bidder should submit the documentary evidence in support of the information furnished. The Bidder's selection criteria and selection procedure are defined in the Tender document.



- 5.19 Bidders are required to submit a technical bid and a financial bid in separate envelopes duly marked. The financial bid shall be opened if the technical bid meets the required criteria of the board.
- 5.20 All supporting documents should be annexed along with an index of such documents in the same order as tabled. Incomplete bids will not be considered.
- 5.21 The documents must be self-certified.
- 5.22 The agency must provide quotes for all activities mentioned in Para 5.10 .The agencies must quote for each activity separately within the provided format.
- 5.23 The Board may accept a single vendor for the complete process to maintain the quality and integrity of the process. The Board reserves the right to withdraw activities listed under any of the annexure and treat them independently.

6- Terms and Conditions

- 6.1 In view of the nature of the work, the Board expects 100% error free processing of the recruitment process at all stages. If the selected agency commits error and fails to conduct various recruitment processes/exams to the satisfaction of Board, the Board reserves the right to cancel that particular process or whole recruitment process and can direct the agency to conduct that exam/process or the whole recruitment process again and for this no extra payment shall be made to the agency. If due to errors committed by the agency Board cancels the recruitment process and it is decided by the Board not to proceed with the same agency for conducting the recruitment process again, the Board may terminate the contract with selected agency and the Board shall not be liable to make any payment what so ever to the agency.
- 6.2 The agency shall provide a bank guarantee equivalent to 10% of the estimated cost of the project.
- 6.3 The agency shall enter into a Memorandum of Understanding with the Board detailing scope of work, service level agreements, penalties, financials and other terms and conditions.
- 6.4 The agency shall deploy a dedicated project manager and requisite skilled team (minimum 03 members) for the project at Lucknow. Names, qualifications, experience of key team members need to be specified.
- 6.5 **The application data received from the web application developed by the agency shall be property of the Board and shall be handed over to the Board.**
- 6.6 All information, data, reports of any nature produced by, for, or as a result of, any of the services, and all copies of the foregoing, shall be the sole and exclusive property of the Board.
- 6.7 Confidentiality of the process shall be paramount and any lapse shall invite huge penalties and legal actions. The selected agency shall not disclose the fact that it is working for the Board to third parties till the completion of project.
- 6.8 Penalties shall be imposed in case of failure by the agency to deliver the services according to the agreed terms and conditions and time lines.
- 6.9 The selected agency would have to comply with the e-governance standards of Government of India (<http://egorstandards.gov.in>).
- 6.10 In case of any manipulation by the vendor, UP Police Recruitment and Promotion Board will have the right to proceed against the vendor under the relevant provisions of Law.



- 6.11 The successful agency is required to comply with the requirements of all the Acts, Rules and Regulations framed by the State Government/Central Government relating to contract work and the UPPRPB will not be responsible for any breach thereof.
- 6.12 UPPRPB has right to reject the tender without any reason.
- 6.13 Rates shall be applicable till the end of the recruitment process irrespective of the delay in any activity due to whatsoever reason.
- 6.14 The Agency must possess valid licences of the software used for the board.
- 6.15 All disputes related to this bid will be subject to Lucknow Jurisdiction.
- 6.16 Limitation of Liability towards the firm shall not exceed the contract value.

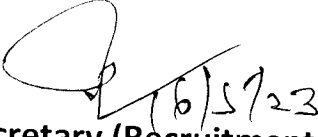
7-Penalty-

- 7.1 In case of operational error identified at Agency, during Online receiving of application form, penalty of Rs. 1,00,000 /- (Rs. One lac) only will be imposed on the Agency.
- 7.2 In case of operational error identified at Agency, during uploading of admit card, penalty of Rs. 1000/- (Rs. one thousand) only may be charged per admit card, which shall be limited to 25% of the total order value .
- 7.3 In case of non detection of duplicates, wrong rejection of candidates or acceptance of ineligible candidates, non reporting of missing data fields, printing of erroneous report penalty of Rs. 25,000/ (Rs Twenty five thousand) per record will be charged.
- 7.4 In case of any collusion/connivance of the Agency staff (Regular or Contractual) penalty of Rs. 100000/- (Rs One Lac) only per such incident will be imposed in addition to the legal action as per applicable law, Provided that penalty shall be imposed after providing an opportunity of hearing to the Agency.
- 7.5 In case of any error in the preparation of merit list on the basis of Scrutiny of record (D.V.) for Sports skill test & evaluation of certificate will entail a penalty of Rs.50000/- (Rs. Fifty Thousand) to the Agency.
- 7.6 A penalty of Rs. 50,000 (Rs, Fifty thousand) per candidate will be imposed relating to a matter where any candidate has been allowed for Sports skill test without passing through the process of Scrutiny of record (D.V.).
- 7.7 A penalty of Rs. 25000/- (Rs. Twenty five Thousand) only per candidate error will be imposed in feeding data of Scrutiny of record (D.V.) , Sports skill test & evaluation of certificate, if it leads to an error in the result generation.
- 7.8 A penalty of Rs.10000/- (Rs. Ten Thousand) will be imposed relating to non-functionality in the help line/E-mail delivery system supported by logs and also in case of any flaw in the Web servers setup by the Agency.
- 7.9 In case of the Agency not providing MIS reports as specified in the relevant Appendix or as otherwise specified by the UPPRPB or there being undue delay in such reporting, the UPPRPB may impose a penalty of Rs. 1000/- (Rs. one thousand) only per day of delay. Similarly, in case of the Agency not maintaining an audit trail of activities as specified, the UPPRPB may impose a penalty of Rs. 1000/- (Rs One Thousand) only for each such lapse. Helpdesk will work on mutually agreed SLA for any query Turn Around Time (TAT), in case it is violated by the Agency, then penalty of Rs. 1000/- (Rs One Thousand) only will be applicable.

- 7.10 In case of only administrative queries, the queries will be responded within 24 hours. In case of data related queries, the queries will be communicated in 3 working days (subject to further mutual agreement on timelines at the time of request submission for data) (excludes Saturday, Sunday & Bank Holidays). Any delay shall attract a penalty of Rs.1000/- (Rs One thousand) only per query on the Agency.
- 7.11 The penalties other than enumerated at sl. no. 12 and 13, the total penalty shall be subject to the maximum of 15% of the contract value.
- 7.12 However, notwithstanding anything laid down, if the GoUP suffers any financial loss due to delay in processing or declaration of result or occurrence of error due to not fulfilling the terms and conditions of RFQ by the Agency, the loss shall be fully recovered from the Agency, subject to maximum of contract value.
- 7.13 Confidentiality of the process shall be paramount and any lapse shall invite penalty subject to maximum of contract value in addition criminal proceedings shall be drawn as per existing legal provisions. Agency shall not disclose the fact that it is working for UPPRPB to Third Parties.
- 7.14 In case of any dispute or deficiency not covered under the aforesaid clauses, the decision of the chairman of the UPPRPB shall be final and binding on the Agency.

8- Submission of Bids

- 8.1 The technical and financial bids should be submitted in two separate sealed envelopes clearly indicating the contents of each envelope.
- 8.2 the technical bid must be accompanied by:
- 8.2.1 A demand draft for Rs. 5,000/- payable to **Additional Secretary, (Promotion), UP Police Recruitment and Promotion Board at Lucknow** towards cost of tender documents. This amount shall be non-refundable.
- 8.2.2 A demand draft for Rs. 1,00,000/- payable to **Additional Secretary, (Promotion), UP Police Recruitment and Promotion Board at Lucknow** towards earnest money deposit (EMD).
- 8.3 The bids must be submitted as per schedule indicated in the Schedule of Activities to the undersigned in hard copies. No soft copies shall be entertained.
- 8.4 **Last Date of submission :1230 hrs, Dated: June 6 , 2023**
- 8.5 **Any Queries regarding this RFQ may be mailed to sp2@uppbpb.gov.in latest by May 27, 2023 : 1200hrs.**


Additional Secretary (Recruitment)
UP Police Recruitment & Promotion Board,
Lucknow (U.P.)

Annexures

S.No.	Description	Details At
1	<u>Receiving online applications</u> (Includes creation and management of an Online portal for receiving online application, Designing application forms and integration with bank for online payment, receiving online applications, preparing database, Integration with Digilocker for Document verification.(D.V.)	Annexure-1
2	<u>Issue of Admit card</u> (Includes generation and uploading of admit card to candidates for various stages.)	Annexure -2
3	<u>Scrutiny of application & Scrutiny of record (D.V)</u> (Includes Integration with Digilocker for Scrutiny of record, Applications generation and analysis/ Scrutiny as per requirement of the board .On the basis of Scrutiny of application uploading of admit card on website for Scrutiny of record and conduct of Scrutiny of record with biometric capturing of candidates.)	Annexure-3
4	<u>Sports skill test & evaluation of certificate</u> (On the basis of Scrutiny of record uploading of admit card on website for Sports skill test and conduct & evaluation of Sports skill test with biometric verification of candidates at different venues & evaluation of certificate as per requirement of the Board.)	Annexure -4
5	<u>Results Preparation</u> (Results generation and analysis as per requirement of the board for various stages and uploading on Board website)	Annexure -5
6	<u>Web servers</u> (Setting up on web servers for communication with candidates –the agency shall set up, host and maintain a website for generation and uploading of admit cards till declaration of final results)	Annexure -6

Annexure 1**Receiving Online Applications**

(Includes creation and management of an online portal for receiving online application, Designing application forms and integration with bank for online payment, receiving online applications, preparing database.)

a) Design of online Portal

1. The agency shall design and create a dedicated website/portal and application form with necessary directives from UPPRPB.
2. The website should be designed keeping in view the recruitment, reservation and other relevant rules of Government of U.P.
3. Necessary security measures/certifications shall be provided by the agency.
4. The website shall have a payment gateway including payment through designated banks as specified by the Board.
5. The website shall have an administrative module for the authorised functionaries of the Board.
6. The website shall be equipped to generate email and SMS responses to the candidates at the required stages of the process as instructed by the Board.
7. Regular MIS reports shall be submitted to the Board at every stage.

b) Design of online Application Forms

1. The application form shall be bilingual in Hindi and English. The information to be captured and fields to be included shall be finalized in consultation with the Board.
2. The application form shall have all necessary directives for assistance to candidates.
3. Each Application Form shall have a unique Registration Number along with tracking of date and time.

c) Preparing the Online Database

1. Application Processing and database preparation shall be done within one week of the last date of receiving online applications.
2. The agency shall arrange all manpower, equipment, hardware, software, generators and any other material required for these purposes.
3. After closure of the application forms, application data shall be handed over in duplicate hard drives to the Board along with Candidate wise unique Registration Number for storage and retrieval in printable format.
4. An interface will be provided for enabling search on application form numbers and display of forms in printable format.
5. The generated database must include all details entered in the application forms completely with 100% accuracy. Manual data entry shall be done wherever required to ensure that all fields are entered correctly. Photograph, signatures and address fields must be included as image/blob field of SQL Server, and shall not be stored as individual files. The database shall be in open source server architecture and should be fully searchable. An interface for searching the database on all fields shall be provided which will display information in a format required by the Board.



6. The agency shall provide information about duplicate forms and forms having deficiency in photograph, signatures or address fields for further action as directed by the Board. The agency shall ensure purification of the database as per parameters laid down by the Board.
7. The agency shall provide a complete list of all applications received with applicant details on a format approved by the Board.
8. The database shall be handed over to the Board into two copies in external drives of appropriate capacity.
9. The agency shall provide daily MIS reports to the Board detailing the progress of work and other details as may be required by the Board.
10. A Verifiable audit trail of all activities undertaken shall be maintained by the agency which may be inspected by the Board anytime.

d) Data integration and Setting up, Hosting and Maintaining of Website

1. The agency shall be responsible for data integration of all the stages of the recruitment process. It shall set up, host and maintain a website for comprehensive management of the entire requirement process from the stage of receiving applications till declaration a final result.
2. The web server hired should be located in India in a reliable data centre and be robust, available and reliable.
3. The web server, hosted applications and database shall comply with CERT-IN security guidelines and should be security audited by CERT-IN approved vendors. The website should be accessible through all standard/popular browsers.
4. The website should support all the stages of the recruitment process, viz., Scrutiny of application, Scrutiny of record, Sports skill test & evaluation of certificate, etc.
5. The agency shall be responsible for integration of the data from the beginning to the end of the whole process Scrutiny of application, Scrutiny of record, Sports skill test & evaluation of certificate etc. and captured biometrics data of candidates along with result.
6. An interface shall be provided for the candidates to assist them during the entire process. No candidate should be able to view the data of another candidate at any stage.
7. An interface shall be provided to the Board so that activities relating to management of a particular recruitment processes may be done by the authorized personnel of the Board.
8. Appropriate training to Board's personnel shall be provided as required.
9. At the end of each recruitment process, the entire data relating to that process and web pages shall be archived and handed over to the Board in External Drives/ DVDs.
10. The agency will have to deploy sufficient resources for the website to ensure availability and quick response time to the candidates to the satisfaction of the Board even at the peak loads.
11. The agency (Service Provider) shall make arrangement for Integration with Digilocker for Scrutiny of record.



Annexure -2

Issue of admit cards

(Includes preparing database, uploading admit cards)

A. Uploading of Admit Cards

1. Allotment of centres to the eligible candidates as per instruction of the Board.
2. Generation of Roll Numbers ensuring randomisation.
3. Uploading of admit cards for eligible candidates as per instructions of the Board .
4. Each admit card should have a unique security number.
5. Uploading of additional Call Letters wherever needed.
6. A verifiable audit trail of all activities undertaken shall be maintained by the agency which may be inspected by the Board anytime.
7. Providing a Helpline with SMS and E-Mail facility for answering the queries of the candidates.



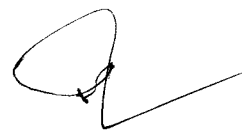
Annexure -3**Scrutiny of application & Scrutiny of record(D.V.)**

1. Identification of eligible/ineligible candidates on various parameters.
2. A verifiable audit trail of all activities undertaken shall be maintained by the Service Provider which may be inspected by the Board anytime.
3. Uploading of admit cards for eligible candidates as per instructions of the Board Each admit card should have a unique security number.
4. The software for Scrutiny of record (D.V.) will be prepared by the Service Provider as per the requirement and direction of the Board.
5. Service Provider shall make arrangement for Integration with Digilocker for Scrutiny of record.
6. All the necessary hardware will be arranged by the Service Provider and ensure the proper internet connectivity with necessary hardware and power backup.
7. The Service Provider will print and provide stationary for each candidate (i.e. file cover, copy of application form along with uploaded document, attendance sheet, correction slip and result sheet etc.)
8. The Service Provider will maintain and update the entire database on the website.
9. Scrutiny of record (D.V.) centres will be manned by the Service Provider with trained operators.
10. Scrutiny of record (D.V.) will be done by govt officers approved by the Board. Service Provider's role will be to open & update the data.
11. Service Provider shall provide at least 2 trained computer operators and equipments necessary for Scrutiny of record (D.V.) at each centre.
12. Service Provider shall make arrangement for CCTV coverage of the Scrutiny of record (D.V.) Service Provider shall scan the entire document after Scrutiny/verification.
13. Service Provider shall hand over data of all candidates to the Board after the completion of Scrutiny of record (D.V.).
14. Service Provider shall capture the finger prints and photograph of all candidates appearing in Scrutiny of record (D.V.) which will be used to cross check the identity of the candidate at the next stages of examination.
15. Service Provider shall download candidates' data, including photograph from centralised database to biometric devices.
16. Sufficient number of devices shall be deployed at each examination centre. For each candidate, they will enter candidate details into device and verify the candidate physically with photograph displayed on the device. If the photo matches with candidate's photo, fingerprint shall be captured on the biometric device.



Annexure -4**Sports skill test & evaluation of certificate**

- 1) Allotment of centres to the eligible candidates as per instruction of the Board.
- 2) Uploading of admit cards for eligible candidates as per instructions of the Board Each admit card should have a unique security number.
- 3) A verifiable audit trail of all activities undertaken shall be maintained by the Service Provider which may be inspected by the Board anytime.
- 4) The software for Sports skill test and evaluation of certificate will be prepared by the Service Provider as per the requirement and direction of the Board.
- 5) All the necessary hardware will be arranged by the Service Provider and ensure the proper internet connectivity with necessary hardware and power backup.
- 6) The Service Provider will print and provide stationary for each candidate (i.e. file cover, copy of application form attendance sheet, correction slip, result sheet, trial report sheet and prescribed format etc.)
- 7) The Service Provider will maintain and update all the database on the website.
- 8) The Sports skill test and evaluation of certificate centres will be manned by the Service Provider with trained operators.
- 9) **Sports skill test and evaluation of certificate will be done by govt officers approved by the Board. Service Provider's role will be to open & update the data.**
- 10) Service Provider shall provide at least 2 trained computer operators and equipments necessary for Sports skill test and evaluation of certificate at each centre.
- 11) Service Provider shall make arrangement for CCTV/ Video camera /Video camera mounted on vehicle coverage of the Sports skill test
- 12) Service Provider shall scan all the document after Sports skill test and evaluation of certificate.
- 13) Service Provider shall hand over data of candidates qualified in Sports skill test and evaluation of certificate.
- 14) Service Provider shall capture the finger prints and photograph of all candidates appearing in Sports skill test which will be used to cross check/verified the identity of the candidate from the data (photo and finger print) of previous stages of examination.



Annexure -5**Result Generation**

- 1) Systematic arrangements shall be made for receipt and storage of marks sheets on behalf of the Board at location(s) at Lucknow or at additional places as specified by the Board.
- 2) The agency shall arrange all manpower, equipment, hardware, software, generators and any other material required for these purposes.
- 3) A summary of total candidate's uploaded call letters, details of examination: appeared, abstained and evaluated, shall be provided to the Board centre-wise in hard copy duly signed on each page.
- 4) Processing accurate results of the candidates on the basis of the marks provided by the Board.
- 5) Ensuring purity and total data security during and after the process.
- 6) Generation of final merit list as per mandatory rules and parameters as specified by the Board. The roll no. of the candidate will be matched to the correct name of the candidate so as to process the final merit list.
- 7) The database shall be handed over to the Board in two copies in external drives of appropriate capacity. The database shall be in open server architecture and should be fully searchable. An interface for searching the database on all fields shall be provided which will display information in a format required by the Board.
- 8) The agency shall provide daily MIS reports to the Board detailing the progress of work and other details as may be required by the Board.
- 9) A verifiable audit trail of all activities undertaken shall be maintained by the agency which may be inspected by the Board anytime.
- 10) The Board expects the all activity to be completed within 3 days from the date of completion of last activity by the agency.
- 11) The Final result of selected candidates shall be made available in two sets of booklets duly certified as per parameters and requirement of the board.
- 12) The Final result of selected candidates shall be made available in soft copy as per parameters and requirement of the board.



Annexure-6**Setting up web servers**

(Setting up web servers for communication with candidates –the agency shall set up, host and maintain a website for generation and uploading of admit cards till declaration of final results)

1. The agency shall create a dedicated website / portal. The agency shall arrange all manpower, equipment, hardware, software, generators and any other material required for these purposes.
2. The generated database must include all details entered in the application forms completely with 100% accuracy.
3. The agency shall set up, host and maintain a website for comprehensive management of recruitment process from the stage of receiving generation and online uploading of admit card till declaration of final results.
4. The web server owned/ hired should be located in India in a reliable data centre and be robust, available and reliable.
5. The web server, hosted applications and database shall comply with CERT-IN security guidelines and should be security audited by CERT-IN approved vendors. The website should be accessible through all standard/popular browsers.
6. The agency shall be responsible for uploading of Admit cards for the primary stage as well as the subsequent stages on the website in a downloadable form. An interface will be provided to the candidates so that they can download their own call letter on proper authentication.
7. An interface shall be provided for the candidates to assist them during the entire process. No candidate should be able to view data of another candidate at any stage.
8. An interface shall be provided to the Board so that all activities relating to management of a particular recruitment processes may be done by the authorised personnel of the Board.
9. Appropriate training to Board's personnel shall be provided as required.
10. At the end of each recruitment process, the entire data relating to that process and web pages shall be archived and handed over to the Board in External Drives/ DVDs.
11. The agency will have to deploy sufficient resources for the website to ensure availability and quick response time to the candidates to the satisfaction of the board even at peak loads.



Performa For Technical Bid**Proforma- (1)****Turn Over**

S.R.no.	Description	2021-2022	2020-2021	2019-2020	Average
1	Overall turnover of agency (in Crores).				
2	Gross annual turnover from recruitment/ examination works completed.				
3	Profit/Loss				
4	Financial Health of agency <ul style="list-style-type: none"> • Solvency Ratio-cash, assets and low debt. • Quick Ratio liabilities/ Current • Current Ratio: Current Assets/ Current liabilities • Debt/Equity Ratio 				

Proforma- (2)**Turn over from conduct of recruitment /examination****(In Crores)**

Description	2021-22	2020-21	2019-20	Average
Average turnover from the conduct of recruitment /examination in last 3 years.				



Proforma - (3)

Experience in execution of recruitment projects

Description	50,000 to 75,000 candidates	Above 75,000 to 1 candidates	Above 1 Lac candidates
Experience in successfully executing high volume examinations in last 03 years (2019-2020, 2020-2021, 2021-2022) in any one project work			

Proforma - (4)

Recruitment Process Experience in Govt Dept./PSU etc.

S.R.no.	Description	2021-2022	2020-2021	2019-2020
1	No. of Government/Commission/Board/PSU client for whom agency has executed end to end recruitment/ exam process.			
2	Name. of Work/Projects			
3	Name of Client			
4	No. of total candidates			
5	Date of starting the project			
6	Date of Actual Completion of the project			

Proforma - (5)

Experience in Scrutiny of record (document Verification) process

Description	100 to 200 candidates per day per venue	Above 200 to 400 candidates per day per venue	Above 500 candidates per day per venue
Experience of having executed Scrutiny of record (document Verification) process			

Proforma - (6)**Availability of secured data centre**

Description	Primary Data center more than Tier-3	Own primary Data center more than Tier-3 and CERT-in.
Availability of secured data centre in India with DR (Data Recovery) support in different seismic zone.		

Proforma - (7)**Certification**

S.R.no.	Description	Comment
1	ISO 9001 & ISO 27001	Yes
2	ISO 9001 & ISO 27001 & ISO 20000	Yes/No
3	ISO 9001 & ISO 27001 & ISO 20000 & STQC/ Cert-in & CMMi Level-3/5	Yes/No

Proforma - (8)**Experience in Sports skill test & Evaluation of certificate process**

Description	100 to 150 candidates per day	Above 150 to 200 candidates per day	Above 200 candidates per day
Experience of having executed Sports skill test & Evaluation of certificate process			



Proforma- (9)**Manpower**

S.R.no.	Description	Comment
1	Total No. of Technical personnel in the Agency	
2	Total No. of Administrative personnel in the Agency	
3	No. of Technical personnel to be deployed for the work	
4	No. of Administrative personnel to be deployed for the work	
5	Available Manpower in Lucknow	

Please submit details like Employee ID. Name, Employee corporate Email. Contact no etc.

Proforma - (10)**Experience in conducting recruitment for State Police/CPO**

Description	1 process	2 process	more than 2 process
Experience in conducting recruitment for State Police/CPO, having candidates 50 thousand or above			



TECHNICAL PROPOSAL SUBMISSION FORM

Capability Statement (CS)

Particulars of Applicant Company/Firm:

1. Name of the Bidder Company / Firm:.....
 Address of the Bidder Firm :.....
 Telephone No.:.....
 Fax:.....
 Website:.....
2. Name and Designation of Contact Person:.....
 Email of Contact Person:.....
 Telephone/ Mobile No. of Contact Person:.....
 Date of incorporation of Company / Organization:.....
3. PAN No. of Company / Organization.....
4. Service TAX Registration No. & Date.....
- 5a. Details of Tender Document Fee (Non-refundable)
 1. Demand Draft/Banker's Cheque
 2. No:
 3. Date:
 4. Amount:.....
 5. Drawn on Bank Name:.....
 6. Branch Name:.....
- 5b. Details of EMD
 1. Demand Draft/Banker's Cheque
 2. No:
 3. Date:
 4. Amount:.....
 5. Drawn on Bank Name:.....
 6. Branch Name:.....

6. Certifications

Certifications	Yes/No	Valid up to
ISO-9000 Series(Please specify)		
SEI- CMM Level(indicate the level)		
Any other (Please specify) (indicate the level wherever it is applicable)		

7. Similar works undertaken during last 3 years in support of projects mentioned in 3.2 -Scope of Work.

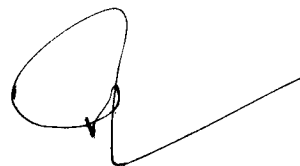


Year	Works description	Department	Total value of the works	Total no. Of candidates

8. Details of minimum 2 Government client(s) to whom similar services were offered in the past and to whom reference may be made regarding the bidder's performance for timely completion of work and service support:

Complete address of the client(s)	Name & designation of contact person(s)	Mobile/Phone/Fax no./E-mail address(s)

Signature, name and designation of authorized signatory



Annexure-8

FINANCIAL BID
FINANCIAL BID(PROPOSAL SUBMISSION) FORM

(On letter head of Bidder)

DATE.....

To,

Additional Secretary (Recruitment)
U.P.Police Recruitment and Promotion Board.
19-C,Tulsi Ganga Complex,
Vidhansabha marg ,
Lucknow

Ref: Submission of Proposal against your Tender Reference No:

Dear Sir,

Having examined the RFQ document, we, the undersigned, herewith submit our response to your RFQ reference No. PRPRB-EK-कुखि0(17)2023 (RFQ) for Promotion Board on behalf of Government of Uttar Pradesh invites bids from eligible agencies to conduct “**Constable Civil Police & Constable Special Security Force (Skilled Sportspersons)-2023** ” by the UPPRPB in full conformity with the said Tender document and our Financial proposal (Bid).

1. We undertake that we fulfil the qualification requirement and for this purpose we enclose the details.
2. Our proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal.
3. We would like to declare that we the Bidder (of this Tender) Company or any of its associated company/Firm/society or any entity do not have any with business interest association or link in any manner with the Tender Opening Committee members, Tender Evaluation Committee members & Financial Evaluation Committee members or its family members of his/hers associated this Tender. We know that such bids will not be considered.
4. We would like to declare that we are not involved in litigation with, and we are not under a declaration of ineligibility by, any Central/State/UT Government in India for corrupt or fraudulent practices.
5. **We hereby declare that we have never been blacklisted by any State/Central/UT Government Department/Public Sector Undertaking.**



6. **We declare that we have never been charged with any fraudulent activities by any Central/State/UT Government Department /Public Sector Undertaking.**
7. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will indulge in bribery or any prohibited acts and behaviour and we shall be responsible for any such acts.
8. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988."
9. We understand that UPPRPB is not bound to accept any or all bids received in response to this Tender.
9. We agree to abide by all the terms and conditions mentioned in the Request for proposal Reference No.. PRPRB-EK-कु०खि०(17)2023 (RFQ) for selection of Firm against this tender.
10. We agree to abide by all the terms and conditions of the Tender and also all the terms and conditions of the Contract that will be issued by UPPRPB in case we are selected as Firm against this tender by the UPPRPB.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Seal of Bidder Company

