



ARMED POLICE TRAINING COLLEGE

SITAPUR (U.P.) – 261001

REQUEST FOR BID

for

Conduct of Examination Related Processes

F.No. – P- 76/2019(Exam)

Dated: September.....,2019

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1. Introduction

- 1.1 The Armed Police Training College (APTC) Sitapur, UP has been authorized by UP Police Training Directorate, Lucknow for **CONDUCTING OMR BASED EXAMINATION OF TRAINEE CONSTABLES PAC TOWARDS THE END OF THEIR BASIC TRAINING COURSE 2019**. The APTC Sitapur is committed to use effective procedures with integrity and reliability for ensuring maximum transparency with innovative use of technology during the conduct of above examination.
- 1.2 The bids are being invited specifically for undertaking **EXAM RELATED ACTIVITIES FOR OMR BASED INDOOR EXAMINATION OF TRAINEE CONSTABLES PAC**. There are 1406 trainee Constable PAC who are undergoing their Basic Training at three training centres at 1- Recruit Training Centre, CRPF, Rajgir, Bihar 2- Recruit Training Centre, CRPF, Neemach, Madhya Pradesh 3- Recruit Training Centre, Tekanpur Madhya Pradesh. Their basic training is scheduled to end on 13-12-2019 and the proposed exam is to be conducted from 22.11.2019 to 27.11.2019.

- 1.3 The APTC Sitapur intends to utilize the services of agency having proven competence and rich experience in carrying out similar activities and having excellent infrastructure facilities for carrying out different tasks related to different stages of such examination.
- 1.4 Bids are invited under two bid system through tender process from registered / well-established /reputed Agency for **EXAM RELATED ACTIVITIES FOR OMR BASED INDOOR EXAMINATION OF TRAINEE CONSTABLES PAC**. The scope of work, timeline, information to be furnished by the agency, evaluation criteria for selection and other relevant details have been laid-down in the tender document .
- 1.5 Tender notice is being published in the national and regional news papers. Tender form, terms & conditions and draft agreement can be viewed on the <http://www.atcsitapur.org/> website of APTC Sitapur and <https://uppolice.gov.in/> website of UP Police.
- 1.6. The tender document can be obtained from the Head Clerk Office situated in APTC Sitapur on or before date 22.09.2019 on all working days between 1100 to 1600 hours.
- 1.7. Interested Agencies can deposit their bid along with Earnest Money Deposit (EMD) in Head Clerk Office situated in APTC Sitapur till 1300 hours on 23.09.2019 after completing all desired formalities.
- 1.8. In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The APTC Sitapur reserves the right to accept or reject any or all the tenders without assigning any reason. **Only physically filled and reviewed bids will be accepted.**

2. Schedule of Activities

2.1 The schedule of activities shall be as follows:

Date of release of Tender	02/09/2019
Pre Bid meeting (date/time/venue)	11/09/2019, 1100 hours, APTC Sitapur
Last date & time for submission of bid	23/09/2019, 1300 hours
Date & time for opening of technical bid	23/09/2019, 1600 hours
Date & time for opening of financial bid	30/09/2019, 1100 hours
Cost of Tender Documents	Rs. 1000/- (to be submitted along with the tender documents)
Earnest Money Deposit	Rs. 25,000/-
Validity of the Bid	90 Days
Address for Communication	Principal, Armed Police Training College (APTC), Sitapur (UP) - 261001
Place of opening the Tender	Examination In-charge Office Armed Police Training College, Sitapur (UP) - 261001

3. Scope of Work

The selected Agency shall be responsible for conduct of specified examination related processes. The selected Agency shall take necessary precaution to safeguard system data from all vulnerabilities/ threats and maintain confidentiality and secrecy of all information related to people, process and data during all the three phases i.e. pre examination, conduction of examination and post examination. The selected Agency shall deploy one Project manager who would be responsible for communicating with the APTC on the progress of work, team management etc. The proposed examination is to be conducted for 5 subjects for 1406 trainee constables PAC at 3 Centres from 22.11.2019 to 27.11.2019. The list of all 3 Centres along with the number of examinee trainee constable PAC is available at Annexure-1. The time table for examination will be shared with the agency in due Course. **Conduct of examination at all 3 training centres is the responsibility of the Heads of training centres.** The selected Agency will be responsible for following activities but will not be limited to:

- I. Proof reading and 100% error free printing of Question papers of all 5 subjects for 1406 candidates as described in **Annexure-II**.
- II. Designing and printing of OMR sheets.
- III. Timely delivery of Question papers and OMR sheets to all 3 Centres as described in **Annexure-I**.
- IV. Collection of OMR sheets and related material from all 3 Centres.
- V. Processing of OMR sheets and preparation of result Centrewise (with name and PNO of trainees).

3.1 **Proof reading and 100% error free printing of Question papers of all 5 subjects as described in Annexure-II:**

3.1.1- Examination papers of all the subjects will be set and provided by APTC Sitapur to the agency. Agency will be responsible to collect the question paper of all the subjects from APTC Sitapur & timely print them after proof reading in 4 sets i.e. A,B,C,D. Randomization of questions across four sets should be ensured i.e. each question in each series should be distributed in a unique manner so that no commonality in position of any question is found across any series. This process should be 100% accurate. Each question paper would have 4 sets of question paper (A, B, C, D) with same questions but with changed sequence.

- 3.1.2- Question papers as designed above should be printed on quality white/ off white paper (Thickness-70 GSM or more)
- 3.1.3- Each question paper should be stapled on left hand side twice and sealed from the other three sides.
- 3.1.4- Agency will be responsible for proof reading of Question papers before the final printing.
- 3.1.5- All question papers of all subjects will be in **Hindi** only.
- 3.1.6- Agency will be responsible for the timely delivery of question paper at all the centres as per count of candidates.

3.2. OMR Answer sheet designing and printing:

- 3.2.1- Designing and printing of OMR answer sheets as per format approved by the APTC Sitapur with the following features:
 - a. The original OMR answer sheet shall be perforated so as to be detachable in 02 parts, with each part having the same barcode as the unique serial number of the answer sheet.
 - b. There shall be 02(two) carbonless copies of the original OMR answer sheet.
 - c. All the three leaves of the answer sheet shall be printed in different colours for easy identification.
 - d. Thickness of the Original OMR sheet should be of 105 GSM and second & third both OMR sheets should be of 70 GSM.
 - e. Appropriate security features shall be incorporated as required.
- 3.2.2- Agency will be responsible for proof reading of OMR sheets before the final printing.
- 3.2.3- OMR sheets shall be printed for five subjects as described in Annexure-II.
- 3.2.4- Printed OMR answer sheets shall be packeted in quantities in tamper-proof envelopes with appropriate labeling.

3.2.5- Delivery of sample OMR answer sheets watermarked as 'SAMPLE' in sufficient quantity for testing and training.

3.2.6- Agency will be responsible for the timely delivery of OMR sheets at all the centres as per count of candidates with at least 10% buffer.

3.3 Timely delivery of sufficient Question papers and OMR sheets to all 3 Centres as described in Annexure-I :

3.3.1- Agency will ensure to prepare & package sets of question papers of every subject and OMR sheets Centre wise timely as per count of the candidates.

3.3.2- Agency will be responsible to make the sets available to the Head/nominated Officers of all 03 examination centres before the commencement of the first exam. (at least two days in advance).

3.4 Collection of OMR sheets and related material from all 3 Centres:

3.4.1- Agency will collect the OMR sheets from all 03 centres immediately after completion of the examination and deliver to approved/ designated evaluation centre/s on the same day.

3.4.2- A Copy of the **OMR sheets will be delivered to the APTC immediately after the conclusion of examination.**

3.5 Processing of OMR sheets and preparation of result centrewise (with name and PNO of trainees):

3.5.1- APTC Sitapur will provide answer keys of all the subjects to the agency after the exam. Agency will be responsible to collect these answer keys from APTC Sitapur.

3.5.2- Pre-scanning and testing of sample OMR sheets made available by the APTC Sitapur shall be done to ensure 100% accuracy.

3.5.3- Agency will prepare its evaluation centre for evaluation promptly after receiving answer keys. Agency will evaluate OMR sheets as per the answer keys provided by APTC Sitapur.

- 3.5.4- If manual evaluation of any OMR Sheet is needed during evaluation process then agency will have to take pre-sanction from APTC Sitapur through written communication quoting the reasons for manual evaluation.
- 3.5.5- The generated database must include details entered in the answer sheets completely with 100% accuracy.
- 3.5.6- Agency will prepare result as per the marks obtained by the candidate centre wise with name and PNO number and will ensure to submit the final result to APTC Sitapur before 03/12/2019.
- 3.5.7- Agency will make arrangements so that APTC Sitapur can do random checking of the evaluation process and prepared result. Agency will provide necessary man power and data/ software support for the same.
- 3.5.8- Agency will submit three set of DVDs (non-writeable DVD/ which can not be over written in future), in signed and sealed envelope to APTC Sitapur containing result.
- 3.5.9- Agency will assist APTC Sitapur team to publish the result on APTC Sitapur website/ given website.
- 3.5.10-All printing / evaluation / other related work will be done at Sitapur situated Centre of the agency or any other Centre with prior approval of APTC Sitapur.

3.6 Miscellaneous:

- 3.6.1- Within one week of placing the order, agency will finalize the project plan; if desired by APTC Sitapur and get it approved by the same.
- 3.6.2- Agency will appoint one project Manager to perform the activities as specified in above paragraphs successfully and will submit a certificate regarding the appointed project manager to be knowledgeable and capable of handling the work within one week of placing the order.
- 3.6.3- All the material related to the examination process will be received and submitted by **the authorized person of the agency only.**
- 3.6.4- Agency will submit all database/ other relevant papers to APTC Sitapur after completion of the work within one week

- 3.6.5- Agency will be responsible to prepare other reports related to the work as desired by APTC Sitapur.
- 3.6.6- Agency will prepare and submit incident report (if any).
- 3.6.7- Agency will provide support to APTC Sitapur in preparation of court cases, RTI, Other related Activities.
- 3.6.8- If some trainees fail in the Exam and APTC Sitapur is given the responsibility to conduct supplementary exam for them; rate contract agreement can be renewed by the consent of the two parties for such exam.

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 01/04/2019.
- 4.2 Average turnover of the agency for recruitment/examination related business for each of the last three financial years (2016-2017, 2017-2018, 2018-2019) should be at least Rs. 25 Lacs.
- 4.3 The Agency must furnish its GST registration certificate and a copy of PAN and TAN as applicable.
- 4.4 Annual accounts duly audited by Chartered Accountant and audited annual report for the last three years must be furnished.
- 4.5 The agency must have executed (successfully completed) at-least 3 projects in last 3 years involving OMR based examinations of similar nature for any Government organization. Completion certificate of each work shall be furnished for verification.
- 4.6 The agency must have ISO 9001 and ISO 27001. Organizations having CMMi level-3 or CMMi level-5 certification would be given preference.
- 4.7 Proposals of Agencies blacklisted by the Central Government/State Government 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.

- 4.8 The agency will provides **self-certification** along with technical bid as following:
- i- Certified that this company/Firm was never blacklisted in last five years 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 in last five years.
- 4.9 The agency must have technically qualified/trained and experienced manpower for conducting written examination of similar nature. Agency must submit details like Employee ID, Name, Employee corporate Email, Contact No. etc.
- 4.10 Document in support of each eligibility criteria has to be submitted along with the bid.

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 APTC Sitapur.
- 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 60% weightage and the financial offer shall be given 40% weightage.
- 5.3 The criteria for the evaluation of the technical offer shall be as follows:

(Tick whichever is/are applicable)

S.No.	Head	Details	Criteria	Marks allotted
1.	Turn over (Proforma-1)	Average turn over from conduct of offline examination in last 03 years (2016-17,2017-18,2018-19)	25- 30 Lac	5
			30-50 Lac	10
			Above 50 Lac	15

2.	Experience in execution of projects. (Proforma-2)	Experience in Execution of project involving offline examination of at least 20 thousand candidates in single shift in last 03 calendar years.	upto 3 projects	5
			4 to 5 projects	10
			above 5 projects	15
3.	Experience in conducting offline examination process involving large number of candidates (Proforma-3)	Experience in successfully executing offline examination process in any one project in last 03 calendar years.	upto 20 thousand candidates	5
			More than 20 thousand upto 40 thousand candidates	10
			Above 40 thousand candidates	15
4.	End to end Examination processing experience (Proforma-4)	Experience of having executed offline OMR based examination of similar nature for Government/ Commission/ Board/ PSU clients in last 3 calendar years.	3 clients	3
			4 to 5 clients	7
			Above 5 clients	10
5.	Experience in processing OMR and database generation (Proforma-5)	Prior experience of processing (number of OMR Sheets in a single process) and database generation in a single process in last 3 calendar years.	20-40 thousands	5
			40-60 thousands	10
			Above 60 thousands	15
6.	Printing capability (Proforma-6)	In house Printing capability of the agency per day (in terms of OMR sheets/Question Papers). Printing process must be ensured through secured printer only.	5000-10,000	3
			10,000-20,000	7
			Above 20,000	10

7.	Manpower (Proforma-7)	Dedicated manpower on rolls involved in the examination process (Please submits details like employee ID, Name/employee corporate email, contact No. etc.)	upto 25	3
			26 to 50	7
			Above 50	10
8.	Certification (Proforma-8)	Quality certifications for examination division of the agency	ISO 9001-2008	3
			ISO 9001-2008, ISO 27001	7
			ISO 9001-2008, ISO 27001 & CMMi level 3/5, CERT	10

- 5.4 Proof of each criteria mentioned above (1-8) has to be submitted along with the bid.
- 5.5 Experience should not include **subletting** work. Work experience should be counted on basis of end to end project execution in a single process.
- 5.6 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.

5.7 Bid Evaluation:

It is compulsory to achieve some marks in each category as mentioned above. The financial bid of those bidders, who qualify in the technical evaluation with technical score of 50 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.

5.8 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,

F_b = Absolute financial quote for the bidder under consideration.

F_{min} = Minimum absolute financial quote

Composite Score (S) = $T_s * 0.6 + F_n * 0.4$

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

5.9 Format for Quoting Unit Rate

S.No.	Name Of Activity	Unit Rate per Candidate	Remarks if any
1.	Printing of Question Papers		
2.	OMR Answer Sheet designing & printing.		
3.	Processing of OMR answer sheets.		
Total			

5.10 FORMAT FOR QUOTING RATES

S.No.	Name of Activity	Number of candidates for five subject for the purpose of calculating financial Quote	Unit Rate per candidate in INR. (Total of 5.9)	Total Cost for the activity = (3X4)
1	2	3	4	5
1.	Conduct of Examination related process (Printing of Question Papers, OMR Answer Sheets designing & printing, processing of OMR Answer Sheets)	1406		
2.	Delivery of Question papers & OMR Sheets etc. to all 3 examination centres and Collection of OMR Sheets and relevant material from all 3 examination centres.			
3.	Generation of data and preparation of result centre-wise with Name & PNO number.			
Total Cost of the Project (1+2+3)				

5.11 **Total cost of the project as quoted in the above format will be considered as FINANCIAL BID.**

5.12 The rates quoted should be inclusive of all taxes including service tax and all duties and levies, whatever is applicable, F.O.R. Sitapur.

5.13 The rates quoted shall be valid for the entire duration of the process irrespective of the delay due to whatsoever reason.

5.14 The documents must be self-certified.

5.15 APTC Sitapur have right to accept or reject any or all tenders without assigning any reasons there of.

6. Terms and Conditions

- 6.1 The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contract placed by the APTC Sitapur. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached Annexures.
- 6.2 In view of the nature of the work, APTC Sitapur expects **100% error free** processing of the specified examination process at all stages.
- 6.3 Rs. 1000/- should be deposited either in cash or through Demand Draft in favour of IG, APTC Sitapur payable at Sitapur at the time of purchase of tender document as the cost of tender form. Earnest money of Rs. 25,000/- must be deposited in the form of demand draft/pay order in favor of IG, APTC Sitapur payable at Sitapur on or before the last date/time of submission during working hours i.e. 11.00 AM to 5.00 PM on all working days (except second Saturday, Sunday , and Gazetted Holidays). The particulars of the earnest money deposited must also be super-scribed on the top of the envelope by including the draft/pay order number and date. Failing bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected out-right.
- 6.4 The tenderer is being permitted to give tenders in consideration of the stipulations on the part of agency that after submitting the tenders, the Agency will not resile from offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations the aforesaid amount of EMD will be forfeited by APTC Sitapur. In the event of the offer made by the tenderer not being accepted by APTC Sitapur, the amount of earnest money deposited by the tenderer will be refunded to him after he/she has applied for the same; in the manner prescribed by the APTC Sitapur. An undertaking as per **Annexure-IX** is also required to be submitted by the tendering firm.
- 6.5 The **Annexure-III, IV, V, VI, VII, VIII, IX, X & XI** of the tender form should be submitted with bids. In the event of the space provided on the prescribed proforma being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any

modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders.

- 6.6 The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the Annexures are not duly filled.
- 6.7 If a tenderer does not accept the offer, after issue of letter of award by APTC Sitapur within 15(fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
- 6.8 The rates quoted by each firm for job/service contract in tenders be given both in words and figure failing which the same is liable to be rejected. Tenders will be opened by the authorized officer at APTC Sitapur. Bidders will have to participate in tendering process at the time of opening of bids.
- 6.9 Tenderer is at liberty to be present or to authorize a representative who would be attending the opening of the tenders on your behalf; should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
- 6.10 An amount equivalent to 10% of the contract value is to be deposited by the selected agency/ successful tenderer as **Bank Guarantee** only after receiving a communication from the APTC Sitapur. In the event of non-deposition of the same the earnest money will be forfeited.
- 6.11 No interest on Earnest Money deposit shall be paid by the APTC Sitapur to the tenderer.
- 6.12 The service tax or any other tax which is as per the rules of the Govt. of U.P. / India shall be deducted at source from monthly bills of the successful tenderer, as per rules / instructions made applicable from time to time by government.
- 6.13 Decision of Principal, APTC Sitapur shall be final for any aspect of the contract and binding to all parties. Disputes arising if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement; dispute shall be referred to the sole arbitrator to be appointed by the Principal APTC Sitapur. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration

proceeding shall be governed by the arbitration & conciliation act 1996 as amended from time to time.

- 6.14 Acceptance by the APTC Sitapur will be communicated by fax/e-mail, express letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the fax / e-mail, express letter etc. should be acted upon immediately.
- 6.15 The APTC Sitapur does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
- 6.16 The APTC Sitapur reserves the right to modify any of the terms and conditions of the contract as mentioned in this document at its discretion in the interest of the job/work.
- 6.17 Successful bidder/ tenderer will have to enter into a detailed contract agreement with APTC Sitapur on non-judicial stamp paper of Rs. 100/- (one hundred only) for work as per draft agreement enclosed in **Annexure-XII**.
- 6.18 Only those firms who will qualify in the technical bid will be considered for financial bid(s).
- 6.19 **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 APTC Sitapur to third parties.**
- 6.20 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 APTC Sitapur will not be responsible for any breach thereof.

7. Submission of Bids

- 7.1 The technical and financial bids should be submitted in two separate (original and duplicate) sealed envelopes clearly indicating the contents of each envelope.
- 7.2 The technical bid must be accompanied by:
- 7.2.1 A Demand draft for **Rs 25,000/-** payable to **Inspector General, Armed Police Training College, Sitapur (UP)** at **Sitapur** towards earnest money deposit (EMD).

Armed Police Training College, Sitapur

- 7.3 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.**
- 7.4 Last Date of submission **1300 hours Dated 23/09/2019.**
- 7.5 Interested Company/ Agency/ Firms will submit undertaking as given in **Annexure-XI** at the time of submitting their / its Bid.

8. Signing of Agreement

- 8.1 After finalizing the Bid by APTC Sitapur, an Agreement will be signed by both the parties (APTC Sitapur and Successful Bidder) as described in **Annexure-XII.**

9. Payment

- 9.1 25% of the payment will be made on providing question papers and OMR Sheets at all 3 centres by APTC Sitapur. Remaining 70% of the payment will be made on satisfactory declaration of result and the remaining 5% after submission of requisite reports etc.



Principal

Armed Police Training College
Sitapur (UP)-261001
Phone: 05862-244231

Annexures

Annexure	Description
Annexure-I	Details of Examination Centers with no of Cadet in each Center
Annexure-II	Details of Subjects / Questions etc.
Annexure-III	Average Turnover (Proforma-1)
Annexure-IV	Experience in Execution of Projects (Proforma-2)
Annexure-V	Experience in Conducting Offline Examination Process (Proforma-3)
Annexure-VI	Experience in Govt Dept./Board/PSU (Proforma-4)
Annexure-VII	Experience in Processing OMR sheets and Data Generation (Proforma-5)
Annexure-VIII	Printing Capability (Proforma-6)
Annexure-IX	Manpower (Proforma-7)
Annexure-X	Certification (Proforma-8)
Annexure-XI	Undertaking by the Contractor
Annexure-XII	Draft Specimen Agreement

Centers for Trainee Constable PAC Basic Course Examination 2019

Centre Code	Centre	State	No of Cadets
01	Recruit Training Centre, CRPF, Rajgir, Bihar	Bihar	700
02	Recruit Training Centre, CRPF, Neemach, Madhya Pradesh	Madhya Pradesh	363
03	Recruit Training Centre, Tekanpur Madhya Pradesh	Madhya Pradesh	343
Total no. of candidates			1406

Details of Exam (Subject, Question, etc.)

F.No. – P-76/2019(Exam)

S.No.	Subject/ Papers Name	Max. Mark	No of Question
1.	First Group (Law First)	75	75
2.	Second Group (Law Second)	75	75
3.	Third Group (Police Science First)	100	100
4.	Fourth Group (Police Science Second)	100	100
5.	Fifth Group (General)	50	50

Average Turnover**Proforma-(1)**

S.No.	Description	2018-19	2017-18	2016-17	Average
1.	Overall Turnover of agency (in Lac)				
2.	Gross annual turnover from offline 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 				

Experience in execution of projects

Proforma- (2)

Description	upto 03 projects	Above 4 projects and up to 5 projects	Above 5 projects
Experience in execution of project 03 involving offline Examination of atleast 20 thousand last 3 calendar years.			

Experience in Conducting Offline Examination Process

Profarma- (3)

Description	upto 20 thousand candidates	20 to 40 thousand candidates	above 40 thousand candidates
Experience in successfully executing offline examination process in any one project in last 03 years (calendar)			

Experience in Govt Dept./Board/PSU**Proforma-(4)**

S.No.	Description	2017	2018	2019
1.	No. of Government/ Commission/ Board/PSU client for whom agency has executed offline examination of similar nature.			
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			

**Experience in Processing OMR Sheets and Data Generation
(No. of projects successfully completed)
Proforma-(5)**

Description	20 to 40 thousand	40 to 60 thousand	above 60 lac
Prior experience of processing (number of OMR answer sheets) and database generation in a single process in last 3 years.			

Printing Capability**Proforma-(6)**

Description	Number of OMR sheets	Comment
In house printing capability per day (In terms of OMR Sheet/ Question Papers)	5000 to 10,000	
	10,001 to 20,000	
	above 20,000	

Manpower**Proforma-(7)**

S.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	

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

Certification

Proforma- (8)

S.No.	Description	Comment
1.	ISO 9001-2008	Yes
2.	ISO 9001-2008, ISO 27001	Yes/No
3.	CMMi Level-3/5 certificate available or not?	Yes/No

Undertaking

F.No. – P-76/2019(Exam)

Tenders for CONDUCT OF EXAMINATION RELATED PROCESSES FOR OMR BASED EXAMINATION FOR TRAINEE CONSTABLE PAC UNDER ARMED POLICE TRAINING COLLEGE (APTC).

Full Name & Address of the tenderer in addition to Post Box No., if any, should be quoted in all communications to this office

Telephone No.

E-mail Address/FAX

From _____

To,
Principal
Armed Police Training College, Sitapur
Uttar Pradesh - 261001

Sir,

I/we have read all the particulars regarding the general information and other terms & conditions of the contract for **CONDUCT OF EXAMINATION RELATED PROCESSES FOR OMR BASED EXAMINATION FOR TRAINEE CONSTABLE PAC UNDER ARMED POLICE TRAINING COLLEGE (APTC).**

I/we hereby enclosed the earnest money deposit in the shape of demand draft of Rs.----- in the name of the Inspector General, APTC, Sitapur payable at Sitapur. **Rs 1000/-** in cash has been deposited as cost of tender form.

I/we undertake that penalty as described in the proposed agreement will be imposed in case of stated failures.

I/we have noted that overwritten entries shall be deleted unless duly struck out & re-written and initialed. Tenders are duly signed (No thumb impression should be affixed).

I / we undertake to sign the contract / agreement within 15(fifteen days) from the issue of the letter of acceptance and start the work as per instructions immediately, failing which our/ my earnest money deposit may be forfeited and our/ my name may be removed from the list of service providers / suppliers at the APTC Sitapur.

I / we agree to abide by this bid for a period of 120 (Number) days after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / we agree that until a formal contract/agreement is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

I/we understand that you are not bound to accept the lowest or any bid you may receive.

I/we have gone through the tender documents before submitting the same and shall provide the best services strictly in accordance with these requirements.

I / we undertake to communicate promptly APTC Sitapur any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India /Govt. of U.P. including Central Vigilance Commission (CVC)/ UP Vigilance Commission in the last three years. The undersigned is fully authorized to sign and submit this application form of behalf of the organization, he/she represent. We authorize APTC Sitapur to approach individuals, employees, firms and corporations to verify our competence and general reputation.

NOTE:- ALL TERMS & CONDITIONS SUCH AS TAXES ETC. HAVE BEEN INDICATED IN THE QUOTATION FAILING WHICH IT WILL BE PRESUMED THAT THE PRICES/RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS & CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Date:

Signature & Seal of the Tenderer

Signature of witness:

Telephone No. Office:

Name & Designation of witness Res.:

Address:

Mobile:

DRAFT SPECIMEN AGREEMENT

This agreement is made at (place) on (day/month/year) between Armed Police Training College (hereinafter called APTC) Sitapur through (designation of the competent authority in APTC Sitapur) Which term shall include its successors, assignees etc. on the first part and (name & address of the firm) (hereinafter called the Second Party) which term shall include its authorized representatives, successors, assignees etc. on the other part.

Whereas the APTC Sitapur has decided to assign a contract for conduct of Examination related processes of offline OMR based Examination, on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties here to as follows:

1. This agreement shall come into force w.e.f. (dates) and will re-mail in force for a period for 4 months but can be terminated by APTC Sitapur, by giving one calendar month's notice in writing of its intentions to terminate the agreement.
2. The Second Party shall be responsible for work contract for providing all services as given under Scope of work of the tender document.
3. All personnel posted for performance of awarded work shall at all times and for all purposes be deemed to be employees of the Second Party and the APTC Sitapur shall have no liability on this account in any manner.
4. That the Second Party shall ensure that all persons deployed at APTC Sitapur premises/ printing & evaluation centre are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
5. The APTC Sitapur shall have the right to ask for the removal from its premises/ process any personnel considered by them to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of APTC Sitapur.
6. The deduction of income tax from the bills of the agency will be made at source as per rates applicable from time to time.

7. In case of dispute between the parties, the matter shall be referred to the sole arbitrator, his decision shall be final and binding in respect of any dispute between the parties. The arbitration proceedings shall be governed by Arbitration & Conciliation Act, 1996 as amended from time to time.
8. That the Second Party shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
9. That in case the Second Party fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, APTC Sitapur shall cancel the contract.
10. The contract is subject to the conditions that the Second Party shall comply with all the laws and byelaws of Central Govt. /Govt. of Uttar Pradesh as applicable in relation to this contract.
11. In case of any loss or damage to the property of the APTC Sitapur which is attributable to the Second Party, full damages will be recovered from the Second Party as decided by APTC Sitapur.
12. The Second Party shall not transfer its right or sub-contract to anyone else.
13. The Second Party or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded .
14. The Second Party shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligence and honesty.
15. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.
16. **Penalty**
 - 16.1 In case of proven operational error identified arising due to any printing or packaging errors such as but not limited to wrong quantity, wrong labeling, any damage attributable to poor printing or packaging etc. a maximum penalty of Rs. 5,000/- for each error may be imposed at the Second Party subject to a maximum of 15% of the contract value applicable to the activity.
 - 16.2 In case an activity is not completed in time, a fine upto 100% of contract value applicable to that activity will be impose at the Second Party.

- 16.3 In case of wrong evaluation /data generation, printing of erroneous report a fine upto 25% of the contract value will be imposed at the second party.
17. However, not with standing anything laid down in this agreement , if the APTC Sitapur suffers any financial loss due to delay in processing or declaration of result or occurrence of a major/minor error, or due to the Second Party not fulfilling the terms and conditions of this agreement, the loss shall be fully recovered from the Second Party.
18. In case of any dispute or deficiency not covered under the aforesaid clauses, the decision of Principal of the APTC Sitapur shall be final and binding on the Second Party.

19. Right to Information Act (RTI)

- 19.1 APTC Sitapur in writing will provide Second Party with details of information required from Second Party.
- 19.2 Second Party will timely furnish relevant information to APTC Sitapur for all the RTI queries.
- 19.3 Second Party will not give direct answer to any question raised by any applicants.

20. General Conditions

- 20.1 No uncertain or indefinite liability is payable to the Second Party over and above this agreement by the APTC Sitapur.
- 20.2 APTC Sitapur reserves the right to reject the services of the Second Party which do not conform to the Standard Specifications, Good Industry Practice without any cost payable to them.
- 20.3 If the APTC Sitapur discovers that the Second Party had outsourced any activity to any Third Party, the APTC Sitapur reserves the right to terminate this agreement and impose penalties for breach of confidentiality as decided by the APTC Sitapur.
- 20.4 Variable costs/rates shall remain the same for entire period of this agreement.
- 20.5 Any conditions mentioned in the Request For Bid No.– P-76/2019(Exam) dated September 2019 and not covered in this agreement shall be deemed to be

a part of this agreement, provided that in case of inconsistency of provisions in this agreement and aforesaid Request For Bid, provisions of this agreement shall prevail over Request For Bid.

- 20.6 In case of any circumstances, beyond the control of the APTC Sitapur, leading to the cancellation of this Examination Process, then the Second Party will be compensated by the APTC Sitapur with the actual expenditure incurred by the Second Party.
- 20.7 In case any of candidates is found to have committed /assisted in malpractice of any nature in relation to the examination at any time, then the APTC Sitapur shall arrange to file a First Information Report (F.I.R.) at the local police station of appropriate jurisdiction and the Second Party shall render all reasonable assistance to the APTC Sitapur in such cases.
- 20.8 Once the project is completed as per the Schedule or if the Second Party fails to abide by the terms and conditions and schedule as specified, First Party has the right to terminate this agreement.
- 20.9 The Second Party may represent the additional cost/charges/expenses of all such activities which were not mentioned in the Request For Bid and not costed in the quotation. First Party may consider the representation and compensate all such representatons either fully/partly by mutual consent.
- 20.10 IN case of manipulation by the Second Party, APTC Sitapur will have the right to proceed against the Second Party under the Relevant Provisions of Law.

The decision of the competent authority at APTC Sitapur shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS where of the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the Second Party)

For the APTC Sitapur)

Witness:-

1. _____

2. _____