



**POLICE HEADQUARTERS JAMMU & KASHMIR JAMMU**

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{Provision Section}

**Gist of e-NIT NO. 11 OF 2019**

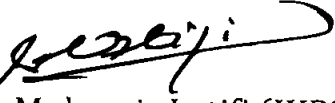
**DATED: 09.02.2019.**

**(SBD)**

1 For and on behalf of the Governor of Jammu & Kashmir State, online tenders (e-tenders) are invited from reputed vendors/firms/entities having proven experience of conducting similar exercise for at least two State Police/Central Para-military Forces **for implementation of Transparent Recruitment Process for Constables in J&K Police for raising two border battalions as specified in Annexure-\*A\* of this e-NIT.** The e-NIT consisting of qualifying information, eligibility criteria, Bill of quantities (B.O.Q) , Set of terms and conditions of contract and other details can be seen/ downloaded from the J&K State e-Procurement Portal [www.jktenders.gov.in](http://www.jktenders.gov.in) from **09 .02.2019 (1400 hours)** to **23 .02.2019 up to 1800 hours.** Bidders submitting their bids on-line shall only be accepted and no document other than those mentioned in the e-NIT shall be accepted manually. **A pre-bid conference of prospective bidders**, who may choose to be present in the said meeting, shall be held at Conference Hall Police Hqrs J&K Gulshan Ground Jammu on **18 .02.2019 at 1500 hours.** The prospective bidders shall have to quote their bids for whole process involved in the implementation of the Transparent Recruitment Process (TRP) per candidate.

The tenders (technical bids only) will be opened **online on 25 .02.2019 at 1200 hours** at Police Headquarters J&K Jammu. In case of unforeseen circumstances, the date of opening will be next working day or as notified separately.

Detailed tender documents (SBD) with terms and conditions are available on J&K State e-Procurement Portal [www.jktenders.gov.in](http://www.jktenders.gov.in).

  
Mubassir Latifi (JKPS)  
**AIG(Provision & Transport),**  
For Director General of Police,  
J&K- Jammu.

**No. Prov-II/Elect-39(A)/2018-19/10162-72**

**Dated: 09-02-2018.**

Copy to the:-

1. Principal Secretary to Govt. Home Department J&K Jammu,
2. ADGP Security/Armed J&K Jammu,
3. All IsGP J&K Police .. for favour of information.
4. Chairman Police Recruitment Board for cts for favour of info & n/a
5. All DIG's of Police .....for favour of information.
6. Director Door Darshan Jammu/Srinagar and Station Director Radio Kashmir Srinagar/Jammu for putting the tender notice on air for three consecutive days.
7. FA/CAO PHQ J&K, Jammu for information.
8. Manager Government Press Srinagar / Jammu for publication of the e.tender in Govt Gazette.
9. AIG Communication PHQ J&K Jammu for information with the request to arrange publication of Gist of the e.tender in 02 widely circulated national and 02 State Dailies through information department.
10. S.O e-Procurement PHQ, J&K for information and n/action.
11. S.O (IT) PHQ, J&K for posting the e-NIT available on website of J&K Police.

**AIG Provision & Transport**  
For Director General of Police,  
J&K-Jammu

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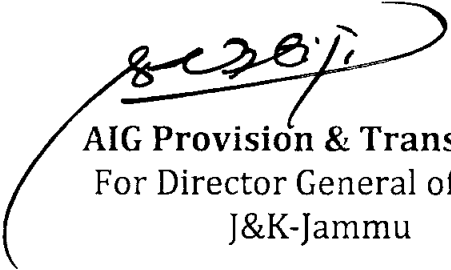
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**AIG Provision & Transport**  
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{Provision Section}

**e-NIT NO. 11 OF 2019****DATED: 09 .02.2019.****(SBD)**

1. For and on behalf of the Governor of Jammu & Kashmir State, online tenders (e-tenders) are invited from reputed vendors/firms/entities having proven experience of conducting similar exercise for at least two State Police/Central Para-military Forces **for implementation of Transparent Recruitment Process for Constables in J&K Police for raising two border battalions as specified in Annexure-\*A\* of this NIT.** The e-NIT consisting of qualifying information, eligibility criteria, Bill of quantities (B.O.Q) , Set of terms and conditions of contract and other details can be seen/ downloaded from the J&K State e-Procurement Portal [www.jktenders.gov.in](http://www.jktenders.gov.in) from **09 .02.2019 (1400 hours) to 23.02.2019 up to 1800 hours.** Bidders submitting their bids on-line shall only be accepted and no document other than those mentioned in the e-NIT shall be accepted manually. **A pre-bid conference of prospective bidders,** who may choose to be present in the said meeting, shall be held at conference Hall Police Hqrs J&K ,Gulshan Ground Jammu on **18 .02.2019 at 1500 hours.** The prospective bidders shall have to quote their bids for whole process involved in the implementation of the Transparent Recruitment Process (TRP) per candidate.

The tenders (technical bids only) will be opened **online on 25.02.2019 at 1200 hours** at Police Headquarters J&K Jammu. In case of unforeseen circumstances, the date of opening will be next working day

	<p>or as notified separately.</p> <p>Last date for receipt of e-tenders: <b>23 .02.2019 upto 1800 hrs.</b>  Date of Pre-bid conference at PHQ,J&amp;K Jammu (for clarification of queries of the prospective bidders. The intending bidders shall attend the meeting well in time at Conference Hall PHQ J&amp;K Jammu):<b>18.02.2019 at 1500 hrs.</b></p> <p>Date of online opening of Technical Bids only : <b>25 .02.2019 at 1200 hrs.</b></p>
2.	<p>All tender documents attached with this invitation to tender including the specifications are SACROSANCT for considering any offer as complete offer. It is important that scanned copies of each page of the tender document duly completed, page numbered and signed is uploaded with your offer in a sequential manner and not haphazardly.</p>
3.	<p><b><u>Tender Fee:</u></b></p> <p>The tender fee has been fixed at <b>Rs.2000/-</b> (to be deposited into Govt. Treasury under Head 0055-Police for the year 2018-19 which must clearly indicate the name of the firm (depositor) &amp; Tender No. Scanned copy of the treasury challan be uploaded with the tender. The bidder can also deposit the tender fee of Rs. 2000.00 in the form of Demand draft at locations where J&amp;K state treasury is not available and upload the scanned copy of the same with the e-tender". The original may be sent to PHQ J&amp;K, Jammu. The tender fee is non refundable.</p> <p>The local SSI units are required to pay the tender fee prescribed as per J&amp;K Govt rules. However, the Govt/Semi-Govt. concerns of the J&amp;K State claiming exemption shall append authenticated orders, certificates etc. issued by competent authority in support of their claim.</p> <p><b>Tenders without tender fee shall be rejected.</b></p>
4.	<p><b><u>Earnest Money Deposit (EMD)</u></b></p> <p>The intending tenderer/s will have to upload the Earnest Money of <b>Rs. 200000.00</b> (Two Lakh Rupees only) only in shape of <b>Call Deposit Receipt valid at call or FDR/Bank Guarantee valid till 31.12.2019</b> from any nationalized bank pledged to AIG (Prov/Tpt) PHQ J&amp;K on Govt tender portal. However, the successful tenderer would have to deposit the Earnest Money Deposit in Original, with Police Hqrs J&amp;K before allotting</p>

the work or issuing the work order. The earnest money in the case of unsuccessful tenderer shall be released after finalization of Tenders, where-as in the case of successful tenderers, it will be adjusted towards the security money (required to be deposited) on application, for due performance of the agreed contract. No interest shall be payable by purchaser on the EMD deposited by the tenderer.

The J&K Govt. rules with regard to furnishing of **EMD** in respect of **local Registered SSI** units shall be applicable in letter and spirit. The local SSI units are required to pay the **EMD** prescribed as per J&K Govt rules which at present is 2% of the value of contract or Rs 5000/- whichever is less. For the purpose, SSI units shall have to furnish registration certificate and Functional Certificate of SSI Unit, issued by the competent authority with their tender offer failing which the benefits of SSI units will not be allowed.

The Government/ Semi Govt. or similar other concerns, claiming exemption from the payment of EMD shall have to append duly authenticated orders, certificate etc. from competent authority supporting their claims.

**Tenders without EMD shall be rejected**

5.	Rates quoted by the firms should be on firm price basis.
6.	Firms shall clearly indicate different taxes, duties, charges which they propose to charge as per the format of Bill of Quantity (BOQ) available with the e-tender, <u>moreover online generation of financial comparative (BOQ Chart) is of indicative nature only and not conclusive. The detailed financial comparative (BOQ Chart) shall be worked out by department and will be uploaded on the website for general information of all the Tenderers.</u>
7.	The approved firm shall be deemed to have fully understood the conditions, specifications and in case of any doubt may seek clarification;
8.	<b>No conditional tender will be accepted/ entertained and shall be outrightly rejected. No other condition than those mentioned (in the terms set-forth) will be entertained;</b>
9.	If approved firm backs out or fails to commission the project against work order within stipulated time period, the department will be at liberty to award the contract to L-2 firm and differential amount between L-1 & L-2 rates will be recovered from the security deposit furnished by the approved supplier and remaining security deposit will be forfeited besides invoking other penalties which shall include black-listing of the firm etc.

10.	Purchaser reserves the right to get the credentials of all the firms re-verified irrespective of the registration status.
11.	Purchaser reserves the right to cancel/reject or scrap any or all the tenders, reasonable logical discretion with the purchaser shall remain intact for safe guarding the Govt. interests.

**TWO BID SYSTEM:**

All bidders are required to submit their offers in two covers as under:-

**(A) FIRST COVER (Technical Bid) is to be uploaded Online as Scan Copies in PDF format** should contain the following:-

i.	Tender documents all pages duly completed and signed <b>BUT WITHOUT INDICATING THE RATES QUOTED.</b>
ii.	All pages of the technical bid/pre-qualification documents must be clearly page marked at the bottom centre of each page before scanning the same and uploaded to e-tendering portal.
iii.	Duplicate documents /pages shall not be uploaded by the bidders
iv.	Documents to be scanned, converted to PDF format and subsequently uploaded to the portal must be scanned at 200 DPI(Dots per inch) resolution/scale.
v.	Self attested Scanned copy of Earnest Money.
vi.	Self attested Scanned copy of Tender Fees.
vii.	Self attested Scanned copy of valid PAN Card.
viii.	Self attested scanned copies of Income Tax Returns for the last three (03) Financial Years i.e. Financial Year 2015-16, 2016-17 and 2017-18.
ix.	Self attested Scanned copies of Certified/Audited Financial Statement i.e Bank Statement, P&L A/C/Balance Sheet indicating the Credit worthiness of the Vendor clearly indicating the Annual Turnover/Gross Receipts of last three (03) Financial Years i.e. Financial Year 2015-16, 2016-17 and 2017-18.
x.	Technical specifications of the items quoted
xi.	Registration certificate/Industrial Licence of original firms with due validity, for the items quoted.
xii.	Certificate of being authorized dealer having proper authorization of the registered firm <b>(as per Appendix-I)</b> to quote against the particular item of the tender.
xiii.	GST Registration certificate along with scanned copies of GST returns till

xiii.	GST Registration certificate along with scanned copies of GST returns till March 2018.
xiv.	Scan copy of the NIT, all pages duly signed & stamped by the tenderer, in token of having understood and accepted the specifications, terms & conditions of the NIT.
xv.	Performance statement for last three years as <b>APPENDIX-II</b> of this NIT.
xvi.	Check list for tenders as per <b>APPENDIX-III</b> .
xvii.	Any other relevant document which the firm wishes to submit.

B) **SECOND COVER (Commercial/Price Bid)** should contain the following;-

i.	<p><b>Rate quoted by the firm which should be on firm price basis as per Bill of Quantities (BOQ) of the e-tender to be downloaded from the website and Rates should be carefully quoted offline and then uploaded.</b></p> <p><b>The intending firms shall have to quote as per stages highlighted in Annexure-II of this e-NIT and the firm quoting the lowest price (L1) for all the stages shall be approved.</b></p> <p><b>The Zero basic cost quoted for any item in BOQ will be treated as Nil quoted.</b></p>
ii.	Rates quoted shall be final till the completion of the recruitment process.
12.	On due date of on-line opening of tenders i.e. <u>25 .02.2019 at 1200 hours</u> , only <b>technical bid</b> shall be opened and the technical evaluation process will start. Those who qualify the technical bid will be informed online with the announcement of financial bid opening date.
13.	<b>Payment:</b> The payment to the firm shall be made stage wise as per the total No. of candidates who appear in each stage of TRP.
14.	<p><b>Security Deposit.</b></p> <p>The approved firm will have to furnish <b>security deposit of Rs. 10 Lakh (Ten Lakh)</b> in the shape of Call Deposit Receipt valid on call from a Nationalized /scheduled Bank, at the time of signing of <b>Deed of Agreement</b> to ensure satisfactory performance of the contract. This security deposit will be released after one year of successful completion of contract. The charges on stamps etc. (cost of documents in totality) shall be borne by the approved bidder/tenderer while executing the agreement. (No interest shall be paid by the purchaser on the Security deposit). J&amp;K Govt Rules for Security Deposit in respect of local SSI</p>



15. As soon as the acceptance of the tender is communicated to the successful tenderer online, the contract shall be binding on him. The earnest money of the tenderer who backs out or withdraw his tender or fails to abide by it after acceptance thereof is communicated/posted to him shall be forfeited besides other penal remedies that may be available to the Govt. of the J&K under the law for the time being in force in the State of J&K;
16. The successful tenderer shall have to enter into an agreement on prescribed proforma (immediately after the issuance of work/job order) with the Department for due performance of the contract.
17. The tenderer is required to furnish an authenticated copy of latest GST clearance certificates. The PHQ shall be at liberty to put to scrutiny, verification etc. the Sales tax /GST clearance so furnished by the successful tenderer.
18. The authorities reserve absolute powers to reject or accept any tender or part thereof without assigning any reason and without any legal obligations. Any clause incorporated in the tender (not conforming to the e-NIT in any manner) shall make such an offer liable for rejection. Therefore, **all the terms and conditions of the tender Notice including technical specification shall be carefully studied for the sake of complete and comprehensive tender.** Failure to comply with any of the conditions stipulated herein above or instructions or the offer with insufficient particulars/documents shall lead to out-right rejection of the tender.
19. If after the registration/placement of orders/execution of the agreement and formally depositing the security money, the tenderer backs out or fails to execute the contract/work order, the security deposit will be forfeited besides any other penal measure the department may take as per norms;
20. The formal deed incorporating the terms of the contract will be executed by the successful tenderer immediately after receipt of work order. Failure to execute such bond/deed shall not however prevent the contract from being enforced against the tenderer. Any loss sustained by the Govt. as a result of re-tendering the contract shall be recovered from the defaulter, besides other penal provisions as the department may decide.
21. If the successful tenderer fails to execute the contract within the stipulated period as specifically mentioned in the supply order, the department shall be at liberty to re-tender or other wise at his risk and cost. The department may give 15 days notice to the approved bidder in writing to make the loss good.
22. If at any stage of the tender process two or more bidders are found in collusion between /among themselves with the intent to reduce competition, set price, share technical expertise ,share business information

/decision, control/share production and or distribution of products and raise prices, all such tenders shall be out rightly rejected.

23. Queries/representations on tender enquiry should be received upon pre-bid conference or within 10 days from date of publication of this tender enquiry (whichever is earlier). All queries/representations received after pre-bid conference would not be entertained.

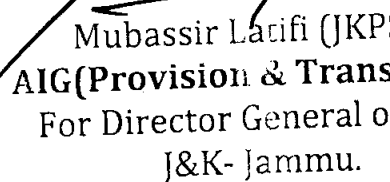
24. All legal proceedings arising out of any dispute between the parties shall have to be settled in the Courts situated in Jammu and Srinagar and not elsewhere;

25. It shall be incumbent upon the supplier to execute the work order, in conformity with the provisions as provided in the e-NIT.

26. The approved bidder/tenderer shall not sublet the contract or any part thereof to any other agency;

27. The Department reserves the right to add or suitably modify the terms and conditions at any stage before the offers are received/last date for submission of bids as per exigencies and hence above shall not be construed as all inclusive.

28. The detailed NIT, SBD and BOQ is available on J&K State e-Procurement portal [www.jktenders.gov.in](http://www.jktenders.gov.in). In case of any clarification, please contact on Phone no. 0194-2443031 and Fax no: 0194-2443032.

  
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## Annexure-“A”

J&K police is in the process of undertaking recruitment for the vacancies of constables for raising two Border Battalions through Transparent Recruitment Process (TRP) to ensure a fair, impartial, transparent, objective, tamper proof, scientific and merit-based recruitment process.

### **The Objective**

- To induct into the police individuals best suited for the job on the basis of their merit performance during the recruitment process without fear or favour, partiality or unfair means, corruption or procedural inadequacies.
- To systemize recruitment procedures with use of technology so as to withstand judicial scrutiny if the need arises.
- To keep the candidate informed of his/her progress at every stage of the recruitment.
- To improve police image, thereby improving police efficiency and effectiveness.

TRP shall have the following stages:

### **1. Application Stage:**

This stage shall cover the preparation, design, capturing and dissemination of candidate information in **online** mode.

#### **a) Online Mode of Application Submission/Processing:**

Vendor shall design and develop online application form for capturing the candidate's information to facilitate the prospective candidates to apply **online** for a specific post in a prescribed format. The online application system shall have facilities for receipt of application fees through all payment modes i.e. net banking, debit/credit card and payment by automatically generated bank challan at all J&K Bank branches. The system shall facilitate the candidates to register their profile for post specific notification, upload their photograph/signatures on the portal for a specific notification, if otherwise, eligible. The system should generate and provide a unique user Id and password to access the database with permission to edit and update their profile within a specific time period.

**Generation and despatch of Admit Cards etc:**

The applications received through **online** mode shall be consolidated for further processing for generation of roll number slips, admit cards with barcode, photographs and signatures, test/examination centers etc. The system shall generate nominal rolls, venue/date wise attendance list with photographs etc. Candidates applying online should be able to download their admit cards from online recruitment web portal after proper authentication process to be provided on portal. The approved firm shall update the event-wise data of various stages of recruitment in the web portal for information of candidate's up to the declaration of results.

**2. Stage II: Physical Standard Test (PST) and Physical Endurance Test (PET) Stage.**

This stage shall cover:

- a) Issuance of admit cards.
- b) Capturing and verification of biometrics.
- c) Use of traditional physical measurement with candidate based synchronized CCTV video recording and interface with the computer application for automatic data entry into data base.
- d) Use of RFID chip timing technology for conduct of endurance run in the Physical efficiency test to ensure accuracy and tamperproof conduct of **1600 mtrs** (male candidates) and **1000 mtrs** (female candidates) run.
- e) Use of biometric devices to eliminate duplication and impersonation.
- f) Use of CCTV technology to video graph the various stages of recruitment and thereby maintain a back up record and also keep track of the activities at various recruitment centres simultaneously functioning across the state.

Following are the stages of the Physical Standard and Physical Endurance Tests:

**Clause-Ist.**

**Minimum Eligibility Criteria:**

Description	Male Candidates	Female Candidates
Height	5'-6" (5'-4" for District Leh/Kargil and Gorkha community candidates )	5'-2" (5'.0" for District Leh/Kargil and Gorkha community candidates )
Chest	32" Un-expanded 33 ½ " Expanded	Not applicable

Educational qualification	Matriculation examination or equivalent from any Govt recognized board.	Matriculation examination or equivalent from any Govt recognized board.
Age	Between 18-28 years. In case of serving SPO's/Voluntary Home Guards (VHG's) with a continuous period of engagement of minimum three years and five years respectively, the upper age limit shall be 37 years and for ex-service men it shall be 48 years.	Between 18-28 years. In case of serving SPO's/Voluntary Home Guards (VHG's) with a continuous period of engagement of minimum three years and five years respectively, the upper age limit shall be 37 years and for ex-service men it shall be 48 years.

**Clause-IIInd.**

- Physical Endurance Tests:
- a) Long Race = 1600 meters in 06 ½ minutes for males  
1000 meters in 06 ½ minutes for females
- b) Pushups = 20 (male candidates only)  
(One cycle of up and down to be counted as one)
- c) Shot Puts(4 kgs) = 14 ½ feet in three attempts (female candidates only).

3. **Stage III: Written Examination and Final Result**

The written test will consist of objective type questions. The question paper will consist of 100 questions to be attempted in 02 hrs time. The question paper will be matriculation standard and will comprise questions on General awareness, General Knowledge, Elementary mathematics, Analytical aptitude and ability based on OMR sheets.

Note:- Only those candidates who qualify the PST/PET shall be eligible for written examination.

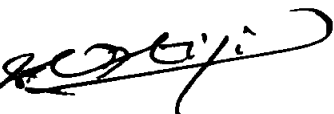
Note: The PST, PET events and the Written Test are expected to be conducted at 05 locations that may be extended up to 07 in J&K state depending upon the number of participating candidates.

Written test to be held at two (02) locations of Srinagar and Jammu.

## Process Overview-Task Distribution:

Tasks to be handled by the Department	Tasks to be handled by the Company
<ol style="list-style-type: none"> <li>1. Overall supervision of TRP.</li> <li>2. Issuance of Notification/Advertisement for Recruitment.</li> <li>3. Physical document verification.</li> <li>4. Preparing running track and jumping pit. Department will arrange other necessary material such as tables, chairs, ropes and raise barricades etc.</li> <li>5. Supply of electric power at required places with a generator backup.</li> <li>6. Question papers for the written examination will be based on level and standard of questions to be decided by the department.</li> </ol>	<ol style="list-style-type: none"> <li>1. Facilitation of generation of call letter/ admit card with photograph and barcode for the eligible candidates for PST(Physical Standards Test), PET(Physical Efficiency Test), Written Test, interview.</li> <li>2. Uploading of admit cards/ rejection letters on Police website.</li> <li>3. Venue wise and date wise list of candidate with particulars will be printed by Company for PST, PET and written test for gate attendance (sheet with photograph and signature of candidate).</li> <li>4. PST will consist of traditional physical measurement with candidate based synchronized CCTV video recording.</li> <li>5. PET results will be recorded in to the e-Recruitment Software.</li> <li>6. Issuance of rejection slips/ result slips for candidates and also provides hard and soft copy of result sheets for PST/ PET at the close of each day of PST and PET test.</li> <li>7. Recording fingerprint of every candidate who clears PST. The Company will also carry out identification of each candidate by comparing fingerprint at every stage of PET.</li> <li>8. Setup video recording Cameras for recording of every PST/ PET event.</li> </ol>

	<ol style="list-style-type: none"><li>9. Deploy adequate manpower and technical staff to operate all equipment and systems.</li><li>10. Printing of question paper, carbonless (1+1) OMR answer sheet.</li><li>11. Install necessary system at each venue of written examination for identification of candidates by using biometric and CCTV recording.</li><li>12. Preparation of location and venue wise attendance list for written exam.</li><li>13. Evaluation of the OMR answer sheets, result and preparation of category wise merit list.</li><li>14. <b>Use of e-Recruitment Software for entire process from application to final merit list generation so as to facilitate accuracy, minimize cumbersome manual documentation.</b></li></ol>
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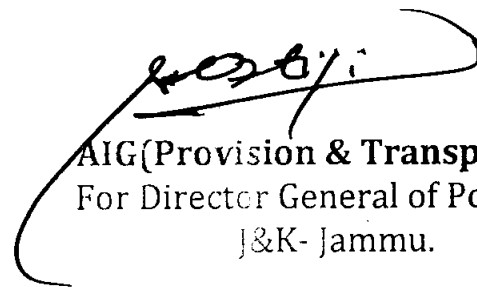
## Responsibility Matrix as per e-NIT.

## Annexure-I

S. No	Description	Responsibility of the Vendor
<b>Stage-Ist.</b>	Application forms+ Dummy form and acknowledgement card.	The Vendor shall ensure Designing of on-line Application form, Instruction sheet in English.
	Database Generation Processing	<ol style="list-style-type: none"> <li>1. Call letters to be generated and issued date wise and category wise such that maximum <b>1000 candidates are called for PST/PET on a given date at all locations.</b></li> <li>2. Making admit cards available on the website to enable applicants generate their admit cards if required uploading the above date in website.</li> <li>3. Roll number generation for PST/PET.</li> </ol>
<b>Stage-IIInd</b>	Database Generation Processing	<ol style="list-style-type: none"> <li>1. Call letters to be generated and issued date wise and category wise such that maximum <b>1000 candidates are called for PST/PET on a given date at all locations.</b></li> <li>2. Making admit cards available on the website to enable applicants generate their admit cards if required uploading the above date in website.</li> <li>3. Roll number generation for PST/PET.</li> </ol>
	PET (Physical Endurance Test)	<ol style="list-style-type: none"> <li>1. Ensure proper function of equipment and machine/ device being used.</li> <li>2. Providing serialized jackets containing RFID chip, capture start time, end time and lap timing for each candidate.</li> <li>3. Do video recording synchronized with RFID.</li> <li>4. Uploading of data on J&amp;K Police Server at PHQ J&amp;K.</li> </ol> <p>Timing Teams provided by the Vendor for executing timing process during PET.</p> <ol style="list-style-type: none"> <li>1. Based on the programmed location, the vendor shall divide the timing teams to execute the timing event with a minimum 03 meter wide timing setup and shall time the runners who are registered before the run. Sufficient Timing teams shall be formed during the project PET to be conducted at 05 locations.</li> <li>2. The PET for all candidates will be conducted on a 400 meter lap with minimum 03 meter wide track and the timing team of the Second Party shall time the runners per day. The number of runners to be allotted at each centre will be in consultation with the Recruitment Board.</li> </ol>
<b>Stage-IIIrd.</b>	i. Written examination.	<ol style="list-style-type: none"> <li>1. Setting/printing of question papers from pool of question to be approved by Recruitment Board.</li> <li>2. The call letters/admit cards shall be prepared for</li> </ol>



		<p>eligible or successful candidates from the preceding stage of recruitment project shall be listed and handed over to the Recruitment Committee. The list shall also be uploaded on J&amp;K Police website.</p> <ol style="list-style-type: none"> <li>3. Providing biometric attendance sheets and inkless pads at the centre for finger printing.</li> <li>4. Providing the carbonless OMR/ICR answer sheets at least 7 days before the date of written test. OMR/ICR answer sheets have to be supplied in bundles of 100 sheets.</li> <li>5. Scanning biometric attendance sheets and digitizing finger prints along with summarizing room wise and center wise attendance.</li> <li>6. Scanning two parts of OMR/ICR answer sheets separately and arranged for the online merging of data.</li> <li>7. Preparation of the category and circle wise merit and handing it over to respective Recruitment Committees.</li> <li>8. Videography of examination centres.</li> </ol>
	<p>Recruitment Project integration and software development</p>	<ol style="list-style-type: none"> <li>1. Project Integrations software development data uploading data collation from different centers of PST/PET and written examination compilation from different stages and agencies of recruitment and data processing and management on J&amp;K Police Server.</li> <li>2. Web based software applications to be developed for database management for each stage of recruitment process. The software so developed shall be handed over by the Second Party to the First Party along with its code and shall become property of the J&amp;K Police.</li> <li>3. Necessary training regarding recruitment operation to the IT Section and any other person proposed by Chairman J&amp;K Police Recruitment Board.</li> <li>4. Reports shall be generated by the developed application software for scrutiny and analytical purpose for each stage of the recruitment process.</li> </ol>

  
**AIG(Provision & Transport),**  
 For Director General of Police,  
 J&K- Jammu.

S.No	Description	Rate per candidate, to be quoted stage wise/cumulative.
01.	<p><b><u>Events</u></b></p> <ol style="list-style-type: none"> <li>i. Designing of on-line application form and instruction manual.</li> <li>ii. Allotments to PST/PET centres, generation of call letters and rejection letters.</li> <li>iii. Allotment of centres for PST/PET as per requirement of J&amp;K Police.</li> </ol> <p>All other requirements as per responsibility matrix stage-Ist.</p> <p><b><u>PST and PET.</u></b></p> <ol style="list-style-type: none"> <li>I. Capturing and verification of Biometrics.</li> <li>II. Deployment of traditional physical measurement with candidate based synchronized CCTV video recording.</li> <li>III. RFID Technology for PET running event.</li> <li>IV. Providing equipment and technical assistance for PST and preparation of data.</li> <li>V. Printing OMR/ICR sheets for PET, running, long jump, short put and pull-ups, scanning of OMR/ICR sheets, database preparation, and video recording of PET/PST.</li> <li>VI. All other requirements as per responsibility matrix stage-II.</li> </ol> <p><b><u>Written Examination &amp; Final Result.</u></b></p> <ol style="list-style-type: none"> <li>i. <u>Printing and supply of Question papers.</u></li> <li>ii. Design, Printing and supply of Carbon less OMR answer sheets.</li> <li>iii. Verification of Biometrics for the candidates at the entrance of written test.</li> <li>iv. Evaluation of Answer sheets and preparation of category wise merit list using e-Recruitment Software.</li> <li>v. Scanning/ imaging of OMR/ICR answer sheets, post and category-wise preparation of merit list.</li> <li>vi. Project integration, data collation from different centers of PST, PET and written examination, compilation from different stages and agencies of recruitment.</li> </ol>	

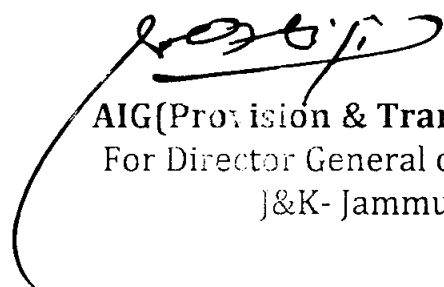
	<p>vii. Providing of bio-metric devices at written test locations ensuring identification of candidates.</p> <p>viii. Providing synchronized videography services with RFID/CCTV.</p> <p>ix. All other requirements as per responsibility matrix stage-III.</p>	
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**Terms & Conditions:**

1. The above prices are including of all applicable taxes and a clear-cut break-up of all applicable taxes shall have to be indicated in the total quoted prices carefully.
2. Any service which is not included in the above schedule shall be as per mutually agreed rate.
3. Boarding/lodging and transportation cost shall have to be borne by the tenderer.
4. **Payment Clause:** The Payment will be made as per actual number of the participants participating in each stage.

**Example:**

- a) Stage I: No of applications received, processed.
- b) Stage II: Say 1000 participants undergo PST/PET. Payment will be made on the actual No. of participants i.e. 1000 at stage II.
- c) Stage III: Out of 1000 participants in IIInd Stage, if 500 qualify for Stage III i.e. written exam. The Payment will be made on the actual candidates i.e. 500 candidates appearing for the stage III.
5. However the L1 shall be declared on the basis of the total quoted cost for whole exercise.

  
**AIG(Provision & Transport),**  
 For Director General of Police,  
 J&K- Jammu.

**APPENDIX-I**

**FORMAT OF AUTHORIZATION LETTER/CERTIFICATE:**

TO,

The Director General,  
J&K Police, Hqrs. Jammu/Srinagar.

**Subject;-** \_\_\_\_\_

Sir,

Please refer to your tender enquiry (NIT) No----dated-----.

1. We \_\_\_\_\_ who are proven and reputable vendors/firms/entities of \_\_\_\_\_ ( name and description of the contract offered in the tender) having factories at \_\_\_\_\_ hereby authorize M/s \_\_\_\_\_ (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above said contract.
2. We further confirm that no vendor or firm or individual other than M/s \_\_\_\_\_ (name and address of the above agent/dealer) is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above said contract.

Yours faithfully,

Signature with date, name and designation  
For and on behalf of M/s \_\_\_\_\_  
(Name and address of the firm/vendor)

**Note:-**

- a. This letter should be on the letter head of the manufacturing firm and should be signed by the person who is competent having the power of attorney.
- b. Scan copy of the original letter must be attached with tender documents.

**SIGNATURE OF THE TENDERER.**

**APPENDIX-II**  
**Performance statement for last five years.**

Name of the firm	
Description of contract	
Quantity on order	
Value	
Work order completion date as per supply order(to be accompanied with a certificate of the State Police/Central PMF for which work has been executed)	
Contract completed/finalized within original schedule.	
Final completion date of work order.	
Reasons for delay in completion ( if any)	

Signature of Tenderer

**APPENDIX-III**

**General instruction/CHECK LIST FOR TENDERERS;**

**Before submission of tender documents, the tenderers should check whether they have complied with the following requirements of otherwise;-**

<b>S.No</b>	<b>Requirement to be checked before submission of the tender</b>	<b>Complied (Please indicate YES or NO after complying with the requirement.</b>
1.	The tenderers for their own ease shall fill in relevant details of NIT offline & upload the same after ensuring accuracy	
2.	Whether tender fee scan copy is enclosed, with the technical bid?	
3.	Whether Earnest Money Deposit (EMD) scan copy is enclosed with the technical bid?	
4.	If an SSI Unit, the same is indicated in the tender and scan copy of valid registration certificate is enclosed or not?	
5.	Whether scanned copy of complete tender documents are up-loaded in the technical bid duly signed having official seal on all pages or not?	
6.	Whether tender documents are submitted in two bid system i.e. Technical and Financial Bids separately as per tender enquiry or not?	
7.	Whether offer validity as required in tender enquiry is accepted and indicated in your tender document or not?	
8.	Whether terms of completion period as required in tender enquiry is accepted and indicated in your tender document or not?	
9.	Whether payment terms as required in the tender enquiry is accepted and indicated in your tender document or not?	
10.	Whether compliance statement in the format as required in tender enquiry is enclosed with the supporting technical documents/proof, for each point/parameter or not?	
11.	Whether performance statement for last 3 years as required in tender enquiry in the format is enclosed or not. If not, reason thereof is given?	
12.	(a) Status of tenderer as to whether manufacturer or manufacturer's authorized agent is indicated in your tender document. If authorised agent/dealer, valid authority letter for the stores offered from the manufacturer is enclosed or not.	
13.	If called for in the T.E. whether acceptance of functional demo/field trial clause, is specified in your tender document or not?	

14.	Whether indicated in the tender document, if your firm's business dealings is banned by any Govt/Private agency or recommended for blacklisting or not?	
15.	The complete commercial quote should be in Indian Rupees only. Currency of price should be clearly mentioned (wherever applicable).	
16.	Tenderers are required to indicate Basic Rate, Service Tax/GST and any other charges separately in the relevant columns of the BOQ.	
17.	Tenderer will attach justification of price quoted which should include the recently executed contracts of the store in question with Govt/Semi Govt Organizations etc.	
18.	No column should be left blank. Wherever amount is not quoted, the column should be clearly marked as 'Nil'.	

S No	Sensitive Documents part of Technical bid	Non Sensitive Documents
1.	Valid registration certificate/industrial license of original manufacturer for the items quoted	Performance statement of three years
2.	Valid authorization letter of original manufacturer in case of approved dealer	Govt. supply orders for same if any
3.	Valid registration certificate of approved dealer with central/state sales tax department for the items quoted	Income tax clearance
4.	Vat clearance	
5.	SSI unit -registration certificate	
6.	SSI unit - functional certificate	
7.	Scanned copies of EMD and Tender Fee	
8.	Scanned copy of NIT duly Signed & sealed	

**SIGNATURE OF THE TENDERER WITH SEAL**