

**F.No.2/6/2022-G.II**  
**UNION PUBLIC SERVICE COMMISSION**  
**GENERAL II SECTION**

**Subject: A Pilot for Implementation of Biometric Capturing & Authentication/QR Code Scanning and Video Surveillance during UPSC's Examinations/Recruitment Tests**

UPSC intends to make use of current technology to match/cross-check the biometric details of candidates during the various stages of the exam process and also to monitor various activities of candidates during exams. In this regard, the Commission desires to undertake biometric capturing and authentication, digital fingerprint capturing of candidates, QR Code scanning of e-Admit cards and live CCTV surveillance of Exam venues. Initially, the project is to be implemented on pilot basis in one Recruitment Test/Exam of the Commission with about 19,000 candidates in around 100 venues across 15 cities of India (The number of candidates, venues and cities may decrease or increase). Detailed Scope of Work/Technical Specifications may be seen at Annexure-I. Accordingly, online bids are invited from reputed Indian firms/PSU's having proven record and relevant experience in the field for implementation of the said project. Manual bids shall not be accepted.

**General Terms & Conditions**

**Critical Date Sheet**

Date of Publishing on CPP Portal	23.09.2022
Document Download Start Date	23.09.2022
Document Download End Date	14.10.2022
Bid Submission Start Date	23.09.2022
Clarification Start Date	23.09.2022
Clarification End Date	04.10.2022
Last Date for Uploading of Online Tender	14.10.2022
Date & Time for Opening of Technical Bids	17.10.2022
Earnest Money Deposit (EMD)	Rs. 2,00,000/-

Bids shall be submitted online only at CPPP website:  
<https://eprocure.gov.in/eprocure/app>.

**Bidders are advised to follow the instructions provided for e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.**

Bid documents may be scanned with **100 dpi** with black and white option which helps in reducing size of the scanned document.

## **1. Procedure of Submission of Bids**

**The tender shall be submitted online in two parts viz. technical bid and price bid.** All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Fax/e-mail or any other mode shall not be considered. No correspondence will be entertained in this matter.

### **(a) Technical Bid**

The following documents are to be uploaded by the bidder along with the Technical Bid as per the tender document:-

- (i) Signed scanned copy of Earnest Money Deposit (EMD) amounting to Rs. 2,00,000/-.
- (ii) Signed scanned copy of PAN card.
- (iii) Signed scanned copy of Goods and Services Tax Registration certificate.
- (iv) Signed scanned copies of I.T. returns of the firm for the preceding three years i.e. 2019-20, 2020-21 & 2021-22
- (v) Signed scanned copies of Audited Balance Sheets, Profit & Loss Account of the firm for the preceding three years i.e. 2019-20, 2020-21 & 2021-22.
- (vi) Signed scanned copy of Certificate of Incorporation of the company.
- (vii) Signed scanned copies of Work Order and Completion Certificate during the last five years.
- (viii) Signed scanned copies of ISO 9001 and ISO 27001 (Information Security Management System Standard)/STQC certificate.
- (ix) Signed scanned copy of Technical Compliance Report (as at Annexure-II) w.r.t. Scope of Work.
- (x) Signed scanned copy of Certificate (as at Annexure-III) duly signed by the authorized signatory.
- (xi) Signed scanned copy of Undertaking (as at Annexure-IIIA) duly signed by the authorized signatory.
- (xii) Signed scanned copy of Declaration (as at Annexure-IV) duly signed by the authorized signatory.
- (xiii) Signed scanned copies of all supporting documents as per checklist (Annexure-VI).

**(b) Price Bid**

The bidder will submit its rates in **BOQ (.xls) format** in accordance with the proforma for Price Schedule prescribed at **Annexure-V**. Rates should be quoted exclusive of taxes. Taxes shall be quoted separately along with rates.

- (c) The **hard copy** of original instruments Earnest Money Deposit (EMD) of Rs.2,00,000/- (Rupees Two Lakh only) in the form of a Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee/Fixed Deposit Receipt payable to the Secretary, UPSC must be delivered **to UPSC** on or **before bid submission end date/time** as mentioned in **critical date sheet**.

**2. Late Bids**

The late bids i.e. the bids received after the specified date & time for receipt of bids shall not be considered.

3. The bid should be valid for a period of 180 days from the date of opening of bids.

**4. Earnest Money Deposit**

- (i) An Earnest Money Deposit (EMD) amounting to **Rs. 2,00,000/- (Rupees Two Lakh only)** shall be deposited in the form of a Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee/Fixed Deposit Receipt payable to the Secretary, UPSC at Delhi/New Delhi. No exemption would be permitted from submission of EMD except as provided in Rule 170 of GFR 2017. Bids without Earnest Money Deposit and in any form other than prescribed above will be summarily rejected.
- (ii) The EMD should remain valid for a period of forty-five days beyond the final bid validity period.
- (iii) The EMD of the unsuccessful bidders would be returned to them after the finalisation of the tender. No interest on EMD would be payable by UPSC under any circumstances.

**5. Performance Security**

- (i) The successful bidder will be required to furnish Performance Security @3% of the value of the contract. The Performance Security shall remain valid till ninety days of the completion of all contractual obligations including warranty obligations, if any. The Performance Security shall be in the form of Demand Draft/Pay Order/Bank Guarantee in favour of Secretary, UPSC payable at Delhi. The Performance Security would be retained by the Commission till satisfactory completion of the project.

- (ii) It should be clearly understood that in the event of the work not being completed as per the Scope of Work and time schedule laid down by the UPSC, the Performance Security is liable to be forfeited. This will be in addition to the liquidated damages/penalty, if any, which may be imposed as specified in the terms and conditions hereto. The EMD would be refunded to the successful bidder on receipt of Performance Security. No interest on Performance Security would be payable by UPSC under any circumstances.

### **Eligibility Criteria**

6. The bidder shall be a company/PSU registered under Indian laws. Certificate of incorporation has to be attached with the technical bid.
7. The bidder has to be a profit-making company and shall have annual turnover of at least Rs. 20 lakh during each of the last three financial years i.e. 2019-20, 2020-21 & 2021-22. In support of the turnover, the bidder shall submit the following documents:-
  - (i) IT Returns of the firm for the preceding three years i.e. 2019-20, 2020-21 & 2021-22.
  - (ii) Audited Balance Sheets, Profit & Loss Account of the firm for the preceding three years i.e. 2019-20, 2020-21 & 2021-22.
8. The bidder shall have executed at least 02 (two) projects relating to biometric authentication/digital fingerprint capturing of candidates, QR Code scanning of e-Admit cards and live CCTV surveillance of Exam venues for examination-based projects for at least 50,000 candidates in a single shift during the last 5 (five) years in Government departments, Public Sector Undertakings (PSU's), Public Service Commissions or Govt. bodies/organizations involved in examination work. In this regard, copies of Work orders and completion certificates are to be attached with the technical bid. In addition to the above, the vendor must also have the capability to conduct the pilot project for 20,000 candidates in a single slot in the 15 cities as listed in Annexure-IA. In this regard, the vendor shall submit an undertaking as per proforma mentioned in Annexure-IIIA.
9. The company should have ISO 9001 and ISO 27001 (Information Security Management System Standard)/STQC certificate. Documentary proof to be submitted along with Technical Bid.
10. The bidder should have its own/rental of Tier-3 Data Centre and DR recovery at 2 different locations within India for storage of sensitive data of examinations.

### **Other Terms & Conditions**

11. The bidder shall submit a certificate stating that all the terms and conditions of the tender are acceptable to them (Annexure-III). The bidder shall also furnish a clause by clause Technical Compliance Report (Annexure-II) with respect to the Scope of Work. In case of deviations, a statement of the deviations and exception to the provision of the technical specifications and commercial conditions shall be given by the bidder. UPSC, however, reserves the right to accept or reject them and will not be bound to give reasons for its refusal to consider the bid with such deviations.
12. Hypothetical and conditional bids will not be entertained.
13. The Agency will be responsible for arranging the equipment in perfect working condition and will have to post adequate number of trained personnel for the day of Test/Examination.
14. The pilot project is to be executed in the upcoming Recruitment Test (RT)/Exam. The number of candidates for the RT/Exam is 19,000 (approx.) to be conducted in around 100 venues in 15 cities across the country. The number of candidates, venues and cities for the RT/Exam are indicative only and may vary depending on the requirements and decision of the Commission.
15. Rates shall be quoted in Indian Rupees only and shall include all charges related to transportation & installation of the systems at the venues/Centres.
16. Taxes shall be quoted separately along with rates. Otherwise, the quoted rates would be taken as inclusive of taxes and no subsequent request for addition of taxes would be entertained by this office.
17. Income Tax: Recoverable at source from tender bills, as applicable.
18. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified herein. Withdrawal of a bid during the interval may result in forfeiture of EMD of such bidder.
19. In the event of the firm or the concerned division of the firm being taken over/bought by another firm, all the obligations and execution responsibilities under the agreement shall pass on to the new firm.
20. The bidder should not have been debarred/blacklisted by any Organization/Board/Council/University/Commission and any other Government /PSU/Government undertaking organization in the last five years.
21. The bidder shall execute the work strictly in accordance with the terms and conditions of NIT including Scope of Work.
22. The vendor will have to make necessary arrangements at all the venues/centers as per the requirement communicated by the Commission.

23. Bid should strictly conform to the scope of work mentioned at Annexure-I. All bidders are required to fill the technical compliance statement (Annexure-II) without which the bid is liable to be rejected.

24. **Risk Purchase Clause:** If the firm after submission of bid and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of the tender document and/or fails to execute the work as per prescribed schedule given or at any time repudiates the contract, the UPSC will have the right to forfeit the EMD, invoke the performance security, deposited by the firm and get the work done from other firm at the risk and expense of the firm. The cost difference between the alternative arrangement and firm's bid value will be recovered from the firm along with other incidental charges. In case UPSC is forced to get the work done through alternative sources and if the cost is lower, no benefit on this account would be passed on to the firm.

## 25. Evaluation of Bids

(i) Technical bids would be evaluated based on eligibility criteria, compliance with the scope of work and other terms & conditions of the tender.

(ii) Financial bids of only those bidders would be opened whose technical bid have been approved by the Competent Authority of UPSC. L-1 bidder will be decided based on the total of the rates quoted by the bidder inclusive of taxes.

26. The firm shall not divulge any details, whatsoever, pertaining to the project to anybody without the prior permission of UPSC.

27. The firm shall not sub-contract the operational aspects and will be solely responsible for the safe and smooth execution of the project.

28. **Liquidated Damages:** The successful vendor has to execute the work strictly as per scope of work and in accordance with the terms & conditions of the tender. In the event of failure to abide by the tender terms & conditions, UPSC may, without prejudice to any other right or remedy available, recover any such amount suffered as loss from the vendor as ascertained/assessed by this office as liquidated damages in addition to forfeiture of Performance Security submitted by the vendor.

## 29. Payment Terms:

(i) 75% payment would be released on successful conduct of Examination/Recruitment Test by the firm and handing over of the complete data to the satisfaction of user Branch/IS Wing of UPSC.

(ii) Remaining 25% payment would be released after conduct of interviews and analysis of data, rectification of discrepancies, if any, by the firm and upon certification by user Branch/IS Wing of the Commission.

30. **Force Majeure:** The firm shall not be responsible for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, war, riots, embargoes, strikes, lockouts, act of any Government authority, delays in obtaining licenses or rejection of applications under the statutes, power failure, accidents or disruption or operations arising from causes not attributable to any mala fide acts of firm, fire or floods. The agency for which it becomes impossible to meet obligations under this contract value to force majeure conditions is to notify in written to the Commission of the beginning & cessation of the above circumstances immediately but in any case not later than 10 (ten) days from the moment of beginning.
31. **Arbitration:** Any dispute or difference whatsoever arising between UPSC and the firm out of or relating to the conclusion, meaning and operation or effect of this contract or the breach thereof shall be settled by the Arbitrator to be appointed by UPSC in accordance with the provisions of Arbitration and Conciliation Act, 1996 and the award in pursuance thereof shall be binding on UPSC & the firm. The venue of Arbitration shall be at Delhi.
32. **Jurisdiction:** Subject to the arbitration herein above provided, any suit or proceedings to enforce the right of either of the parties hereto shall be instituted in and tried only by the courts in Delhi and by no other court, and both the parties hereto hereby expressly agree to submit to the jurisdiction of such court.
33. The UPSC reserves the right to accept or reject all or any of the bids without assigning any reasons. The decision of the Secretary UPSC would be final and binding.
34. The tender notice is also available on UPSC's website: [www.upsc.gov.in](http://www.upsc.gov.in)

(R.K. Dixit)  
Under Secretary (G-II)

## **ANNEXURE-I**

### **Scope of Work**

UPSC is an apex body entrusted with the task of conducting of examinations for appointment to the services of the Union. In a calendar year, UPSC conducts 13 major examinations along with a number of Recruitment Tests and Interviews for induction to Group 'A' and Group 'B' posts of the Govt. of India. With a view to strengthen the objective of transparent examination scheme and to curb the malpractices of the candidates, the Commission desires to incorporate the use of technologies for monitoring through video surveillance, scanning QR Code of e-Admit Card and Digital finger-print capturing against e-Admit Card Roll Nos. and authentication at the stage of interview.

#### **A. For Live CCTV Surveillance during Examinations/Recruitment Tests**

##### **Project Objectives:**

UPSC is keen to implement CCTV/video surveillance with recording and live broadcast system to monitor various activities of the candidates and other persons deployed to conduct Commission's Examinations at the various cities/ sub-centres across the country under secure environment. As a pilot project, video surveillance facility is required at around 100 venues in 15 cities pan-India. Each venue requires around 10-12 CCTV cameras covering corridors, neighbouring areas outside toilets, entry gate and its control room. Examination schedule and the detailed list of examination centers/venues will be provided by UPSC, at least two weeks prior to conduct of examination. The bidder will have to ensure installation/implementation of the required video surveillance system with the following functionalities.

1. Installation of CCTV Color cameras should be made at least one day in advance from the scheduled date of examination and/or in such a way that the CCTVs are required to be functional for one hour before the scheduled time of commencement of the examination and must be operational till half an hour after the completion of the examination.
2. To organize and provide required manpower to install the CCTV devices at the Centers.
3. Bidder has to maintain the entire database and application server at two different locations within India, making one site as DC (Data centre-Cloud based) and other site as DR (Disaster recovery- Cloud based).
4. CCTV feed data should travel through secured VPN Tunnel and one copy should be maintained at Cloud based storage.
5. In case of Live CCTV surveillance, Cameras should be connected to Internet to relay the data to Control room setup at UPSC, New Delhi. Bidder has to ensure that atleast



90% live camera feed is made available at UPSC control room at all times during the entire duration of examination under secure environment.

6. For multiple streaming/viewing of live CCTV Feed in UPSC control room, the LED screens set up by the bidder should be able to identify state, city and exam centre.
7. Bidder has to make available at least 10 x 12 feet video screen/ wall at UPSC Control room with adequate manpower and laptops.
8. During the period of examination, CCTV facility shall not be interrupted due to any technical fault, etc., and the bidder shall take due care of functioning of CCTV with adequate backup of CCTV during the conduct of examination and as per the time period mentioned in the Work Order of respective assignments.
9. The bidder is required to submit complete recording of the entire examination duration within 10 days of successful completion of the examination.
10. Computer/ Laptop and manpower will be provided by Bidder in UPSC Control Room.
11. Internet and other arrangements on every Exam center would be in the scope of Bidder.
12. Bidder should have adequate number of Color CCTV cameras available (as backup) in case of emergency.
13. Bidder has to install CCTV camera as per list of Centres provided by the UPSC for close observation of activities of the candidates especially in the corridors and control room of concerned exam centers.

### **Technical Specifications for CCTV Camera**

<b>Sr. No</b>	<b>Feature</b>	<b>Specification</b>	<b>Remarks</b>
1.	Image Sensor	1 /3" 2MP HQIS Pro Image Sensor	
2.	Minimum Illumination	0. 01Lux/F2.1(Colour), 0Lux/F2.1(IR on)	
3.	Shutter Speed	Auto/Manual, 1s-1/100000s	
4.	White Balance	Auto/Manual	
5.	Gain Control (AGC)	Auto/Manual	
6.	Lens	3.6mm ( 6mm optional)	
7.	Back Light Compensation	BLC/ HLC/ DWDR	
8.	S/N Ratio	More than 50Db	
9.	Video Compression	H.264/ H.264H/ 11.2648/ MJPEG	
10.	Resolution	1080P(1920x1080)/720P(1280x720)/01(704x576/704x480)/CIF(352x288/352x240)	
11.	Frame Rate	Main Stream :1080P(1 25/30fps), Sub Stream :01(1 25/30fps)	
12.	Privacy Mask	Up to 4 areas	
13.	ICR	Auto (ICR)/Colour/B/W	
14.	Protocol	IPv4/IPv6, HTTP, HTTPS, SSL, TCP/IP, UDP, UPnP, ICMP, IGMP, SNMP, RTSP, RTP, SMTP, NTP, DHCP, DNS, PPPOE, DONS, FTP, IP Filter, ONVIF, QoS, Bonjour	
15.	Ethernet	14.1-45 (10/100Base-T)	
16.	Smart Phone	iPhone, iPad, Android, Windows Phone	
17.	IR	IR Range of 30 Mtr. Or higher	
18.	Ingress Protection	IP67	
19.	Operating Temperature	-30°C-+60°C, Less than 95%RH	
20.	Power Source	DC12V, PoE (802.3a0	
21.	Power Consumption	<3.8W(IR on)	
22.	Dimension	0108mm x 84mm	
23.	Weight	0.25 Kg (with package 0.38Kg) or less	

**B. For Scanning of QR Code/barcode)**

**Project Objective:**

UPSC is keen to implement Scanning facility of QR Code/barcode printed on e-admit cards of candidates which provides an added layer of security to authenticate a candidate's identity during Commission's examinations at various cities/ sub-centres spread across the country under secure environment. As a pilot project, scanning of QR code/barcode facility is required at around 100 venues in 15 cities pan-India. At least one QR code/barcode scanner integrated hand-held portable device/ Tablets is required for every 72 candidates. The examination schedule and the detailed list of examination centers/venues will be provided by UPSC to the successful bidder at least two weeks prior to conduct of the examination. The bidder will have to ensure the implementation of module for scanning of QR Code/barcode in e-Admit Cards with the following functionalities:-

1. UPSC will provide centre-wise candidate data (Roll numbers, Photos, Name, Exam date/shift, Center Details etc.) of all registered candidates to the bidder. Bidder will then use this data to verify the candidate's details through Scanning of QR Code/barcode printed on E-Admit Card to verify the candidate's identity during the examination and subsequent stages of the process.
2. Bidder will have to install QR code/barcode scanner integrated hand-held portable device/ Tablets, along with manpower at each & every Examination centre at the time of examination.
3. Bidder's manpower should reach the examination center at least two hours before the exam time on the day of examination and download the candidates' data on a tablet.
4. The implemented solution should have the provision of real-time attendance monitoring system through secured web server.
5. Bidder has to maintain the entire database and application server at two different seismic zones within India, making one site as DC (Data centre) and other site as DR (Disaster recovery).
6. Bidder's manpower present at the center will have to scan the QR code/barcode containing details of the candidate to auto-fetch the candidate's details from the Application Database (provided by UPSC). During the scanning process the student's information is immediately retrieved and the same can be instantly matched and verified.

7. The entire scanning process should be completed through a Tablet device loaded with E-Admit Card QR Code/barcode Scanning software. All activities should be completed before the beginning of examination.
8. The bidder has to perform physical verification of Candidate photo with application database (provided by UPSC) at the time of security gate entry.
9. QR code/barcode scanning activity shall not be stopped on any ground and scanning/verification work must be completed during the stipulated time period of the examination.
10. The bidder should not take away any data either in hard copy or soft copy and the work is to be carried out in the designated exam centres.
11. The bidder will depute at least One QR code/barcode scanner integrated hand-held portable device/Tablets per manpower on every 72 candidates during the Examination and subsequent stages of the process as & when scheduled by UPSC. Additional Hand-held devices should be made available as per normal practice in case of emergency.
12. The bidder will have to ensure that the all the devices must be functional and QR code/barcode of each and every candidate's e-admit card who have appeared in the examination at each centre is scanned.
13. If the examination is conducted in two or more shifts in a day at a centre, the activity should be performed separately in all the shifts during the duration of examination.
14. After completion of work, the bidder has to submit self-attested centre-wise work completion certificate to the UPSC.
15. Solution should not be Laptop/PC based. It should be QR code/barcode scanner integrated hand-held portable device/ Tablets only.

### **C. For Digital Finger-Print Capturing**

#### **Project Objective:**

UPSC is keen to implement digital finger-print capturing facility for candidates in the examination hall which provides an added layer of security to authenticate a candidate's identity during Commission's examinations at the various cities/ sub-centres across the country under secure environment. As a pilot project, digital finger print capturing facility is required at around 100 venues in 15 cities pan India. At least one hand-held portable device/ Tablets is required for every 72 candidates. The examination schedule and the detailed list of examination centers/venues will be provided by UPSC to the successful bidder atleast two weeks prior to commencement of the examination. The bidder will have to ensure the implementation of Digital finger-print capturing against e-Admit Card Roll Number in the Examination Hall with the following functionalities:-

1. UPSC will provide centre-wise data (Roll numbers, Photos, Name, Exam date/shift etc.) of all registered candidates to the bidder. Bidder will then upload this data on their cloud against respective center details for all shifts. Uploaded data will be used for Finger-print capturing against Admit Card Roll Number in the Examination Hall and candidate verification during the subsequent stages of the examination process.
2. Bidder will have to deploy QR code scanner integrated hand-held device for Fingerprint capturing & Face recognition along with manpower at each & every Examination centre to carry out biometric capturing activity.
3. Center-wise candidate data to be downloaded in hand-held devices deployed at respective centers, this activity should be done one day before the examination. All devices should have data stored in secure & encrypted format to ensure that it cannot be reverse engineered.
4. QR code containing roll number on the Admit card of the candidate should be scanned/read to auto-fetch the candidate details from Application Database (provided by UPSC) and in case, QR is missing on admit card, then manual entry of roll number with candidate's information has to be made. This will be followed by capturing of candidate's Fingerprint data by the Hand-held device. This activity shall be performed in the entry of the examination hall and in each and every shift. All activities should be completed 30 minutes before commencement of an examination.
5. Solution should have provision of real-time attendance monitoring system through a secured central web server.
6. Bidder has to maintain the entire database and application server at two different seismic zones within India, making one site as DC (Data centre) and other site as DR (Disaster recovery).

7. During the above activity it should be ensured that:
  - A candidate assigned at center C1 cannot be enrolled at any other center C2.
  - While manually entering candidate's Roll No. during enrolment process, 2 candidates with different Roll Nos should not be enrolled on a single Roll No. due to any typo error.
8. System should have provision for real time monitoring of the enrolment activity with GPS coordinates against every enrolment and time stamp to ensure that enrolment is done during the defined shift.
9. Bidder should deploy de-duplication algorithm across the database to avoid the duplicity of enrollment records.
10. Biometric activity shall not be stopped on any ground and data capturing /identification work must be completed during the stipulated time period of the examination.
11. After the completion of activity as per scope, the bidder will hand-over the entire captured data in HDD in a sealed manner with super scribing Exam Name along with report and forwarding letter duly signed by the bidder to the UPSC, on the day of examination.
12. The bidder shall not be allowed to take away any data either in hard copy or soft copy and the work is to be carried out in the designated exam centres.
13. The Bidder must verify identity of the candidates from the captured data taken during the examination at the time of interview/verification process as scheduled by UPSC.
14. The bidder will depute at least One Hand-held Fingerprint scanner / Face recognition device per manpower on every 72 candidates during different Examination stages as & when scheduled by UPSC. Additional Hand-held devices should be made available as per normal practice in case of emergency.
15. The bidder will have to ensure that the all the devices must be functional and has captured Fingerprint& Photographs of each and every candidate who have appeared in the examination at each centre.
16. If the examination is conducted in two or more shifts in a day at a centre, the activity should be performed separately in all the shifts during the duration of examination.
17. After completion of work, the bidder has to submit self-attested centre-wise work completion certificate to the UPSC.
18. Solution should not be Laptop/PC based. It should be Hand-held device integrated with STQC approved Hand-held scanner only.

**Annexure-IA**

**COMBINED RECRUITMENT TEST**

<b>S. No.</b>	<b>Name of Centre/City</b>
1	AHMEDABAD
2	BHOPAL
3	CHENNAI (MADRAS)
4	DELHI
5	DISPUR (GUWAHATI)
6	JAIPUR
7	JAMMU
8	KOCHI (COCHIN)
9	KOLKATA
10	LUCKNOW
11	MUMBAI
12	NAGPUR
13	PORT BLAIR
14	RANCHI
15	VISHAKHAPATNAM

**ANNEXURE-II**

**Compliance Report w.r.t. Scope of Work**

We (Name of Firm) \_\_\_\_\_ hereby furnish the technical compliance report as per NIT as under:-

<b>Sr. No.</b>	<b>Particulars</b>	<b>Compliance Report ( Yes or No)</b>	<b>Page No.</b>
1	We confirm the acceptance & understanding of deliverables by the bidder with respect to Scope of Work (Annexure-I) and other terms and conditions of NIT.		
2	Bidder should have its own/rental site of Tier-3 Data centre and Disaster recovery at 2 different locations within India for storage of sensitive data of examination.		
3	Bidder should have Signed scanned copies of ISO 9001 and ISO 27001 (Information Security Management System Standard)/STQC certificate.		
4	Please confirm that the requisite CCTV cameras will be as per specifications provided in the Annexure-I		
5	Please confirm that at least one QR code/barcode scanner integrated hand-held portable device/Tablets per manpower on every 72 candidates during the Examination		

\*The bidder must provide all the requisite details along with reference page number in separate sheet.

The following are the deviations in activities/scope w.r.t. tender document conditions:-

<b>Dated:</b>	<b>Signature:</b>
<b>Name of Firm:</b>	
<b>Company Seal:</b>	



**ANNEXURE-III**

We \_\_\_\_\_  
\_\_\_\_\_ (Name & Address of the Firm) have in response  
to your NIT Dt. \_\_\_\_\_ submitted a technical & financial bid for the said tender. As  
required under NIT, we hereby certify as under: -

1. That all the terms and conditions of the tender are acceptable to us.
2. That we have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years.
3. That we fully understand the Scope of Work specified in the NIT and our bid is strictly in accordance with the Scope of Work.
4. That we have not been debarred/blacklisted by any Organization/Board/Council/University/Commission and any other Government/PSU/Government undertaking organization in the last five years.

(Authorized Signatory)  
Name & Address of the Firm  
Phone No. of Authorized Signatory

**ANNEXURE-III A**

**UNDERTAKING**

We \_\_\_\_\_ (Name of the Firm) hereby affirm that we have the capability to conduct the pilot project for implementation of biometric capturing and authentication, digital fingerprint capturing of candidates, QR Code scanning of e-Admit cards and live CCTV surveillance of UPSC Exam/RT venues for 20,000 candidates in a single slot in the 15 centres as mentioned in Annexure-IA of this document.

(Authorized Signatory)  
Name & Address of the Firm/Bidder  
Phone No. \_\_\_\_\_

**ANNEXURE-IV**

**DECLARATION**

I \_\_\_\_\_ s/o/d/o Shri  
\_\_\_\_\_ hereby declare that none of the relatives  
of any employee of my firm is employed in Union Public Service Commission (UPSC),  
New Delhi. In case at any stage, it is found that the information given by me is  
false/incorrect, UPSC shall have the absolute right to take any action as deemed fit  
without any prior intimation to me.

Dated: \_\_\_\_\_

(Dated Signature of the Bidder  
with Stamp of the firm)  
Phone No. of Authorized Signatory

**ANNEXURE-V**

**Financial Bid/Price Schedule**  
**(To be uploaded in BOQ format only)**

S. No.	Particulars	Rate per Candidate per Shift (in Rs.)*	Effective rate of tax in % as applicable on date of tender	Total (incl. of tax)
1.	Biometric authentication/digital fingerprint capturing of candidate			
2.	QR Code scanning of e-Admit card			
3.	Live CCTV surveillance during Examination/Recruitment Test*			
4	Total			

\*The rate with respect to S.No. 3 should be quoted “per camera per shift” and not “per candidate per shift”.

Note:

1. Rates should be quoted exclusive of taxes. Taxes as applicable at the time of bid submission shall be indicated separately along with the rates, failing which, quoted rates would be taken as inclusive of taxes and no further request for inclusion of taxes would be entertained by this office.
2. Taxes will be taken into account for financial evaluation.
3. Payment will be made by taking into account the effective rate of tax as applicable at the time of payment.

**ANNEXURE–VI**

**CHECKLIST**

S. No.	Particulars	Whether enclosed/not	Page No.
1	Whether Earnest Money Deposit (EMD) amounting to Rs.2,00,000/- enclosed.	Yes/No	
2	Whether copies of PAN card enclosed.	Yes/No	
	Whether copies of Goods and Services Tax Registration certificate enclosed.	Yes/No	
3	Whether copies of I.T. returns for the preceding 3 years i.e. 2019-20, 2020-21 & 2021-22 enclosed.	Yes/No	
4	Whether copies of Audited Balance Sheets, Profit & Loss Account of the firm for the preceding three years i.e. 2019-20, 2020-21 & 2021-22 enclosed.	Yes/No	
5	Whether copy of Certificate of Incorporation of the company enclosed.	Yes/No	
6	Whether copies of Work Order and Completion Certificate during the last five years enclosed.	Yes/No	
7	Whether ISO 9001 and ISO 27001 (Information Security Management System Standard)/STQC certificate enclosed	Yes/No	
8	Whether copy of Technical Compliance Report (as at Annexure-II) w.r.t. Scope of Work (Annexure-I) enclosed.	Yes/No	
9	Whether copy of Certificate (as at Annexure-III) duly signed by the authorized signatory enclosed	Yes/No	
	Whether copy of Undertaking (as at Annexure-IIIA) duly signed by the authorized signatory enclosed.	Yes/No	
10	Whether copy of Declaration (as at Annexure-IV) duly signed by the authorized signatory enclosed.	Yes/No	

Authorized Signatory  
Name & Address of the Firm with Tel.No./Mobile No./ Fax No.

### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed,

the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.