



U.P. STATE MEDICAL FACULTY

REQUEST FOR PROPOSAL (RFP)

THIRD RE-TENDER

**SELECTION OF AGENCY FOR CONDUCTING ON-GROUND INSPECTION FOR AFFILIATION OF
NURSING & PARAMEDICAL INSTITUTES IN THE STATE OF UTTAR PRADESH**

**The Secretary,
U.P. STATE MEDICAL FACULTY**

5, Sarvpalli, Mall Avenue Road, Lucknow – 226001(U.P.)

Website: <https://upsmfac.org>

**Email Id:
upmedicalfaculty@upsmfac.org**

RFP NO.: 1180/24

DATE: 15.02.2024

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Fact Sheet

Sr. No.	Particulars	Details
1	Tender ID	UPSMF – 1180/24
2	Tender date	17-02-2024
3	Tender Cost	25,000+GST
4	Selection Method	Tender will be awarded to the Bidder with the highest score based on the QCBS Evaluation Method
5	RFP issued by	The Secretary, U.P. STATE MEDICAL FACULTY 5, Sarvpalli Mall Avenue Road, Lucknow - 226001 (U.P.) India
6	Availability of RFP	RFP can be downloaded from Website: https://upsmfac.org
7	EMD	Earnest Money Deposit of Rs. Three Lakh only (Rs.3,00,000.00). Demand Draft in favour of The Secretary, U.P. State Medical Faculty payable at Lucknow from any of the scheduled bank.
8	Bid validity	90 days
9	Nodal Officer for correspondence and Clarification	Nishant Srivastava Email Id: upmedicalfaculty@upsmfac.org Mobile: 8090000829
10	Last date for Pre bid queries	20-02-2024
11	Pre bid conference	21-02-2024 at 03:00 pm Venue: U.P. State Medical Faculty, 5, Sarvapalli Mall Avenue Road, Lucknow-226001
12	Last date of bid submission (In the office of UPSMF)	Proposals must be submitted no later than: 04-03-2024, 02:30 pm
13	Opening of Technical bid (In the office of UPSMF)	04-03-2024, at 04:00 pm
14	Presentation & Demonstration	To be declared later
15	Opening of Financial bid	To be declared later

Objective

The aim is to conduct a comprehensive and independent third-party inspection of the Details colleges/institutions Nursing and Paramedical (Diploma and Degree courses) that have applied for fresh affiliation/increase in seat capacity with the U.P. State Medical Faculty, Lucknow. Furthermore, the inspection aims to verify compliance with the norms set by the Indian Nursing Council (INC) or the State department, which must be adhered to during the aforementioned process.

Specific objectives of study are as follows:

1. Assessment of Infrastructure, Resources, and Hospital Functionality:

- The inspection shall cover various areas within the college/institution, including the Teaching Block, Hostel Block, Hospital Block, and Affiliated Hospital.
- Verification of the presence of an adequate number of classrooms within the institution, ensuring they meet the program's capacity requirements in accordance with INC/State department norms.
- Verification of the availability of program-specific laboratories (e.g., Anatomy and Physiology, Fundamental, Nutrition labs, etc.) in compliance with INC/State department norms.
- Verification of availability of hostel accommodations for both female and male students, aligned with the program's requirements as per INC/State department norms.
- Evaluation of department-wise bed capacity (Medicine, Surgery, Paediatrics, etc.) along with the availability of essential equipment in line with INC/State guidelines.
- Ensuring the presence of all necessary resources and confirming the operational status of the hospital.
- Assessment of the availability and suitability of Affiliated Hospitals for student training.

2. Evaluating Validity and Credibility of Documents:

- Verification of the institution's registration under the ownership of an authorized Individual/Partnership firm /Society/Trust/Company.
- Validation of ownership details for Teaching, Hostel, and Hospital land.
- Verification of hospital registration documents and compliance with safety requirements (Fire NOC, Pollution Certificate, CMO registration).
- Review of the Memorandum of Understanding (MOU) with the Affiliated Hospital.



Roles and Responsibilities of the organization:

- a) Creating a pool of inspectors and reviewing their CVs in coordination with the department for inspector approval and finalization.
- b) Developing a user-friendly online/offline application or software.
- c) Facilitating both technical and non-technical training for the inspectors, including demonstrating the use of the application/software.
- d) Establishing a dedicated project management team responsible for conducting on-ground assessments.
- e) Ensuring confidentiality of inspector identities and schedules to the best extent possible.
- f) Coordinating with the institution to arrange on-ground inspections.
- g) Mobilizing inspectors and conducting on-ground assessments.
- h) Establishing a Project Management Unit (PMU) consisting of technical, non-technical, and quality check members to support inspection teams effectively.
- i) Addressing queries and escalating urgent issues to the appropriate authority to ensure a smooth inspection process.
- j) Setting up a central control room for real-time monitoring of inspections.
- k) Establish digital grievance redressal mechanism to acknowledge and interim reply.
- l) Providing inspection data and reports to the department when required.
- m) Ensuring a high degree of transparency and accountability in the inspection process to guarantee fairness.
- n) Submitting inspection data and reports in the required format along with encrypted digital copy as received from on-ground inspections.

The block contains several handwritten signatures and initials in blue ink. On the left, there is a signature that appears to be 'S.H.' followed by a dot. To its right is a signature that looks like 'Mishra'. Further right are two sets of initials, one resembling 'D' and 'X' and another resembling 'A' and 'M'.

Team Structure

Sr. No.	Position of Key Experts	Qualifications Experience	Roles and Responsibilities	Man Months
1.	Project Director	<ul style="list-style-type: none"> Essential qualification: Graduate in Medical Education and relevant field. Minimum 10 years of experience in healthcare projects (Preferably in Government Projects) and additionally at least 5-year experience in leadership roles. Well versed with Health education planning, governance, and management system. 	<ul style="list-style-type: none"> Overall management of Project to ensure that it achieves the desired goals within the given timeframe, as per the scope of work given. Conducting regular check-ins / periodic reviews on the progress of the project deliverables. 	12
2.	Team Leader	<ul style="list-style-type: none"> Essential qualification: Science graduate Minimum 5 years of experience in Projects and at least 3-year experience in healthcare field (Preferably in Government Projects) in leadership roles. Having experience in conducting at least 2 healthcare projects 	<ul style="list-style-type: none"> Well versed with inspection planning and team management system. Creating a roadmap for the inspection out a clear plan to ensure tracking of the progress of the project across the State. Create reports and ensure confidentiality of the data. 	18
3.	Analyst	<ul style="list-style-type: none"> Essential qualification Engineering (CS/IT), MCA. Minimum 3 years of experience 	<ul style="list-style-type: none"> Able to handle large amount of data. Create inferences. 	24
4.	Trainer	<ul style="list-style-type: none"> Essential qualification Graduate in Medical Education and relevant field. Minimum 5 years of experience in Training regarding healthcare sector. 	<ul style="list-style-type: none"> Provide training to the technical and non-technical inspectors. 	18



Pre-Qualification Criteria

Sr. No.	Basic Requirement	Eligibility Criteria	Document Proof
1.	Legal Entity	An Indian Firm Registered under the Companies Act 1956/2013 in India, LLP or trust or partnership firm or a Society registered under the Societies Registration Act, 1860. In operation in India for a period of at least 5 years as on Bid Submission Date.	Copy of Certificate of Incorporation /Registration under Companies Act 1956 or Society Registration Act 1860 registration certificate, certificate of registration under trust registration Act 1882
2.	Financial Turnover	Agency shall have an average annual turnover of INR 50 Crores in any three (3) financial years in last five year (2018-19, 2019-20, 2020-21, 2021- 22, 2022- 23) from operations within India	1. Audited statement for last 5 financial years of Bidder
3	Organization Experience	Experience in conducting Assessment/ Inspection for any Centra /State Government department/ organization. Completion of at least three projects having minimum Contract Value of INR 1 Crore for each project in the last 5 Financial years (FY 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23). Note: For ongoing Projects: Bidder must provide certificate on letter head of client mentioning date of commencement certifying that at least 01 year has been completed since signing of contract, & details of scope of work, no. of beds catered to, no. and type of equipment maintained by Bidder in the mentioned Financial Year.	Completion certificate, Work Order or MoU mentioning the contract name, contact fees/consultancy fees, year of award.
4.	Technical Experience	a. Experience in conducting Nursing/Paramedical/Health Education Institutions and Hospitals Inspection/Assessment/Survey for any Central/State Government, Commission/regulatory body in the health education. b. Minimum one project of aforementioned nature having contract fees/consultancy fees of INR 50 Lakh in the last 3 Years.	Completion certificate, Work Order or MoU.
5.	Tax registration and clearance	Agency must be registered with: - 1. GSTIN 2. Income Tax / PAN Number	1. Copy of PAN 2. GST Registration Certificate/

6.	Employees on regular Payroll	Agency should have at least 100 regular employees in the organization	1. Submission of HR certificate from the bidder stating the same along with the latest Return filed.
7.	Mandatory Undertaking	Agency should: a) not have a conflict of interest in the procurement in question as specified in the bidding document. Comply with the code of integrity as specified in the bidding document. b) Affidavit by the Bidder, duly signed by the authorized signatory confirming they have not been blacklisted or debarred by any Central / State Government/Union Territories/PSUs in India as on the bid submission date in India	Notarized Undertaking by the authorized signatory of Bidder.

Payments Schedule and Terms

Payment Tranche	Percentage of amount to be released	Deliverables/instances
1	Nil	Advance Payment
2	35%	Completion of on-ground inspection of 50% institutes and submission of report.
3	30%	Completion of on-ground inspection of all institutes and submission and acceptance of final report.
4	35%	One month after submission and acceptance of the final inspections report, and all other required documents by the agency to the authority.

Instruction to Bidders

UPSMF invites reputed bidders to submit their technical Proposals and financial offers in separate sealed envelope for selecting the service provider for comprehensive and independent third-party inspection of the colleges or institutions that have applied for fresh affiliation/increase in seat capacity/permission for a new course with the Department. Please refer to these instructions carefully,

- i. UPSMF will follow the process of **Open Competitive** tendering for submission of the bids with the view to increase participation & greater transparency in the process. For all bidders, the complete - bidding process will be two envelope system. All the notification & details terms and conditions regarding this tender notice hereafter will be published online on website/portal upsmfac.org
- ii. Address on all the documents should not mismatch.
- iii. All document submission related instructions must be adhered to. Each bid document should be submitted by an index page to facilitate easy location of relevant documents.
- iv. Bidding documents can be seen and downloaded from the website.

- v. Scanned copies of all required bidding documents must be submitted **in a sealed envelope**
- vi. Bidders must ensure that the information furnished in submitted documents for the technical bid does not contain any financial items/ prices. If any Financial information is present in the technical bid, UPSMF reserves the right to reject the bidder.
- vii. UPSMF reserves the right to accept or reject any or all tenders without assigning any reason even in case of single bid submission.
- viii. The contract will be awarded to one single agency.



Technical Proposal Submission

Technical Bid shall be submitted with the following documents along with a covering letter

Sr. No.	Documents Required
1.	Copy Incorporation Certificate of the organization duly signed and stamped by the authorized representative of the bidder.
2.	Relevant experience. Annexure----
3.	CA certified Turnover certificate Annexure--
4.	Copy of HR certificate from the bidder stating the list of fulltime regular employees Annexure----
5.	Copy of PAN, GST Registration Certificate
6.	Affidavit by the Bidder, duly signed by the authorized signatory confirming they have not been blacklisted or debarred by any Central / State Government/Union Territories/PSUs in India as on the bid submission date in India Annexure---
7.	Copies of Agreement / Work Orders clearly indicating that tablet-based assessments were carried out along with the completion certificate.

The Technical Bid should contain a detailed description of the proposed solution. It should articulate in detail how the Bidder's personnel will accomplish the scope of work requirements specified in the Bid. The Technical Bid must not contain any pricing information. The Technical Bid should include the details of tasks to be performed as per detailed scope of work and technical specifications.

Financial Proposal

- The prices submitted in the financial bid should be **exclusive** of all taxes and duties as applicable.
- Bidder shall not include any financial information regarding the services in the Technical Bid.
- Prices shall be quoted entirely in Indian Rupees and must exclusive all applicable taxes and levies.
- The bidder is required to ensure that the services quoted are as per prescribed specifications and standard as per Annexure F, Financial Proposal submitted on any their format or conditional proposal will be summarily rejected.
- The rates offered by the Bidder should be firm and free from all escalations. Prices quoted by the Bidder shall not be subject to variation on any account.
- After the Technical evaluations have been concluded, the financial proposals of all the qualified agencies will be opened in the presence of whosoever wish to be present for arriving at the Total Score.
- Only those proposals with a minimum technical score of **50** shall be considered for financial evaluation. QCBS method shall be adopted for selection.
- The Proposal, that obtains the Highest Total Score (Score of Technical Bid + Score of Financial Bid), will be rated as the Most Preferred Bid and awarded the Contract.

Bid Evaluation

Bids will be evaluated by the Bid Evaluation Committee constituted by UPSMF. There will be only two stages of the bid evaluation- Technical and Financial Evaluation.

- The decision of the Bid Evaluation Committee shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the committee. If there is a discrepancy between words and figures in any part of the submitted proposal, the amount in words shall prevail.

- i. The Bid Evaluation Committee may conduct clarification meetings with each or any bidder to discuss any matters, technical or otherwise.

Sr.No.	Evaluation Criteria	Points
1.	Bidder Profile	30
2.	Relevant Project Experience	40
3	Approach & Methodology, Work Plan and Presentation	20
4.	Team	10

Scoring Criteria

Sr.No.	Criteria	Score
1	Bidder's Profile	30
1.1	Legal Structure	05
	Partnership firm	03
	Private Limited co./LLP/Society/Trust	04
	Public Limited co./Corporation	05
1.2	Annual Turnover INR (average of last 3 financial years as in the pre-qualification criteria)	15
	50 Crores to 100 Crores	05
	101 Crores to 200 Crores	10
	Above 200 Crores	15
1.3	Overall, on-roll regular staff strength (Technical and Administration employees) in companies' payroll	10
	100-200	06
	200-300	08
	>300	10
2	Relevant Project Experience	40
2.1	Organization Experience	20
	Experience in conducting Assessment/Inspection/Survey for any Central/State Government department/organization.	
	3 Project	10
	5 Project	15
	>5 Project	20
2.2	Bidder's Health Education Domain Experience	20
	Experience in conducting Nursing/Paramedical/Health Education Institutions and Hospitals Inspection/Assessment/Survey for any Central/State Government, Commission/regulatory body in the health education domain.	
	1 Project	05
	2 Project	10
	>2 Project	15
2.2.1	If similar projects conducted in any State Medical Faculty of any state in India.	05
3	Approach & Methodology, Work Plan and Presentation	20
4	Team (30% for educational qualification and 70% for experience)	10
4.1	Team Composition: Project Director (Minimum 1) Team Leader (Minimum 1) Analyst (Minimum 1) Trainer (Minimum 2)	
	Total Technical Evaluation Marks	100

Note: Bidders scoring minimum 50 marks in the technical evaluation will be considered for financial opening

Financial Bid Evaluation

A fixed price fee to be quoted for the entire scope of work for the assignment. Prices quoted should be inclusive of all fees towards complete scope of work and shall also include all expenses incurred for the execution of the contract such as travel expenses, transportation expenses, other expenses, office expenses, out of pocket expenses etc. (excluding office space, water, electricity) but not include Taxes and duties applicable.

Please Note:

1. The fixed price fee quoted must be exclusive of levies and taxes.
2. Conditional Bid shall be rejected.
3. UPSMF will follow the process of open tender for submission of the bids with the view to increase participation and greater transparency in the process for all bidders, the complete bidding process will be through the two-envelope system.
4. All the notifications and detailed terms and conditions regarding this tender notice hereafter will be published online on website <https://upsmfac.org>
5. Bidding documents can be seen and downloaded from the website as per the deadline mentioned in the notice detailed. Original copies of all required bidding documents must be submitted physically to U.P. State Medical Faculty, 5 Sarvapalli, Mall Avenue, Lucknow, U.P., Pin-226001 on or before the last date of submission (as mentioned on the fact Sheet).
6. Evaluation of the bid will be done based on documents submitted Physically to UPSMF.

Quality and Cost Based Selection (QCBS) of the bidder

The bid will be evaluated on QCBS methodology in the ratio 70:30. 70% weightage will be given to the technical evaluation and 30% weightage will be given to the financial bid. The evaluation will consist of the following phases:

1. Evaluation of Technical Scores (of eligible bidders in prequalification)
2. Evaluation of Financial Scores (of Technically qualified bidders).
3. Combined evaluation of Technical & Financial bid

The combined evaluation shall be determined as below:

$$\text{TECH} = \frac{\text{Technical Score of the Agency under consideration} * 70}{100}$$

$$\text{FINANCIAL} = \frac{\text{Lowest Financial Quote Amongst the Agencies} * 30}{\text{Financial Quote of the Agency under Consideration}}$$

$$\text{Final} = \text{TECH} + \text{FINANCIAL}$$

The composite score (FINAL) would be used to determine the successful Agency. The Agency with the highest composite score would be awarded the contract.

Other Key Points for Bidder's Consideration

- Bid without Tender cost and Bid Security (EMD) will be summarily rejected.
- No bidder shall submit more than one bid for the Project.
- Bidders are advised to study the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of tender document with full understanding of its implications.
- The date and time for <mode> submission of envelopes shall strictly apply in all cases.
- If for any reason, any interested bidder fails to complete any of the stages during the complete tender cycle, UPSMF shall not be responsible for that and any grievance regarding that shall not be entertained.
- Bids, complete in all respects, must be submitted in the office of U.P. State Medical Faculty by the due date and time.
- UPSMF may, at its own discretion, extend the date for submission of bids. In such a case all rights and obligations of UPSMF and the Bidders shall be applicable to the extended time frame.
- At any time prior to the last date for receipt of bids, UPSMF, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender Document by an amendment. The amendment will be notified on the departmental website upsmfac.org and should be taken into consideration by the Bidders while preparing their bids.
- If for any reason, any interested bidder fails to submit before the stipulated time, UPSMF shall not be responsible for that and any grievance regarding that shall not be entertained.

Execution Period

1. Deployment of team (Within 15 days from the date of signing of Contract)

The agency shall deploy resources within 15 days of signing the contract agreement.

2. Finalization of Inspectors & App/Web (Within 30 days from the date of signing of Contract)

The agency is required to submit the CVs of each Inspectors* to UPSMF for approval after the finalization of Inspectors.

Simultaneously, the agency is tasked with developing an application with the following functionality:

- a. The app should operate in both online/offline modes.
- b. It should enable the upload of photos and documents.
- c. Geotagging of photos is integrated
- c. The app should provide previewing and submitting options.
- e. All stakeholders involved in the inspection process must be able to provide e-signature.

Technical Inspectors: Minimum Qualification: BSc Nursing/Paramedical or higher, preferred qualification M.Sc. (Nursing/Paramedical).



Minimum 4 years of experience in Clinical or teaching position, familiarly with English is essential.

Preferred Experience: 5 years in teaching position, prior experience in surveys/assessments.

- A team of Inspectors (assessor) will be visiting the Nursing/Paramedical Institute for conducting on-ground inspection.
- The man-days for on-ground inspection will be depend on the type of institute for man-days details refer Table below

S.N.	Type of Institution	Team day (s)	No. of Assessors for Diploma Institute (No. of assessors X no. of days)	No. of Assessors for Degree Institute (No. of assessors X no. of days)
1.	Nursing only Institutes			
	Offering < 4 courses	1	2×1	3×1
	Offering ≥ 4 courses	2	2×2	3×2
2.	Paramedical only institutes			
	Offering < 4 courses	1	2×1	3×1
	Offering ≥ 4 courses	2	2×2	3×2

- At least one Inspector of each team will be wearing a camera installed jacket for live streaming of the complete Assessment. Live streaming may be viewed by UPSMF through web portal/required software.

3. Training of Framework and App (Within 40 days from the date of signing of Contract)

Training will be provided to Nursing and Paramedical Inspectors based on the framework provided by the DGME. Each Inspector is obligated to participate in the training. The training sessions will cover both the Framework as well as App/Software demonstration. Any feedback related to framework and app will be considered and incorporated after consultation with the department.

4. Implementation of Inspections (Within 90 days from the date of signing of contract)

This includes conduction of field work – Inspection will be carried out for those Institution/Colleges who already submitted the application to Department. Multiple Inspection team will be deployed in order to maintain the confidentiality and meet the specified timelines. The inspection will be conducted in person at the College, Hostel, Hospital and Affiliated Hospital locations, as per the requirement of program. For degree programs, a team of three inspectors will be assigned, while two inspectors will be designated for diploma programs.

The agency must conduct random shadow visit of colleges undergoing inspection, to check the confidentiality, accuracy of data and Inspection process.

**Inspection will be live streamed and will be recorded for future prospective.

5. Final Report (Within: 120 days from the date of signing of contract)

The Agency has to submit the college/Application wise final report within 30 days after the completion of Inspection. The reports shall incorporate Field Data, Images, Documents, Videos and remarks provided by the Inspectors. All report is to be submitted in soft copy.

Sr. No.	Timeline	Deliverables
1.	T	Date of Signing of Contract
2.	T+15	Deployment of team
3.	T+30	Finalization of Inspectors & App/Web
4.	T+40	Training of Framework and App
4.	T+90	Implementation of Inspections
5.	T+120	Final Report Database of all collected videos

*T+ would be working days only

General Information

The tender is a "Two Bid" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The financial bid should contain only commercials. Both bids should be kept in two separate sealed envelopes superscribed "Technical Bid" / "Financial Bid". In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily. The two envelopes should be kept in another sealed envelope subscribed "RFP no. 1180/24 for Selection for conducting on-ground inspection for affiliation of nursing & paramedical institute in the state of Uttar Pradesh".

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any changes in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Tenders will be received at the special counter of U.P. State Medical Faculty till the last date/time of bid submission. Tenders/Proposals received after due date/time will not be entertained.

The Responses should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, signing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head.

The bidder should enclose Tender/Bid security (EMD) to The Secretary, U.P. State Medical Faculty in form of Demand Draft drawn in a favour of The Secretary, U.P. State Medical Faculty. The tenders without EMD shall be summarily rejected. No exemption for EMD will be entertained. The successful bidder shall be required to deposit Performance Security in form of Fixed Deposit Receipt (FDR) mortgaged to the Secretary, U.P. State Medical Faculty, Lucknow/Bank Guarantee from a commercial bank in an acceptable form, valid for three years, equal to five percent (5%) of yearly project value (rounded to the nearest multi-100) within 15 days from the date of the award of the work. The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The EMD of the successful bidder shall be returned only after the

signing of the contract along with performance security deposit. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document.

Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The Secretary, U.P. State Medical Faculty may also independently seek information regarding the performance from the clients.

The Bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless The Secretary, U.P. State Medical Faculty calls it for.

Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc. Conditional Bids are not allowed and will be rejected summarily.

Prospective bidders may seek clarification regarding the project and/ or the requirements for prequalification, in writing through mail within a reasonable time.

The tender document has to be downloaded from The Secretary, U.P. State Medical Faculty web site (<https://upsmfac.org>) and submitted along with a fee of Rs **25,000.00 (GST extra)** in the form of demand draft in Favor of "The Secretary, U.P. State Medical Faculty" payable at Lucknow. There is no exemption from payment of tender document fees and tenders without requisite fees shall not be accepted. The technical and financial documents should be kept separately in sealed envelopes and both these envelopes should be superscribed technical bid and financial bid respectively and should be kept in one envelope superscribing "Tender for Selection of Agency for conducting on-ground inspection for affiliation of Nursing and Paramedical Institute in the state of Uttar Pradesh" for U.P. State Medical Faculty so as to reach The Secretary, U.P. State Medical Faculty by **2:30PM on 04-03-2024**. Late tenders shall not be accepted. The technical bid shall be opened on the same day at 04:00 PM in the presence of bidders who may like to be present.

All disputes arising shall be subject to the jurisdiction of appropriate court of Lucknow alone and shall be governed by the law of India. The Secretary, U.P. State Medical Faculty reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of The Secretary, U.P. State Medical Faculty shall be final. The contract period shall be for three years with the condition that initially the contract will be for one year, which shall be extended on yearly basis depending upon successful and satisfactory completion of the job, annual performance review and with the mutual consent of both the parties.

The payment shall be in Indian Rupees and shall be paid only after successful completion of work. The successful bidder has to sign an agreement on Non-judicial General stamp paper (Rs. 100/-) which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over runs etc.

Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. Any such act will make the bid liable for rejection.

Any disputes arising out of this tender will be subject to the courts in Lucknow only

Even though bidders may satisfy the above requirements, they may be disqualified:

- If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements, and enclosures of this document.
- If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
- If confidential inquiry reveals facts contrary to the information provided by the bidder.
- If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.

In such cases, The Secretary, U.P. State Medical Faculty has the right to reject the bid.

The technical bid shall consist of —

- Technical information as desired in prescribed format.
- The financial information as per Annexure
- The details of experience of similar works as per Annexure —
- Organizational Structure and information as per Annexure
- Technical and Administrative manpower available for this work as per Annexure-
- EMD and tender fees.

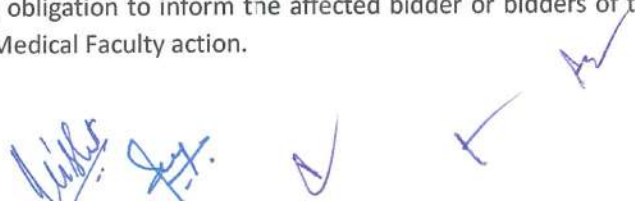
Appointment of Successful Bidder

Award Criteria

The Secretary, U.P. State Medical Faculty will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid as per the process outlined above.

Right to Accept Any Proposal and To Reject Any or All Proposal(s)

The Secretary, U.P. State Medical Faculty reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for The Secretary, U.P. State Medical Faculty action.



Notification of Award

Prior to the expiration of the validity period, The Secretary, U.P. State Medical Faculty will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, The Secretary, U.P. State Medical Faculty may request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidders furnishing of Performance Bank Guarantee, The Secretary, U.P. State Medical Faculty will notify each unsuccessful bidder and return their EMD. The EMD of successful bidder shall be returned only after furnishing of Performance Bank Guarantee and signing of Contract.

Performance Guarantee

The Secretary, U.P. State Medical Faculty will require the selected bidder to provide an irrevocable, unconditional Performance Bank Guarantee/FDR (MORTGAGED IN THE FAVOR OF SECRETARY, UP State Medical Faculty, UP) within 15 days from the Notification of award, for a value equivalent to 5% of the marking value. The Performance Guarantee should be valid for a period of 36 months. The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, The Secretary, U.P. State Medical Faculty at its discretion may cancel the order placed on the selected bidder without giving any notice. The Secretary, U.P. State Medical Faculty shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or The Secretary, U.P. State Medical Faculty incurs any loss due to Vendors negligence in carrying out the project implementation as per the agreed terms & conditions.

Signing of Contract

After The Secretary, U.P. State Medical Faculty notifies the successful bidder that its proposal has been accepted, The Secretary, U.P. State Medical Faculty shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between The Secretary, U.P. State Medical Faculty and the successful bidder with mutually agreed terms and conditions.

Time Frame

The successful bidder would be required to make the system up and operational within a period of 15 Days from the date of signing of Contract.

Information security and data privacy

The successful bidder will be responsible for providing secure systems. The successful bidder is expected to adhere to Information Security Management procedures as per acceptable standards with best practices.

The vendor shall be responsible for guarding the Systems against virus, malware, spyware and spam infections using the latest Antivirus corporate/Enterprise edition suites which include anti-malware, anti-spyware and anti-spam solution for the entire system. The vendor shall have to maintain strict privacy and confidentiality of all the data it gets access to.

Processing Norms

The Secretary, U.P. State Medical Faculty and the bidder acknowledge and agree that the provision of Services under this Agreement may require the bidder to interact with the U.P. State Medical Faculty and suppliers of U.P. State Medical Faculty relating to the Services as special agent for and on behalf of the U.P. State Medical Faculty and/or to process transactions, in accordance with the general or special guidelines, norms and instructions ("Processing Norms") provided and/ or validated and / or accepted by U.P. State Medical Faculty and agreed by the Parties. The bidder shall be entitled to rely on and act in accordance with any such Processing Norms agreed by the parties and the bidder shall incur no liability for claims, loss or damages arising because of the bidder's compliance with the Processing Norms. The Secretary, U.P. State Medical Faculty agrees to indemnify, defend and hold the bidder and its affiliates, their officers and employees involved in the Services, harmless from any and all claims, actions or proceedings and damages, liabilities, costs and expenses, including but not limited to reasonable attorney's fees and expenses, incurred or suffered by the bidder arising out of or resulting from the bidder's compliance with Processing Norms. Further, U.P. State Medical Faculty shall be responsible for all activity occurring under its control and shall abide by all applicable local, state, national and foreign laws, treaties, and regulations in connection with the use of the Service, including those related to data privacy, international communications and the transmission of technical or Personal Data.

It is agreed between the parties that The Secretary, U.P. State Medical Faculty shall represent and front end any investigation, enquiry or any similar actions by any agency, regulator or authority being owner of such outsourced activity and the bidder will provide whatever reasonable support that may be necessary for the purpose of facilitating any such requirement of the regulator or investigation agencies. The Secretary, U.P. State Medical Faculty as well as the bidder shall indemnify and keep each other indemnified for any loss, damages, claims, penalties, cost and expenses including but not limited to reasonable attorney's fees, in the event The Secretary, U.P. State Medical Faculty/ the bidder is exposed to any such investigation, enquiry or any similar proceedings.



Payment Schedules

The payment to the service provider shall be made in Indian rupees and shall be paid only after the successful completion of the entire work as per the schedule. No advance payment shall be made.

Fraudulent and Corrupt Practices

The Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, The Secretary, U.P. State Medical Faculty shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, The Secretary, U.P. State Medical Faculty shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them: _

"corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of The Secretary, U.P. State Medical Faculty who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution therefore, at any time prior to the expiry of one year from the date such official resigns retires from or otherwise ceases to be in the service of The Secretary, U.P. State Medical Faculty, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (i) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of The Secretary, U.P. State Medical Faculty in relation to any matter concerning the Project;

"Fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, to influence the Selection Process; _

"Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;

"Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by The Secretary, U.P. State Medical Faculty with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (i) having a Conflict of Interest; and _

"restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or The Secretary, U.P. State Medical Faculty which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes, and epidemics.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.
- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The bidder or The Secretary, U.P. State Medical Faculty shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract. However, The Secretary, U.P. State Medical Faculty shall make payment for all the services rendered by the bidder till such date of termination of contract.

Proprietary Rights

All rights, title and interests in and to the Services Environment and any other material used by the bidder in the provision of the Services shall exclusively belong to the bidder or its licensors ("Bidder Proprietary Material"). Any and all Intellectual Property Rights with respect to the Services and the selected bidder Proprietary Material and all modifications, improvements, enhancements, or derivative works made thereto, shall always belong to the selected bidder or its

licensors and The Secretary, U.P. State Medical Faculty shall not be entitled to claim any rights therein. All rights, title and interests in The Secretary, U.P. State Medical Faculty Data shall always

remain with The Secretary, U.P. State Medical Faculty. The Secretary, U.P. State Medical Faculty agrees that the bidder shall have the right to list The Secretary, U.P. State Medical Faculty in its marketing material and use The Secretary, U.P. State Medical Faculty logo with respect to such listing and for reference purposes. The Secretary, U.P. State Medical Faculty acknowledges that the provision of the Services hereunder by the selected bidder shall be on a non-exclusive basis and the bidder shall be free at all times to provide the services or perform obligations same or similar to the Services and obligations envisaged hereunder to any of its other clients, either existing or future, and nothing herein shall preclude Bidder from providing such services or performing such obligations to its other clients.

Limitation of Liability

Neither party shall be liable to the other party for any special, indirect, incidental, exemplary, punitive, or consequential losses or damages or loss of profit, loss of data, loss of revenue or operational losses whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages. The total aggregate liability of either party under this Agreement shall not exceed the marking value paid to bidder by The Secretary, U.P. State Medical Faculty for the Service that gives rise to such liability. The limitation on any Party's liability herein shall not apply to (i) liability for damages, resulting from the wilful misconduct and (ii) breach of the use terms in respect of bidder's application system. The bidder shall not be held liable for any delay or failure in its obligations, if and to the extent such delay or failure has resulted from a delay or failure by or on behalf of The Secretary, U.P. State Medical Faculty to perform any of The Secretary, U.P. State Medical Faculty's obligations. In such event, Bidder shall be (a) allowed additional time as may be required to perform its obligations, and (b) entitled to charge The Secretary, U.P. State Medical Faculty for additional costs incurred, if any, as may be mutually agreed upon between the Parties.

Representations And Warranties/ Penalty

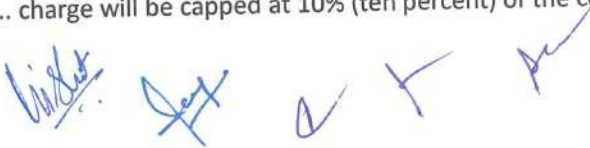
Bidder warrants that the Services will be provided in a skilful and workman like manner and in conformity with the scope described in Contract. Notwithstanding the aforesaid, any Services which are provided by Bidder free of charge or are otherwise not chargeable shall be provided on an 'AS IS' basis without any warranties whatsoever. Each Party represents, warrants and covenants to the other that: (i) it is duly organized and validly existing and in good standing under the laws of the state of its incorporation or formation; (ii) it has the full right and authority to enter into and



that this Contract constitutes a legal, valid and binding obligation; and (i) its execution, delivery and performance of this Contract does not and will not conflict with, or constitute a breach or default under, its charter of organization, or any contract or other instrument to which it is a party.

EXCEPT AS SET FORTH IN THIS CLAUSE, BIDDER MAKES NO WARRANTIES TO THE SECRETARY, U.P. STATE MEDICAL FACULTY, EXPRESS OR IMPLIED, WITH RESPECT TO ANY SERVICES OR DELIVERABLES PROVIDED HEREUNDER OR UNDER SCOPE OF WORK, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

If the bidder/ Service Provider does not make satisfactory progress against the time-line given by The Secretary, U.P. State Medical Faculty, a penalty up to 0.1% of the Contract Value per day shall be charged as per the decision of the Chairperson, U.P. State Medical Faculty. The maximum limit of .. charge will be capped at 10% (ten percent) of the contract value.



KPIs and Penalty

Sr. No.	Key Performance Indicator	Compliance Rates	Source of data/Method of verification	Validation Frequency	Penalty (Liquidated Damages)
1	Commencement of Services as per prescribed timelines.	100%	Deployment of team	As per Project timelines prescribed in the RFP	INR 1.000/- (One Thousand) for per day delay beyond project timelines.
2	Finalisation of Inspector and App/web	100%	Roll out of application	As per Project timelines prescribed in the RFP	INR 500/- (five hundred) for per day delay beyond project timelines.
3	Training of frame work and App	100%	Training report	As per Project timelines prescribed in the RFP	INR 500/- (five hundred) for per day delay beyond project timelines.
4	Implementation of Inspections and App/web	100%	Reports	As per Project timelines prescribed in the RFP	INR 500/- (five hundred) for per day delay beyond project timelines
5	Satisfactory work progress	100%	Final Reports		0.1% of the Contract Value per day shall be charged as per the decision of the Chairperson, U.P. State Medical Faculty. The maximum limit of charge will be capped at 10% (ten percent) of the contract value.
6	Non Compliance	100%	Wearing a camera	Live streaming as per visit	Rs. 500 per Team per Day.



Confidential Information

Each Party (the "Receiving Party") acknowledges and agrees to maintain the confidentiality of Confidential Information (as hereafter defined) provided by the other Party (the "Disclosing Party") hereunder. The Receiving Party shall not disclose or disseminate the Disclosing Party's Confidential Information to any person other than those employees, agents, contractors, subcontractors and licensees of the Receiving Party, or its affiliates, who have a need to know it in order to assist the Receiving Party in performing its obligations, or to permit the Receiving Party to exercise its rights under this Contract. In addition, the Receiving Party (i) shall take all such steps to prevent unauthorized access to the Disclosing Party's Confidential Information, as it takes to protect its own confidential or proprietary information of a similar nature, which steps shall in no event be less than a reasonable standard of care, (ii) shall not use the Disclosing Party's Confidential Information, or authorize other persons or entities to use the Disclosing Party's Confidential Information, for any purposes other than in connection with performing its obligations or exercising its rights hereunder, and (iii) shall require all persons and entities who are provided access to the Disclosing Party's Confidential Information, to execute confidentiality or non-disclosure Contracts containing provisions substantially similar to these set forth in this Clause. The provisions of this Clause respecting Confidential Information shall not apply to the extent, but only to the extent, that such Confidential Information is: (a) already known to the Receiving Party free of any restriction at the time it is obtained from the Disclosing Party, (b) subsequently learned from an independent third party free of any restriction and without breach of this provision; (c) is or becomes publicly available through no wrongful act of the Receiving Party or any third party; (d) is independently developed by the Receiving Party without reference to or use of any Confidential Information of the Disclosing Party; or (e) is required to be disclosed pursuant to an applicable law, rule, regulation, government requirement or court order, or the rules of any stock exchange. Upon the Disclosing Party's written request at any time, or following the completion or termination of this Contract, the Receiving Party shall promptly return to the Disclosing Party, or destroy, all Confidential Information of the Disclosing Party provided under or in connection with this Contract, including all copies, portions and summaries thereof.

Termination for Material Breach

U.P. State Medical Faculty may terminate this contract by a written notice to the bidder in the event of a material breach by the bidder.

Governing Law and Dispute Resolution.

This Contract shall be governed by and interpreted in accordance with the laws of India. All disputes or differences whatsoever arising between the Parties, out of or in relation to the

construction, meaning and operation or effect of this Contract or breach thereof, shall be settled amicably. If, however, the Parties are not able to resolve such dispute or difference amicably, the same shall be referred for Arbitration. The Arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act 1996. The Arbitration proceedings will be carried out at Lucknow and the award made in pursuance thereof shall be binding on the Parties.

Form PQ-I: Agency's Details

(Duly stamped & signed by the Authorized Representative on the letterhead of the Agency)

Sr. No.	Particular(s)	Details
1.	Name of Legal Constitution of Agency	
2.	Type of Entity	
3.	Registered Address	
4.	Date of Incorporation	
5.	Place of Registration	
6.	Nature of Business	
7.	Average Turnover in last five financial years (FY 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23). {As mentioned in Annexure I}	Year wise turnover
8.	Organization Experience in conducting Assessment/Inspection for any State/Central Government department/organization. Completion of at least three projects having minimum Contract fees/consultancy fees of INR 1 Crore for each project in the last 5 Financial years (FY 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23).	{Number of Assignments}
9.	Technical Experience in conducting Nursing/Paramedical/Health Education Institutions and Hospitals Inspection/Assessment/Survey for any Central/State Government, Commission/regulatory body in the health education. Completion of at least one project having minimum contract value of 50 Lakh each in the last 2 Years.	{Number of Assignments}
10.	Whether Profiles of all Team Members as mentioned in the RFP Document has been shared	(Y/N)
11.	Name of Single Point of Contact (SPoC)	
12.	Address(SPoC)	
13.	Phone No. of SPoC	
14.	E-Mail of SPoC	
15.	Address for Official Communication	
16.	PAN	
17.	GSTIN	

For and on behalf of:

Signature: Name: Designation: Date: (Company Seal)

(Authorized Representative and Signatory)

Form PQ-II: Format for Submission of Information – Pre-Qualification Criteria
(Duly stamped & signed by the Authorized Representative on the letterhead of the Agency)

A – Agency's Profile (Should not exceed 15 Pages):

Provide a brief background and description of the firm.

B- Eligibility Information / Pre-Qualification Criteria (Mandatory Clause):

S.No.	Criteria	Documents Required	Compliance (Y/N)	Documentary evidence provided on page no.
1.	Organization Details: Applicant Organization is Registered for more than 5 years and maintains an average workforce of 100 employees on regular mode.	Certificate of Incorporation Copy of PAN card GST Registration Number, EPF/ESIC or Notarised HR certificate on their organizational letter head regarding number of employees on regular mode or CA certification regarding number of employees on regular mode		
2.	Financial Capability: Average turnover should be minimum 50 Crores of three financial years in any last five financial year (FY 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23).	Certificate of the same verified by a Registered Chartered Accountant with membership number should be submitted along with copy of audited P&L A/c and B/Sheets of all five years (FY's 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23).		
3.	Organization Experience: Experience in conducting Assessment/Inspection/Survey for any Organisation, State/Central Government department/organization, for completion of at least three projects having minimum Contract Value of INR 1 Crore each in the last 5 Financial years (FY 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23).	Work order/Completion Certificate/MoU issued by Client, mentioning the contract name, contact value, year of award and year of completion of project (If not completed mention 'on-going project').		
4.	Technical Experience: in conducting Nursing/ Paramedical/Health Education Institutions and Hospitals Inspection/Assessment, Survey for any Central/State Government,	Work order/Completion Certificate/MoU issued by Client, mentioning the contract name, contact value, year of award and year of completion of project (If not completed mention 'on-going project').		

	Commission/regulatory body in the health education. Completion of at least one project having minimum contract value of 50 Lakh in the last 2 Years.			
5.	Team Composition: Project Director (Minimum 1) Team Leader (Minimum 1) Analyst (Minimum 1) Trainer (Minimum 2)	Declaration from HR department regarding qualification and experience of the deputed personnel with documentary evidence, also attach their CV.		
6.	Declaration of not been Blacklisted/Bankrupted /Debarred by any State/Central Government Department or any other organization as on the date of submission of RFP.	Declaration on non- judicial stamp paper of Rs 100/- duly notarized (Annexure II)		
7.	Tender Fees	Demand Draft		
8.	EMD	Demand Draft		

Note:

The Secretary, UPSMF reserves the right to verify the claims made by the Agency and to carry out capability assessment of the Agency and the decision of the Secretary; UPSMF shall be final in this regard.

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal) (Authorized Representative and Signatory)



Annexure I
Format for Annual Turnover

(Duly stamped & signed by the Authorized Representative on the letterhead of the Agency and certified by a Chartered Accountant mentioning membership number)

On the basis of audited financial statements, I/ We hereby submit that M/s.....
..... (Name of
Agency), having registered office at..... (Complete Address of
Agency), is in the business of..... Their annual turnover and average turnover in
past three FY's is given below:

Sno.	Financial Year	Annual Turnover(INR)
1.	2018-19	
2.	2019-20	
3.	2020-21	
4.	2021-22	
5.	2022-23	
Average Turnover		

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal) (Authorized Representative and Signatory)

Note:

1. The document should be duly certified by a Practicing Chartered Accountant mentioning membership number.
2. Copy of audited P&L A/c and B/Sheets of all five years FY's (2018-19, 2019-20, 2020-21, 2021-22, 2022-23) to be attached.

Annexure II

Self-Declaration for not been Blacklisted/ Bankrupted/ Debarred

(Affidavit on Rs.100/- stamp paper by Authorized Representative, duly notarized)

Affidavit

We, M/s (Name of Agency), having registered office at
..... (Complete address of Agency) do hereby declare that we have not been
blacklisted / bankrupted/ debarred / declared ineligible for corrupt or fraudulent practices by any
Organisation, Dor or Agency/ State Government/ Central Government or by any
Agency/department/enterprise of the State/Central Government.



Form TECH-I: Technical Proposal Submission Form

(Duly stamped & signed by the Authorized Representative on the letterhead of the Agency)

To,

The Secretary,
U.P. State Medical Faculty,
Uttar Pradesh Lucknow

Sir,

We, the undersigned, offer to set up the Agency for conducting on-ground inspection for affiliation of Nursing and Paramedical Institute in the state of Uttar Pradesh in accordance with your Request for Proposal dated 17-02-2024. We are hereby submitting our proposal, which includes Technical Proposal and a Financial Proposal uploaded on UPSMF Website.

We hereby declare that:

- a) All the information and statements made in this proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by the Client.
- b) The information submitted in our response document is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our document. We acknowledge that UPSMF will be relying on the information provided in our documents accompanying and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying are true copies of their respective originals.
- c) We acknowledge the right of UPSMF to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- d) We declare that we satisfy all legal requirements laid down in the RFP.
- e) This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
- f) Our proposal shall be valid and remain binding upon us for the period of time specified in the Section 6 "Clause 6.12".
- g) We have no conflict of interest as stated in the RFP.
- h) We meet the eligibility requirements as stated in RFP.
- i) We understand that any work sanctioned in pursuance to the bidding process detailed in this proposal shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
- j) In competing for (and, if the award is made to us, in executing) the contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.



I) Our proposal is binding upon us and subject to any modifications resulting from the contract negotiations.

We undertake, if our proposal is accepted and the contract is signed, to initiate the services related to the assignment no later than the date advised by the Client.

We understand that the Client is not bound to accept any proposal that the Client receives.

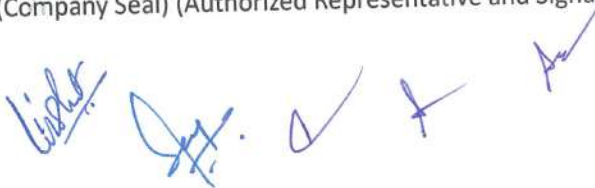
Thanking You,

Yours sincerely,

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal) (Authorized Representative and Signatory)

Five handwritten signatures in blue ink, arranged horizontally. The first signature is the most legible, appearing to be 'L. S. S. S. S.'. The other four are more stylized and less legible.

Form TECH-II: Agency's Experience

(Duly stamped & signed by the Authorized Representative on the letterhead of the Agency)

Give a brief description of the Agency and an outline of the recent experience of the Agency that is most relevant to the assignment under this RFP. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total) and the Agency's role/involvement.

TECH-II A: Agency's Organization

- (i) Provide here a brief description of the background and organization of your company.
- (ii) Include organizational chart, a list of Board of Directors etc.

TECH-II B: Agency's Relevant Experience

- I. Format for furnishing Agency's experience - work order details for projects previously executed. Agency needs to furnish completion certificates for supporting all the completed projects as per technical criteria.

S.No.	Name & Work & Location	Client Details (Name, Address & Contact no.)	Work Order Ref. No. & Date	Work Order Amount	Stipulated Date of Completion	Actual Date of Completion	Work Status (completed, in-progress, unfinished)	Any Other Information

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal) (Authorized Representative and Signatory)

Handwritten signature in blue ink, followed by a horizontal line and a small vertical tick mark, and a small blue ink mark to the right.

Form TECH-III: Work Schedule and Planning for Deliverables

(Duly stamped & signed by the Authorized Representative on the letterhead of the Agency)
(Please refer Section 8, 10 & 11 to prepare)

Sno.	Delive-ables	Months					
		1	2	3	4	5	6
D-1							
D-2							
D-3							
.....							
.....							

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal) (Authorized Representative and Signatory)

[Handwritten signatures and initials]

Form TECH-IV: Team Composition, Key Personnel Inputs and attached CV's.
(Declaration from HR department regarding qualification & experience of the deputed personnel)

Proposed Position	{e.g., Team Lead....}
Name of Expert/ Key Personnel	{Insert full name}
Date of Birth	{Day/Month/Year}
Educational Qualification	
Experience	
E-Mail Id	
Contact Number	

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization	Position	Summary of activities performed relevant to the Assignment
[e.g., May 2015-Present]			

Language Skills (indicate only languages in which you can work):

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

Name of Personnel

Signature

Date

Name of Authorized
(Same who signs the Proposal)

Signature

Date





Format for Pre-Bid Query

Sno.	Reference Page No. in the RFP	Section and Clause No.	Observation/ Clarification sought	Suggestion by the prospective Agency1
1.				
2.				
3.				
4.				

Pre-bid query form, send via E-mail to upmedicalfaculty@upsmfac.org before the mentioned date.

Handwritten signatures and initials in blue ink.

Financial Proposal
Form-F: Financial Bid

As per the Financial Bid/ Proposal Document available on the upsmf portal titled: "Financial Proposal".

Please note that the Financial Proposal is to be submitted on the prescribed form F.

No scanned copy etc. of the financial proposal is to be submitted only/uploaded anywhere else during submission of the proposal. Non-adherence shall lead to rejection of the proposal submitted by the Agency.

(In Indian Rupees)			
Particulars	Unit	In Figures	In Words
Inspection for affiliation	Rupees per Inspector per Day		

The Financial Bid/ Proposal should include all overhead & operational cost etc, but exclude applicable taxes and duties (Central and State).

I shall agree to abide by all the terms and conditions of this RFP unconditionally.

Date:

Place:

(Signature of Bidder)
Seal of Company



