

UTTAR PRADESH STATE MEDICAL FACULTY

5, Sarvapally, Mall Avenue Road, Lucknow-226001

Phone:0522 - 2238846, 2235965, 2235964

Website:www.upsmfac.org, Email:upmedicalfaculty@upsmfac.org



Ref. No ...3798/26

Date...13/05/26

Invitation of Expression of Interest

Uttar Pradesh State Medical Faculty (UPSMF) invites Expression of Interest from interested agencies to provide services for "**Conducting On-Ground Assessment for Rating of Nursing Institutes & Colleges in the State of Uttar Pradesh**".

The interested agencies should have experience in institutional assessment, evaluation, rating, surveys, audits, or similar assignments undertaken for Government (Central/State/PSU), or autonomous bodies, across health, education, or allied sectors.

The Details & draft scope of work can be downloaded from the website www.upsmfac.org for reference.

Interested Agencies are requested to submit a proposal representing company's Profile, Technical Expertise, Financial status, certifications & Project along with counter comments & suggestion related to the given draft scope of work (if any).

In addition to it, a proposed approach & methodology for conducting the assessment, evaluation framework, parameters for rating, quality assurance mechanisms, and reporting structure for the project should also be submitted.

The Last date of submission of EOI: 22/05/2026 by 5 pm through email on email Id: upmedicalfaculty@upsmfac.org .After online submission, hard copy have also to be send at **Uttar Pradesh State Medical Faculty,5,Sarpally,Mall Avenue Road,Lucknow-226001.**

For any further information/queries please feel free to contact on email upmedicalfaculty@upsmfac.org or call Mr.Nishant Srivastava, Administrative Officer, UPSMF at Contact no.8090000829.


Dr. Anurag Srivastava
Secretary

Uttar Pradesh State Medical Faculty

1. Introduction

The Uttar Pradesh State Medical Faculty (UPSMF) is the statutory body responsible for regulation, standardization, and quality assurance of nursing education across the State. With the increasing number of institutions and the need to ensure uniform quality standards, UPSMF intends to implement a **comprehensive, transparent, and technology-driven assessment and rating framework** for nursing colleges.

In this context, UPSMF invites **Expression of Interest (EOI)** from experienced agencies to undertake institutional assessment, evaluation, rating assignments and similar assignments.

This EOI is **exploratory in nature**, aimed at understanding market capabilities, gathering expert inputs, and shaping the final procurement strategy.

2. Objective of the EOI

The key objectives of this EOI are to:

- Gauge interest and capacity of agencies for large-scale institutional assessments
- Obtain inputs on assessment frameworks, methodologies, and rating systems
- Identify best practices for quality assurance, validation, and audit mechanisms
- Explore use of digital platforms for real-time monitoring and analytics
- Develop a standardized, objective, and scalable evaluation mechanism
- Facilitate evidence-based decision-making and institutional benchmarking

3. Background and Rationale

UPSMF regulates a large network of nursing institutions across Uttar Pradesh. However, variations exist in infrastructure, faculty quality, clinical exposure, and compliance levels. To address these gaps and promote excellence, UPSMF proposes to introduce a structured assessment and rating system that will:

- Establish uniform benchmarks across institutions
- Promote transparency and accountability
- Enable comparative ranking and performance monitoring
- Support policy planning and resource allocation
- Encourage continuous quality improvement

4. Scope of Work

4.1 Obligation of the service Provider

- i. Selection and Training of Assessors: The agency shall be responsible for identifying qualified assessors with relevant expertise and experience, conducting thorough training programs to ensure uniform understanding of assessment frameworks, methodologies, and ethical guidelines as set by the Authority.
- ii. Develop and Maintain IT Portals (Website/App) for Administering Tools: The agency shall design, develop, and maintain user-friendly IT platforms (including websites and mobile applications) that enable assessors to efficiently access, administer, and record assessments digitally. These portals should support data capture, real-time monitoring, and reporting functionalities, while ensuring security

and confidentiality of sensitive data. The Agency shall also provide comprehensive maintenance and support for the developed IT portal, including rectification of bugs, performance tuning, security updates, backups and minor changes.

- iii. Conducting Manual Verification of Pre-Filled Information: Prior to assessments, the agency shall verify the accuracy, completeness, and authenticity of information submitted by the approx. 600 institutes/ Colleges. This manual verification is essential to ensure reliability of data before conducting on-ground evaluations.
- iv. Creation of On-ground Assessment Schedule: The agency shall coordinate with the Authority and the trained assessors to develop a detailed and feasible schedule for on-site assessments of approx. 600 institutes/Colleges, taking into account logistical constraints, institute availability, and prioritization as per the Authority's guidance.
- v. Coordinating with approx. 600 Institutes/colleges for On-ground Assessments: The agency shall act as the liaison between assessors and institutes, facilitating communication, confirming visit schedules, and addressing any administrative or operational requirements to enable smooth conduct of assessments.
- vi. Mobilizing Assessors and Conducting On-ground Assessments: The agency shall deploy the trained assessors to various institutes as per the agreed schedule to carry out comprehensive on-ground assessments based on the pre-approved framework, ensuring adherence to quality and procedural standards.
- vii. Resolving Queries and Escalating Issues: Throughout the assessment period, the agency shall promptly address any queries raised by assessors or institutes, and escalate critical or unresolved issues to the Authority to ensure timely resolution and uninterrupted progress of assessments.
- viii. Submission of Data and Reports: Following the completion of assessments, the agency shall compile, verify, and submit comprehensive data and reports collected during the on-ground assessments to the Authority, ensuring accuracy, clarity, and compliance with the predefined formats and timelines.

4.1.1 Manpower Requirement:

- (a) The Service Provider shall propose and provide a qualified team responsible for overall monitoring and ensuring the timely delivery of services under this contract. This team shall include personnel with appropriate expertise and experience required to effectively coordinate, supervise, and manage all activities related to the contract, thereby guaranteeing adherence to timelines, quality standards, and contractual obligations.
- (b) The service provider shall also provide assessors for carrying out on ground assessment at the colleges. Those assessors shall carry out the assessment as per the tools developed and provided by the Authority.

4.1.2 Institute self-assessment (After the notification published by the UPSMF)

- (a) The institutions are required to complete specific forms and submit relevant documents as outlined.
- (b) The agency will be responsible for helping the institute in completing & monitoring the forms.

4.1.3 Desktop Assessment: Agency in collaboration with UPSMF, will perform a desktop verification of the information provided via the Institute self-assessment and the accompanying evidence attachments. In case the assessors identify any incomplete or inconsistent data in comparison to the attached evidence, the form will be returned to the institutions with appropriate comments, prompting them to resubmit the corrected information on a single time.

4.1.4 Training of Framework and App: Training will be provided to assessors based on the framework provided by the UPSMF. Each Assessor 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.

4.1.5 On- Ground Assessments

This include conduction of field work – Assessment will be carried out for those Institution/Colleges whose list is provided by the Department. Multiple Assessment team will be deployed in order to maintain the confidentiality and meet the specified timelines. The assessment will be conducted in person at the College, Hostel, Hospital and Affiliated Hospital locations, as per the requirement of program.

Per institute assessor and days requirement is mentioned in the table below:

S.N.	Type of institute	Team day (s)	No. of assessors* for Institute (No. of assessors X no. of days)
1.	Nursing Institutes only	1	2×1

- i. A team comprising a technical assessor and a non-technical member will visit the institute.
- ii. At least one assessor in each team shall carry a camera to ensure live streaming of the complete assessment. The live feed shall be made available to UPSMF through a designated digital platform and shall be recorded for monitoring and audit purposes.
- iii. The agency must conduct random shadow visit of colleges undergoing assessment, to check the confidentiality, accuracy of data and Assessment process.
- iv. Assessment will be live streamed and will be recorded for future prospective.

4.1.6 Data analysis & cleaning: Process of data cleaning and scoring is undertaken to guarantee that the data is appropriate for well-informed decision-making. The objective is to establish an impartial foundation for assigning scores and, ultimately, ranking the institutes based on their evaluated attributes and merits.

4.1.7 Draft report: Agency will submit preliminary report to the colleges, and they are allotted a within prescribed timeline to submit a grievance form if they have any concerns.

4.1.8 Grievance Redressal: Agency in collaboration with UPSMF, will establish an independent committee to address and examine all cases of grievances.

4.1.9 Quality Assurance and Audit Mechanism

- Establishment of internal quality assurance processes and validation checks.
- Conduct of random shadow visits and supervision.
- Maintenance of audit-ready documentation and records. .

4.1.10 Final Report: The Agency has to submit the college/Application wise final report within prescribed time limit after the completion of grievance. The reports shall incorporate Field Data, Images, Documents, Videos and remarks provided by the Assessors. All report is to be submitted in soft copy as per the format provided by UPSMF

Provide Exact Details of Institutes for On-ground Assessments: The authority shall collect, verify, and deliver comprehensive and precise information pertaining to each institute to be assessed, including location, contact details, and any pertinent organizational data necessary for planning and conducting on-ground assessments efficiently.

5. Indicative Implementation Approach

The Authority invites suggestions from agencies on:

- Assessment methodology and framework
- Rating parameters and scoring models
- Use of technology (AI/analytics/live monitoring)
- Quality assurance mechanisms
- Scalable execution strategy for large number of institutes

Interested agencies are requested to submit documents:

S. No.	Section	Details	Page Limits
1	Agency Profile	Basic details of the organization, experience, and expertise	1-2
2	Relevant Experience	Relevant project details in tabular form	1-2
3	Approach & Methodology	Proposed approach for assessment and evaluation	5-7
4	Comments on Scope	Suggestions or inputs on draft scope (if any)	1-2
5	Team Details	Proposed team and key personnel	1-2
6	Value Additions	Any innovations or additional suggestions	1-2

8. Nature of EOI

- This EOI is **exploratory and non-binding in nature** and is intended to gather inputs and assess market capability.
- The Authority reserves the absolute right, at its sole discretion, to determine the appropriate procurement process, including issuance of a Request for Proposal (RFP) or any other mechanism at a later stage. Participation in this EOI shall not confer any right to selection or award of work.
- Authority, at its sole discretion to invite agency for Presentation.

9. Submission of EOI

Interested agencies may submit their EOI in soft copy with subject line:

“Expression of Interest for *Conducting On-Ground Assessment for Rating of Nursing Institutes & Colleges in the State of Uttar Pradesh*” on or before 22/05/2026 and email on email Id: upmedicalfaculty@upsmfac.org

After online submission, hard copy also to be send at Uttar Pradesh State Medical Faculty,5,Sarvapally,Mall Avenue Road,Lucknow-226001.

For any clarification, contact:

Mr.Nishant Srivastava, Administrative Officer, UPSMF at Contact no.8090000829.

10. Additional Information

- The number of institutes indicative
- The agency may seek additional information or clarifications
- Agencies are encouraged to provide innovative and scalable solutions.