

# JAMMU & KASHMIR STATE ELIGIBILITY TEST CELL

Website :[www.jukset.in](http://www.jukset.in)

## SHORT TERM TENDER NOTICE

For and on behalf of the J&KSET, tenders in Sealed covers/ encrypted form on a dedicated e-mail id [heiconfidential@gmail.com](mailto:heiconfidential@gmail.com) are here by invited for execution of the work (both or any one ) given below, from Corporation/Companies/Firms / Societies/ Agency of repute, having sufficient work experience in Central Government, State Government/Semi Government/Board Corporation/ Universities and Public Undertaking and any reputed/Private Institutions for the activities mentioned below. The rates should be quoted per candidate. The examination shall be held at different places of UT of J&K & UT of Ladakh on 11.05.2025 in one shift from 10 a.m to 01.15 p.m. The number of candidates appearing in the examination is 23666. The tender shall include Technical and Financial Proposal. The financial proposal for each activity should be subscribed with the name of activity and technical & financial bid be given in separate sealed covers as detailed below:

Sr.	Activity	Description of the Activity
1.	Biometric capturing and verification with photography through Hand held integrated device.	<b>1. Impersonation Control through biometric data:</b> <ul style="list-style-type: none"><li>• Capturing the Barcode of Admit Card/ OMR Answer Sheet of candidate</li><li>• Capturing the Biometric Thumb impression of candidate based on the above barcode.</li><li>• Capturing Clearly visible photograph of candidate based on the above barcode.</li><li>• Preparation and storage of Data.</li><li>• Report in case of discrepancy during matching with earlier Data.</li><li>• Storage of Data.</li><li>• Transfer of data in Hard Disc/DVD to the University within two days duly authenticated.</li></ul>
2.	Provision of CCTV Cameras in the Examination Centre	<b>CCTV Cameras</b> <ul style="list-style-type: none"><li>• Provision of CCTV Cameras at the examination rooms, control room, Entry and Exit point of Examination Centre and its live streaming in the command centre constituted at University of Jammu.</li></ul>

The tender for activities mentioned at Sr. 1 to 2 should be addressed in favour of the Coordinator J&K SET, University of Jammu and the agency may quote the rates for any of above activities or all the activities separately per candidate excluding the taxes.

### **TERMS & CONDITIONS :-**

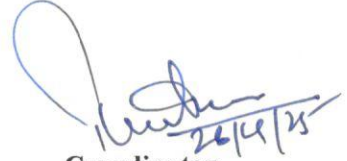
- 1.The agency shall be responsible for 100% capturing the data of examinees. For ensuring agency will have to maintain inventory of machines mandatorily.
2. The Biometric machine should be hand held integrated independent device capable of capturing barcode and take the biometric thumb impression though integrated STQC thumb scanner and photograph of the candidate through integrated camera during the examination by moving seat to seat. The m/c must be capable of printing and delivering the receipt of successful capture of the candidate instantly to the SET Office. The device should have battery backup of at least 5 to 6 hours of continues working. It should not be a laptop based solution. The tenders should have at least 500 such devices on his own name and proof of owning should be attached with tender. A Physical Inspection of such number of machines in this regard may be undertaken by the University.
3. It is mandatory that agency has performed atleast 3 similar work previously out of which 01 works should be for more than 50,000 candidates for any government organized Board / University.
4. The firm should submit their tenders in two bids i.e. technical and financial for each activity. The firm shall submit the tender duly typed (in English) in the enclosed format attached with bidding documents.
5. The conditional offers will not be considered. The university reserves the right to reject any or all offers without assigning any reason. The negotiation at the time of opening of tenders can be considered, if required. Before allocating/assigning the work the technical, specifications and viability, the credibility, efficiency and financial soundness etc. of the firm/bidder will be considered.

6. The University reserves the sole right of accepting the whole or any part of the tender of above mentioned activities. No claim for compensation or otherwise whatsoever will be entertained by the University.
7. The firm whose tender will be accepted shall also be required to deposit a security amount of Rs.50,000/- (Rupees fifty thousand only) in favour of Coordinator, Jammu & Kashmir State Eligibility Test Cell, University of Jammu in the form of Demand Draft which may be forfeited by university in the event of not carrying the work as per terms & conditions.
8. The firm should have their own infrastructure/ efficient staff, machinery etc. for handling the activities mentioned at Sr. 1 and 2.
9. In case of any litigation the jurisdiction will be at JAMMU. In case of any dispute arising under the contract/agreement, the same shall be referred to the sole arbitrator appointed by Chairman Set & Vice-Chancellor University of Jammu and the award of the Arbitrator shall be final and binding on the parties to the contract/agreement. The venue of arbitration will be JAMMU and the proceeding of Arbitrator may be in English or Hindi.
10. The service provider, who shall succeed will not disclose the confidentiality of activity (examination process) and anything related thereof to anyone except only after the proper approval of the SET Agency, University of Jammu and a non-disclosure undertaking shall have to be submitted to the SET Agency, University on the stamp papers.
11. Tender will be opened in two stages i.e. first- Technical Bid & Second- Financial Bid. Technical Bid shall consist of complete demo of the activity for which tenderer is submitting tender and shall be considered first. Thereafter Technical Bid shall include the apparatus used, technical viability and also specify the number of candidates, number of centres and number of cities in JAMMU, Kashmir & Ladakh for which the tenderer can give service and time taken for the activity to be performed. Financial Bid shall be opened only of technically qualified agency. Financial Bid shall be opened in the presence of tenderer or their duly authorized representatives, if available.
12. The University does not assure of minimum quantum of work during the tenure of contract /agreement to the successful tenderer.
13. The University reserves the right to reject the tender without any reason.
14. Delivery of service of each activity will be the essence of contract/agreement. In case of delay and not delivering the service, the University reserves the right to put penalty or cancel the contract/agreement wholly or partially and make alternative arrangement at the risk and cost of the service provider with a notice of seven days to the firm. The University in certain eventualities may order blacklisting of the successful tenderer.
15. The contract/agreement will be governed by the applicable law in India for the being in force.
16. Detailed terms and conditions of agreement shall be placed in the agreement of Agencies.
17. Earnest Money Deposit: An Earnest Money Deposit (EMD) amounting to Rs. 50,000/- (Rupees Fifty Thousand Only) shall be deposited in the form of a Fixed Deposit Receipt pledged to Coordinator SET, University of Jammu, Jammu. Scanned copy of the same is to be attached with the technical bid. The original shall be send under a "PSEUDONYM" by speed post or Courier to "Coordinator, SET Administrative Block - III, University of Jammu, Jammu – 180006 so as to reach on or before 03.05.2025 (in no case the real name and addressed of the firm/agency be disclosed on the envelope containing the FDR). 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. The EMD of unsuccessful bidder would be returned to him after the finalization of tender. No interest on EMD would be payable by University under any circumstances.



**18. Important Details & Schedule:**

1.	Date of Examination	11.05.2025
2.	Venue of Examination	Different cities of UT of J&K and UT of Ladakh as per detailed Annexure - III
3.	Last date for submission of bid (Technical & Financial)	03.05.2025, 03.00 p.m
4.	Mode of submission of bid	Through post or in encrypted form on a dedicated e-mail id <a href="mailto:heiconfidential@gmail.com">heiconfidential@gmail.com</a>
5.	Date & time of opening of Technical bid	03.05.2025, 04.00 p.m
6.	Date & time of opening of Financial bid	04.05.2025, 11.00 a.m (time changeable)



**Coordinator**

**Jammu & Kashmir State Eligibility Test Cell,  
University of Jammu.**

No: JU/SET/25/177

Place: JAMMU

Dated: 28/04/25



## QUALIFICATION CRITERIA (Documentary evidence to be submitted)

Following will be the minimum qualification/eligibility criteria. Each eligible bidder must meet all the specified criteria below. All documents submitted as part of the technical bid must be duly signed by the authorized signatory and bear the company seal. Bids that do not meet the minimum qualification criteria will be rejected and shall not be considered for further evaluation.

Sr.	Pre-qualification Criteria	Supporting Compliance document
1	The bidder shall be a Govt./Private Limited or Limited Company registered under the Indian Companies Act 1956 or 2013 of GOI and should be into existence in India for last 5 years as on day of bidding. Consortium / Joint venture bid not allowed. Proprietorship / Partnership firms are not allowed to participate	Copy of following: <ul style="list-style-type: none"><li>• Certificate of Incorporation</li><li>• GST Registration certificate</li><li>• PAN card</li></ul>
2	The Bidder should have an average annual turnover of INR 01 Crore from Examination-based projects during the last three financial years i.e., 2021-22, 2022-23 and 2023-24.	Audited balance sheets and Profit and loss statements certified by Chartered Accountant (CA) of the <u>bidder's organization</u>
3	Bidder should have minimum Net Worth of INR 01 crore as on 31 <sup>st</sup> March 2025.	Audited balance sheets and Profit and loss statements certified by Chartered Accountant (CA) of the <u>bidder's organization</u>
4	The Bidder must have a valid ISO 9001 and CMMi Level 3 or higher issued at least six months prior to the date of bid publication.	Copy of valid certificates must be enclosed.
5	Bidder must have successfully executed work orders for at least 3 different Govt. organization's directly for any of the Security Ancillary Services in examination-based projects during the last 5 years as on day of bidding, Out of which at least 1 work order should be for providing any of the Security Ancillary Services for <b>more than 50,000 candidates in single shift.</b>	Copies of Work Orders/Agreements need to be enclosed.
6	Bidder should have work experience of at least <ul style="list-style-type: none"><li>• 1 work order of more than 50,000 candidates in a single examination assignment</li><li>• 1 work order of more than 10 cities in a single exam assignment</li></ul> for the provision of CCTV Surveillance of candidates in Examination based projects, for any Government department directly, during the last 5 years as on <b>day of bidding.</b>	Copies of Govt. Work Orders/Agreements need to be enclosed for the provision of CCTV Surveillance of candidates in Examination based projects.
7	Bidder should have work experience of at least <ul style="list-style-type: none"><li>• 1 work order of more than 50,000 candidates in single examination assignment</li><li>• 1 work order of more than 10 cities in a single exam assignment</li></ul> for the provision of biometric based Impersonation control and candidate authentication into Examination based projects for any Government department directly during last 5 years as on day of <b>bidding.</b>	Copies of Govt. Work Orders/Agreements need to be enclosed for the provision of biometric based Impersonation control and candidate authentication into Examination based projects.
8	The bidder should not stand blacklisted by any Govt. Organization/Board/Council/University/Commission and any other Government/PSU Government undertaking organization as on day of tender bidding.	Undertaking to be submitted on Notary affidavit of INR 100 as per Annexure III.



## Annexure-I

### JAMMU & KASHMIR STATE ELIGIBILITY TEST CELL, UNIVERSITY OF JAMMU



Technical Details for providing services in Examination Centres of the JKSET Agency, University of JAMMU in identified cities in State of UT of Jammu & Kashmir and Ladakh.

#### 1. ABOUT THE FIRM :

i)	Name and address of the Agency/firm	
ii)	Contact Person with Designation & Phone No. Mobile No. Email ID.	
iii)	Month and year of establishment	
iv)	Type of Firm/Agency/Organization (Proprietary/Private/Public/Govt.)	
v)	Copy of Registration, if applicable	
vi)	Total Annual Financial Turnover : (attach photocopy of Audited Balance Sheet & Profit & Loss Account for last three financial years)	
vii)	Income Tax No. (PAN No. TIN No.) Service Tax Registration No. (attach photocopies of Income Tax clearance certificate)	
viii)	Quality Certification No. /License if any Details of Issuing Authority Validity of Certificate	
ix)	Activities of the Organization	
x)	Since when engaged in providing service in concerned field.	

I/we declare and affirm the information given by me/us in the Technical Bid is true to the best of my/our knowledge and belief and that if any wrong information is contained in Technical Bid my/our Technical Bid may be cancelled at any stage. I/We also undertake to complete the job exactly as laid down in the technical bid term and condition of the University.

Signature of the Bidder  
(Name in block letter)  
With Seal

2. **Past experience for providing services in examination for concerned activities :-**

Sr.No.	Name & Address of Organization and Contact Detail	Nature of work	Cost of the Project	Duration for completion of Project	No. of centers involved in Project assignment

**Note :-**

- i. Attach performance certificates form the organization to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.
- ii. Use separate sheet if space not adequate for writing. Please provide information in the sequence only.

3. **b) Hardware Details :-**

Sr. No.	Name of Equipment	Model Number	Make	Quantity
1				
2				

4. Have you ever been debarred/blacklisted by Central Government, State Government, Semi Government / Board Corporation and Public Undertaking and other agencies If yes, please provide the details.

5. List of documents to be submitted along with the Technical Proposal.

(i) As mentioned in tender and Annexure-I

Certified that all the terms and conditions of the Tender are accepted by us.

Contact Person :

Telephone No. :

Email ID :

Mobile No. :

**Authorized Signatory**  
**(with full name, Designation and Stamp)**

**JAMMU & KASHMIR STATE ELIGIBILITY TEST CELL, JAMMU**

**Financial Bid for providing various confidential services in Examination Centres**

Note : To be sealed separately. Please refer the scope of work and other terms and conditions with regard eligibility conditions mentioned in the tender documents while quoting the rates.

RATES FOR THE WORK INDICATED IN THE TENDER FORM.

S.no	Particular of Work	Rate per candidate in Rs. incl. of all taxes (in figure and words)
1.	Digital Finger-print capturing and Facial recognition of candidate by verifying candidate's identity on real-time basis. Biometric capturing and verification with photograph through Hand held integrated device.	
2.	Provision of Live Webcasting & Recording of exam. hall, Entry/Exit gate & Control room by CCTV Cameras for every 24 candidates in the Examination Centre	

- Income tax will be deducted by the University as per the provision of Income tax Act/Rules in force.
- The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower, if any and other applicable taxes.
- The number of candidates at each examination centers varies from 200 to 500 approximately.
- Normally 24 candidates are sitting in a room (OR) more in a big hall.
- Amount should be indicated in words also.
- University will not be responsible for loss/damage of any equipment installed at the examination center and the Agency will be fully responsible for safety and security of its equipments/infrastructure.
- The data capture shall be matched with existing data as per standards stored.
- Discrepancies, if any, shall be reported immediately telephonically to control room and also in writing after matching the data to the University.
- The captured data shall be delivered to the **J&K SET Agency, University of Jammu** within two days duly authenticated by the Agency in Hard Disc as well as DVDs, duly indexed and signed.

**Certified that all the terms and conditions of this TENDER are accepted by us.**

**Authorized Signatory  
(with full name, Designation and Stamp)**

Contact Person :

Telephone No. :

Mobile No. :

Email ID :

Handwritten signature and initials in blue ink.

Date of Examination: 11.05.2025

Time: 10.00 to 01.15 p.m.

Annexure - III

## City Wise detail of candidates

S.No	Name of City	No of Centers in each City (Each Centre have less than 500 candidates)	Total Strength
1.	Jammu	19	8257
2.	Kathua	2	923
3.	Rajouri	4	1671
4.	Udhampur	2	919
5.	Bhaderwah	2	712
6.	Srinagar	14	6044
7.	Anantnag	6	2680
8.	Baramulla	4	1516
9.	Leh	1	431
10.	Kargil	1	513
	<b>Total</b>	<b>55</b>	<b>23,666</b>