



## UP Electronics Corporation Limited

(U.P. Government Undertaking)

10 Ashok Marg, Lucknow-226001

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### e-BIDDING FOR

### EMPANELMENT OF SOFTWARE DEVELOPERS SYSTEM INTEGRATORS IT ENABLED SERVICE PROVIDERS Web Cloud Server Services SECURITY and STARTUPS

Bid REFERENCE : UPLC/Software /Empanelment/018/2021-22  
E-tender Portal : <http://etender.up.nic.in>

#### Critical Dates

SN	Particulars	Date	Time
1	Publishing Date	22 September 2021	06:55 PM
2	Bid Submission Start Date	22 September 2021	06:55 PM
3	Bid Submission End Date	22 October 2021	05:00 PM
4	Bid Opening Date	22 October 2021	06:30 PM

Place of Opening e-Bids : UP Electronics Corporation Ltd  
10-Ashok Marg,  
Lucknow-226001

e-Bid Processing Fee : ₹ 15,000.00 (Rupees Fifteen Thousand only)  
+ 18% GST as Applicable (Non-refundable)

Startup e-Bid Processing Fee : ₹ 5000.00 (Rupees Five Thousand only)  
+ 18% GST as Applicable (Non-refundable)

Bid Security for Empanelment : For Service Provider Category "A" → ₹ 1, 00,000/-  
For Service Provider Category "B" → ₹ 2, 00,000/-  
For Service Provider Category "C" → ₹ 3, 00,000/-  
**(Refundable)**  
For Service Provider Category "S" (Startup) → NA,

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## **e-Tender Notice**

Online e-bids are invited from experienced Software Developers & System Integrators /Companies/ Organizations in the areas of Software Developments, IT Enabled Services, Security, Storage, Backup, Integration And ,Web Cloud Server Services , for their empanelment as Service providers of **UPLC up to 05:00 PM on 22 October 2021 and shall be opened at 06.30 PM on 22 October 2021** or afterwards. The Non refundable processing fee is Rs 15,000/- (Rupees Fifteen thousand only) + 18% GST. The existing Software empanelled vendors whose empanelment period has not expired, are not required to apply against this e-tender. However,

- (i) The empanelled Service Provider who were empanelled with this Corporation through e-bid reference no: **UPLC/Software/Empanelment 12/2017-18 ,UPLC/Software/ Empanelment 13/2017-18,UPLC/Software/Empanelment14/2018-19, UPLC/Software/Empanelment15/2019-20** as their Validity had expired on **18 September 2019, 29 Jun 2020 , 11 Feb 2021, September 2021 respectively** they may also apply against this e-bid for their Empanelment, if they wish to continue with the Corporation.

AND

- (ii) Already empanelled Service Providers who have added their expertise in other Job Categories or upgraded their financial capacity (Service Provider Categories (A/B/C/S) during last one year, they may also apply against this tender.

The details of submission of e-Tender are available in the tender document uploaded on the e-Procurement website <http://etender.up.nic.in>. And [www.uplc.in](http://www.uplc.in). The Corporation reserves the right to cancel any or all the e-bids/annul the bidding process without assigning any reason thereof.

**UPLC/Software /Empanelment/018/2021-22**

Managing Director  
U.P. Electronics Corporation Ltd.  
10 Ashok Marg  
Lucknow-226001

## INVITATION FOR e-BIDS

This invitation for e-Bids is for empanelment of experienced companies / organizations in the areas of Software Developments, IT Enabled Services, Security, Storage, Backup, Integration and Web Cloud Server Services, as Service providers of UPLC for the period of two years form date of empanelment.

1. Bidders are advised to study the tender Document carefully. Submission of e-Bid against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the tender Document with full understanding and its implications.
2. The e-Bids prepared in accordance with the procedures enumerated in ITB Clause 6 of Section-I should be submitted through e-Procurement portal <http://etender.up.nic.in>. by following the procedures given in ITB clause 11 of Section I.
3. The tender document is available at e-Procurement website <http://etender.up.nic.in>. Interested bidders may view, download the e-Bid document, seek clarification and submit their e-Bid online up to the date and time mentioned in the table below:

(a)	Date of publication of tender notice	22 September 2021 at e-Procurement web site <a href="http://etender.up.nic.in">http://etender.up.nic.in</a>
(b)	Availability of tender document on website	22 September 2021 from 06:55 PM
I	e-Bid submission start date & time (Submission of e-tender fee, EMD and other supporting documents in PDF format)	22 September 2021 from 06:55 PM
(e)	e-Bid submission end date & time	22 October 2021 at 05:00 PM
(f)	Online Technical bids opening Date & Time	22 October 2021 at 06:30 PM or onwards
(g)	Venue of Opening of Technical Bids	UP Electronics Corporation Ltd 10-Ashok Marg, Lucknow-226001
(h)	e-bid Inviting Officer	Managing Director
(i)	e-bid Processing Fee (non refundable)	Rs.15,000/- (Rupees Fifteen Thousand Only) (Non-refundable) + 18% GST
J	Startup e-Bid Processing Fee	₹ 5000.00 (Rupees Five Thousand only) (Non-refundable) + 18% GST
(K)	Bid Security	For Service Provider Category "A" → Rs. 1,00,000/- For Service Provider Category "B" → Rs. 2,00,000/- For Service Provider Category "C" → Rs. 3,00,000/- For Service Provider Category "S"(Startup) → Rs.0/-

4. **All e-Bids must be accompanied by Processing Fee & Bid Security in the form of Demand Draft/Bankers Cheque in favour of U.P. Electronics Corporation Ltd., payable at Lucknow. The scanned copy of the processing fee must be uploaded along with the e-Bid and the original should reach the office U.P. Electronics Corporation Ltd, 10 Ashok Marg, Lucknow before e-bid submission end date and time.**
5. UPLC reserves the right to cancel any or all the e-Bids/annul the e-Bid process without assigning any reason thereof.
6. All the required documents should be uploaded by the e-Bidder electronically in the PDF format in 100 to 200 DPI. It is suggested that the PDF Files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-tender portal <http://etender.up.nic.in>. The required electronic documents for each document label of Technical (Fee details, Declaration by the Bidder, Capability Statement and Annexures and Qualification details) schedules/packets can be clubbed together to make single different files for each label. The size of single label file should not exceed 20 to 25 MB size.

## **SECTION I : INSTRUCTIONS TO BIDDERS (ITB)**

### **(A) THE BIDDING DOCUMENT**

#### **1 Availability of Tender**

This e-tender document is available on the web site <http://etender.up.nic.in> and [www.uplc.in](http://www.uplc.in) to enable the bidders to view and download the bidding document. Submit their Bids online up to the last date and time mentioned in e-Tender notice/tender document against this e-Tender only on e-tender portal <http://etender.up.nic.in>.

#### **2 Contents of e-Bid Document**

2.1 The goods/services required to be supplied; Bidding procedure terms and conditions are prescribed in the bidding document. The bidding document includes:

- (a) Invitation for Bids
- (b) Section I : Instruction to bidders (ITB);
- (c) Section II : Requirement for Empanelment
- (d) Section III : Capability Statement
- (e) Annexure 1 to Annexure -6

2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required as per the bidding documents or submission of a Bid not responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of his Bid.

#### **3 Clarification of Bidding Documents**

A prospective bidder requiring any clarification of the bidding documents may raise his point of clarification to UPLC's e-mail [uplcsoftware@gmail.com](mailto:uplcsoftware@gmail.com)

#### **4 Amendment of e-Bid Document**

4.1 At any time prior to the deadline for submission of Bids, the UPLC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by amendments. Such amendments shall be posted/uploaded on the e-Procurement portal <http://etender.up.nic.in> through corrigendum and shall form an integral part of Bid documents. The relevant clauses of the Bid documents shall be treated as amended accordingly.

4.2 It shall be the sole responsibility of the prospective bidders to check the e-tender portal <http://etender.up.nic.in> and [www.uplc.in](http://www.uplc.in) from time to time for any amendment in the e-tender document. In case of failure to get the amendments, if any, the UPLC shall not be responsible there-for.

4.3 In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their Bids, UPLC at his discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be posted/up-loaded on the e-Procurement portal <http://etender.up.nic.in>.

## **(B) PREPARATION & SUBMISSION OF e-Bid**

### **5 Documents Constituting the e-Bid**

5.1 The e-Bid prepared by the bidder shall comprise the following components:

**Technical e-Bid** - Technical e-Bid will comprise of :

- a) **Fee Details** – includes copies of e-Bid processing fee & Bid Security furnished in accordance with ITB Clause 7 & 14 in PDF format.
- b) **Declaration by the bidder** – includes signed copy of declaration and Requirements for Empanelment as per Section II in PDF Format.
- c) **Capability Statement and Annexures** – includes filled-in signed capability statement as per Section III and Annexures 1, 2, 3, 4, 5 and 6 in PDF format
- d) **Qualification Details** – includes copies of required documents as per ITB Clause 16.1 in PDF format justifying that the Bidder is qualified and meets the criteria for empanelment **as on 22 September 2021**.

### **6 Documents Establishing Bidder's Qualification**

Pursuant to ITB Clause 5, the bidder shall furnish, as part of Technical Bid, documents establishing the Bidder's qualification to perform the Contract if its bid is accepted. The documentary evidence should be submitted by the bidder electronically in the PDF format as per section II. It is suggested that the PDF files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-tender portal.

### **7 e-Bid Processing Fee**

7.1 Pursuant to ITB Clause 5 the Bidder shall furnish, as part of its bid, a bid processing fee of Rs 15,000/- (Rupees Fifteen Thousands only) + 18% GST in favour of **"U.P. Electronics Corporation Ltd"** payable at **"Lucknow"**. The scanned copy of the bid processing fee must be submitted along with the bids and the original one should reach the UPLC's office at Lucknow before bid submission end date and time. The existing Software empanelled vendors whose empanelment period has not expired, are not required to apply against this e-tender However,

- (i) Already empanelled Service Providers who have added their expertise in other Job Categories or Upgraded their financial capacity (Service Provider Categories (A/B/C/S) during last one year, they may also apply against this tender.

AND

(ii) **The empanelled Service Provider who were empanelled with this Corporation through e-bid reference no: UPLC/Software/Empanelment 12/2017-18 ,UPLC/Software/ Empanelment 13/2017-18,UPLC/Software/Empanelment14/2018-19, UPLC/Software/Empanelment15/2019-20 as their Validity had expired on 18 September 2019, 29 Jun 2020 , 11 Feb 2021, September 2021 respectively they may also apply against this e-bid for their Empanelment, if they wish to continue with the Corporation, they may also apply against this e-bid for their Empanelment, if they wish to continue with the Corporation.**

7.2 The bid processing fee shall be in Indian Rupees and shall be in the form of Bank Draft/ Bankers Cheque only.

7.3 Any bid not secured in accordance with ITB Clauses 7.1 and 7.2 above shall be treated as non responsive and rejected by the UPLC.

### **8 Period of Validity of e-Bids**

8.1 Bids shall remain valid for 180 days after the date of Bid opening prescribed by the UPLC, pursuant to ITB Clause 11. A Bid valid for a shorter period shall be rejected by the UPLC as non-responsive.

### **9 Format and Signing of e-Bid**



- 9.1 The Bidder shall prepare one electronic copy each of the Technical Bid.
- 9.2 The Bid documents shall be digitally signed, at the time of uploading, by the bidder or a person or persons duly authorized to bind the bidder to the Contract. All the pages/ documents of the Bid shall also be signed manually by the person authorized to sign the bid before converting them into PDF and uploading them as bidding documents.

## 10. Submission of e-Bids

The e-Bid Submission module of e-Procurement website <http://etender.up.nic.in> enables the bidders to submit the e-Bid online against the tender published by the UPLC. Bid Submission can be done only from the Bid Submission start date and time till the Bid Submission end date and time given in the e-tender. Bidders should start the Bid Submission process well in advance so that they can submit their e-Bid in time. The bidders should submit their Bids considering the server time displayed in the e-Procurement portal. This server time is the time by which the Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule. Once the Bid submission date and time is over, the bidders cannot submit their e-Bid. For delay in submission of Bids due to any reasons, the bidders shall only be held responsible.

The bidders have to follow the following instructions for submission of their e-Bids:

- 10.1 For participating in Bids through the e-tendering system, it is necessary for the bidders to be the registered users of the e-Procurement portal <http://etender.up.nic.in>. For this, the bidders have register themselves by depositing a fee of Rs 6000/- (Rupees Six thousands only) in the office of U.P. Electronics Corporation Limited, 10-Ashok Marg, Lucknow-226 001 for getting a valid User ID and password and required training/ assistance etc. on e-procurement portal <http://etender.up.nic.in>. The bidders may contact U.P. Electronics Corporation Limited, 10-Ashok Marg, Lucknow-226 001 On Phone Nos 0522-2286808, e-mail [uplcsoftware@gmail.com](mailto:uplcsoftware@gmail.com) for getting registered at the e-Procurement portal <http://etender.up.nic.in>.
- 10.2 In addition to the normal registration, the bidder has to register with his/her **Digital Signature Certificate (DSC)** in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-Bid submission activities. Registering the Digital Signature Certificate (DSC) is a one time activity till its validity. Before proceeding to register his/her DSC, the bidder should first log on to the e-tendering system using the User Login option on the home page with the Login Id and Password with which he/ she has registered as per clause 10.1 above.

For successful registration of DSC on e-Procurement portal <http://etender.up.nic.in> the bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any one of certifying authorities approved by Controller of Certifying Authorities, Government of India. The bidder may also apply to office of U.P. Electronics Corporation Limited, (UPLC) for getting DSC at the address given in clause 10.1 above on a prescribed form available at UPLC's website [www.upclko.in](http://www.upclko.in) along with the payment of fee of Rs 1708/- (including Tax) per person, The bidder is also advised to register his/her DSC on e-procurement portal well in advance before bid submission end date so that he/she should not face any difficulties while submitting his/her e-bid against this tender. The bidder can perform User Login registration/creation and DSC registration exercise as described in clauses 10.1 and 10.2 above even before Bid submission date starts. The UPLC shall not be held responsible if the bidder tries to submit his/her e-Bid at the last moment before end date of submission but could not submit due to DSC registration or any other technical problems.

- 10.3 The bidder can search for active tenders through "Search Active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-Bid Submission menu. After selecting and viewing the tender, for which the bidder intends to e-Bid, from "My Tenders" folder, the bidder can place his/her Bid by clicking "Pay Offline" option available at the end of the view tender details form. Before this, the bidder should download the tender document and study hem carefully. The bidder should keep all the documents ready as per the requirements of e-tender document in the PDF format.
- 10.4 After clicking the 'Pay Offline' option, the bidder will be redirected to the Terms and Conditions page. The bidder should read the Terms & Conditions before proceeding to fill in the Processing Fee offline payment details. After entering and saving the Processing fee details, the bidder should click "Encrypt & Upload" option given in the offline payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per Technical (Fee details, Declaration by the Bidder, Capability Statement & Annexure and Qualification details) schedules/packets given in the tender details. The details of the Demand Draft or any other

accepted instrument which is to be physically sent in original before Bid submission and date and time, should tally with the details available in the scanned copy and the data entered during e-Bid submission time otherwise the e-Bid submitted will not be accepted.

- 10.5 Next the bidder should upload the Technical Bid documents for Fee details (Processing Fee), Declaration by the Bidder as per Section II, Capability Statement as per Section-III and Annexures 1 to 6 and Qualification details as per "ITB Clause 16.1 of e-tender document. Before uploading, the bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the bidder should click "Browse" button against each document label in Technical and Financial schedules/packets and then upload the relevant PDF files already prepared and stored in the bidder's computer. The required documents for each document label of Technical (Fee details, Declaration by the Bidder, Capability Statement & Annexures and Qualification details) schedules/packets can be clubbed together to make single different files for each label.
- 10.6 The bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the Bid documents are digitally signed using the DSC of the bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the Bid documents are protected, stored and opened by concerned bid openers only.
- 10.7 After successful submission of Bid document, a page giving the summary of Bid submission will be displayed confirming end of e-Bid submission process. The bidder can take a printout of the bid summary using the "Print" option available in the window as an acknowledgement for future reference.
- 10.8 UPLC reserves the right to cancel any or all e-Bids/ annul the bidding process without assigning any reason.

## **11 Deadline for Submission of E-Bids**

- 11.1 e-Bids must be submitted by the bidders on e-procurement portal <http://etender.up.nic.in>, not later than the time specified in the tender document.
- 11.2 The UPLC may extend this deadline for submission of bids by amending the bid documents in accordance with ITB Clause 4, in which case all rights and obligations of the UPLC and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

## **12 Late Bids**

- 12.1 The server time indicated in the Bid Management window on the e-procurement portal <http://etender.up.nic.in> will be the time by which the bid submission activity will be allowed till the permissible date and time scheduled in the tender. Once the bid submission date and time is over, the bidder cannot submit his/ her bid. Bidder has to start the Bid Submission well in advance so that the submission process passes off smoothly. The bidder only, will be held responsible if his/ her bid is not submitted in time due to any reasons.

## **13 Withdrawal and Resubmission of e-Bids**

- 13.1 At any point of time, a bidder can withdraw his/ her bid submitted online before the bid submission end date and time. For withdrawing, the bidder should first log in using his/ her Login Id and Password and subsequently by his/ her Digital Signature Certificate on the e-procurement portal <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the bid to be withdrawn. After selecting the "Bid Withdrawal" option, the bidder has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the Bid Information window for the selected bid. The bidder also has to enter the Bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The bidder has to confirm again by pressing "Ok" button before finally withdrawing his/ her selected bid. Once the bidder has withdrawn his/ her bid he/she cannot re-submit this bid again.
- 13.2 The bidder has to request the UPLC with a letter, attaching the proof of withdrawal and submission of bid processing fee in the office of UPLC, to return back the bid processing fee as per the procedure.



- 13.3 The bidder can resubmit his/ her bid as and when required till the bid submission end date and time. The bid submitted earlier will be replaced by the new one. The payment made by the bidder earlier will be used for revised bid and the new bid submission summary generated after the successful submission of the revised bid will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/ her Login Id and Password and subsequently by his/ her Digital Signature Certificate on the e-procurement portal <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised bid documents by following the methodology provided in clauses 10.4 to 10.7.
- 13.4 The bidders can submit their revised bids as many times as possible by uploading their bid documents within the scheduled date & time for submission of e-bids.
- 13.5 No bid can be resubmitted subsequently after the deadline for submission of bids.

#### **14. Bid Security:-**

**14.1** Bidders shall submit/upload, along with their Bids, Bid security of a sum, as mentioned below for Service Provider Category applied for :-

For Service Provider Category "A" → Rs. 1,00,000/- (Rupees One Lacs only)  
For Service Provider Category "B" → Rs. 2,00,000/- (Rupees Two Lacs only)  
For Service Provider Category "C" → Rs. 3,00,000/- (Rupees Three Lacs only)  
For Service Provider Category "S"(Startup) → Rs.0/- (Rupees Zero only)

in the form of a Demand Draft/ in favour of "**U.P. Electronics Corporation Limited**" payable at Lucknow. Bid Security in any other form will not be accepted and bid will be liable for rejection.

**14.2** The Successful bidders must uploaded, a copy of DD towards their Bid Security with their bid. However, the original DD/Bankers cheque (Bid Security) be submitted in the office of Corporation along with other original documents viz DD/ Bankers cheque towards Bid Processing Fees and Affidavit as required in terms of RFP /e-Tender.

**14.3** The Bid Security of the Successful Bidder would be returned after expiration of their Validity period (i.e, Two Years from date of Empanelment) subject to the terms & conditions mentioned in RFP.

**15** Every Institution/Company shall have option to participate in the Tender process of every Corporation/Company in accordance with their eligibility for empanelment in the Corporation but any bidder institution can be empanelled in any of the Two Corporations. Any Institution/Company, after having been empanelled in any of the two Corporations would not be participating in the tender publishing for empanelment by other Corporation. In this respect, an affidavit shall be submitted by the institution/ Company for its empanelment.

## **(C) BID OPENING AND EVALUATION OF BIDS**

### **16 Opening of Technical Bids by the UPLC**

- 16.1 The UPLC will open all technical e-bids at schedule date and time given in the Tender Document or afterwards at U.P. Electronics Corporation Ltd., 10, Ashok Marg, Lucknow-226001. In the event of the specified date of e-bid opening being declared a holiday for the UPLC then the e-bids shall be opened on the following day and time in the office of UPLC.
- 16.2 The bids of only those bidders shall be considered for evaluation that are found responsive to the terms and conditions of this tender document. The bids that are found non-responsive to the terms and conditions of tender document shall be liable to be rejected.

### **17 Clarification of Bids**

During evaluation of bids, the UPLC may, at its discretion, ask the Bidder for a clarification of his/her bid. The request for clarification and the response shall be in writing.

### **18 Evaluation of Technical bids and Evaluation Criteria For Service Provider Category(A, B ,C & S)**

The UPLC will examine the bids to determine whether they are complete, whether they meet all the conditions of the tender, whether required, bid processing fee & Bid Security and other required documents have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Any bid or bids not fulfilling these requirements shall be liable to be rejected.

18.1 Technical evaluation of the bids shall be done on the following parameters. The bidders shall submit the scanned copies (of the original) of following as documentary proof for the same:-

- (i) Scanned copy of original Demand Draft/Banker's Cheque toward Processing Fee (Non refundable) and DD or Banker's Cheque towards their Bid Security with their Bid Security (as mentioned in ITB Clause 7 & 14) . However the original of above Demand Draft/Banker's Cheque to be submitted to UPLC.
- (ii) The Job awards/orders and successful Job completion certificates and other supporting documents should be enclosed to confirm them. Job award/order and successful job completion certificates for jobs as mentioned in Annexure-2 during preceding one/two/three year(s) as per clause 1.1, 1.2, 1.3 of Section II.**
- (iii) Scanned copy of original documents in support of available manpower as mentioned in Annexure-3.
- (iv) Scanned copy of original as proof of hardware/software /infrastructure available with Bidder/ genuine and licensed software for software as mentioned in Annexure-4.
- (v) Scanned copy of original Audited Balance Sheet and P/L Account (clearly showing the CA's name, address and Registration number) for the last one year for category "A" and last three years for category "B" and last four years for Category "C" as mentioned in Section II & III.
- (vi) Scanned copy of original Turnover Certificate from the Chartered Accountant in respect of the IT/ITES related Turnover information filled-in at serial no. '7' of the CAPABILITY STATEMENT (CS).
- (vii) Scanned copy of original Income Tax Returns (ITRs) of the Applicant Entity for the years specified in the e-Tender document related to the specific Service Provider Category applied for.
- (viii) Scanned copy of original of the relevant pages of Memorandum and Article of Association showing the relevant objectives of the Company/Organization and Registration Certificate.
- (ix) Scanned copy of original Certificate showing the place of company's/ organization's Registration.
- (x) Scanned copy of original documents in proof of Company's/Organization's premises whether owned/leased or on rent.

- (xi) Scanned copy of original PAN certificate of the company/ organization.
- (xii) Scanned copy of original GST Registration certificate of the company/ organization.**
- (xiii) Depending upon Service Provider Category applied for empanelment, the Scanned copy of original certificate of ISO/CMM series certificate, obtained by the company/organization
- (xiv) Scanned copy of original Duly Notarized Affidavit on Non-judicial Stamp Paper of Rs 100/- regarding non-blacklisting on the Performa given in the Tender Document at Annexure 5. However, the original of above Notarized Affidavit to be submitted to UPLC.

18.1 A team of UPLC may carry out physical inspection / verification of the information given by the bidder/ bidder's infrastructure setup.

18.2 Evaluation of Technical bids and Evaluation Criteria For Service Provider Category STARTUP's (S)

**As per eligibility criteria (Section -II)**

- (i) Must be a REGISTERED Start-up Company under (DPIIT- Formerly DIPP), GoI.
- (ii) Should have at least 2 employee on rolls
- (iii) The Startup owner/ founder should be a resident of India.
- (iii) The Startup Owner/Founder should be at least a Graduate from recognized University
- (iv) Must have Income Tax (PAN) Registration.
- (v) Must have or applied for GST Registration
- (vi) The Startup should not be blacklisted by Central Govt/State Govt/PSU/ Autonomous body in India and there should not be any criminal case registered against the Startup Owner/Founder of the company/Firm in any Court of Law.
- (vii) Startup registered in MSME Act, 2006 of GoI and/or U.P. MSME (Establishment & Operations) Act, 2020
- (viii) Must have sufficient Hardware Infrastructure viz. Desktop/Laptop, Printer, Scanner,UPS etc.
- (ix) The Start-up owner must have executed at least 01 project or have 01 running project in the field of IT & ITeS for any Department or Institution (Public/ Private Sector) having minimum value of Rs. 01 Lac.

**19 Contacting the UPLC**

19.1 Subject to ITB Clause 15, no Bidder shall contact the UPLC on any matter relating to his/ her bid, from the time of the bid opened till the time of disposal of his/her bid. If the bidder wishes to bring additional information to the notice of the UPLC, he/ she can do so in writing.

19.2 Any effort by a Bidder to influence the UPLC in its decisions on bid evaluation may result in rejection of the Bidder's bid.

## (D) AWARD OF CONTRACT AND OTHER CONDITIONS

### 20 Selection of Service Providers

Tenders received will be screened for requirements, experience and qualifications. UPLC may carry out physical inspection/verification of the information given by the bidder/bidder's infrastructure setup in appropriate cases. The empanelment of successful bidders will be done thereafter. The bidders may in appropriate cases be empanelled in the Categories in which they have applied. The Service Providers will be selected on the basis of their existing experience, manpower availability, technical competence and experience of related Job category/ categories. Service providers may apply for the empanelment in different expertise / levels of competence.

### 21 Period of Empanelment

The empanelment of the service providers will be for a period of two years from the date of issuance of letter of empanelment after which the empanelment may be renewed on request of the service providers, based on their performance on the job awards/job orders during their empanelment period.

### 22 Allotment of Work

Enquiry received by UPLC will be allotted among empanelled Application software developers / Service providers in the following manner:-

- a) On receipt of enquiry in UPLC from the client department, UPLC shall study the client's requirement in consultation with the client department and UPLC will prepare scope of work and estimated cost of the project.
- b) The scope of work will be **circulated to the panel of empanelled Service Providers with demonstrable competence in the required field(s) {of specific Job Category/Categories (I/II/III) in the Categories of Service Providers (A/B/C/S) as specified in this UPLC's e-tender document} equal to or above the estimated cost of the project.**
- c) The above panel of Service Providers will submit their financial proposal/quotation to UPLC within stipulated time and if project demands then bidder/bidders may be asked to submit techno-commercial proposal.
- d) The selection will be based on the proven competence and lowest quotation.
- e) Attempts will be made to allocate work to as many panelists as possible by rotation. Successful bidders will, unless demanded by project, technical or experience considerations, not be allocated subsequent work until the project in hand is completed satisfactorily.
- f) After successful completion of Job, you will provide all data, source code, complete solutions of project to the client department.

### 23. Code of Conduct

- a) Relationship with Client: Dealings with client must be conducted in an ethical manner, terms of agreement should be clearly and precisely expressed and fulfilled in good faith; work undertaken should be carried out promptly and efficiently and client's interests properly safeguarded and confidentiality maintained.
- b) Relationship with other empanelled Service Provider: Dealings with other empanelled Service Providers must be conducted in a positive and professional manner and in utmost courtesy and fairness; property rights, work results, confidential data and vendor/client relations of empanelled Service Providers ought to be respected; and no engagement in harmful, disappearing or predatory tactics will be entertained.
- c) Relationship with Principals: Empanelled Service Providers shall represent Principals in a fair and business like manner in accordance with their contract, their property and other rights; and provide full and accurate business records.
- d) Relationship with Employees: Empanelled Service Providers shall strive to employ high caliber staff and offer fair and equal opportunities for growth and development. Relevant training and constant upgrading of the employees has to be provided in line with job responsibilities. Also, employees have to be informed of their obligation to keep important data confidential. And of the fact that any professional misconduct constituting of unauthorized disclosure of confidential nature or violation of copyright laws will cause employers to take disciplinary action.



- e) Relationship with Public: Empanelled Service Providers shall promote effective use of Information Technology as an instrument for social and economic good and act as good corporate citizens and fulfill their responsibilities to the community.
- f) Intellectual Property Protection: Empanelled Service Providers shall neither use nor encourage the use of Pirated Software in their own and their client's organizations. All Software and other related Software Products must be Original, Licensed and Genuine and must conform to the norms and guidelines of Information Technology (IT) Act, 2000 and its amendments from time to time, failing which the empanelment of Service Providers will automatically stand terminated.

## **24. Use Of Documents And Information For Software Projects**

The empanelled Service Providers shall not, without UPLC's prior written consent, disclose any document containing specification, plan, drawing, pattern, sample or information furnished by or on behalf of client in connection therewith to any person other than a person employed by the Service Providers in the performance of the allotted job. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purpose of such performance.

## **25. Intellectual Property Rights(IPR) and Replication Rights**

Application software plans, drawings, specifications, design, reports and other documents prepared by the Service Providers in the execution of the allotted Job order shall become and remain the exclusive property of the UPLC. The Source Code of the Application Software and the documents will be the exclusive property of UPLC/ Client department and UPLC will have the Intellectual Property Rights (IPR) and Replication Rights on developed software and documents. Service Providers will be obliged to submit at least two copies of Software with Source Code and complete SRS and Complete Operational documentation. The bound copies of Documentation of System Study, System Requirement Specification (SRS) and Users Manuals are to be handed over to the client after its completion at respective stages along with its soft copies on the latest media available at that time. *“After successful completion of Job, you will provide all data, source code, complete solutions of project to the client department.”*

## **26. Agreement:**

If an Agreement/MOU is required to be signed by the UPLC with the client department for execution of the Job order, an Agreement/MOU with similar clauses shall have to be signed by the concerned empanelled Service Provider with UPLC on back to back basis for smooth execution of the order.

## **27. Warranty Period and Maintenance for Software Projects**

- a) The Service Providers shall be responsible for providing technical support for the successful running of the software/system so developed/deployed during the period of Warranty (one year or otherwise specifically mentioned in the client's order, from the date of its delivery and successful installation).
- b) The empanelled Service Providers may be required to provide maintenance support of the developed software and/(or) hardware equipment etc, provided to the client, under the Specific Job awarded to the empanelled Service Provider, for the period mutually agreed upon with the client. In case of warranty, services on H/W items, OEM confirmation may be required.
- c) It shall be the responsibility of the Service Provider for the implementation and execution of the project in which hardware items are also required in it. The required hardware shall be procured by the Service Provider as per hardware procurement policy of U.P. Government/UPLC. The Service Provider shall procure the required hardware from the OEM with warrantee support from them. The Service Provider shall submit an undertaking that they shall be deploying the required manpower/representative (with list of manpower with their telephone numbers that may be given to the client department) to be deployment/posted at the locations required in the project/required by the client department for smooth services during implementation and warranty period.



## **28. Taxes and Duties**

The empanelled Service Providers shall be entirely responsible for all Taxes, Duties, License fees, GST, Octroi etc. applicable from time to time. Service providers will deliver products and Services at the cost (all inclusive) as per terms and conditions of the Purchase Order released by UPLC. No additional cost will be payable.

## **29. Termination For Default**

UPLC may, without prejudice, to any other remedy for breach of contract, or on default by the empanelled Service Providers, terminate the contract in whole or in part if:-

- a) The empanelled Service Providers fail to deliver any or all of the obligations within the time period(s) specified in the contract, or any extension thereof granted by the client.
- b) The empanelled Service Providers fail to perform any other obligation(s) under the contract.
- c) The empanelled Service Providers will have to submit all the materials including software and documentation work towards assigned job to Service Provider.

## **30. Termination / Suspension of Empanelment**

- a. UPLC may at any time terminate empanelment of any empanelled Service Providers without compensation to the Service Provider, if the empanelled Service Providers becomes bankrupt or otherwise insolvent or / and
- b. UPLC may terminate any time the empanelment of any empanelled Service Providers for its convenience due to degraded performance of assigned work or due to false information provided by empanelled Service Providers during empanelment.
- c. UPLC may terminate empanelment of empanelled Service Providers on violation of **Code of Conduct** as defined at Para (5) of Section II.

## **31. UPLC's right to accept any bid and to reject any or all bids**

The UPLC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders.

- 32.** All the documents required should be submitted along with the technical bid of the tender only.
- 33.** The bidding documents, before converting them into PDF files, shall be free from cutting and erasures. However, alterations, if any, in the bidding documents should be attested properly by the bidder before conversion into PDF files, failing which the bid of the bidder is liable to be rejected.
- 34.** Bids not conforming to any or all the above terms and conditions and mentioned elsewhere in the tender document, are liable to be rejected.
- 35.** Incomplete bids are liable to be rejected. Bids found with false information shall stand rejected.
- 36.** All disputes are subject to Lucknow jurisdiction.

## **SECTION II : REQUIREMENTS FOR EMPANELMENT (Eligibility Criteria)**

1. The bids from reputed and experienced companies/organizations only in the areas of Software Developments, IT Enabled Services, Security, Storage, Backup, Integration And Networking Solutions, Turnkey Solutions, Security and Surveillance Solutions Providers for empanelment as Service Providers of UPLC for the period of two years against this invitation for bids. Companies/ organizations in the areas of Software Developments, IT Enabled Services, Security, Storage, Backup, Integration and Networking Solutions, Turnkey Solutions, Security Surveillance fields, would be empanelled of proven capabilities against this notification. The existing Software empanelled vendors whose empanelment period has not expired, are not required to apply against this e-tender The existing Software empanelled vendors whose empanelment period has not expired, are not required to apply against this e-tender. However

(i) The empanelled Service Provider who were empanelled with this Corporation through e-bid reference no: **UPLC/Software/Empanelment 12/2017-18 ,UPLC/Software/ Empanelment 13/2017-18,UPLC/Software/Empanelment14/2018-19, UPLC/Software/Empanelment15/2019-20** as their Validity had expired on **18 September 2019, 29 Jun 2020 , 11 Feb 2021, September 2021 respectively** they may also apply against this e-bid for their Empanelment, if they wish to continue with the Corporation **AND**

(ii) Already empanelled Service Providers who have added their expertise in other Job Categories or upgraded their financial capacity (Service Provider Categories (A/B/C/ S)) during last one year, they may also apply against this tender.

A. Must be Registered under Registrar of Companies (ROC) or Registered under company Act 1956/2013 or registered under society Registration Act 1860 and also having their registered office in India, only these companies/firm are eligible for empanelment

B. There should be provision of software related work in memorandum of article of association of the companies/firm

C. Companies/firm should have their own experienced manpower on their payroll and sufficient infrastructure for software related work.

D. Must have PAN and GST Registration and firm /company should take advantage of profit and have submitted ITR on regularly basis

E. Company/Firm should have good experience for development of software or other related work in GOI, State Government/ PSU's (Central or State)

F. Companies/firm should not be blacklisted by Central Govt./state Govt./PSU's (Central or State) or Autonomous body in India.

G. Preference will be given to CMMI / ISO Certificate

**\*The following Institute/Companies are eligible to participate in this tender:-**

**(i) Sole Proprietorship Firm: Must have registration in any two of the following:**

**(a) MSME Act, 2006 of GoI and/or U.P. MSME (Establishment & Operations) Act, 2020.**

**(b) GST Registration.**

**(c) Registration in Shop and Establishment Act prevailing in any State of India.**

**(ii) Partnership Firm : Indian Partnership Act, 1932**

**(iii) Public/ Private Limited Companies registered under the provisions of Companies Act, 1956/ 2013:**

**(iv) Limited Liability Partnership Firm (LLP) registered under the provisions of Limited Liability Partnership Act, 2008**

**(v) One Person Company (OPC) registered under the provisions of Companies Act, 2013.**

## CATEGORY WISE JOB DESCRIPTION

### **1.1 Job Category-I (Software Development)**

Execution of order under this category will be in general, consist of the following steps of operations as per the requirement of individual orders:

- a) Preparation of Business Processing Diagram (BPD) or proposal on the basis of preliminary study.
- b) Software Requirement Specifications (SRS).
- c) Software Design Document (SDD).
- d) Development of the Application Software and website.
- e) Testing and Maintenance of the Software and website.
- f) Application Software capable of running over internet & intranet.
- g) Data Entry and Processing related to Software Developed.
- h) Operation and maintenance under warranty period for minimum one year.
- i) Operational Manual in two copies, one for the Client Department and other for nodal agency.
- j) Submission of complete Application Source Code and soft & hard copies of User Manual and Design Documents.
- k) Services of Technical Manpower at Client's site for running the Application Software System.
- l) Conduct training programs for deployed Application Software.
- m) Annual Maintenance of Application Software.

### **1.2 Job Category-II (IT Enabled Services)**

Execution of order under this category may consist of one or more of the following jobs:-

Projects like Scanning, Storing, Retrieval and all other aspects of Digitization process, Geographical Interface System (GIS), Survey based development of Application Software, Geo Positioning System (GPS) based tracking system, Records/Document Management Systems/ Storage, smart card/RFID support based application, Services/Solutions of Call Center.

Execution of order under this category will be in general, consist of the following steps of operations as per the requirement of individual orders:

- a) Preparation of Business Processing Diagram (BPD) or proposal on the basis of preliminary study.
- b) Software Requirement Specifications (SRS).
- c) Software Design Document (SDD).
- d) Development of the Software and website.
- e) Testing and Maintenance of the Software and website.
- f) Data Entry and Processing related to Software Developed.
- g) Installation of Hardware, Software and Networking at site. The hardware required for the project shall be procured for the department(s) by the Service Provider as per hardware procurement policy of U.P. Government.
- h) Submission of complete Application Source Code and soft & hard copies of User Manual and Design Documents.
- i) Services of Technical Manpower at Client's site for running the Application Software System.
- j) Conduct training programs for deployed Application Software.
- k) Scanning Indexing and digitization of records.

### **1.3 Web / Cloud Server based Services:**

Execution of order under this category will be in general, consist of the following services as per the requirement of individual orders:

1. Software as a Service (SaaS).
2. Infrastructure as a Service (IaaS).
3. Platform as a Service (PaaS).
4. Disaster Recovery as a Service (DRaaS).
5. Dev / Test Environment as a Service (DevOps).
6. Virtual Desktops as a Service (VDaaS).
7. Support on all of the above.

The bidders have to comply with the specifications & conditions related to hosting at DC/DR and other parameters as per terms & conditions of the separate RFP to be published for selection of empaneled service providers for execution of each and individual work of the departments.

## 2. Other Essential Requirement, Eligibility Criteria For Empanelment:-

### (2.1) For Category - "A" Service Provider (IT & ITeS)

S. No.	Eligibility Criteria	Documents required
1	<p>i. Sole Proprietorship Firm: (must have registration in any two of the following):</p> <p>(a) MSME Act, 2006 of GoI and/or U.P. MSME (Establishment &amp; Operations) Act, 2020</p> <p>(b) GST Registration</p> <p>(c) Registration in Shop and Establishment Act prevailing in any State of India</p> <p>ii. Partnership Firm: Registered under Indian Partnership Act, 1932.</p> <p>iii. Public/ Private Limited Companies registered under the provisions of Companies Act, 1956/ 2013.</p> <p>iv. Limited Liability Partnership Firm (LLP) registered under the provisions of Limited Liability Partnership Act, 2008</p> <p>v. One Person Company (OPC) registered under the provisions of Companies Act, 2013.</p> <p><b>(NOTE: Registration should be at least one year old.)</b></p>	<p>Self attested Copies of Registration Certificates.</p> <p>Self attested Copy of Partnership Deed</p> <p>Self attested Copy of Incorporation Certificate of the Company.</p> <p>Self attested Copy of Incorporation Certificate of the LLP.</p> <p>Self attested Copy of Incorporation Certificate of the Company.</p>
2	Main object or work of area should be IT & ITeS and related work.	Self attested copy of Application form filed for GST / MSME/ Shop and Establishment, Partnership Deed, LLP Agreement, Memorandum and Article of Association, (whichever is applicable) along with other Documentary proof.
3	Bidder must have GST Registration.	Self attested Copy of GST Registration Certificate.
4	Bidder must have PAN.	Self attested Copy of PAN.
5	Bidder must have ITR at least for last 01 financial yr.	Self attested Copy of ITR.
6	Bidder must have "Positive net worth" in the last Financial year	Self attested Copy of Chartered Accountant's Certificate duly signed by CA with UDIN.
7	The Company should not be blacklisted by Central Govt/ State Govt/ PSU/ Autonomous body in India and there should not be any criminal case registered against the Director(s)/Head of the organisation or Company/ firm in any Court of Law.	Notarized affidavit on Non-Judicial Stamp paper of Rs 100/-.
8.	The Bidders should have at least a LAN installed with 5 Desktops/Laptops and one server, one printer and UPS of adequate capacity.	Enclose details on separate Sheet.
9.	Turn over of the bidder's Organisation/ Company in the last Financial Year should be at least Rs. 10.00 lac. <b><u>Marking Criteria:</u></b> From Rs.10 Lac to less than Rs.20 lac ~ 5 Marks	Self attested copy of audited Balance Sheet / Profit and Loss Account and other relevant documents such as schedules, notes to the account etc.

	<p>From Rs.20 Lac to less than Rs.30 lac ~ 10 Marks  From Rs.30 Lac to less than Rs.40 lac ~ 15 Marks  From Rs.40 Lac and above ~ 20 Marks  <b>Maximum Marks in this criteria ~ 20 Marks</b></p>	UDIN on audited balance sheet is must.
10.	<p>Bidder should have completed successfully at least 02 (two) jobs of minimum value of Rs 5 lac each in the field of IT &amp; ITeS for Central Govt/ State Govt. / PSU/ Other Govt. Institutions, during preceding 01 financial year.</p> <p>Apart from this, one job order of minimum value of Rs 5 lac should be in process in the field of IT &amp; ITeS for Central Govt/State Govt/PSU/ other Government Institution.</p> <p><b><u>1. Marking Criteria: For executed projects each of value not less than Rs. 5.00 lac:</u></b></p> <p>2 Projects ~ 15 Marks  3 Projects ~ 20 Marks  4 Projects ~ 25 Marks  5 Projects or above ~ 30 Marks</p> <p><b>Maximum Marks in this criteria ~ 30 Marks</b></p> <p><b><u>2. Marking Criteria: For running Project of value not less than Rs. 5.00 lac:</u></b></p> <p>1 Project ~ 5 Marks  2 Projects ~ 10 Marks  3 Projects ~ 15 Marks</p> <p><b>Maximum Marks in this criteria ~ 15 Marks</b></p> <p><b>TOTAL Maximum marks in above categories (1 &amp; 2) ~ 45 Marks</b></p>	<p>Self attested Copies of Job Orders/Awards and Certificate of successful Job Completion.  Self attested document for value of project is must.</p>
11.	<p>Company should have ISO or CMMI Certification or Letter for Empanelment in any UP Govt. Deptt./PSU /Institutions as Startup.</p> <p><b><u>Marking Criteria:</u></b></p> <p>Empanelled in any UP Govt Deptt./PSU/Institution as Startup ~ 5 Marks  ISO 9001:2008 or equivalent / CMMI Level 3 ~ 10 Marks  ISO 27001:2013 or equivalent / CMMI Level 5 ~ 15 Marks</p> <p><b>Maximum Marks in this criteria ~ 15 Marks</b></p>	<p>Self attested certified copy of ISO or CMMI Level Certificate/Empanelment Letter</p>
12	<p>The Bidder should have 5 manpower on Roll for project handling, out of which at least 3 Technical staff must have MCA/ B.Tech /BE /M.Tech/ M.Sc. degree in the areas of Computer Science/IT/Electronics from the recognised university/ Institution.</p> <p><b><u>Marking Criteria:</u></b></p>	<p>Self attested copy of HR/ Competent Authority Certificate on letter head clearly indicating the number of employees, their degree and job duration in the organisation.</p>



Less than 03 Technical Staff	~ 0 Marks	
03 to 05 Technical Staff	~ 5 Marks	
06 to 10 Technical Staff	~ 10 Marks	
11 to 15 Technical Staff	~ 15 Marks	
Above 15 Technical Staff	~ 20 Marks	
<b>Maximum Marks in this criteria ~ 20 Marks</b>		

**For the empanelment of Category "A", minimum Qualifying Marks required are 60 out of 100.**

**(2.2) For Category - "B" Service Provider (IT & ITes)**

S. No.	Eligibility Criteria	Documents required
1	<p>i. Sole Proprietorship Firm: (must have registration in any two of the following):</p> <p>(a) MSME Act, 2006 of GoI and/or U.P. MSME (Establishment &amp; Operations) Act, 2020</p> <p>(b) GST Registration</p> <p>(c) Registration in Shop and Establishment Act prevailing in any State of India</p> <p>ii. Partnership Firm: Registered under Indian Partnership Act, 1932.</p> <p>iii. Public/ Private Limited Companies registered under the provisions of Companies Act, 1956/ 2013.</p> <p>iv. Limited Liability Partnership Firm (LLP) registered under the provisions of Limited Liability Partnership Act, 2008</p> <p>v. One Person Company (OPC) registered under the provisions of Companies Act, 2013.</p> <p><b>(NOTE: Registration should be at least three years old.)</b></p>	<p>Self attested Copies of Registration Certificates.</p> <p>Self attested Copy of Partnership Deed</p> <p>Self attested Copy of Incorporation Certificate of the Company.</p> <p>Self attested Copy of Incorporation Certificate of the LLP.</p> <p>Self attested Copy of Incorporation Certificate of the Company.</p>
2	Main object or work of area should be IT & ITes and related work .	Self attested copy of Application form filed for GST / MSME/ Shop and Establishment, Partnership Deed, LLP Agreement, Memorandum and Article of Association, (whichever is applicable) along with other Documentary proof
3	Bidder must have GST Registration.	Self attested Copy of GST registration Certificate.
4	Bidder must have PAN.	Self attested Copy of PAN.
5	Bidder must have ITR atleast for last 03 financial years	Self attested Copy of ITR
6	Bidder must have "Positive net worth" in the last Financial year	Self attested Copy of Chartered Accountant's Certificate duly signed by CA with UDIN .
7	The Company should not be blacklisted by Central	Notarized affidavit on Non-

	Govt/State Govt/PSU/ Autonomous body in India and there should not be any criminal case registered against the Director(s)/Head of the organisation or Company/ firm in any Court of Law.	Judicial Stamp paper of Rs 100/-.
8.	The Bidders should have at least a LAN installed with 10 Desktops/Laptops and one server, one network printer, scanner and UPS of adequate capacity.	Enclose details on separate Sheet
9.	Average Turnover of the bidder's Organisation/ company in the last 03 Financial Years should be at least Rs. 50.00 lac. <b><u>Marking Criteria:</u></b> From Rs.50 Lac to less than Rs.2 Cr. ~ 5 Marks From Rs.2 Cr to less than Rs.3 Cr. ~ 10 Marks From Rs.3Cr. to less than Rs.4 Cr ~ 15 Marks From Rs.4 Cr. and above ~ 20 Marks <b>Maximum Marks in this criteria ~ 20 Marks</b>	Self attested copy of audited Balance Sheet / Profit and Loss Account and other relevant documents such as schedules, notes to the account etc. for 3 preceding years. UDIN is must as per applicability.
10.	Bidder should have completed successfully at least 03 (three) jobs of minimum value of Rs 10 lac each in the field of IT & ITeS during preceding 03 financial years for Central Govt/State Govt/PSU/ other Government Institution. Apart from this, one job order of minimum value of Rs 10 lac should be in process in the field of IT & ITeS for Central Govt/State Govt/PSU/ other Government Institution. <b><u>1. Marking Criteria: For executed projects each of value not less than Rs. 10.00 lac:</u></b> 3 Projects ~ 20 Marks 4 Projects ~ 25 Marks 5 Projects or above ~ 30 Marks <b>Maximum Marks in this criteria ~ 30 Marks</b> <b><u>2. Marking Criteria: For running Project of value not less than Rs. 10.00 lac:</u></b> 1 Project ~ 5 Marks 2 Projects ~ 10 Marks 3 Projects ~ 15 Marks <b>Maximum Marks in this criteria ~ 15 Marks</b> <b>TOTAL Maximum marks in above categories (1 &amp; 2) ~ 45 Marks</b>	Self attested Copies of Job Orders/Awards and Certificate of successful Job Completion. Self attested document for value of project is must.
11.	Company should have ISO or CMMI Certification <b><u>Marking Criteria:</u></b> ISO 9001:2008 or equivalent / CMMI Level 3 ~ 10 Marks ISO 27001:2013 or equivalent / CMMI Level 5 ~ 15 Marks <b>Maximum Marks in this criteria ~ 15 Marks</b>	Self attested certified copy of ISO or CMMI Level Certificate
12	The Bidder should have 15 manpower on Roll, out of which	Self attested copy of HR/

<p>at least 10 Technical staff must have MCA/ B.Tech/ BE/M.Tech/ M.Sc. degree in the areas of Computer Science/IT/Electronics from the recognised university/ Institution.</p> <p><b><u>Marking Criteria:</u></b></p> <p>Less than 10 Technical Staff ~ 0 Marks  10 to 15 Technical Staff ~ 5 Marks  16 to 20 Technical Staff ~ 10 Marks  21 to 25 Technical Staff ~ 15 Marks  Above 25 Technical Staff ~ 20 Marks</p> <p><b>Maximum Marks in this criteria ~ 20 Marks</b></p>	<p>Competent Authority Certificate on letter head clearly indicating the number of employees, their degree and job duration in the organisation.</p>
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**For the empanelment of Category "B", minimum Qualifying Marks required are 60 out of 100.**

**(2.3) Eligibility Criteria for Category - "C" (IT & ITeS)**

S. No.	Eligibility Criteria	Documents required
1	<p>i. Sole Proprietorship Firm: (must have registration in any two of the following):</p> <p>(a) MSME Act, 2006 of GoI and/or U.P. MSME (Establishment &amp; Operations) Act, 2020  (b) GST Registration  (c) Registration in Shop and Establishment Act prevailing in any State of India</p> <p>ii. Partnership Firm: Registered under Indian Partnership Act, 1932.</p> <p>iii. Public/ Private Limited Companies registered under the provisions of Companies Act, 1956/ 2013.</p> <p>iv. Limited Liability Partnership Firm (LLP) registered under the provisions of Limited Liability Partnership Act, 2008</p> <p>v. One Person Company (OPC) registered under the provisions of Companies Act, 2013.</p> <p><b>(NOTE: Registration should be at least four years old.)</b></p>	<p>Self attested Copies of Registration Certificates.</p> <p>Self attested Copy of Partnership Deed</p> <p>Self attested Copy of Incorporation Certificate of the Company.</p> <p>Self attested Copy of Incorporation Certificate of the LLP.</p> <p>Self attested Copy of Incorporation Certificate of the Company.</p>
2	<p>Main object or work of area should be IT &amp; ITeS and related work .</p>	<p>Self attested copy of Application form filed for GST / MSME/ Shop and Establishment, Partnership Deed, LLP Agreement, Memorandum and Article of Association, (whichever is applicable) along with other Documentary proof.</p>
3	<p>Bidder must have GST Registration.</p>	<p>Self attested Copy of GST registration Certificate.</p>
4	<p>Bidder must have PAN.</p>	<p>Self attested Copy of PAN.</p>

5	Bidder must have ITR atleast for last 04 financial years.	Self attested Copy of ITRs.
6	Bidder must have "Positive net worth " in the last Financial year.	Self attested Copy of Chartered Accountant's Certificate duly signed by CA with UDIN
7	The Company should not be blacklisted by Central Govt/State Govt/PSU/ Autonomous body in India and there should not be any criminal case registered against the Director(s)/Head of the organisation or Company/ firm in any Court of Law.	Notarized affidavit on Non-Judicial Stamp paper of Rs 100/-.
8.	The Bidders should have at least a LAN installed with 20 Desktops/Laptops and one server, one network printer, scanner and UPS of adequate capacity.	Enclose details on separate Sheet.
9.	<p>Average Turnover of the bidder's Organisation/ company in the last 04 Financial Years should be at least Rs. 5 Cr.</p> <p><b><u>Marking Criteria:</u></b></p> <p>From Rs.5 Cr to less than Rs.10 Cr. ~ 5 Marks  From Rs.10 Cr to less than Rs.15Cr. ~ 10 Marks  From Rs.15Cr. to less than Rs.20 Cr. ~ 15 Marks  From Rs.20 Cr. and above ~ 20 Marks</p> <p><b>Maximum Marks in this criteria ~ 20 Marks</b></p>	<p>Self attested copy of audited Balance Sheet / Profit and loss Account and other relevant documents such as schedules, notes to the account etc. for 4 preceding years.</p> <p>UDIN is must as per applicability.</p>
10.	<p>Bidder should have completed successfully at least 03 (three) jobs of minimum value of Rs 50 lac each in the field of IT &amp; ITeS, during preceding 04 financial years for Central Govt/State Govt/ PSU/ other Government Institution.</p> <p>Apart from this, one job order of minimum value of Rs 50 lac should be in process in the field of IT &amp; ITeS for Central Govt/State Govt/ PSU/ other Government Institution.</p> <p><b><u>1. Marking Criteria: For executed projects each of value not less than Rs. 50.00 lac:</u></b></p> <p>3 Projects ~ 20 Marks  4 Projects ~ 25 Marks  5 Projects or above ~ 30 Marks</p> <p><b>Maximum Marks in this criteria ~ 30 Marks</b></p> <p><b><u>2. Marking Criteria: For running Project of value not less than Rs. 50.00 lac:</u></b></p> <p>1 Project ~ 5 Marks  2 Projects ~ 10 Marks  3 Projects ~ 15 Marks</p> <p><b>Maximum Marks in this criteria ~ 15 Marks</b></p> <p><b>TOTAL Maximum marks in above categories (1 &amp; 2) ~ 45 Marks</b></p>	<p>Self attested Copies of Job Orders/Awards and Certificate of successful Job Completion.</p> <p>Self attested document for value of project is must.</p>

11.	<p>Company should have ISO or CMMI Certification</p> <p><b><u>Marking Criteria:</u></b></p> <p>ISO 9001:2008 or equivalent / CMMI Level 3 ~ 10 Marks</p> <p>ISO 27001:2013 or equivalent / CMMI Level 5 ~ 15 Marks</p> <p><b>Maximum Marks in this criteria ~ 15 Marks</b></p>	Self attested certified copy of ISO or CMMI Level Certificate
12	<p>The Bidder should have 30 manpower on Roll, out of which at least 20 Technical staff must have MCA/B.Tech/BE/M.Tech/ M.Sc. degree in the areas of Computer Science/IT/Electronics from the recognized university/ Institution.</p> <p><b><u>Marking Criteria:</u></b></p> <p>Less than 20 Technical Staff ~ 0 Marks</p> <p>20 to 25 Technical Staff ~ 5 Marks</p> <p>26 to 30 Technical Staff ~ 10 Marks</p> <p>31 to 35 Technical Staff ~ 15 Marks</p> <p>Above 35 Technical Staff ~ 20 Marks</p> <p><b>Maximum Marks in this criteria ~ 20 Marks</b></p>	Self attested copy of HR/ Competent Authority Certificate on letter head clearly indicating the number of employees, their degree and job duration in the organization.

**For the empanelment of Category "C", minimum Qualifying Marks required are 60 out of 100.**



## START UP

### **3. Eligibility Criteria for Empanelment of Startup Companies under Category-“S”**

Empanelment for Solution Design, Development of Application Software/ Website, Web Based Application, Data Processing, IT/ITES Services and Scanning & Digitization work.

Startup Companies competent to provide services with an estimated value Up to 5.00 Lac for a single work.

Eligibility:

- (1) Must be registered as Startup Company under DIPP (Department of Industrial Policy & Promotion) Startup program of GoI.
- (2) The Startup owner/ founder should be a resident of India.
- (3) The Company should not be blacklisted by Central Govt. /State Govt./PSU/ Autonomous body in India.
- (4) Should have at least 2 employees on pay rolls.
- (5) The Startup owner/founder should be at least a Graduate from recognized University.
- (6) The Startup owner/ founder should be a resident of India.
- (7) Must have Income Tax (PAN) Registration.
- (8) Must have or applied for GST Registration.
- (9) Details of Hardware Infrastructure (Specification and no. of Scanner, Laptop, Printer, UPS etc)
- (10) The Start-up owner must have executed at least 01 project or have 01 running project in the field of IT & ITeS for any Department or Institution (Public/ Private Sector) having minimum value of Rs. 01 Lac.

#### **(3.1). For Category - "S" Startup**

**Eligibility:**

Sl. No.	Eligibility Criteria	Documents required
1	Must be a Registered Start-up under Department for Promotion of Industry and Internal Trade (DPIIT- Formerly DIPP)	Copy of Registration Certificate (Self Certified)
2	The Startup owner/ founder should be a resident of India.	Copy of Aadhaar of Owner/Founder/any one of Partners/any one of the Directors (Self Certified).
3	The Startup Owner/Founder should be at least a Graduate from recognized University	Copy of Certificate (Self Certified)
4	Startup must have Income Tax (PAN) Registration.	Copy of Certificate (Self Certified)
5	Startup must have or applied for GST Registration	Copy of Certificate (Self Certified)
6	The Startup should not be blacklisted by Central Govt/State Govt/PSU/ Autonomous body in India and there should not be any criminal case registered against the Startup Owner/Founder of the company/Firm in any Court of Law.	Notarized affidavit on Rs 100/- Non Judicial Stamp paper
7	Must have sufficient Hardware Infrastructure viz. Desktop/Laptop, Printer, Scanner, UPS etc.	Enclose details of Hardware Infrastructure (Self Certified)
8	The Start-up owner must have executed at least 01 project or have 01 running project in the field of IT & ITeS for any Department or Institution (Public/ Private Sector) having minimum value of Rs. 01 Lac.	Copy of work Order (Self Certified)
<p><b><u>Marking Criteria:</u></b></p> <p>One Project --- 10</p> <p>Two Projects --- 15</p>		

	<p>Three Projects --- 20  More than Three Projects --- 25  <b>Maximum Marks in this criteria ~ 25 Marks</b></p>	
9	<p>Startup should have at least 2 employees on roll  <u><b>Marking Criteria</b></u>  Two Employees -- 10  Three Employees -- 15  More than Three Employees -- 20  <b>Maximum Marks in this criteria ~ 20 Marks</b></p>	Declaration on Letter Head (Self Certified)
10	<p>Startup registered in MSME Act, 2006 of GoI and/or U.P. MSME (Establishment &amp; Operations) Act, 2020  <u><b>Marking Criteria</b></u>  Not Registered -- 00  Registered as above -- 05  <b>Maximum Marks in this criteria ~ 05 Marks</b></p>	Copy of Registration Certificate (Self Certified)

**For the empanelment of Category "S", minimum Qualifying Marks required are 25 out of 50.**

- 4 The Bidder may apply for Empanelment for any one or all of the above Job Categories (I / II/ III) based on their Technical Expertise, working experience and competence in the specific field.**

**(4.1) Categorization of Service Providers:-**

The service providers shall be categorized into the following three categories based on their financial and technical capability, infrastructure available with them

- (1) Service providers competent to provide services with an estimated project value up to 25.00 Lac for the specific job category/ categories --**Category –‘A’**.
- (2) Service providers competent to provide services with an estimated project value up to Rs. 75 lakhs --**Category –‘B’**
- (3) Service providers competent to provide services with an estimated project value more than Rs 500.00 Lac --**Category –‘C’**
- (4) Service providers competent to provide services with an estimated project value up to Rs 5.00 Lac --**Category –‘S’ (STARTUP)**.

**.Service providers shall have to bid for Empanelment in any One (01) of the above three Categories of the Service Provider [(A or B or C or S (STARTUP))].**

**(4.2) Essential Requirements and Experience (as on last date of bid submission) for category A/B/C&S are mentioned above in para 2. (2.1, 2.2, 2.3 & 3)**

**(4.2.1) Service Providers competent to provide services with an estimated value up to Rs 25 lakhs --**Category –‘A’**.**

Service Provider Company/ Organization:

- (1) i. Sole Proprietorship Firm:

(Must have registration in any two of the following):

- (a) MSME Act, 2006 of GoI and/or U.P. MSME (Establishment & Operations) Act, 2020
- (b) GST Registration
- (c) Registration in Shop and Establishment Act prevailing in any State of India

ii. Partnership Firm: Registered under Indian Partnership Act, 1932.

iii. Public/ Private Limited Companies registered under the provisions of Companies Act, 1956/ 2013.

iv. Limited Liability Partnership Firm (LLP) registered under the provisions of Limited Liability Partnership Act, 2008

v. One Person Company (OPC) registered under the provisions of Companies Act, 2013.

**(NOTE: Registration should be at least one year old.)**

- (2) Main object or work of area should be IT & ITeS and related work.
- (3) Bidder must have GST Registration
- (4) Bidder must have PAN.
- (5) Bidder must have ITR at least for last 01 financial yr.
- (6) Bidder must have "Positive net worth" in the last Financial year
- (7) The Company should not be blacklisted by Central Govt/ State Govt/ PSU/ Autonomous body in India and there should not be any criminal case registered against the Director(s)/Head of the organisation or Company/ firm in any Court of Law.
- (8) The Bidders should have at least a LAN installed with 5 Desktops/Laptops and one server, one printer and UPS of adequate capacity.
- (9) Turn over of the bidder's Organization/ Company in the last Financial Year should be at least Rs. 10.00 lac.
- (10) Bidder should have completed successfully at least 02 (two) jobs of minimum value of Rs 5 lac each in the field of IT & ITeS for Central Govt/ State Govt. / PSU/ Other Govt. Institutions, during preceding 01 financial year.

Apart from this, one job order of minimum value of Rs 5 lac should be in process in the field of IT & ITeS for Central Govt/State Govt/PSU/ other Government Institution

- (11) Company should have ISO or CMMI Certification or Letter for Empanelment in any UP Govt. Deptt./PSU /Institutions as Startup.
- (12) The Bidder should have 5 manpower on Roll for project handling, out of which at least 3 Technical staff must have MCA/ B.Tech /BE /M.Tech/ M.Sc. degree in the areas of Computer Science/IT/Electronics from the recognised university/ Institution.

**4.2.2 Service providers competent to provide services with an estimated value upto Rs. 75 lakhs  
Category –‘B’.**

Service Provider Company/ Organization:

- (1) i. Sole Proprietorship Firm:  
(Must have registration in any two of the following):
  - (a) MSME Act, 2006 of GoI and/or U.P. MSME (Establishment & Operations) Act, 2020
  - (b) GST Registration
  - (c) Registration in Shop and Establishment Act prevailing in any State of India
- ii. Partnership Firm: Registered under Indian Partnership Act, 1932.
- iii. Public/ Private Limited Companies registered under the provisions of Companies Act, 1956/ 2013.
- iv. Limited Liability Partnership Firm (LLP) registered under the provisions of Limited Liability Partnership Act, 2008
- v. One Person Company (OPC) registered under the provisions of Companies Act, 2013.

**(NOTE: Registration should be at least one year old.)**

- (2) Main object or work of area should be IT & ITeS and related work.
- (3) Bidder must have GST Registration
- (4) Bidder must have PAN.
- (5) Bidder must have ITR atleast for last 03 financial years
- (6) Bidder must have "Positive net worth" in the last Financial year
- (7) The Company should not be blacklisted by Central Govt/State Govt/PSU/ Autonomous body in India and there should not be any criminal case registered against the Director(s)/Head of the organization or Company/ firm in any Court of Law.

- (8) The Bidders should have at least a LAN installed with 10 Desktops/Laptops and one server, one network printer, scanner and UPS of adequate capacity.
- (9) Average Turnover of the bidder's Organization/ company in the last 03 Financial Years should be at least Rs. 50.00 lac.
- (10) Bidder should have completed successfully at least 03 (three) jobs of minimum value of Rs 10 lac each in the field of IT & ITeS during preceding 03 financial years for Central Govt/State Govt/PSU/ other Government Institution.

Apart from this, one job order of minimum value of Rs 10 lac should be in process in the field of IT & ITeS for Central Govt/State Govt/PSU/ other Government Institution

- (11). Company should have ISO or CMMI Certification
- (12) The Bidder should have 15 manpower on Roll, out of which at least 10 Technical staff must have MCA/ B.Tech/ BE/M.Tech/ M.Sc. degree in the areas of Computer Science/IT/Electronics from the recognised university/ Institution.

**4.2.3 Service providers competent to provide services with an estimated value above Rs. 75 lakhs -- Category –‘C’.**

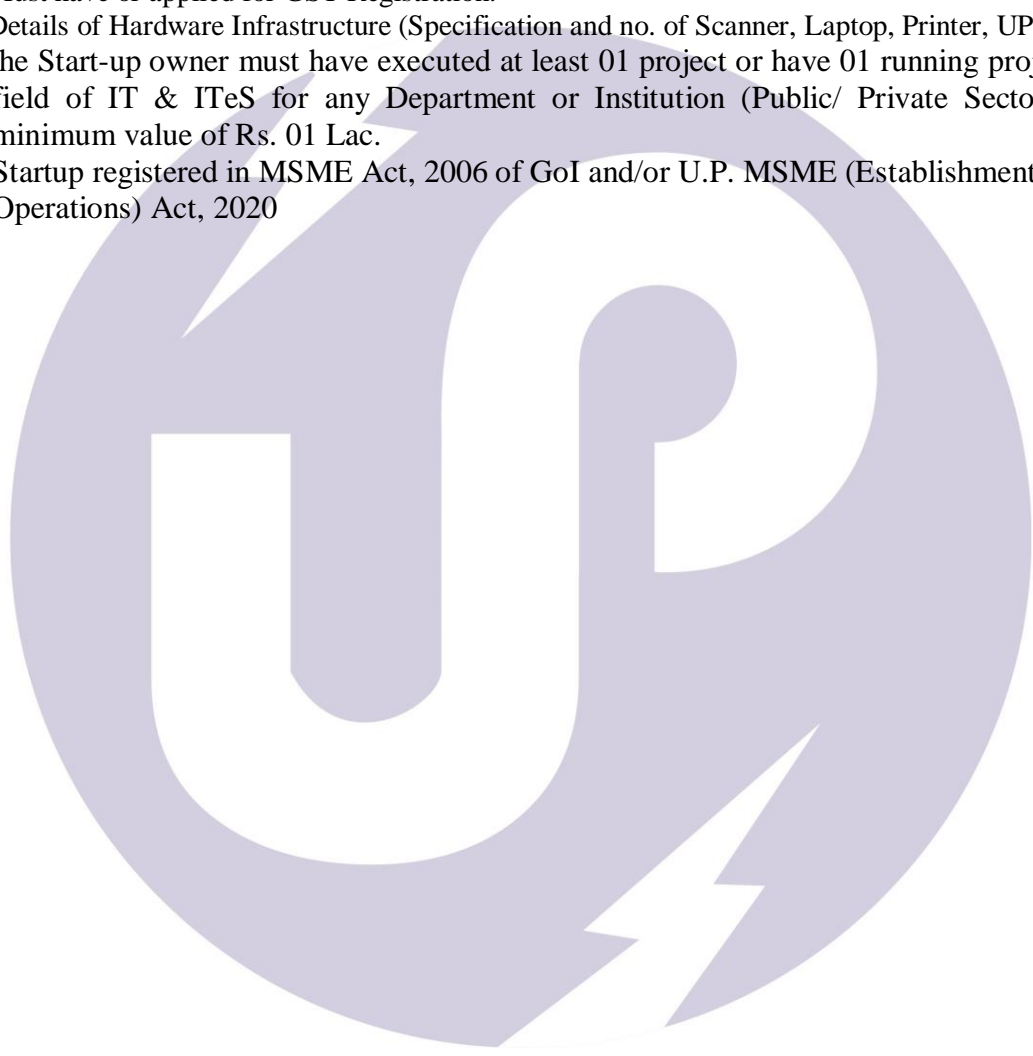
Service Provider Company/Organization:

- (1) i. Sole Proprietorship Firm:  
(Must have registration in any two of the following):
    - (a) MSME Act, 2006 of Gol and/or U.P. MSME (Establishment & Operations) Act, 2020
    - (b) GST Registration
    - (c) Registration in Shop and Establishment Act prevailing in any State of India
  - ii. Partnership Firm: Registered under Indian Partnership Act, 1932.
  - iii. Public/ Private Limited Companies registered under the provisions of Companies Act, 1956/ 2013.
  - iv. Limited Liability Partnership Firm (LLP) registered under the provisions of Limited Liability Partnership Act, 2008
  - v. One Person Company (OPC) registered under the provisions of Companies Act, 2013.
- (NOTE: Registration should be at least one year old.)**
- (2) Main object or work of area should be IT & ITeS and related work.
  - (3) Bidder must have GST Registration
  - (4) Bidder must have PAN.
  - (5) Bidder must have ITR atleast for last 04 financial years
  - (6) Bidder must have "Positive net worth" in the last Financial year
  - (7) The Company should not be blacklisted by Central Govt/State Govt/PSU/ Autonomous body in India and there should not be any criminal case registered against the Director(s)/Head of the organisation or Company/ firm in any Court of Law.
  - (8) The Bidders should have at least a LAN installed with 20 Desktops/Laptops and one server, one network printer, scanner and UPS of adequate capacity.
  - (9) Average Turnover of the bidder's Organisation/ company in the last 04 Financial Years should be at least Rs. 5.00 Cr.
  - (10) Bidder should have completed successfully at least 03 (three) jobs of minimum value of Rs 50 lac each in the field of IT & ITeS during preceding 04 financial years for Central Govt/State Govt/PSU/ other Government Institution.
  - (11) Apart from this, one job order of minimum value of Rs 50 lac should be in process in the field of IT & ITeS for Central Govt/State Govt/PSU/ other Government Institution.
  - (12) Company should have ISO or CMMI Certification
  - (13) The Bidder should have 30 manpower on Roll, out of which at least 20 Technical staff must have MCA/ B.Tech/ BE/M.Tech/ M.Sc. degree in the areas of Computer Science/IT/Electronics from the recognised university/ Institution.

**4.2.4 Service providers competent to provide services with an estimated value Up to Rs. 05 lakhs -- Category –‘S’ (STARTUP).**

Service Provider Company/Organization:

- (1) Must be registered as Startup Company under DIPP (Department of Industrial Policy & Promotion) Startup program of GoI.
- (2) The Company should not be blacklisted by Central Govt. /State Govt./PSU/ / Autonomous body in India and there should not be any criminal case registered against the Startup Owner/Founder of the company/Firm in any Court of Law
- (3) Should have at least 2 employees on pay rolls.
- (4) The Startup owner/founder should be at least a Graduate from recognized University.
- (5) The Startup owner/ founder should be a resident of India
- (6) Must have Income Tax (PAN) Registration.
- (7) Must have or applied for GST Registration.
- (8) Details of Hardware Infrastructure (Specification and no. of Scanner, Laptop, Printer, UPS etc)
- (9) The Start-up owner must have executed at least 01 project or have 01 running project in the field of IT & ITeS for any Department or Institution (Public/ Private Sector) having minimum value of Rs. 01 Lac.
- (10) Startup registered in MSME Act, 2006 of GoI and/or U.P. MSME (Establishment & Operations) Act, 2020





**DECLARATION BY THE BIDDER  
(On Company's/Organization's Letterhead)**

It is hereby declared that I/we the undersigned has/have read and examined all the requirements, terms and conditions of the tender document for which I/we have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the requirements, terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions.

This is also certified that I/We/Our Principals have submitted all the genuine documents as per technical bid requirements. All the terms, conditions and requirements contained in the tender documents for empanelment as Service Provider with UPLC.

Date:

Address:

Signature:

Name:

Designation:

On behalf of:  
(Name of Company/Organisation)

(Company Seal)

Ref No. **UPLC/Software /Empanelment/ 018/2020-21**

### SECTION-III: CAPABILITY STATEMENT (CS)

1. Particulars of Applicant Company/Organization			
Name of the Company / Organization			
Registration No. of Company / Organization			
Trade Tax / AT No. of Company / Organization			
PAN No. of Company / Organization			
GST Registration No. & Date			
* E-tender Login ID			
DSC (Digital Signature Certificate) Holder's Name			
Class of DSC (Digital Signature Certificate)			
Validity of DSC (Digital Signature Certificate)			
Registered Address	Whether premises Owned /Leased / On rent (Please specify) :		STD Code
			Tel No.1
			Tel No.2
			Fax No.
	City		e-mails:
	PIN		
State			
Website Address			
Type of Company/Organization (Please Tick)	Government	Public Sector Undertaking	Public Limited
	Private Limited	Partnership	Proprietorship

\* **You must write your E-Tender Login ID for participating in on line e-tenders over <http://etender.up.nic.in> . You will not change your E-Tender Login ID during empanelment period otherwise your bid would not be considered for evaluation.**

2. Details of Bid Processing Fee (Non-refundable) and Bid Security:-			
Demand Draft/Banker's Cheque	No:	Date:	Amount
Drawn on	Bank:	Branch:	

**note:- The bidders must submit their Bid Processing fee & Bid Security as mentioned above (ITB clause & para 7&14) for their Empanelment with UPLC. Without Bid Processing fee & Bid Security, your empanelment with UPLC will not be considered and liable for rejection.**

3. Whether the aforesaid Company/Organization/their Directors/Partners/Promoters/ Subsidiary Units Trialed /Under trial by the Court /Govt. Investigating Agencies? If yes, furnish the details otherwise mention as "No" , below (If at any stage found to be false or the facts concealed, the empanelment of the Applicant Company/Organization will be cancelled automatically)		
Particulars of Case/Trial	Court/ Investigating Agency Name	Brief Description

<b>4. Particulars of Managing Director/CEO/Proprietor/ Managing Partner</b>			
Name & Designation	Address		STD Code
			Tel No.1
			Tel No.2
			Fax No.
	City		Mobile
	Pin		e-mails:
	State		

<b>5. Particulars of Contact Person</b>			
Name & Designation	Address		STD Code
			Tel No.1
			Tel No.2
			Fax No.
	City		Mobile
	Pin		e-mails:
	State		

<b>6. Location of Other Offices in Uttar Pradesh and Other Parts of India</b>					
S No.	Name & Designation of Head of the Office	Address		Numbers	
1.				STD Code	
				Tel No.1	
				Fax No.	
		City		Mobile	
		Pin		E-mail	
2.				STD Code	
				Tel No.1	
				Fax No.	
		City		Mobile	
		Pin		E-mail	
3.				STD Code	
				Tel No.1	
				Fax No.	
		City		Mobile	
		Pin		E-mail	

7. Turnover of the Company/Organization for last three years				(Rupees in lakhs only)
Year	Period		Total Turnover of the Company / Organization	Out of Total Turnover, the Turnover from IT/ITES only
	From	To		
2017-2018(Audited)				
2018-2019(Audited)				
2019-2020(Audited)				
2020-2021(Audited)				

8. Certifications	Yes/No	Valid up to
ISO-9000 Series (Please specify)		
SEI- CMM Level (indicate the level)		
Any other (Please specify) (indicate the level wherever it is applicable)		

9. Whether Applicant Company/Organization already Empanelled with Other Organizations	
<b>Name of Organization</b>	
1.	1. Empanelment date:
2.	2. Empanelment date:

10. Job Category/Categories AND Category of Existing Service Provider					
(ONLY FOR EXISTING EMPANELLED SERVICE PROVIDERS)					
EXISTING CATEGORY OF SERVICE PROVIDER  (Tick √ against Only One Category (A/B/C/S))	EXISTING JOB CATEGORIES (Tick √ Any One or more Job Categories (I/II/III/IV/V))				
	Software Development  (Job Category-I)	IT Enabled Services  (Job Category-II)	Security, Storage, Backup, Integration and Networking Solutions  (Job Category-III)	Web / Cloud Server Services  (Job Category-IV)	Security Surveillance  (Job Category-V)
A					
B					
C					
S					

<b>11. Job Category/Categories AND Category of Service Provider Applied for</b>			
<b>APPLIED FOR THE CATEGORY OF SERVICE PROVIDER</b>  (Tick ✓ against Only One Category (A/B/C/S))	<b>JOB CATEGORIES APPLIED FOR</b> (Tick ✓ Any One or more Job Categories (I/II/III))		
	<b>Software Development</b> (Job Category-I)	<b>IT Enabled Services</b> (Job Category-II)	<b>Hiring Web / Cloud Server Services on rental Basis</b> (Job Category-III)
<b>A</b>			
<b>B</b>			
<b>C</b>			
<b>S</b>			

<b>12. Any other relevant information that Applicant Bidder may like to mention.</b>

Signature, name and designation of authorized signatory



**Terms and Conditions of Empanelment with UPLC**

1. The company/ organization empanelled with UPLC shall be called as Service Provider.
2. The empanelment of the service providers will be for a period of two years from the date of issuance of letter of empanelment after which the empanelment may be renewed on request of the service providers, based on their performance on the job awards/job orders during their empanelment period.
3. Enquiry received by UPLC will be allotted among empanelled Application software developers / Service providers in the following manner:-
  - a) On receipt of enquiry in UPLC from the client department, UPLC shall study the client's requirement in consultation with the client department and UPLC will prepare scope of work and estimated cost of the project.
  - b) The scope of work will be circulated to the panel of empanelled Service Providers with demonstrable competence in the required field(s) {of specific Job Category/Categories (I/II/III) in the Categories of Service Providers (A/B/C/S) as specified in this UPLC's e-tender document} equal to or above the estimated cost of the project.
  - c) The above panel of Service Providers will submit their financial proposal/quotation to UPLC within stipulated time and if project demands then bidder/bidders may be asked to submit techno-commercial proposal.
  - d) The selection will be based on the proven competence and lowest quotation.
4. Selected panellists will participate in respect to limited tenders published by the corporation in respective category and successful bidders will be made to allocate work after receiving work order for the client department only. Successful bidders will, unless demanded by project, technical or experience considerations, not be allocated subsequent work until the project in hand is completed satisfactorily.
5. All the correspondence with the client department will be done only by UPLC.
6. If an Agreement/MOU is required to be signed by the UPLC with the client department for execution of the Job order, an Agreement/MOU with similar clauses shall have to be signed by the concerned empanelled Service Provider with UPLC on back to back basis for smooth execution of the order.
7. All payments from the client department shall be received through Cheque/Draft/RTGS favouring U P Electronics Corporation Limited, payable at Lucknow. After receipt of the payment from the client department and running payment may be released to the Service Providers as per the terms and conditions of the Job order awarded to the Service Provider by UPLC and review of the progress in project. The empanelled Service Provider will have to submit a Bank Guarantee (BG) of 10% of order value valid for warrantee period. In case of delay in submitting the BG, corresponding amount will be withheld by the Corporation out of payment payable to the service provider for a period till satisfactory project completion, or for a period specifically mentioned by the client department required for the smooth services during the Warranty period.
8. It shall be the responsibility of the Service Provider for the implementation and execution of the project in which hardware items are also required in it. The required hardware shall be procured by the Service Provider as per hardware procurement policy of U.P. Government/UPLC. The Service Provider shall procure the required hardware from the OEM with warrantee support from them. The Service Provider shall submit an undertaking that they shall be deploying the required manpower/representative (with list of manpower with their telephone numbers that may be given to the client department) to be deployment/posted at the locations required in the project/required by the client department for smooth services during implementation and warranty period.
9. The empanelment as Service Provider shall also be guided by the terms and conditions given in the e-tender document.
10. Tenders received will be screened for requirements, experience and qualifications. UPLC may carry out physical inspection/verification of the information given by the bidder/ bidder's infrastructure setup. The empanelment of successful bidders will be done thereafter. The bidders may not necessarily be empanelled in the Categories in which they have applied. The Service Providers will be selected on the basis of their existing experience, manpower availability, technical competence and experience of related Job category/ categories. Service providers may apply for the empanelment in different expertise / levels of competence.
11. Any Pre-conditions of the bidder submitted with the bid, shall not be binding on UPLC.

12. No Service Provider will directly or indirectly (through other agencies) bid for a job where UPLC is participating as bidder. Any Service Provider found opposing UPLC is liable to be disqualified and his empanelment shall be cancelled and they will be barred from getting themselves re-empanelled for a period of at least 5 years.
13. If a Service Provider represents and obtains work directly from any client by mention of their empanelment in UPLC, their empanelment shall stand cancelled and any damages suffered by UPLC shall be recovered from the Service Provider.
14. UPLC reserves the right to inspect the site of the service provider at any time and if the infrastructure is not found adequate as per this tender document requirements, the empanelment of the service provider will be cancelled.
15. If the service provider hides some information or gives a wrong information or is found misrepresenting, empanelment of that Service Provider shall be cancelled and UPLC would not be under any obligation to give any clarification or damages.
16. Service Provider shall not divulge any contents of this agreement, in part or whole without express written permission of UPLC.
17. The service provider shall have to be careful, diligent and show workman like manner in conformity with the accepted standard practices as per industry norms.
18. Any dispute arising out of this empanelment process shall be subject to the jurisdiction of Lucknow only.
19. If a Service Provider is found to obtain jobs/services by means of using fraudulent techniques then their empanelment shall be cancelled and punitive actions may be initiated against them.

**Note: Original Affidavit Duly Notarized (on Non-judicial Stamp Paper of Rs 100/-) as at Annexure- 5, of CAPABILITY STATEMENT (CS) and Bid Processing Fee & Bid Security should be sent to U.P. Electronics Corporation Limited, 10 Ashok Marg, Lucknow so as to reach there latest by 22 October 2021. No Bid will be evaluated with out submit the Original copy of Notarized Affidavit on Rs.100/- Stamp Paper , Original Demand Draft/Bankers Cheque of Bid Processing Fee & Bid Security (as per ITB clause 7 & 14) for their Empanelment with UPLC.**

Signature, name and designation of authorized signatory

**STATEMENT OF EXPERIENCE AND COMPETENCE**  
**IN RESPECT OF THE JOB CATEGORY/ SERVICE PROVIDER CATEGORY APPLIED**  
**FOR EMPANELMENT WITH UPLC**

(Job Award/Order and Successful Job Completion Certificates are essential and to be Annexed)

SN	Name of Projects successfully completed along with the Job Category(I/II/III/IV/V)of this tender document	Name of the Client	Year of		Value (Rs in lakhs)	Platform and the Software Environment
			Job awarded	Job Completed Successfully		

**Signature, name and designation of authorized signatory**

**STATEMENT OF MANPOWER AVAILABLE**  
**IN RESPECT OF THE JOB CATEGORY/ SERVICE PROVIDER CATEGORY APPLIED**  
**FOR EMPANELMENT WITH UPLC**

SN	Name of Employee	Permanent / Temporary (Please Specify)	Total Experience (in Years)	Year of recruitment	Qualifications with Year of Passing	Specialization

Signature, name and designation of authorized signatory

**STATEMENT OF HARDWARE/ SOFTWARE INFRASTRUCTURE  
AVAILABLE WITH BIDDER**

SN	PARTICULARS	QUANTITY	MODEL	MAKE	YEAR OF MAKE/ ACQUISITION	OWNED/LEASED/HIRED (PLEASE SPECIFY)
1	DESKTOPS					
2	LAPTOPS					
3	SERVERS					
4	UPS		-			
5	PRINTERS		-			
6	SCANNERS					
7	NETWORKING ITEMS					
8	ANY OTHER ITEM :- (Please specify below)					
(a)						
(b)						
(c)						
9	GENUINE AND LICENCED SOFTWARES :-					
(a)	Client Server					
(b)	Front End					
(c)	RDBMS					
(d)	Development Tools:- (Please specify below)					
(i)						
(ii)						
(iii)						

**Signature, name and designation of authorized signatory**



**NOTARISED AFFIDAVIT**

**(On Non Judicial Stamp Paper of Rupees One Hundred only)**

I, ..... aged about .....years, Son of Sri  
....., Resident of .....  
....., the Deponent, do hereby solemnly affirm and state on oath as under:-

1 That the Deponent is the authorized representative of M/s .....  
.....(Name and address of Company/Organization) and holding the position of  
..... in the above Company/Organization. Deponent is duly  
authorized to sign and swear this Affidavit on behalf of M/s.....  
..... .

2 That the above Company/Organization has applied and submitted documents etc for  
empanelment with U P Electronics Corporation Limited ,10, Ashok Marg, Lucknow (UPLC) in  
response to their Offer for Empanelment bearing Ref No: UPLC/Software /Empanelment/  
016/2019-20 for development and execution of projects in the areas of Software Solutions, Design  
and Development, Consultancy, System and Application Software, Maintenance, Security, Backup  
and Recovery, Integration, GIS and Digitization etc for UP Government Departments/  
Corporations/ Institutions/ Authorities/ Councils/Societies/ PSUs etc.

3 That the Deponent submits the following information declaring that the above named  
Company/Organization is empanelled with the following Nodal Agency/Agencies of the State of  
U.P. Government under IT & Electronics Department: (as per para15 of Section I)

Sl. No.	Name of Nodal Agency	Validity Date and Period of Empanelment

*(If not empanelled with any of the Nodal Agencies, please fill-in "NIL" information)*

Contd. on Page 2

4 That the Deponent further declares that they have applied for empanelment of their Company/Organization with the Nodal Agency/Agencies namely M/s..... and in case of their selection by the said Nodal Agency/Agencies, Deponent shall inform the same to U.P. Electronics Corporation Ltd within a period of three days.

*(If not applied for, "NIL" information may be filled-in)*

5 That the Deponent declares that above named Company/Organization /their Associated Company/Firm/Society was Blacklisted .....

..... (Give name of Company/Organization) by ..... (Name of Department of State / Central Govt./Public/ Private Limited Company / Firm/ Society/ Any other Agency (please specify the name of Agency)

*(If not Blacklisted, "NIL" information may be filled-in, otherwise furnish the detail)*

6 That the Deponent declares that above named Company/Organization / their Associated Company/Firm/Society and/or any or all of their Directors/ Partners/Promoters trialed or under trial by the Court / Govt. Investigating Agencies .....

(Give the details with Name of Company / Firm / Society/ their Associated Company/Firm/ Society)

*(If no enquiry is pending or contemplated, "NIL" information may be filled in)*

7 That the Deponent declares that the Police/Vigilance/CBI enquiry is pending against above named Company/Firm/Society/their Associated Company/Firm/Society and/or any or all of their Directors/ Partners/Promoters, is being conducted by the following Department of State/Central Government:-

.....  
.....

DEPONENT

Date:  
Place:

**VERIFICATION**

Deponent above named do hereby verifies that the contents of Paragraphs 1 to 7 of this Affidavit are true and correct to the best of my knowledge. No part of it is false and nothing material information is concealed there from. So help me God. Verified on ..... Day of ..... (Month and Year) at ..... (Name of place).

DEPONENT

## CHECKLIST

## Annexure 6

SN	PARTICULARS	WHETHER ORIGINAL DOCUMENTS SCANNED AND UPLOADED AS SPECIFIED IN TENDER DOCUMENT (Please Tick <input checked="" type="checkbox"/> )
1	Valid Registration on e-Tender portal <a href="http://etender.up.nic.in">http://etender.up.nic.in</a> through U.P. Electronics Corporation Limited, 10 Ashok Marg, Lucknow.	
2	Demand Draft (DD)/Banker's Cheque towards the Processing Fee (Non- Refundable)& Bid Security (However, original Demand Draft (DD)/Banker's Cheque should be sent to U.P. Electronics Corporate Limited, 10 Ashok Marg, Lucknow so as to reach their latest by <b>22 October 2021</b> )	
3	Duly signed "Declaration By the Bidder" (on company's/organization's Letter head) under Section II of e-Tender document	
4	Lawful Authorization by the Competent Authority of the Applicant Entity in favour of the bid document signing person for applying and signing the empanelment related documents.	
5	Each page of all the documents uploaded duly signed and stamped by the Authorized person.	
6	Each column of the CAPABILITY STATEMENT (CS) along with its Annexures - 1 to 4, properly and neatly filled-in. (No column should be left blank nor any vague terms such as "N.A." or "N/A" should be filled-in).	
7	Affidavit Duly Notarized (on Non-judicial Stamp Paper of Rs 100/-) as at Annexure- 5, of CAPABILITY STATEMENT (CS). (However, Original Affidavit should be sent to U.P. Electronics Corporation Limited, 10 Ashok Marg, Lucknow so as to reach there latest by <b>22 October 2021</b> .)	
8	List of existing Directors/Partners/Promoters of the Applicant Entity along with their addresses on letter head of the Applicant Entity.	
9	Latest and authenticated copy of the Articles and Memorandum of Associations of the Applicant Entity.	
10	Registration Certificate/Documents of the Applicant Entity (such as Registrar of Companies/Registrar of Firms and Societies etc).	
11	Original documents in proof of Company's/Organization's premises – Owned / Leased or On Rent.	
12	PAN Certificate of the Applicant Entity.	
13	GST Registration Certificate of the Applicant Entity.	
14	Complete Audited Balance Sheets and Profit & Loss Accounts of the Applicant Entity for the period specified in the e-Tender document for the specific Category of Service Provider, applied for. (Audited Balance Sheets and Profit & Loss Accounts should be clearly showing the Signature, Stamp and Membership number of the Chartered Accountant and also the Signature, Designation of the signing Authority and Stamp of the Applicant Entity on the Balance Sheets.)	
15	Turnover Certificate from the Chartered Accountant (CA) in support of the IT/ITES related Turnover information filled-in at serial no. '7' of the CAPABILITY STATEMENT (CS). (It should be on CA's Letter head clearly showing his/her Membership Number apart from his/her Name, Address, Contact detail etc. on it)	
16	Income Tax Returns (ITRs) of the Applicant Entity for the period specified in the e-Tender document for the specific Category of Service Provider, applied for.	
17	Satisfactory Project Completion Certificates along with copies of corresponding Work Awards/Job Orders – the numbers as specified in the Tender document in the <b>specific Category of Service Provider &amp; also the Specific Job category/categories applied for empanelment</b> . (Satisfactory Project Completion Certificates and also the corresponding Work Awards/Job Orders from the client Department should be on their letter head clearly showing Nature of Job, contact details (such as Phone/ Fax/email etc) and also the Name and Designation of the Job Awarding authority and the Satisfactory Project Completion Certificates issuing authority.)	
	Quality Certification Certificates, if any, of the Applicant Entity.	

Signature, name and designation of authorized signatory