

Uptron Powertronics Ltd.

(U.P. Government Undertaking)
S-53-58, Industrial Area Site IV,
Sahibabad, Ghaziabad, U.P.

E-mail : uptronpowertronics2008@gmail.com

REQUEST FOR EMPANELMENT (RFE)
for
APPLICATION SOFTWARE DESIGN & DEVELOPMENT

Bid Reference	:	UPL/EMPL-SW/2022-23/033A
Website	:	https://www.etender.up.nic.in
Date of Publishing	:	31.08.2022
Last Date of Time for Submission of Bids	:	20.09.2022 at 11:00 AM
Date and Time of opening of Bids	:	20.09.2022 at 11:30 AM
Place of opening of bids	:	UPTRON POWERTRONICS LIMITED “UPTRON” Building, Near Gomati Barrage Lucknow, Uttar Pradesh - 226001
Tender Fee (Non refundable)	:	Rs. 15,000/- + GST @18%

It will be the responsibility of the bidders to check U.P. Government e-procurement website <http://etender.up.nic.in> for any amendment through corrigendum in the tender document. In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.

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Uptron Powertronics Limited
(U.P. Government Undertaking)
UPTRON” Building, Near Gomti Barrage, Lucknow-226001

REQUEST FOR EMPANELMENT (RFE)
for
APPLICATION SOFTWARE DESIGN & DEVELOPMENT

Online e-bids are invited for Empanelment of Companies/Firms of proven capabilities as a Service Provider for APPLICATION SOFTWARE DESIGN & DEVELOPMENT, up to **11:00 AM** on **20.09.2022** and shall be opened at **11:30 AM** on **20.09.2022**.

- The Tender Processing fee is Rs. 15,000/- + GST @18% (For Category A, B & C)
- Empanelment Fee of Rs. 1,00,000/- + GST @18% for Category A, B & C
- Security Amount (refundable) is Category A= Rs. 100000/- (Rupees One Lacs only), Category B= Rs. 200000- (Rupees Two Lacs only), Category C= Rs. 300000/- (Rupees Three Lacs only)

The details for submission of bids will be available in the tender document on the U.P. Government e-procurement website <https://www.etender.up.nic.in> from **31.08.2022 at 06:00 PM** The Company reserves the right to cancel any or all the e-bids/ annul the bidding process without assigning any reason and decision of the company will be final.

Managing Director

UPL/EMPL-SW/2022-23/033A

INVITATION FOR e-BIDS

This invitation for e-Bids is for empanelment of experienced companies / organizations in the areas of Application Software Design & Development & Startup for the period of Two years.

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 <https://www.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 <https://www.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	31 st August, 2022 at e-Procurement web site https://www.etender.up.nic.in
(b)	Availability of tender document on website	31 st August, 2022 from 06:00 PM
(c)	e-Bid submission start date & time (Submission of Tender processing fee and other supporting documents in PDF format)	31 st August, 2022 from 06:00 PM
(e)	e-Bid submission end date & time	20 th September, 2022 at 11:00 AM
(f)	Online Technical bids opening Date & Time	20 th September, 2022 at 11:30 AM or onwards
(g)	Venue of Opening of Technical Bids	Uptron Powertronics Limited UPTRON Building, Near Gomati Barrage, Lucknow
(h)	e-bid Inviting Officer	Managing Director
(i)	Empanelment Fees for all category (non refundable)	1,00,000/- + GST @18% for all categories A, B & C
(j)	Security Amount (refundable)	Category A = Rs. 100000/- (Rupees One Lacs only) Category B = Rs. 200000/- (Rupees Two Lacs only) Category C = Rs. 300000/- (Rupees Three Lacs only)
(i)	Bid Processing Fee (non refundable)	Rs. 15,000/- + GST @18% (in the form of DD /RTGS or NEFT) for all categories A, B & C

4. **All e-Bids must be accompanied by Processing Fee in the form of Demand Draft in favour of UPTRON POWERTRONICS LIMITED payable at Lucknow or through NEFT or RTGS in company's Bank Account. The scanned copy of the processing fee must be uploaded along with the e-Bid and the original DD should reach the office Uptron at Lucknow office before e-bid submission end date and time.**
5. Uptron 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. 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 8 to 10 MB size.

SECTION I : INSTRUCTIONS TO BIDDERS (ITB)**(A) THE BIDDING DOCUMENTS****1. Cost of Bidding**

- a) The Bidder shall bear all costs associated with the preparation and submission of its bid and UPTRON POWERTRONICS LIMITED, LUCKNOW (UP) hereinafter referred to as “UPTRON POWERTRONICS LIMITED” will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- b) This tender document is available on the website <http://etender.up.nic.in> to enable the bidders to view, download the bidding document and submit their bids up to the last date and time mentioned in tender notice/tender document against this tender. The bidders shall have to pay tender fee of Rs. 15,000/- + GST @18% for category A, B & C of Software category and Rs. 5,000/- + GST @18% for startup through Demand Draft payable in favour of UPTRON POWERTRONICS LIMITED or through NEFT or RTGS in company’s Bank Account(see clause 42 for Bank Account No.). The scanned copy of the Demand Draft or transfer detail must be submitted along with the e-bids and the original Demand Draft to UPTRON POWERTRONICS LIMITED, Lucknow office on or before bid submission end date & time. This tender fee will be non-refundable to the bidders.

2. Contents of Bidding Documents

2.1 The services required to be delivered; bidding procedures and other terms and conditions are prescribed in the bidding documents. The bidding documents include:

- a) Invitation for Bids
- b) Section I : Instruction to Bidders (ITB)
- c) Section II : Requirements for Empanelment.
- d) Section III : Capability Statement
- e) Annexure-1 to Annexure-5

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 through Bid Management window after successfully logging to the e-procurement website <http://etender.up.nic.in> The bidder may seek clarification by posting query in the relevant window after clicking “Seek Clarification” option in the view tender details window for tender which can be selected through my tender option of bid submission menu. The clarification will be replied back by UPTRON POWERTRONICS LIMITED through the e-procurement website which can be read by the bidder through the “Clarification” option under Bid Submission menu. The prospective bidder may also seek clarifications by sending its written queries to UPTRON

POWERTRONICS LIMITED before the date of start of submission of e bid. Clarification may also be sent at e mail of the company.

4. Amendment of Bidding Documents

- 4.1 At any time prior to the deadline for submission of bids, UPTRON POWERTRONICS LIMITED 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 website <https://www.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 website <https://www.etender.up.nic.in> Time to time for any amendment in the tender documents. In case of failure to get the amendments, if any UPTRON POWERTRONICS LIMITED shall not be held responsible.
- 4.3 In order to allow prospective bidders a reasonable time to take the amendment into account in preparing their bids, UPTRON POWERTRONICS LIMITED at its discretion, may extend the deadline for the submission of bids. Such extensions shall be posted/up-loaded on the e-procurement website <https://www.etender.up.nic.in>

(B) PREPARATION AND SUBMISSION OF BIDS

5. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and UPTRON POWERTRONICS LIMITED shall be written either in Hindi or English language. The correspondence and documents in Hindi must be accompanied by embedded/separate Hindi font files. Only English numerals shall be used in the bid.

6. Documents Constituting the Bid

The technical bid prepared by the Bidder shall comprise the following components:

- (i) **Fee Details** - includes copies of Bid processing fee furnished in accordance with ITB clause 1 and 8 in PDF format.
- (ii) **Declaration by the Bidder** - includes signed copy of declaration and Requirements for Empanelment as per Section-II in PDF format.
- (iii) **Capability Statement and Annexure** - includes filled in signed capability statement as per Section-1, 2, 4, 5 and 6 in PDF format.
- (iv) **Qualification Details** - includes copies of required documents as per ITB Clause 17.1 in PDF format justifying that the Bidder is qualified and meets the criteria for empanelment.

7. Documents Establishing Bidder's Qualification

Pursuant to ITB Clause 6, the Bidder shall furnish, as part of its 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. It is suggested that the PDF files should be made in grey scale using the minimum appropriately readable resolution so that the size of the files is minimized for fast uploading on the website.

8. Tender Fee

8.1 Pursuant to ITB Clause 6, the Bidder shall furnish, as part of its bid, a tender fee in the amount of in favour of UPTRON POWERTRONICS LIMITED i.e. UPTRON POWERTRONICS LIMITED as mentioned in clause 1(b) above. The scanned copy of the tender fee must be submitted along with the e-bid and the original one should reach UPTRON POWERTRONICS LIMITED's office at Lucknow on or before bid submission end date & time.

8.2 The tender fee shall be in Indian Rupees and shall be in the following forms only:

The Tender fee of the above amount shall be submitted in the form of Demand Draft payable in favour UPTRON POWERTRONICS LIMITED or through NEFT or RTGS in company's Bank Account.

8.3 Any bid not secured in accordance with ITB Clauses 8.1 and 8.2 above shall be treated as non-responsive and rejected by UPTRON POWERTRONICS LIMITED.

9. Period of Validity of Bid

9.1 Bids shall remain valid for 180 days after the date of bid opening prescribed by UPTRON POWERTRONICS LIMITED, pursuant to ITB Clause 12. A bid valid for a shorter period shall be rejected by UPTRON POWERTRONICS LIMITED as non-responsive.

9.2 In exceptional circumstances, UPTRON POWERTRONICS LIMITED may solicit the Bidder's consent to an extension of the period of bid validity. The request and the response thereto shall be made in writing. A bidder may refuse the request without forfeiting its bid processing fee. A bidder granting the request will not be required nor permitted to modify its bid.

10. Format and Signing of Bid

10.1 The bidder shall prepare one electronic copy of the Technical Bid.

10.2 The bid documents shall be digitally signed, at the time of uploading, by the DSC of Company/Firm or its authorized representative whose DSCL is authenticated with registered User-Id given for Company/Firm on e-procurement website <https://www.etender.up.nic.in> All the pages/documents of the bid shall also be signed manually by the competent person authorized to sign the bid before converting them into PDF and uploading them as bidding documents.

11. Submission of Bids

Bidder should submit its bid electronically on e-procurement website <https://www.etender.up.nic.in> by adopting the procedure given in the tender as well as physically duly filled tender document along with all required enclosures including tender fee and processing fee in the form of original bank draft/banker's cheque/photocopy of cash deposit receipt in sealed cover clearly marked on the top of the envelop "Bid for service provider for software development" and should reach Managing Director, UPTRON POWERTRONICS LIMITED,

UPTRON Building, Near Gomati Barrage, Lucknow” on or before the last date and time mentioned in the tender.

The bid submission module of e-procurement website <http://etender.up.nic.in> enables the bidders to submit the e-bids online against this tender published by UPTRON POWERTRONICS LIMITED. 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 tender. Bidders should start the bid submission process well in advance so that they can submit their bids in time. The bidders should submit their bids considering the server time displayed in the e-procurement website. 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 tender schedule. Once the bid submission date and time is over, the bidders cannot submit their e-bids. 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:

- 11.1 For participating in bids through the e-tendering system, it is necessary for the bidders to be the registered users of the e-procurement website <https://www.etender.up.nic.in> For this, the bidders have to register themselves by depositing a fee in the office of U.P. Electronics Corporation Limited, 10 Ashok Marg, Lucknow, 226001 for getting a valid User ID and Password on e-procurement website <https://www.etender.up.nic.in> The bidders may contact at U.P. Electronics Corporation Limited, 10 Ashok Marg, Lucknow 226001 or contact on phone numbers 0522-4130303 for getting registered at the e-Procurement website <https://www.etender.up.nic.in> The bidder can enroll themselves through this site by clicking “online bidder enrollment” on the home page of the site.
- 11.2 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 bid submission activities. Registering the Digital Signature Certificate (DSC) is a one-time activity. 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 which he/she has got as per clause 11.1 above.

For successful registration of DSC on e-procurement website <https://www.etender.up.nic.in> the bidder must ensure that he/she should possess Class-2/Class-3 DSC issued by any one of the following certifying authorities approved by Controller of Certifying Authorities, Government of India such as Mahanagar Telephones Nigam Ltd. (MTNL), New Delhi and Tata Consultancy Services (TCS) Mumbai as the e-procurement website <https://www.etender.up.nic.in> is presently accepting DSCs issued by other authorities such as Customs & Central Excise, New Delhi; Institute for Development & Research in Banking Technology, Hyderabad; Safe Script, Chennai and (n) Code Solutions, Ahmedabad has been under active consideration. The bidder is advised to get his/her DSC issued by Mahanagar Telephones Nigam Ltd. (MTNL), New Delhi or Tata Consultancy Services (TCS), Mumbai on a safer side for successful registration of his/her DSC on e-procurement website. The bidder may also contact the office of U.P. Electronics Corporation Ltd. (UPLC) at the address given in clause 11.1 above for getting the desired DSC as UPLC also facilitates the bidders in getting the DSCs.

The bidder is also advised to register his/her DSC on e-procurement website 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 11.1 and 11.2 above even before bid submission date starts. UPTRON POWERTRONICS LIMITED 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 problem.

- 11.3 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 Bid Submission menu. After selecting and viewing the tender for which the bidder intends to 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 documents and study it carefully. The bidder should keep all the documents ready as per the requirements of tender document in the PDF format.
- 11.4 After clicking the ‘Pay Offline’ the bidder will be redirected to the Terms and conditions page. The bidder should read the Terms & Conditions before proceeding to fill in the Tender Fee and Processing Fee offline payment details. After entering and saving the Tender Fee and 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 & Annexures and Qualification details) schedule/packet given in the tender details. The details of the demand Demand Draft or any other accepted instrument which is to be physically sent in original before bid submission end date & time, should tally with the details available in the scanned copy and the data entered during bid submission time otherwise the bid submitted will not be accepted.
- 11.5 Next the bidder should upload the Technical Bid documents for Fee Details (bid Processing Fee), Declaration by the Bidder as per Section-II, Capability Statement as per Section-III & Annexures 1 to 5 and Qualification Details as per ITB Clause 17.1 of 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 schedule/packet 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) schedule/packet can be clubbed together to make single different file for each label
- 11.6 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.
- 11.7 After successful submission of bid documents, 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 b summary using the “Print” option available in the window as an acknowledgement for future reference.

- 11.8 UPTRON POWERTRONICS LIMITED reserves the right to cancel any or all bids without assigning any reason.

12 Deadline for Submission of Bids

- 12.1 Bids must be submitted by the bidders on e-procurement website <http://etender.up.nic.in> as well as physically in sealed cover addressed to Managing Director, UPTRON POWERTRONICS LIMITED, “UPTRON” Building, Near Gomati Barrage, Lucknow no later than the time specified in the tender document.
- 12.2 UPTRON POWERTRONICS LIMITED may, at its discretion, 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 UPTRON POWERTRONICS LIMITED and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

13 Late Bids

- 13.1 The server time indicated in the Bid Management window on the e-procurement website <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 will only be held responsible if his/her bid is not submitted in time due to any of his/her problems during bid submission process.

14 Withdrawal and Resubmission of Bids

- 14.1 At any point of time, a bidder can withdraw his/her 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 website <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 the pressing “OK” button before finally withdrawing his/her selected bid.
- 14.2 The bidder has to request UPTRON POWERTRONICS LIMITED with a letter, attaching the proof of withdrawal and submission of bid processing fee in the office of UPTRON POWERTRONICS LIMITED, to return back the bid processing fee as per the manual procedure.
- 14.3 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 website <https://www.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 proved in clauses 11.4 to 11.7.

- 14.5 The bidders can submit their revised bids as many times as possible within the scheduled date & time for submission of bids.
- 14.6 No bid can be resubmitted subsequently after the deadline for submission of bids.

(C) BID OPENING AND EVALUATION OF BIDS

15 Opening of Technical Bids by UPTRON POWERTRONICS LIMITED

- 15.1 UPTRON POWERTRONICS LIMITED will open all technical bids at scheduled date and time given in the Tender Document at UPTRON POWERTRONICS LIMITED, “UPTRON Building, Near Gomati Barrage, Lucknow. In the event of the specified date of bid opening being declared a holiday for UPTRON POWERTRONICS LIMITED then the bids shall be opened on next working day and at the same scheduled time in the office of UPTRON POWERTRONICS LIMITED.
- 15.2 The bids of only those bidders shall be considered for evaluations 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 out-rightly rejected and no fee shall be returned to the bidder.

16 Clarification of Bids

During evaluation of bids, UPTRON POWERTRONICS LIMITED 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.

17. Evaluation of technical bids and Evaluation Criteria

UPTRON POWERTRONICS LIMITED will examine the bids to determine whether they are complete, whether they meet all the conditions of the tender, whether required bid processing fee 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 rejected.

- 17.1 Technical evaluation of the bids shall be one as per requirements and experience given in the tender based on the following parameters. The bidders shall submit the copies of following as documentary proof for the same: -
- (i) Scanned copy of original demand draft/transfer details towards Tender Processing Fee (non-refundable). However, the original of above Demand Draft to be submitted to UPTRON POWERTRONICS LIMITED.
 - (ii) Scanned copies of the job award, their values and successful job completion certificates and other supporting documents of the related areas/fields for any of the preceding two financial years are essential.
 - (iii) Scanned copy of documents in support of permanent employees as mentioned in Annexure-3.

- (v) Scanned copy of proof of LAN installed in the bidder's premises and genuine and licensed software available as mentioned in Annexure-4.
- (vi) Scanned copy of company's Audited/Certified statement of profit & loss account of the company (clearly showing the CA's name, address and Registration number) of the preceding three financial years.
- (vii) Scanned copy of Turnover Certificate from the Chartered Accountant in IT/ITES related jobs as filled in the CAPABILITY STATEMENT (CS).
- (viii) Scanned copy of original Income Tax return (ITRs) of the preceding two financial years.
- (ix) Scanned copy of relevant pages of Memorandum and Article of association showing objectives of the company/organization and Registration Certificate.
- (x) Scanned copy of original certificate showing the place of registration of the Company/Organisation.
- (xi) Scanned copy of original document in proof of Company's premises owned/leased or on rent.
- (xii) Scanned copy of PAN card of the company/organization.
- (xiii) Scanned copy of GST registration number of the company/organization & Service Tax return of the preceding two financial years.
- (xiv) Scanned copy of self declaration/ Affidavit on company's letterhead regarding non-blacklisting of company/firm on the Performa given in the Tender Document at Annexure 5.
- (xv) Scanned copy of ISO 9000 or CMM-3 certificate obtained by the company/organization.

17.2 A team of UPTRON POWERTRONICS LIMITED may carry out physical inspection and verification of the information given by the bidder/bidder's in their infrastructure setup at any time during or after the empanelment of the bidder.

18 Contacting UPTRON POWERTRONICS LIMITED

18.1 Subject to ITB Clause 16, no. Bidder shall contact UPTRON POWERTRONICS LIMITED on any matter relating to his/her bid, from the time of the bid opening till the time of disposal of his/her bid. If the bidder wishes to bring additional information to the notice of UPTRON POWERTRONICS LIMITED, he/she can do so in writing.

18.2 Any effort by a Bidder to influence UPTRON POWERTRONICS LIMITED in its decisions on bid evaluation may result in rejection on the Bidder's bid.

(D) AWARD OF CONTRACT AND OTHER CONDITIONS

19. Selection of service Providers

Tender received will be evaluated on the basis of requirements and experience and other terms and conditions given in the tender and the empanelment of successful bidders will be done. UPTRON POWERTRONICS LIMITED may inspect the facilities existing in the bidder's premises at any time prior or after the empanelment of the bidder. The service providers will be selected on the basis of their existing experience, manpower availability, technical competence and experience of working in the related field(s). Service providers may be empanelled for difference expertise, levels of competence required in the areas/fields given in the tender.

20. Period of Empanelment

The empanelment of the service providers will be for a period of **Two years**.

21. Allocation of work

The work will be allocated in the following manner.

- An initial System requirement, cost and man-days requirement assessment will be done by UPTRON POWERTRONICS LIMITED. Based on the estimated requirements, e tenders will be invited from the empanelled service providers' panel having demonstrable competence in the required field, from categories equal to or above the estimated cost of the project. The selection will be based on the proven competence and lowest value.

22. 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 interest properly safeguarded and confidentiality maintained.
- b) Relationship with other empanelled Service Provider: Dealing 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.

23. Use of Documents and Information for Projects:

The empanelled Service Providers shall not, without UPTRON POWERTRONICS LIMITED'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.

24. Intellectual Property Rights (IPR) and Replication Right:

IT/ITES Application plans, drawing, 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 UPTRON POWERTRONICS LIMITED. The source code of the application Software and the documents will be the exclusive property of UPTRON POWERTRONICS LIMITED and UPTRON POWERTRONICS LIMITED will have the Intellectual Property Right (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.

25. Agreement:

If an Agreement/MOU is required to be signed by UPTRON POWERTRONICS LIMITED 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 UPTRON POWERTRONICS LIMITED on back to back basis for smooth execution of the order.

26 Warranty Period and Maintenance for 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, provided to the client, under the specific Job awarded to the empanelled Service Provider, for the period mutually agreed upon with the client.
- 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 from hardware division of UPTRON POWERTRONICS LIMITED if UPTRON POWERTRONICS LIMITED's hardware division procures such item. 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 deployed/posted at the locations required in the project/required by the client department for smooth services during implementation and warranty period.

27. Taxes and Duties:

The empanelled Service Providers shall be solely 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 Work Order released by UPTRON

POWERTRONICS LIMITED. No additional cost will be payable. Documentary evidence for depositing the GST claimed by the service provider to be submitted to UPTRON POWERTRONICS LIMITED as and when asked.

28. Termination for Default:

UPTRON POWERTRONICS LIMITED 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 Provider fails to deliver any or all of the obligations within the time period(s) specified in the work order/contract, or any extension thereof granted by the client.
- b) The empanelled Service Provider fails to perform any other obligations(s) under the work order/contract.
- c) The empanelled Service Provider fails to submit all the materials including software and documentation work towards assigned job to the client/UPTRON POWERTRONICS LIMITED.

29. Termination/suspension of Empanelment:

- a. UPTRON POWERTRONICS LIMITED 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. UPTRON POWERTRONICS LIMITED may at any time terminate the empanelment of any empanelled Service Providers for its convenience due to degraded performance of assigned work or due to false information provided by the empanelled Service Providers during empanelment.
- c. UPTRON POWERTRONICS LIMITED may terminate empanelment of empanelled Service Providers on violation of code of Conduct.

30. Settlement of Disputes:

30.1 If any dispute or difference of any kind whatsoever shall arise between UPTRON POWERTRONICS LIMITED and the Service Provider in connection with or arising out of the Contract the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

30.2 If, any the parties have failed to resolve their dispute or difference by such mutual consultation, within thirty (30) days, then either UPTRON POWERTRONICS LIMITED or the Service Provider may give notice to other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

30.3 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the contract.

30.4

30.4.1 In case of dispute or difference arising between the UPTRON POWERTRONICS LIMITED and a domestic Service Provider relating to any matter arising out of or connected with this agreement, such dispute or difference shall be settled in accordance with the Arbitration and Conciliation Act 1996. The Arbitral Tribunal shall consist of 3 arbitrators and one each to be appointed by UPTRON POWERTRONICS LIMITED and the Service Provider. The third Arbitrator shall be chosen by the two Arbitrators appointed by the parties and shall act as Presiding Arbitrator. In case of failure of two arbitrators appointed by the parties to reach upon a consensus within a period of 30 days from the appointment of the arbitrator appointed subsequently, the Presiding Arbitrator shall be appointed by the Principal Secretary/Secretary, I.T. & electronics Department, Govt. of U.P.

30.4.2 If one of the parties fails to appoint its arbitrator in pursuance of sub-clause 30.4.1 above, within 30 days after receipt of the notice of the appointment of its arbitrator by the other party, then the Presiding Arbitrator shall be nominated by Principal Secretary/Secretary, I.T. & electronics Department, Govt. of U.P. both in case of foreign supply as well as Indian supply, who shall appoint the arbitrator. A certified copy of the order of the Principal Secretary/Secretary, I.T. & Electronics Department, Govt. of U.P. marking such an appointment shall be furnished to each of the parties.

30.4.3 Arbitration proceedings shall be held at Lucknow, India and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English or Hindi.

30.4.4 The decision of the majority of the arbitrators shall be final and binding upon both parties. The cost and expenses of arbitration proceedings will be paid as determined by the arbitral tribunal. However the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings as also the fees and expenses paid to the arbitrator appointed by such party or on its behalf shall be borne by each party itself.

30.5 Notwithstanding any reference to arbitration herein.

(a) The parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and

31. Limitation of Liability:

31.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Patent Rights.

(a) the service provider shall not be liable to UPTRON POWERTRONICS LIMITED, whether in contract tort or otherwise, for any indirect or consequential loss of damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Service Provider to pay liquidated damages to UPTRON POWERTRONICS LIMITED and

(b) the aggregate liability of the Service Provider to UPTRON POWERTRONICS LIMITED, whether under the contract, in the tort or otherwise, shall not exceed the total value of order under this contract.

32. UPTRON POWERTRONICS LIMITED's right to accept any bid and to reject any or all Bids

UPTRON POWERTRONICS LIMITED 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. The Managing Director on its discretion can give relaxation in the empanelment criteria to any bidders.

33. All payments will be received directly by UPTRON POWERTRONICS LIMITED. Running payment if mentioned in the work order and as required by the job will be provided to the Service Providers only against Bank Guarantee.
34. The empanelment as Service Provider shall also be guided by the terms and conditions as given at page 26-27. The bidder has to accept by signing these terms and conditions.
35. Empanelment of Service Providers will strictly be done for category "A" , Category "B" and category "C" if job award, value and job completion certificates are annexed in original (or duly certified copies) as per the terms and conditions of the tender in the Technical bid. If no documents are attached, as specified, the tender shall be rejected.
36. All the documents required should be submitted along with the technical bid of the tender only.
37. Printed conditions of the bidder submitted with the bid will not be binding on UPTRON POWERTRONICS LIMITED.
38. 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.
39. Bids not conforming to any or all the above terms and conditions are liable to be rejected.
40. Incomplete bids are liable to be rejected. Bids found with false information shall stand rejected.
41. All disputes are subject to Ghaziabad jurisdiction only.

42.00 Bank Account details

UPTRON POWERTRONICS LIMITED

Name of the Bank:- Punjab National Bank

Name of the Branch:- Chandar Nagar, Ghaziabad

Current Account No.:- 1443002100015702

IFS Code of the Branch:- PUNB0144300

SECTION II(a) : REQUIREMENTS FOR EMPANELMENT

The different categories in which agencies shall be empanelled is summarized below:

1. Empanelment for service provider for Software/ Website/ Portal Development

12. उपरोक्त प्रतिभागी संस्थाओं को श्रेणी **A, B, C** एवं **S** में सूचीबद्ध किया जाएगा, जिसका विस्तृत विवरण बिन्दु संख्या-13 एवं 14 पर उपलब्ध है। प्रतिभागी संस्थाओं से बिड के सम्बन्ध में ली जाने वाली सिक्योरिटी आदि धनराशि निम्नवत् हैं :-

(A) Bid Security (Refundable):-

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

- i. For Service Provider Category "A" → Rs. 1,00,000/- (One Lac only)
- ii. For Service Provider Category "B" → Rs. 2,00,000/- (Two Lac only)
- iii. For Service Provider Category "C" → Rs. 3,00,000/- (Three Lac only)
- iv. For Startup Category "S" → NIL

(B) Bid Processing Fee (Non Refundable) :-

- i. For Categories A, B and C → Rs. 15,000.00 + GST as applicable

13. Categorization of Service Providers/Startups:-

The Companies/Firms shall have to bid for Empanelment in any One (01) of the following Categories. They shall be categorized into the following categories based on their financial and technical capability, infrastructure available with them:

S.No.	CATEGORY	Companies/Firms competent to provide services with an ESTIMATED PROJECT VALUE IN RS.
1	A	Upto 25.00 Lac
2	B	Upto 75.00 Lac
3	C	Upto 500.00 Lac

9. सभी इन्वैलड की गई संस्थाओं/कम्पनियों की सूचीबद्धता अवधि 02 वर्षों हेतु होगी।
10. आई.टी. एवं आई.टी.ई.एस. क्षेत्र के कार्य कराये जाने हेतु निगमों द्वारा प्रकाशित ई-निविदा सूचना (Tender Notice) में प्रतिभाग करने हेतु निम्न संस्थाएं/कम्पनियाँ अर्ह होंगी:-
 - (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.
11. **JOB DESCRIPTION:** The Organisations/Companies as define above, capable to execute works in any/ all of the following areas will be eligible for participation in bid

2. Essential requirements and Experience

14. Other Essential Requirement, Eligibility Criteria For Empanelment:-

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

S.	Eligibility Criteria	Documents required
1	i. Sole Proprietorship Firm:	Self attested Copies of

	<p>(must have registration in any two of the following):</p> <p>(a) MSME Act, 2006 of GoI and/or U.P. MSME (Establishment & 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>(NOTE: Registration should be at least one year old.)</p>	<p>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.	Self attested copy of audited Balance Sheet / Profit and Loss Account and other

	<p>Marking Criteria: From Rs.10 Lac to less than Rs.20 lac ~ 5 Marks 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 Maximum Marks in this criteria ~ 20 Marks</p>	<p>relevant documents such as schedules, notes to the account etc. UDIN on audited balance sheet is must.</p>
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 & 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 & ITeS for Central Govt/State Govt/PSU/ other Government Institution.</p> <p>1. Marking Criteria: For executed projects each of value not less than Rs. 5.00 lac:</p> <p>2 Projects ~ 15 Marks 3 Projects ~ 20 Marks 4 Projects ~ 25 Marks 5 Projects or above ~ 30 Marks Maximum Marks in this criteria ~ 30 Marks</p> <p>2. Marking Criteria: For running Project of value not less than Rs. 5.00 lac:</p> <p>1 Project ~ 5 Marks 2 Projects ~ 10 Marks 3 Projects ~ 15 Marks Maximum Marks in this criteria ~ 15 Marks</p> <p>TOTAL Maximum marks in above categories (1 & 2) ~ 45 Marks</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>Marking Criteria: Empanelled in any UP Govt Deptt./PSU/Institution as Startup ~ 5 Marks</p> <p>ISO 9001:2008 or equivalent / CMMI Level 3 ~ 10 Marks</p> <p>ISO 27001:2013 or equivalent / CMMI Level 5 ~ 15 Marks Maximum Marks in this criteria ~ 15 Marks</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</p>	<p>Self attested copy of HR/Competent Authority</p>

<p>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>Marking Criteria:</p> <p>Less than 03 Technical Staff ~ 0 Marks</p> <p>03 to 05 Technical Staff ~ 5 Marks</p> <p>06 to 10 Technical Staff ~ 10 Marks</p> <p>11 to 15 Technical Staff ~ 15 Marks</p> <p>Above 15 Technical Staff ~ 20 Marks</p> <p>Maximum Marks in this criteria ~ 20 Marks</p>	<p>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 "A", minimum Qualifying Marks required are 60 out of 100.

(2) For Category - "B" Service Provider (IT & ITeS)

S.	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 & 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>(NOTE: Registration should be at least three years old.)</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 & 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</p>

		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 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 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. Marking Criteria: 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 Maximum Marks in this criteria ~ 20 Marks	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. <u>1. Marking Criteria: For executed projects each of value not less than Rs. 10.00 lac:</u> 3 Projects ~ 20 Marks 4 Projects ~ 25 Marks 5 Projects or above ~ 30 Marks Maximum Marks in this criteria ~ 30 Marks <u>2. Marking Criteria: For running Project of value not less tha Rs. 10.00 lac:</u> 1 Project ~ 5 Marks 2 Projects ~ 10 Marks	Self attested Copies of Job Orders/Awards and Certificate of successful Job Completion. Self attested document for value of project is must.

	<p>3 Projects ~ 15 Marks Maximum Marks in this criteria ~ 15 Marks TOTAL Maximum marks in above categories (1 & 2) ~ 45 Marks</p>	
11.	<p>Company should have ISO or CMMI Certification Marking Criteria: ISO 9001:2008 or equivalent / CMMI Level 3 ~ 10 Marks ISO 27001:2013 or equivalent / CMMI Level 5 ~ 15 Marks Maximum Marks in this criteria ~ 15 Marks</p>	<p>Self attested certified copy of ISO or CMMI Level Certificate</p>
12	<p>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. Marking Criteria: 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 Maximum Marks in this criteria ~ 20 Marks</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>

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

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

S.	Eligibility Criteria	Documents required
1	<p>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</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>(NOTE: Registration should be at least four years old.)</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 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.	Average Turnover of the bidder's Organisation/ company in the last 04 Financial Years should be at least Rs. 5 Cr. Marking Criteria: 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 Maximum Marks in this criteria ~ 20 Marks	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. UDIN is must as per applicability.
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. 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. 1. Marking Criteria: For executed projects each of value not less than Rs. 50.00 lac: 3 Projects ~ 20 Marks	Self attested Copies of Job Orders/Awards and Certificate of successful Job Completion. Self attested document for value of project is must.

	<p>4 Projects ~ 25 Marks 5 Projects or above ~ 30 Marks Maximum Marks in this criteria ~ 30 Marks</p> <p>2. Marking Criteria: For running Project of value not less than Rs. 50.00 lac:</p> <p>1 Project ~ 5 Marks 2 Projects ~ 10 Marks 3 Projects ~ 15 Marks Maximum Marks in this criteria ~ 15 Marks</p> <p>TOTAL Maximum marks in above categories (1 & 2) ~ 45 Marks</p>	
11.	<p>Company should have ISO or CMMI Certification Marking Criteria: ISO 9001:2008 or equivalent / CMMI Level 3 ~ 10 Marks ISO 27001:2013 or equivalent / CMMI Level 5 ~ 15 Marks Maximum Marks in this criteria ~ 15 Marks</p>	<p>Self attested certified copy of ISO or CMMI Level Certificate</p>
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 recognised university/ Institution. Marking Criteria: Less than 20 Technical Staff ~ 0 Marks 20 to 25 Technical Staff ~ 5 Marks 26 to 30 Technical Staff ~ 10 Marks 31 to 35 Technical Staff ~ 15 Marks Above 35 Technical Staff ~ 20 Marks Maximum Marks in this criteria ~ 20 Marks</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>

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

CATEGORY WISE JOB DESCRIPTION**1.0 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.

2.0 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 and Social Media works.

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.

3.0 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.

SECTION II (b): ELIGIBILITY AND EVALUATION CRITERIA

3.1 COMMON ELIGIBILITY CRITERIA:

- 3.1.1 The Applicant must be a Proprietorship Concern/Company registered under Indian Company Act, 2013/ Firm registered under The Partnership Act 1932/ Society registered under Societies Act, 1860/Autonomous bodies/ Limited Liability Partnership (LLP) , limited liability company (LLC) or any other venture not covered above and in similar business for the last three years as on 31st March 2022. Consortium of companies/firms etc. is not allowed to apply for empanelment (Copy of valid Certificate of Incorporation or firms' registration attested by Company Secretary/ Authorized Signatory)
- 3.1.2 The applicant should have valid GST Registration in its name (attach copy of registration)
- 3.1.3 The applicant should have Income Tax PAN in its name (Attach copy)
- 3.1.4 A self-certificate that the Company has not been black listed by any department/autonomous body/PSU of the Central/State Government in the past three years as on last date of submission of the RFE (submit as per Annexure 5)
- 3.1.5 Average Annual Turnover for the year 2018-19, 2019-20 & 2020-21 from specific trade/group for which applicant seeking empanelment (Attach Financial Information as per Annexure)should be more than

Category	Turn Over in Rs.
Category A	50 Lakh
Category B	50 Lakh-05 Cr
Category C	10 Cr or more than

- 3.1.6 Specific eligibility criteria against each category has been mentioned

3.2 Evaluation criteria and Empanelment

- 3.2.1. Agencies are expected to meet the eligibility criteria as mentioned in the RFE document for different categories. Agencies failing to either meet these criteria or not furnishing the requisite supporting documents/ documentary evidence is liable to be summarily rejected.
- 3.2.2. . Uptron shall constitute an Evaluation Committee, which shall carry out the entire evaluation process.
- 3.2.3. The Uptron shall evaluate the proposal with reference to the information contained in RFE and other supporting documents furnished as mentioned in this document.

To avoid dependencies on few numbers of agencies and to ensure wider participation, overlap of tender value is kept intentionally and agencies across groups can be eligible for a tender if its value lies in more than one group. Further, an agency is restricted to execute work orders in a year equal to twice the average turnover of the company during the last three years

DECLARATION BY THE BIDDER

(On the letterhead of the company/firm)

It is hereby declared that I/We, the undersigned, 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 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 documents as per technical bid requirements, terms and conditions for empanelment as Service Provider of UPTRON POWERTRONICS LIMITED.

Date:

Signature:

Address:

Name:

Designation:

On behalf of
(Company Seal)

SECTION III: CAPABILITY STATEMENT (CS)**SERVICE PROVIDER APPLIED SOFTWARE DESIGN & DEVELOPMENT**

Bid will not be considered for higher category than the category applied for.

Mention the Category applied for A /B /C

1. Particulars of Applicant Company/Organization			
Name of the Company/Organization			
Registration No. of Company/Organization			
Date of incorporation of Company/Organization			
PAN No. of Company/Organization			
GST Registration No. & Date			
Employees' Provident Fund (EPF) Registration No.			
*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
Strength of Personnel	No. of Marketing Personnel	No. of Technical Personnel	No. of Supporting Personnel

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

2a. Details of Tender Processing fee (Non-refundable)			
Demand Draft/RTGS/NEFT	No.	Date:	Amount
Drawn on	Bank:	Branch:	
3. Whether the aforesaid company/Organization/their Directors/Partners/Promoters/Subsidiary			
Units Tried/Under trial by the court/Govt. Investigating Agencies?			
If yes, furnish the details otherwise mention as "No", below			
<i>(If at any stage, it is found to be false or the facts concealed, the empanelment of the Applicant Company/Organization will be cancelled automatically)</i>			
Particulars of Case/Trail	Court/Investigating Agency Name		Brief Description

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

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

6. Location of other offices in Uttar Pradesh and other parts of India			
S.No.	Name & Designation of Head of the Office	Address	Numbers
1			STD Code
			Tel.No.1
			Tel.No.2

				Fax No.	
		City		Mobile	
		PIN		e-mails:	
2				STD Code	
				Tel.No.1	
				Tel.No.2	
				Fax No.	
		City		Mobile	
		PIN		e-mails:	
3				STD Code	
				Tel.No.1	
				Tel.No.2	
				Fax No.	
		City		Mobile	
		PIN		e-mails:	

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

8. Certifications, if any	Yes/No.	Valid up to
ISO-9000 Series (Please specify)		
SE-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 Corporations/Organizations under I.T. & Electronics Department, Government of Uttar Pradesh	
Name of Corporation/Organization	Empanelment period (from-to):
1.	1.
2.	2.

10. Any other relevant information that Applicant Bidder may like to mention.

Signature, name and designation of authorized signatory

Terms and Conditions of Empanelment with UPTRON POWERTRONICS LIMITED

1. The companies/organizations empanelled with other I.T. Company/organization of I.T. & Electronics Department; Government of Uttar Pradesh are also eligible for empanelment in UPTRON POWERTRONICS LIMITED. The companies / organization already empanelled with UPTRON POWERTRONICS LIMITED are not required to participate again in this tender.
2. The Company empanelled with UPTRON POWERTRONICS LIMITED shall be called a Service Provider for Software Development of UPTRON POWERTRONICS LIMITED.
3. The empanelment of the service providers will be for a period of **Two year** from the date of empanelment. Before issue of letter of empanelment, the service provider shall submit a security deposit (**refundable**) in the form of Demand Draft in favour of UPTRON POWERTRONICS LIMITED as follows: -

Category A	= Rs. 100000/- (Rupees One Lacs only)
Category B	= Rs. 200000- (Rupees Two Lacs only)
Category C	= Rs. 300000/- (Rupees Three Lacs only)

This security shall be returned to the service provider within one month after end of validity of empanelment and on receipt of written request for the same. The bidders, whose security (if any, deposited during empanelment in previous years) is available with the company, should provide complete details like copy of the instruments, acknowledgment from the company, if any. The Bidder have submitted the empanelment fees, security amount and the processing fees previously, the **DIFFERENCE** of the security, empanelment or processing fees if any is to be paid.

4. The service provider and UPTRON POWERTRONICS LIMITED shall work together in the respective areas/fields for providing quality services.
5. The job from the client department will be allotted to UPTRON POWERTRONICS LIMITED. UPTRON POWERTRONICS LIMITED will allocate the work to the empanelled Service Providers as follows: -
 - a) An initial System requirement, cost and man-days requirement assessment shall be done by UPTRON POWERTRONICS LIMITED.
 - b) Based on the estimated cost of work requirements of the department, sealed quotations (e tender) shall be invited from the empanelled service providers' having demonstrable competence in the required areas/fields, from categories equal to or above the estimated cost of the project.
 - c) The selection shall be based on the proven competence and lowest quotation.
 - d) At the time of allotment of the work to the service provider an MOU/Agreement defining the terms and conditions of the tender will have to be signed between UPTRON POWERTRONICS LIMITED and the service provider.
6. All correspondence with the client will be done by UPTRON POWERTRONICS LIMITED.
7. Payment from the client will be made to UPTRON POWERTRONICS LIMITED and UPTRON POWERTRONICS LIMITED will pass on the payment to the concerned Service Provider as per the terms and conditions of MOU/Agreement. Advance payment if any will be released only against bank guarantee of 110% of the advance amount.
8. No Service Provider will directly or indirectly (through other agencies) bid for a job where UPTRON POWERTRONICS LIMITED is participating as bidder. Any Service Provider found opposing UPTRON POWERTRONICS LIMITED 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.

9. If a Service Provider represents and obtains work directly from any client by mentioning their empanelment in UPTRON POWERTRONICS LIMITED, their empanelment shall stand cancelled and any damages suffered by UPTRON POWERTRONICS LIMITED shall be recovered from the Service Provider.
10. UPTRON POWERTRONICS LIMITED 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 requirement, the empanelment of the service provider will be cancelled.
11. If the service provider hides some information or gives wrong information or is found misrepresenting, empanelment of that Service Provider shall be cancelled and UPTRON POWERTRONICS LIMITED would not be under any obligation to give any clarification or damages.
12. This empanelment is being done under the Policy and Rules of UPTRON POWERTRONICS LIMITED and amendments incorporated in this policy from time to time by UPTRON POWERTRONICS LIMITED and which shall be binding on the service provider. Any violation of the same shall lead to cancellation of empanelment of the service provider.
13. Service Provider shall not divulge any contents of this agreement, in part or whole without express written permission of UPTRON POWERTRONICS LIMITED.
14. 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.
15. UPTRON POWERTRONICS LIMITED reserves the right to cancel the empanelment of the service provider without any prior notice, if any, of the above condition is violated.
16. Any dispute arising out of related with this empanelment shall be subject to the jurisdiction of Ghaziabad only.
17. 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.
18. After completion of the software development project/job minimum deliverables by the service provider to UPTRON POWERTRONICS LIMITED and to the client shall be as follows: _
 - (i) Installable software modules.
 - (ii) Final version of the source code of the software.
 - (iii) Installation procedure.
 - (iv) Operation procedure.
 - (v) Documentation of the application software (module wise).
 - (vi) Related supporting routines/DLLs.
 - (vii) Operational Training.
19. Bidder will not automatically empanelled by mere participation in the present tender.

Signature, name and designation of authorized signatory

Annexure – 4**DEYTAILS OF LAN INSTALLED IN BIDDER'S PREMISES**

S No	DETAILS	NUMBERS	PROCESSOR TYPE	YEAR OF MAKE/ACQUISITION	MAKE	OWN/LEASE/HIRED
1	DESKTOPS					
2	SERVERS					
3	DESKJET PRINTERS					
4	D.M.P.					
5	LASER PRINTER					
6	NETWORK PRINTER					
7	SCANNERS					
8	CD WRITERS					
9	NETWORKING ITEMS					
10	UPS					
11	LICENCED SOFTWARES					
i)	Client server					
ii)	Front End					
iii)	RDBMS					
12	DEDICATED INTERNET CONNECTIVITY					

Signature, name and designation of authorized signatory

Annexure – 5

SELF DECLARATION /AFFIDAVIT

(On Rs. 10 Stamp Paper)

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
 UPTRON POWERTRONICS LIMITED, UPTRON Building, Near Gomti Barrage Gomti Nagar, Lucknow (UP)-
 226010 in response of Tender Notice for Empanelment bearing Ref. No. UPTRON POWERTRONICS LIMITED
UPL/EMPL-SW/2022-23/033A for areas/fields given in this tender.

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:

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)

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 UPTRON POWERTRONICS LIMITED 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

(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

Date:
Place:

Annexure – 6**STATEMENT OF CHECKLIST**

The bidder is required to include scanned copies of following documents in their e-bids that are mandatorily to be submitted by them on e-procurement website <https://www.etnder.up.nic.in>. After submission of e-bids by the bidders on website, the original hard copy of same should also be submitted in the Lucknow office of UPTRON POWERTRONICS LIMITED on or before **20th September, 2022 upto 11:00 AM** If the last date of submission is declared as holiday, the original hard copy of bids shall be accepted by UPTRON POWERTRONICS LIMITED up to the appointed time on next working day. However the last date for submission of e-bids on e-procurement website <https://www.etnder.up.nic.in> shall remain same i.e. **20th September, 2022 upto 11:30 AM** even if this date is declared as holiday.

Sl.No.	Required Documents	Submitted (Yes/No)	Page No.
1	Bid processing fee in accordance with ITB Clause 1 & 8		
2	Signed Declaration		
3	Signed Requirements for Empanelment as per Section-II(b)		
4	Signed Capability Statement as per Section-III		
5	Signed Terms and Conditions of Empanelment as per Tender		
6	Signed Statement of Experience and competence in related areas/fields as per Anneure-1		
7	Job award and successful job completion certificates, as mentioned in Annexure-1, during each of the preceding two years as per Section II(b)		
8	Signed Statement of Manpower Available in related areas/fields as per Annexure-2		
9	Documents in support of available manpower as mentioned in Annexure-2		
10	Signed Statement regarding LAN installed in the premises of bidder as per Annexure-4		
11	Proof of licensed software for software as mentioned in Annexure-4		
12	Notarized Affidavit as per Annexure-5		
13	Company's Balance Sheet and P/L Account in any of the preceding 03 financial years		
14	Income Tax Return (ITR) for the preceding 03 financial years		
15	Relevant pages of Memorandum and Article of Association showing		

	objectives of the company		
16	Certificate for place of registration		
17	Proof of Company's premises owned/leased or on rent		
18	Income Tax registration number of the company		
19	GST registration number of the company		
20	ISO/CMM certificate, if any		
21	EPF Registration copy		
22	Copy of empanelment letter with another Nodal Agencies		
23	Details of Security, if any deposited with UPTRON POWERTRONICS LIMITED against earlier empanelment (Attach copy of earlier empanelment letter, copy of instrument or any other documentary evidence)		
24	Any Other Documents (Please Specify)		

Signature, name and designation of authorized signatory