



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH  
POLICE HEADQUARTERS (LEH) LADAKH**

(e-mail-igpladakh@police.ladakh.gov.in Office Phone No. 01982-260888) website: www.police.ladakh.gov.in

**Subject: - Implementation of Transparent Recruitment Process for the Post of Sub- Inspector Executive, Armed/ IRP, HG/CD/SDRF in Ladakh Police.**

**Reference: - No. PHQ/LPSSRB/SI/Rectt./2024/1281-82 dated 20-12-2024 of Chairman LPSSRB.**

Gist of e-NIT NO 05 of 2024

Dated: 21 /12/2024

For and on behalf of the Lieutenant Governor of the Union Territory of Ladakh, online tenders (e-tenders) are invited from reputed vendors/firms/entities having proven experience of conducting similar exercises for at least two State Police or Central Paramilitary Forces for implementation of Transparent Recruitment Process (TRP) of Sub-Inspectors in Ladakh Police for the number of vacancies as specified in Annexure "A" of this e-NIT.

S. No	Particulars	Earnest Money	Cost of tender document
1	TRP of SI Posts of Ladakh Police.	1,50,000/-	Rs. 2000/-

1.	Date of publishing of Tender Notice	24.12.2024
2	Period of downloading of documents	25.12.2024.
3	Date of pre bid conference & discussion	To be notified.
4	Date of submission of online documents	26.12.2024
5	Date of submission of Hard Copy	Up-to 18.01.2025.
6	Date of opening Tender	16.01.2025

The e-NIT consisting of qualifying information, eligibility criteria, Bill of (B.O.Q), Set of terms and conditions of contract and other details can be seen/ downloaded from the e-Procurement Portal <https://tenders.ladakh.gov.in>

Bidders submitting their bids on-line shall only be accepted and no document other than those mentioned in the e-NIT shall be accepted manually. **A pre-bid conference of prospective bidders**, who may choose to be present in the said meeting, shall be held at Conference Hall Police Headquarters Ladakh, Agling, Leh, Ladakh on **(to be notified separately) hours to clarify any issue related to instant bid**. The prospective bidders shall have to quote their bids for whole process involved in the implementation of the Transparent Recruitment Process (TRP) for per candidate basis.

**The tenders (technical bid) will be opened online on 16.01.2025 at 1500 hours followed by the Financial bid on 19/01/2025.** at Police Headquarters Ladakh, Leh. In case of unforeseen circumstances, the date of opening will be next working day or as to be notified separately.

Detailed tender documents (SBD) with terms and conditions are available on

AIG (Provision)  
Director General of Police,  
UT-Ladakh.

No: PHQ/Prov-I/LPSSRB/2024-21067-74

Dated: 23.2.2024

**Copy to:**

1. The Principal Secretary Home Department UT Ladakh for kind information.
2. The Deputy Inspector General of Police, (Chairman LPSSRB) for kind info.
3. PA to DGP Ladakh for favour of kind information of the DGP Ladakh.
4. AIG (Personnel), PHQ UT Ladakh.
5. Accounts Officer PHQ.
6. IT Manager, PHQ Ladakh for necessary action.
7. SO e-Procurement/tender for information and n/action.

AIG (Provision)  
Director General of Police,  
UT-Ladakh.



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH  
POLICE HEADQUARTERS (LEH) LADAKH**

(E-mail-igpladakh@police.ladakh.gov.in Office Phone No. 01982-260888) website: www.police.ladakh.gov.in

e-NIT NO 05 of 2024

Dated: 21/12/2024

(SDB)

1.	<p>For and on behalf of the Lieutenant Governor of the Union Territory of Ladakh, online tenders (e-tenders) are invited from reputed vendors/firms/entities having proven experience of conducting similar exercises for at least two State Police or Central Para-military Forces for implementation of <b>Transparent Recruitment Process (TRP) for Sub-Inspectors in Ladakh Police for the number of vacancies as specified in Annexure "A" of this e-NIT.</b></p> <p>The e-NIT consisting of qualifying information, eligibility criteria, Bill of quantities (B.O.Q), Set of terms and conditions of contract and other details can be seen/ downloaded from the e-Procurement Portal <a href="https://tenders.ladakh.gov.in">https://tenders.ladakh.gov.in</a> from <b>25.12.2024 (1000 hours) to 15-01-2025 up to 1500 hours.</b> Bidders shall submit their bids on-line mode only. <b>A pre-bid conference of prospective bidders</b>, who may choose to be present in the said meeting, shall be physically held at conference Hall Police Headquarters Ladakh, Agling Leh, Ladakh to further clarify any issue reacted to instant bid. However, bidder can also participate through online mode by informing the Ladakh police well on time on email address <a href="mailto:aig-prov@police.ladakh.gov.in">aig-prov@police.ladakh.gov.in</a></p> <p>The Technical bid will be opened online on <b>16-01-2025 at 1500 hours</b> at Police Headquarters Ladakh, Leh. In case of unforeseen circumstances, the date of opening will be next working day or as notified separately. <b>Last date for receipt of e-tender physical documents: 18.01.2025 (1000 Hours).</b></p>
2.	<p>All tender documents attached with this invitation to tender including the specifications are SACROSANCT for considering any offer as complete offer. It is important that scanned copies of each page of the tender document duly completed, page numbered, signed and uploaded in a sequential manner. Further bidder shall submit the scanned copy of the instant tender wherein each pages thereof should be duly signed and sealed as a token of acceptance of all the terms and conditions laid out in the instant tender.</p>
3.	<p><b>Tender Fee:</b> <b>The tender fee has been fixed at Rs. 2000/- (to be deposited in govt Account No 0357040510000020 IFSC Code JAKA0SKALZAJK j&amp; K BANK BRANCH SKALZANGLING) Payable to Accounts Officer PHQ Ladakh.</b>The bidders shall have to submit the scanned copies of the deposit in online and also have to deposit the Physical copy with the bidding documents. The original copy may be sent to PHQ Ladakh, Leh. The tender fee is non- refundable.</p> <p>The Local SSI/ MSME units are required to pay the tender fee prescribed as per Govt. rules. However, the Govt. /Semi-Govt. concerns of UT Ladakh claiming exemption shall append authenticated orders, certificates etc. issued by competent authority in support of their claim.</p> <p><b>Tenders without tender fee shall be rejected.</b></p>

4.	<p><b>Earnest Money Deposit (EMD)</b> EMD is exempted in light of the Government of India, Ministry of Finance, Department of Expenditure OM Number F-9/4/2020-PPD; Dated:12/11/2020 for MSME having the same scope of work only. However, bidders are requested to submit Bid Securing Declaration as detailed below: <i>"Bidders shall have to sign a Bid securing Declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline or any other default which attracts forfeiture of EMD (as prescribed in existing manuals /NIT) as defined in the request for bids document, they will be banned for two years from being eligible to submit Bids in CIL and its Subsidiaries".</i> Bidders other than MSME shall be required to submit an EMD of Rs. 1,50,000/-- <b>Tenders without EMD for Bid Securing Declaration shall be rejected.</b></p>
5.	Rates quoted by the firm/ bidder should be the offer price (in Rs.) <b>per candidate wise</b> as mentioned in BOQ format for implementation of complete TRP process as mentioned in the Annexure-A, B and C of the instant bid. It is to be noted that rate quoted should be per candidate basis for complete process of the TRP.
6.	Price quotes shall be inclusive of all types of taxes and other types of hidden costs involved if any. (Note No any kind of extra payment should be made by this office at any price except the offered rate by the bidder)
7.	The approved firm shall be deemed to have fully understood the conditions, and specifications. In case of any doubt may seek clarifications well before the bid closure date during the pre-bid conference/ meeting.
8.	No conditional tender will be accepted/entertained and shall be out rightly rejected. No additional conditions other than those mentioned in the instant bid will be entertained.
9.	It shall be binding for the successful bidder to get his offered application/ software to be duly certified from his own expenses/ resources to certify his product in terms of Cyber Security Audit Certificate from National Accreditation Board for Testing and Calibration Laboratory (NABL) / any government recognized software accreditation laboratory or any government accredited laboratory for linkages with designated government data center or server.
10.	If L1 firm backs out or fails to commission the project against work order within stipulated time period, the department will be at liberty to award the contract to L-2 firm and differential amount between L-1 and L-2 rates will be recovered from the security deposit furnished by the L1 supplier and remaining security deposit will be fortified besides invoking other penalties which shall include black-listing of the firm etc.
11.	Department reserves the right to get the credentials of all the firms re-verified irrespective of the registration status.
12.	Department reserves the right to cancel / reject or scrap or modify any part or the entire tender without citing any reason for safe guarding the Govt. interests.
12.	<p><b>BID SYSTEM:</b> It shall be <b>two bid systems</b>, which includes Technical and Financial bid. All the bid documents/ offers to be submitted in two covers as detailed below:</p> <p><b>(A) First cover (Technical Bid).</b> To be uploaded online as scanned copies in PDF format and must include all the documents enlisted below. However bidders are also required to submit the hard copies of all the documents submitting in PDF format mentioned above in a sealed envelope to PHQ, addressed to <b>AIG (Provision), PHQ, Agling Leh Ladakh.</b> It is to be noted that documents to be scanned, converted to PDF format and subsequently uploaded to the portal must be scanned at 200 DPI (Dot per</p>

	inch) resolution /scale. <b>List of the documents to be included in First cover are as follows:</b>
i.	Copy of complete tender document, all pages duly stamped and signed by the tendered as a token of having understood and acceptance of all the terms and conditions of the instant bid.
ii.	Certificate/documents indicating the reputation and experience of the tenderer / bidder as required for the instant e-NIT.
iii.	Security audit certificate of the proposed application/software for enabling its linkages with the government server.
iv.	Self-attested scanned copy of Earnest Money OR exemption declaration.
v.	Self-attested scanned copy of Tender Fees.
vi.	Self-attested scanned copy of valid PAN card.
vii.	Self-attested scanned copies of Income Tax Returns for the last three (03) Financial Years i.e. Financial Year .2021-22 2022-23 and2023-24
viii.	Self-attested scanned copies of certified /Audited Financial Statements i.e. Bank Statement, P&L A/C/ Balance Sheet indicating the Credit worthiness of the Vendor clearly indicating the Annual Turnover / Gross Receipt of the last three (03) Financial Years i.e. Financial Year 2021-22 2022-23 and2023-24
ix.	Technical specifications of the items/ equipment to be provided.
x.	Technical specification of the proposed application/ software indicating security features and programming robustness.
xi.	Registration certificate / Industrial License of original firms with due validity, for the items quoted.
xii.	Certificate of being authorized dealer having proper authorization on the registered firm (as per Appendix-I) to quote against the particular item of the tender.
xiii.	GST Registration certificate along with scanned copies of GST returns till March 2021.
xiv.	Performance statement for last three years as per Appendix-II of this NIT.
xv.	Any other relevant document which the firm wishes to submit related to the instant tender.
	<b>(B) Second cover (Financial Bid):</b> It is to be noted that financial bid has to be necessarily submitted on the prescribed BOQ format only. No physical or any other mode of financial offer other than the offer on the prescribed BOQ format shall be entertained. Details are as follows:
i.	Rate quoted by the firm/ bidder should be rate quotes (in Rs.) per candidate for implementation of complete TRP activities as enlisted in Annexure-A,B and C of instant bid. The rate quotes should be inclusive of all types of taxes and other hidden costs if any. The rate quotes to be offer on the prescribed BOQ format only.
ii.	Rated quoted by the bidders shall be treated as final till the completion of the recruitment process. Consideration for any change in rate quotes shall not be entertained for any reason whatsoever during the period of 01 year from the date of allotment of supply order.
13.	On due date of on-line opening of tenders i.e. 20-10-2022 at 1200 hours, only technical bid shall be opened and the technical evaluation process will start. Those who qualify the technical bid will be informed online with the announcement of financial bid opening date.
14.	<b>Payment terms and condition:</b> Payments to be released in phase manner corresponding to each phase of the recruitment/ TRP process as enlisted in Annexure- B/BOQ subjected to work

	done clearance by the Recruitment Board.(Note: For release of Payment after the completion of a phase NoC from the Chairman recruitment Board is necessary)
15.	<b>Security Deposit (Performance Security):-</b> The L1 firm will have to submit Security Deposit (Performance security) at the rate of 3% of contract value, in light of the Government of India, Ministry of Finance, Department of Expenditure OM Number F-9/4/2020-PPD; Dated: 12/11/2020, in the shape of Call Deposit Receipt valid on call from a Nationalized / Scheduled bank, at the time of signing of Deed of Agreement to ensure satisfactory performance of the contract. This security deposit will be released after one year of successful completion of the contract. The charges on stamps etc. (cost of documents in totality) shall be borne by the approved bidder /tenderer while executing the agreement. (No interest shall be paid by the purchaser on the security deposit). UT Administration Ladakh Rules for Security Deposit in respect of local SSI Units shall be applicable.
16.	As soon as the acceptance of the tender is communicated to the successful tenderer online, the contract shall be binding on him. The earnest money of the tenderer who backs out or withdraws his tender or fails to abide by it after acceptance thereof is communicated/posted to him shall be forfeited besides other penal remedies that may be available to the Administration of the UT of Ladakh under the law for the time being in force in the Union Territory of Ladakh;
17.	The successful tenderer shall have to enter into an agreement on prescribed proforma (immediately after the issuance of work /job order) with the Department for due performance of the contract.
18.	The tenderer is required to furnish an authenticated copy of the latest GST clearance certificates. The PHQ Ladakh shall be at liberty to put to scrutiny, verification, etc. the Sales tax /GST clearance so furnished by the successful tenderer.
19.	The authorities reserve absolute powers to reject or accept any tender or part thereof without assigning any reason and without any legal obligations. Any clause incorporated in the tender (not conforming to the e-NIT in any manner) shall make such an offer liable for rejection. Therefore, all the terms and conditions of the tender Notice including technical specification shall be carefully studied for the sake of complete and comprehensive tender. Failure to comply with any of the conditions stipulated herein above or instructions or the offer with insufficient particulars / documents shall lead to out-right rejection of the tender.
20.	If after the registration/ placement of orders / execution of the agreement and formally depositing the security money, the tenderer backs out or fails to execute the contract / work order, the security deposit will be forfeited and will black list the Firm as per the GFR 2017 besides any other penal measure the department may take as per norms and rules governs by the Government from time to time.
21.	The formal deed incorporating the terms of the contract will be executed by the successful tenderer immediately after receipt of work order. Failure to execute such bond / deed shall not however prevent the contract from being enforced against the tenderer. Any loss sustained by the Govt. as a result of retendering the contract shall be recovered from the defaulter, besides other penal provisions as the department may decide.
22.	If the successful tenderer fails to execute the contract within the stipulated period as specifically mentioned in the supply order, the department shall be at liberty to re-tender or otherwise at his risk and cost. The department may give 15 days' notice to the approved bidder in writing to make the loss good.
23.	If at any stage of the tender process, two or more bidders are found in collusion between/among themselves with the intent to reduce competition, set price, share technical expertise, share business information /decision, control/ share

	production and or distribution of products and raise prices, all such tenders shall be out rightly rejected.
24.	Queries/representations on tender enquiry should be received upon pre-bid conference or within 10 days from the date of publication of this tender (whichever is earlier). All queries/representations received after the pre-bid conference would not be entertained.
25.	All legal proceedings arising out of any dispute between the parties shall have to be settled in the courts situated in the UT of Ladakh and not elsewhere;
26.	It shall be incumbent upon the supplier to execute the work order, in conformity with the provisions as provided in the e-NIT.
27.	The approved bidder/tenderer shall not sublet the contract or any part thereof to any other Bidder/agency;
28.	The Department reserves the right to add or suitably modify the terms and conditions at any stage before the offers are received or before the last date for submission of bids as per exigencies and hence above shall not be construed as all-inclusive.
29.	<p><b>Force Majeure:</b></p> <p>a. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the party affected by such force majeure shall be treated as suspended for the period.</p> <p>b. For the purpose of this agreement, force majeure shall include, without limitation, wars, insurrections, civil disobedience strikes, riots, epidemics earthquakes, storms, floods, exploitations or fires not caused by contractor's negligence, lighting, acts of god or the public enemy which is of such nature as to delay, curtail or prevent timely action by either party.</p> <p>c. upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable, as aforesaid, thereby shall notify the other party in writing by registered notice within 72 (seventy-two) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim.</p> <p>d. Time for performance of the relative obligation suspended by the force majeure shall stand extended by the period for which such force majeure lasts.</p> <p>e. If works are suspended by force majeure conditions lasting for more than two months, corporation shall have the option of cancelling this contract in whole or part thereof.</p>
30.	<p><b>Arbitration:</b></p> <p>a. Except where otherwise provided, if at any time, any question, dispute or difference, whatsoever, shall arise between the L1 Bidder/contractor and the Police Headquarters Ladakh upon or in relation to, or in connection with this contract either of the parties may give to the other notice in writing of the existence of such a question, dispute or difference and the same shall be referred to the sole Arbitration of the person appointed by the PHQ Ladakh at the time of dispute. There shall not be any objection in such appointment that the Arbitrator so appointed is a Government employee of UT Ladakh and/or he has expressed view on all or any of the matters in dispute or difference. The Arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any other reason, then the PHQ Ladakh shall appoint another person to act as Arbitrator, in accordance with the terms of the contract. Such person shall entitled to proceed with reference from the stage at which it was left by his predecessor.</p> <p>b. Subject aforesaid, the provisions of Arbitration Act 1940, or any statutory</p>

	<p>modifications or re-enactment thereof, and the rules as made there under and for the time being in force, shall apply to the Arbitration proceedings under this clause.</p> <p>c. The Arbitrator shall decide in what proportion the Arbitrator's fees, as well as the cost of the Arbitration proceedings, shall be borne. The Arbitrator may, with the consent of the parties, extend the time frame from time to time, to make and publish his award.</p> <p>d. A notice of the existence of any question, dispute of difference in connection with this contract, shall be served by either party within 180 days of the issue of taking over certificate by the Police Headquarters Ladakh, failing which all rights and claims under this contract shall be deemed to have been forfeited and absolutely barred.</p> <p>e. The work under this contract shall continue during Arbitration proceedings and no payments due from, or payment by the Corporation shall be withheld on account of such proceedings, except to the extent which may be in dispute.</p>
31.	The detailed NIT, SBD, and BOQ is available on the UT of Ladakh e-procurement portal <a href="https://tenders.ladakh.gov.in">https://tenders.ladakh.gov.in</a> . For any clarification, please contact No. 7006741943 Phone No. and email id: <a href="mailto:aig-prov@police.ladakh.gov.in">aig-prov@police.ladakh.gov.in</a>

Director General of Police,  
UT-Ladakh



## Annexure-“A”

Ladakh Police is in the process of undertaking recruitment for the 37 vacancies of Sub-Inspector Executive, Armed/ IRP, HG/ CD/ SDRF through a Transparent Recruitment Process (TRP) to ensure a fair, impartial, transparent, objective, tamper-proof, scientific, and merit-based recruitment process.

### The objective:

- To induct into the Police individuals best suited for the job on the basis of their merit performance during the recruitment process without any fear or favor, partiality or unfair means, corruption or procedural inadequacies.
- To systemize recruitment procedures with the use of technology so as to withstand judicial scrutiny if the need arises.
- To keep the candidate informed of his/ her progress at every stage of the recruitment.
- To improve police image, thereby improving police efficiency and effectiveness.

**Tentative number of vacancies:** Thirty-Seven (37).

### Minimum Qualification required for appearing in TRP:

Educational Qualification	Graduation from any Govt recognized Institution.
Age	21 years Minimum and 30 Years Maximum as on date. (Subject to any changes, it shall be notified in separate advertisement order being issued by the Board.

### TRP shall have the following stages:

- A. **Stage-I: Application stage:** This stage shall cover the preparation, design, capturing and dissemination of candidate information in online mode.
- i. Online mode of Application submission / processing: Vendor shall design and develop online application form for capturing the candidate's information to facilitate the prospective candidates to apply online for a specific post in a prescribed format. The online application system shall have facilities for receipt or application fees through all payment modes i.e. Net banking, Debit/Credit card and payment by automatically generated bank challan at all J&K Bank branches. The system shall facilitate the candidates to register their profile for post specific notification, upload their photograph/ signatures on the portal for a specific notification, if otherwise, eligible. The system should generate and provide a unique user ID and password to access the database with permission to edit and update their profile within a specific time period.
  - ii. Generation and dispatch of Admit Cards etc.:- The applications received through online mode shall be consolidated for further processing for the generation of

roll number slips, admit cards with barcodes, photographs and signatures, test/examination centers, etc. The system shall generate nominal rolls, venue/date-wise attendance lists with photographs, etc. Candidates applying online should be able to download their admit cards from the online recruitment web portal after the proper authentication process to be provided on the portal. The approved firm shall update the event-wise data of various stages of recruitment in the web portal for information of candidates up to the declaration of results:

**B. Stage-II:- Physical Standard Test (PST) and Physical Endurance Test (PET):-**

This stage shall cover:

- i. Issuance of admit cards.
- ii. Capturing and verification of biometrics.
- iii. Use of traditional physical measurement with candidate-based synchronized CCTV video recording and interface with the computer application for automatic data entry into the database.
- iv. Use of RFID chip timing technology for conduct of Physical Endurance test to ensure accuracy and temper-proof conduct of Long Run (1600 meters for male candidates and 1000 meters for female candidates. This shall be made through a faculty of digital measurement of long jump event.
- v. Use of biometric devices to eliminate duplication and impersonation.
- vi. Use of CCTV technology to videography the various stages of recruitment and thereby maintain a back-up record and also keep track of the activities at various recruitment centers simultaneously functioning across the UT of Ladakh.

Following are the minimum standards of the Physical Measurement and Physical Endurance Tests:

**Part-I : Physical Standard Test (PST) :-**

Minimum eligibility criteria:

Description	Male candidates	Female candidates
Height	162 cms	152 cms
Chest	Unexpanded: 81 cms Expanded: 85 cms	Not applicable

**Part-II: Physical Endurance Test (PET) :- (Qualifying only).**

**Long race:** a) Male: 1600 Mtrs in 7.30 seconds.  
b) Female: 1000 Meters in 7.30 seconds.

**Long Jump:** Male: 12 feet in three attempts.  
Female: 09 feet in three attempts

(Note: The vendor shall be responsible to conduct digital Measurement of each case through a faculty of digital measurement).

**C) Stage-III: -Additional/ Desired Qualification Test (AQT):-** (5% of the maximum marks of the examination):The test will be conducted by the Board by co-opting members from relevant departments/ institutions. However, the vendor has to design the application to take the data inputs (i.e. marks to be adjudicated by the board) on the account of AQT and thereon processing of data on day to day basis to generate overall results of the candidates during the compilation of final results. The test shall be conducted only for those candidates whose documents/testimonials have been scrutinized/examined and who claimed in their application that they possess one of the below desired qualification:

Graduation in any of the following fields:

- a. Cyber Forensic
- b. Computer Science
- c. Forensic Science
- d. Disaster Management.

**Stage-IV: written examination and Final result:-** The written test will consists of objective type questions. The question paper will consist of 100 questions to be attempted in 120 minutes. The question paper will be of graduation standard and will comprise questions on general knowledge, current affairs, reasoning, science and arithmetic abilities based on OMR sheet. **Note:** - only those candidates who qualify for the PMT/PET and whose documents have been found correct after scrutinizing of the documents shall be eligible for written examination.

The PMT, PET events, and the Written Test are expected to be conducted at 02 locations that may be extended by two (2) in UT Ladakh depending upon the number of participation candidates.

Written test to be held at two (02) locations of UT Ladakh i.e. Kargil and Leh.

**Process Overview- Task Distribution:**

Tasks to be handled by the Department/ Board	Tasks to be handled by the company
<ol style="list-style-type: none"> <li>1. Overall supervision of TRP.</li> <li>2. Issuance of Notification/ Advertisement for recruitment.</li> <li>3. Physical document verification.</li> <li>4. Conduct desired qualification test.</li> <li>5. Preparing running tracks. Department will arrange other necessary material such as tables, chairs, ropes and raise barricades etc.</li> <li>6. Supply of electric power at required places with a generator backup.</li> <li>7. Question papers for the written examination will be based on level and standard of questions to be decided by the department.</li> </ol>	<ol style="list-style-type: none"> <li>1. Facilitation of generation of call letter/ admit card with photograph and barcode for the eligible candidates for PMT (Physical measurement test), PET (Physical Endurance test), Desired qualification test and written test.</li> <li>2. Uploading of admit cards / rejection letters on Ladakh Police website.</li> <li>3. Venue wise and date wise list of candidates with particulars will be printed by company for PMT, PET, desired qualification test and written test for gate attendance sheet (with photograph and signature of the candidate)</li> <li>4. PMT will consist of traditional physical measurement with candidate based synchronized CCTV Recording and interface with the computer application for automatic data entry into data base.</li> <li>5. PET results (marks obtained) will be recorded into the e-Recruitment software.</li> <li>6. Issuance of rejection slip/ result slips for candidates and also provides hard and soft copy of result sheets for PMT/PET at the close of each day</li> </ol>

	<p>PMT and PET test.</p> <ol style="list-style-type: none"><li>7. Recording fingerprint of every candidate who clears PET. The company will also carry out identification of each candidate by comparing fingerprint at every stage of PET.</li><li>8. Setup video recording cameras for recording of every PMT/ PET event.</li><li>9. Generation and printing of e-admit cards for desired qualification test, provide technical assistance to the Board in conducting desired qualification test and record the desired qualification test results (marks obtained) into the e-recruitment software at the end of each day.</li><li>10. Deploy adequate manpower and technical staff to operate all equipment and systems.</li><li>11. Printing of question paper, carbonless (1+1) OMR answer sheet.</li><li>12. Install necessary system at each venue of written examination for identification of candidates by using biometric and CCTV recording.</li><li>13. Preparation of location and venue wise attendance list for written exam.</li><li>14. Evaluation of the OMR answer sheets, results and preparation of category wise merit list.</li><li>15. Use of e-recruitment software for entire process from application to final merit list generation so as to facilitate accuracy, minimize cumbersome manual documentation</li></ol>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Director General of Police,  
UT-Ladakh.

**ANNEXURE-B**

**Responsibility Matrix as per e-NIT**

S.No	Description	Responsibility of the vendor
Stage-I	A. Application forms +Dummy form and acknowledgment card.	The vendor shall ensure the designing of online application form, and instruction sheet in English.
	B. Database Generation Processing	<ol style="list-style-type: none"> <li>1. Call letters to be generated and to be issued date-wise and category-wise, such that a maximum of <b>700 candidates are called for PMT/PET on a given date at all locations.</b></li> <li>2. Making admit cards available on the website to enable applicants generate their admit cards if required uploading the above data in website.</li> <li>3. Roll number generation for PMT/PET.</li> </ol>
Stage-II	PET (Physical Endurance Test)	<ol style="list-style-type: none"> <li>1. Assist the recruitment Board at each PST center to setup traditional height/ chest measurement machine, synchronized video camera for video recording. Also ensure capturing data on biometric devices of all candidates.</li> <li>2. Ensure functionality of the machines and equipment being used.</li> <li>3. List of (700) candidates appearing for PMT/PET for a given day shall be downloadable from any government database (to be designated at later stage). Uploading the result of PST directly from the PST center.</li> <li>4. To record Height/ Chest Measurement</li> <li>5. Provision of unmanned Height Measurement would be regarded as an added advantage.</li> <li>6. Set the RFID measurement equipment's.</li> <li>7. Integrated BIB containing non-detachable RFID &amp; chest No. in which RFID tags, Chest No. &amp; Bar Code are embedded only (Not to be removed or changed during the event).</li> <li>8. Individual Candidate roll/ Chest No. Wise CCTV for real time review.</li> <li>9. Individual slip-based Race Result.</li> <li>10. Ensure proper function of equipment and machine /device being used.</li> <li>11. Providing serialized jackets containing RFID chip, capture start time, end time and lap timing for each candidate.</li> <li>12. Uploading of data on any government data center/ server (To be nominated separately by the Ladakh Police at later stage). However it</li> </ol>

		<p>shall be the responsibility of the successful bidder to full fill all the criteria viz security audits certificates and providing of compatible application thereof for proper linkages with the designated server.</p> <p>Timing Teams to be provided by the vendor for executing timing process during PET.</p> <ol style="list-style-type: none"> <li>1. Based on the programmed location, the vendor shall divide the timing teams to execute the timing event with a minimum 03-meter-wide timing setup and shall time the runners who are registered before the run. Sufficient timing teams shall be formed during the project PET to be conducted at 02 locations.</li> <li>2. The PET for all candidates will be conducted in a number of laps to be devised as per ground/ venue position where the minimum width of track to be maintained as 03 meter wide. The number of runners to be allotted at each center will be in consultation with the Recruitment Board.</li> <li>3. Details of the PST, PET and AQT procedures are listed in instant Annexure, above at points/ clause: <ol style="list-style-type: none"> <li>i. Stage-II ( Part-I) i.e. PST</li> <li>ii. Stage-II (Part-II (a) and (b)</li> <li>iii. Stage-III</li> </ol> <p>As such vendors have to programme the application in light of above mentioned points to generate a holistic result.</p> </li> </ol>
Stage-III	Additional / Desired qualification test	<p>(5% of the maximum marks of the examination)The test will be conducted by the Board by co-opting members from relevant departments/ institutions. However, the vendor has to design the application to take the data inputs (i.e. marks to be adjudicated by the board) on the account of AQT and thereon processing of data on day to day basis to generate overall result of the candidates during the compilation of final results. The test shall be conducted only for those candidates whose documents / testimonials have been scrutinized and claimed in their application that they possess one of the below desired qualification:</p> <p>Graduation in any of the following disciplines: Computer Science, Cyber Forensic, Forensic science or Disaster Management.</p>
Stage-IV	Written Examination	<ol style="list-style-type: none"> <li>1. The call letters/admit cards shall be prepared for eligible or successful candidates from the preceding stage of recruitment project shall be</li> </ol>

		<p>listed and handed over to the recruitment Board. The list shall also be uploaded on Ladakh Police website.</p> <ol style="list-style-type: none"> <li>2. Providing biometric attendance sheets and inkless pads at the center for figuring printing.</li> <li>3. Providing the carbonless OMR answer sheets at least 7 days before the date of written test. OMR answer sheets have to be supplied in bundles of 100 sheets.</li> <li>4. Scanning biometric attendance sheets and digitizing finger prints along with summarizing room wise and center wise attendance.</li> <li>5. Scanning two parts of OMR answer sheets separately and arranged for the online merging of data.</li> <li>6. Record the results (marks obtained) into the e-recruitment software at the end of each day and add the marks to the merit while preparing the final results.</li> <li>7. Preparation of the category and circle wise merit and handling it over to respective recruitment committees.</li> <li>8. Videography of examination centers.</li> <li>9. Setting /printing of question papers from pool of question to be approved by Recruitment Board.</li> </ol>
	<p>Recruitment Project Integration and software development</p>	<ol style="list-style-type: none"> <li>1. Project Integrations software development data uploading, data collation from different centers of PMT/PET/AQT and written examination compilation from different stages and agencies of recruitment and data processing and management of designated server.</li> <li>2. Web based software applications to be developed for database management for each stage of recruitment process. The software so developed shall be handed over by the vendor/successful bidder to the Ladakh police along with its code and shall become property of the Ladakh Police.</li> <li>3. Necessary training regarding recruitment operation to the IT section and any other person proposed by Chairman Ladakh Police (subordinate) Service Recruitment Board.</li> <li>4. Reports to be generated by the developed application software shall be subjected to scrutiny and analytical purpose at each stage of the recruitment process by the Recruitment Board.</li> </ol>

Director General of Police,  
UT-Ladakh.

## ANNEXURE-C

### Summary of activities to be performed:

S.No	Description
	<p><b>Events:</b></p> <ol style="list-style-type: none"><li>Designing of on-line application form and instruction manual.</li><li>Allotments to PMT/PET centers, generation of call letters and rejection letters.</li><li>Allotment of centers for PMT/PET as per requirement of Ladakh Police.</li></ol> <p>All other requirements as per responsibility matrix stage-Ist.</p> <p><b>PST and PET.</b></p> <ol style="list-style-type: none"><li>Capturing and verification of Biometrics.</li><li>Deployment of traditional physical measurement with candidate based synchronized CCTV video recording and interface with the computer application for automatic data entry into data base.</li><li>RFID Technology for PET running event.</li><li>Providing equipment and technical assistance for PMT and Preparation of data.</li><li>Printing OMR/ICR sheets for PET, long run and short sprint, scanning of OMR/ICR sheets, database preparation and video recording of PET/PMT.</li><li>All other requirements as per responsibility matrix stage-II.</li></ol> <p><b>Desired Qualification Test:</b></p> <ol style="list-style-type: none"><li>Capturing and verification of Biometrics.</li><li>Providing equipment and technical assistance for Desired qualification test and Preparation of data.</li><li>database preparation and video recording of Desired qualification test.</li><li>All other requirements as per responsibility matrix stage-III.</li></ol> <p><b>Written Examination &amp; Final Result.</b></p> <ol style="list-style-type: none"><li>Printing and supply of question papers.</li><li>Design, Printing and supply of Carbon less OMR answer sheets.</li><li>Verification of Biometrics for the candidates at the entrance of written test.</li><li>Evaluation of Answer sheets and preparation of category wise merit list using e-recruitment software.</li><li>Scanning/imaging of OMR /ICR answer sheets, post and category-wise preparation of merit list.</li><li>Project integration, data collation from different centers of PMT, PET and written examination, compilation from different stages and agencies of recruitment.</li><li>Providing of bio-metric devices at written test locations ensuring identification of candidates.</li><li>Providing synchronized videography services with RFID/CCTV.</li><li>All other requirements as per responsibility matrix stage-III.</li></ol>

Director General of Police,  
UT-Ladakh.



APPENDIX-I

FORMAT OF AUTHORIZATION LETTER / CERTIFICATE:

To,  
The Head of Police,  
Ladakh Police, Hqrs, Leh.

Subject: - \_\_\_\_\_

Sir,

Please refer to your tender enquiry (NIT) No.....dated.....

1. We \_\_\_\_\_ who are proven and reputable vendors/firms/entities of \_\_\_\_\_ (name and description of the contract offered in the tender) having factories at \_\_\_\_\_ hereby authorize M/S \_\_\_\_\_ (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above-referred tender enquiry documents for the above-said contract.
2. We further confirm that no vendor or firm or individual other than M/S \_\_\_\_\_ (name and address of the above agent/dealer) is authorized to submit a tender, process the same further, and enter into a contract with you against your requirement as contained in the above-referred tender enquiry documents for the above-said contract.

Yours faithfully,

Signature with date, name, and designation

For and on behalf of M/S \_\_\_\_\_

(Name and address of the firm/vendor)

**Note:-**

- a. This letter should be on the letter head of the manufacturing firm and should be signed by the person who is competent having the power of attorney.
- b. Scan copy of the original letter must be attached with tender documents.



**SIGNATURE OF THE TENDERER**

**APPENDIX-II  
PERFORMANCE FOR LAST FIVE YEARS**

Name of the firm	
Description of contract	
Quality on order	
Value	
Work order completion date as per supply order (to be accompanied with a certificate of the state Police/Central PMF for which work has been executed)	
Contract completed /finalized within original schedule	
Final completion date of work order	
Reasons for delay in completion (if any)	



***Signature of The Tenderer***

**APPENDIX-III**

**General instruction/CHECK LIST FOR TENDERERS:**

**Before submission of tender documents, the tenders should check whether they have complied with the following requirements or otherwise: -**

S.No	Requirement to be checked before submission of the tender	Complied (please indicate YES or NO after complying with the requirement).
1.	The tenderers for their own ease shall fill in relevant details of NIT offline & upload the same after ensuring accuracy.	
2.	Whether tender fee scan copy is enclosed, with the technical bid?	
3.	Whether Earnest Money Deposit (EMD) scan copy is enclosed with the technical bid?	
4.	If an SSI Unit, the same is indicated in the tender and scan copy of valid registration certificate is enclosed or not?	
5.	Whether scanned copies of complete tender documents uploaded in the Technical bid duly signed and having an official seal on all pages or not?	
6.	Whether tender documents submitted in two bid systems i.e. Technical and Financial Bids separately as per tender enquiry or not?	
7.	Whether offer validity as required in tender enquiry is accepted and indicated in your tender document or not?	
8.	Whether terms of the completion period as required in the tender enquiry is accepted and indicated in your tender document or not?	
9.	Whether payment terms as required in the tender enquiry is accepted and indicated in your tender documents or not?	
10.	Whether compliance statement in the format as required in tender enquiry is enclosed with the supporting technical documents/proof, for each point /parameter or not?	
11.	Whether performance statement for last 3 years as required in tender enquiry in the format is enclosed or not. If not, reason thereof is given?	
12.	Status of tenderer as to whether manufacturer or manufacturer's authorized agent is indicated in your tender document. If authorized agent/dealer, valid authority letter for the stores offered from the manufacturer is enclosed or not?	
13.	If called for in the T.E. whether acceptance of functional demo/field trial clause, is specified in your tender document or not?	
14.	Whether indicated in the tender document, if your firm's business dealings is banned by any Govt. /Private agency or recommended for blacklisting or	



	not?	
15.	The complete commercial quote should be in Indian Rupees only, Currency of price should be clearly mentioned (Wherever applicable).	
16.	Tenderers are required to indicate Basic Rate, Service Tax/GST and any other charges separately in the relevant columns of the BOQ.	
17.	Tenderer will attach justification of price quoted which should include the recently executed contracts of the store in question with Govt./Semi Govt. Organization etc.	
18.	N column should be left blank. Wherever amount is not quoted, the column should be clearly marked as "NIL".	

S.No	Sensitive part of the Technical bid	Non-sensitive documents
1.	Valid registration certificate /Industrial license of original manufacturer for the items quoted	Performance statement of last three years
2.	Valid authorization letter of the original manufacturer in case of the approved dealer.	Govt. supply orders for same if any
3.	Valid registration certificate of approved dealer with central/ state sales tax department for the items quoted	Income tax clearance
4.	Vat clearance	
5.	SSI Unit-registration certificate	
6.	SSI unit-functional certificate	
7.	Scanned copies of EMD and tender Fee	
8.	Scanned copy of NIT duly signed & Sealed	

SIGNATURE OF THE TENDERER WITH SEAL

Validate

Print

Help

**Item Rate BoQ**

Tender Inviting Authority: Police Headquarters UT Ladakh

Name of work:-Implementation of Transparent Recruitment Process (TRP) for (37) No of Sub-Inspectors (SI) in Ladakh police.

Contract No: E-NIT No. 05 of 2024

PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Offer Rate inclusive of all types of taxes in figures to be entered by the bidders Rs. P	Total Amount	Total Amount In Words
1	2	4	5	13	53	55
1	Stage-I A. Development of application + Dummy form and acknowledgement card etc. B. Database generation processing. (Detail as per Annexure A/B)	1.00	Nos		0.00	INR Zero Only
2	Stage-II. PET/PST (Physical Endurance Test) (Detail as per Annexure A/B)	1.00	Nos		0.00	INR Zero Only
3	Stage-III Additional/ Desired Qualification Test (AQ) (Detail as per Annexure A/B)	1.00	Nos		0.00	INR Zero Only
22	Stage IV. A. Written Examination (Detail as per Annexure A/B) B. Recruitment Project Integration and Software development (Detail as per Annexure A/B)	1.00	Nos		0.00	INR Zero Only
<b>Total in Figures</b>					<b>0.00</b>	<b>INR Zero Only</b>
<b>Quoted Rate in Words</b>					<b>INR Zero Only</b>	

*[Handwritten Signature]*