Government of Jammu and Kashmir
Directorate of Fire & Emergency Services J&K, Jammu.

***

Subject: - Implementation of Transparent Recruitment Process for various Non Gazetted Service in Fire and Emergency Services, J&K
Reference: - 1. Advertisement Notice No 1 & 2 of 2013 Dt: 12.03.2013 issued by F&ES, J&K
4. Home Department letter No: HOME/F&ES/2017 Dated: 19.03.2018

Gist of e-NIT No. 01 of 2018
Dated: 05.04.2018 (SBD)

1. For and on behalf of the Governor of Jammu and Kashmir State, online tenders (e-tenders) are invited from reputed vendors/firms/entitles having proven experience of conducting similar exercise for at least two State Police/ Central Para-military Forces/Fire & Emergency Services for implementation of Transparent Recruitment Process as specified in Annexure-“A” for Different Non Gazetted posts (Annexure – B) in Fire & Emergency Services J&K of this NIT.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Particulars</th>
<th>Earnest Money</th>
<th>Cost of tender document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Digitization of records, Processing and Conducting of Transparent Recruitment Process for Different Non Gazetted posts in Fire &amp; Emergency Services J&amp;K of this</td>
<td>Rs.2.00 lacs</td>
<td>Rs. 2500/-</td>
</tr>
</tbody>
</table>

1. Date of publishing of Tender Notice 05-04-2018
2. Period of downloading of documents 05-04-2018 to 07-05-2018 upto 1400 hours
3. Date of pre bid conference & discussion 12-04-2018 at 1100 hours
4. Date of submission of online documents 05-04-2018 to 07-05-2018 upto 1400 hours
5. Date of submission of Hard Copy 05-04-2018 to 09-05-2018 upto 1400 hours
6. Date of opening Tender 12-05-2018 at 1400 hours

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 J&K State e-Procurement Portal www.jktenders.gov.in

The online bids submitted by the Bidders shall 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 chose to be present in the said meeting, shall be held at Directorate of Fire & Emergency Services J&K, Gandhi Nagar, Jammu on 12-04-2018 at 1100 hours. The prospective bidders shall have to quote their bids for all stages involved in the implementation of the Transparent Recruitment Process (TRP) per candidate for each stage.
The tenders (technical bids only) will be opened online on 12.05.2018 at 1400 hours at Directorate of Fire & Emergency Services, Batmaloo Jammu. In case of unforeseen circumstances, the date of opening will be next working day or as notified separately. Detailed tender documents (SBD) with terms and conditions are available on J&K Sate e-Procurement Portal WWW.jktenders.gov.in.

Accounts Officer,
Fire & Emergency Services, J&K, Jammu.

NO: DF&ES/Rect/2018/2566-74

Dated:- 05.04.2018

Copy to the:-
1. Principal Secretary to Govt. Home Department J&K Civil Secretariat Jammu.
2. Director Finance, Home Department J&K Civil Secretariat, Jammu.
3. Director, State Vigilance Organization J&K Jammu;
4. Director Information J&K, Jammu along with copy of Gist for information with the request to arrange the publication of Gist of the NIT in National Dailies viz, The Hindu, Deccan Herald, Hindustan Times, Indian Express and in all local Newspapers i.e (Greater Kashmir in Jammu) and Excelsior in Jammu and Tender Journals etc for wide publicity. The payment for publication in National Dailies shall be made by the Directorate of Fire & Emergency Services J&K against bills.
5. Director Door Darshan Jammu/ Jammu and Station Director Radio Kashmir, Srinagar for putting the e NIT on air for three consecutive days.
6. Joint Director Fire & Emergency Services Kashmir Range Srinagar.
8. ........................................... (Member Departmental Recruitment Board);
   ..... for favour of information.
9. Incharge e-Procurement Directorate ofF&ES J&K for information and necessary action.

Accounts Officer,
Fire & Emergency Services, J&K, Jammu.
Government of Jammu and Kashmir  
Directorate of Fire & Emergency Services J&K, Jammu.  

Subject: Implementation of Transparent Recruitment Process for various Non Gazetted Service in Fire and Emergency Services, J&K  
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e-NIT No 01 of 2018  
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1. For and on behalf of the Governor of Jammu and Kashmir State, online tenders (e-tenders) are invited from reputed vendors/firms/entities having proven experience of conducting similar exercise for at least two State Police/ Central Para-military Forces/Fire & Emergency Services for implementation of Transparent Recruitment Process as specified in Annexure-“A” for Different Non Gazetted posts (Annexure – B) in Fire & Emergency Services J&K of this NIT.  

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1. Date of publishing of Tender Notice: 05.04.2018  
2. Period of downloading of documents: 05.04.2018 to 07.05.2018 up to 1400 Hours  
3. Date of Pre-bid conference & discussion: 12.04.2018 at 1100 hours  
4. Date of submission of online documents: 05.04.2018 to 07.05.2018 up to 1400 hours  
5. Date of submission of Hard Copy: 05.04.2018 to 09.05.2018 up to 1600 Hours  
6. Date of opening Tender: 12.05.2018 1400 Hours  

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 J&K State e- Procurement Portal WWW.jktenders.gov.in from 05.04.2018 (1200 hours) to 07.05.2018 at 1400 hours. 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. The prospective bidders shall have to quote their bids for all stages involved in the implementation of the Transparent Recruitment Process (TRP) per candidate for each stage.  

The tenders (technical bids only) will be opened online on 12.05.2018 at 1400 hours at Directorate of Fire & Emergency Services Batmaloo, Srinagar. In case of unforeseen circumstances, the date of opening will be next working day or as notified separately.
2. The hard copy tenders shall be properly sealed and addressed to Director Fire & Emergency Services J&K, Batmaloo Jammu. The tender envelops shall be superscripted "Tender No. & TRANSPARENT RECRUITMENT PROCESS".

3. The tender fee has been fixed at Rs.2500/- which shall be in the shape of Demand Draft favouring Accounts Officer Fire & Emergency Services J&K payable at Jammu/ Srinagar. The tender fee is non refundable and the same will be deposited into Govt. Treasury under Head 007 - OAS for the year 2018-17.

   The local SSI Units are required to pay the tender fee prescribed as per the J&K Govt. Rules. However, the Govt/Semi- Govt. concerns of the J&K State claiming exemption shall append authenticated orders, certificates etc. issued by competent authority in support of their claim. Tenders without tender fee shall be rejected.

4. **Earnest Money Deposit (EMD)**

   The intending tenderer/s will have to send the Earnest Money of Rs. 2.00 lacs (Rupees Two Lacs only) in shape of Call Deposit Receipt Valid at call from any nationalized Bank pledged to Director Fire & Emergency Services J&K with the tender offer. The earnest money in the case of unsuccessful tenderer shall be released after finalization of Tenders, whereas in the case of successful tenderers, it will be adjusted towards the security money (required to be deposited) on application, for due performance of the agreed contract. No interest shall be payable by the Govt. on the EMD deposited by the Tenderer.

   The J&K Govt. rules with regard to furnishing of EMD in respect of Local Registered SSI Units shall be applicable in letter and spirit. The local SSI units are required to pay the EMD prescribed as per the J&K Govt. rules which at present is 2% of the value of the contract or Rs.5000/- whichever is less. For the purpose, SSI units shall have to furnish registration certificate in the relevant trade and Functional Certificate of SSI unit, issued by the competent authority with their tender offer failing which the benefits of SSI units will not be allowed.

   The Govt/Semi Govt. or similar other concerns, claiming exemption from the payment of EMD shall have to append duly authenticated orders, certificate etc. from competent authority supporting their claim. Tenders without EMD shall be rejected. However, those Vendors who have participated in this department e NIT No. 07 of 2016 dated: 18.08.2016 department and have furnished the EMD for Rs. 2.00 lacs which has not been released in their favour till date shall remain valid for their participation in this e NIT as well.

5. **A pre-bid conference** of prospective bidders, who may choose to be present in the said meeting, shall be held at Directorate of Fire & Emergency Services J&K, Batmaloo Jammu/ Gandhi Nagar Jammu on 12.04.2018 at 1100 hours. The intending bidders shall have to appear in the said pre-bid conference on their own expenses/cost and have to furnish their particulars along with their designation and cell Nos. well in advance.

6. Rates quoted by the firm should be on firm price basis.

7. Boarding/ lodging and transportation cost shall have to be borne by the tenderer.

8. Firms shall clearly indicate different taxes, duties, charges which they propose to charge as per the format of Bill of Quantity (BOQ) available with the e-tender,

   Moreover online generation of financial comparative (BOQ Chart) is of indicative nature only and not conclusive. The detailed financial comparative (BOQ Chart) shall be worked out by the department and will be uploaded on the website for general information of all Tenderers.
9. The approved firm shall be deemed to have fully understood the conditions, specifications and in case of any doubt may seek clarification.

10. **No conditional tender will be accepted/entertained and shall be out rightly rejected. No other conditions than those mentioned (in the terms set-forth) will be entertained.**

11. The department reserves the right to get the credentials of all the firms re-verified irrespective of the registration status.

12. The department reserves the right to cancel/reject or scrap any or all the tenders, reasonable logical discretion with the department shall remain intact for safe guarding the Govt. interests.

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**TWO BID SYSTEM:**

All bidders are required to submit their offers in two covers as under:-

**(A) FIRST COVER (Technical Bid)** is to be uploaded online as Scan Copies in PDF format should contain the following:-

i. Tender documents all pages duly completed and signed **BUT WITHOUT INDICATING THE RATES QUOTED**;

ii. Self attested Scanned copy of Earnest Money;

iii. Self attested Scanned copy of Tender Fee;

iv. Self attested Scanned copy of Valid Pan Card;


vii. Technical specifications of the items quoted.

viii. Registration certificate/Industrial Licence of original firms with due validity, for the items quoted;

ix. Certificate of being authorized dealer having proper authorization of the registered firm **(as per Appendix-I)** to quote against the particular item of the tender.

x. Authorized dealer having authorization to quote against the tender, shall furnish his registration Certification with GST/ Central/ State/ Sales/ Service Tax / VAT department for the particular item.

xi. Scan copy of the NIT, all pages duly signed and stamped by the tenderer, in token of having understood and accepted the specifications, terms and conditions of the NIT.

xii. Performance statement for last three years as **APPENDIX-II** of this NIT.

xiii. Check list for tenders as per **APPENDIX-III**.

xiv. Any other relevant document which the firm wishes to submit.

**(B) SECOIND COVER (Commercial/ Price Bid)** should contain the following:

i. Rate quoted by the firm which should be on firm price basis as per the Bill of Quantities (BOQ) of the e-tender to be downloaded from the website and rates should be carefully quoted offline and then uploaded. The intending firms shall have to quote for all stages of recruitment process. **(as per Annexure – D)**

   The zero basic cost quoted for any item in BOQ will be treated as Nil Quoted.

ii. Rates quoted shall be final till the recruitment process Or 31.10.2018 whichever is earlier.
<table>
<thead>
<tr>
<th>Section</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>On due date of on-line opening of tenders i.e. 12.05.2018 at 1400 hours, only technical bids 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.</td>
</tr>
<tr>
<td>14</td>
<td><strong>Security Deposit:</strong> The approved firm will have to furnish security deposit of Rs.2.00 lacs in the shape of Call Deposit Receipt valid on Call from at Nationalized/Scheduled Bank, at the time of signing of <strong>Deed of Agreement</strong> to ensure satisfactory performance of the contract. This security deposit will be released after one year of successful completion of contract. The charges of 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 Government on the Security deposit. J&amp;K Govt Rules for Security Deposit in respect of Local SSI Units shall be applicable.</td>
</tr>
<tr>
<td>15</td>
<td>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 Govt. of the J&amp;K under the law for the time being in force in the State of J&amp;K;</td>
</tr>
<tr>
<td>16</td>
<td>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.</td>
</tr>
<tr>
<td>17</td>
<td>The tenderer is required to furnish an authenticated copy of Sales Tax/VAT/ GST clearance certificates and PAN and VAT registration certificate/ GST registration (along with the tender offer and at the time of payments) for the year 2016-17. The Directorate of Fire &amp; Emergency Services J&amp;K shall be at liberty to put to scrutiny, verification etc. the GST/sales tax/ VAT clearance so furnished by the successful tenderer.</td>
</tr>
<tr>
<td>18</td>
<td>The department reserves absolute powers to reject or accept any tender or part thereof without assigning any reasons and without any legal obligations. Any clause incorporated in the tender (not confirming to the NIT in any manner) shall make such an offer liable for rejection. Therefore, <strong>all the terms and conditions of the tender notice including technical specification shall be carefully studied for the sake of complete and comprehensive tender.</strong> Failure to comply with any of the conditions stipulated therein above instructions or the offer with insufficient particulars/documents shall lead to out-right rejection of the tender.</td>
</tr>
<tr>
<td>19</td>
<td>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 besides any other penal measures the department may take as per the norms.</td>
</tr>
<tr>
<td>20</td>
<td>The formal deed incorporating the terms of the contract will be executed by the successful tenderer immediately after receipt of work order.</td>
</tr>
<tr>
<td>21</td>
<td>If the successful tenderer fails to execute the contract within the stipulated period as specifically mentioned in the work 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 good the loss.</td>
</tr>
<tr>
<td>22</td>
<td>All legal proceedings arising out of any dispute between the parties shall have to be settled in the Courts within the jurisdiction in Jammu and Srinagar (J&amp;K) and not elsewhere.</td>
</tr>
<tr>
<td>23</td>
<td>It shall be incumbent upon the contractor to execute the work order, in conformity with the provisions as approved in the NIT.</td>
</tr>
</tbody>
</table>
The approved bidder/tenderer shall in no case sublet the contract or any part thereof to any other agency.

The department reserves the right to add or suitably modify the terms and conditions at any stage before the offers are received/last date for submission of bids as per exigencies and hence above shall not be construed as all inclusive. The additions/modifications shall be invariably conveyed to the bidder.

The detailed NIT, SBD and BOQ is available on the J&K Sate e- Procurement portal www.jktenders.gov.in. In case of any clarification, please contact on Phone No.

NO: DF&ES/TRP/2018/2566-A

Dated: 05.04.2018

Accounts Officer,
Fire & Emergency Services, J&K,
Jammu.

Copy to the:-

1. Principal Secretary to Govt. Home Department J&K Civil Secretariat Jammu.
2. Director Finance, Home Department J&K Civil Secretariat, Jammu.
3. Director, State Vigilance Organization J&K Jammu;
4. Director Information J&K, Jammu along with copy of Gist for information with the request to arrange the publication of Gist of the NIT in National Dailies viz, The Hindu, Deccan Herald, Hindustan Times, Indian Express and in all local Newspapers i.e (Greater Kashmir in Srinagar) and Excelsior in Jammu and Tender Journals etc for wide publicity. The payment for publication in National Dailies shall be made by the Directorate of Fire & Emergency Services J&K against bills.
5. Director Door Darshan Jammu/ Srinagar and Station Director Radio Kashmir Srinagar/ Jammu for putting the tender notice on air for three consecutive days.
6. Joint Director Fire & Emergency Services Kashmir Range Srinagar.
8. ........................................... (Member Departmental Recruitment Board);
   .... for favour of information.
9. Incharge e-Procurement Directorate off&ES J&K for information and necessary action.
Fire & Emergency Services J&K is in process of undertaking recruitment for various Non-Gazetted posts under Transparent Recruitment Process (TRP) to ensure a fair, impartial, transparent, objective, tamperproof, scientific and merit-based recruitment process.

The Objective

- To induct into the Fire & Emergency Services, individuals' best suited for the job on the basis of their merit performance during the recruitment process without fear or favour, partiality or unfair means, corruption or procedural inadequacies.

- To systemise recruitment procedures with 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 efficiency and effectiveness of the Fire & Emergency Services in the state.

The TRP shall have the following stages:

1. Application Stage:

This stage shall cover the preparation, design, printing, capturing and dissemination & scrutiny of candidate's information as well as the examination in online mode.

*Digitization of hard application forms & processing there off.*

This is the most important phase of work in which the Vendor shall digitize the hard copies of application forms, (which shall be provided by the department) convert these into soft format by designing and developing a prescribed application form and entering the information given by each applicant strictly as per the hard copy of application form, for a specific post, received from each candidate, by the department. The total number of application forms of candidates who have applied for the specific posts against this department Advertisement Notice No: 1& 02 of 2013 Dated: 12.03.2013 is about seventy thousand (70,000) approximately which shall be handed over to the vendor by the department for digitization and processing.

The system shall facilitate the candidate to view his profile, for the post specific notification, upload their latest photograph alongside the scanned old photograph on the hard copy application form and enable them to update their temporary/present address, Aadhaar No: on the portal for a specific notification, if otherwise, found eligible for the post. The candidate shall not be allowed unauthorized editing of any other information i.e. Name/Parentage, Permanent Residential Address, Education Qualification & Date of Birth which the candidate has already submitted while applying for the post specific notification. The system should generate and provide a unique user Id and password to access the database with permission to view updates of their profile with in a specific time period.
**Generation and despatch of Admit Cards etc.**
The digitized applications shall be consolidated for further processing for generation of roll number slips, admit cards with barcode, photographs and signatures, test/examination centres etc. The system shall generate nominal rolls, venue/due wise attendance list with photographs etc. Candidates as and when required should be able to download their admit cards from online recruitment web portal after proper authentication process to be provided on portal. The approved firm shall update the event-wise date of various stages of recruitment in the web portal for information of candidates up to the declaration of the result.

2. **Physical Standards Test (PST) and Physical Endurance Test (PET) Stage:**
   
   This stage shall cover:
   
   a) Capturing and verification of biometrics.
   
   b) Physical measurement of candidates shall be recorded with minimum human intervention as far as possible. Assessment of same shall be made by the departmental Board during pre-bid discussion.
   
   c) Use of RFID chip timing technology for conduct of endurance run (PET- Clause 2nd) (i) (ii) in the Physical efficiency test to ensure accuracy and tamperproof conduct of two and half Km run.
   
   d) Use of biometric devices to eliminate duplication and impersonation.
   
   e) Use of CCTV technology to video graph the various stages of the recruitment and thereby maintain a back up record and also keep track of the activities at various recruitment centres simultaneously functioning across the State.

Following stages are included for the Physical Standards and Physical Endurance tests:

**Clause-1st:**

**Minimum Eligibility Criteria:**

- Height : 1.68 mtrs.
- Chest : 81 Cms (Un- Expanded)
- 86 Cms (Expanded)
- Age as on 01.01.2013 : not below 18 years (Minimum)
- 28 years (Maximum)
- 30 years for SC/ST Candidates
- 32 Years for in-service candidate

**Educational Qualification (Post-wise):**

**Clause-11nd:**

**Physical Endurance Tests:**

i. Long Race : Two and Half kms. in 12 minutes

ii. Horizontal Bar Test : Shall, from a completely extended arm position, pull the body upward so as to chin the horizontal bar being grasped by the hand, palm away, a total of five consecutive times;

iii. Beam Test : Shall, when given a beam secured to the level floor and masonry seven metres long by seven to ten cms wide and given a length of fire-hose weighing at least 17 kgs. Shall walk the length of beam, carrying the length of the hose, without falling off or stepping off the beam;
3. **Written Examination and Final Result:**

   i. The question paper for the post of Fireman/ Fireman driver shall be of 100 marks while as for the posts of Foreman, Sub Officer, Junior Electrician, Painter, Vulcanizer, Plumber, Steno-typist (Sub Officer-S) and Junior Assistant (Leading Fireman – M) shall be of 85 marks. The question papers will be (multiple choice/objective type) of two hours duration based on OMR sheets.

   ii. The standard of the questions for these posts will be notified in the Advertisement notice separately.

   **Only those who qualify the PST & PET shall be eligible to appear in the written Test.**

   **Note:** The PST, PET events and the Written Test are expected to be conducted at various locations of the J&K State to be notified separately.

   **PROCESS OVERVIEW – TASK DISTRIBUTION:**

<table>
<thead>
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<th>Tasks to be handled by the department/ Recruitment Board</th>
<th>Tasks to be handled by the Company</th>
</tr>
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<tbody>
<tr>
<td>1. Overall supervision of TRP.</td>
<td>1. Digitization of hard copies of application forms provided by the department to the vendor and signing of online application form and instruction manual.</td>
</tr>
<tr>
<td>2. Providing of hard copies of application forms of candidates received against the specific notification / Advertisement for Recruitment, to the vendor.</td>
<td>2. Facilitation of generation of call letter/ admit card with photograph and barcode for the eligible candidates for PST (physical Standards test) PET (Physical Efficiency Test), Written test, interview.</td>
</tr>
<tr>
<td>4. Question papers for the written examination will be based on level and standard of question to be decided by the department.</td>
<td>4. Venue wise and date wise list of candidates with particulars will be printed by company for PST, PET and written test for gate attendance (sheet with photograph and signature of candidate).</td>
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<tr>
<td></td>
<td>5. PST will consist of traditional physical measurement with candidate based synchronized CCTV video recording.</td>
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<td></td>
<td>6. PET result will be recorded into the e-Recruitment Software.</td>
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<td></td>
<td>7. Sharing of rejection slips/ result slips for candidates with the departmental board and also provides hard and soft copy of result sheets for PST/PET at the close of each day of PST and PET test.</td>
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<td></td>
<td>8. Recording fingerprint of every candidate who clears PST. The company will also carry out identification of each candidate by comparing fingerprint at every stage of PET.</td>
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<td>9.</td>
<td>Setup video recording Cameras for recording of every PST/PET event.</td>
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<tr>
<td>10.</td>
<td>Deploy adequate manpower and technical staff to operate all equipment and systems.</td>
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<tr>
<td>11.</td>
<td>Printing of question paper, carbonless (1+1) OMR answer sheet.</td>
</tr>
<tr>
<td>12.</td>
<td>Install necessary system at each venue of written examination for identification of candidates by using biometric and CCTV recording.</td>
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<tr>
<td>13.</td>
<td>Preparation of location and venue-wise attendance list for written examination.</td>
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<tr>
<td>15.</td>
<td>Use of e-Recruitment Software for entire process from application to final merit list generation so as to facilitate accuracy, minimize cumbersome manual documentation.</td>
</tr>
<tr>
<td>16.</td>
<td>Uploading the data base in case of candidates who have already applied and are eligible for the posts as per the advertisement notice.</td>
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Accounts Officer,  
Fire & Emergency Services, J&K,  
Jammu.
# Details of various State Cadre posts to be advertised/ filled up through TRP

<table>
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<th>S. No.</th>
<th>Name of the Post</th>
<th>No. of Vacancies</th>
<th>Educational/ Technical Qualifications</th>
</tr>
</thead>
</table>
| 1.     | Sub Officer               | 75               | i. B. Sc. With Chemistry, Physics and Math basic subjects of a University in State or any other recognized degree from any University subject to prescribed physical standards, medical examination and other entry tests.  
ii. Certificate of having successfully completed Sub Officers Course from National Fire Service College Nagpur. B. E Fire Engineers recruited as Sub Officers shall be exempted for undergoing such courses. |
| 2.     | Fireman/ Fireman driver   | 912              | Certificate of having passed 8th class or a 3rd class certificate of Indian Army. |
| 3.     | Foreman                   | 01               | i. Three years Diploma in Automobile Engineering from a recognized Institute with Post Diploma in Mechanical Engineering;  
ii. TDC 1st year pass certificate of a University in the State or any certificate of having passed examination with Science subjects and recognised equivalent to TDC 1st year by the UGC/ Government. |
<p>| 4.     | Junior Electrician        | 04               | Matric with ITI certificate in electrician trade. |
| 5.     | Painter                   | 04               | Matric with ITI certificate in the trade |
| 6.     | Vulcanizer                | 02               | Matric with ITI certificate in the trade |
| 7.     | Plumber                   | 02               | Matric with ITI certificate in Plumber trade |
| 8.     | Steno – Typist (Sub Officer-S) | 04       | Graduate with a minimum speed of 65 words per minute in shorthand writing and 35 words per minute in typewriting. |</p>
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<td>9</td>
<td>Junior Assistant Leading Fireman (M)</td>
<td>41</td>
<td>Hr. Secondary Elective or its equivalent having 25 words speed in type-writing</td>
</tr>
<tr>
<td>10</td>
<td>Cook</td>
<td>02</td>
<td>Middle pass, proficiency in concerned trade.</td>
</tr>
<tr>
<td>11</td>
<td>Barber</td>
<td>02</td>
<td>Middle pass, proficiency in concerned trade.</td>
</tr>
<tr>
<td>12</td>
<td>Washerman</td>
<td>03</td>
<td>Middle pass, proficiency in concerned trade.</td>
</tr>
<tr>
<td>13</td>
<td>Sweeper/Safaiwala</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>1055</td>
<td></td>
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Accounts Officer,
Fire & Emergency Services, J&K, Jammu.
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<tr>
<th>S. No.</th>
<th>Description</th>
<th>Responsibility of the Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage - 1st</td>
<td>Application forms + Dummy form and acknowledgement card.</td>
<td>Vendor shall digitize the hard copies of application forms, convert those into soft format by designing and developing a prescribed application form and entering the information strictly as per the hard copy of application form for a specific post, received from each candidate, by the department, &amp; develop instruction sheet in English.</td>
</tr>
<tr>
<td>Database Generation Processing</td>
<td></td>
<td>1. Call letters to be generated and issued date-wise and category wise such that maximum 1000 candidates are called for PST/PET on a given date at all locations. 2. Making admit cards available on the website to enable applicants generate their admit cards if required uploading the above date in website. 3. Roll number generation for PST/PET.</td>
</tr>
<tr>
<td>Stage - 2nd</td>
<td>Physical Standard Test</td>
<td>1. Assist the Recruitment Board at each PST centre to set up traditional height/ chest measurement machine, synchronized video camera for video recording. Also ensure capturing data on biometric devices of all candidates. 2. Ensure functionality of the equipment and machines/ devices being used. 3. List of 1000 candidates appearing for PST/PET for a given day shall be downloadable from the database of Fire &amp; Emergency Services J&amp;K website. Uploading the result of PST directly from the PST centers. 4. Result of scrutinized original certificates including corrections made on the basis of memos (if any) received from the Recruitment Board. Height, Chest measurement of the candidate and the result of the PST/PET shall be uploaded directly to Directorate of Server from each PST/PET centre each day for uploading: the technical person shall carry his own laptop or desktop. 5. To record Height/ Chest Measurement knock knee and flat foot of eligible candidates according to their gender and domicile of the candidates.</td>
</tr>
</tbody>
</table>
| PET (Physical Endurance Test) | 1. Ensure proper function of equipment and machine/ device being used.  
2. Providing serialized jackets containing RFID chip, capture start time, end time and lap timing for each candidate.  
3. Do video recording synchronized with RFID.  
   
Timing Teams provided by the Vendor for executing timing process during PET.  
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 05 locations.  
2. The PET for all candidates will be conducted on a 500 meter lap with minimum 5 meter wide track and the time team of the Second Party shall time the runners per day. The number of runners to be allotted at each centre will be in consultation with the Recruitment Board. |
| Stage – 3rd | 1. Written examination  
2. Setting/ printing of question papers from pool of questions to be approved by the Recruitment Board.  
2. The call letters/ admit cards shall be prepared for eligible or successful candidates from the preceding stage of recruitment project shall be listed and handed over the Recruitment Committee. The list shall also be uploaded on Fire & Emergency Services website. |
3. Providing biometric attendance sheets and inkless pads at the centre for finger printing.
4. Providing the carbonless OMR/ICR answer sheets at least 7 days before the date of written test. OMR/ICR answer sheets have to be supplied in bundles of 100 sheets.
5. Scanning biometric attendance sheets and digitizing finger prints alongwith summarizing room wise and centre wise attendance.
6. Scanning two parts of OMR/ICR answer sheets separately and arranged for the online merging of date.
7. Preparation of the category and circle wise merit and handing it over to respective Recruitment Committees.

### ii. Recruitment Project integration and software development

1. Project Integrations software development data uploading data collation from different centres of PST/PET and written examination compilation from different stages and agencies of recruitment and data processing and management on Fire & Emergency Services Server.
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 Second Party to the First Party alongwith its code and shall become property of Fire & Emergency Services J&K.
3. Necessary training regarding recruitment operation to the concerned staff proposed by the Chairman Departmental Recruitment Board.
4. Reports shall be generated by the developed application software for scrutiny and analytical purpose for each stage of the recruitment process.

Accounts Officer,
Fire & Emergency Services, J&K,
Jammu.
Annexure – “D” eNIT No of 2018 Dt: 05.04.2018

Commercial

<table>
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<tr>
<th>S. No.</th>
<th>Description</th>
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</table>
| 01.    | **PHASE – I:**  
  i. Digitization of application form to convert into soft form and filling of information in respect of each candidate and instruction manual.  
  ii. Allotments to PST/PET centres, generation of call letters and rejection letters.  
  iii. Allotment of centres for PST/PET as per requirement of Fire & Emergency Services J&K.  
  iv. All other requirements as per responsibility matrix stage – 1st. |
| 02.    | **PHASE – II:**  
  Events, PST and PET.  
  i. Capturing and verification of Biometrics.  
  ii. Deployment of traditional physical measurement with candidate based synchronized CCTV video recording.  
  iii. RFID Technology for PET running event.  
  iv. Providing equipment and technical assistance for PST and preparation of data.  
  v. Printing OMR/ICR sheets for PET, running, Beam Test, Horizontal Bar Test, scanning of OMR/ICR sheets, database preparation and video recording of PET/PST.  
  vi. All other requirements as per responsibility matrix stage – 2nd. |
| 03.    | **PHASE – III**  
  Written Examination & Final Result.  
  i. Printing and supply of question papers.  
  ii. Design, printing and supply of Carbonless OMR answer sheets.  
  iii. Verification of Biometrics for the candidates at the entrance of written test.  
  iv. Evaluation of Answer sheets and preparation of category wise merit list using e-Recruitment Software.  
  v. Scanning/Imaging of OMR/ICR answer sheets, post and category-wise reparation of merit list.  
  vi. Projection integration, data collation from different centres of PST, PET and written examination, compilation from different stages and agencies of recruitment.  
  vii. Providing of biometric devices at written test locations ensuring identification of candidates.  
  viii. Providing synchronized videography services with RFID/CCTV at specified locations.  
  ix. All other requirements as per responsibility matrix Stage- 3rd. |

The Rate for the whole process/ all phases to be charged per candidate enrolled.

**Detailed Responsibility Matrix Annexure C**

**Terms and Conditions:**

1. The above prices are including all applicable taxes and a clear cut breakup of all applicable taxes shall have to be indicated in the total quoted prices carefully.
2. Any service which is not included in the above schedule shall be as per mutually agreed rate.
3. Boarding/ lodging and transportation cost shall have to be borne by the tenderer.
4. The firm shall be responsible for committing any error while filling the data of each candidate as per the hard copy of the application which changes the status of eligibility of a candidate and onus of payment of penalty /penal action, if any warranted under rules shall be borne by them.

Accounts Officer,  
Fire & Emergency Services, J&K,  
Jammu
Appendix – I e NIT No 001 of 2018 Dt: 05.04.2018

FORMAT OF AUTHORIZATION LETTER/ CERTIFICATE

To,

The Director,
Fire & Emergency Services, J&K,
Jammu/ Jammu.

Subject: ________________________________

Sir,

Please refer to your ender enquiry (e-NIT) No.............. dated..............

2. We ______________ who are proven and reputable vendors 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.

3. 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.

4. Yours faithfully,

[Signature]

Signature with date, name and designation
For and on behalf of M/S ______________
(name and address of the firm/ vendor)

Note:-
1. 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.
2. Scan copy of the original letter must be attached with tender documents.

SIGNATURE OF THE TENDERER
## PERFORMANCE STATEMENT FOR LAST THREE YEARS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Name of the firm</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Description of contract</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Quantity on order</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Value</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Work order completion date as per supply order</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contract completed/ finalized within original schedule.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Final completion date of work order.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Reasons for delay in completion (if any)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURE OF THE TENDERER**
General Instructions/Check List for tenderers:

Before submission of tender documents, the tenderers should check whether they have complied with the following requirement or otherwise:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Requirement to be checked before submission of the tender</th>
<th>Complied</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The tenderers for their own ease shall fill in relevant details of NIT offline and upload the same after ensuring accuracy.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Whether tender fee scan copy is enclosed, with the technical bid?</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Whether Earnest Money Deposit (EMD) scan copy is enclosed with the technical bid?</td>
<td></td>
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<tr>
<td>4.</td>
<td>If an SSI unit, the same is indicated in the tender and scan copy of valid registration certificate is enclosed or not?</td>
<td></td>
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<tr>
<td>5.</td>
<td>Whether scanned copies of complete tender documents are uploaded in the technical bid duly signed having official seal on all pages or not?</td>
<td></td>
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<tr>
<td>6.</td>
<td>Whether tender documents are submitted in two bid system i.e. Technical and Financial Bids separately as per tender enquiry or not?</td>
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<tr>
<td>7.</td>
<td>Whether offer validity as required in tender enquiry is accepted and indicated in your tender document or not?</td>
<td></td>
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<tr>
<td>8.</td>
<td>Whether terms of completion period as required in tender enquiry is accepted and indicated in your tender document or not?</td>
<td></td>
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<tr>
<td>9.</td>
<td>Whether payment terms as required in tender enquiry is accepted and indicated in your tender document or not?</td>
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<tr>
<td>10.</td>
<td>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?</td>
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<tr>
<td>11.</td>
<td>Whether performance statement for last three years as required in tender enquiry in the format is enclosed or not? If not, reason thereof is given?</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Status of the tenderer as to whether the firm or firm’s authorized agent is indicated in your tender document. If authorized agent/ dealer, valid authority letter for the stress offered from the firm is enclosed or not?</td>
<td></td>
</tr>
<tr>
<td>S. No.</td>
<td>Documents part of Technical Bid</td>
<td></td>
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<tr>
<td>-------</td>
<td>--------------------------------</td>
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</tr>
<tr>
<td>1.</td>
<td>Valid Registration Certificate/ Industrial License of original manufacturer for the items quoted.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Valid authorization letter of original manufacturer in case of approved dealer.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Valid registration certificate of approved dealer with Central/ State Sales Tax department for the item quoted.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>VAT Clearance</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>SSI Unit Registration Certificate</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>SSI Unit Functional Certificate</td>
<td></td>
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<tr>
<td>7.</td>
<td>Scanned copies of EMD and Tender Fee</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Scanned copy of NIT duly signed and sealed</td>
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</table>

SIGNATURE OF THE TENDERER WITH SEAL