उत्तर प्रदेश अनुसूचित जाति वित्त एवं विकास निगम लिमिटेड

(उ0प्र0 सरकार का उपक्रम)

प्रधान कार्यालय: बी-912, सेक्टर-सी, महानगर, लखनऊ–226006

पत्रांक 571 /पी0एम0-अजय/अनु0मु0/2026-27 दिनांक: 23/11/2026

वेबसाइट: www.upscfdc.in ई-मेल: monitor.hq@upscfdc.in

निविदा आमंत्रण (RFP) सूचना

विषय: NCVET से मान्यता प्राप्त Awarding Bodies के चयन / पैनल (Empanelment) में सम्मिलित किए जाने हेतु।

उत्तर प्रदेश अनुसूचित जाति वित्त एवं विकास निगम लिमिटेड (UPSCFDC) द्वारा संचालित प्रधानमंत्री अनुसूचित जाति अभ्युदय योजना (पीएम-अजय) के ग्राण्ट-इन-एड घटक अन्तर्गत विभिन्न कौशल विकास योजनाओं के अंतर्गत प्रशिक्षार्थियों के मूल्यांकन परिणामों के सत्यापन एवं प्रमाणन (Verification & Certification) हेतु **NCVET से मान्यता प्राप्त Awarding Bodies** के चयन एवं पैनल में सम्मिलित किए जाने के लिए प्रस्ताव (RFP) आमंत्रित किए जाते हैं।

इच्छुक एवं पात्र Awarding Bodies विस्तृत RFP दस्तावेज में उल्लिखित पात्रता मानदंडों, नियमों व शर्तों, दिशा-निर्देशों तथा निर्धारित प्रक्रिया के अनुसार अपना प्रस्ताव प्रस्तुत कर सकते हैं।

- **प्रस्ताव जमा करने की अंतिम तिथि एवं समय:** दिनांक **30.11.2026** को सायं **05:00** बजे तक।
- **आधिकारिक वेबसाइट: www.upscfdc.in**

विस्तृत RFP दस्तावेज, पात्रता मानदंड एवं आवेदन प्रस्तुत करने संबंधी समस्त दिशा-निर्देश निगम की उपरोक्त वेबसाइट से डाउनलोड किए जा सकते हैं।

23/11/26

(प्रवीण मिश्र)
प्रबन्ध निदेशक

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UTTAR PRADESH SCHEDULED CASTE FINANCE AND DEVELOPMENT CORPORATION LTD., LUCKNOW

HEAD OFFICE: B-912, Sector-C, Mahanagar, Lucknow–226006

Letter No. 1512./PM-AJAY/UPSCFDC/2026-27 Date: 23/11/2026.

Website: www.upscfdc.in Email: monitor.hq@upscfdc.in

REQUEST FOR PROPOSAL (RFP) NOTICE

Subject: Selection / Empanelment of NCVET-Recognized Awarding Bodies.

Uttar Pradesh Scheduled Caste Finance and Development Corporation Limited (UPSCFDC), a Government of Uttar Pradesh Undertaking, invites proposals for the selection and inclusion of NCVET-recognized Awarding Bodies for the Verification & Certification of Assessment results of trainees under various skill development schemes under the Grant-in-Aid component of the Pradhan Mantri Anusuchit Jaati Abhyuday Yojana (PM-AJAY).

Interested and eligible Awarding Bodies may submit their proposals in accordance with the eligibility criteria, terms and conditions, guidelines, and prescribed procedure mentioned in the detailed RFP document.

Last date and time for submission of proposals: Date 30-11-2026 up to 05:00PM.

Official Website: www.upscfdc.in

The detailed RFP document, eligibility criteria, and all guidelines related to submitting the application can be downloaded from the above-mentioned website of the Corporation.

23/11/26

(Praveen Mishra)
Managing Director

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REQUEST FOR PROPOSAL (RFP)

Empanelment of NCVET-Recognized Awarding Body

For

Assessment Result Processing and Certification

Under

Pradhan Mantri Anusuchit Jaati Abhyuday Yojana (PM-AJAY)

in Uttar Pradesh

Issued by:

UTTAR PRADESH SCHEDULED CASTE FINANCE AND DEVELOPMENT CORPORATION LIMITED

B-912, Sector-C, Mahanagar, Lucknow, Uttar Pradesh – 226006

RFP Reference No.: UPSCFDC/PM-AJAY/AB/2026-27/ 1510

Date of Issue: 23 / 11 / 2026

NOTICE INVITING PROPOSALS

Uttar Pradesh Scheduled Caste Finance and Development Corporation Limited (UPSCFDC), hereinafter referred to as "the Corporation", invites proposals from eligible Awarding Bodies (ABs) holding valid recognition from the National Council for Vocational Education and Training (NCVET), for undertaking the Awarding Body functions relating to verification of assessment outcomes and issuance / facilitation of certificates to eligible beneficiaries trained under PM-AJAY in Uttar Pradesh.

This RFP is based on the structure and application-document format of UPSCFDC's earlier RFP for empanelment of Assessment Agencies. The present assignment is distinct: the selected Awarding Body shall perform only those functions permitted by its current NCVET recognition, approved qualifications and applicable scheme guidelines. Independent assessment shall be undertaken by a competent NCVET-recognized Assessment Agency wherever required.

1. ABOUT UPSCFDC

Uttar Pradesh Scheduled Caste Finance and Development Corporation Limited (UPSCFDC) is a Government organization committed to the socio-economic upliftment of Scheduled Caste communities in Uttar Pradesh through skill development, financial assistance and livelihood promotion initiatives.

2. BACKGROUND AND PURPOSE OF THE RFP

Under PM-AJAY and other applicable skill-development interventions, beneficiaries have undergone skill training through designated Training Providers in various districts of Uttar Pradesh. Post-training assessment and certification are required to document the competencies achieved by the candidates and to provide certificates aligned with the applicable National Skills Qualifications Framework (NSQF), approved Qualification Packs / National Occupational Standards or other duly approved qualification framework, as applicable.

The Corporation had earlier undertaken a selection process for an Awarding Body through an RFP and a university was selected. The tenure / validity of that arrangement has since expired. A fresh selection is therefore required for the pending certification work. In view of the time sensitivity of the scheme and the delay already occasioned, the Corporation intends to undertake a time-bound proposal and presentation-based selection through this public RFP, subject to applicable Government procurement rules, Corporation rules and approval of the competent authority.

The objective is to select an eligible, capable and responsive Awarding Body with valid NCVET recognition, relevant qualification coverage, adequate operational arrangements in Uttar Pradesh and the ability to complete the assigned work within the approved timeline.

3. OBJECTIVES

- To verify that assessment results have been generated through the prescribed independent assessment mechanism.
- To process and validate assessment outcomes in accordance with the Awarding Body's NCVET recognition and applicable qualification requirements.

- To issue, facilitate or upload certificates only for candidates found eligible and successful, in the manner permitted by NCVET and the applicable scheme.
- To maintain candidate-wise, batch-wise, job-role-wise and district-wise certification records.
- To provide verifiable digital certification data and complete reports to UPSCFDC.
- To ensure transparency, data security, grievance redressal and quality assurance throughout the certification process.

4. SCOPE OF WORK / TERMS OF REFERENCE

4.1 Core responsibilities of the selected Awarding Body

1. Review the batch-wise and candidate-wise data supplied by UPSCFDC/authorised Training Providers, including candidate identity particulars, batch ID, Training Provider, district, job role, qualification code, NSQF level, training completion details and supporting records.
2. Verify that the relevant qualification/job role is within the Awarding Body's current NCVET-recognized scope and that the qualification version and validity are applicable to the concerned batch, subject to written confirmation wherever required.
3. Verify that assessment has been conducted by an independent and competent Assessment Agency recognised by NCVET and appropriately on boarded/engaged in accordance with applicable NCVET requirements.
4. Examine assessment attendance, assessor details, assessment date and venue, assessment instruments, result sheets, practical assessment evidence and other records required under the applicable qualification and SOP.
5. Undertake result validation, moderation or quality checks to the extent required by NCVET rules and the Awarding Body's approved procedures. The Awarding Body shall not alter assessment marks or declare a candidate successful contrary to the approved assessment process.
6. Process certification for candidates who meet the prescribed pass criteria and all other eligibility requirements. Failed, absent, withheld or disputed cases shall be separately identified and reported.
7. Issue/facilitate issuance of certificates through the authorised system/platform in accordance with the Awarding Body's recognition, qualification requirements and applicable NCVET directions.
8. Provide candidate-wise certificate number/unique ID, issue date, qualification title, qualification code, NSQF level, result status and digital verification mechanism, as applicable.
9. Maintain a secure digital database and provide UPSCFDC with access to reports and records relevant to the assignment.
10. Provide a dedicated nodal officer and helpdesk for coordination with UPSCFDC, district-level officials, Training Providers and Assessment Agencies.
11. Resolve discrepancies, candidate grievances and data correction requests within the timelines approved by UPSCFDC, without compromising assessment integrity.
12. Submit a final completion report, certificate register, exception report and all deliverables in the prescribed formats.

4.2 Role separation and independence

- The Training Provider shall not perform the independent assessment function for its own candidates.

- For an Awarding Body recognised under the Standard model, assessment shall be conducted by an independent NCVET-recognized Assessment Agency as required by NCVET rules.
- The Awarding Body shall disclose all direct or indirect relationships with Training Providers, Assessment Agencies and other stakeholders that may create an actual or perceived conflict of interest.
- The Awarding Body shall not subcontract, franchise or transfer its core certification responsibilities except where expressly permitted by NCVET and approved in writing by UPSCFDC.
- The Awarding Body shall not issue certificates for qualifications or job roles outside its current approved recognition/scope.

4.3 Work not included unless separately authorised

- Independent assessment itself, except where the Awarding Body holds an applicable NCVET recognition permitting such function and the arrangement is expressly approved.
- Re-assessment, supplementary assessment or candidate retraining, unless separately approved in writing and priced under the contract.
- Certification of any qualification not covered by the Awarding Body's current recognition or not applicable to the relevant training batch.

5. ELIGIBILITY AND PRE-QUALIFICATION REQUIREMENTS

Applicants shall satisfy all mandatory eligibility conditions below. The Corporation may verify the information directly from NCVET and other issuing authorities. Any false, misleading or materially incomplete information may result in rejection / termination.

Sl.	Eligibility Criterion	Requirement
1	Legal status	The applicant shall be a legally constituted entity eligible to hold NCVET Awarding Body recognition, with valid registration/incorporation documents, PAN and applicable GST registration.
2	NCVET recognition	The applicant must hold a valid and subsisting NCVET recognition as an Awarding Body on the date of application and throughout the contract period. A mere application, proposal, LOI, MoU or affiliation request shall not substitute for final recognition unless expressly accepted under applicable NCVET rules and specifically permitted by UPSCFDC.
3	Recognition category	The applicant shall clearly state whether it is recognised as Standard Awarding Body or under any other category, and shall submit the recognition order/agreement and all conditions attached to it.
4	Qualification scope	The applicant must demonstrate that the qualification(s), job role(s), sector(s) and qualification versions relevant to the PM-AJAY batches fall within its current approved scope. A qualification-wise mapping shall be submitted.
5	Job-role definition and qualification mapping	The applicant shall submit a clear job-role-wise mapping for the PM-AJAY Grant-in-Aid projects listed in Annexure 4. For each trade, the applicant shall identify the applicable NCVET-approved qualification title and code, NSQF level, qualification version, validity, sector and evidence that the qualification

		falls within its current Awarding Body recognition. The applicant shall not process or issue certificates for any job role outside its approved scope.
6	Infrastructure and Uttar Pradesh operational presence	The applicant shall have an established operational office in Uttar Pradesh or demonstrate a verifiable and functional local office/coordination arrangement available at the time of proposal submission. Minimum arrangements shall include (i) a designated office/coordination point with address and contact details; (ii) reliable internet and computer facilities; (iii) secure physical and electronic record-keeping; (iv) a dedicated nodal officer and operational staff; (v) telephone/email helpdesk and escalation mechanism; and (vi) capacity to coordinate with UPSCFDC, Training Providers and Assessment Agencies across the districts assigned. Applicants having an established office in Uttar Pradesh and demonstrable local staff/coordination capacity may receive preference under the published technical evaluation criteria, subject to applicable procurement rules.
7	Statutory registration and proof of local office	The applicant shall submit its incorporation/registration certificate, constitutional documents, PAN, applicable GST registration, and proof of registered office. For the Uttar Pradesh operational/local office, the applicant shall submit ownership document or valid lease/rent agreement, and at least one recent utility bill or other reliable address proof. Where applicable, the applicant shall also submit Shops and Establishments registration, trade licence, municipal/local authority registration, GST additional-place-of-business proof, EPFO/ESIC registration and other statutory licences/ registrations relevant to its establishment and workforce. Documents not applicable to the applicant shall be marked "Not Applicable" with reasons. UPSCFDC may verify the office physically or through documentary/ electronic means.
8	Minimum relevant experience	The applicant shall have at least three (3) years of relevant experience as an Awarding Body or in qualification-based certification/result processing/skill-development certification operations, as applicable to its NCVET recognition. Experience shall be supported by work orders, agreements, client certificates, completion certificates or verifiable records. Experience in Government, State Government, PSU, statutory body or publicly funded skill-development programmes shall be considered relevant. The applicant shall also provide project-wise details of sectors, job roles, candidates processed/certified and period of execution.
9	Earnest Money Deposit (EMD)	The applicant shall submit an Earnest Money Deposit of ₹50,000 (Rupees Fifty Thousand only) along with the proposal, in the form of Demand Draft / Banker's Cheque/Bank Guarantee/online payment, as specified in the Notice Inviting Proposals. The instrument shall be drawn in favour of "U.P. Scheduled Caste Finance and Development Corporation Ltd., Lucknow" or paid through the notified mode. Proposals not accompanied by the prescribed EMD shall be treated as non-responsive, except where exemption is expressly available under applicable Government procurement rules and supported by

		valid documentary proof. EMD of unsuccessful applicants shall be returned without interest after completion of the selection process. EMD of the selected applicant shall be returned/adjusted only as specified in the Letter of Award/Agreement. EMD may be forfeited in case of withdrawal or material alteration of the proposal during its validity, refusal to accept the Letter of Award, failure to execute the agreement, or submission of false/misleading documents, subject to the RFP and applicable rules. The bidders shall deposit the prescribed Earnest Money Deposit (EMD) amount directly through NEFT in favour of **U.P. Scheduled Castes Finance and Development Corporation Ltd., Lucknow**, using the following bank account details: **Particulars** — **Bank Details** Account Holder Name: U.P. Scheduled Castes Finance and Development Corp Bank Name: Union Bank of India Branch: 35th Battalion PAC, Lucknow Account Number: 437202011002555 IFSC Code: UBIN0556882 Branch Address: Lucknow – 226006 The bidder must submit the NEFT transaction receipt/UTR number along with the technical bid as proof of EMD payment, failing which the bid may be treated as non-responsive, subject to the provisions of the RFP.
10	Assessment arrangement	Where the applicant is a Standard Awarding Body, it shall demonstrate access to independent NCVET-recognized Assessment Agencies and submit evidence of valid onboarding/engagement and the applicable scope of such agencies. However, it is clarified that the assessment agencies have already been selected by UPSCFDC, and the selected agencies shall be engaged for conducting assessments in accordance with the applicable guidelines and directions issued by UPSCFDC.
11	Geographical capability	The applicant shall submit documentary evidence of its permitted area of operation under NCVET recognition and a district-wise deployment/ coordination plan for the districts in which UPSCFDC requires certification.
12	Experience	The applicant shall submit details of its Awarding Body operations and certification work, including government/public-sector/skill-development assignments/Universities, supported by work orders, agreements and completion certificates. Experience shall be assessed in accordance with applicable NCVET benchmarks and the evaluation matrix in this RFP.
13	Financial capacity	The applicant shall submit audited financial statements and income-tax returns for the preceding three financial years, or such period as applicable. Financial viability shall be examined against applicable NCVET recognition requirements and the Corporation's approved procurement criteria. No turnover threshold is created by this RFP unless specifically inserted by

		corrigendum / approved procurement schedule.
14	Human resources	The applicant shall provide details of its key management, certification operations team, qualification / sector experts, quality assurance staff, MIS and grievance personnel.
15	Technology and records	The applicant shall demonstrate secure systems for candidate data management, result processing, certificate generation / verification, audit trail, reporting and data backup.
16	Non-blacklisting	The applicant shall not be blacklisted / debarred by any Government department, statutory body, regulator or public-sector organisation as on the proposal submission date. Details of any past suspension, termination or litigation shall be disclosed.
17	Conflict of interest	The applicant shall submit a complete conflict-of-interest declaration and disclose relationships with Training Providers, Assessment Agencies and other parties connected with the batches.
18	Regulatory compliance	The applicant shall undertake compliance with applicable NCVET guidelines, qualification conditions, scheme guidelines, data-protection requirements and directions issued by UPSCFDC within the lawful scope of the contract.

6. APPLICATION PROCESS AND SUBMISSION

Interested Awarding Bodies shall submit a complete proposal in the prescribed formats along with all supporting documents. The proposal shall be submitted by email / physical mode. The Corporation may prescribe one or more modes of submission by corrigendum.

- Email for submission and queries: monitor.hq@upscfdc.in (subject: "RFP-UPSCFDC-PM-AJAY-AB-[Applicant Name]").
- Physical submission address, if required: Managing Director, U.P. Scheduled Caste Finance and Development Corporation Ltd., B-912, Sector-C, Mahanagar, Lucknow, Uttar Pradesh – 226006.
- The proposal must be signed by the authorised signatory and each page / annexure must be initialed or digitally authenticated as prescribed.
- The applicant shall submit one technical proposal and one financial proposal in the prescribed format. If submitted by email, the financial proposal shall be in a separately password-protected file / separate envelope, where directed by UPSCFDC.
- Late, incomplete, conditional or unsigned proposals may be rejected.

7. PROPOSAL CONTENTS AND DOCUMENT CHECKLIST

Part	Particulars	Documents / information to be submitted
A	Basic organisational details	Name, legal form, registered office, date of incorporation, PAN, GSTIN, website, contact person, authorised signatory.

B	Legal and statutory status	Certificate of incorporation / registration, constitutional documents, PAN, applicable GST registration, registered office proof, Board/Governing Body authorisation; local UP office ownership/lease/rent document, recent utility bill/address proof and applicable Shops & Establishments / trade / municipal / GST additional-place-of-business / EPFO / ESIC registrations or reasoned "Not Applicable" declaration.
C	NCVET Awarding Body recognition	Recognition order, recognition agreement, category, validity, approved sectors / qualifications / geographical scope, conditions and latest status evidence.
D	Qualification mapping	Job-role-wise / qualification-wise mapping of PM-AJAY batches against approved qualification code, title, NSQF level, version and validity; exceptions, if any.
E	Assessment agency arrangements	List of NCVET-recognized Assessment Agencies, recognition proof, onboarding / engagement letters, sector and qualification scope, assessor deployment model.
F	Experience	Government/PSU/Universities/ skill-development assignments, candidates certified, sectors, states, work orders and completion certificates.
G	Financial viability	Audited balance sheets, profit and loss accounts, cash-flow statements, audit reports and ITRs for preceding three financial years.
H	Management and manpower	Organisation chart, key management, certification operations team, quality assurance team, MIS team, nodal officer and CVs.
I	UP operations and district plan	Proof of established UP office/local operational presence, office infrastructure and IT facilities, nodal officer and local staff details, district-wise coordination/deployment plan, turnaround time and escalation matrix.
J	Technology and data	Platform details, certificate verification sample/URL, data security, access controls, audit logs, backup and disaster recovery arrangements.
K	Quality and grievance	SOPs for result validation, moderation, certificate issuance, correction, complaints, appeals, malpractice reporting and audit.
L	Financial proposal	Per-candidate/per-certificate fee, qualification-wise rates if applicable, taxes, other charges, re-assessment rates if requested, validity of offer.
M	Declarations	NCVET compliance, non-blacklisting, conflict of interest, data privacy, confidentiality, audit acceptance and correctness of information.
N	EMD	Proof of deposit of ₹50,000 or valid exemption certificate, where exemption is permitted under applicable procurement rules.

8. SELECTION / EVALUATION PROCESS

The Corporation proposes a time-bound, transparent evaluation comprising the following stages. The process shall be subject to applicable procurement rules and approval of the competent authority.

Stage 1 – Application and document scrutiny

1. Receipt of proposals & EMD.
2. Preliminary check of completeness and mandatory eligibility.
3. Verification of NCVET recognition, recognition category, validity, qualification scope and area of operation.
4. Verification of the independent Assessment Agency arrangement wherever applicable.
5. Seeking clarifications / additional documents, where considered appropriate, without permitting material alteration of the proposal.

Stage 2 – Presentation and technical evaluation

Applicants meeting the mandatory eligibility conditions may be invited to make a presentation before the Evaluation Committee. The presentation shall ordinarily be limited to 20 minutes followed by questions from the Committee. The applicant shall explain its institutional capacity, qualification mapping, Uttar Pradesh deployment plan, assessment-result validation process, certificate issuance workflow, MIS, quality assurance, grievance mechanism and proposed completion schedule.

Stage 3 – Due diligence and recommendation

- The Corporation may verify offices, systems, records, client references and information furnished by the applicant.
- The Committee may seek written clarifications and may record the presentation proceedings.
- The Committee shall prepare a comparative technical evaluation report and recommend eligible applicant(s) to the competent authority.
- Financial proposals shall be evaluated only in the manner stated in the approved procurement method. The Corporation shall specify before issue whether selection is on a technically qualified and other permitted method.
- No applicant shall acquire a right to selection merely by submitting a proposal or making a presentation.

9. PROPOSED TECHNICAL EVALUATION MATRIX

The following matrix is proposed for evaluation of eligible applicants. Mandatory eligibility requirements under Section 5 shall be treated on a pass/fail basis and shall not be compensated by marks. The final matrix and qualifying score shall be approved by the competent authority and published before proposals are evaluated.

Sl.	Parameter	Max. marks	Assessment basis
1	NCVET recognition and regulatory standing	10	Validity, recognition category, compliance status, scope and conditions; mandatory pass/fail verification remains applicable.
2	Relevant Awarding Body experience	10	Minimum three (3) years of relevant Awarding Body/ certification/skill-development experience; quality and scale

			of Government/PSU/University/Public programmes; work orders and completion evidence.
3	Qualification and job-role coverage	10	Trade-wise mapping of all applicable PM-AJAY Grant-in-Aid job roles listed in Annexure 4 to approved qualification codes, titles, NSQF levels, versions, validity and the applicant's NCVET scope.
4	Uttar Pradesh operational capacity	10	Established UP office/local presence, statutory/address proofs, office infrastructure, local staff, district coordination plan, nodal team, turnaround time and escalation mechanism. Local presence preference shall be applied transparently and consistently.
5	Certification team and subject expertise	10	Experienced certification operations, sector / qualification experts, quality assurance and MIS personnel.
6	Technology, data security and certificate verification	10	Candidate MIS, secure processing, audit trail, digital certificate verification, backup and reporting. Submit ERP URL
7	Quality assurance and grievance redressal	10	Result validation SOP, moderation/checks, correction process, grievance handling, audit and malpractice controls.
8	Presentation and implementation plan	30	Clarity, feasibility, readiness and time-bound completion plan.
	TOTAL	100	

Proposed minimum technical qualifying score: 70 out of 100, subject to approval by the competent authority. The Corporation may prescribe a higher score or revise the matrix before publication through an approved corrigendum.

10. FINANCIAL PROPOSAL AND SELECTION METHOD

Applicants shall quote a clear and all-inclusive fee in the prescribed Financial Proposal Form. The fee shall identify the applicable unit (per candidate/per certificate / qualification-wise), applicable taxes, any permissible additional charges and the validity period. No undisclosed charge shall be payable.

The Corporation shall select the financial evaluation method before issue of the RFP and state it in the final published version. The recommended approach for a clearly defined certification assignment is: (a) technical qualification against published criteria; and (b) opening and comparison of financial proposals of technically qualified applicants. If the competent authority approves another method.

The applicant shall submit an Earnest Money Deposit (EMD) of ₹50,000 (Rupees Fifty Thousand only) in the form and manner specified in the Notice Inviting Proposals. Any exemption shall be considered only where expressly permitted under applicable Government procurement rules

and supported by valid documentary proof. The refund and forfeiture of EMD shall be governed by the eligibility and EMD conditions under Section 5 of this RFP. No additional processing fee or empanelment fee shall be payable unless expressly approved and notified by UPSCFDC.

11. PRESENTATION REQUIREMENTS

The presentation shall cover, at minimum, the following subjects:

- Organisation profile, legal status and NCVET Awarding Body recognition.
- Recognition category, validity, approved geographical area and qualification / job-role scope.
- PM-AJAY qualification-wise mapping and candidate eligibility validation.
- Independent Assessment Agency arrangements and role separation.
- Uttar Pradesh state-level and district-wise operational infrastructure.
- Assessment result validation, quality checks and certificate issuance workflow.
- Digital platform, certificate verification, candidate database and reporting dashboard.
- Human resources, nodal officers, escalation and grievance redressal.
- Data security, record retention, audit trail and confidentiality.
- Implementation schedule for the actual number of batches / candidates notified by UPSCFDC.
- Financial proposal and assumptions, including taxes and any re-assessment / correction charges.

12. INDICATIVE TIME SCHEDULE

Sl.	Activity	Date / time
1	RFP publication date	23 / 11 / 2026
2	Last date for submission of queries	25 / 11 / 2026, up to 5.00 PM
3	Clarification / corrigendum, if any	27 / 11 / 2026
4	Last date and time for proposal submission	30 / 11 / 2026, up to 5.00 PM
5	Scrutiny of proposals	02 / 12 / 2026
6	Presentation of eligible applicants	04 / 12 / 2026
7	Due diligence / financial evaluation	04 / 12 / 2026
8	Expected selection intimation	05 / 12 / 2026

The Corporation may modify the schedule through a notice / corrigendum published on its website and communicated to applicants.

13. CONTRACT PERIOD, DELIVERABLES AND PERFORMANCE

The selected Awarding Body shall be engaged for the period specified in the Letter of Award / Agreement, initially for the completion of the assigned PM-AJAY certification work. Any extension, renewal or further assignment shall be subject to performance, continuing NCVET recognition, availability of funds, scheme requirements and approval of the competent authority.

Deliverable	Minimum contents / evidence	Indicative timeline
Inception and readiness report	Nodal team, qualification mapping, assessment agency details, data templates, district plan and final work schedule.	Within 7 working days of work order
Batch-wise data validation report	Candidate-wise exceptions, qualification mapping, missing documents and cases not eligible for certification.	As per batch-wise schedule
Assessment result validation	Assessment agency credentials, assessment records, result data, pass/fail/absent/withheld status and quality checks.	Within agreed SLA after receipt of complete records
Certificate register	Candidate name / ID, batch, district, job role, qualification code, result, certificate ID and issue date.	Within agreed SLA after validation
Digital verification and MIS	Downloadable / verifiable certificate details and consolidated dashboard / report.	Along with certificate issue
Final completion report	Batch-wise and district-wise reconciliation, issued certificates, exceptions, unresolved cases and record index.	On completion of assignment

14. PAYMENT TERMS

- Payment shall be made only against actual and verified deliverables accepted by UPSCFDC and in accordance with the executed agreement.
- The payment milestone may be linked to completed validation, certificate issuance and submission / acceptance of the final MIS.
- No payment shall be due for certificates not issued or for candidates who are not eligible/ unsuccessful, except for any separately approved and contracted verification service.
- Applicable taxes shall be shown separately in the invoice and paid as per law.
- The Corporation may withhold disputed amounts pending resolution of discrepancies, audit observations or contractual non-compliance.

15. RECORD RETENTION, AUDIT AND INSPECTION

The Awarding Body shall preserve all candidate-wise and batch-wise records, assessment result validation records, certificate registers, correspondence, system logs and supporting evidence for at least seven (7) years or for the period prescribed by NCVET / scheme guidelines / applicable law, whichever is longer. Records shall be made available to UPSCFDC, NCVET and other competent authorities for audit, inspection or verification.

16. DATA PRIVACY, SECURITY AND CONFIDENTIALITY

- Candidate data shall be used only for the purposes of this assignment and shared only with authorised entities.
- The Awarding Body shall implement role-based access, secure transmission, backup, audit logs and incident reporting.
- Any data breach, unauthorised access, loss or misuse shall be reported to UPSCFDC immediately and handled in accordance with applicable law and directions.
- The Awarding Body shall not publish, sell, disclose or use candidate information for marketing or any unrelated purpose.
- All records and deliverables generated for the assignment shall be made available to UPSCFDC in an accessible electronic format.

17. CONFLICT OF INTEREST, ETHICS AND MALPRACTICE

- The applicant shall disclose any ownership, management, financial or contractual relationship with the relevant Training Providers or Assessment Agencies.
- No person involved in training or preparing a candidate for the same batch shall influence the independent assessment result or certification decision.
- Any suspected impersonation, forged record, manipulation of marks, unauthorised certificate or other malpractice shall be reported promptly to UPSCFDC.
- The Awarding Body shall cooperate in investigations and implement corrective actions as directed by competent authorities.

18. GENERAL TERMS AND CONDITIONS

1. The Corporation reserves the right to accept or reject any or all proposals, cancel or modify the process, seek clarifications or issue corrigenda, in accordance with applicable rules and without creating any right in favour of an applicant.
2. The cost of preparing the proposal and making the presentation shall be borne by the applicant.
3. The applicant shall be responsible for the accuracy and authenticity of all information and documents submitted.
4. Any material misrepresentation, suppression of facts, forged document or concealment of recognition restrictions may lead to rejection, cancellation of selection, termination, recovery and other action permitted by law.
5. The selected Awarding Body shall maintain valid NCVET recognition and comply with all conditions throughout the contract period. Any suspension, withdrawal, expiry or restriction shall be reported to UPSCFDC immediately.
6. The applicant shall not transfer or assign the contract without prior written approval of UPSCFDC and where permitted under NCVET rules.
7. The selected Awarding Body shall comply with applicable Government orders, scheme guidelines, procurement rules, labour laws, tax laws, data-protection requirements and NCVET directions.
8. The contract shall not create an employer-employee relationship between UPSCFDC and the Awarding Body or its personnel.
9. The agreement shall specify liability, indemnity, dispute resolution, jurisdiction, termination and force majeure provisions.

19. DISCLAIMER AND RIGHT OF THE CORPORATION

The Managing Director, UPSCFDC, reserves the right to accept or reject any or all proposals, annul or discontinue the selection process, seek additional information, verify credentials and modify the schedule, in accordance with applicable rules and without assigning reasons, to the extent permitted by law. Submission of a proposal or participation in presentation shall not confer any right or guarantee of selection. The selected Awarding Body may be removed / its contract terminated for failure to perform within stipulated timelines, loss of recognition, breach of conditions, malpractice or other grounds specified in the agreement.

20. QUERIES AND COMMUNICATION

All queries shall be submitted in writing to the email address specified below within the query period. Responses / clarifications, if any, shall be issued uniformly to all applicants through the Corporation's website or other notified mode.

Email:
Subject: RFP-UPSCFDC-PM-AJAY-AB-[Applicant Name]
Office: U.P. Scheduled Caste Finance and Development Corporation Ltd.,
B-912, Sector-C, Mahanagar, Lucknow, Uttar Pradesh – 226006.
By order of the Managing Director
U.P. Scheduled Caste Finance and Development Corporation Ltd.
Lucknow, Uttar Pradesh

ANNEXURE 1: APPLICATION / COVERING LETTER

Date: _____

To,
The Managing Director,
U.P. Scheduled Caste Finance and Development Corporation Ltd.,
B-912, Sector-C, Mahanagar,
Lucknow, Uttar Pradesh – 226006.

Subject: Submission of Proposal for Selection of Awarding Body for Assessment Result Processing and Certification of Beneficiaries under PM-AJAY in Uttar Pradesh.

Sir/Madam,

With reference to the Request for Proposal (RFP) issued by the U.P. Scheduled Caste Finance and Development Corporation Ltd. (UPSCFDC) for the selection of an Awarding Body for Assessment Result Processing and Certification of beneficiaries trained under the Pradhan Mantri Anusuchit Jaati Abhyuday Yojana (PM-AJAY), we hereby submit our proposal along with the requisite documents for your consideration.

We hereby declare that our organisation is duly recognised by the National Council for Vocational Education and Training (NCVET) as an Awarding Body and that the qualifications/job roles proposed to be covered under this assignment are within the scope of our valid recognition, subject to applicable NCVET guidelines and regulatory requirements.

We further confirm that the information, particulars, declarations and documents submitted along with this proposal are true, correct and complete to the best of our knowledge and belief. We undertake to comply with all the terms and conditions stipulated in the RFP, applicable NCVET guidelines, PM-AJAY scheme requirements and instructions issued by the Corporation in connection with the assignment.

We understand that submission of this proposal does not confer any right to selection or empanelment and that the Corporation reserves the right to verify the credentials, information and supporting documents submitted by us, in accordance with the provisions of the RFP.

In the event of our selection, we undertake to discharge the assigned responsibilities in a transparent, professional and time-bound manner, ensuring due compliance with the applicable standards and requirements for Assessment Result Processing and Certification.

We shall be pleased to provide any further information, clarification or supporting documents as may be required by the Corporation during the evaluation of our proposal. Thanking you.

Yours faithfully,

For [Name of Organisation]

Signature of Authorised Signatory:

Name of Authorised Signatory:

Seal of the Organisation

ANNEXURE 2: BASIC DETAILS OF THE ORGANISATION

Sl.	Particulars	Details
1	Name of organisation	
2	Parent / holding organisation, if any	
3	Legal status / type of entity	
4	Date of establishment / incorporation	
5	Registration / CIN / other registration number	
6	PAN	
7	GSTIN	
8	Registered office address	
9	Local office address (Uttar Pradesh)	
10	Website	
11	Official email and telephone	
12	Name and designation of authorised signatory	
13	Name and contact details of nodal person	
14	ERP Details (URL)	

ANNEXURE 3: NCVET RECOGNITION AND QUALIFICATION SCOPE

Sl.	Particulars	Details / reference
1	NCVET Awarding Body Recognition number and date	
2	Recognition category	
3	Validity / current status	
4	Recognition agreement / order reference	
5	Approved geographical area of operation	
6	Approved sectors / sub-sectors	
7	Approved qualifications / job roles	
8	Any conditions, restrictions, suspension or show-cause notice	
9	NCVET portal / public verification reference	

ANNEXURE 4: PM-AJAY QUALIFICATION MAPPING

S. N.	Job Role	QP Code	AB scope confirmation
1	Retail Store Manager	RAS/Q0107	
2	Bridal, Fashion and Portfolio Makeup Artist	BWS/Q0301	
3	Cabinet Maker (WorldSkills)	FFS/Q0902	
4	IT Technical Support Associate	SSC/Q0101	
5	Designer (Woodware Products)	HCS/Q6601	
6	Digital Communication and Collaboration Associate	MSU/ITS/Q2201	
7	Assistant Technician - Computer and Peripheral	ELE/Q4609	
8	Spa Therapist	BWS/Q1002	
9	Sampling Tailor	AMH/Q0701	
10	Auto Rickshaw Driver	ASC/Q9713	
11	Two Wheeler Service Technician	ASC/Q1411	
12	Junior Beauty Therapist	BWS/Q0101	
13	Mason Concrete	CON/Q0105	
14	Automotive Service Advisor	ASC/Q1426	
15	Self Employed Tailor	AMH/Q1947	
16	Multi Skill Technician - Fruits & Vegetables	FIC/Q0205	
17	Brick Mason	CON/Q0113	
18	Light Motor Vehicle Driver	ASC/Q9702	
19	Retail Store Operations Assistant	RAS/Q0101	
20	Digital Mitra	SSC/Q2212	
21	Nail Technician	BWS/Q0403	
22	Dairy Farmer - Entrepreneur	AGR/Q4101	
23	Assistant Electrician	CON/Q0602	

24	Automatic Stick Making M/C Operator	HCS/Q7803	
25	Solar PV Installer (Suryamitra)	SGJ/Q0101	
26	Assistant Cameraman	MES/Q0903	
27	Dairy Farm Supervisor	AGR/Q4103	
28	Assistant Cameraman	MES/Q0902	
29	Assistant Pickle and Paste Making Technician (Fruits and Vegetables)	FIC/Q0203	
30	Computer Hardware and Networking Associate	HAR/ITS/Q0401	
31	Retail Sales Assistant	RAS/Q0103	
32	Beauty Therapist	BWS/Q0102	
33	Boutique Manager	AMH/Q1910	
34	Multi-Skill Technician (Home Appliances)	ELE/Q3115	
35	Solar Panel Installation Technician	ELE/Q5901	
36	Courier Associate - Operations	LSC/Q1901	
37	Cinematographer	MES/Q0905	

ANNEXURE 5: ASSESSMENT AGENCY NETWORK

Sl.	Assessment Agency name	NCVET recognition no.	Approved scope / sectors	Onboarding / agreement validity	UP districts / coverage
1					
2					
3					
4					
5					

ANNEXURE 6: ORGANISATIONAL EXPERIENCE

Sl.	Client / Department / Scheme	Scope of Awarding Body work	Period	Candidates / certificates	Work order / completion proof
1					
2					
3					
4					
5					

ANNEXURE 7: HUMAN RESOURCE DETAILS

Sl.	Name	Designation / role	Qualification / experience	Employment / engagement type	Contact
1					
2					
3					
4					
5					

ANNEXURE 8: UTTAR PRADESH OPERATIONAL AND DISTRICT LEVEL ASSESSMENT PLAN

Sl.	District / region	Office / coordination point	Nodal person	Assessment Agency / resource arrangement	Proposed turnaround
1					
2					
3					
4					
5					

The applicant shall attach a district-wise deployment plan covering all districts / batches notified by UPSCFDC. An office in every district is not mandatory unless specifically prescribed; however, the applicant must demonstrate a credible operational arrangement for timely delivery in each assigned district.

ANNEXURE 9 : ANNEXURE – DECLARATION OF NCVET COMPLIANCE

(To be submitted on the Official Letterhead of the Applicant Organisation)

Date:

To,
The Managing Director,
U.P. Scheduled Caste Finance and Development Corporation Ltd. (UPSCFDC),
B-912, Sector-C, Mahanagar,
Lucknow, Uttar Pradesh – 226006.

Subject: Declaration and Undertaking Regarding Compliance with NCVET Guidelines and Regulatory Requirements for the Assignment of Awarding Body under PM-AJAY.

Reference: RFP for Selection/Empanelment of Awarding Body for Assessment Result Processing and Certification of Beneficiaries under PM-AJAY.

Sir/Madam,

We, **[Name of Awarding Body]**, having our registered office at **[Registered Office Address]**, hereby solemnly declare and undertake as follows:

1. **Valid NCVET Recognition:** That our organisation holds valid recognition from the National Council for Vocational Education and Training (NCVET) as an Awarding Body. We undertake to maintain the validity of such recognition throughout the entire period of the assignment.
2. **Scope of Recognition:** That we shall undertake only such activities, functions and responsibilities, and process and issue certificates only in respect of those qualifications and job roles that fall within the scope of our valid NCVET recognition and are permitted under the applicable rules, guidelines and regulatory framework.
3. **Compliance with Applicable Guidelines:** That we shall strictly adhere to all applicable NCVET guidelines, National Skills Qualification Framework (NSQF) requirements, qualification standards, assessment and certification protocols, PM-AJAY scheme guidelines and directions issued by the competent authorities from time to time.
4. **Independent Assessment Requirements:** That wherever independent assessment is required under the applicable guidelines or regulatory framework, we shall ensure that the assessment process is undertaken through a competent and duly recognised Assessment Agency, in accordance with the applicable NCVET requirements. We shall process assessment results and undertake certification only in accordance with the prescribed procedures.
5. **Integrity of Assessment Results and Certification:** That we shall maintain complete integrity, transparency and accuracy in the processing of assessment results and issuance of certificates. We shall neither manipulate, alter or misrepresent assessment results nor issue certificates to any candidate who has not successfully fulfilled the prescribed assessment criteria and qualification requirements.

We further undertake that the above declarations and commitments shall remain binding upon our organisation throughout the period of engagement with UPSCFDC. We understand that any false

declaration, misrepresentation, violation of applicable guidelines or non-compliance with the above commitments may attract appropriate action, including cancellation of empanelment/engagement, as per the provisions of the RFP and applicable rules.

We hereby confirm that the information furnished in this declaration is true and correct to the best of our knowledge and belief, and that no material information has been concealed.

For and on behalf of [Name of Awarding Body]

Signature of Authorised Signatory:

Name:

Designation:

Place:

Date:

Official Seal of the Organisation

ANNEXURE 10: CONFLICT OF INTEREST DECLARATION AND UNDERTAKING

(To be submitted on the Official Letterhead of the Applicant Organisation)

Date: _____

To,
The Managing Director,
U.P. Scheduled Caste Finance and Development Corporation Ltd. (UPSCFDC),
B-912, Sector-C, Mahanagar,
Lucknow, Uttar Pradesh – 226006.

Subject: Declaration Regarding Conflict of Interest in Connection with the Selection/Empanelment of Awarding Body under PM-AJAY.

Reference: RFP for Selection/Empanelment of Awarding Body for Assessment Result Processing and Certification of Beneficiaries under PM-AJAY.

Sir/Madam,

We, **[Name of Applicant Organisation]**, having our registered office at **[Registered Office Address]**, hereby declare and undertake that:

1. **Disclosure of Existing Relationships:** We have disclosed in the attached statement all direct or indirect relationships, associations, affiliations, financial interests, commercial arrangements or other connections, if any, with Training Providers, Assessment Agencies, assessors, candidates or any other stakeholders that may be relevant to, or may have a bearing on, the assignment covered under this RFP.
2. **Full and Accurate Disclosure:** We confirm that the information furnished in the accompanying statement is true, complete and accurate to the best of our knowledge and belief. Where no such relationship or potential conflict of interest exists, we have expressly indicated the same in the attached statement.
3. **Disclosure of Future Conflicts:** We undertake to immediately notify UPSCFDC in writing of any actual, potential or perceived conflict of interest that may arise or come to our knowledge at any stage after submission of this proposal or during the period of our engagement.
4. **Functional Independence and Separation of Roles:** We undertake to maintain appropriate functional independence and separation of training, assessment and certification activities, wherever required under applicable NCVET guidelines, PM-AJAY scheme provisions and other relevant regulatory requirements. We shall ensure that any actual or potential conflict arising from such activities is appropriately identified, disclosed and addressed.
5. **Prevention and Management of Conflict:** We undertake to take necessary measures, as may be required by UPSCFDC or the competent regulatory authority, to prevent, mitigate or

resolve any conflict of interest that may adversely affect the fairness, transparency, impartiality or integrity of the assignment.

6. **Right of the Corporation:** We acknowledge that UPSCFDC shall have the right to examine the disclosures furnished by us and seek additional information or clarification, wherever considered necessary. We further understand that any concealment, false declaration, incomplete disclosure or failure to report a conflict of interest may attract appropriate action, including rejection of the proposal, cancellation of empanelment or termination of engagement, in accordance with the provisions of the RFP and applicable rules.

We hereby confirm that we shall perform the assigned responsibilities objectively, impartially and in a transparent manner, safeguarding the interests of UPSCFDC and the beneficiaries under PM-AJAY.

DETAILS OF CONFLICT OF INTEREST DISCLOSURE

Please tick the appropriate option:

- **No Conflict:** We confirm that no actual, potential or perceived conflict of interest exists in relation to this assignment.
- **Conflict/Relationship Disclosed:** Details of all relevant relationships, associations or interests have been furnished in the attached statement.

Separate Disclosure Statement Attached: Yes / No / Not Applicable

We hereby affirm that this declaration is binding upon our organisation and shall remain valid throughout the period of our engagement with UPSCFDC.

For and on behalf of [Name of Applicant Organisation]

Signature of Authorised Signatory:

Name:

Designation:

Official Seal of the Organisation

ATTACHMENT – STATEMENT OF DISCLOSURE OF RELATIONSHIPS / CONFLICT OF INTEREST

(To be submitted along with the above declaration, wherever applicable)

We declare that all direct or indirect relationships with Training Providers, Assessment Agencies, assessors, candidates or other stakeholders relevant to this assignment have been disclosed in the attached statement. We shall immediately disclose any conflict arising after submission. We shall maintain appropriate separation of training, assessment and certification functions as required by applicable rules.

Signature of Authorised Signatory:

Name and Designation:

Date:

Organisation Seal

ANNEXURE–11: DECLARATION OF NON-BLACKLISTING, NON-DEBARMENT AND DISCLOSURE OF LITIGATION

(To be submitted on the Rs.100 Stamp)

Date:

To,
The Managing Director,
U.P. Scheduled Caste Finance and Development Corporation Ltd. (UPSCFDC),
B-912, Sector-C, Mahanagar,
Lucknow, Uttar Pradesh – 226006.

Subject: Certificate of Non-Blacklisting, Non-Debarment and Non-Litigation.

Sir/Madam,

We, **[Name of the Applicant Organisation]**, having our registered office at **[Registered Office Address]**, hereby certify and solemnly declare that:

1. Our organisation has never been blacklisted, debarred or prohibited from participating in any tender, procurement, empanelment or contractual process by any Central Government or State Government Department, Ministry, statutory authority, regulatory body, Public Sector Undertaking (PSU) or any other Government/Public Sector Organisation.
2. No proceedings for blacklisting, debarment or suspension have ever been initiated against our organisation by any Government Department, statutory authority, regulatory body or Public Sector Organisation, and no such proceedings are pending as on the date of this certificate.
3. There is no pending litigation, court case, arbitration or other legal proceeding against our organisation before any court, tribunal or competent authority that may affect our eligibility or ability to undertake the assignment covered under the above-mentioned RFP.

We hereby confirm that the statements made above are true and correct to the best of our knowledge and belief, and that no information relevant to this declaration has been concealed.

We understand that any false statement or misrepresentation in this certificate may result in rejection of our proposal or cancellation of our selection/empanelment, in accordance with the provisions of the RFP and applicable rules.

For and on behalf of [Name of the Applicant Organisation]

Signature of Authorised Signatory:

Name:

Designation:

Place:

Date:

Official Seal of the Organisation

ANNEXURE 12: DATA PRIVACY AND SECURITY UNDERTAKING

(To be submitted on the Official Letterhead of the Applicant Organisation)

Date: _____

To,
The Managing Director,
U.P. Scheduled Caste Finance and Development Corporation Ltd. (UPSCFDC),
B-912, Sector-C, Mahanagar,
Lucknow, Uttar Pradesh – 226006.

Subject: Undertaking Regarding Data Privacy, Confidentiality and Information Security for the Assignment of Awarding Body under PM-AJAY.

Reference: RFP for Selection/Empanelment of Awarding Body for Assessment Result Processing and Certification of Beneficiaries under PM-AJAY.

Sir/Madam,

We, **[Name of the Applicant Organisation]**, having our registered office at **[Registered Office Address]**, hereby undertake and confirm that, in the event of our selection/empanelment as an Awarding Body by UPSCFDC, we shall maintain strict confidentiality, privacy and security of all information and data accessed, received, generated, processed or maintained in connection with the assignment under PM-AJAY.

We specifically undertake as follows:

1. **Confidentiality of Data:** We shall maintain the confidentiality of all personal information, beneficiary details, training records, assessment records, examination data, assessment results, certification records, official documents and any other information shared by UPSCFDC or accessed during the execution of the assignment.
2. **Purpose-Limited Use of Data:** We shall use the data and information exclusively for performing the activities authorised under the assignment and shall not use, disclose, share, publish, reproduce, sell or otherwise exploit such information for any unauthorised purpose or commercial benefit.
3. **Protection of Personal Information:** We shall take appropriate technical and organisational measures to protect the personal information of beneficiaries, including their names, contact details, identification particulars, training history, assessment records and certification details, against unauthorised access, disclosure, alteration, misuse, loss or destruction.
4. **Information Security Measures:** We shall implement appropriate information security practices, including controlled access, password protection, secure data storage, secure transmission of information, regular backups and access monitoring, to safeguard all data and records relating to the assignment.
5. **Restricted Access:** Access to confidential information and beneficiary data shall be provided only to authorised personnel who require such access for the performance of their assigned

responsibilities. We shall ensure that such personnel are bound by appropriate confidentiality and data protection obligations.

6. **Non-Disclosure to Third Parties:** We shall not disclose, transfer or share any data, records or confidential information with any third party, external agency or individual without the prior written approval of UPSCFDC, except where such disclosure is required under applicable law or by a competent authority.
7. **Data Breach and Incident Reporting:** In the event of any actual or suspected data breach, unauthorised access, data leakage, loss of information or security incident, we shall immediately inform UPSCFDC in writing, preferably within 24 hours of becoming aware of such incident, and shall take prompt corrective and preventive measures in consultation with the Corporation.
8. **Data Retention and Disposal:** We shall retain all data and records only for the period required for the authorised assignment or as directed by UPSCFDC and applicable law. Upon completion or termination of the assignment, we shall return or securely delete/destroy the data, as instructed by UPSCFDC, and provide confirmation of such action wherever required.
9. **Compliance with Applicable Laws:** We shall comply with all applicable laws, rules, regulations and Government instructions relating to data protection, privacy, confidentiality and information security, as amended or applicable from time to time.
10. **Responsibility and Accountability:** We shall remain responsible for ensuring compliance with this undertaking by our employees, representatives, authorised personnel and any approved third party engaged in connection with the assignment. We shall extend necessary cooperation to UPSCFDC in respect of any data security review, verification or audit relating to the assignment.
11. **Continuing Obligation:** The obligations relating to confidentiality, data privacy and information security shall continue to remain binding upon our organisation even after completion, expiry or termination of the assignment.

We hereby acknowledge that any unauthorised use, disclosure, loss or misuse of data or violation of the above undertaking may attract appropriate contractual and legal action, including termination of engagement and other remedies available to UPSCFDC under the RFP and applicable laws.

We confirm that we shall handle all information and data entrusted to us with due care, responsibility and professional integrity, safeguarding the privacy and interests of the beneficiaries and UPSCFDC.

For and on behalf of [Name of the Applicant Organisation]

Signature of Authorised Signatory:

Name:

Designation:

Place:

Date:

Official Seal of the Organisation

ANNEXURE 13: AUDIT, INSPECTION AND RECORD RETENTION ACCEPTANCE

(To be submitted on the Official Letterhead of the Applicant Organisation)

Date: _____

To,
The Managing Director,
U.P. Scheduled Caste Finance and Development Corporation Ltd. (UPSCFDC),
B-912, Sector-C, Mahanagar,
Lucknow, Uttar Pradesh – 226006.

Subject: Acceptance and Undertaking Regarding Audit, Inspection and Retention of Records for the Assignment of Awarding Body under PM-AJAY.

Reference: RFP for Selection/Empanelment of Awarding Body for Assessment Result Processing and Certification of Beneficiaries under PM-AJAY.

Sir/Madam,

We, **[Name of the Applicant Organisation]**, having our registered office at **[Registered Office Address]**, hereby acknowledge, accept and undertake to comply with the audit, inspection and record retention requirements stipulated by the U.P. Scheduled Caste Finance and Development Corporation Ltd. (UPSCFDC) in connection with the above-mentioned assignment.

In this regard, we hereby undertake as follows:

1. **Right to Audit and Inspection:** We shall permit UPSCFDC, its authorised representatives, designated officers, auditors or any other competent authority authorised by the Corporation to inspect, examine and audit all records, documents, registers, reports, data and other relevant information relating to the execution of the assignment.
2. **Access to Records and Information:** We shall provide full and timely access to all relevant physical and electronic records, including beneficiary details, training records, assessment results, certification records, qualification-wise data, correspondence, invoices, financial records, MIS reports and supporting documents maintained in connection with the assignment.
3. **Cooperation During Audit and Inspection:** We shall extend all necessary cooperation and assistance to the officers, auditors and representatives authorised by UPSCFDC during any audit, inspection, verification or inquiry. We shall also provide explanations, clarifications, supporting documents and information as may reasonably be required for this purpose.
4. **Maintenance of Accurate Records:** We shall maintain complete, accurate, properly organised and verifiable records relating to all activities performed under the assignment. Such records shall be maintained in a manner that enables verification of the work undertaken, beneficiaries covered, assessment results processed and certificates issued.
5. **Record Retention:** We undertake to preserve and retain all physical and electronic records, documents, data and supporting evidence relating to the assignment for the period prescribed

under the RFP, applicable laws, regulatory requirements or as directed by UPSCFDC, whichever is longer. Such records shall not be destroyed, altered, concealed or disposed of without prior written approval of the Corporation wherever required.

6. **Preservation of Records During Audit or Dispute:** In the event of any ongoing audit, inspection, inquiry, investigation, litigation or unresolved audit observation relating to the assignment, we shall continue to preserve the relevant records until the matter is finally resolved or written clearance is received from UPSCFDC, as applicable.
7. **Submission and Handover of Records:** Upon completion, expiry or termination of the assignment, we shall submit, transfer or hand over all records, reports, data and documents relating to the assignment to UPSCFDC in the prescribed physical or electronic format, as directed by the Corporation.
8. **Rectification of Audit Observations:** We shall respond to audit observations, discrepancies or deficiencies communicated by UPSCFDC or its authorised auditors and undertake necessary corrective actions within the timelines specified by the Corporation.
9. **Responsibility for Compliance:** We shall ensure that our employees, representatives and any authorised personnel engaged in the assignment comply with the audit, inspection and record retention requirements applicable to the assignment.
10. **Acceptance of Applicable Directions:** We acknowledge and accept that UPSCFDC shall have the right to issue reasonable directions regarding the maintenance, production, verification, preservation and handover of records connected with the assignment, in accordance with the RFP and applicable rules.

We hereby confirm our unconditional acceptance of the above requirements and undertake to comply with all applicable provisions relating to audit, inspection, verification and record retention throughout the period of engagement and thereafter, to the extent applicable.

We understand that any obstruction to audit or inspection, failure to produce relevant records, unauthorised destruction of documents or non-compliance with the above undertaking may result in appropriate contractual or legal action, including cancellation of empanelment or termination of the engagement, in accordance with the provisions of the RFP and applicable laws.

For and on behalf of [Name of the Applicant Organisation]

Signature of Authorised Signatory:

Name:

Designation:

Place:

Date:

Official Seal of the Organisation

ANNEXURE 14: AUTHORISED SIGNATORY AND BOARD AUTHORISATION

PART–A: AUTHORISED SIGNATORY DECLARATION

Date: _____

To,
The Managing Director,
U.P. Scheduled Caste Finance and Development Corporation Ltd. (UPSCFDC),
B-912, Sector-C, Mahanagar,
Lucknow, Uttar Pradesh – 226006.

Subject: Authorisation of Signatory for Submission of Proposal and Execution of Assignment under PM-AJAY.

Reference: RFP for Selection/Empanelment of Awarding Body for Assessment Result Processing and Certification of Beneficiaries under PM-AJAY.

Sir/Madam,

We, **[Name of the Applicant Organisation]**, having our registered office at **[Registered Office Address]**, hereby confirm that **Mr./Ms. [Name of Authorised Representative]**, holding the designation of **[Designation]**, has been duly authorised by our organisation through a resolution of the Board of Directors / Governing Body / Managing Committee dated **[Date of Resolution]** to act as the authorised representative and signatory of the organisation in connection with the above-mentioned RFP.

The authorised representative is empowered to:

1. Prepare, sign, execute and submit the proposal, application forms, declarations, undertakings and all other documents required under the RFP.
2. Represent the organisation before UPSCFDC and participate in meetings, presentations, discussions, negotiations and clarification proceedings relating to the selection process.
3. Submit additional information, explanations, clarifications and supporting documents as may be required by UPSCFDC during the evaluation of the proposal.
4. Sign and execute the Letter of Acceptance, Memorandum of Agreement, Contract Agreement and other related documents, in the event of selection/empanelment of the organisation.
5. Undertake all necessary communications, submissions and procedural formalities on behalf of the organisation in relation to the selection process and the proposed assignment.

We hereby confirm that all acts, deeds and documents executed by the above-mentioned authorised representative within the scope of this authorisation shall be binding upon the organisation.

DETAILS OF THE AUTHORISED SIGNATORY

Particulars	**Details**
Name of the Organisation	

Name of Authorised Signatory

Designation

Father's / Spouse's Name (Optional)

Official Address

Mobile Number

Official Email ID

Board / Governing Body Resolution No.

Date of Resolution

Specimen Signature of Authorised Signatory:

Signature:

Name:

Designation:

For and on behalf of [Name of Applicant Organisation]

Signature of Chairperson / President / Managing Director / Competent Authority:

Name:

Designation:

Date:

Official Seal of the Organisation

PART–B: BOARD / GOVERNING BODY RESOLUTION

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF DIRECTORS / GOVERNING BODY / MANAGING COMMITTEE OF [NAME OF THE ORGANISATION]

Resolution No.:
Date of Meeting:
Venue of Meeting:

Subject: Authorisation for Participation in the RFP Process and Execution of Assignment for Selection of Awarding Body under PM-AJAY by UPSCFDC.

A meeting of the Board of Directors / Governing Body / Managing Committee of **[Name of the Organisation]**, having its registered office at **[Registered Office Address]**, was duly convened on **[Date]** at **[Venue]**.

After due consideration of the matter, the following resolution was unanimously passed:

"RESOLVED THAT the organisation be and is hereby authorised to participate in the Request for Proposal (RFP) process issued by the U.P. Scheduled Caste Finance and Development Corporation Ltd. (UPSCFDC) for the selection/empanelment of an Awarding Body for Assessment Result Processing and Certification of beneficiaries under the Pradhan Mantri Anusuchit Jaati Abhyuday Yojana (PM-AJAY).

RESOLVED FURTHER THAT Mr./Ms. **[Name of Authorised Representative]**, holding the designation of **[Designation]**, be and is hereby authorised to act as the duly authorised representative and signatory of the organisation for all matters relating to the aforesaid RFP.

RESOLVED FURTHER THAT the above-mentioned authorised representative be and is hereby empowered to sign, execute and submit the proposal, application forms, declarations, undertakings, affidavits, supporting documents and any other papers required in connection with the RFP; represent the organisation before UPSCFDC; attend presentations and meetings; furnish clarifications and additional information; and undertake all procedural formalities relating to the selection process.

RESOLVED FURTHER THAT in the event of selection/empanelment of the organisation, the said authorised representative is hereby authorised to sign and execute the Letter of Acceptance, Memorandum of Agreement, Contract Agreement and all other documents, undertakings and instruments necessary for undertaking and performing the assignment on behalf of the organisation, subject to the terms and conditions approved by the competent authority of the organisation.

RESOLVED FURTHER THAT all acts, deeds and things lawfully done by the authorised representative pursuant to this resolution shall be deemed to have been duly authorised, approved and ratified by the organisation and shall be binding upon it.

RESOLVED FURTHER THAT a certified true copy of this resolution be furnished to UPSCFDC as and when required."

CERTIFIED TRUE COPY

Certified that the above resolution is a true and correct copy of the resolution duly passed at the meeting of the Board of Directors / Governing Body / Managing Committee of **[Name of the Organisation]** held on **[Date]**, and that the same has not been amended, modified or rescinded and remains valid and in force as on the date of this certification.

For [Name of the Applicant Organisation]

Signature:

Name:

Designation: Chairperson / President / Managing Director / Company Secretary / Competent Authority

Date:

Place:

Official Seal of the Organisation

DOCUMENTS TO BE ENCLOSED

1. Certified true copy of the Board of Directors / Governing Body / Managing Committee Resolution.
2. Proof of identity and designation of the authorised signatory, wherever required.
3. Specimen signature of the authorised signatory, duly certified by the competent authority of the organisation.

ANNEXURE 15: SELF-DECLARATION BY HEAD OF AWARDING BODY

Sl.	Declaration / question	Yes / No	Details / remarks
1	Is the organisation currently recognised by NCVET as an Awarding Body?		
2	Is the recognition valid on the proposal date?		
3	Do the PM-AJAY qualifications / job roles fall within the approved scope?		
4	Has any recognition condition, restriction, suspension or notice been imposed?		
5	Does the organisation have an independent NCVET-recognized Assessment Agency arrangement wherever required?		
6	Does the organisation have an operational presence / coordination arrangement in Uttar Pradesh?		
7	Can the organisation provide district-wise certification coordination for the assigned batches?		
8	Does the organisation maintain a digital certificate verification facility?		
9	Does the organisation maintain secure candidate records and audit trails?		
10	Has the organisation disclosed all conflicts of interest?		
11	Has the organisation disclosed all past / pending blacklisting or litigation matters?		
12	Does the organisation accept audit, inspection and record-retention conditions?		

ANNEXURE 16: PRESENTATION FORMAT

Slide	Topic
1	Organisation profile and legal status
2	NCVET recognition: category, validity, scope and conditions
3	PM-AJAY qualification / job-role mapping
4	Relevant Awarding Body experience and assignments
5	Independent Assessment Agency arrangements
6	Uttar Pradesh offices, network and district-wise deployment
7	Candidate data verification and result validation workflow
8	Certificate generation, issuance and verification
9	Technology platform, MIS, data security and audit trail
10	Quality assurance, grievance redressal and malpractice prevention
11	Manpower, nodal team and escalation mechanism
12	Batch-wise implementation schedule and completion commitment

ANNEXURE 17: UNDERTAKING REGARDING ACCURACY OF INFORMATION

(To be submitted on the Official Letterhead of the Applicant Organisation)

Date: _____

To,
The Managing Director,
U.P. Scheduled Caste Finance and Development Corporation Ltd. (UPSCFDC),
B-912, Sector-C, Mahanagar,
Lucknow, Uttar Pradesh – 226006.

Subject: Undertaking Regarding Accuracy, Authenticity and Completeness of Information Submitted in the RFP for Selection/Empanelment of Awarding Body under PM-AJAY.

Sir/Madam,

We, **[Name of the Applicant Organisation]**, having our registered office at **[Registered Office Address]**, hereby solemnly affirm, declare and undertake that all information, particulars, statements, documents, certificates, records and declarations submitted by us in response to the above-mentioned Request for Proposal (RFP) are true, correct, genuine, complete and accurate to the best of our knowledge and belief.

In this regard, we specifically undertake and confirm that:

1. **Accuracy of Information:** All information and particulars furnished in the proposal, application forms, annexures, declarations and supporting documents are true, accurate and complete, and no material information relevant to our eligibility, qualifications, experience, capabilities or credentials has been concealed or withheld.
2. **Authenticity of Documents:** All certificates, registrations, authorisations, approvals, recognition documents, financial statements, experience certificates and other supporting records submitted along with the proposal are genuine, valid and issued by the respective competent authorities or organisations.
3. **Validity of Credentials:** All information relating to our organisation's legal status, NCVET recognition, approved qualifications/job roles, organisational experience, technical capabilities, infrastructure, human resources and financial standing is correct and valid as on the date of submission of the proposal, wherever applicable.
4. **No Misrepresentation:** We have not knowingly made any false statement, furnished any misleading information, submitted any forged or fabricated document, or misrepresented any fact in connection with our proposal or the selection process.
5. **Disclosure of Material Changes:** We undertake to promptly inform UPSCFDC in writing of any material change, correction, withdrawal, suspension, expiry or alteration in the information, credentials, recognition, approvals or documents submitted by us, which may affect our eligibility or the performance of the proposed assignment.

6. **Verification by UPSCFDC:** We acknowledge and accept the right of UPSCFDC or its authorised representatives to independently verify, cross-check and authenticate any information, document, certificate, declaration or claim submitted by our organisation. We shall provide all necessary clarifications and supporting evidence as may be required for such verification.
7. **Responsibility for Submitted Information:** We accept full responsibility for the accuracy, authenticity and completeness of all information and documents submitted by us, including those furnished by our authorised representatives or personnel on behalf of the organisation.
8. **Consequences of False Information:** We understand and acknowledge that any false declaration, forged document, material misrepresentation, concealment of facts or submission of incorrect information may result in rejection of our proposal, cancellation of selection/empanelment, termination of the agreement and/or any other appropriate action in accordance with the provisions of the RFP and applicable laws.

We further undertake that the above declaration shall remain binding upon our organisation throughout the selection process and, in the event of our selection/empanelment, during the entire period of engagement with UPSCFDC.

We hereby certify that this undertaking has been duly executed by the authorised signatory of our organisation, who is competent and authorised to make this declaration on its behalf.

For and on behalf of [Name of the Applicant Organisation]

Signature of Authorised Signatory:

Name:

Designation:

Organisation:

Place:

Date:

Official Seal of the Organisation

IMPORTANT CHECKLIST FOR UPSCFDC BEFORE ISSUE

This page is an internal drafting checklist and should be removed from the public RFP before publication.

- Confirm the exact PM-AJAY batch count, candidate count, districts, and trade/job-role list; verify that each listed trade maps to current NCVET-approved qualifications and the selected Awarding Body scope.
- Verify the current NCVET recognition framework, the applicant's recognition category, qualification scope and permitted geographical area as on the RFP issue date.
- Obtain Finance / Procurement and Legal Section confirmation that the proposed public proposal-and-presentation route is permitted for this procurement and that any mandatory e-procurement / GeM / tender requirement is met.
- Approve the selection method (technical pass mark) before publication; do not leave it undecided in the issued RFP.
- Confirm competent-authority and Finance/Procurement approval for the prescribed EMD of ₹50,000, payment instrument, refund and forfeiture conditions, and any applicable performance security. Ensure consistency with procurement rules.
- Insert final dates, email/ portal, submission mode, contract period, payment milestones, applicable taxes and dispute-resolution clause.
- Attach the earlier Awarding Body selection record and expiry / closure document to the internal approval file, not necessarily to the public RFP.
- Ensure that the RFP does not imply that an Awarding Body can conduct independent assessment unless its NCVET recognition specifically permits it and the proposed arrangement is lawful.