

F.1-5(2)/2008-G.II
UNION PUBLIC SERVICE COMMISSION
General II section

To

Dear Sir,

Sealed Bids superscribed “Bid for supply & installation of equipments & utensils for UPSC Canteen” are invited from the suppliers addressed to Shri C.L. Bhat Under Secretary (G-II) so as to reach the undersigned not later than 3.00 P.M. on **4/07/2008** in the tender box kept at Gate ‘C’ Reception of the UPSC for items mentioned in Annexure-I enclosed with the tender document. The firm shall quote strictly as per format of UPSC(Annexure I).

GENERAL TERMS & CONDITIONS

1. Bid shall be addressed to Shri C.L. Bhat, Under Secretary (G.II) and submitted by 3.00 P.M. on or before **_04/07/2008** in two parts as per details given in para 5 mentioned below.
2. Bid shall be dropped in Tender Box kept at Reception Counter at Gate C of UPSC Dholpur House, Shahjahan Road, New Delhi-69
3. The Technical bids would be opened at 3.30 PM on 04/07/2008 in the room No. 101 Ayog Sachivalaya , UPSC in the presence of the bidders or their authorized representatives who may wish to attend.
4. In case, last date of submission of bids happens to be a closed holiday, the bid will be received and opened on the next working day at the specified time indicated above.

5. Procedure of submission of bids

The bidders shall submit the bid in two separate sealed covers as prescribed below Addressed to Shri C.L. Bhat , Under Secretary(G.II) by Name latest by 3.00 P.M. on or before **04/07/2008** in the Tender Box kept at reception (Gate No. C) of this office.

i) **The first sealed cover should contain**

a) Earnest Money deposit of Rs.15,000/- (Rupees Fifteen Thousand only) in the form of a Demand Draft/Pay Order payable to the Secretary, UPSC. The Kendriya Bhandar, NCCF, the firm registered at NSIC/ DGS&D and any organization exempted from submission of EMD under rules are exempted from submission of EMD on submitting the documentary proof. For other bidders submission of EMD in prescribed form mentioned above is mandatory and EMD in any other form than prescribed shall not be considered.

b) Copies of IT return and Balance Sheet of last preceding three years including the year 2006-2007.

c) A list of Govt. Departments/PSUs/Reputed Educational Institutions/Public Service Commissions or reputed private firms where the firm has supplied the same type of equipments/utensils

d) Copy of PAN, TIN etc shall be enclosed.

f) Certificate by the authorized signatory that all terms and conditions of the tender are acceptable to the bidder.

g) The envelope should be superscribed "Technical bid for supply & installation of equipments/utensils for UPSC Canteen"

(ii) **The second sealed cover** should contain the Financial bid and a photocopy of the Demand draft/pay order as earnest money Deposited with the technical bid. The envelope should be superscribed "Financial bid for supply & installation of equipments/utensils for UPSC Canteen"

(iii) Both these sealed covers are to be put in a bigger cover which should also be sealed and duly supercribed "Bid for supply & installation of equipments/utensils for UPSC Canteen"

The last date of submission of bids is **04/07/2008** by 3.00 P.M. The technical bids would be opened on the same day at 3.30 P.M in the room of undersigned, Room No. 101, Ist Floor, Ayog Sachivalaya Building, UPSC in the presence of such bidders who may be present on the occasion. Financial bids of only those bidders will be opened on a subsequent date whose technical bids are approved by the office of UPSC. The date and time of opening of financial bids will be intimated to concerned parties by speed post/courier/fax as the case may be.

6. **Late Bids.**

The late bids i.e. the bids received after the specified date and time for receipt of bids shall not be considered.

7. The EMD should remain valid for a period of forty five days beyond the final bid validity period. The EMD of the unsuccessful bidders would be returned to them after the finalisation of the tender and the EMD of the successful bidder would be released after the receipt of Performance Security as prescribed below. No interest on EMD would be payable by UPSC under any circumstances.

8. **Performance Security**

The successful bidder will be required to furnish performance security of 10% of the contract value in the form of Demand Draft/Payorder/Bank Guarantee in favour of Secretary, UPSC payable at Delhi within 5 days of receipt of the order. The Performance Security would be retained by the Commission till satisfactory completion of supply. The performance Security shall remain valid till sixty days of the completion of all contractual obligations including warranty obligations.

9. It should be clearly understood that in the event of the work not being completed as per the time schedule laid down by the UPSC, the performance security is liable to be forfeited. This will be in addition to the liquidated damages/penalty, if any, which may be imposed as specified in the terms and conditions hereto. The EMD would be refunded to the successful bidder on receipt of performance security. No interest on performance security would be payable by UPSC under any circumstances.

Other Terms and Conditions

10. The financial evaluation would be done individually for all items. . The bidder shall quote 'per piece/per dozen' rates as per Annexure I enclosed with this tender.

11. Financial bids of only those firms will be opened who are evaluated as technically qualified by a duly constituted Committee of Competent Authority in UPSC. For this purpose, the UPSC at its discretion, may like to see the samples of the items indicated in Annexure I.

12. Printed terms and conditions of the tender will not be considered as forming part of the bids. In case terms and conditions of the contract applicable to this invitation to tender are not acceptable to any bidder, he should clearly specify deviation in his bid. UPSC reserves the right to accept or reject them and will not be bound to give reasons for its refusal to consider, to accept or reject them and will not be bound to give reasons for its refusal to consider the bid with such deviation.

13. Hypothetical and conditional bids will not be entertained.

14. All legal disputes arising out of the bids, if any, shall be subject to the jurisdiction of the Courts of Delhi only.

15. The rates shall be quoted on “ per piece/per dozen” basis and shall include all the cost of delivery, transportation, installation etc. The rates shall be quoted in Annexure I enclosed with this document.

16. Each bidder shall enclose a certificate alongwith the technical bid certifying that all the terms and conditions of the NIT are acceptable to it.

17. VAT/LST/CST, if any, shall be quoted separately failing which the quoted rates would be taken as inclusive of taxes and no subsequent request for addition of taxes would be entertained by this office. The bidders are required to submit documentary proof of prevailing statutory tax rates applicable on the supply & installation of required equipments.

18. The UPSC reserves the right to terminate the order at any time if it is satisfied that the bidder has failed to fulfil its obligations as per the terms and conditions of the NIT. The decision of the Secretary, UPSC in this regard would be final and binding.

19. The rates quoted in the Financial bid shall remain valid for six month from the date of opening of technical bid and quoted for on site delivery & installation. In case, the contract is awarded to the bidder, the rates shall remain firm for entire period of contract. The hike in duties/prices of material will not affect the tender and will not entitle the bidder to claim any difference in amount as a result of such hike. The effect of decrease in duties/taxes etc., shall, however, be passed on to UPSC by the bidder.

20. Secretary, UPSC reserves the right to accept or reject any or all bids without assigning any reason.

21. The bidders shall indicate their own direct telephones(Office as well as residence) and also his mobile phone so that he may be contacted in emergency situation.

22. Force Majeure

The firm shall not be responsible for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, war, riots, embargoes, strikes, lockouts, act of any Government authority, delays in obtaining licenses or rejection of applications under the Statutes, power failure, accidents or disruption or operations arising from causes not attributable to any malafide acts of the firm, fire or floods.

23. Payment terms : The 100% payment would be made on satisfactory delivery & installation of all equipments/utensils.

24. Risk Purchase Clause : If the supplier after submission of tender and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of these tender documents, or fails to execute the work as per the requirement or time Schedule given or at any time repudiates the contract, the UPSC will have the right to forfeit the EMD, invoke the performance security if deposited by the supplier and obtain the material or get the work done from other agencies at the risk and consequence of the contractor. The cost difference between the alternative arrangement and contractor tender value will be recovered from the contractor alongwith other incidental charges including taxes, freight and insurance etc. In case UPSC is forced to obtain the services of some other supplier, if rates charged by that firm is lower, no benefit on this account would be passed on to contractor.

(C.L.BHAT)
Under Secretary (G-II)
Union Public Service Commission

ANNEXURE I

FORMAT FOR QUOTING RATES FOR SUPPLY & INSTALLATION OF EQUIPMENTS/UTENSILS FOR UPSC CANTEEN

| S. No. | Item | *Qty. Required | Make, if any | Rates per item/per dozen | Taxes per item/per dozen, if any | Total Cost(inclusive of taxes) |
|--------|----------------------------------|--------------------|--------------|--------------------------|----------------------------------|--------------------------------|
| 1. | Exhaust & Fresh Air Intel System | Qty. not specified | | | | |
| 2. | Bain Marie | -do- | | | | |
| 3. | Chapatti Puffer | -do- | | | | |
| 4. | Deep Fat Fryer | -do- | | | | |
| 5. | Display Counters(Hot & Cold) | -do- | | | | |
| 6. | Service Counters(Hot & Cold) | -do- | | | | |
| 7. | Hot Food cabinet | -do- | | | | |
| 8. | Refrigerator (Big-Four Doors) | -do- | | | | |
| 9. | Refrigerator(Big – two doors) | -do- | | | | |
| 10. | Deep Freezer | -do- | | | | |
| 11. | Service Trolleys | -do- | | | | |
| 12. | Tea Trolleys | -do- | | | | |
| 13. | Tea/Cofee/Milk Dispenser | -do- | | | | |
| 14. | Gas Chulas with CNG fitting | -do- | | | | |
| 15. | Working table | 02 | | | | |
| 16. | Cup & Sourcers(Bone China) | 24 dozens | | | | |
| 17. | Flasks made with steel body | 2 dozens | | | | |
| 18. | Steel Kettle – 8 cup | 2 dozen | | | | |
| 19. | Steel Kettle – 6 cup | 2 dozen | | | | |
| 20. | Steel Kettle - 4 cup | 2 dozen | | | | |

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|-----|-----------------------------------|----------|--|--|--|--|
| 21. | Steel Kettle - 2 cup | 2 dozen | | | | |
| 22. | Sugar Pot(Steel – small) | 2 dozen | | | | |
| 23. | Milk Pot Bone China | 1 dozen | | | | |
| 24. | Spoon Tea | 10 dozen | | | | |
| 25. | Spoon Sugar | 10 dozen | | | | |
| 26. | Plucker(small) | 2 dozen | | | | |
| 27. | Frying pan(big) | 02 | | | | |
| 28. | Patila big(Aluminium-60 litres) | 02 | | | | |
| 29. | Patila medium 40 litres | 02 | | | | |
| 30. | Patila Small 20 ltrs. | 02 | | | | |
| 31. | Tea/Coffee milk dispenser 20 ltrs | 04 | | | | |
| 32. | Tea/Coffee milk dispenser 10 | 04 | | | | |
| 33. | Tea/Coffee milk dispenser 05 | 04 | | | | |
| 34. | Tea Boiler 60 cups | 04 | | | | |
| 35. | Tea Boiler 30 cups | 04 | | | | |
| 36. | Boiler Big size | 04 | | | | |
| 37. | Lunch Thali(Steel) | 10 dozen | | | | |
| 38. | Kadahi 20 litres | 02 | | | | |
| 39. | Karchi | 06 | | | | |
| 40. | Palta | 04 | | | | |
| 41. | Pony | 02 | | | | |

Please Note :

- (i) The financial evaluation would be done individually for all items. The bidder shall quote 'per piece/per dozen' rates in the above format. The rates shall include all cost of delivery, transportation, installation etc of the equipments/utensils.
- (ii) Rates shall be quoted strictly as per above format.

- (iii) Taxes, if any, shall be quoted separately failing which quoted rates will be taken as inclusive of taxes and no further request for inclusion of taxes will be entertained by this office.
- (iv) The rates quoted in the Financial bid shall remain valid for six month from the date of opening of technical bid
- (v) * The UPSC at its discretion may increase or decrease the quantity as per the requirement of UPSC.

(C.L.BHAT)
Under Secretary (G-II)

Disclaimer

The contents of this page are informatory in nature. Kindly verify the same from the Commission's office.