



संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION
धौलपुर हाऊस, शाहजहान रोड,
DHOLPUR HOUSE, SHAHJAHAN ROAD,
नई दिल्ली, 110 069
New Delhi-110 069.

F.No.D-19016/1/2016-G.IV

Dated:09.08.2016

Tender No. **UPSC/06/2016-G.IV**

NOTICE INVITING TENDERS

(e-Tendering mode only)

To

M/s _____

Sub: NIT for Outsourcing of printing work in UPSC for three year.

Respected Sir,

Online bids are invited under Two-bid system for entering into a contract for outsourcing the printing work of UPSC. The contract will be valid for three years and on satisfactory work report it may be extended further on same terms and conditions. Approximately 20 lakhs copies are being printed in the Commission every year. Contractor/Vendor will be required to install Digital Printing Machines with minimum combined capacity of 300 copies per minute in the Commission's Office. Estimated cost of tender is approximately Rs. 31,80,000/- (Rupees Thirty one lakh eighty thousand only) over three years. Payments will be made to contractor/vendor on quarterly basis upon completion of work satisfactorily as per terms and conditions mentioned in this NIT. **Manual Bids shall not be accepted.**

Tender documents may be downloaded from UPSC web site www.upsc.gov.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

GENERAL TERMS AND CONDITIONS OF TENDER

1. CRITICAL DATE SHEET

Published Date	10.08.2016
Bid Document Download / Sale Start Date	12.08.2016
Clarification Start Date	12.08.2016
Clarification End Date	15.09.2016
Pre bid meeting	Not Applicable
Bid Submission Start Date	12.08.2016
Bid Submission End Date	16.09.2016 at 3:00 p.m
Bid Opening Date	16.09.2016 at 3:30 p.m

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderers for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2. Procedure of Submission of Bids

- 2.1** Two bid system for tendering will be followed. The tender shall be submitted online in two parts, viz., technical bid and Financial bid. Bids uploaded in single part or folder on the website will be summarily rejected.
- 2.2** All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- 2.3** The person signing the Tender form or any documents forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the authority to bind such other person of the firm, as the case may be in all matters pertaining to the contract including the arbitration clause. **The same needs to be uploaded with the technical bid.**

2.4 The offers submitted by Telegram/Fax/email or any other mode shall not be considered. No correspondence will be entertained in this matter.

2.5 Technical Bid should contain the following:-

- a) Scanned copy of earnest money deposit (EMD) of Rs 1,59,000/- (Rupees One lakh fifty nine thousand only) in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Pay order/Bankers's Cheque from any of the commercial bank in an acceptable form, payable to the Secretary, U.P.S.C., New Delhi-69.
- b) All the copies of the document to be uploaded on the website must be duly signed and stamped by Director/Proprietor/Authorized signatory.
- c) Scanned copy of NIT document duly signed and stamped by Director/Proprietor/Authorized signatory on each page.
- d) Scanned copy of audited balance sheet and Profit & Loss Statement of the firm as proof of annual turnover of Rs. 20 lakhs or more in each of the past 3 years including the year 2015-2016 i.e. 2013-14, 2014-15 and 2015-2016.
- d) Scanned copy of registration certificate of DVAT, TIN and Service Tax numbers.
- e) Scanned copies of documents related to pre-qualification, experiences (preceding 3 years including 2015-2016) of Printing work in the Government Ministries/ Departments and having the requisite competence/ capacity to provide excellent services.
- f) Scanned copy of PAN card.
- g) Scanned copy of certificate w.r.t non-concealment of wealth/income. Kindly refer to Annexure F.
- h) Scanned copy of acceptance form declaring all terms and conditions mentioned in this NIT are acceptable to the firm, duly signed and stamped by the Director/Proprietor/Authorized Signatory.
- i) Scanned copies of IT Returns of the firm for the preceding three years i.e. 2013-14, 2014-15 and 2015-2016.

- j) Scanned copy of undertaking stating that the firm has not quoted lower rates than UPSC in any other Ministries/Govt. organizations. The undertaking should be submitted in proforma prescribed in Annexure D.
- k) Scanned copy of technical bid as given in Annexure A.
- l) Scanned copy of details of the firm along with an undertaking certifying that firm is not blacklisted by any Government establishment/agency and no criminal case is registered/pending against the firm or its owner/partners anywhere in India (Annexure C).
- m) Scanned copy of document regarding details and specifications of Digital Printing Machines owned by the vendor/contractor.
- n) Scanned copy of Registration Certificate of NSIC or DGS&D etc., if any.
- o) Scanned copies of other relevant documents may be enclosed with the bid.
- p) The firm should be registered for VAT/Sales Tax, wherever applicable. Scanned copy of certified copy of Registration with the S.T. authorities must be uploaded. If exempted for S.T. a copy of Certificate issued from the office of Commissioner of S.T. (Delhi Govt.) should be uploaded.
- q) Hard copies of printing samples and samples of A4 and FS Size paper of 75 GSM, which is to be used for the printing purpose by the vendor/contractor must be sent to UPSC on or before bid opening date/time.

2.6 Financial Bid:

- a) Scanned copy of Financial Bid should be uploaded on the basis of per copy rate of A4/FS Size in clear and legible terms. The price should be written in figures and words both. Refer to Annexure B for proforma.
- b) The price should include cost of all items like paper, ink, staff, machine, maintenance, master roll, set making, other miscellaneous items like stapler, pins, sutli etc.
- c) The quoted price schedule should be signed and stamped by the firm through its authorized signatory.

- d) The rate of VAT/Service Tax or any other tax, if any, should be quoted separately in the price schedule. In case of variation of rate inclusive of VAT and rate exclusive of VAT/Service Tax, the rate inclusive of VAT/Service tax will only be considered in financial evaluation. No correspondence on this issue will be made to the concerned firm.

3. General Terms and Conditions of the Tender:

3.1 Evaluation of Bids:

- a) Technical bids will be evaluated by a Bid Evaluation Committee (BEC) or authority authorized by the competent authority of this Office. Technical Bids will be evaluated on the basis of documents and samples furnished with the Technical bid. Decision of the Competent Authority with regard to acceptability of the Technical bid should be binding on all the bidders and cannot be challenged. No correspondence in this regard will be entertained.
- b) Financial bids of only those bidders will be opened on a later date whose Technical bids are approved by the competent authority. The date and time of opening of financial bids will be intimated to concerned bidders at appropriate time.
- c) The L-1 bidder will be decided on the basis of NPV (Net Present Value). The rate of discounting will be taken as 10% annually. Since the rate of discounting is pre-disclosed, the calculation of NPV has been illustrated in the Proforma of Financial Bid at annexure B.

3.2 Award of Contract:

Contract of work will be awarded to L-1 bidder that will be decided by a Bid Evaluation Committee or authority authorized by the competent authority of this Office.

3.3 Tender(s) incomplete in any respect is liable to be rejected without assigning any reason thereof.

3.4 The firms intending to participate in the tender process are advised to read and fully understand the terms and conditions of the contract. No change or violation of the aforesaid terms and conditions shall be permissible once the tender is accepted by the Commission.

3.5 Earnest Money Deposit

3.5.1 Earnest Money of Rs.1,59,000/- (Rupees One lakh fifty nine thousand only) should be furnished in the form of Account Payee Demand Draft/ Pay Order/ Banker's Cheque/ Fixed Deposit Receipt in favour of Secretary, Union Public Service Commission payable at Delhi/ New Delhi. **It must be delivered to UPSC on or before bid opening date/time.** Tenders without EMD or EMD submitted in any other form will NOT be considered and will be summarily rejected except for those who are registered with the Central Purchase Organization, (DGS&D)/National Small Industries Corporation (NSIC). Such bidders are required to enclose a copy of their Registration Certificate for claiming exemption otherwise no exemption will be granted and bid will be summarily rejected.

3.5.2 EMD should be valid for period of 45 days beyond the validity of tender. EMD with lesser validity period will not be accepted and such bids will be summarily rejected.

3.5.3 EMD of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.

3.5.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder will be returned after receipt of the Performance Security.

3.6 Performance Security

3.6.1 The successful bidder, irrespective of its registration status etc., will have to furnish Performance Security which is fixed at 10% of the total tender cost in the form of Account payee Demand Draft/Pay Order/Fixed Deposit Receipt from a Commercial Bank in an acceptable form in favor of Secretary, UPSC, New Delhi-69 at the time of award of contract.

3.6.2 Performance Security should remain valid for a period of Sixty Days beyond the date of completion of all contractual obligations of the supplier.

3.6.3 Performance Security will be refunded to the supplier without any interest, whatsoever, after it duly performs and completes all its contractual obligations satisfactorily.

3.6.4 Performance Security will be forfeited if the firm fails to perform in accordance to the terms or conditions of the contract. Further, it may also be black listed.

3.7 Payment:

Payment to the firm will be done on quarterly basis upon completion of work satisfactorily as per terms and conditions mentioned in this NIT. The firm will be required to produce monthly breakup of the bill.

3.8 The vendor/contractor must ensure to provide optimum quality of printing. The same will be inspected regularly by Officer authorized by Competent Authority.

3.9 Risk Purchase Clause:

If the firm after submission of bid and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of the bid document/NIT, or fails to execute the work as per prescribed schedule given or at any time repudiates the contract, the UPSC will have the right to forfeit the EMD, invoke the performance security deposited by the firm and get the work done from other firm at the risk and consequence of the firm. The cost difference between the alternative arrangement and firms' bid value will be recovered from the firm along with other incidental charges including custom duties, taxes, freight and insurance etc. In case the cost of obtaining the materials/services through alternative arrangement is lower, no benefit on this account would be passed on to the defaulting firm.

3.10 Penalty Clause

The vendor/contractor will have to provide photocopies/print copies as per the time schedule and specific requirements (quality of print, single/both side copy and size of papers) as instructed by the Commission from time to time. If the vendor/contractor fails to deliver the number of printed copies as per Commission's specifications and requirements in time, then the Commission would be free to make copies by itself or get it done from outside. In such scenario the vendor/contractor will be charged at double the rate quoted by him or the cost incurred by the Commission in getting it done from outside, whichever is higher. If such instance is repeated more than five times in one month the firm/vendor/contractor will be liable for a penalty cut of 5% of total bill amount of that month. The penalty shall be imposed at the discretion of the Commission.

3.11 Dispute Resolution:

Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with Work Order/Contract/NIT, or the breach, termination, effect, validity, interpretation or application of this Work Order/Contract/NIT or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorized official of the parties. If, for any reason, such Dispute cannot be resolved amicably by the Parties, the same shall be referred to the sole arbitration of the Secretary of the Union Public Service Commission or any other person appointed by him as Sole Arbitrator. The provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force will be applicable to the arbitration proceedings. The venue of Arbitration shall be in Delhi.

3.12 Damage Clause :

Any loss, theft or damage to the life and/or property of the employees of the UPSC and/or property of UPSC shall be compensated by the Contractor/Firm/Vendor if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the employees of the Contractor/Firm/Vendor.

3.13 Income Tax:

Income tax will be recoverable at source from the bills of suppliers, as applicable.

Income Tax clearance certificate and certificate of Income Tax Officer of your area/ward/zone and also the PAN Number will be required to be produced by you within the stipulated period if the rates quoted by you are approved and you are awarded contract by this office. The contract will not come into force unless the above certificates are produced by you.

3.14 Severability

If any provision of the Work Order/Contract/NIT is held invalid, unenforceable or illegal for any reason, the Work Order/Contract/NIT will remain otherwise in full force apart from that provision(s) which shall be deemed deleted.

3.15 Alteration and Modification

Any alteration or modification or waiver in connection with the Work Order / Contract will not be effective unless made in writing and signed by both the parties.

3.16 Termination of Contract

- a) UPSC without prejudice to any other remedy, reserves the right to terminate the contract/work order in whole or in part by giving six month notice in writing in case vendor/firm/contractor repeatedly fails to discharge its obligation under this agreement without sufficient grounds or repeatedly found guilty for breach of condition(s) of the agreement, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by vendor/firm/contractor or by its staff or agent.

- b) Any pending or unresolved operational issues, performance, and any other remedies shall continue by the vendor/firm/contractor during the period of termination notice and the same must be satisfied before the contract/work order is terminated. The UPSC may also put in place any other vendor/firm/contractor for carrying out the remaining work.

- c) The vendor/firm/contractor shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have been derived from the performance of contract/work order in full, but which it did not derive in consequences of the full performance of the contract/work order not having been carried out, nor shall it have any claim for compensation / damage for the loss suffered by it by reason of termination of Work Order / Contract by the UPSC. No claim for interest will be entertained by UPSC with respect to any money or balances, which may be in its hands owing to a dispute between itself and the vendor/firm/contractor.

3.17 No bid shall be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified by the bidder or prescribed herein. Withdrawal of bid during this period may result in the forfeiture of EMD of such bidder and the concerned firm may also be blacklisted.

3.18 Confidentiality of Information

- a) During the term of the Work Order/Contract and thereafter, any disclosure party's Confidential Information received by the receiving party, under and by virtue of the Work Order/Contract, shall be maintained in the strictest confidence and trust and shall not be disclosed to a third party without the prior written consent of the disclosing party, unless such information is required to be disclosed in pursuance of the order of a competent court, tribunal or other regulatory authority exercising valid jurisdiction, in which case the party required to make the disclosure shall promptly notify the other Party in writing of such disclosure. For purposes of this agreement "Confidential Information" means information that: (i) is sufficiently secret to derive economic value, actual or potential, from not being generally known to other persons who can obtain economic value from its disclosure or use; and / or (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy or confidentiality.
- b) Provided that upon the expiration, cancellation, or termination of Work Order/Contract, each party shall, upon the written request of the other party, return or destroy, to the satisfaction of the other Party, all Confidential Information, documents, manuals and other materials specified by the other Party.

3.19 For all purposes, the letter of intent will be considered acceptance of tender and formal contract pending signing of formal agreement. Bidder has to abide by all terms and conditions of the bid document. 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 tender. UPSC reserves the right to accept or reject them and will not be bound to give reasons for refusal to consider the bid with such deviations.

3.20 Tender should remain valid for **Six months** from the date of opening of the bids.

3.21 UPSC reserves the right to accept or reject any or all bids without assigning any reason thereof and do not bind itself to accept the lowest bid or any specific tender. The decision of the UPSC in this regard would be final and binding.

3.22 Blacklisting

The UPSC may by notice in writing blacklist the firm/vendor/contractor for suitable period in case firm/vendor/contractor repeatedly fails to discharge its obligation under Work Order/Contract without sufficient grounds or found guilty for breach of terms and condition(s) of the Work Order/Contract/NIT, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by the firm/vendor/contractor or by its staff or agent.

4. General Terms and Conditions of the Outsourcing contract:-

- (a) The approximate copies to be printed in a year is 20 lakhs, it may vary without any notice.
- (b) Estimated cost of the tender is around 31,80,000/- (Rupees Thirty one lakh eighty thousand only) over three years. Payments to the firm will be done on quarterly basis upon completion of work satisfactorily as per terms and conditions mentioned in this NIT. The firm/vendor/contractor will be required to produce monthly breakup of the bill.
- (c) The firm will have to install two/three advanced digital printing machines (such as Rico, Rizo, Duplo or equivalent) having minimum combined capacity of 300 copies per minute. (Kindly refer to Annexure E for minimum required specification of Digital Printing machine) Each digital machine should have a mechanism to display number of copies printed/photo-copied. A register will be maintained, in which every day machine reading with model number would be noted and countersigned by the Under Secretary (G).
- (d) Deployment of sufficient manpower shall be responsibility of the firm. At least 02 staff must be deployed by the contractor/vendor in printing room for printing work.
- (e) Commission will provide electricity and working space (01 room) for keeping upto four machines whereas maintenance of equipment will be responsibility of the firm to ensure that these are in perfect working conditions.
- (f) All maintenance cost of the Machine, Spare part, Master Roll, Ink etc. will be borne by the firm.

- (g) Good quality paper A4/FS size of 75 GSM of J.K paper/TNPL/Ballarpur/Spectra brand or equivalent shall be used by the firm. Cost of all set making, consumables items like stapler, pin, sutli etc. will be borne by the firm. The vendor shall have to make copy on single side/both side of the paper as desired by the Commission.
- (h) As the Examination work is of time bound nature, the entire work of printing, set making etc shall be completed within stipulated time. If needed, the firm shall provide services on Saturdays/Sundays/Holidays as well as before and after office timings.
- (i) In case of heavy demand of work, firm should be able to provide extra staff or machines on demand.
- (j) The firm entrusted with the work will have to provide their services during the entire period of 36 months from the date of award of the contract at the rates finally approved by the Commission, which shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of contract under any circumstances.
- (k) UPSC at its sole discretion may extend the Contract on same terms & conditions if services provided by the firm are deemed satisfactory by Competent Authority. The firm/vendor/contractor shall have no right to claim extension of contract.
- (l) In one single order of printing, number of copies may vary from 1 to 20000 pages. The firm shall be bound to complete the printing work of any type of material and any number of copies, as ordered by user section as per provided deadline.
- (m) Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the Commission.
- (n) The successful bidder firm shall also provide three functional mobile numbers of the firm or its personnel for urgent communication.

- (o) In case the contactor fails to cope with the workload, repeatedly causes delay in work or doesn't render satisfactory services or dishonour the contract in any way, the contract awarded shall be liable for cancellation/termination summarily, without assigning any reason thereof. UPSC will have the right to forfeit EMD/ Performance Security of the Firm.

5. For any further information/clarification you may contact General-IV-Section, UPSC on any working day between 10.00 hrs to 17.00hrs at Tel. No. 23381388.

(SABIEL KINDO)
Under Secretary (G.IV)
Union Public Service Commission
(Ph. 01123388418)

TENDER FOR OUTSOURCING OF PRINTING WORK IN UPSC

Technical Bid

Dated _____

To

Shri Sabiel Kindo,
Under Secretary(G.IV)
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi-69.

Ref: Your Tender Notice No..... Dated.....

We, the undersigned have examined the above mentioned Tender Notice and after having understood the requirement of your office, now offer to execute printing work in accordance with your demand/order in conformity with the specifications given here under:-

S.No	Items & its specification/brand to be used in Printing	Specification/brand
1	PHOTO COPY PAPER (A-4 size/FS), J.K. Paper/TNPL/Ballarpur/ Spectra Brand or equivalent 75 GSM(at least), Mill packed	Brand _____ GSM of the Paper = _____GSM
2	Printing Samples	A-4 : FS :

2. Pay Order/Demand Draft/Banker's Cheque No/Fixed Deposit.....dated.....of amount Rs.....drawn on(name and branch of the bank) in favour of Secretary, UPSC is submitted herewith as EMD.

Contd...Pg 15...

3. We also submit herewith the documents/papers in respect of our firm as required in aforesaid Tender Notice.
4. If our bid is accepted, we undertake to provide printing services as mentioned in our bid in accordance with aforesaid Tender Notice.
5. We further confirm that, if our bid is accepted, we will submit the performance security of the required amount in an acceptable form in terms of the aforesaid Tender Notice.
6. We agree to keep our bid valid for acceptance for a period of six months from the opening of the tender. We also accordingly confirm to abide by this bid upto the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
7. We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.
8. We accepts all terms and conditions of the aforesaid Tender Enquiry.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and behalf of

.....
(Official Seal of the firm)

- Note:**
- a) **Official seal of the firm and signature of authorized signatory is to be appended on each page of this Tender form/Bid.**
 - b) **Overwriting, if any, should be countersigned by the authorized signatory.**

TENDER FOR OUTSOURCING OF ANNUAL PRINTING WORK IN UPSC

FINANCIAL BID

Dated _____

To

Shri Sabiel Kindo,
Under Secretary(G.IV)
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi-69.

Ref: Your Tender Enquiry Document/NIT No.....Dated.....

We, the undersigned have examined the above mentioned tender enquiry document and have quoted the rates as under:

Price Schedule

S. No	Years	Rate per copy printed (inclusive of all materials) in Rs.	Taxes as applicable on the day of floating of the tender	Rate per copy printed including All Taxes	Total cost for 20 lakh copies printed inclusive of all taxes
1.	1 st year				
2.	2 nd year				
3.	3 rd year				
4.	Discount offered if any				
5.	Remarks				

For deciding the L-1 vendor, the following factors will be taken into consideration:

The rate of discounting for year-wise quote will be taken as 10%. Therefore, the L-1 will be decided on the basis of the NPV which will be calculated as below:

$$NPV = \{Y1 + Y2 \div (1+0.1) + Y3 \div (1+0.1)^2\}$$

NPV stands for Net Present Value

Y1 stands for rate quoted for 1st Year

Y2 stands for rate quoted for 2nd Year

Y3 stands for rate quoted for 3rd Year

For example, if the rate quoted is Rs. 1000/- for first year (Y1), Rs. 1200/- for second year (Y2), and Rs. 1400/- for third year (Y3), then NPV will be as under:

$$\begin{aligned} NPV &= 1000 + (1200/1.1) + (1400/1.21) \\ &= 1000 + 1090.91 + 1157.02 \\ &= \mathbf{3247.93} \end{aligned}$$

Thus, the NPV is Rs. 3247.93/-. The selection of L-1 vendor will be on the basis of NPV. However, the payment to L-1 vendor will be made on the basis of year-wise rate quoted by the vendor.

2. Copy of Pay Order/Demand Draft/Banker's Cheque No.....dated.....of amount Rs.....drawn on (name of the bank) in favour of Secretary, UPSC is submitted herewith as EMD. Other documents/papers required as per the Tender Enquiry Document are also submitted herewith.

3. If our bid is accepted, we undertake to provide the services as mentioned in our bid in accordance with aforesaid Tender Enquiry. We further confirm that, if our bid is accepted, we shall provide a performance security of required amount in an acceptable form in terms of the Tender Enquiry.

4. We agree to keep our bid valid for acceptance for a period of Six months from the opening of the tender. We also accordingly confirm to abide by this bid upto the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

Contd...Pg.18...

5. We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.
6. We accepts all terms and conditions of the aforesaid Tender Enquiry/NIT.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and behalf of

.....
(Official Seal of the firm)

- Note:**
- a) **Official seal of the firm and signature of authorized signatory is to be appended on each page of this Tender form/Bid.**
 - b) **Overwriting, if any, should be countersigned by the authorized signatory.**

TENDER FOR Outsourcing of printing work in UPSC

DETAILS OF THE FIRM
(on the Letter Head of the firm)

1. Name of the firm

: _____

2. Office Address

: _____

3. Tel No.

: _____

4. FAX No.

: _____

5. Details of Directors/Partners/Proprietor of the firm:

a) Name(s) :

b) Residence Address(s) :

c) Mobile No.(s) :

6. Sales Tax Registration No./TIN: _____

(Copy of Registration certificate to be enclosed)

7. PAN No. of the Firm/Proprietor: _____

8. It is certified that our firm is not blacklisted by any Government establishment/Agency and no criminal case is registered/pending against the firm or its owner/partners anywhere in India.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and behalf of

.....
(Official Seal of the firm)

TENDER FOR OUTSOURCING PRINTING WORK OF UPSC

UNDERTAKING

We, _____

_____ (name and address of the firm) have in response to NIT of Union Public Service Commission dated _____ certify as under:

“The rate quoted for the items are not exceeding the rate quoted by us for any other Ministries/Govt. Organizations for similar items.”

(Authorized Signatory)
Name & Address of Firm/bidder
With rubber seal

TENDER FOR OUTSOURCING PRINTING WORK OF UPSC

Minimum required specification of High Speed Digital Printing Machine

1. A3-A4 Size Copy printer
2. Book / Sheet Type
3. Full Automatic Stencil Printing
4. Digital Scanner
5. Print Image Resolution: 300 x 300 DPI
6. Scanning Area Sizes: 297 mm X 432 mm
7. Four Reduction & Three Enlargement ratios
8. Print Speed 130 Copies per Minute
9. Paper Supply Capacity 1000 sheets
10. Image Processing: Line and photo, Dou, Pencil

TENDER FOR OUTSOURCING PRINTING WORK OF UPSC

Certificate w.r.t non-concealment of income/wealth

We, _____

_____ (name and address of the firm) have in response to NIT of Union Public Service Commission dated _____ certify as under:

“We have not concealed any income/wealth whatsoever.”

(Authorized Signatory)
Name & Address of Firm/bidder
With rubber seal

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.