

F. No. 2-2(7)/2016- G.II
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOOG)
Dholpur House, Shahjahan Road,
New Delhi -110069.

NOTICE INVITING TENDER

To _____

Dear Sir,

Online bids are invited under two-bid system for procurement of H.P.Cartridges from Authorised Resellers of M/s. HP India Sales Pvt. Ltd. of the on-line tender in respect of supply of H.P. Cartridges mentioned in **Annexure-I** of this document. 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 given in **CRITICAL DATE SHEET** as under:-

CRITICAL DATE-SHEET

1	Date of publishing in CCP portal.	22-10-2016
2	Document Download Start Date.	25-10-2016 (1500 hrs.)
3	Document Down load end date.	16-11-2016(1500 hrs.)
4	Bid submission start date	28-10-2016 (1500 hrs)
5	Last date & time for uploading of on line tender	16-11-2016 (1500 hrs.)
6	Date & time for opening of online technical bid	17-11-2016 (1530 hrs)
7	Earnest Money Deposit (EMD	Rs.1.46 lakhs
8	Venue, Date and Time for Opening of Financial bid.	Will be intimated to Technically Qualified Tenderer.

GENERAL TERMS & CONDITIONS

1. The last date of submission of bids is 16-11-2016 by **3.00 P.M.** The Technical bids would be opened at **3.30 PM on 17-11-2016.**

Tenderers / Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors / Tenderers for the e-submission of the bids on-line 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

On-line bids should be submitted through Central Public Procurement Portal (e-procurement) only **in Two parts, viz., Technical bid and Financial bid.**

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.

Technical Bid

The following documents are to be furnished by the Contractor along with the **Technical Bid** as per the tender document :-

- (a) The bidder should submit scanned copies of the documents mentioned at the **CHECK-LIST** as at **Annexure-II** duly signed by the **Authorized Signatory.**
- (b) Scanned copy of **PAN card**;
- (c) Scanned copies of **IT Returns** of the firm for the **preceding 3 (three) years including the year, 2014-2015**;
- (d) Scanned copies of **Audited Balance Sheets** of the firm for the **preceding 3 (three) years including the year, 2014-2015** i.e., supporting documents regarding annual turn-over of Rs.1.00 crore or above during preceding 3 (three) years.
- (e) Scanned **List of organizations** where the firm has executed or is executing the service along with copies of work order;

- (f) Scanned copy of **Earnest Money Deposit (EMD)** of Rs.1.46lakh;
- (g) A fresh / latest ink signed copy of **Authorised Reseller Certificate** from Authorised Signatory of M/s. H.P. India Sales Pvt. Ltd on its letter-head. The submission of said certificate from the said firm is mandatory, failing which the bid would be summarily rejected.
- (h) In case registered with NSIC or DGS&D, a copy of the Registration Certificate.

FINANCIAL BID

Schedule of Financial bid is in the form of pdf

3. The hard copy of original instruments of Earnest Money Deposit (EMD) of Rs.1.46 (Rupees One lakh Forty six thousand only) in the form of a Demand Draft /Pay Order /FDR payable to the Secretary, UPSC must be delivered **to the UPSC** on or **before bid opening date / time** as mentioned in **CRITICAL DATE-SHEET**. The firms registered at NSIC/DGS&D and any organization exempted from submission of EMD under the rule are exempted from submission of EMD on submitting the documentary proof. For other bidders, submission of EMD in the prescribed form mentioned above is mandatory. The EMD should remain valid for a period of 45 (forty five) days beyond the final bid validity period.

The EMD of the unsuccessful bidders would be returned to them after the finalization of the tender and the EMD of the successful bidder would be released after the receipt of Performance Security. No interest on EMD & Performance Security will be payable by UPSC under any circumstances.

4. Performance Security: The successful bidder will be required to furnish Performance Security of 5% of the contract value in the form of Demand Draft / Pay Order/ FDR in favour of Secretary, UPSC at Delhi within 10 (ten) days of receipt of Letter of Intent. The Performance Security would be retained by the Commission till satisfactory completion of contract period. The Performance Security shall remain valid till 60 (sixty) days of the completion of all contractual obligations including warranty obligation.

OTHER TERMS AND CONDITIONS

1. The firm must have an annual turn-over of Rs.1.00 crore and above during each year of the preceding three financial years.

2. The estimated cost of the H.P. Cartridge for 01 (one) years would be Rs.73.00 lakh
3. Hypothetical and conditional bids will not be entertained.
4. Taxes, if any, will 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.
5. *The rates quoted should remain valid and firm for a period of one year from the date of letter of this office conveying approval of the rates. **However , The contract can be extended for a further period of two year at the discretion of this office on same rate and same terms and conditions.***
6. **Income Tax:** Recoverable at source from the bills, as applicable. Bidders should furnish their permanent I. T. A/c No./ (PAN). They are also required to furnish a certificate as at **Annexure-III** that they have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years.
7. **Authorized Dealer Certificate** from M/s. H.P. India Sales Pvt. Ltd.
8. **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 tender document and / or 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 firm's bid value will be recovered from the firm along with other incidental charges including custom duties, taxes, freight and insurance etc. In case, UPSC is forced to procure the material through alternative source and if the cost is lower, no benefit on this account would be passed on to the firm.
9. **Liquidated Damages/Penalties:** It should be clearly understood that in the event of the supply of H.P. Cartridges is not being completed as per the time schedule laid down by the UPSC, the Performance Security is liable to be forfeited. The EMD would be refunded to the successful bidder on receipt of Performance Security.
10. **Delivery:** Within 15 (fifteen) days of issue of supply order.
11. **Arbitration:** Any dispute or difference whatsoever arising between UPSC and the firm out of or relating to the conclusion, meaning and operation or effect of the contract or the breach thereof shall be settled by the Arbitrator to be appointed by UPSC in accordance with the provisions of Arbitration and Conciliation Act, 1996 and

the award in pursuance thereof shall be binding on UPSC and the firm. The venue of Arbitration shall be at Delhi.

12. **Jurisdiction:** Subject to the arbitration herein above provided, any suit or proceedings to enforce the right of either of the parties hereto the contract shall be instituted in and tried only by the courts in Delhi and by no other court, and both the parties hereto hereby expressly agree to submit to the jurisdiction of such court.

13. **Payment:** The payment would be released after successful supply of H.P. Cartridge.

14. **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, delay in obtaining licences or rejection of applications under the statutes, power failure, accidents or disruption or operations arising from causes not attributable to any mala fide acts of firm, fire or floods.

15. The UPSC reserves the right to accept or reject all or any of the bids without assigning any reasons. The decision of the Secretary, UPSC would be final and binding.

16. The Tender Notice is also available on UPSC's website:
www.upsc.gov.in

(R.K. Dixit)
Under Secretary (G-II)

ANNEXURE-I

The below mentioned Financial Proposal / Commercial bid format is provided as pdf along with this Tender Document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this pdf as it is and quote their offer / rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper / modify downloaded price bid template in any manner.** In case the same is found to be tempered /modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with UPSC.

Tender for Procurement of HP Printer toner Cartridges (Specifications & Financial Bid)

S.No.	Item	Tentative quantity	Unit Rate	Taxes as applicable
1.	HP 278	500		
2.	HP 255A	250		
3.	HP 6615	150		
4.	HP 6656 A	40		
5.	HP 950	250		
6.	HP951	110		
7.	HP951	110		
8.	HP 951	110		
9	HP 6657	20		
10.	HP 4902	30		
11.	HP 4907	20		
12.	HP 4908	20		
13.	HP 4909	20		
14.	HP 7553	12		
15.	HP 7115	12		
16.	HP 5949	10		
17.	HP 2612	10		
18.	HP 2613	5		
19.	HP 7551	10		
20.	HP 971	24		
21.	HP 972	24		
22.	HP 973	24		
23.	HP 974	24		
24.	HP 1823	12		
25.	HP 6625	12		
26.	HP 51649	5		

27.	HP51629	5		
28.	HP 4844 Black	50		
29.	HP 4836 Colour	15		
30.	HP 4837	15		
31.	HP 4838	15		
32.	HP 4810	10		
33.	HP 4811	10		
34.	HP 4812	10		
35.	HP 4813	10		
36.	HP 388ac	200		
37.	HP 678	20		
38.	HP364	24		
39.	HP 901 b	30		
40.	HP 902c	20		
41.	HP 9351	10		
42.	HP 9352c	10		
43.	HP 801&802 B&C	20		
44.	HP 685	10		
45.	HP 703 B&colour	10		
46.	HP 6000	2		
47.	HP 6001	2		
48.	HP 6002	2		
49.	HP 6003	2		

The quantity specified above is tentative which may increase or decrease as per the actual requirement of UPSC.

ANNEXURE-II

CHECK - LIST

S. No.	Particulars
1.	Copy of PAN Card.
2.	Copies of IT Returns of the firm for the preceding three years including the year, 2014-2015
3.	Copies of Audited Balance-Sheets of the firm for the preceding three years including the year, 2014-2015
4.	List of organizations where the firm has executed or is executing the service along with copies of work order.
5.	Copy of Earnest Money Deposit (EMD) of Rs.1.46
6.	Requisite certificate under Annexure-III duly signed by Authorised person.

(Authorized Signatory)
Name and Address of the firm
Tel No. / Mobil No./Fax No.

Tender for Procurement of H.P. Cartridges from Authorised Dealer

We _____
_____ (Name and Address of the firm) have in response to your NIT dated _____ submitted a technical and financial bids for supply of HP Toner Cartridges from Authorised dealer. As required under the NIT, we hereby certify as under:-

1. That all the terms and conditions of the tender are acceptable to us.
2. That I/We have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years.

(Authorized Signatory)

Name and Address of the Firm / Bidder

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 on-line 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 enrol 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 Enrolment**” 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 (i.e., 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.
- 10) 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.