



संघ लोक सेवा आयोग / UNION PUBLIC SERVICE COMMISSION  
धौलपुर हाउस, शाहजहाँ रोड / DHOLPUR HOUSE, SHAHJAHAN ROAD  
नई दिल्ली / New Delhi-110 069

F.No.D-29013/6/2021-G.IV

**NOTICE INVITING TENDERS**

(e-Tendering mode only)

**Subject: Notice Inviting Tenders for Printing and Supply of Annual Report of UPSC**

Online bids are invited for entering into contract for 01 (one) year for Printing and Supply of Annual Report of UPSC. Firms bidding for the tender must be based in Delhi/NCR and must have their printing facilities located in Delhi/NCR. The estimated cost of the tender is approximately Rs.2,16,000/- (Rupees Two lakhs Sixteen thousand only) including all taxes as applicable on the date of publishing the NIT (Notice Inviting Tenders). Payment to the firm will be made against the bill presented soon after receipt of material in good and satisfactory condition as per general terms and conditions specified in the NIT (Notice Inviting Tenders) after the user branch issues the satisfactory work completion certificate.

2. Tender documents may be downloaded from UPSC web site [www.upsc.gov.in](http://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 below:

**CRITICAL DATESHEET**

Published Date	28.09.2021
Bid Document Download / Sale Start Date	28.09.2021
Clarification Start Date	28.09.2021
Clarification End Date	11.10.2021
Bid Submission Start Date	28.09.2021
Bid Submission End Date	20.10.2021
Bid Opening Date	21.10.2021

## **GENERAL TERMS AND CONDITIONS OF THE TENDER**

3. Bids shall be submitted online only at Central Public Procurement Portal for e-Procurement website: <https://eprocure.gov.in/eprocure/app>. **Manual Bids shall not be accepted.**

4. Tenderers/Firms are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderers/Firms for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>. **The Tenderers/Firms are advised not to wait till the last moment/date for submission of their bid, so as to avoid any unforeseen event or unforeseen problem with website due to which bidder may not be able to submit the bid. No representation of bidders or offline bids in this regard will be entertained.**

5.1. Bid documents to be scanned and submitted by the Tenderers/Contractors/Firms on <https://eprocure.gov.in/eprocure/app> must be clearly readable.

5.2. The Bidders are advised to go through all the terms & conditions and clauses of tender carefully and thoroughly before submission of the bid.

### **6. PRE-QUALIFYING CRITERIA FOR PARTICIPATING IN THE TENDER**

6.1 Only those firms who have their printing facilities located in Delhi/NCR.

6.2 The Firm must have prior experience of printing Annual Reports or similar items of Govt. Departments/PSUs. It must have printed Annual Reports or similar items of Govt. Departments/PSUs during past (03) three financial years viz. FY 2020-21, FY 2019-2020 and FY 2018-19.

6.3 The Firm should have its own printing machines and must own four colour or higher printing processors/machines. It should have adequate technical manpower/staff for typing/designing, page layout, proof reading and corrections etc.

6.4 The average annual turnover of the Firm for the last three financial years viz. FY 2019-20, FY 2018-19 and FY 2017-18 should not be less than Rs.50,00,000/- (Rupees Fifty Lakhs only).

## **7. PROCEDURE FOR SUBMISSION OF BIDS**

**7.1** Two bid system of Tender Enquiry shall be followed. The tender shall be submitted online in two parts/covers/folders- one containing Technical Bid and another containing Financial Bids. Bids uploaded in single part or folder on the website will be summarily rejected.

**7.2** All the pages of bid documents being uploaded/submitted must be duly signed and stamped by authorised signatory of the firm.

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

### **7.4 Clarification of Bid Documents:**

**7.4.1** A prospective bidder, requiring any clarification on the Bid Documents shall notify UPSC in writing within 7 days of Bid Document download start date.

**7.4.2** Any clarification issued by UPSC in response to query raised by prospective bidder shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of bid document.

**7.4.3** The bidder are required to keep a watch on the CPPP website w.r.t. to any amendment to the tender document or to clarification to the queries raised by the bidders till a day prior to the opening of the tender. UPSC reserves the right for rejection of bids if the bids are submitted without taking into account these amendments/clarifications. Further, bidder will be fully responsible for downloading of the tender document and amendments for their completeness

### **7.5 TECHNICAL BID MUST CONTAIN THE FOLLOWING DOCUMENTS:**

**a)** Scanned copy of Earnest Money Deposit (EMD) of Rs.6,500/- (Rupees Six thousand five hundred 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-110069.

**b)** All the copies of the document to be uploaded on the CPPP website must be duly signed and stamped by the authorized signatory of the bidding Firm.

**c)** Scanned copy of NIT document duly signed and stamped by authorized signatory of the bidding Firm on each page.

**d)** Scanned copy of Goods and Services Tax (GST) registration certificate having GSTIN (Goods & Services Tax Identification Number). In case firm pays any

cess/Govt. levies in addition to GST, then scanned copy of registration certificate with relevant tax authorities must also be uploaded. In case the firm is exempted from paying GST/any cess/Govt. levies a copy of requisite Certificate issued by tax authorities must be uploaded.

- e) Scanned copy of PAN card of the Firm.
- f) Scanned copy of filled Technical Bid duly signed and stamped. Kindly refer to Annexure A.
- g) Scanned copy of latest Income Tax Return of the Firm for the last three Assessment Years including the year 2020-21 i.e. ITR for Assessment Year 2020-21 (FY 2019-2020), 2019-20 (FY 2018-19) and 2018-19 (FY 2017-2018).
- h) 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 B). Preferably on the letter head of the firm.
- i) If the bidding firm is exempted from EMD submission, scanned copy of documentary evidence in this regard is required to be submitted
- j) Scanned copy of details of printing machines/processor along with four colour or higher printer/processor owned by the bidder.
- k) Scanned copy of list of Govt. organizations/PSUs for whom the bidders has under taken similar jobs along with copies of Purchase Orders/Work Orders from such Govt. organizations/PSUs during last three financial years viz. FY 2018-19, FY 2019-20, FY 2020-21.
- l) Scanned copy of certificate from Chartered Accountant clearly indicating the annual turnover of the firm for the three consecutive financial years viz. FY 2019-20, FY 2018-19 and FY 2017-18.
- m) Scanned copies of audited balance sheets and profit & loss statement of the firm for the three consecutive financial year viz. FY 2019-20, FY 2018-19 and FY 2017-18.
- n) **The original Earnest Money Deposit (EMD) and Sample copies (not more than two) of the Annual Reports or similar items printed by the firm during the last 3 (three) financial years viz. FY 2020-2021, FY 2019-2020, FY 2018-2019 must be delivered by post to Under Secretary (General-IV), Room No.208, Ayog Sachivalaya Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069 or may be dropped in the 'tender-**

box' kept at Reception Gate 'C' of UPSC on or before the technical bid opening time and date.

- o) **Sample of papers to be used** in printing of the Annual Report of UPSC must be delivered by post to Under Secretary (General-IV), Room No.208, Ayog Sachivalaya Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069 or may be dropped in the 'tender-box' kept at Reception Gate 'C' of UPSC on or before the technical bid opening time and date. Samples of papers must consist of following:
- i) 210 GSM Art Card (for cover pages of Annual Report).
  - ii) 130 GSM Art Paper (for Text pages of Annual Report).
- p) Scanned copies of documentary proof establishing that the bidding firm has printing facilities located in Delhi/NCR.
- q) Scanned copy of Financial Bid duly signed and stamped. Kindly refer to Annexure C.

#### **7.6 FINANCIAL BID MUST CONTAIN THE FOLLOWING:**

- 7.6.1** The cover/folder for the financial bid must contain the Price Schedule for printing and supply of Annual Report of UPSC in the BOQ format as per Financial Bid Form given at annexure C. Rates should be **inclusive of printing, cost of paper, freight** or such incidental charges that the printer may have to incur for the delivery of printed copies to the office of UPSC (Dholpur House, Shahjahan Road, New Delhi).
- 7.6.2** **Financial and Technical Bids must be submitted in separate folder/Cover on CPPP website. Bids uploaded in single part or folder on the website will be summarily rejected.**

#### **7.7 EVALUATION OF BIDS**

- 7.7.1** **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 in the Technical bid (Refer clause 7.5 of this NIT). Decision of the Competent Authority with regard to acceptability of the Technical bid shall be binding on all the bidders and cannot be challenged. No correspondence in this regard will be entertained.

- 7.7.2 Financial bids of only those bidders will be evaluated 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 via CPPP website.
- 7.7.3 The rate of GST/Govt. levies if any, must be quoted separately in the BOQ as per price schedule. Otherwise, the bid of the firm will be summarily rejected.
- 7.7.4 Financial evaluation of bids will be done on the basis of total rate inclusive of all taxes quoted in the BOQ for printing and supply of one copy of Annual Report (refer to S.No.4 of Price Schedule). Kindly refer to Financial Bid Form given at Annexure C.
- 7.7.5 Bid submitted by Firm must remain valid for acceptance for a period of **06(Six) months** from the Bid Submission End Date.
- 7.7.6 Incomplete or Hypothetical bids are liable to be rejected.

**8. AWARD OF CONTRACT:**

Contract for Printing and Supply of Annual Report will be awarded to lowest bidder that has quoted the lowest total rate inclusive of all taxes in the price schedule for printing and supply of one copy of Annual Report (refer to S.No.4 of Price Schedule). Kindly refer to Financial Bid Form given at Annexure C.

**9. EARNEST MONEY DEPOSIT**

- 9.1 Earnest Money Deposit of Rs.6,500/- (Rupees Six Thousand Five Hundred 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 Submission End time and date.** Tenders without EMD or EMD submitted in any other form or EMD received after the Bid Submission End time and date will NOT be considered and will be summarily rejected except for those Firms/bidders which are Micro and small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or any other concerned Ministry or Department. Such firms/bidders are required to enclose documentary evidence for claiming exemption from submitting EMD otherwise no exemption will be granted and bid will be summarily rejected.
- 9.2 EMD shall remain valid for period of 45 days beyond the validity of the bid i.e. 225 days beyond bid submission end date. EMD with lesser validity period will not be accepted and such bids will be summarily rejected.

- 9.3 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 bid. In case the successful bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.
- 9.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever. EMD of the successful bidder will be returned after receipt of the Performance Security.

## 10 PERFORMANCE SECURITY

- 10.1 The successful bidder, irrespective of its registration status etc., will have to furnish Performance Security which is fixed at 7% (approx.) of the contract value 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. The successful firm shall be required to submit the Performance Security within the time limit stipulated by the Commission at the time of award of contract.
- 10.2 Performance Security should remain valid for a period of Sixty Days beyond the date of completion of all contractual obligations of the supplier.
- 10.3 Performance Security will be refunded to the supplier without any interest, whatsoever, after it duly performs and completes all its contractual obligations satisfactorily.
- 10.4 Performance Security will be forfeited if the firm fails to perform in accordance to the terms and conditions mentioned in this Notice Inviting Tenders and Contract Award Letter/Work Order.

## 11. PAYMENT:

- a) Payments will be made against bills presented soon after the receipt of the material in good and satisfactory condition against the order and after verification by the user branch that whether the material supplied is conforming to the approved quality and specifications and issuance of satisfactory work completion certificate by the user branch. The payment will be made on the basis of rate excluding taxes quoted by the successful firm (lowest bidder) along with the effective rate of taxes as applicable. The firm shall be required to produce relevant Govt. orders in order to claim revision in rate of taxes quoted in the tender.

- b) The number of copies of Annual Report and the number of printed cover pages, number of multicolour text pages and two-colour text pages in each copy of Annual Report may increase or decrease as per the actual requirements of UPSC. The payment will be made on the basis of per unit (per page per copy) rate quoted in the price schedule for the actual number of pages got printed by UPSC.

**12. FORCE MAJEURE**

The firm shall not be held responsible for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God such as earthquake, hurricane, typhoon, flood, volcanic activity etc., war, riots, embargoes, acts and regulations of any Govt. authority, civil commotion, power failure, accidents or disruption or strike or lockouts or incidents arising from causes not attributable to any malafide acts of supplier. .

**13. RISK PURCHASE CLAUSE:**

If the firm after submission of bid and due acceptance of the same i.e. after issuing of Contract Award Letter/Work Award 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 then the UPSC will have the right to forfeit the EMD, forfeit 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 charges 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.

**14. TAX DEDUCTABLE AT SOURCE**

Taxes will be deducted at source from the bill submitted by the Firm as applicable.

**15. DISPUTE RESOLUTION**

Any dispute, difference, controversy or claim 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 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.

**16. TERMINATION OF CONTRACT**

UPSC without prejudice to any other remedy, reserves the right to terminate the contract by giving notice in writing in case Firm fails to discharge its obligation as per terms and conditions of this NIT without sufficient grounds or is found guilty of subletting all or part of work, negligence, carelessness or found guilty of inefficiency, fraud, mischief and misappropriation or any other type of misconduct by firm or by its staff or agent. In such scenario, UPSC reserves the right to forfeit EMD, Performance Security and payments due to the Firm.

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 prescribed in this NIT (**six months** from the bid submission end date). Withdrawal of bid during this period may result in the forfeiture of EMD of such bidder and the concerned firm may also be debarred from participating in tenders of UPSC for a specified period as decided by Competent Authority. UPSC may further initiate action to blacklist it. 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.

18. The Firm may enclose scanned copy of Bank details (Mandate form) along with the bid for bill payments and or release of performance security. The copy of bank details to be uploaded must be duly signed and stamped by authorized signatory.

**19. DEBARRING**

The UPSC may by notice in writing debar the firm from doing business with this office for certain period in case Firm fails to discharge its obligation under Contract without sufficient grounds or found guilty for breach of terms and condition(s) of the Work Order/Contract Award Letter/NIT, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by the firm or by its staff or agent. The UPSC may take further action against such firm which includes blacklisting of the Firm.

20. Any bid received after the specified bid submission end time and date shall not be considered and will be summarily rejected.

21. Conditional or Hypothetical bids are liable to be rejected.

22. The successful bidding firm shall be required to provide functional mobile numbers and official telephone numbers of the firm or its personnel for urgent communication.

### 23. SCOPE OF WORK

#### 23.1 PRINTING AND SUPPLY OF ANNUAL REPORT OF UPSC

23.1.1 General specifications and requirements of Annual Report of UPSC to be printed yearly are given below:

- a) 800 copies of Annual Report are to be printed out of which 500 copies will be printed in English version and 300 copies will be printed in Hindi version. **The number of copies of Annual Report may increase or decrease as per requirements of UPSC.**
  
- b) Each copy of Annual Report of UPSC will normally comprise of 04 cover pages (to be printed in multicolour on 210 GSM art card), 25 text pages (to be printed in multicolour on 130 GSM art paper) and 183 text pages (to be printed in Two-Colour on 130 GSM art paper). **The number of cover pages, multicolour and two colour text pages in each copy of Annual Report may increase or decrease as per requirements of UPSC.**

23.1.2 The details mentioned above are summarized in the table given below:

S.no.	Items	Description
1.	Number of copies of the Annual Report (English Version)	500
2.	Number of copies of the Annual Report (Hindi Version)	300
3.	Number of Cover pages per copy to be printed in multicolour on 210 GSM art card. (for both Hindi and English version)	04
4.	Number of text pages per copy to be printed in Two-Colour on 130 GSM art paper. (for both Hindi and English version)	183
5.	Number of text pages per copy to be printed in Multi-Colour on 130 GSM art paper (for both Hindi and English version)	25

**23.1.3** The definition of 'per page' means one printed side/face of a single page. For example, if a page is printed on both sides it will be counted as two pages. However, if the page is printed on one side but is blank on other side it will be counted as one page only.

**23.1.4** Detailed specifications and requirements of Annual Report to be printed are as under:

- a) Annual Reports of UPSC will be printed in both English and Hindi versions.
- b) **Text Pages:** Text pages in each copy of Annual Report (both Hindi and English version) may contain running texts, boxed tables carrying text in Black against different grade flat serene grounds of the second colour, multi-colour graphs, pictures, photographs etc. Some text pages are likely to be printed in full page colour background and also in light screen colour. Colour of pictures/graphs, boxed matter in English and Hindi may be same but their position and size of colour screen backgrounds is likely to be different in both languages.
- c) **COVER PAGES:** Cover pages of Annual Reports may contain coloured pictures along with Photographs, line, design, logo, texts etc. surrounded by a vignettted colour background, bleeding on all sides. Text may be printed in black or different colour. Both English and Hindi covers are likely to be in multi-colour. Covers must be laminated (on outer side as well) & machine creased at the spine.
- d) **BINDING:** Paperback binding and cover. After printing the pages will be 'section sewn' and cover over-pasted at spine.
- e) **SIZE:** 8.5" x 11" approx, finished size.
- f) **FONTS TO BE USED IN HINDI VERSION:** Materials for Hindi version of Annual Report will be provided in 'Mangal' and or 'Unicode' fonts by this Office. The Firm shall have to make arrangements for printing the Hindi version of Annual Reports in the fonts provided by this office.
- g) **MATERIAL FOR PRODUCTION:**

CD containing the text and graphs (in MS WORD) alongwith typed text pages in Hindi will be supplied. The printer will have to adjust the pages in proper page form alongwith colour graphs, make colour corrections in graphs as required and show the proof to this office for approval before printing. Final proof is to be supplied with colour scheme & with Cover Design for approval of this office. A Ferro copy of the Report is also required to be furnished to this

office before printing and supply of all the copies of reports (to ascertain the number of Pages/Sets to be printed in two-colours and multicolours). 50 CDs each containing soft copies of both the printed versions of English and Hindi of the Annual Reports is also required to be furnished to this office. All these material are to be furnished without any extra cost.

- h) The Firm will bear the cost of preparation of design of cover pages, text pages, formatting of texts, paper, printing, supply etc. regarding Annual Report. Hence, rates should be quoted accordingly.

### **23.2 DELIVERY SCHEDULE**

Successful firm shall be required to supply the printed copies of Annual Reports within 06 (six) weeks from the date of 'initial order' (work order requesting firm to collect the materials and submit first proof). Machine proofs of cover, colour graph pages, background colour pages, design of cover pages & formatting of text etc. should be shown to this office for getting necessary approval. Preparation of design of cover pages and formatting of text etc. will need to get approved from this Office within 15 days of placement of 'initial order'. Firm shall proceed to print the requested number of copies of Annual Report only after the proof submitted by it is approved by this Office. The time taken by this office in approving the proofs submitted by the firm / bidder shall not be counted towards the time taken by the firm/bidder to deliver the final printed copies of Annual Report.

### **24 LIQUIDATED DAMAGES**

Being prestigious Annual Report, time and quality must be strictly adhered to. The delay in adherence to the time schedule in printing of the Annual Report will not be accepted and in case of delay in supplying the material, a liquidated damage will be imposed on the defaulting firm @ 1% per day subject to a maximum of 10% of the cost of printing and supply of all copies of Annual Report for first ten days of delay. In case the delay is beyond 10 days, this office will be at liberty to procure the concerned item from any other Agency at the risk and cost of supplier and also it will result in the forfeiture of the Performance Security. In case of any dispute on this account, the decision of the Secretary, UPSC, Shall be final and binding.

**25** The printed copies of Annual Report if found defective shall be replaced/redone by the supplier at no extra cost within the original delivery schedule as specified in this NIT. In case the Firm fails to do so, UPSC at its discretion may invoke Risk Purchase clause of this NIT.

**26** The contract for printing and supply of Annual Report will remain valid for a period of one year from the date on which contract comes into effect as specified in the contract award letter (to be sent to successful firm upon finalization of tender) at the rates finally approved by the UPSC. UPSC at its sole discretion may extend the contract for further one year at same rates and terms and conditions on mutual consent. The Firm shall have no right to claim extension.

**27. Important :** Firms may inspect/see the copy of Annual Report of UPSC printed in the past on any working day between 10.00 hrs to 17.00hrs. Firms can also visit <https://www.upsc.gov.in/annual-reports> to see the softcopy of Annual Reports of UPSC published in the past.

Sd/-  
(Satish Kumar)  
Under Secretary (General)  
Union Public Service Commission  
(Ph. 011-23388418)  
Email Id: satishkumar.dla@nic.in

NOTICE INVITING TENDERS FOR PRINTING AND SUPPLY OF ANNUAL REPORT OF UPSC

TECHNICAL BID FORM

Dated: \_\_\_\_\_

Ref: Kindly refer to your Tender Enquiry/NIT bearing F.No.D-29013/6/2021-G.IV

We, the undersigned have examined the above mentioned Tender Enquiry/NIT and have understood the requirement of your office. We hereby submit all the documents as per terms and conditions of the aforesaid NIT and now offer to supply and deliver the items/item in accordance to your demand/order and in conformity with the specifications, terms and conditions mentioned in NIT.

2. We have submitted EMD(Earnest Money Deposit) as per terms and conditions of aforesaid NIT/Tender Enquiry.

3. If our bid is accepted, we undertake to provide the goods in accordance with aforesaid Tender Enquiry/NIT (F.No.D-29013/6/2021-G.IV). We further confirm that, if our bid is accepted, we shall provide a performance security of required amount in an acceptable form as per terms and conditions of the Tender Enquiry/NIT.

4. We agree to keep our bid valid for acceptance for a period of Six months from the bid submission end date. We also accordingly confirm to abide by this bid up to 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.

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/NIT.

6. We accept all terms and conditions of the aforesaid Tender Enquiry/NIT.

7. We undertake that the printing of the job will be done as per specifications set out and approved by UPSC within the specified time.

8. We certify that the rate quoted by us for printing and supply of Annual Report of UPSC doesn't exceed the prevailing rates quoted by us in other Ministries/Government Organizations for similar items/services.

9. It is certified that we have not concealed any income/wealth whatsoever and we shall be solely held responsible if found guilty of tax evasion at any point of time.

10. It is certified that none of our near / blood relative is working in the Union Public Service Commission.

11. 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)

.....  
(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 the Technical Bid.
  - b) Overwriting, if any, should be countersigned by the authorized signatory.

**ANNEXURE-B**

**NOTICE INVITING TENDERS FOR PRINTING AND SUPPLY OF ANNUAL  
REPORT OF UPSC [F.NO.D-29013/6/2021-G.IV]**

**DETAILS OF THE FIRM  
(Preferably 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:

Name(s) :

Residence Address(s) :

Mobile No.(s) :

6. GSTIN : \_\_\_\_\_

(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)

.....  
(Name and designation)  
Duly authorized to sign tender for and behalf of

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



NOTICE INVITING TENDERS FOR PRINTING AND SUPPLY OF ANNUAL REPORT OF UPSC

FINANCIAL BID FORM

Dated: \_\_\_\_\_

Ref: Kindly refer to your Tender Enquiry/NIT bearing F.No.D-29013/6/2021-G.IV

Guidelines for filling up the Price Schedule:

- (i) **GST/any other tax/Govt. Levy should be quoted separately. Otherwise, the bid will be summarily rejected.**
- (ii) **It is clarified that per side/each face of a single page will be taken as 'per page' for the purpose of quoting prices by bidder, bid evaluation and payments. For example, if a page is printed on both sides it will be counted as two pages. However, if the page is printed on one side but is blank on other side it will be counted as one page only. Rates should be quoted accordingly.**
- (iii) **Financial Bid must be submitted in separate Folder/Cover on CPPP website in the BOQ format as per price schedule given on the next page. Bids uploaded in single part or folder on the website will be summarily rejected.**

*Important Note: The bidder is requested to carefully go through the Payment clause (clause 11) of this NIT, Scope of work (clause 23) of this NIT and Financial Bid Form before submitting its bid.*

2. We, the undersigned have examined the Tender Enquiry/Notice Inviting Tenders (NIT) bearing F.No.D-29013/6/2021-G.IV and have understood the requirement of your office. We offer to supply the goods required in your aforesaid Tender Enquiry in accordance with the specification in your Tender Enquiry/Notice Inviting Tenders (NIT) at rate quoted in the BOQ format as per the price schedule given on the next page:-

### PRICE SCHEDULE

S.No.	Item(s) Offered	Quantity per copy	Rate exclusive of taxes (in Rs.) per page per copy of Annual Report	Taxes/ Govt. Levies in percentage	Total rate inclusive of all taxes (in Rs.) per page per copy of Annual Report	Total rate inclusive of all taxes ( in Rs.) per copy of Annual Report.
	A	B	C	D	E (E=C+D)	F (F= B×E)
1.	04 Cover pages in multicolour (on 210GSM art card). Rate must be quoted for per copy. Rate must include printing cost, art card cost, binding, supply etc.	04	To be submitted in BOQ	To be submitted in BOQ	To be submitted in BOQ	To be submitted in BOQ
2.	Multicolour text pages (on 130 GSM art paper). Rate must be quoted for per page per copy. Rate must include printing cost, art paper cost, supply etc.	25	To be submitted in BOQ	To be submitted in BOQ	To be submitted in BOQ	To be submitted in BOQ
3.	Two-colour text pages (on 130 GSM art paper). Rate must be quoted for per page per copy. Rate must include printing cost, art paper cost, supply etc.	183	To be submitted in BOQ	To be submitted in BOQ	To be submitted in BOQ	To be submitted in BOQ
4.	Total rate for printing and supply of one copy of Annual Report inclusive of all taxes (adding quoted price in column 'F' of S.No.1, S.No.2 and S.No.3 of Price Schedule).					To be submitted in BOQ

.....  
(Signature)

.....  
(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 the Financial Bid.**

**b) Overwriting, if any, should be countersigned by the authorized signatory.**

### **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.

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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.

**CHECKLIST FOR BIDDERS' REFERENCE**

1.	Scanned copy of Earnest Money Deposit (EMD).
2.	Scanned copy of NIT document duly signed and stamped by authorized signatory of the bidding Firm on each page
3.	Scanned copy of Goods and Services Tax (GST) registration certificate along with GSTIN (Goods & Services Tax Identification Number).
4.	In case firm pays GST(Goods & Service Tax)/ any other taxes/Any cess/Govt. levies, scanned copy of registration certificate with tax authorities.
5.	Scanned copy of PAN card of Firm.
6.	Scanned copy of filled Technical Bid duly signed and stamped as per Annexure A.
7.	Scanned copy of ITR for Assessment Year 2020-21(FY 2019-2020), 2019-20 (FY 2018-19) and 2018-19 (FY 2017-2018).
8.	Scanned copy of details of the firm as per Annexure B preferably on letter head of the firm.
9.	If the bidding firm is exempted from EMD submission, scanned copy of documentary evidence in this regard is required to be submitted.
10.	Scanned copy of details of printing machines/processor along with four colour or higher printer/processor owned by the bidder.
11.	Scanned copy of list of Govt. organizations / PSUs for whom the bidders has under taken similar jobs along with copies of purchase orders/work orders from such Govt. organizations/PSUs during last three financial years viz. FY 2018-19, 2019-20, 2020-21.
12.	Scanned copy of certificate from Chartered Accountant clearly indicating the annual turnover of the firm for the three consecutive financial years viz. FY 2019-20, FY 2018-19 and FY 2017-18.
13.	Original EMD to be submitted to UPSC.
14.	Scanned copies of audited balance sheets and profit & loss statement of the firm for the three consecutive financial year viz. FY 2019-20, FY 2018-19 and FY 2017-18
15.	Sample copies of Annual Reports or similar items printed by the firm (not more than two) during the last 03 financial years viz. FY 2020-2021, FY 2019-2020, FY 2018-2019 to be submitted to UPSC.
16.	210 GSM Art Card sample papers to be submitted to UPSC.
17.	130 GSM Art Paper sample papers to be submitted to UPSC.
18.	Scanned copies of documentary proof establishing that the bidding firm has printing facilities located in Delhi/NCR.
19.	Scanned copy of blank Financial Bid duly signed and stamped. Kindly refer to Annexure C.
20.	All the copies of the document to be uploaded on the CPPP website must be duly signed and stamped by the authorized signatory of the bidding Firm.