

F. No.1-5(1)/2018-Gen.II  
UNION PUBLIC SERVICE COMMISSION  
(SANGH LOK SEVA AYOGE)  
Dholpur House, Shahjahan Road,  
New Delhi-110069.

Dated the 18<sup>th</sup> May, 2018.

**NOTICE INVITING TENDER**

On-line bids are invited under two-bid system for binding of **Books / Registers** from vendors involved in this field having Annual Turnover of Rupees **5.00 Lakhs** and above during each of the preceding three financial years. Specific details of the tender are mentioned in **ANNEXURE-I** to this document. Manual bid shall not be accepted. The estimated cost for binding of Books / Registers for **one year** would be **Rs.11.50 Lakhs** (approximately).

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 as given in **CRITICAL DATE- SHEET** as under:

**CRITICAL DATE- SHEET**

Date of Publishing in CPP portal	18.05.2018
Documents download start date.	21.05.2018 (1500 hrs)
Document down load end date.	07.06.2018 (1500 hrs)
Bid submission start date.	22.05.2018(1500 hrs)
Last date & time for uploading of one line tender.	07.06.2018 (1500 hrs)
Date and time for Opening of on-line Technical bid.	08.06.2018 (1530 hrs)
Earnest money deposit (EMD).	Rs.23 ,000/-
Venue date and time for opening of Financial bid.	Will be intimated to the technically qualified tenderer.

## **GENERAL TERMS & CONDITIONS**

1. The last date of submission of bids is **07.06.2018 by 3.00 P.M.** The Technical bids would be opened at **3.30 PM on 08.06.2018.**

Bids shall be submitted on line only at CPPP website [https:// procure.gov.in/e-procure/app](https://procure.gov.in/e-procure/app). Tenderers Contractors are advised to follow 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**

- (i) Bids should be submitted through Central Public Procurement Portal (e-procurement) only;
- (ii) Manual bids shall not be accepted;
- (iii) The UPSC reserves the right to accept or reject all or any of the bids without assigning any reason. The decision of the Secretary, UPSC would be final and binding;
- (iv) The tender shall be submitted on line in two parts, viz., Technical Bid and Financial bid;
- (v) 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. The offers submitted by fax / e-mail or any other mode shall not be considered. No correspondence will be entertained in this matter.

### **3. Technical Bid**

The following documents are to be furnished by the Vendor along with the Technical Bid as per the tender document mentioned in the **CHECK- LIST** at **ANNEXURE-II** duly signed by the Authorized Signatory:-

- (a) Copy of PAN Card / GST No.
- (b) Scanned copies of IT Returns of the firm for the preceding 3 (three years) including the year, 2016-2017;
- (c) In case registered with NSIC, MSME or DGS&D, a copy of the Registration Certificate;
- (d) A list of owners / partners of the firm and their telephone numbers;
- (e) Bids received after the specified date and time, as indicated in para.1 above, will not be considered.

4. **Eligibility conditions:**

- (a) Scanned copies of Balance-sheet of the firm for each of the preceding three years including the year, 2016-17 regarding Annual Turnover of **Rs 5.00 Lakhs**;
- (b) The bidder should have been in the field of binding work for the preceding three years. The bidder shall submit a copy of work orders of the year, 2016-17. Scanned list of organizations where the firm has worked or has been working with at least 2 work orders each during the preceding three years separately from the date of submission of the Bid.

5. **Financial Bid**

- (i) Schedule of price bid in the form of BOQ\_XXXX pdf;
- (ii) Taxes, if any, shall be quoted separately, failing which the rates quoted would be taken as inclusive of taxes and no subsequent request for addition of taxes would be entertained by this office;
- (iii) The bidder shall quote rates as required in **ANNEXURE-I**;
- (iv) The Financial evaluation will be done on sum total of overall rates (without taxes) for all items mentioned in **ANNEXURE-I**;
- (v) The rates shall include all charges related to transportation of material to and fro UPSC;

6. **EMD**: The Hard Copy of original instruments Earnest Money Deposit (EMD) for **Rs. 23,000/- (Rupees Twenty Three Thousand only)** in the form of a Demand Draft / Pay Order / FDR / Bank Guarantee drawn in favour of UPSC must be submitted to the UPSC on the date / time of opening of bid or before, as mentioned in **CRITICAL DATE-SHEET**. If the firm is registered with NSIC/DGS&D, the organization is exempted from submission of EMD on submitting the documentary proof. For other bidders, submission of EMD in the prescribed form as 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 or Performance Security will be payable by UPSC under any circumstances.

7. **Performance Security**: The successful bidder will be required to furnish Performance Security @ **5%** of the contract value in the form of Demand Draft / Pay Order / FDR / Bank Guarantee in favour of Secretary, UPSC payable 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 period of contract. The Performance Security shall remain valid till **60 (sixty)** days of the completion of all contractual obligations including warranty obligation.

8. **Income Tax:** Recoverable at source from the bills, as applicable. The Bidders should furnish their permanent I.T. A/c. No. / (PAN). They are also required to furnish a certificate, as given at **ANNEXURE-III**, to the effect that they have not been penalized or convicted for concealment of income / wealth during the preceding three years.

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 tender document and do not provide services 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 any other firm at the risk and consequence of the firm.

The difference of cost between the alternative arrangement and bid value of the firm will be recovered from the firm along with other incidental charges including taxes, freight and insurance etc. In case, UPSC is forced to procure the services through alternative source and if the cost is lower, no benefit on this account would be passed on to the firm.

10. **Liquidated Damages/Penalties:** Job should be completed within **10** days of receipt of each requisition from the users, failing which a penalty **@ 0.5%** for each day subject to maximum **10%** of the monthly bill of that particular month may be imposed and deducted from the concerned bill. In case of delay beyond 10 days, the UPSC may forfeit such amount or full amount of the Performance Security of the firm as deemed fit besides getting the work done from any other source at the risk and cost of the bidder. Decision of Secretary, UPSC shall be final and binding.

11. **Delivery:** Within **15 days** of issue of work order directly to User Section, UPSC, Dholpur House, Shahjahan Road, New Delhi-110069.

12. **Late Bids:** Bids received after the specified date and time as indicated in para.1 above, will not be considered.

13. **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 Delhi.

14. **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.

15. **Payment:** The payment would be released on monthly basis for the entire work done by the firm during the said month on the basis of certificate of the concerned User to the effect that the services rendered by the firm were satisfactory.

16. **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 licenses or rejection of applications under the statutes, power failure, accidents or disruption or operations arising out of causes not attributable to any mala fide acts of firm, fire or floods.

17. **Bid Validity**:- The bid shall remain valid for **six months** from the date of opening of the technical bid.

18. **Validity of the Contract**: The contract shall be valid for a period of **one year**. However, the contract can be extended for a further period of one year at the discretion of this office on the same rates and terms & conditions of the contract.

19. Hypothetical and conditional bids will not be entertained.

20. The tender notice is also available on UPSC's website: [www.upsc.gov.in](http://www.upsc.gov.in).

21. The following terms and conditions may also be kept in view while sending the bids:-

(a) The firm shall be in a position to execute the work on short notice as and when required;

(b) The bidder shall indicate its own direct telephone number (Office as well as Residence) and also its Mobile phone so that it may be contacted in emergency situation.

22. The bidder may also be required to execute the work on non-working days i.e., week-ends and gazetted holidays .

23. Though the bidder is required to execute the work in the premises of UPSC, in exceptional cases when it is not feasible to execute the work in UPSC due to some technicalities, it may take the work to its workshop with the permission of the undersigned. In such cases, no transport charges would be paid to the bidder by UPSC. The bidder will be responsible for safety and security of the material handed over to it for binding work.

(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. **The Bidder shall not tamper or modify the downloaded price bid template in any manner.** In case, the same is found to be tampered or modified in any manner, the tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with UPSC.

### **LIST OF ITEMS TO BE COVERED UNDER TENDER FOR BINDING OF BOOKS / REGISTERS** **(Specification & Financial Bid)**

<b>S.No</b>	<b>Item</b>	<b>Rate per unit</b>	<b>Taxes, if any</b>
1.	Register & Books up to 8 X 5 inch		
2.	Register & Books between 8 X 5 inch & 9.5 X 6.5 inch		
3.	Register & Books 9.5 X 6.5 inch		
4.	Register & Books 10 X 6 inch		
5.	Register & Books Between 10 X 6 inch & 12 X 9.5 inch		
6.	Register & Books 12 X 9.5 inch		
7.	Register & Books 13 X 8.5 inch		
8.	Register & Books between 10.5 X 14 inch & 18 X 14 inch		
9.	Register & Books 14.5 inch X 19.5 inch		
10.	Pay Bill Registers		
11.	Black Printing on Books <b>in English</b> <b>in Devnagri</b>		
12.	Golden Printing on Books <b>in English</b> <b>in Devnagri</b>		
13.	Printing of Cover page of OM Dossier 29 X 21 inch (A 4 size)		
14.	Spiral Binding of Hand Books of Examination 29 X 21 inch (A4 size)		
15.	Spiral Binding other than Hand Books of Examination up to : - <b>100 pages,</b> <b>101 - 200 pages,</b> <b>201 - 300 pages,</b> <b>400 pages and above</b>		
16.	Document Binding (All sizes)		
17.	Pay Bill Voucher		

- (i) The financial evaluation will be done on sum total of overall rates (without taxes) for all items mentioned in **Annexure-I**;
- (ii) Rates shall remain firm for the entire contract period and quoted on FOR destination basis. The hike in prices of material will not affect the contract and will not entitle the bidder to claim any difference in amount as a result of such hike;
- (iii) The rates shall include all charges related to transportation of material to and fro UPSC.

**ANNEXURE-II**

**CHECK- LIST**

<b>S. No.</b>	<b>Particulars</b>
1.	Copy of PAN Card / GST No.
2.	Copies of IT Returns of the firm for the preceding three years including the year, 2016-17.
3.	List of organizations where the firm has executed or is executing the services along with copies of work orders.
4.	Copy of Earnest Money Deposit (EMD) for <b>Rs.23,000/-</b> .
5.	Requisite certificate under <b>ANNEXURE- III</b> duly signed by Authorized person.

(Authorized Signatory)  
Name & Address of the Firm  
Tele.No. / Mobile No./Fax No.



**ANNEXURE-III**

**TENDER FOR WORK OF BINDING OF BOOKS/REGISTERS**

We \_\_\_\_\_  
\_\_\_\_\_ (Name and Address of the Firm) have in response to your NIT dated \_\_\_\_\_ submitted a Technical and Financial bids for binding work of Books / Registers. 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 preceding three years.

(Authorized Signatory)  
Name and Address of the Firm/Bidder

### **Instructions for On-line 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> .

#### **1. 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 e-mail 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 may log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **2. SEARCHING FOR TENDER DOCUMENTS**

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. 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. 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.

### **3. PREPARATION OF BIDS**

- (1) Bidder should take into account any corrigendum published on the tender document before submitting their bids. 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.
- (2) 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.
- (3) 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.

### **4. 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.

## **5. 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**.