

F. No. 3.10(1)/FD/2021-G-I
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOOG)
DHOLPUR HOUSE, SHAHJAHAN ROAD
New Delhi-110069

Dated the September, 2021

Subject: - Notice Inviting Tenders (NIT) for procurement of Coffee Mugs to be distributed as souvenir on the occasion of 95th Foundation Day of UPSC on 01.10.2021-Reg.

Bids are invited under two bid systems for procurement of Coffee Mugs to be distributed as souvenir on the occasion of 95th Foundation Day of UPSC on 01.10.2021. **The specification of the item is mentioned in Annexure-A. As may be seen from the specification that the requirement is for embossed and printed coffee mugs and bid should be submitted accordingly.**

Tender documents may be downloaded from UPSC website www.upsc.gov.in as per schedule as given in Critical Date Sheet as under:-

General Terms and Conditions of NIT

Critical Date Sheet

Published Date	16.09.2021
Bid Document Download/Sale Start Date	16.09.2021
Bid Submission Start Date	16.09.2021
Bid Submission End Date	20.09.2021 at 1500 Hrs
Bid Opening Date	20.09.2021 at 1530 Hrs

Bids shall be submitted offline in Tender Box kept at Reception, Gate 'C', UPSC, Dholpur House, Sahajahan Road, New Delhi-110069 only.

Sample shall be submitted to General-I Store, Room No. 11A, Ground Floor, Aayog Sachivalaya Building, UPSC, Dholpur House, Sahajahan Road, New Delhi-110069 only.

1. PROCEDURE OF SUBMISSION OF BIDS

1.1 The tender may be submitted offline in two parts viz., Technical bid and financial bid. All the pages of tender being submitted must be signed and sequentially numbered by the bidder, irrespective of nature of content of the document, before submission. Bids submitted in single part or folder in the tender box will be summarily rejected.

The offers submitted by Telegram/Fax/e-Mail or any other mode, will not be considered. No correspondence will be entertained in this matter.

2. TECHNICAL BID

2.1 The bidder should submit copies of the documents mentioned in NIT and the checklist as at Annexure-E duly signed by the authorized signatory.

2.2 Any correction/ over-writing/ erasing etc should be duly attested by the bidder by putting his/her signature.

3. FINANCIAL BID

3.1 Financial Bid should be submitted, in the format as per Annexure-A.

3.2 Technical and Financial Bid should be kept in two separate sealed envelopes. If both bids are found in single envelope the bid will be summarily rejected.

4. ELIGIBILITY CRITERIA

(Please attach necessary supporting documents with Technical Bid)

4.1 Should possess all statutory requirements with appropriate License from competent authority, such as,

4.1.1 G. S. T. Registration No.

4.1.2 Firm Registration Certificate.

4.1.3 PAN card with submission of Income Tax Returns.

4.2 All pages of tender should be signed by the authorized signatory of the company/firm.

4.3 The UPSC reserves the right to accept/reject/cancel the Tender in full or part, without assigning any reason.

5. EARNEST MONEY DEPOSIT (EMD)

No EMD is required to be submitted.

6. The Bidders should quote their unconditional rates strictly as per the tender format. Each page of the tender should be duly stamped and signed by the authorized signatory.

7. Bids should remain valid for acceptance for a period of six months from the date of opening of the Technical Bids. Bids with lesser validity period will be summarily rejected.

8. Technical and Financial Evaluation of Bid:-

8.1 The evaluation of bid will be done by a Tender Evaluation Committee constituted for this purpose.

8.2 All the bidders are requested to submit the sample of printed Coffee Mug for evaluation by TEC.

8.3 Bids without sample will not be entertained. The sample submitted by the bidder will be evaluated by the Committee and financial bids of only technically qualified firm will be opened.

8.4 It is informed that the photograph of UPSC and the details of foundation day are to be embossed on the Coffee Mugs. For this purpose the bidder will take photographs of UPSC building and if required they will submit the customized Coffee Mug along with Photograph to TEC for approval.

8.5 The contract will be awarded to the bidder who fulfill all the terms and conditions of the NIT and quotes the lowest rate.

8.6 Rate of Taxes as applicable should be quoted separately in the Price Schedule. Otherwise, it will be presumed that the rate quoted is inclusive of Taxes and no further request for enhancement of rates shall be considered.

8.7 In case of any variation in the rate inclusive of Taxes and rate exclusive Taxes, the rates inclusive of Taxes will only be considered in financial evaluation. No correspondence on this issue will be made to the concerned firm.

9. Other terms and conditions:

9.1 Conditional bids will not be entertained.

9.2 The work is to be executed as per work order.

9.3 The selected firm will have to handover the complete supply of the order by 29.09.2021.

- 9.4 Transportation of the item to site and is total responsibility of the firm.
- 9.5 All materials should be of standard quality and same.
- 9.6 Quantities requirement and specification given are approximate and may vary as per conditions and items may be increased or decreased, if needed.
- 9.7 Payment will be made as per actual procured quantities.
- 9.8 All the material should be of very high quality. Appropriate deduction will be made from the bill which is not of good quality.
- 9.9 Secretary, UPSC, reserves the right to reject goods which do not conform to the specifications.

10. Risk Purchase Clause:-

If the supplier 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 these tender documents, or fails to supply the material as per delivery schedule given or at any time repudiates the contract, the UPSC shall have the right to impose penalty for the same.

11. Arbitration:-

All questions, disputes or differences 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. The bidder will submit an undertaking that he has not quoted lower rates than UPSC in any other Ministries/Govt. Organizations. The undertaking should be submitted in proforma prescribed at Annexure 'D'.

13. Payment Terms:

- 13.1 No advance payment for the aforesaid arrangements will be made.
- 13.2 The necessary payments will be made after the receipt and distribution of the items, for which the concerned party will be required to submit their bill(s) in triplicate in General-I Section of this office.

14. Each bidder will have to certify that all the terms and conditions are acceptable to him.

15. The Secretary, Union Public Service Commission, reserves the right to accept or reject any bid or in part without assigning any reason thereof. The decision of the UPSC in this regard shall be final and binding on the firm.

(ANIL KUMAR)
UNDER SECRETARY (G-I)
TELE. NO. 23382415

TENDER FORM

TENDER FOR PROCUREMENT OF COFFEE MUGS AS SOUVNIR

Date.....

To

Shri Anil Kumar
Under Secretary (M&M),
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi-69.

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

We, the undersigned have examined the above mentioned tender enquiry document and seen the specimen of each item. We now offer to supply the Coffee Mugs in conformity with the specification given in prescribed format. Our Financial Bid in the prescribed Format are attached herewith and made part of this tender. Other documents/ papers required as per the Tender Enquiry Document are also submitted herewith.

2 If our bid is accepted, we undertake to supply the goods as mentioned in the bid at the rate quoted in the Financial Bid in accordance with terms and conditions of the aforesaid Tender Enquiry.

3. We confirm that this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

4. We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

5. 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: Official seal of the firm and signature of authorised signatory is to be appended on each page of this format.

TENDER FOR PROCUREMENT OF COFFEE MUGS AS SOUVENIR

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

1. Name of the Firm :
2. Office Address :
3. Telephone Numbers : (O):- (R):-
(M):- FAX:-
4. Details of Directors/Partners/Proprietor of the firm :

Name(s) :

Residence Address(s) :

Mobile No.(s) :
5. GST Registration certificate: _____
(Copy of Registration certificate to be enclosed)

PAN No. of the firm/Proprietor: _____
6. It is certified that our firm is neither blacklisted by any Government Department nor any 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 PROCUREMENT OF COFFEE MUGS AS SOUVENIR

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. Organization for similar items”

(Authorized Signatory)

(Name & Address of firm/bidder
With rubber stamp)

CHECK LIST

S.NO.	Particulars	Yes or No
1.	Duly filled in Tender form	
2.	Duly filled in Financial Bid in format as per the prescribed format (Annexure 'A')	
3.	Self attested copy of PAN Card	
4.	GST registration certificate along with GSTIN Number	
5.	Tender Form as the Annexure 'B'	
6.	Details of the firm as the Annexure 'C'	
7.	Under taking in Annexure 'D'	
8.	E-mail ID &Website	
9.	Year of Establishment	
10.	GST Registration No	
11.	Any other Item as per requirement	

(Authorized Signatory)

(Name and Address of the firm)