

F.No.2/5/2022-G.II
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOGE)
DHOLPUR HOUSE, SHAHJAHAN ROAD
NEW DELHI-110069

NOTICE INVITING TENDERS

Online bids are invited under two-bid system for supply of printed OMR Answer Sheets as per specifications indicated in Annexure-II from firms having adequate experience in the field of printing & supply of OMR Answer Sheets. Firms must either have their own printing unit or have tie-ups with the reputed printers having adequate manpower and infrastructure to meet the requirements of UPSC. **Manual bids shall not be accepted.**

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

CRITICAL DATE SHEET

| | |
|---|---|
| Date of Publishing on CPP Portal | 17.08.2022 |
| Document Download Start Date | 17.08.2022 (1100 hrs) |
| Bid Submission Start Date | 17.08.2022 (1100 hrs) |
| Bid Submission End Date | 06.09.2022 (1200 hrs) |
| Clarification Start Date | 17.08.2022 (1100 hrs) |
| Clarification End Date | 25.08.2022 (1200 hrs) |
| Date & Time for Opening of Technical Bids | 07.09.2022 (1230 hrs) |
| Earnest Money Deposit (EMD) | Rs. 9,00,000/- (Rupees Nine Lakh only) |

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. **Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer 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.

GENERAL TERMS AND CONDITIONS

1. Procedure of Submission of Bids

Bids should be submitted through **Central Public Procurement Portal (e-procurement)** only. The tender shall be submitted online in two parts, viz., **Technical Bid** and **Price 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. The offers submitted by Fax/e-mail or any other mode shall not be considered. No correspondence will be entertained in this regard. The hard copy of original instruments of Earnest Money Deposit (EMD) of **Rs. 9,00,000/-** in the form of a Demand Draft/Pay Order/FDR payable to the Secretary, UPSC must be dropped in the **Tender Box at Reception, Gate 'C' of UPSC, Dholpur House, Shahjahan Road, New Delhi-110069** on or before the last date/time of submission of online bids as mentioned in Critical Date Sheet.

(i) TECHNICAL BID

The bidder should submit the following documents mentioned in the **Check List** as at **Annexure-VI** duly signed by the authorized signatory along with the **Technical Bid** viz. :-

- (a) Scanned copy of Certificate of Incorporation/Registration of the firm;
- (b) Scanned copy of PAN card of the firm;
- (c) Scanned copy of GST Registration Certificate;
- (d) Scanned copies of IT Returns of the firm for each of the preceding three years including financial year 2020-21;
- (e) Scanned copies of Audited Balance Sheets of the firm for each of the preceding three years including financial year 2020-21 i.e. supporting documents regarding annual turnover of Rupees One Crore;
- (f) Scanned copy of Earnest Money Deposit (EMD) of Rs. 9,00,000/- or scanned copy of certificate from Kendriya Bhandar, NCCF, NSIC & MSME if claiming for EMD exemption;
- (g) Scanned copy of Purchase Orders as per Clause 4(ii) of the NIT;
- (h) Scanned copy of requisite certificate as in Annexure-V duly signed by authorised person;
- (i) Scanned copy of details of the printing unit and the infrastructure facilities available with the bidder or its tie-up printing unit partner;
- (j) **Sample of 50 OMR Answer Sheets** as per the specifications mentioned in Annexure-II and format provided in Annexure-III to be delivered to:
General-II Section, Ayog Sachivalaya Building, UPSC, Dholpur House, Shahjahan Road, New Delhi-110069 on or before the last date/time of submission of online bids as mentioned in Critical Date Sheet.

(ii) PRICE BID

- a.) The bidder will submit its rates in **BOQ (.xls) format** in accordance with the proforma for Price Schedule prescribed at Annexure-IV.
- b.) Rates must be inclusive of freight & forwarding charges.
- c.) Applicable taxes, if any, should be mentioned separately in the Price Schedule failing which the rates quoted by the bidder would be taken as inclusive of all taxes.
- d.) The quoted prices should be valid for six months from the date of opening of the tender.

2. **EARNEST MONEY DEPOSIT:**

An Earnest Money Deposit (EMD) of **Rs. 9,00,000/- (Rupees Nine Lakh only)** is essentially required to be submitted along with the tender. EMD shall be deposited in the form of a Demand Draft/ Pay Order/ FDR from any Nationalized or Commercial Bank payable to the Secretary, UPSC at Delhi/New Delhi failing which the bid will be summarily rejected. Kendriya Bhandar/NCCF, firms registered with MSME/NSIC or any organization exempted from submission of EMD under government rules are exempted from submission of EMD on submission of documentary proof. For other bidders, submission of EMD in prescribed form as mentioned above is mandatory.

- i.) The EMD shall be valid for minimum period of 45 (forty five) days beyond validity of the bid.
- ii.) The EMD shall be scanned and uploaded to the e-tendering website within the period of tender submission and original should be deposited in UPSC.
- iii.) The EMD of the unsuccessful bidders would be returned to them after the finalization of the tender. No interest on EMD would be paid by UPSC, under any circumstances.

3. **PERFORMANCE SECURITY:**

The successful bidder will be required to furnish Performance Security of 5% of the annual contract value for each of the 1st, 2nd and 3rd year to be submitted at the beginning of each of the three years. Performance Security of the 1st and 2nd year shall be valid for a period of 15 months each and shall be retained by the Commission till the validity of the same. The Performance Security for the 3rd year shall remain valid till ninety days of the completion of all contractual obligations. The Performance Security shall be in the form of Demand Draft/Pay Order/Bank Guarantee/FDR from any Nationalized Bank or Commercial Scheduled Banks drawn in favour of Secretary, UPSC payable at Delhi. The successful bidder will have to submit the Performance Security for the 1st year within 10 days of issue of the Letter of Intent or within such extended time as may be granted by UPSC in writing.

UPSC reserves the right of forfeiture of the Performance Security in the event of the contractor's failure to fulfil any of the contractual obligations or in the event of termination of contract as per terms and conditions of the contract.

It should be clearly understood that in the event of the work not being completed as per the time schedule laid down by the UPSC, the Performance Security is liable to be forfeited. This will be in addition to the liquidated damages/penalty, if any, which may be imposed as specified in the terms and conditions hereto. No interest on Performance Security would be payable by UPSC under any circumstances.

In case the contractor fails to submit the Performance Security of the requisite amount within the stipulated period or extended period, Letter of Intent will automatically stand withdrawn and EMD of the contractor shall be forfeited.

4. ELIGIBILITY CRITERIA:

Eligibility Criteria given below specify minimum eligibility criteria in various areas to ensure that bidder has necessary experience, expertise, financial and human resources to successfully supply printed OMR Answer Sheets to UPSC. **Bidders not meeting these qualification criteria should not participate in the process of bidding, as bids of those not meeting these conditions will be summarily rejected.** Bidders must attach relevant documents in support of compliance with each of the clauses below:

- (i) The bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956 and should have been in existence for at least 5 years as on the date of opening of bid. In this regard, the bidder must submit copy of Registration Certificate/ Certificate of Incorporation of the company.

- (ii) The bidder must have experience of supplying printed OMR Answer Sheets to Govt. Departments, reputed educational institutions like IITs, Public Service Commissions or reputed private sector firms during the preceding 5 years ending last day of the month previous to the one in which applications are invited. In this regard, the bidder shall submit copies of:-
 - a.) Three previous Contracts/Purchase Orders of value of work of at least Rs.15 Lakh each executed during the preceding 5 years.

OR
 - b.) Two previous Contracts/Purchase Orders of value of work of at least Rs.20 Lakh each executed during the preceding 5 years.

OR
 - c.) One Contract/Purchase Order of value of work of at least Rs.30 Lakh executed during the preceding 5 years

- (iii) The firm must have an annual turnover of at least **Rs. 1,00,00,000/- (Rupees One Crore)** from printing and supply of OMR Sheets during each of the last 3 years including financial year 2020-21. In this regard, the bidder must furnish copies of Audited Balance Sheets of the firm along with certificate from Chartered Accountant establishing the requisite annual turnover from printing and supply of OMR Sheets during each of the preceding three years including financial year 2020-21.

- (iv) The bidder must be an **ISO 9001** or **ISO 27001** certified company in the business of manufacturing/supply of OMR Sheets. The bidder must furnish a copy of the same in its technical bid.

OTHER TERMS & CONDITIONS

5. The bidder must have its own printing unit or have 'tie-ups' with reputed printers with adequate manpower and infrastructure to execute the job. **In this regard, the bidder shall enclose the details about the printing unit and the infrastructure facilities available with it or its tie-up printing unit partner. Bidders applying with tie-ups are required to submit a copy of valid agreement between the bidder and its tie-up partners/firms.**
6. The bidder must provide all printing services requested as the primary contractor. Permission, in writing, must be obtained from the Commission for the use of subcontractors.
7. The bidder must supply OMR Answer Sheets compatible with iNSIGHT 150 scanning machines being utilized in the Commission. The bidder must pre-run the sheets on machines with environment and sensitivity similar to the machines installed in the Commission's office.
8. The bidder must guarantee scannability of all documents in writing including a commitment to replace any unscannable documents and/or arrange for alternative data capture.
9. The bidder should be registered with the tax authorities and a copy of registration certificate/relevant documents such as GST registration certificate must be attached.
10. **Income Tax:** Recoverable at source from the bills, as applicable. Bidder shall furnish their permanent I.T. A/C No. (PAN) and copies of IT Returns of the firm for the preceding three years including financial year 2020-21.
11. The bidder is also required to furnish an undertaking as at **Annexure-V** certifying that:-
 - i.) They accept all the terms and conditions of the tender;
 - ii.) They fully understand the Scope of Work specified in the NIT and their bid is strictly in accordance with the Scope of Work;
 - iii.) They have not been penalized or convicted for concealment of income/wealth during the immediate preceding three years;
 - iv.) They are not currently blacklisted or have been blacklisted with any Government of India agency/PSU or any State Government department.
12. The bidder must mandatorily submit a sample of 50 OMR Answer Sheets printed as per the specifications mentioned in Annexure-II and format provided at Annexure-III at its own cost along with its technical bid. Bids not accompanied by the sample OMR Answer Sheets as mentioned above will be summarily rejected. The bids of those bidders whose sample OMR Answer Sheets do not pass the trial run on UPSC's OMR Scanners shall not be considered for financial evaluation. **Sample OMR Sheets shall either be sent by post or delivered to: General-II Section, UPSC, Dholpur House, Shahjahan Road, New Delhi-110069 on or before the last date/time of submission of online bids as mentioned in Critical Date Sheet.**
13. Bids will be valid for a minimum period of 180 days from the date of opening of technical bids.
14. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder or prescribed herein. Withdrawal of a bid during the interval may result in forfeiture of EMD of such bidder.

15. Hypothetical and conditional bids will be summarily rejected.
16. UPSC reserves the right to accept or reject any or all of the bids without assigning any reasons. The decision of the Secretary, UPSC, in this regard, would be final and binding.
17. The contract shall be valid for **3 years** from the date of award of contract. However, Secretary, UPSC at his/her discretion may extend the contract for a further period up to **1 year** on the same terms & conditions and 3rd year's rates.
18. The prices quoted shall remain firm during the currency of the contract. Applicable taxes (as on the date of publishing of the tender) shall be indicated separately in the Price Bid, failing which, the rates quoted by the bidder would be taken as inclusive of all taxes.
19. UPSC reserves the right to terminate the contract at any time if it is satisfied that the bidder has failed to fulfill its obligations as per the terms and conditions of the contract. The decision of UPSC in this regard would be final and binding.

20. **EVALUATION OF BIDS:**

- i.) The financial bids of only those bidders would be opened whose technical bids have been approved by the Competent Authority of UPSC after detailed examination of the technical bid and Sample OMR Sheets.
- ii.) The rates shall be quoted for each item separately as per the Price Schedule given at **Annexure-IV**. Rates should be quoted exclusive of taxes. Taxes will be paid as applicable.
- iii.) The L-1 bidder will be decided on the basis of the Net Present Value (NPV) of the rates quoted in the Price Bid. The rate of discounting will be taken as 10% annually. Since the rate of discounting is pre-disclosed, the calculation of NPV has been illustrated in the proforma for Price Schedule at Annexure-IV.

21. **DELIVERY PERIOD:**

The successful bidder shall supply OMR Answer Sheets as per the requirement of UPSC as per the schedule given below:

- i.) 50 sample sheets with specifications as per supply order shall be supplied within five days of the receipt of the supply order.
- ii.) Upon receipt of 'OK' report of sample sheets from UPSC, the vendor shall supply the OMR Sheets strictly as per the delivery schedule stipulated in the supply order.
- iii.) UPSC may, in exigencies, specify a lesser period of schedule for supply of OMR Answer Sheets.
- iv.) The vendor will be responsible for loading/unloading and moving the boxes containing OMR sheets to the storage location after the same has been delivered to UPSC at no extra cost to UPSC.

22. **PAYMENT TERMS:**

Payment towards each supply order would be made after complete supply of the ordered quantity as per the schedule given below:

- i.) 50% payment shall be made after certification from Examination Branch that they have received 100% ordered quantity without any physical damage and sample/lot testing by IS Wing.
- ii.) 40% payment shall be made after **4 (four) months** of completion of delivery of material against that particular supply order.
- iii.) Remaining 10% payment will be released after **1 (one) year** of the order given to the firm.

23. **PENALTY CLAUSE:**

- (i) In case the vendor fails to adhere to the delivery schedule stipulated in the supply order, penalty at the rate of 1% of the value of the lot shall be imposed for each week of delay in supply subject to a maximum of 10% of the total value of the lot.
- (ii) In case, at the time of processing, it is noticed that there are OMR Answer sheets with duplicate Litho Code Nos. and sheets with defective/without Litho Code Nos., a penalty of 10% of the order value of the payment in question will be imposed and deducted from the concerned bills.
- (iii) In case, at any point of time during result processing, it is found that defective Answer Sheets were supplied which resulted in wrong evaluation of Answer Sheets due to printing/paper quality defects and/or caused inordinate delay in evaluation of Answer Sheets, a penalty to the extent of up to 50% of the value of OMR Answer Sheets utilized in that exam may be levied and recovered from the supplier. Remaining OMR Answer Sheets from that particular lot shall have to be replaced with fresh OMR Answer Sheets by the vendor at no extra cost to UPSC
- (iv) In case a re-exam is held due to printing/paper quality defects, a penalty to the extent of up to 50% of the value of the lot may be levied and recovered from the supplier. In such a case, the vendor will also have to replace the complete lot of that particular order with fresh OMR Answer Sheets at no extra cost to UPSC.

24. **RISK PURCHASE CLAUSE:**

If the bidder after submission of bids and due acceptance of the same i.e. after the placement of letter of intent, fails to abide by the terms and conditions of these bid documents, or fails to supply the material / services as per delivery schedule / timeline given or at any time repudiates the contract, the UPSC will have the right to forfeit the EMD, invoke the performance security, if deposited by the supplier, and procure the stores from other agencies at the risk and consequence of the supplier. The cost difference between the alternative arrangement and supplier's tender value will be recovered from the supplier along with other incidental charges including custom duties, taxes, freight and insurance etc. In case UPSC is forced to procure the material/services through alternative sources and if procurement price is lower, no benefit on this account would be passed on to supplier.

25. **LIQUIDATED DAMAGES:**

Bidder has to supply the OMR Answer Sheets as per specifications and strictly in accordance with the terms and conditions of the tender within the stipulated time, failing which, UPSC without prejudice to any other right or remedy available, may recover any such amount suffered as loss from the bidder as ascertained/assessed by this office as liquidated damages and not by way of penalty to be imposed separately at the rate of 1% per week or part thereof for delay in supply subject to a maximum of 10% of the contract value of delayed supplies. If any loss or delay has been caused due to any reasons beyond the control of any of the parties (force majeure), the Secretary, UPSC shall have the sole discretion to waive off such loss or penalty as he deems fit provided further that the vendor shall explain in writing the reasons which caused such delay or loss within ten weeks from the date of delay or occurrence of such loss. In case the supply is delayed by more than 10 weeks, UPSC would be at liberty to cancel the order and procure material from any other source at the cost and risk of the bidder and also forfeit the performance security and take other action as deemed fit by the Secretary, UPSC.

26. **FORCE MAJEURE:**

Any delay in or failure to perform of either party, shall not constitute default so as to give rise to any claim for damages, to the extent such delay or failure to perform is caused by an act of God, or by fire, explosion, flood or other natural catastrophe, governmental legislation, orders or regulation etc. The time for performance of the obligation by the parties shall be deemed to be extended for a period equal to the duration of the force majeure event. Both parties shall make their best efforts to minimize the delay caused by the force majeure event.

27. **ARBITRATION:**

Any dispute or difference whatsoever arising between UPSC & the firm out of or relating to the conclusion, meaning and operation or effect of this 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 & the firm. The venue of Arbitration shall be at Delhi.

28. **JURISDICTION:**

Subject to the arbitration hereinabove 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.

29. The tender notice is also available on UPSC's website: www.upsc.gov.in.

(R.K. Dixit)
Under Secretary (General)
Union Public Service Commission
Telephone No. 011-23388418

SCOPE OF WORK

UPSC needs to procure approximately 85 lakh OMR Answer Sheets annually for which orders will be placed in phases. **However, the quantity may be increased or decreased as per the requirement of this office.** The bidder is required to ensure the following for successful supply of OMR Answer Sheets:-

1. A monitored quality control program must be used at the time the paper is manufactured to ensure that the paper reflectance levels are consistent and that inherent differences in pulp used and variations created during the mill blending process have not affected the paper quality requirements. **A certification to this effect must be furnished by the bidder.**
2. Ink colours must be uniform and consistent throughout the entire printing process – within a press run, from one press run to the next, and from one press to another – and must meet the following requirements:
 - a) Colored non-scannable inks cannot exceed one read level above the average read level of the paper when tested on scanners similar to iNSIGHT 150 scanning machine being utilized in the Commission and having scanning speeds of 10,000-15,000 sheets per hour.
 - b) Black scannable inks must be printed dark enough to register a minimum read level of E (or level 15) on scanning machines having scanning speeds of 10,000-15,000 sheets per hour.
 - c) The combined reflectance of the dropout ink color printed at 100% density on the required paper stock must not exceed 10% beyond the reflectance of the paper stock alone.
 - d) Must guarantee color to color or color to black registration within $\pm 0.015''$ for printed scannable forms.
 - e) Must have a quality check for contaminated ink to ensure that the drop-out ink used for “critical” copy will be invisible to the scanner.
 - f) Scum, Smears, offset, tracking, voids, hickeys, and extraneous marks that impeded scanning and/or affect the aesthetics of the document are not acceptable.
 - g) The color selected must drop out completely.
3. The printed documents must meet the following tolerances for registration and image size:
 - a) Consistent image location is placement of the printed image on the page in the same location and within tolerances within a press run, from one press run to the next, and from one press to another.
 - b) The image must be consistently located on the form throughout a single press run within $\pm 0.015''$ in any direction.
 - c) The print vendor must have a press check-sheet process in place for scanning compliance testing. All of the test sheets must be verified for acceptable black and color ink density. All critical scanning copy must be present and in compliance with documented scanning specifications. A check-sheet must be archived for a minimum of 1 year.
 - d) Guide edge trim and printing combined: plus or minus $0.015''$.

4. During the printing process, the vendor must pull one press impression at pre-defined intervals for examination and testing. The test sheets must be compared with a film positive overlay to make sure that critical copy is present and complies with the printing registration requirements. (Critical copy is defined as the timing track, form ID marks, OMR response positions, image registration marks, document ID and respondent ID codes, OCR, ICR, OMR, mark sense, litho code, and image clip zones.)
5. A lithocode and matching human readable serial number must be printed on each sheet and booklets assembled must have matching serial number and lithocodes within the booklet as provided by UPSC.
6. The vendor must be able to provide documentation outlining its quality assurance program to show the forms scannability compliance with the designated optical scanning equipment. This will include documentation for raw material testing and in-process quality control procedures.
7. On receipt of each supply order, the vendor must provide 50 OMR Answer Sheets as SAMPLE which would be tested by IS Wing on their OMR Scanners. If the same are certified/found satisfactory by them, the vendor must print the entire lot of OMR Answer Sheets. The approval for going ahead with the printing of the entire quantity is given based on sample testing only and in case defects of any kind are detected in the sheets at any stage of the examination, the Commission reserves the right to take action against the supplier in accordance with the provisions contained in the NIT, notwithstanding any 'OK' reports on sample testing furnished by the Commission.
8. The vendor shall design, print, pack and deliver OMR Answer Sheets in **PACKETS** of 100 OMR Answer Sheets each duly superscribed with the words "Answer Sheets with Litho Code No. from _____ to _____" on each packet. The Litho Code numbers should be printed in ascending order. **50 PACKETS of OMR Answer Sheets** shall be enclosed in a larger **BUNDLE/CARTON** duly superscribed with the words "Answer Sheets with Litho Code No. from _____ to _____" on each bundle/carton. The vendor shall deliver the packed and duly superscribed bundles to Examination Branch in UPSC.
9. The vendor must pre-scan the entire lot of OMR Answer Sheets through its own scanners at its own cost before supplying the same to UPSC. **The bidder must also attach a certificate along with the consignment that all the OMR Answer Sheets have been checked and found in order and they do not contain any duplicate Litho Code/defective OMR Answer Sheets.**
10. On receiving the entire consignment of OMR Answer Sheets, around 50 sheets will be taken out at random from each **BUNDLE/CARTON** of 5000 OMR Answer Sheets (i.e. 1% of each bundle/carton) and checked physically with respect to the detailed specifications given in **ANNEXURE-II**, including passing through UPSC's OMR machines. Few sheets out of this random supply will also be marked with different intensity levels and read on UPSC's OMR machines. The response data will be checked against the marked responses for accuracy as well as accurate reading of the Litho Codes. If the errors are more than 2%, the particular bundle/carton of 5000 Answer Sheets will be treated as defective and would have to be replaced by the vendor free of cost. The defective bundles/cartons would be returned to the supplier on receipt of the replacement bundles/cartons and the final lot of the ordered quantity.

11. The vendor shall ensure supply of high-quality Answer Sheets as per specifications/sample OMR Answer Sheets within prescribed time limits mentioned in the supply order. **The bidder shall provide documentary proof regarding brand/quality of paper used.** The bidder shall also ensure all quality checks to ensure compliance and 100% defect free Answer Sheets. Defective Answer Sheets including OMR Answer Sheets with duplicate Litho Code Numbers or without Litho Code Number shall not be acceptable under any circumstances and penalty may be imposed as per Penalty Clause.
12. The vendor shall ensure that the cutting edge from the timing tracks and from top and bottom must be accurate/smooth. The vendor should also ensure that the black ink in timing tracks on the answer sheets are sufficient and uniform so far to read at least level 12 on the scale of 16 level, through UPSC's machines.
13. The vendor shall ensure secrecy and safety of data & design of OMR Answer Sheets used by UPSC or any information supplied to the bidder by the UPSC for the printing of OMR Answer Sheets. **Any deviation will warrant criminal proceedings in court of law and forfeiture of Performance Security.**
14. The vendor shall print the OMR Answer Sheets and other related material as per the format of UPSC and will ensure that the paper shall be as per specifications at Annexure-II and such that candidates can fill up the same without damage and shall not get damaged during storage and in transit.
15. If required, the vendor shall design/redesign the Answer Sheets as per the requirement of UPSC from time to time with no extra cost to UPSC.
16. UPSC reserves the right to revise or alter the specifications of the OMR Answer Sheets before the acceptance of the tender.
17. The vendor must have its own printing unit or have 'tie-ups' with reputed printers with adequate manpower and infrastructure to execute the job. However, the vendor shall be fully responsible for the proper design, quality and workmanship of OMR Answer Sheets till all OMR Answer Sheets are completely utilized to the satisfaction of this office. In case of any defects/duplicate Litho/Bar Codes, the whole bundle/carton shall be replaced immediately by the vendor, free of cost, to UPSC.
18. Physical inspection of the sample OMR Sheets may be done during the clarification window from 17.08.2022 to 25.08.2022 as given in the Critical Date Sheet.

SPECIFICATIONS OF OMR ANSWER SHEETS

| S.No. | Description | Specifications |
|-------|---------------------|--|
| 1. | Quality | <p>Blemish free/dust free MAPLITHO white paper from reputed manufacturer Quality parameters should be as under :</p> <ol style="list-style-type: none"> 1. 100% wood pulp paper without watermarks embossed or printed patterns, or fluorescent additives exceeding 2%. 2. Must be resistant to curl. 3. Dirt count: less than 10 parts per million, 4. Smoothness -- Sheffield : 100-300. 5. Dimensional stability within an 8-1/2" Length <ul style="list-style-type: none"> • Grain Direction – plus 0.010"/minus 0.005" • Cross Direction – Plus 0.025"/minus 0.010" 6. Form should be acclimated to an environment of 40% relative humidity: ±5%. 7. Mullen (minimum): 70%. <p>* (Documentary proof of quality required from NABL accredited laboratory for each batch)</p> |
| 2. | Dimensions | <p>Height = 28.1 cm ; Width = 21.4 cm Timing track (on right hand side) : 1 to 63 Litho Track (at bottom) : 1 to 47</p> |
| 3. | Accuracy | The timing tracks & registration points have to be 100% accurate, as provided in the sample sheet attached. |
| 4. | Weight | 70 lb offset and Minimum 110 GSM adequately compressed with caliper: 0.041" – 0.075". |
| 5. | Type & Printing | Two colour printing |
| 6. | Colour | The printing should be "Drop Out" colour on white background sheet |
| 7. | Bar Code/Litho Code | 100% accurate Litho Code/Bar Code printing without any duplication |
| 8. | Packing | 100 sheets to be packed in one PACKET. 50 such packets to be packed in one BUNDLE/CARTON, which will be assigned a specific lot number. |
| 9. | Security Logo | The word "UPSC" shall be printed as Security Logo in the background of the OMR Answer Sheets. The security logo should only be visible when subjected to ultraviolet light. It shall not cause any hindrance in reading/processing of OMR Answer Sheets. |

SAMPLE OMR ANSWER SHEET

21122021/25400001/25900000

U.P.S.C. सं. लो. से. आ.

ATTENDANCE NO.:

To be filled by the Supervisor

| | | | |
|-------------------|-----------------|---------------------|---------------------------|
| केन्द्र CENTRE | विषय SUBJECT | विषय कोड S. CODE | अनुक्रमांक ROLL NUMBER |
| | | 01 | 5900018 |

SPECIMEN

| पुस्तिका सिरिज BOOKLET SERIES | विषय SUBJECT | अनुक्रमांक ROLL NUMBER |
|----------------------------------|-----------------|---------------------------|
| A | 0 | 0 0 0 0 0 0 |
| B | 1 | 1 1 1 1 1 1 |
| C | 2 | 2 2 2 2 2 2 |
| D | 3 | 3 3 3 3 3 3 |
| | 4 | 4 4 4 4 4 4 |
| | 5 | 5 5 5 5 5 5 |
| | 6 | 6 6 6 6 6 6 |
| | 7 | 7 7 7 7 7 7 |
| | 8 | 8 8 8 8 8 8 |
| | 9 | 9 9 9 9 9 9 |

निर्देश :
DIRECTIONS :केवल काला
बाल प्वाइंट पेन
इस्तेमाल करें ।USE BLACK
BALL POINT
PEN ONLYउदाहरण
EXAMPLE
a b c dनिरीक्षक पुस्तिका
सिरिज काला
बाल प्वाइंट पेन
से कूटबद्ध करेंBOOKLET SERIES
to be coded by
Invigilator with
Black Ball
Point Pen
A B C DInvigilator in
Black Ball Point Pen
Initials of

निरीक्षक काला बाल प्वाइंट पेन से शब्दभर करें

| | | | | | | | | | | | | | | | | | | | |
|----|---|---|---|---|----|---|---|---|---|-----|---|---|---|---|-----|---|---|---|---|
| 1 | a | b | c | d | 41 | a | b | c | d | 81 | a | b | c | d | 121 | a | b | c | d |
| 2 | a | b | c | d | 42 | a | b | c | d | 82 | a | b | c | d | 122 | a | b | c | d |
| 3 | a | b | c | d | 43 | a | b | c | d | 83 | a | b | c | d | 123 | a | b | c | d |
| 4 | a | b | c | d | 44 | a | b | c | d | 84 | a | b | c | d | 124 | a | b | c | d |
| 5 | a | b | c | d | 45 | a | b | c | d | 85 | a | b | c | d | 125 | a | b | c | d |
| 6 | a | b | c | d | 46 | a | b | c | d | 86 | a | b | c | d | 126 | a | b | c | d |
| 7 | a | b | c | d | 47 | a | b | c | d | 87 | a | b | c | d | 127 | a | b | c | d |
| 8 | a | b | c | d | 48 | a | b | c | d | 88 | a | b | c | d | 128 | a | b | c | d |
| 9 | a | b | c | d | 49 | a | b | c | d | 89 | a | b | c | d | 129 | a | b | c | d |
| 10 | a | b | c | d | 50 | a | b | c | d | 90 | a | b | c | d | 130 | a | b | c | d |
| 11 | a | b | c | d | 51 | a | b | c | d | 91 | a | b | c | d | 131 | a | b | c | d |
| 12 | a | b | c | d | 52 | a | b | c | d | 92 | a | b | c | d | 132 | a | b | c | d |
| 13 | a | b | c | d | 53 | a | b | c | d | 93 | a | b | c | d | 133 | a | b | c | d |
| 14 | a | b | c | d | 54 | a | b | c | d | 94 | a | b | c | d | 134 | a | b | c | d |
| 15 | a | b | c | d | 55 | a | b | c | d | 95 | a | b | c | d | 135 | a | b | c | d |
| 16 | a | b | c | d | 56 | a | b | c | d | 96 | a | b | c | d | 136 | a | b | c | d |
| 17 | a | b | c | d | 57 | a | b | c | d | 97 | a | b | c | d | 137 | a | b | c | d |
| 18 | a | b | c | d | 58 | a | b | c | d | 98 | a | b | c | d | 138 | a | b | c | d |
| 19 | a | b | c | d | 59 | a | b | c | d | 99 | a | b | c | d | 139 | a | b | c | d |
| 20 | a | b | c | d | 60 | a | b | c | d | 100 | a | b | c | d | 140 | a | b | c | d |
| 21 | a | b | c | d | 61 | a | b | c | d | 101 | a | b | c | d | 141 | a | b | c | d |
| 22 | a | b | c | d | 62 | a | b | c | d | 102 | a | b | c | d | 142 | a | b | c | d |
| 23 | a | b | c | d | 63 | a | b | c | d | 103 | a | b | c | d | 143 | a | b | c | d |
| 24 | a | b | c | d | 64 | a | b | c | d | 104 | a | b | c | d | 144 | a | b | c | d |
| 25 | a | b | c | d | 65 | a | b | c | d | 105 | a | b | c | d | 145 | a | b | c | d |
| 26 | a | b | c | d | 66 | a | b | c | d | 106 | a | b | c | d | 146 | a | b | c | d |
| 27 | a | b | c | d | 67 | a | b | c | d | 107 | a | b | c | d | 147 | a | b | c | d |
| 28 | a | b | c | d | 68 | a | b | c | d | 108 | a | b | c | d | 148 | a | b | c | d |
| 29 | a | b | c | d | 69 | a | b | c | d | 109 | a | b | c | d | 149 | a | b | c | d |
| 30 | a | b | c | d | 70 | a | b | c | d | 110 | a | b | c | d | 150 | a | b | c | d |
| 31 | a | b | c | d | 71 | a | b | c | d | 111 | a | b | c | d | 151 | a | b | c | d |
| 32 | a | b | c | d | 72 | a | b | c | d | 112 | a | b | c | d | 152 | a | b | c | d |
| 33 | a | b | c | d | 73 | a | b | c | d | 113 | a | b | c | d | 153 | a | b | c | d |
| 34 | a | b | c | d | 74 | a | b | c | d | 114 | a | b | c | d | 154 | a | b | c | d |
| 35 | a | b | c | d | 75 | a | b | c | d | 115 | a | b | c | d | 155 | a | b | c | d |
| 36 | a | b | c | d | 76 | a | b | c | d | 116 | a | b | c | d | 156 | a | b | c | d |
| 37 | a | b | c | d | 77 | a | b | c | d | 117 | a | b | c | d | 157 | a | b | c | d |
| 38 | a | b | c | d | 78 | a | b | c | d | 118 | a | b | c | d | 158 | a | b | c | d |
| 39 | a | b | c | d | 79 | a | b | c | d | 119 | a | b | c | d | 159 | a | b | c | d |
| 40 | a | b | c | d | 80 | a | b | c | d | 120 | a | b | c | d | 160 | a | b | c | d |

कृपया इस जगह पर कोई निशान न लगायें

25400018

PLEASE DO NOT MAKE ANY MARKS IN THIS AREA

47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

PRICE SCHEDULE

| S. No. | Particulars of Item | Estimated Annual Quantity (in nos.) | Unit Rate (in Rs.) (exclusive of taxes) | | | Estimated Total Annual Cost (in Rs.) (exclusive of taxes) | | | Taxes as applicable on the day of floating of the tender (in %) |
|--------|--|-------------------------------------|---|----------------------|----------------------|---|--|--|---|
| | | | 1 st year | 2 nd year | 3 rd year | 1 st year (Y ₁) | 2 nd year (Y ₂) | 3 rd year (Y ₃) | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) = (4) x (3) | (8) = (5) x (3) | (9) = (6) x (3) | (10) |
| 1. | OMR Answer Sheets as per specification on Maplitho Paper | 85 Lakh | | | | | | | |

Note 1: Taxes, if any, shall be quoted separately failing which quoted rates would be taken as inclusive of taxes and no further request for inclusion of taxes would be entertained by this office.

Note 2: Rates shall include all charges related to transportation of material in UPSC.

Note 3: The Estimated Annual Quantity is tentative and may increase or decrease as per the requirement of UPSC.

Note 4: The L-1 bidder will be decided on the basis of the Net Present Value (NPV) of the rates quoted. The rate of discounting will be taken as 10% annually. Since the rate of discounting is pre-disclosed, the calculation of NPV has been illustrated below:-

Contd./

Calculation of NPV:

Taking rate of discounting for year-wise quote as 10% annually, NPV will be calculated as shown below:

$$\text{NPV} = \left\{ Y_1 + \frac{Y_2}{1 + 0.1} + \frac{Y_3}{(1 + 0.1)^2} \right\}$$

where,

NPV means Net Present Value;

Y₁, Y₂, & Y₃ implies Total Annual Cost for the 1st Year, 2nd Year & 3rd Year respectively (exclusive of taxes).

For example, if Total Annual Cost for first year (**Y₁**), second year (**Y₂**) and third year (**Y₃**) is 1000, 1100 & 1200 respectively, then NPV will be as under:

$$\begin{aligned} \text{NPV} &= 1000 + (1100/1.1) + (1200/1.21) \\ &= 1000 + 1000 + 991.74 \\ &= \mathbf{2991.74} \end{aligned}$$

Thus, the NPV is Rs. 2991.74/-.

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

**UNDERTAKING IN RESPECT OF THE TENDER FOR SUPPLY OF OMR
ANSWER SHEETS IN UPSC**

We,

_____(Name & address of the firm) have in response to your NIT dated _____ submitted a Technical & Financial bid in respect of the tender for **Supply of OMR Answer Sheets in UPSC**. 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, we fully understand the Scope of Work specified in the NIT and our bid is strictly in accordance with the Technical Specifications and the Scope of Work;
3. That, we have not been penalized or convicted for concealment of income/wealth during the immediate preceding three years;
4. That, we are not currently blacklisted or have been blacklisted with any Government of India agency/PSU or any State Government department.

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

CHECK – LIST

| S. No. | PARTICULARS | Page No. |
|--------|---|----------|
| 1. | Signed & Scanned copy of Certificate of Incorporation/Registration of the firm | |
| 2. | Signed & Scanned copy of PAN Card | |
| 3. | Signed & Scanned copy of GST Registration Certificate | |
| 4. | Signed & Scanned copies of IT Returns of the firm for each of the preceding three years including financial year 2020-21 | |
| 5. | Signed & Scanned copies of Audited Balance Sheets of the firm for each of the preceding three years including financial year 2020-21 | |
| 6. | Signed & Scanned copy of Earnest Money Deposit (EMD) of Rs.9,00,000/- | |
| 7. | Signed & Scanned copy of Purchase Orders as per Clause 4(ii) of the NIT | |
| 8. | Signed & Scanned copy of requisite certificate under Annexure-V duly signed by the authorized person | |
| 9. | Signed and Scanned copy of details of the printing unit and the infrastructure facilities available with the bidder or its tie-up printing unit partner | |
| 10. | Sample of 50 OMR Answer Sheets as per the specifications given in Annexure-II and format provided in Annexure-III to be delivered to General-II Section, Ayog Sachivalaya Building, UPSC, Dholpur House, Shahjahan Road, New Delhi-110069 on or before the last date/time of submission of online bids as mentioned in Critical Date Sheet | (Yes/No) |

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

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 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 Help Desk.

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 in to 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 Document. 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.

11. 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 Help Desk. The contact number for the Help Desk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.