UNION PUBLIC SERVICE COMMISSION

(M & M Section) Shahjahan Road, Dholpur House,

New Delhi-110 069

E-Tender No.F.No.5.2(2)/2023-M&M

Date 06, 02, 2023

E-Tender Notice

Sub: Comprehensive Annual Maintenance Contract (CAMC) for Repair of Steel Furniture & Polishing of Wooden Furniture in Union Public Service Commission for the period of three years

Online e-tenders are invited by the Union Public Service Commission for Comprehensive Annual Maintenance Contract (CAMC) for Repair of Steel Furniture & Polishing of Wooden Furniture in Union Public Service Commission.

- 2. The tender documents can be downloaded from the websites of Central Public Procurement Portal (CPPP) http://eprocure.gov.in.
- 3. The interested bidders may submit the tender online at http://eprocure.gov.in, in a two bid system in the prescribed proforma. Tender is to be submitted only in **on line mode** through e-Procurement Portal **http://eprocure.gov.in**. All the documents in support of eligibility criteria etc., are to be scanned and uploaded along with the tender documents. Tenders sent by any other mode **other than on line mode** will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.
- 4. General Terms and conditions of the Comprehensive Annual Maintenance Contract (CAMC) for Repair of Steel Furniture & Polishing of Wooden Furniture in Union Public Service Commission are given in the Tender document. Prospective bidders are advised to follow the instructions provided in the "Instructions to the Contractors / Tenderers" for the **e-submission** of the bids online through the CPPP at **http://eprocure.gov.in**.
- 5. The original Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of account payee **Demand Draft/Bankers cheque** drawn in favour of Secretary, Union Public Service Commission, New Delhi or the **EMD Exemption Certificate**, **physically** must be dropped in a sealed cover duly superscribed "**NIT for Repair of Steel Furniture & Polishing of Wooden Furniture**" addressed to the Under Secretary (M&M), Union Public Service Commission, Dholpur House, New Delhi **only in Tender Box** placed near Reception (Gate No. 2) of Union Public Service Commission, New Delhi between 9.30 AM to 3.00 PM till 28.02.2023.

In case original EMD/EMD Exemption Certificate has not been submitted/dropped physically during the above date and time, the bids will be rejected summarily. However, scanned copy of the Bank Draft/EMD Exemption certifiate must be uploaded electronically on http://eprocure.gov.in Bids received after the prescribed date and time shall not be considered nor any correspondence pertaining to such bids shall be entertained. In case, any of the bidders is exempted from enclosing EMD either by NSIC or any other Government Agency, the scanned copy of such Exemption Certificate be uploaded electronically on http://eprocure.gov.in. Simultaneously, a copy must be dropped in Commission's Office as stated above. If the bid is received without EMD/EMD Exemption Certificate, it would not be considered and would be rejected summarily.

- 6. The bids will be opened online by a Committee of 3 officers in the Union Public Service Commission on Wednesday the 01.03 2023 at 3.30 PM in Room No. 101, Ayog Sachivalaya Building, New Delhi. In case the specified date for submission of bid falls on or is subsequently declared as a holiday or closed day for this Office, the bids will be received upto the appointed time i.e. 3.00 PM on the next working day of this Office and will be opened on the same day at 3.30 P.M. The Tender Evaluation Committee (TEC), after evaluation of the bids, will give its specific recommendation(s) which will be uploaded and can be viewed by the bidders.
- 7. The Competent Authority in the Union Public Service Commission reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason there for.

(Ravish Joiya) US (M&M)/Consultant

Copy to:

- 1. Registered bidders/contract holders of UPSC for circulation
- 2. Director, NIC with a request to place the aforesaid E-Tender Notice on the Government E-Procurement Portal
- 3. Notice Board
- 4. Hindi section for Hindi Version
- 5. Guard File

No. 5.2(2)/2023-M&M UNION PUBLIC SERVICE COMMISSION (M & M Section) Dholpur House, Shahjahan Road New Delhi-110 069

Го,	Date:	06.02.2023

Sub: Notice inviting tender for Comprehensive Annual

Maintenance Contract for Repair of Steel/Wooden Furniture and
Polishing of Steel/Wooden Furniture in UPSC.

Dear Sir,

On line Bids are invited for Comprehensive Annual Maintenance Contract for Repair of <u>Steel/Wooden Furniture</u> and <u>Polishing of Steel/Wooden Furniture</u> in UPSC Complex.

- 2 The BID for <u>Comprehensive Annual Maintenance Contract for</u> <u>Repair of Steel/Wooden Furniture and Polishing of Steel/Wooden</u> <u>Furniture should be submitted on line.</u>
- Original Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five thousand only) in the form of Demand Draft/ Pay Order/Banker's Cheque in favour of Secretary U.P.S.C. payable at Delhi/New Delhi or the F.D.R.Copy of EMD Exemption Certificate must be dropped in a sealed cover duly superscribed "NIT for Repair of Steel/Wooden Furniture and Polishing of Steel/Wooden Furniture" in the Tender Box placed at Felicitation Counter of UPSC between 9.30 AM to 3.00 PM till 28.02.2023. A scanned copy of the EMD/EMD Exemption Certificate must also be enclosed with the Bid (Technical Bid).
- Successful bidder will have to deposit 7% of the total Cost as 'Performance Security' in the form of Demand Draft/Pay order/F.D.R. drawn in favour of Secretary, UPSC. The 'Performance Security' should be valid for a period of sixty days beyond the date of completion of all contractual obligations. However, EMD would be refunded to the successful bidder on receipt of the 'Performance Security'.
- 5 The Technical Bids will be opened on-line at 03:30 PM on 01.03. **2023** in the room of the undersigned in the presence of bidders or their representatives who may wish to be present.

Eligibility criteria

- The agency applying should possess a valid PAN No and GSTIN/GST Registration. The Agency should have experience of providing such services in Government Ministries / Departments atleast for three years. **The annual turnover of the firm should be more than 10 lakh**. Copies of the following documents may be enclosed with the Bid in **Annexure-I**.
 - i. Annual turnover of the firm indicating inter-alia their net profit/loss during the last three financial years viz 2019-2020, 2020-2021 and 2021-2022 duly certified by their Chartered Accountant.
 - ii. Copy of G.S.T. Registration Certificate of the firm.
- iii. Copy of Income Tax PAN no of the firm.
- iv. Copy of Income Tax Return for the last three financial years viz 2019-2020, 2020-2021 and 2021-2022.
- v. Documents regarding experience of providing similar services in Government Ministries / Departments for period of two years during the last 5 years ending on last day of submission of bid.
- vi. Copy of the on-going contract(s), if any, in Government Ministries/Departments etc.
- vii. Proof of Establishment/workshop for furniture's manufacturing and repairing issued by MCD/NDMC.
- viii. Submission of certificate as per **Annexure II** of the NIT.

Scope of work

The work under the NIT mainly includes Maintenance/repair of steel furniture, wooden furniture, Almirah, work stations, polishing of general furniture items, changing of venetian blinds, affixing ordinary curtain rods etc. The vendor shall undertake in **Annexure III** that the rates quoted for the items are not exceeding the rates quoted by them for any other Ministry/Govt. organization for similar work.

Submission of NIT

- 8. The bids should be submitted through on-line mode containing following 2 covers:
- (a) Technical Bid: The first bid should contain all technical details alongwith Annexure-I, II & III duly signed with mobile number with seal. Bids submitted without supplying documents will be rejected.

- (b) Financial Bid: The second bid should contain "Financial Bid for Repair of Steel/wooden Furniture and Polishing of Steel/Wooden Furniture in UPSC complex" and it should contain the overall rates in **the BOQ forms available online**. If two bids with similar overall rates are received, the bid of the firm with higher turnover will be accepted.
- 9. Rates approved in the Tender shall be valid for a period of three years as per its year-wise quotations and once the tender is accepted, the rates will not be enhanced. No upward revision will be allowed under any circumstances whatsoever
- 10. The firm shall deposit the replaced parts in the M&M Section.
- 11. The contract will be valid for a period of three year and the date of commencement shall be reckoned from the 7th day of issue of Award Letter to successful bidder/bidders.
- 12. If performance of firm/contractor is found to be un-satisfactory by the Commission, the Secretary, UPSC will have right to reject whole or part of tender any time.

Evaluation of Bid:

- 13. The Financial Bid of only those bidders shall be considered whose Technical Bids are found in order by the Technical Evaluation Committee (TEC). The evaluation of bids will be done on the basis of rate (exclusive of Taxes). The Financial bids must be submitted online in BoQ format only.
- 14. The firm shall quote rates for all the works under each head mentioned in **the BoQ**. L-1 firm will be decided on the basis of NPV of overall rates (Grand Total) of all items **exclusive of Taxes in the BoQ**. However, the item wise rates of overall L1 will be compared with other bidders and the final rates will be approved on the basis of lowest rates quoted by other bidders in respect of all other items mentioned in BoQ in which overall L1 firm has quoted higher rates. The L1 firm will have to accept the lowest rates of other bidders.
- 15. Rates quoted by the firm/bidder should be reasonable and justified.

Method for deciding L₁ Bidder

16.

a. The Bidders should Quote rates for each item for each of the three years. The prices for each year should be firm. In order to equitably compare rates for different years, NPV (Net Present Value) would be used at a rate of discounting of 10% annually to bring the rates at the same footing and L-I will be decided accordingly on rates **exclusive** of taxes.

b. The rate of discounting and of NPV calculation is pre-disclosed in the tender document as under:

NPV -
$$\{Y1 + Y2/(1+0.1)+Y3/(1+0.1)^2\}$$

Where:

NPV stands for Net Present Value Y1 stands for Rate quoted for 1st Year Y2 stands for Rate quoted for 2nd Year Y3 stands for Rate quoted for 3rd Year

For example, if rate quoted for first year (Y1) is 1000, that for second year (Y2) is 1200 and for third year (Y3) is 1400, there NPV will be

This is the value for determining L_1 for awarding the tender. However, the item wise rates of overall L1 will be compared with other bidders and the final rates will be approved on the basis of lowest rates quoted by other bidders in respect of all other items mentioned in BoQ in which overall L1 firm has quoted higher rates. The L1 firm will have to accept the lowest rates of other bidders.

17. General Terms & Conditions

- (i) The painting/repair work will be done in the premises of this office, or workshop of the vendor.
- (ii) The Secretary, UPSC reserves the right to accept or reject any Quotation/Tender in full or in part any quotation not necessary the lowest or reject all the quotations without assigning any reason.
- (iii) The repair work will have to be completed within 3 days or within any period that may be specified by this office, from the date of receipt of written order or intimation.
- (iv) These services have to be provided on regular basis at least thrice in a week on whole day basis. In case of any emergency requirement /problem, above services would also have to be provided as and when required. For the emergency service no extra payment will be made to the firm.

- (v) The contract will be terminable by one month notice on either side.
- (vi) In case of failure to complete the work within the stipulated period, if the work is found defective or is not done to the entire satisfaction of this office, Secretary, UPSC will have the right to cancel the contract and make alternative arrangements of the repair, polishing work and recover the loss involved, if any, from the bi-monthly bill or security money held by this office under the contract that may be entered into with you. If this sum is found insufficient to cover the full amount recoverable, the contractor shall pay to this office the extra amount involved on demand.
- (vii) Payment would be released on satisfactory work after the user branch issues the necessary certificate of satisfactory performance.
- (viii) The taxes, if any, shall be quoted separately failing which quoted rates will be taken as inclusive of taxes and no further request for inclusion of taxes will be entertained by UPSC.
- (ix) No extra payment will be made on account of labour/transportation/etc.
- (x) The quoted rates will be effective w.e.f the date of award of contract and remain valid for the period of contract. No request for revision of rates, in between, shall be entertained in any case.
- (xi) These terms & condition are not exhaustive but general in nature. Secretary, UPSC shall have the right to clarify any clause or part there of the term& Conditions that will be final & binding.
- (xii) Before installation/fitting of items/parts should be shown and get approved by MM staff as per sample. The date of installation/fitting should be marked with permanent marker (with at least six month warranty of all items) in the presence of Sr. EM&MO / EM&MO / caretaker of respective Building and if items damaged or become unserviceable with in warranty period than it should be replaced without any cost.
- (xiii) After completion of work, job cards may be got signed by the Concerned branch and counter signed by MM staff. The job card/ worksheet would not be considered for payment without the counter-sign of M&M Staff.
- (xiv) The work assigned by the office should be attended on priority without delay. The work assigned to the vender should not remain pending for more than 7 days.

- (xv) In case unsatisfactory performance is noticed for two occasions in a month, this office will deduct 5% of the total bill amount in that particular month.
- (xvi) In case unsatisfactory performance is noticed for more than two occasion upto five occasion in a month; this office will deduct 50% of the total bill amount in that particular month
- (xvii) However, if unsatisfactory performance is noticed for more than five occasions in a month, this office will deduct 100% of the total bill amount in that particular month. In such an event the Competent Authority of this office reserve the right to terminate the contract and forfeit the Performance Security of the contract.
- (xviii) 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 the Performa prescribed at Annex-III.
 - (xix) If the performance of the Firm/Contractor is found satisfactory, the competent authority, may, if it so desires, extend the contract for a further period of six month on the same rate, terms & conditions.

Payment

- 18. Payment would be released on satisfactory work after the user branch issues the necessary certificate of satisfactory performance/work, the vendor will submit the bill bi- monthly basis.
- 19. The work shall be undertaken only by the persons/operators duly authorized by the Commission to maintain the security of the UPSC. The vendor shall provide list of authorized employees in advance with their credentials to the Commission.

Sd./-

(Ravish Joiya) US(M&M)/Consultant Tele No. 011-23388418

No. 5.2(2)/2023-M&M UNION PUBLIC SERVICE COMMISSION

Annexure I to NIT

Forms Part of Technical Bid

Name & address of the firm	
Telephone/Mob. Nos.	
Name of the authorized Signatory	

Sl.	Particulars	Tick appro-
No.	(Documents to be uploaded on CPP Portal)	priately
1	Whether copy EMD/EMD exemption certificate	Yes/No
	uploaded	
2	Whether copy of Annual turnover of the film indicating	Yes/No
	inter-alia their net profit/loss during the last three	
	financial years i.e. for 2019-2020, 2020-2021 and	
	2021-2022 duly certified by their Chartered	
	Accountant uploaded	
3	Whether copy of GST registration Certificate of the	Yes/No
	firm uploaded	
4	Whether Copy of PAN No. uploaded	Yes/No
5	Whether Copy of Income Tax return for the last three	Yes/No
	financial years i.e. for 2019-2020, 2020-2021 and	
	2021-2022 uploaded	
6	Whether documents regarding experience of providing	Yes/No
	similar services in Government	
	Ministries/Departments for period of three years	
	uploaded	
7	Whether copy of the on-going contract(s), if any, in	Yes/No
	Government Ministries/Departments etc., uploaded	
8	Whether proof of Establishment/workshop for	Yes/No
	furniture's manufacturing and repairing with valid	
	Govt License, MCD/NDMC uploaded	
9	Whether Annexure II duly signed uploaded	Yes/No

(Authorized Signatory)
Name & Address of the firm/bidder
With rubber seal

No. 5.2(2)/2023-M&M UNION PUBLIC SERVICE COMMISSION (M & M Section)

Annexure II to NIT

Notice Inviting Tender for Comprehensive Annual Maintenance Contract of Repair of Steel Furniture and Polishing of Steel/ Wooden Furniture in UPSC complex.

	CERTIFICATE
We,	
Commission dated	have in response to NIT of Union Public Servic submitted a Annexure-I, II & III in UPSC for ed under 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 immediate preceding three years.
- 3. That we fully understand the scope of work specific in NIT and our bid is strictly in accordance with the scope of work.
- 4. That the firm is neither blacklisted by any Government Department nor criminal case is registered/pending against the firm or its owner/partners anywhere in India.

(Authorized Signatory)
Name & Address of the firm/rubber
With rubber seal

No. 5.2(2)/2023-M&M UNION PUBLIC SERVICE COMMISSION (M & M Section)

Annexure III to NIT

Notice Inviting Tender for Comprehensive Annual Maintenance Contract of Repair of Steel/Wooden Furniture and Polishing of Steel/Wooden Furniture in UPSC complex.

UNDERTAKING

e,
Name and address of the firm) have in response to NIT of Union ublic Service Commission dated certify as under:
The rate quoted for the items are not exceeding the rate quoted by user any other Ministries/Govt Organizations for similar work."
(Authorized Signatory)
Name & Address of the firm/bidder With rubber sea

F.No.5.2(2)/2023-M&M Union Public Service Commission (M&M Section)

Forms Part of Financial Bid (to be downloaded and submitted online in BoQ Format)

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year 2 nd 3 rd year				
	STEEL TABLE					
1	Replacement of drawer lock					
	Providing of drawer lock keys					
Α	Total					

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	STEEL ALMIRAH					
1	Replacement of lock					
2	Replacement of handle					
3	Providing of lock key					
4	Replacement of bush of handle					
Α	Total					

SI. No.	Item Description		Rates ount in sive of		Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	STEEL FILING CABINET					
1	Replacement of locks					
2	Replacement of handle					
3	Providing of keys					
	Providing and Fixing of New Chanel Set					
Α	Total					

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	DOOR					
1	Providing of keys of liver lock					
Α	Total					

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	REPAIR OF REVOLVING CHAIR					
1	Replacement of Hydraulic System					
2	Replacement of Base					
3	Replacement of Chair plate					
4	Replacement of Wheel					
5	Replacement of Arms					
Α	Total					

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	COMPUTER TABLE					
1	Replacement of Channel set					
	Providing and Fixing of new key board tray					
Α	Total					

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	Modular Furniture					
1	Replacement of New Lock					
2	Hinges					
3	Dismantling of Work Station per officer / Seat					
4	Shifting / refixing of Work Station per officer / Seat					
Α	Total					

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	Spray Painting of Steel Almirah / Compactors / Rack					
1	Painting of Big Steel almirah (Out Side)					
2	Painting of Big Steel almirah (In Side)					
3	Painting of Small Steel almirah (Out Side)					
4	Painting of Small Steel almirah (In Side)					
5	Painting of Compactor per unit cabinet (In Side)					
6	Painting of Compactor per unit cabinet (Out side)					
Α	Total					

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	TableGlass					
1	Plain Table Glass 5,6,8,10,12 MM (per square feet) (including cutting, grinding fixing & edging etc).					
2	Colour table Glass 5,6,8,10,12 MM (per square feet) including cutting, grinding & edging etc.					
Α	Total					

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	Blinds / Roller Blinds					
1	Providing and Fixing (P/F) of weight					
2	Providing and Fixing (P/F) of Runner					
3	Providing and Fixing (P/F) of Dori					
4	Providing and Fixing (P/F) of clip patti					
5	Providing and Fixing (P/F) of Chain					
6	Providing and Fixing new Roller Blind per sq. ft.					
Α	Total					

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	Lacquer Polishing					
1	Table- Officer Table (5'x3')					
2	Table- Central Table (4'x2.5')					
3	Table- Round Table (6.5'x6')					
4	Benches per unit					
5	Chairs					
6	Stool per unit					
7	Cane Sofa per set					
8	Sofa Chair per chair					
9	Speaker Dias / podium per piece					
10	Examination Chair per chair					
11	Examination Table per table					
12	Polishing per sq ft					
Α	Total					

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	COMPACTOR					
1	Replacement of locks					
2	Replacement of handle					
3	Providing of keys					
4	Oiling and greasing of railing per cabinet compactor					
Α	Total					

SI. No.	Item Description	Rates (Amount in Rs.) Exclusive of taxes			Tax Rate	Net Present Value exclusive of taxes
		1 st year	2 nd	3 rd year		
	CURTAIN					
1	Providing and Fixing of new Rod with ring, hook etc.					
2	Stitching Charges per panel					
Α	Total					