



UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)
DHOLPUR HOUSE, SHAHJAHAN ROAD,
New Delhi-110 069

Dated: 03.02.2022

E-Tender Notice

Subject: Notice Inviting Tenders (NIT) for Washing of towels, bed sheet, pillow cover, curtains, table cloths etc. in the O/o Union Public Service Commission.

Online bids are invited under two bid system for Washing of Towels, bed sheet, pillow cover curtains, table cloths etc. in O/o UPSC. Detailed terms and conditions of the NIT are in Tender Document. Tender Document may be downloaded from UPSC web site www.upsc.gov.in and Central Public Procurement Portal (CPP) <https://eprocure.gov.in>. The Critical Date Sheet pertaining to NIT is as under:

Published Date	03.02.2022 at 17:30 Hrs
Bid Document Download/Sale Start Date	03.02.2022 at 17:30 Hrs
Bid Submission Start Date	03.02.2022 at 17:30 Hrs
Bid Submission End Date	24.02.2022 at 15:00 Hrs
Bid Opening Date	25.02.2022 at 15:00 Hrs

2. The interested bidders may submit the tender online at <http://eprocure.gov.in>, in a two bid system in the prescribed proforma. The tender is to be submitted only in online 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. Tender sent by any other mode **other than online mode** will not be accepted. No tender documents will be accepted under any circumstances whatsoever after the expiry of stipulated date and time. Any clarification in respect of the bid may be obtained at telephone number 011-23389035 in the office hours between 4.00 PM to 5.00 PM.

3. Tenderer/Contractors are advised to follow the instructions provided in the Instruction to the Contractor/Tenderer for the e-submission of the bids online through CPP Portal <https://eprocure.gov.in/eprocure.gov.in>.

4. The original Earnest Money Deposit (EMD) of Rs. 6,000/- (Rupees six thousand only) in the form of account payee Demand Draft/Bankers cheque drawn in favour of Secretary, Union Public Service Commission, New Delhi **physically** must be dropped in a sealed cover duly super scribed “**NIT for washing of towels, bed sheet, pillow cover, curtains, table cloths etc.**” addressed to the Under Secretary (G-I), Union Public Service Commission, Dholpur House, New Delhi only in Tender Box placed at Gate No. 3 (Facilitation Counter) of Union Public Service Commission, New Delhi within a period of 03.02.2022 to 24.02..2022 (till 3:00PM). In case original EMD has not been submitted during the above date and time, the bids will be rejected summarily. However, a scanned copy of the Bank Draft (EMD) must be uploaded electronically on <http://eprocure.gov.in>. The EMD of successful bidder will be refunded only after completion of all contractual obligations. Bids not accompanied by requisite amount of Earnest Money Deposit in prescribed form as indicated above will summarily be rejected.

5. The bids will be opened online on 25.02.2022 at 3.00 PM. The Tender Evaluation Committee, after evaluation of the bids, will give its specific recommendation(s) which will be uploaded and can be viewed by the bidders.

6. The Competent Authority in UPSC 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.

(Anil Kumar)
Under Secretary (G-I)

F.No.3.13(6)/2021.G-I
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYO G)
Dholpur House, Shahjahan Road
New Delhi-110069

Subject: Notice Inviting Tenders (NIT) for Washing of towels, bed sheet, pillow cover, curtains, table cloths etc. in the O/o Union Public Service Commission.

The office of Union Public Service Commission intends to invite online bids (Two bids system) for Washing of Towels, bed sheet, pillow cover, curtains, table cloths etc.. for one year. The prospective bidders are requested to quote the rate/amount of different type of washing articles per month.

Two Bid System:

2. The bids should be submitted in two parts viz., Technical Bid and Financial Bid. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of contents of the documents before uploading.

Part –I – Technical Bid

3. Technical Bid: The bidder will upload the Technical Bid in **Annexure-I (check list), Annexure II** and **Annexure III** duly filled in and complete in all respects, which comprises of :

- (a) Scanned copy of EMD of Rs. 6,000/- (Rupees six thousand only) in the form of Account Payee Demand Draft/Banker's cheque drawn in favour of Secretary, UPSC, New Delhi
- (b) The requisite information duly filled in prescribed proforma (**Annexure –II**)
- (c) Certificate of blacklisting as per prescribed proforma (**Annexure-III**)
- (d) A copy of registration Certificate of the Firm/Company
- (e) A copy of PAN Number of the Firm/Company
- (f) A copy of GST Number of the Firm/Company
- (g) Each bidder has to certify that all the terms and conditions of NIT are acceptable to him.

IMPORTANT NOTE- Bidders may please note that all the documents (except original EMD) are to be submitted online. Bids submitted offline will not be considered. In addition to the scanned copy of EMD; the original EMD is to be deposited physically in the Tender Box placed at Gate No. 3 (Facilitation Counter) of UPSC, New Delhi within a period of 03.02.2022 to 24.02..2022 (till 3:00PM).

Part –II – Financial Bid

4. Rates are to be quoted online only in the prescribed format devised for submission of Financial Bid i.e. **BoQ (Annexure IV)**. The unit rate (Inclusive of GST) should be quoted in the prescribed format i.e. **Rate per wash/per piece /per set./per panel of items wise**. No request for change in mode/schedule of payment will be entertained in any case.
6. Price should be submitted only in financial bid devised for this purpose i.e. in BoQ online mode only. Financial/Price bid having any discrepancy vis-a-vis the details submitted in the technical bid such as pertaining to name of the firm and name of proprietor, BOQ etc. will be summarily rejected. Further, conditional price bids shall be summarily rejected.
7. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If the purchaser does not accept the correction of the errors, his bid shall be rejected.

8. Evaluation of Bid

- i) Technical bids will be evaluated by Tender evaluation Committee (TEC). The financial bids of only technically qualified firm will be opened.
- ii) Financial Bids will be evaluated on overall basis. The bidder who quotes the lowest overall rates is treated as L-I firm.

9. General Terms & Conditions

- i) .The vendor will visit daily on working days. If service of the vendor requires on Saturday/Sunday or Holiday, they will provide the service.
- ii) The rates for washing may be quoted item wise per piece/per set/per panel. The rates shall remain firm during the period of the contract.
- iii) Before collecting the cloths from this office, vendor must check that it contains a UPSC mark. During delivery of the cloths, these cloths may be cross checked by the vendor to ensure that only UPSC marked cloths are brought back.
- iv) Payment would be released on monthly basis after the washing work is done satisfactorily and on receipt of washed material in good condition.
- v) In case unsatisfactory performance is noticed for any particular day in a month, this office will deduct 2% of the bill amount in that particular month.
- vi) If unsatisfactory performance is noticed for more than one day and upto five days during a particular month, then 10% of the total bill amount will be deducted from the bill of that particular month.

- vii) However, if unsatisfactory performance is noticed for more than 5 days but not exceeding 10 days in a month the UPSC will deduct 50% of the bill amount of 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 Contractor.
- viii) The contractor shall be responsible for any loss of cloth. He shall also be responsible for any type of damage to the cloths and for spoiling its colours etc. The cost of the cloth lost/spoiled shall be recovered from the Contractor and decision of Competent Authority in this regard shall be final.
- ix) Prices shall be valid for a period of one year excluding of taxes. However, on revision of statutory obligation & Taxes/GST, Contractor may request in writing for enhancement of Taxes/GST accordingly to the UPSC consideration and approval.
- x) This office reserves the right to extend the contract with the successful bidder for another term of one year or part thereof, on similar rates terms and conditions of the contract if the services of the Contractor are found satisfactory
- xi). Conditional, ambiguous and incomplete bids will be summarily rejected.
- xii). The firm which had participated in the UPSC bids in the past and if their performance was not satisfactory and/or its EMD/Performance Security has been forfeited, they will not be eligible to participate in bid and their bid will be summarily rejected.
- xiii). The firm should not have been black-listed by any Government organization/PSU etc.
- xiv). Secretary, UPSC reserves the right to reject any or all the bids without assigning any reason therefore.

10. Performance Security

The successful bidder will have to furnish 10% of the Contract Value as Performance Security within ten days from the date of the letter of intent either in the form of Account Payee Bank Draft from any nationalized bank drawn in favour of Secretary, UPSC or in the form of Bank Guarantee from a Nationalized/Commercial Bank, having the validity of fourteen month i.e. 60 days beyond the full contract period, will be retained by this office till the satisfactory completion of the contract. However, EMD of the successful bidder will be refunded immediately after the receipt of Performance Security.

(Anil Kumar)
Under Secretary (G-I)
Tel. 23382415

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Price bid

To be filled online only

SI.No	Items	Tentative quantity in Nos.(monthly wash)	Unit	Rate per wash/per piece /per set./per panel	Amount (C x E)
A	B	C	D	E	F
1.	Towels	250	Per Piece		
2.	Table Cloths	10	Per Piece		
3.	Curtains	20	Per Panel		
4.	Bed Sheet (single bed)	150	Per Piece		
5.	Bed Covers	50	Per Piece		
6.	Pillow Covers	150	Per Piece		
7.	Car Curtains	10	Per Set		
8.	Car Seat Covers (loose)	10	Per Set		
9.	Dusters	20	Per Piece		
10.	Napkins/Hand Towels	120	Per Piece		
11.	Apron	10	Per Piece		
12.	Gloves	5	Per Piece		
13.	Blanket Cover	100	Per Piece		
	Total				
	GST%				
	Total amount inclusive GST				

Note: Rate of GST/any other Govt. levies, if any, should be quoted separately, otherwise it will be presumed that the rate quoted is inclusive of VAT/ST/Service Tax/other Govt. levies.

Name & Signature of the Proprietor:

Signature with date _____

Declaration

I _____ certified that all the terms & conditions mentioned in the NIT are acceptable to me

(Signature with name date)

e-Tender F No. 3.13.(6)/2021-G-I

Subject: Notice Inviting Tenders (NIT) for Washing of Towels, Table Clothes etc. in the O/o Union Public Service Commission.

Check List
(Forming part of Technical Bid)

Sr.No.	Details of the documents to be uploaded in e-Tender	Yes/No	Page No
1	Scanned copy of Earnest Money Deposit(EMD) of Rs.6,000/-		
2	Details of Firm & declaration – Annexure II		
3	The firm has not been blacklisted by any Government Department/Undertaking/PSU anywhere in the country – Annexure III		
4	Scanned copy of Registration of the Firm		
5	Scanned copy of PAN no. of the firm		
6	Scanned copy of GST registration no.		
7	All the pages of the bid being submitted by the firm have been signed and sequentially numbered		

Signature :

Name :

Seal :

ANNEXURE-II

e-Tender F No. 3.13.(6)/2021-G-I

FORMAT FOR FURNISHING BIDS for Washing of Towels, Table Clothes etc. in the O/o Union Public Service Commission.

(TO BE FURNISHED WITH TECHNICAL BID)

1. Name and address of the firm :
2. Telephone Nos. :
1. Office:-
2. Residence:-
3. Names, Address, Tele. Nos. of some responsible persons who can be contacted in case of need :
4. Details of EMD deposited : (a) Amount: -Rs. _____
(b) DD/Pay Order No.
(c) Bank on which drawn:-
5. Name, Signature and Seal of the Proprietor of the firm. :

SIGNATURE :
NAME :
SEAL :

Declaration

I _____ certified that all the terms & Conditions mentioned in the NIT is acceptable to me.

(Signature with Name & Stamp)

e-Tender F No. 3.13.(6)/2021-G-I

CERTIFICATE

We the (firm name) _____,

Address _____

hereby certify that we have not been blacklisted at any time in the past by any of the Govt. Organization/Undertakings/PSU anywhere in the Country

Signature of proprietor _____

Name _____

Date _____