

F.No. 3.12(1)/2018/G-I
UNION PUBLIC SERVICE COMMISSIONER
(Sangh Lok Sewa Aayog)
Dholpur House, Shahjahan Road
New Delhi - 110 069

Date: 13.08.2018

Subject: Notice Inviting Tenders (NIT) for washing of Towels, Table Cloths etc in the office of UPSC.

Online bids are invited under one bid system for washing of Towels, Table Cloths etc in the office of UPSC for one year. Detailed terms and conditions of NIT in Tender Documents may be downloaded from UPSC Website www.upsc.gov.in and Central Public Procurement (CPP) site <https://eprocure.gov.in> as per schedule as given in Critical Date-Sheet, as under:

Published Date	13/08/2018
Bid Document Download	13/08/2018
Bid Submission Start Date	13/08/2018
Bid Submission End Date	04/09/2018 at 15.00 Hrs.
Bid Opening Date	05/09/2018 at 15.00 Hrs.

Bids shall be submitted online at CPPP Website
<https://eprocure.gov.in/eprocure/app>

Tenderers/Contractors are advised to follow the instruction provided in the *Instruction to the Contractor/Tenderer* for the e-submission of the bids online through Central Public Procurement Portal(CPPP) for e-Procurement at <https://eprocure.gov.in/eprocure/app>

Note:In the event of any of the above mentioned dates being declared as holiday/closed day for this office, the tender bids will be received/opened on the next working day at the same time.

1. PROCEDURE OF SUBMISSION OF BIDS

1.1 The tender may be submitted online only in the enclosed format. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder, irrespective of nature of content of the document, before uploading. Bids uploaded in single part or folder on the website 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.

1.2 Any correction/ over-writing/ erasing etc in the amount of the rates quoted should be duly attested by the bidder by putting his/her signature. Each paper of the bid should be signed by the bidder. The amount of rates quoted, may be clearly mentioned both in words and figures.

2. EARNEST MONEY DEPOSIT (EMD)

2.1 An Earnest Money Deposit of Rs.6,000/- (Rupees Six Thousand Only) in the form of Demand Draft/Pay Order from any nationalised bank may be drawn in favour of Secretary, Union Public Service Commission, payable at Delhi/New Delhi. The bidder should submit a self-attested scanned copy of the said DD/PO. The hard copy of original EMD as mentioned in Clause-5 of Tender Document, must be delivered to the UPSC on or before the bid opening date/time, as mentioned in Critical Date Sheet.

2.2 The EMD should remain valid for a period of 45 days, beyond the final tender validity period.

2.3 EMD furnished by all unsuccessful bidder will be returned to them without any interest whatsoever after finalization of the contract. EMD of the successful bidder will be returned after receipt of the Performance Security from them.

3. PERFORMANCE SECURITY

3.1 The successful bidder will have to submit Performance Security in the form of Account Payee Demand Draft / Fixed Deposit Receipt / Bank Guarantee from a Commercial Bank, equivalent to 10% of the total annual value of the contract, drawn in favour of Secretary, UPSC, within seven days from the date of award of the contract, failing which EMD shall be liable to be forfeited and the contract may also be cancelled.

3.2 Performance Security should remain valid for a period of sixty days (beyond the date of completion of all contractual obligation of the supplier including warranty obligation).

4. The bidder should quote their unconditional rates strictly as per bid form. Taxes, if any, applicable should be shown separately giving full details, otherwise it will be presumed that the rates are inclusive of all taxes and no subsequent request for any enhancement shall be entertained under any circumstances.

5. EVALUATION OF BIDS

- i) Bids will be evaluated on overall basis.
- ii) In case the bidder who quotes the lowest overall rates is not the L-I firm in all the items, he/she will have to bring down his/her rates in respect of those items in which he/she is not the L-I in the L-I level.
- iii) Work will be awarded to that bidder who satisfies both the above conditions.

6. PAYMENT TERMS - Payment would be released on monthly basis after the washing work is done satisfactorily and on receipt of washed material in good condition.

7. DAMAGE/PENALTY CLAUSE

7.1 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.

7.2 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.

7.3 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 reserves the right to terminate the contract and forfeit the Performance Security of the Contractor.

7.4 The contractor shall be responsible for any loss of cloth. He/She 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.

7.5 The decision of the Competent Authority in respect of the quality of service of the Contractor shall be final.

8. OTHER TERMS AND CONDITIONS

8.1 Prices shall be valid for a period of one year. However, on revision of statutory obligations & Taxes/GST, Contractor may request in writing for enhancement of Taxes/GST accordingly to the UPSC, which shall be considered and agreed, if found reasonable by the UPSC.

8.2 The rates for washing may be quoted item-wise per piece/per set/per panel as the case may be, in the enclosed format.

8.3 The Quantity indicated in price schedule is tentative.

8.4 Taxes, if any, applicable should be shown separately giving full details, otherwise it will be presumed that the rates are inclusive of all taxes, and no subsequent request for any enhancement shall be entertained under any circumstances.

8.5 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.

8.6 Each bidder will have to certify that all the terms & conditions are acceptable to him/her.

8.7 The bidder will submit an undertaking that he/she has not quoted lower rates than UPSC in any other Ministries/Govt Organizations. The undertaking should be submitted in Proforma prescribed at Annexure.

8.8 The Secretary, UPSC reserves the right to accept or reject any tender in full or in part without assigning any reason therefor. The decision of the Secretary, UPSC in this regard shall be final and binding on the firm.

(ANIL KUMAR)
Under Secretary (G)
Tel No. 23382418

Format For Financial Tender For Washing Work

Name & Address of the Firm : _____

Detail of EMD : Name of the Bank - _____
D.D./Bankers Cheque etc. No.- _____

Tel. Nos. : (R) :- _____ (O) - _____
(M) :- _____

Sl.No	Items	Quantity in Nos.(monthly wash) (Approx)	Quotation						
			Unit	Rate per wash/per piece /per set./per panel	Amount (C x E)	VAT/ ST/ Service Tax/any other Govt. levies	Total Amount (F+H)		
A	B	C	D	E	F	G (%)	H (Amount)	I	
1.	Towels	560	Per Piece						
2.	Table Cloths	10	Per Piece						
3.	Curtains	20	Per Panel						
4.	Bed Sheet (single bed)	320	Per Piece						
5.	Bed Covers	50	Per Piece						
6.	Pillow Covers	310	Per Piece						
7.	Car Curtains	10	Per Set						
8.	Car Seat Covers (loose)	10	Per Set						
9.	Dusters	02	Per Piece						
10.	Napkins/Hand Towels	220	Per Piece						
11.	Apron	10	Per Piece						
12.	Gloves	5	Per Piece						
13.	Grand Total								

Note: Rate of VAT/ST/Service Tax/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)