



संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION
धौलपुर हाऊस, शाहजहान रोड,
DHOLPUR HOUSE, SHAHJAHAN ROAD,
नई दिल्ली, 110 069
New Delhi-110 069.

F.No.D-29013/6/2016-G.IV

Dated:29.07.2016

Tender No. **UPSC/07/2016-G.IV**

NOTICE INVITING TENDERS

To

M/s _____

TENDER NOTICE FOR PRINTING & SUPPLY OF 71st and 72nd NEWSLETTERS OF UPSC.

Sealed bids are invited for printing and supply of **71st and 72nd issue of NEWSLETTERS** of the Commission from **Delhi/NCR based Printers** empanelled as '**A**' **Class** with Directorate of Printing/Directorate of Advertising and Visual Publicity (DAVP), Govt. of India and having experience in printing of Newsletters or other such works preferably of Govt. Departments/PSUs. Newsletters are to be printed half-yearly. The estimated cost of the tender is approximately Rs.51,000/- (Rupees Fifty one thousand only) inclusive of all taxes.

2. Procedure of Submission of Bids

The BID shall be submitted in a sealed cover duly superscribed "**Bid for printing of 71st and 72nd Newsletters**" and should contain TWO SEPARATE SEALED COVERS - ONE CONTAINING **TECHNICAL BID AND ANOTHER CONTAINING FINANCIAL BID**, addressed to Shri. Sabiel Kindo, UNDER SECRETARY (G.IV) BY NAME LATEST BY **30.08.2016 03.00 PM** AND DROPPED IN THE TENDER BOX KEPT AT RECEPTION COUNTER, AT GATE "C" OF THIS OFFICE or sent by Registered Post so as to reach the undersigned before the due date & time of submission of bids. Technical and financial bids sent in a single sealed cover will be summarily rejected. In the event of the specified date for submission of tender falling on a holiday or is subsequently declared a holiday or closed day for this office, the bids shall be received upto the appointed time i.e. 3.00 PM on the next working day of this office and shall be opened on the same day at 3.30 PM.

2.1 The first sealed cover i.e. Technical Bid should contain::

- (a) Samples of paper to be used for printing of the Newsletters. i.e. sample of Art Card of 230 GSM (for cover page) and sample of Art Paper of 120 GSM (for Text pages). Technical bid proforma as per annexure 'A' must also be enclosed.
- (b) Earnest Money Deposit of Rs.1600/- (Rupees sixteen hundred only) as required under clause-3 of this document.
- (c) A list of Govt. organizations/PSUs for whom the bidders has under taken similar jobs. Copies of work orders such Govt. Offices should also be furnished.
- (d) Details of the firm as per Annexure C of the NIT on the letter head of the firm.
- (e) A copy of latest Income Tax Return (preferably for year 2015-16)
- (f) Copy of certificate in support of the firm being class –A printer & empanelled with Directorate of Printing/Department of Publication, Govt. of India.
- (g) A declaration that the firm has not been blacklisted by any Government Establishment/Agency. (Refer Annexure C)
- (h) A copy of Registration Certificate of NSIC etc., if any
- (i) Certificate of Acceptance of all the Terms & Conditions of the NIT.

- (j) Certificate w.r.t. non-concealment of Income/Wealth. (Annexure D)
- (k) Validity of the bid for acceptance (Not less than six months from the date of opening of Technical Bids). Bids with lesser validity period will be summarily rejected.
- (l) The firm should be registered for VAT/Sales Tax, wherever applicable. A Certified copy of Registration with the Sales tax authorities must be enclosed with the Technical bid. If exempted for Sales tax a copy of Certificate issued from the office of Commissioner for Sales tax(Delhi Govt.) should be enclosed with the Tender.
- (m) A copy of PAN card of Firm/Proprietor.
- (n) Sample copies of the Newsletters or similar items printed by the firm during the last 2 yrs.
- (o) An undertaking that the firm has not quoted lower rates than UPSC in any other Ministries/Govt. organizations. The undertaking should be submitted in Performa prescribed at Annexure E.
- (p) A copy of the NIT duly signed and stamped by Director/Proprietor/Authorized Signatory of the firm on each page.
- (q) This envelope should be superscribed as **“Technical Bid for printing of 71st and 72nd Newsletters of UPSC”**.

2.2 The second sealed cover i.e. Financial Bid should contain the financial bid in the prescribed format (Kindly refer to annexure B). This envelope should be superscribed as **“Financial Bid for printing of 71st and 72nd Newsletters of UPSC”**.

2.3 Each page of the copy of the documents/papers to be submitted must be duly signed and stamped by Director/Proprietor/Authorized Signatory of the firm.

3. Earnest Money Deposit(EMD)

3.1 Earnest Money of Rs.1,600/- (Rupees Sixteen hundred only) should be furnished along with the Technical Bid in the form of Account Payee Demand Draft/ Pay Order/ Banker's Cheque/ F.D.R in favour of Secretary, Union Public Service Commission payable at Delhi/ New Delhi. Tenders without EMD or EMD submitted in any other form will NOT be considered and will be summarily rejected except for those who are registered with the Central Purchase Organization, (DGS&D)/National Small Industries Corporation (NSIC). Such bidders are required to enclose a copy of their Registration Certificate for claiming exemption otherwise no exemption will be granted and bid will be summarily rejected.

3.2 EMD should be valid for period of 45 days beyond the validity of tender. EMD with lesser validity period will not be accepted and such bids will be summarily rejected.

3.3 EMD of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.

3.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be returned after receipt of the Performance Security.

4. Performance Security

4.1 The successful bidder, irrespective of its registration status etc., will have to furnish Performance Security @7% of the total tender cost in the form of Account payee Demand Draft/Pay Order/Fixed Deposit Receipt from a Commercial Bank in an acceptable form in favour of Secretary, UPSC, New Delhi-69. Performance Security must be submitted within the time specified by the Commission.

4.2 Performance Security should remain valid for a period of Sixty Days beyond the date of completion of all contractual obligations of the supplier.

4.3 Performance Security will be refunded to the supplier without any interest, whatsoever, after it duly performs and completes all its contractual obligations satisfactorily.

4.4 Performance Security will be forfeited if the firm fails to perform in accordance to the terms or conditions of the contract. Further, it may also be black listed.

5. General Terms and Conditions of the Tender:

5.1 Evaluation of Bids:

- a) Bids will be evaluated by a Bids Evaluation Committee (BEC) or authority authorized by the competent authority of this Office. Technical Bids will be evaluated on the basis of documents and samples furnished with the Technical bid. Decision of the Competent Authority with regard to acceptability of the Technical bid should be binding on all the bidders and cannot be challenged. No correspondence in this regard will be entertained.
- b) Financial bids of only those bidders will be opened on a later date whose Technical bids are approved by the competent authority. The date and time of opening of financial bids will be intimated to concerned bidders at appropriate time.
- c) Any Tax/levy/Service tax etc. applicable should be shown separately giving full details otherwise it will be presumed that the rates are inclusive of the VAT/ST & other taxes and no subsequent request for any enhancement shall be entertained under any circumstances. However, in case of any decrease in duties/taxes the same shall be passed on to UPSC by the bidder.
- d) In case of any variation in the rate inclusive of VAT and rate exclusive of VAT, the rates inclusive of VAT will only be considered in financial evaluation. No correspondence on this issue will be made to the concerned firm.
- e) The L-1 firm/vendor will be decided on the basis of total cost inclusive of all taxes quoted by the firm for printing and supply of 71st and 72nd issue of Newsletter as per specifications mentioned in scope of work.

5.2 Award of Contract:

Contract of work will be awarded to L-1 bidder i.e. the vendor/contractor who quotes the lowest rates for its services.

5.3 Tender(s) incomplete in any respect is liable to be rejected without assigning any reason thereof.

5.4 The firms intending to participate in the tender process are advised to read and fully understand the terms and conditions of the contract. No change or violation of the terms and conditions mentioned in this NIT shall be permissible once the tender is accepted by the Commission.

5.5 Rates must be for supply of Newsletters at destination (Dholpur House, Shahjahan Road, New Delhi) and must remain firm & valid for one year from the date of award of contract. UPSC at its sole discretion may extend the Contract on same terms & conditions. The Printer/Vendor shall have no right to claim extension of contract.

5.6 Risk Purchase Clause:

If the firm after submission of bid and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of the bid document, or fails to execute the work as per prescribed schedule given or at any time repudiates the contract, the UPSC will have the right to forfeit the EMD, invoke the performance security deposited by the firm and get the work done from other firm at the risk and consequence of the firm. The cost difference between the alternative arrangement and defaulting firm's bid value will be recovered from the firm along with other incidental charges including custom duties, taxes, freight and insurance etc. In case, UPSC is forced to procure the materials/services through alternative sources and if procurement price is lower, no benefit on this account would be passed on to supplier.

5.7 Penalty Clause:

Samples of cover page and art work/proof of the 'News-Letters' will have to be submitted within 4 days of the issue of supply-order/ 'manuscript'. Final supply of the 'News-letters' will have to be made within four days of approval of the 'final proofs'. In case of delay, a penalty @ 1% per week or part thereof of delay of total cost of supply order- subject to maximum of 10% of the total cost of the supply order – will be liable to be imposed by this office. In case of delay beyond 10 days, this office will be on liberty to procure the concerned item from any other Agency at the risk and cost of the supplier and also it will result in the forfeiture of the Performance Security.

5.8 Force Majeure: The firm shall not be responsible for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, war, riots, embargoes, strikes, lockouts, act of any Government authority, delays in obtaining licenses or rejection of applications under the Statutes, power failure, accidents or disruption or operations arising from causes not attributable to any malafide acts of supplier, fire or floods.

5.9 Dispute Resolution:

Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with Work Order/Contract/NIT, or the breach, termination, effect, validity, interpretation or application of this Work Order/Contract/NIT or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorized official of the parties. If, for any reason, such Dispute cannot be resolved amicably by the Parties, the same shall be referred to the sole arbitration of the Secretary of the Union Public Service Commission or any other person appointed by him as Sole Arbitrator. The provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force will be applicable to the arbitration proceedings. The venue of Arbitration shall be at Delhi.

5.10 Payments:

Payment will be made against bills presented soon after receipt of the material in good and satisfactory condition, against each supply order and after verification if the material supplied is conforming to the approved quality and specifications.

5.11 Income Tax:

Income tax will be recoverable at source from the bills of suppliers, as applicable.

5.12 No bid shall be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified by the bidder or prescribed herein. Withdrawal of bid during this period may result in the forfeiture of EMD of such bidder.

5.13 Hypothetical, ambiguous or conditional quotations will not be entertained.

5.14 The late bids i.e. the bids received after the specified date & time for receipt of bids shall not be considered.

5.15 UPSC reserves the right to accept or reject any or all bids without assigning any reason thereof and do not bind itself to accept the lowest bid or any specific tender. The decision of the UPSC in this regard would be final and binding.

5.16 Blacklisting

The UPSC may by notice in writing blacklist the firm/vendor/contractor for suitable period in case firm/vendor/contractor fails to discharge its obligation under Work Order/Contract without sufficient grounds or found guilty for breach of terms and conditions of the Work Order/Contract/NIT, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by the firm/vendor/contractor or by its staff or agent.

6. Scope of work

Specification and requirements for 71st and 72nd issue of Newsletters to be printed are given as under:

S.no.	Items	71 st issue	72 nd issue
1.	No. of copies of the newsletter required	300	300
2.	No. of text pages to be printed in 'black and white' bilingually (Hindi & English) on 120GSM art card	72 (approx.)	72 (approx.)
3.	Number of Cover pages to be printed in multicolour(4-process color) on 230GSM art card and must be laminated	4	4
4.	Number of photographs to be printed on cover page	6(maximum) photographs may be printed in front cover page (inside) and back cover page (inside and outside) of newsletter. (Photograph of UPSC Building is to be printed on front cover of Newsletter)	6(maximum) photographs may be printed in front cover page (inside) and back cover page (inside and outside) of newsletter. (Photograph of UPSC Building is to be printed on front cover of Newsletter)
5.	Number of CDs containing softcopy of printed Newsletter to be handed over	1	1

***Note: No. of pages depend upon the text of the Issue of the Newsletter concerned.**

7. For any further information/clarification you may contact General-IV-Section, UPSC on any working day between 10.00 hrs to 17.00hrs at Tel. No. 23381388.

(Sabel Kindo)
UNDER SECRETARY (G.IV)
UNION PUBLIC SERVICE COMMISSION
Tel.No.23388418

**TENDER FOR PRINTING AND SUPPLY OF 71ST AND 72ND NEWSLETTERS
OF UPSC**

Technical Bid

Dated _____

To

Shri Sabiel Kindo,
Under Secretary(G.IV)
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi-69.

Ref: Your Tender Notice No..... Dated.....

We, the undersigned have examined the above mentioned Tender Notice and after having understood the requirement of your office, now offer to print and deliver the required item(s) in accordance to your demand/order in conformity with the specifications given below:

S.No	Items & its specification	Specification of the Paper to be used
1	Imported Art Card of 230 GSM (for Cover Page)	GSM of the Paper = _____GSM (Sample Enclosed)
2	Imported Art Paper of 120 GSM (Text page)	GSM of the Paper = _____GSM (Sample Enclosed)

2. Pay Order/Demand Draft/Banker's Cheque No/Fixed Deposit.....dated.....of amount Rs.....drawn on(name and branch of the bank) in favour of Secretary, UPSC is submitted herewith as EMD.

3. We also submit herewith all the documents/papers in respect of our firm as required in aforesaid Tender Notice.
4. If our bid is accepted, we undertake to provide printing services as mentioned in our bid in accordance with aforesaid Tender Notice.
5. We further confirm that, if our bid is accepted, we will submit the performance security of the required amount in an acceptable form in terms of the aforesaid Tender Notice.
6. We agree to keep our bid valid for acceptance for a period of six months from the opening of the tender. We also accordingly confirm to abide by this bid upto the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
7. We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.
8. We accepts all terms and conditions of the aforesaid Tender Enquiry.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and behalf of

.....
(Official Seal of the firm)

- Note:**
- a) **Official seal of the firm and signature of authorized signatory is to be appended on each page of this Tender form/Bid.**
 - b) **Overwriting, if any, should be countersigned by the authorized signatory.**

**TENDER FOR PRINTING AND SUPPLY OF 71ST AND 72ND NEWSLETTERS
OF UPSC**

FINANCIAL BID

Dated _____

To

Shri Sabiel Kindo,
Under Secretary(G.IV)
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi-69.

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

We, the undersigned have examined the above mentioned tender enquiry document and have quoted the rates as under:

Price Schedule

S.No	Particular	Rate in Rs. (inclusive of paper) (for one issue)	VAT/ST/ any other tax(in %)	Total Cost inclusive of all taxes(in Rs.) (for one issue)*
1	300 copies of the Newsletter as per specification given in NIT, with (i)72 Text pages(120 GSM) in black and white. (ii)4 laminated cover pages(230 GSM) in multicolour containing photographs. Printing must be done on Printer's paper.			
2.	Addition/reduction in number of copies of Newsletter if need arises. (on Printer's paper)	Addition/ reduction in cost will be made on pro rata basis i.e. cost will be added/reduced on the basis of addition/reduction in no. of copies against the rate quoted for 300 copies of Newsletter under Sr. No. 1 above.		
3.	Addition/reduction in number of text pages in the Newsletter. (on Printer's paper)	Addition/ reduction in cost on account of increase/decrease in number of text pages will be made on pro rata against the rate quoted for 72 pages Newsletter.		

*Note: Total cost inclusive of all taxes quoted by the firm for printing and supply of 71st and 72nd issue of Newsletter will be calculated as "total cost quoted(inclusive of all taxes) for one issue×2".

2. Copy of Pay Order/Demand Draft/Banker's Cheque No.....dated.....of amount Rs.....drawn on (name of the bank) in favour of Secretary, UPSC is submitted herewith as EMD. Other documents/papers required as per the Tender Enquiry Document are also submitted herewith.

3. If our bid is accepted, we undertake to provide the services as mentioned in our bid in accordance with aforesaid Tender Enquiry. We further confirm that, if our bid is accepted, we shall provide a performance security of required amount in an acceptable form in terms of the Tender Enquiry.

4. We agree to keep our bid valid for acceptance for a period of Six months from the opening of the tender. We also accordingly confirm to abide by this bid upto the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

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

6. We accept all terms and conditions of the aforesaid Tender Enquiry/NIT.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and behalf of

.....
(Official Seal of the firm)

- Note:**
- a) **Official seal of the firm and signature of authorized signatory is to be appended on each page of this Tender form/Bid.**
 - b) **Overwriting, if any, should be countersigned by the authorized signatory.**

**TENDER FOR PRINTING AND SUPPLY OF 71ST AND 72ND NEWSLETTERS
OF UPSC**

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

1. **Name of the firm**
: _____
2. **Office Address**
: _____

3. **Tel No.** : _____
4. **FAX No.** : _____
5. **Details of Directors/Partners/Proprietor of the firm:**
 - a) Name(s) :
 - b) Residence Address(s) :
 - c) Mobile No.(s) :
6. Sales Tax Registration No./TIN: _____
(Copy of Registration certificate to be enclosed)
7. PAN No. of the Firm/Proprietor: _____

8. It is certified that our firm is not blacklisted by any Government establishment/Agency and no criminal case is registered/pending against the firm or its owner/partners anywhere in India.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and behalf of

.....
(Official Seal of the firm)

**TENDER FOR PRINTING AND SUPPLY OF 71ST AND 72ND NEWSLETTERS
OF UPSC**

UNDERTAKING

We, _____

_____ (name and address of the firm) have in response to NIT of Union
Public Service Commission dated _____ certify as under:

“We have not concealed any income/wealth whatsoever.”

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

**TENDER FOR PRINTING AND SUPPLY OF 71ST AND 72ND
NEWSLETTERS OF UPSC**

UNDERTAKING

We, _____

_____ (name and address of the firm) have in response to NIT of Union
Public Service Commission dated _____ certify as under:

“The rate quoted for the items are not exceeding the rate quoted by us
for any other Ministries/Govt. Organizations for similar items.”

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