

F. No. 2-5 (1) /2019-G.II
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)
Dholpur House, Shahjahan Road,
New Delhi-110069.

Dated: 14.05.2020

NOTICE INVITING TENDER

Online bids are invited under two-bid system for supply of Cardboards, Cardboard Boxes, Corrugated Boxes (Package-I) and Printed & Plastic Coated (inside & outside) Corrugated Boxes (Package-II) for three years from the bidders having annual turnover of at least **Rs. 50 lakh**. Specific details of the tender are mentioned in Annexure-I to this document. Manual bids shall not be accepted. Bidders are at liberty to quote for either of Packages I or II or both Packages I & II.

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 given in **CRITICAL DATE-SHEET** as under:-

CRITICAL DATE-SHEET

Date of Publishing on CPP Portal	14.05.2020
Document Download Start Date	14.05.2020 (1430 hrs)
Bid Submission Start Date	14.05.2020 (1430 hrs)
Bid Submission End Date	04.06.2020 (1700 hrs)
Clarification Start Date	14.05.2020 (1430 hrs)
Clarification End Date	21.05.2020 (1200 hrs)
Date & Time for Opening of Technical Bids	05.06.2020 (1200 hrs)
Earnest Money Deposit (EMD)	Rs 2,00,000/-

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

Bidders are advised to follow the instructions provided on the Central Public Procurement Portal for the e-submission of the bids online through the CPP 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 & 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 keeping in view the following points:-

- All the pages of bid being submitted must be **signed and sequentially numbered** by the bidders 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 2,00,000/-** in the form of a Demand Draft/Pay Order/FDR/Bank Guarantee in favour of Secretary, UPSC **must be delivered to Under Secretary (G-II), Room No. 208A-ASB, UPSC** 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 Checklist as at Annexure-V duly signed by the authorized signatory along with the Technical Bid viz. :-

- a) Signed & scanned copy of PAN card;
- b) Signed & scanned copy of GST Registration Certificate;
- c) Signed & scanned copies of IT Returns of the firm for the preceding three years including the year 2018-2019;
- d) Signed & scanned copies of audited Balance Sheets of the firm for the preceding three years including the year 2018-2019.
- e) Signed & scanned copy of Annual Turnover Certificate certified by Chartered Accountant.
- f) Signed & scanned copies of at least 2 purchase orders during the preceding 5 years.
- g) Signed & scanned copy of Earnest Money Deposit (EMD) of Rs. 2,00,000/-.
- h) Signed & scanned copy of requisite certificates as per Annexure-II and Annexure-III.

- i) Sample (with dated signature & stamp of authorised signatory of the firm) of items mentioned at Annexure-I to be delivered to the Commission.
- j) Original Tender Specific Test Report certified by any Government authorised laboratory with regard to testing of any one of the two samples of Printed & Plastic Coated (inside & outside) corrugated boxes as mentioned in Package-II of Annexure-I.

(ii) **PRICE BID**

Schedule of price bid must be submitted in the prescribed format only. The bidder will strictly submit the rate in the proforma prescribed for Price Bid (Annexure-IV). Rates should be quoted exclusive of taxes. Taxes shall be quoted separately along with rates.

2. **Earnest Money Deposit:** An Earnest Money Deposit (EMD) of **Rs. 2,00,000/- (Rupees Two 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 / Bank Guarantee from any nationalized bank payable to the Secretary, UPSC at Delhi/New Delhi failing which the bid will be summarily rejected. Firms which are registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of MSME or are registered with the Central Purchase Organisation or the concerned Ministry or Department 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 a 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 Guarantee:** The successful bidder will be required to furnish Performance Security @ 5% of the annual contract value for each of the three years. The Performance Security shall be in the form of Demand Draft/Pay Order/Bank Guarantee in favour of Secretary, UPSC payable at Delhi and shall be submitted within 15 days of issue of letter of intent. The Performance Security shall remain valid till ninety days of the completion of all contractual obligations. It should be clearly understood that in the event of the work not being completed as per the Scope of Work, the Performance Security is liable to be forfeited. This will be in addition to the liquidated damages/penalties, if any, which may be imposed as specified in the terms and conditions hereto. The EMD would be refunded to the successful bidder on receipt of Performance Security. No interest on Performance Security would be payable by UPSC under any circumstances.

ELIGIBILITY CRITERIA

4. The bidder must have experience in supplying cardboard, cardboard boxes, printed & plastic coated (inside & outside) corrugated boxes to Govt. organizations/Public Sector companies/reputed private companies for at least 5 (five) years. In this connection, copies of at least 2 (two) purchase orders during the preceding 5 years must be enclosed with the technical bid.
5. The bidder must have a turnover of at least Rs. 50 lakh per year during each of the preceding three financial years. In this regard, the bidder shall furnish copies of audited Balance Sheets of the firm for each of the preceding three years including the year 2018-2019 and the annual turnover certificate certified by chartered accountant.
6. The bidders are at liberty to participate in either of the Packages I or II or both the Packages I & II. The prospective bidders participating in either of the Package I or II or both the Packages I & II shall submit samples for each of the items asked in the respective packages. Non-submission of samples in respect of any of the items of the packages bid for shall attract summary rejection of the bidder.
7. The samples submitted must conform to the specifications given at Annexure-I and accompanied by the Test Certificate as required by clause 11. The samples should have stamp and signature of authorised signatory of the firm along with the date. The samples must be delivered to General-II Section, Room No. 007, ASB, UPSC, Shahjahan Road, New Delhi before the last date of submission of bids. Only those samples submitted by the bidder which are found to be technically acceptable by the Commission will be considered for financial evaluation.

OTHER TERMS & CONDITIONS

8. The contract shall be **valid for 3 (three) years** from the date of award of the contract subject to the following conditions:-
 - (i) UPSC may, at its discretion, terminate the contract by giving one month's notice.
 - (ii) UPSC, at its discretion, may extend the contract for a further period of up to 1 (one) year on the same terms, conditions & 3rd year rate.
9. In case of any deviation in the specifications of the material, it will be subjected to rejection of whole supply at the risk of the bidder. The bidders are, therefore, advised to adhere consistently to the quality as per the specifications of the items and as per the approved sample. In the event, the bidder is found to be supplying sub-standard or inferior quality of material, the firm is liable to be blacklisted and the Performance Security will be forfeited.

10. There are three items in Package-I and two items in Package-II. The prospective bidders are free to participate and quote for either of the Packages I or II or both the packages.
11. With regard to any one of the two Printed & Plastic Coated (inside & outside) Corrugated Boxes (Package-II of Annexure-I), the Tender Specific Test Report in Original from any Government authorised laboratory is mandatory to be submitted along with the tested sample. The tender sample will be treated as advance sample for all the future supply and for all the supplies throughout the tender period, if any doubt arises about quality of the supplied items, UPSC reserves the right to get the tests conducted from any Government Authorised Laboratory at the risk & cost of the supplier.
12. The estimated annual quantity is tentative and may increase or decrease as per the requirement of UPSC.
13. The bidders shall indicate in the Price Bid the yearly unit rates for each of the items in the package(s) for which they are participating for (i.e. package-I or package-II or both the packages) for each of the three years (details at Annexure-IV). Rates shall include all charges related to transportation/unloading of materials to UPSC. Bids not received in the prescribed format are liable to be rejected.
14. Taxes shall be quoted separately along with the rates. Bidders who do not quote tax rates separately will not be considered responsive and their bid will be rejected.
15. **Evaluation of Bids**
 - (i) **Evaluation of Technical Bids:** Evaluation of Technical Bids shall be done on the basis of technical bid documents and samples of the Cardboards, Cardboard Boxes, Corrugated Boxes and Printed & Plastic Coated (inside & outside) Corrugated Boxes submitted by the bidders.
 - (ii) **Evaluation of Financial Bids:**
 - (a) 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 bids.
 - (b) Bidders participating in Package-I must submit Price Bid for Package-I only. Bidders participating in Package-II must submit Price Bid for Package-II only. Bidders participating in both Package-I & II are required to submit Price Bid for both Packages-I & II.
 - (c) Financial evaluation will be done by taking into account the rates quoted for all the three years. L-I will be decided separately for each of the two packages as specified in SOR table at Annexure-I. The selection of L-I will be on the basis of NPV(Net Present Value) as per details given in Annexure-IV. However, payment will be made on the basis of year-wise unit rates quoted by the vendor plus taxes as applicable.

(iii) **Evaluation under non-acceptance of the offer:-**

If the L-I selected bidder refuses to accept the offer, his EMD will be forfeited and offer shall be made to the L-2 bidder at the quoted rate of the L-I bidder. In case of non-acceptance by L-2 bidder, the same process will be repeated at the quoted rate of the L-I bidder till the last eligible bidder is exhausted. If no bidder is available even after the above process or no response from the bidders, the tender process will be considered failed and retendering will be done.

16. Bids will be valid for a period of 180 days from the date of opening of technical bids.
17. Hypothetical, conditional or incomplete bids are liable to be rejected summarily.
18. UPSC reserves the right to accept or reject all or any of the bids without assigning any reasons. The decision of the Secretary, UPSC would be final and binding.
19. Income Tax: Recoverable at source from the bills, as applicable. Bidders should furnish their permanent I.T. A/c No. (PAN). Bidders shall also provide copies of IT Returns of the firm for the preceding three financial years including the year 2018-2019. They are also required to furnish a certificate as at Annexure-II that they have not been penalized or convicted for concealment of income/wealth during the preceding three years.
20. Bidders shall furnish GST Registration Certificate containing GST Identification Number (GSTIN) of the firm.
21. **Delivery:** Delivery of the materials shall be made within 15 days of issue of supply order. However, in emergency, the supplier may be asked for immediate supply of the required item and the expenses for sending items to this office shall be borne by the concerned firm only.
22. **Payment Terms:** The payment would be released after the successful supply of the materials by the vendor and upon certification by the user Branch.
23. **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 tender document and/or 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 expense of the firm. The cost difference between the alternative arrangement and firm's bid value will be recovered from the firm along with other incidental charges. In case UPSC is forced to get the work done through alternative sources and if the cost is lower, no benefit on this account would be passed on to the firm.

24. **Liquidated Damages:** Delivery of the materials shall be made within 15 days of issue of each supply order, failing which Liquidated Damages @0.5% of the price of delayed goods for delay of each day subject to maximum 10% of that particular supply order may be imposed and deducted from the concerned bill. In case of delay beyond 15 days, the UPSC may cancel the supply order and forfeit such amount or full amount of the Performance Security of the firm as deemed fit besides procuring the material from any other source at the risk and cost of the firm. The decision of Secretary, UPSC in this regard shall be final and binding.
25. **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.
26. **Jurisdiction:** Subject to the arbitration herein above 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.
27. **Force Majeure:** UPSC or the bidder, as the case may be, in case of any failure or omission to complete the contractual liability or having delayed the performance of its work on account of natural calamities such as fires, floods, earthquakes, hurricanes etc. and reasons beyond one's control such as civil strikes, lockouts, strikes, riots, civil war etc. shall not be held responsible for such omission, failure or delay and shall be relieved of their respective obligations to perform provided either party give to the other party a notice within 21 days of the occurrence of such incidence. Either party, as and when it gives notice of *force majeure* shall provide confirmation of such events in the form of certificate from the Government Department or agency or Chamber of Commerce. The parties shall be relieved of their respective obligations to perform hereunder for so long as the event of *force majeure* continues and to the extent their performance is affected by such an event of *force majeure* provided notices as above are given and the event of *force majeure* is established as provided herein above. However, UPSC reserves the right to terminate the contract if the performance against the contract is prevented by the event of strike, lockout etc. for a period exceeding 60 days.
28. In the event of non-satisfactory performance by the successful bidder, UPSC will have the discretion to terminate the contract by giving one month's notice and to award it to any other firm and recover such amount from the successful bidder as may be decided by Secretary, UPSC having regard to the loss/damage suffered by this office. The decision of the Secretary, UPSC in this regard shall be final and binding on the parties.
29. Samples of the Cardboards, Cardboard Boxes, Corrugated Boxes and Printed & Plastic Coated (inside & outside) Corrugated Boxes may kindly be seen between 3.00 P.M. and 5.00 P.M. in General-II Section (Tele. No. 011-23381141) on all working days.

30. Any queries relating to this tender may be directed to the following Helpline No.: 011-23381141 during office hours.
31. The tender notice is also available on UPSC's website: www.upsc.gov.in.

(R.K. Dixit)
Under Secretary (G-II)

Schedule of Requirement(SOR)

Tender for procurement of Cardboards, Cardboard Boxes and Printed & Plastic Coated (inside & outside) Corrugated Boxes for three years

PACKAGE-I				
S.No.	Particulars of Items**	Year-wise Tentative Quantity***		
		1st Year	2nd Year	3rd Year
1.	Cardboard (30x23x0.3) cm	50,000	1,40,000	1,70,000
2.	Cardboard Box (31x24x7) cm	25,000	50,000	60,000
3.	Corrugated Box (31x24x4) cm	15,000	40,000	50,000

PACKAGE-II				
S.No.	Particulars of Items**	Year-wise Tentative Quantity***		
		1st Year	2nd Year	3rd Year
1.	Printed & Plastic Coated (inside & outside) Corrugated Box (18x12.5x5) inch	1000	7,000	8,000
2.	Printed & Plastic Coated (inside & outside) Corrugated Box (18x12.5x6) inch	3,000	10,000	15,000

Note:-

1. For further details please refer specifications below.
2. The estimated annual quantity is tentative which may increase or decrease as per the actual requirement of UPSC.
3. Bidders participating in Package-I only must submit samples for all the items in Package-I. Bidders participating in Package-II only must submit samples for all the items in Package-II. Bidders participating in both Packages I & II must submit samples for all the items mentioned in Packages I & II.

Specifications:-

1. All items of the SOR table at previous page should be as per samples which may be seen at General-II Section, Room No. 007, ASB, UPSC.
2. In addition to the above, the following specifications must be complied with by the bidders :-

PACKAGE-I			
S.No.	Items	Specifications	Maximum load* carried by the boxes (in Kg)
1.	Cardboard (30x23x0.3) cm Dimensions are inside	i. Total GSM shall not be less than 1500 GSM.	-----
2.	Cardboard Box (31x24x7) cm Dimensions are inside	i. Total GSM of its cardboard shall be 1250 GSM ($\pm 5\%$)	3 Kg
3.	Corrugated Box** (31x24x4) cm Dimensions are inside	i. Total GSM of corrugated board to be used = 700 GSM ($\pm 5\%$) ii. Ply = 05 iii. Flute type = E iv. Paper type = Semi-Kraft paper v. Direction of flute = Vertical vi. Moisture content = 7 to 10% vii. No. of joints = not more than 2 viii. No. of staples (of non-rusting material) on each joint = 3 ix. Angle of staples (degrees) = 45 ⁰	1 Kg

PACKAGE-II			
S.No.	Items	Specifications**	Maximum load* carried by the boxes (in Kg)
1.	Printed & Plastic Coated (inside & outside) Corrugated Boxes (18x12.5x5) inch Dimensions are inside	i. Total GSM of corrugated board to be used = 1050 GSM (\pm 5%) ii. Ply = 07 iii. Flute type = B iv. Paper type = Semi-Kraft paper v. Direction of flute = Vertical	9 Kg
2.	Printed & Plastic Coated (inside & outside) Corrugated Boxes (18x12.5x6) inch Dimensions are inside	vi. Moisture content = 7 to 10% vii. No. of joints = not more than 2 viii. No. of staples (of non-rusting material) on each joint = 3 pairs(=6 no.s) ix. Angle of staples (degrees) =45 ⁰ x. Type of plastic coating = BOPP (Biaxially Oriented Polypropylene) xi. Micron of plastic coating = at least 10 micron	11 Kg

* The Boxes should be strong enough to carry the loads as per details given in the table of Package-I and Package-II above.

** The adhesive used in the Corrugated Boards shall be strong enough to bond with the paper and of low moisture absorbency so that the ply will not be distorted when come in the contact with moisture.

*** With regard to any one of the two items of Package-II above, the Tender Specific Test Report in Original from any Government authorised laboratory is mandatory to be submitted along with the tested sample.

Instructions: -

1. The Printed & Plastic Coated (inside & outside) Corrugated Boxes (Items of Package-II given in the SOR table) must be printed in bilingual language (both Hindi and English) as per following details :-

(i) भारत सरकार सेवार्थ
O.I.G.S.

(ii) स्पीड पोस्ट/एक्सप्रेस पार्सल, डाक सेवा
Speed Post /Express Parcels, Postal Service

(iii) विमित राशी _____
Insured for Rs. _____

(iv) से
From
सचिव,
Secretary,
स.लो.से.आ., धौलपुर हाऊस, शाहजाहँ रोड,
UPSC, Dholpur House, Shahjahan Road,
नई दिल्ली-110069.
New Delhi -110069.

on set of opposite faces
consisting of longer
edges.

(v) सावधानी पूर्वक संभाले
Handle with Care

On the remaining set of
opposite faces consisting of
shorter edges.

ANNEXURE-II

We

_____ (Name & address of the firm) have in response to your NIT dated _____ submitted a Technical & Financial bid with respect to tender for procurement of Cardboards, Cardboard Boxes and Printed & Plastic Coated (inside & outside) Corrugated Boxes. As required under 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 Specifications of the NIT and our bid is strictly in accordance with the terms & conditions of the NIT.
3. The firm has a turnover of at least Rs. 50 lakh per year during each of the preceding three years.
4. That I/We have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years.
5. That I/We have not been blacklisted by any Government organization.
6. Details of the firm are given below:-

1.	Name of the Firm	
2.	Office Address	
3.	Phone No./Mobile No.	
4	E-Mail	

7. We are participating for (Tick ✓ the appropriate option)

- (i) Package-I only
- (ii) Package-II only
- (iii) Both Package I & II

(Authorized Signatory)
Name & address of the firm/bidder

DECLARATION

I _____ s/o / d/o Shri
_____ hereby declare that none of my relatives
is/are employed in Union Public Service Commission (UPSC), New Delhi. In case at any
stage, it is found that the information given by me is false/incorrect, UPSC shall have the
absolute right to take any action as deemed fit without any prior intimation to me.

Dated: _____

(Dated Signature of the Bidder
with Stamp of the firm)

Proforma of Price Bid

The bidder is required to upload the Price Bid in the CPP portal in BOQ format only. Price Bid in any other format will not be accepted. Following is the general format of the Price Schedule:-

PACKAGE-I					
S. No	Particulars	Unit Rate (in INR) (excl. taxes)			Taxes as applicable
		1st Year (Y1)	2nd Year (Y2)	3rd Year (Y3)	
1	Cardboard (30x23x0.3) cm				
2	Cardboard Box (31x24x7) cm				
3	Corrugated Box (31x24x4) cm				

PACKAGE-II					
S. No	Particulars	Unit Rate (in INR) (excl. taxes)			Taxes as applicable
		1st Year (Y1)	2nd Year (Y2)	3rd Year (Y3)	
1	Printed & Plastic Coated (inside & outside) Corrugated Box (18x12.5x5) inch				
2	Printed & Plastic Coated (inside & outside) Corrugated Box (18x12.5x6) inch				

Note:

- 1) Bidders participating in Package-I must submit Price Bid for Package-I only. Bidders participating in Package-II must submit Price Bid for Package-II only. Bidders participating in both Package-I & II are required to submit Price Bid for both Packages-I & II.
- 2) The estimated annual quantity is tentative and may increase or decrease as per the requirement of UPSC.
- 3) 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. These taxes are liable to change as per the Government's instructions issued from time to time.

- 4) Rates shall include all charges related to transportation/unloading of materials to UPSC.
- 5) The first year will start from the date of award of the contract.
- 6) NPV (Net Present Value) will be calculated at the discounting rate of 10% annually. The details of calculation for deciding L-1 firm are given below:-
 - i) L-I will be decided separately for each of two packages. There are three items in package-I and two items in package-II as per details given in Annexure-I.
 - ii) There will be separate NPV for each of two packages and the NPV of each package will be calculated by taking into account the sum of unit rates of items of each package for each of three years.
 - iii) $NPV = \{Y1 + Y2/(1 + 0.1) + Y3/(1 + 0.1)^2\}$

[NPV = Net Present Value; Y1 = Total of rates quoted for 1st year; Y2 = Total of rates quoted for 2nd year & Y3 = Total of rates quoted for 3rd year]

Examples of NPV:

- (a) If Y1 = 150, Y2 = 200 and Y3 = 240, then NPV will be calculated as under:-

$$\begin{aligned} NPV &= 150 + (200/1.1) + (240/1.21) \\ &= 150 + 181.82 + 198.35 \\ &= 530.17 \end{aligned}$$

Thus, the NPV is Rs. 530.17

- (b) If Y1 = 300, Y2 = 250 and Y3 = 200, then NPV will be calculated as under:-

$$\begin{aligned} NPV &= 300 + (250/1.1) + (200/1.21) \\ &= 300 + 227.27 + 165.29 \\ &= 692.56 \end{aligned}$$

Thus, the NPV is Rs. 692.56

The selection of L-1 vendor will be on the basis of NPV. However, payment will be made on the basis of year-wise rate quoted by the vendor plus taxes as applicable.

CHECKLIST

S. No.	Particulars	Yes/No	Page No.
1.	Whether signed & scanned copy of EMD enclosed.		
2.	Whether signed & scanned copies of IT Returns of the firm for the preceding three years including the year 2018-2019 enclosed.		
3.	Whether signed & scanned copies of audited Balance Sheets of the firm for the preceding three years including the year 2018-2019 enclosed.		
4.	Whether signed & scanned copy of Annual Turnover Certificate certified by Chartered Accountant enclosed.		
5.	Whether signed & scanned copies of at least 2 purchase orders during the preceding 5 years enclosed.		
6.	Whether signed & scanned copy of PAN card enclosed.		
7.	Whether signed & scanned copy of GST Registration Certificate enclosed.		
8.	Whether sample (with dated signature & stamp of authorised signatory of the firm) of items mentioned in Annexure-I delivered to UPSC.		
9.	Original Tender Specific Test Report certified by any Government authorised laboratory with regard to testing of any one of the two samples of Printed & Plastic Coated (inside & outside) corrugated boxes as mentioned in Annexure-I.		
10.	Whether signed & scanned copy of certificate as in Annexure-II enclosed		
11.	Whether signed & scanned copy of Declaration as in Annexure-III enclosed		

(Authorized Name & Address of the Firm)
Tel. No./Mobile 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.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

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

- (i) 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.
- (ii) 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.