

F. No. 2-5 (2) /2016-G.II  
UNION PUBLIC SERVICE COMMISSION  
(SANGH LOK SEVA AYOOG)  
Dholpur House, Shahjahan Road,  
New Delhi-110069.

Dated the 10<sup>th</sup> January,2017.

**NOTICE INVITING TENDER**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

On line bids are invited under two-bid system for procurement of **Card Boards and Card Board Boxes** from vendors involved in this field having annual turnover of Rupees Fifty Lakhs and above during each year of the preceding three financial years. Specific details of the tender are mentioned in **Annexure-I** to this document. Manual bids shall not be accepted.

Tender documents may be downloaded from UPSC web site [www.upsc.gov.in](http://www.upsc.gov.in) (for reference only) and CPPP site <http://e-procure.gov.in/eprocure/app> as per the schedule given in **CRITICAL DATE-SHEET** as under:-

**CRITICAL DATE-SHEET**

1.	Date of publishing in CCP portal	<b>12-01-2017</b>
2	Document Download start date	<b>14-01-2017 (1500 hrs)</b>
3.	Document Download end date	<b>03-02-2017 ( 1500 hrs)</b>
4.	Bid Submission start date	<b>16-01-2017 ( 1500 hrs)</b>
5.	Last date & time for uploading of online tender	<b>03-02-2017 (1500 hrs)</b>
6.	Date and time for opening of online Technical Bid	<b>06-02-2017 (1530 hrs.)</b>
7.	Earnest Money Deposit (EMD)	<b>Rs.94,000/-</b>
8	Venue Date and Time for Opening of Financial Bid	<b>Will be intimated to technically qualified tenderer.</b>

## **GENERAL TERMS & CONDITIONS**

1. **The last date of submission of bids** is 03-02-2017 by 3.00 PM The Technical Bids would be opened at 3.30 PM on 06-02-2017

Bids shall be submitted on line only at CPPP website <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the Instructions to the Contractors/Tenderers for the e-submission of the bids online through the Central Public Procurement 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.

2. **Procedure of submission of bids:-**

Bids should be submitted through Central Public Procurement Portal (e-procurement) only.

The tender shall be submitted on line in two parts, viz., Technical Bid and Price Bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by telegram / fax/ e-mail or any other mode shall not be considered. No correspondence will be entertained in this matter.

### **Technical bid**

The following documents are to be furnished by the contractor along with the Technical Bid as per the tender document mentioned in the **CHECK-LIST** at **Annexure-II** duly signed by the Authorized Signatory :-

- (a) Copy of PAN Card
- (b) Scanned copies of IT Returns of the firm for preceding 3 (three years) including the year, 2015-2016;
- (c) Scanned copies of Audited Balance Sheets of the firm for the preceding three years including the year 2015-2016 i.e. supporting documents regarding annual turnover of Rs. 50.00 Lakh or above during each of the preceding three years;
- (d) Scanned list of organizations where the firm has executed or is executing the service along with copies of work order;
- (e) Scanned copy of Earnest Money Deposit (EMD) of Rs.94,000/-;
- (f) In case registered with NSIC or DGS&D a copy of the Registration Certificate.

## **FINANCIAL BID**

Schedule of Financial bid is in the form of pdf.

3. The Hard Copy of original instruments Earnest Money Deposit (EMD) of Rs.94,000/- in the form of a Demand Draft/Pay Order/FDR/Bank Guarantee drawn in favour of Secretary, UPSC must be delivered to the UPSC on or before bid opening date/time as mentioned in **CRITICAL DATE-SHEET**. The firm registered with NSIC/DGS&D is exempted from submission of EMD on submitting the documentary proof. For other bidders, submission of EMD in the prescribed form mentioned above is mandatory. The EMD should remain valid for a period of 45 (forty five) days beyond the final bid validity period.

The EMD of the successful bidder, would be returned to them after the finalization of the tender and the EMD of the successful bidder would be released after the receipt of Performance Security. No interest on EMD and Performance security will be payable by UPSC under any circumstances.

**4. Performance Security:** The successful bidder will be required to furnish Performance Security of 5% of the contract value in the form of Demand Draft/Pay Order/Fixed Deposit Receipt/Bank Guarantee drawn in favour of Secretary, UPSC at Delhi within 10 days of receipt of Letter of Intent. The Performance Security would be retained by the Commission till satisfactory completion of contract period. The Performance Security shall remain valid till 60 (sixty) days of the completion of all contractual obligations including warranty obligation.

### **Other Terms and conditions:**

- (i) The estimated cost of the Card Boards and Card Board Boxes would be Rs. 15.50 lakh per year (cost of three years would be approximately Rs. 47.00Lakhs).
- (ii) Hypothetical and/or conditional bids will not be entertained.

5. Taxes, if any shall be quoted separately, failing which the quoted rates would be taken as inclusive of taxes and no subsequent request for addition of taxes would be entertained by this office.

6. The contract shall be valid for 03(three) years from the date of award of the contract. The rates quoted should remain valid each year for the period of contract. The contract can be extended for a further period of 1 (one) year at the discretion of this office on same rates ,terms and conditions.

7. **Income Tax:** Recoverable at source from the bills as applicable. The bidders should furnish their permanent I.T. A/C No.(PAN). They are also required to furnish a certificate as at **Annexure-III** to the effect that they have not been penalized or convicted for concealment of income/wealth during the immediate preceding three years.

8. **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 documents and or execute the work as per prescribed schedule given or at any time repudiates the contract, the UPSC will have 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 arrangements and firms 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 material through alternative source and if the cost is lower, no benefit on this account would be passed on to the firm.

9. **Liquidated Damages/Penalties:** Within 20 days of receipt 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 10 days, the UPSC may cancel the supply order and forfeited 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 bidder. Decision of Secretary, UPSC shall be final and binding.

10. **Delivery:** Within 20 days of issue of supply order directly to EI-A (Store) Section Examination hall Building , UPSC, Dholpur House, New Delhi

11. **Late Bids:** Bids received after the specified date and time, as indicated in para-1 above for receipt of bids, will not be considered

12. **Arbitration:** Any dispute or difference whatsoever arising between and the firm out of or relating to the conclusion meaning and operation or effect of the 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 award in pursuance thereof shall be binding on UPSC and the firm. The venue of Arbitration shall be at Delhi.

13. **Jurisdiction:** Subject to the arbitration herein above provide, 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.

14. **Bid Validity**

The bid shall remain valid for six months from the date of opening of the Technical bid

15. **Payment**: The payment would be released after successful supply of Card Boards and Card Board Boxes.

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

**The UPSC reserves the right to accept or reject all or any of the bids without assigning any reason. The decision of the Secretary, UPSC would be final and binding.**

17. **The tender notice is also available on UPSC's website: [www.upsc.gov.in](http://www.upsc.gov.in) .**

18. Samples of the Card Boards and Card Board Boxes may kindly be seen between 3.00 PM to 5.00PM in General-II-Section (Tel. No. 23381141) on all working days.

19. Without samples the bid will be summarily rejected. Only those samples submitted by the bidder and found technically qualified will be considered for Financial evaluation.

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

**CHECK LIST**

<b>1.</b>	<b>Whether copies of IT Return for the year 2013-2014,2014-2015 and 2015-2016 enclosed</b>	<b>Yes/No</b>
<b>2.</b>	<b>Whether copies of the Balance Sheet for the year2013-2014,2014-2015 and 2015-2016 enclosed</b>	<b>Yes/No</b>
<b>3.</b>	<b>Whether the list of Organizations where the firm has executed similar work enclosed along with copies of work order.</b>	<b>Yes/No</b>
<b>4.</b>	<b>Whether VAT/Sales Registration Certificate enclosed.</b>	<b>Yes/No</b>
<b>5.</b>	<b>Whether Samples enclosed or not</b>	<b>Yes/No</b>
<b>6.</b>	<b>Whether copy of Earnest Money Deposit (EMD) 94,000/- enclosed</b>	<b>YES/No</b>

(Authorized signatory)  
Name and Address of the firm  
Tel No. / Mobil No./Fax No.

NOTICE INVITING TENDER FOR CARD BOARD AND CARD BOARD BOXES.

We-----  
------(Name and Address of the firm ) have  
in response to your NIT dated----- submitted a Technical and Financial bid  
for **CARD BOARD AND CARD BOARD 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 I/ We have not been penalized or convicted for concealment of income/wealth during the immediate preceding three years.

(AUTHORIZED SIGNATORY)  
NAME AND ADDRESS OF THE FIRM/BIDDER

## Annexure-I

The below mentioned financial proposal/commercial bid format is provided as pdf along with this tender document at [https://eprocure.gov.in / eprocure/app](https://eprocure.gov.in/eprocure/app). Bidders are advised to download this pdf as it is and quote their offer/rates in the permitted column and upload the same in the Commercial bid. Bidder shall not tamper/modify the downloaded price bid template in any manner. In case the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with UPSC.

### Tender for Procurement of Card Boards and Card Board Boxes (Specifications & Financial bid)

S.No.	Item	Quantity			Unit Rate			Taxes as applicable
		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	
1.	Card Board Size Length=30cms Breadth=23cms. Thickness=0.3cms	113760	136500	163800				
2.	Card Board Boxes Length=31cms Breadth=24cms. Thickness=7cms	58320	69980	83980				

The quantity specified above is tentative which may increase or decrease as per the actual requirement of UPSC.

#### NOTE:

1. 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.
2. Rates shall include all charges related to transportation of material in UPSC.



3. The Estimated Annual quantity is tentative and may increase or decrease as per the requirement of UPSC.
4. Without samples the bid will be summarily rejected. Only those samples submitted by the bidder and found technically qualified will be considered for Financial evaluation.

### **Criteria for evaluation of Financial bid**

The rate of discounting for year wise quoted will be taken as 10% annually. Therefore, the L-1 will be decided on the basis of the NPV which will be calculated as given below:

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

NPV Net present value

Y1 rate quoted for 1<sup>st</sup> year

Y2 rate quoted for 2<sup>st</sup> year

Y3 rate quoted for 3<sup>st</sup> 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, the NPV will be as under:-

$$\begin{aligned}\text{NPV} &= 1000 + (1200/1.1) + (1400/1.21) \\ &= 1000 + 1090.91 + 1157.02 \\ &= 3247.93\end{aligned}$$

Thus, the NPV is 3247.93/-. The selection of L-1 vendor will be on the basis of NPV. However, the payment to L-1 vendor will be made on the basis of year wise rate quoted by the vendor.

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

## **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 on-line 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 enroll 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 may 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 Helpdesk.

### **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.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into 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 documents. 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 pdf 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 pdf 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 pdf 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.

### **ASSISTANCE TO BIDDERS**

- 1) 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.
- 2) 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 Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.