

F.No. 2-2(8)/2016-G-II
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOGE)
DHOLPUR HOUSE, SHAHJAHAN ROAD
NEW DELHI-110069

NOTICE INVITING TENDERS

Online bids are invited on two bid system for procurement of 1 (one) punching machine from reputed manufacturers involved in this field. The online tender is in respect of supply of punching machine whose specific details are indicated 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 (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

GENERAL TERMS AND CONDITIONS

CRITICAL DATE SHEET

Published Date	02.09.2016 at 1700 hrs
Bid Document Download / Sale Start Date	02.09.2016 at 1700 hrs
Bid Submission Start Date	02.09.2016 at 1800 hrs
Bid Submission End Date	22.09.2016 at 1500 hrs
Bid Opening Date	23.09.2016 at 1530 hrs

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

Tenderer/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer 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.

1. Procedure of Submission of Bids

The tender shall be submitted online 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/email 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 **Technical Bid** as per the tender document:

- (i) The bidder should submit scanned copies of the documents mentioned at the checklist as at Annexure-II duly signed by the authorized signatory along with copies of the following documents:-
 - (a) Scanned Copy of PAN card
 - (b) Scanned Copies of IT Returns of the firm for the preceding three years including the year 2014-2015

(c) Scanned Copies of Audited Balance Sheets of the firm for the preceding three years including the year 2014-2015

(d) Scanned Copy of Earnest Money Deposit (EMD) of Rs.15,000/-

PRICE BID

Schedule of price bid in the form of BOQ_XXXX .xls

2. The Hard Copy of original instruments Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees fifteen thousand only) in the form of a Demand Draft/Pay Order/FDR payable to the Secretary, UPSC must be delivered **to the UPSC on or before bid opening date/time as mentioned in critical date sheet.** The firm registered at NSIC/DGS&D and any organization exempted from submission of EMD under the rule are 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 Sixty days beyond the final bid validity period. The EMD of the unsuccessful bidders 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 & Performance Security will be payable by UPSC under any circumstance.
3. 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 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 sixty days of the completion of all contractual obligations including warranty obligation.

OTHER TERMS AND CONDITIONS

4. The estimated cost of the machine would be Rs. 5 lakh.
5. Hypothetical and conditional bids will not be entertained.
6. 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.
7. Income Tax: Recoverable at source from the bills, as applicable. Bidders should furnish their permanent I.T. A/c No. (PAN). They are also required to furnish a certificate as at Annexure-III that they have not been penalized or convicted for concealment of income/wealth during the immediately 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 document 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 arrangement and 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 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

It should be clearly understood that in the event of the supply of punching machine is not being completed as per the time schedule laid down by the Commission or found to be different from the specifications provided in this NIT, the Performance Security is liable to be forfeited. The EMD would be refunded to the successful bidder on receipt of Performance Security.

10. Delivery:- Within 30 days of issue of supply order.

11. Arbitration

Any dispute or difference whatsoever arising between UPSC 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 the award in pursuance thereof shall be binding of UPSC & the firm. The venue of Arbitration shall be at Delhi.

12. 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.

13. Payment

The payment would be released after successful installation of the punching machine.

14. 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, 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 mala fide acts of firm, fire or floods.

15. The 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.
16. Interested vendors can contact Sh. Jaipal Singh, SO, EIA- Store (Ph. No. 23388126) to visit UPSC and see the existing punching machine or Answer Book required to be punched.
17. The tender notice is also available on UPSC's website: www.upsc.gov.in

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

The below-mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ_XXXX.xls 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 downloaded price bid template in any manner.** In case if the same is found to be tampered/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.

ANNEXURE-I

(Financial Bid)

S. No.	Name of the Item	Qty.	Per unit cost	Taxes, if any	Total per unit cost
1	Cost of 1 Punching Machine including 2 sets of die and 2 sets of waste paper tray	1			

Specifications of the punching machine are given on the next page of this Annexure-I

1 Technical Specification

- (i) Self-automotive heavy duty electro Punching Machine to punch the abbreviation of "UPSC" on at least 6 answer books (84 sheets of 80 GSM map litho paper) at a time.
- (ii) The machine should have mechanism with adjustable pressure for adjusting system, operable on 220 v 50 HZ.
- (iii) The vertical length and width of punched word "UPSC" should be 2 cms x 1.3 cms and maximum holes per alphabet should not be more than 10 holes with 4 extra holes for full stop one after each alphabet.
- (iv) Material of Die: Tool Steel Punching die.
- (v) Hole size: 3mm.
- (vi) 2 sets of die (1+1 die) are required to be supplied with the machine

2 Other Specifications

- (i) There should be a provision of closed tray (with one spare tray) for waste paper coming out after punching the answer books.
- (ii) Machine should be fully covered and should have provision for fixing on the floor.
- (iii) Life of the die should be around 2 lakh Answer Books (each Answer Book consisting of 14 Sheets).
- (iv) Emergency push button in front of the machine to stop machine in case of emergency.
- (v) Transparent fibre glass covers to prevent the accident slippage of operator's fingers inside the machine.
- (vi) Heavy base (machine should not be unstable when in operation). The width of the base of the machine should be not less than the largest dimension at the top of the machine in case the driving mechanism is installed at the top of the machine.

3 Warranty: One year on complete machine excluding die.

4 After-Sale Service: Vendor has to provide after-sale service as per the requirement of the Commission.

ANNEXURE-II

CHECKLIST

S. No.	Particulars
1	Copy of PAN card
2	Copies of IT Returns of the firm for the preceding three years including the year 2014-2015
3	Copies of Audited Balance Sheets of the firm for the preceding three years including the year 2014-2015
4	Copy of Earnest Money Deposit (EMD) of Rs.15,000/-
5	Requisite certificate under Annexure-III duly signed by authorised person

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

ANNEXURE-III

Tender for Procurement of Heavy Duty Punching Machine

We

_____ (Name and Address of the firm)
_____ have in response to your NIT dated _____ submitted a technical and financial bids for supply of punching machine. As required under the NIT, we hereby certify as under:-

1. That all the terms and conditions of the tender are acceptable to us.
2. That the punching machine quoted by us in response to this tender is strictly as per the specifications prescribed in Annexure-I of the tender document.
3. That I/We have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years.

(Authorized Signatory)
Name and Address of the Firm/Bidder

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 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 Enrollment**" 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 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 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.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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.
- 9) 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.