

F.No.D-15014/11 /2016-G.IV
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD,
NEW DELHI-110069

To

Dated: 04 .11 .2016

M/S

Sub: Notice Inviting Tenders for supply of Rexine Folders .

Sir,

I am directed to invite bids for supply of printed Rexine folders as per the sample of this office:-

Quantity	:	1950 Nos. (Approximate)
Specification:	:	As per sample in Blue or Brown Colour as per requirement Single Colour Printing

(Sample may be seen with G.IV Section of this Office)

(The supply is to be made strictly conforming to the approved sample only)

Closing date & time for receipt of tenders : **30.11.2016 at 3.00 P.M.**

Place for submitting tender : Tender Box kept at Reception Gate 'C' of this Office.

Tender Opening Date & Time : **30.11.2016 at 3.30 P.M.**

Place of Tender opening : Room No. 208-A, Ayog Sachivalaya

2. **Submission of Bids:-** Bids can be furnished in the prescribed format to the undersigned by name by Registered Post or submitted at the place indicated in Para-1 above, as per details given below:-

2.1 The bid, in the prescribed format in a sealed cover duly superscribed “Bid for Rexine Folders to be opened on **30.11.2016 3.30 P.M.**” and addressed to the undersigned should be sent by Registered post so as to reach by **30.11.2016 at 03.00 P.M.** or deposited in the Tender Box kept in Reception Gate “C”, Dholpur House, Shahjahan Road, New Delhi-110069 not later than 3.00 P.M. on **30.11.2016** containing following documents:-

- (a) Duly filled in, stamped and signed Tender form (on each page) i.e. Annexure-A to this Tender Notice. In case of submission of unsigned or unstamped tender form, the bid will be summarily rejected.
- (b) EMD in the prescribed form only as per requirement of this Tender Notice. EMD in the form other than prescribed in this Tender Notice will not be accepted and such bid(s) will be summarily rejected.
- (c) Details of the firm as per Annexure-B to the Tender Notice on the Letter Head of the firm.
- (d) A self attested copy of the latest Income Tax Return (preferably for the year 2015-2016).
- (e) A self attested copy of TIN /Sales Tax Registration Certificate.
- (f) In case registered with NSIC or DGS&D, an attested copy of the registration certificate.
- (g) Other documents as required in this Tender Notice.

2.2 Bid should remain valid for acceptance for a period of six months from the date of opening of the Bids. Bids with lesser validity period will be summarily rejected.

3. **Opening of the Bids**

- 3.1 The bids will be opened on the date and time in the room as indicated at para-1 above in the presence of the bidders or their representatives who may like to be present. In case the specified date for submission of tender falls on or is subsequently declared a holiday or closed day for this office, the tenders will be received upto the appointed time i.e. 3.00 PM on the next working day of this office and will be opened on the same day at 3.30 PM.
- 3.2 **Late Bids-** Bids received after the specified date and time, as indicated in para-1 above for receipt of bids, will not be considered.

4. **Earnest Money Deposit (EMD) & Performance Security**

- 4.1 EMD of Rs. 5500 /- (Rupees Five Thousand Five Hundred only)) in the form of Account payee Demand Draft/Fixed Deposit Receipt/Pay order/Banker's Cheque from any of the commercial bank in an acceptable form, payable to the Secretary, U.P.S.C., New Delhi-69 must accompany the Bid . Tenders without EMD or in any other form will NOT be considered and will be ignored; excepting those Bidders who are registered with DGS&D or NSIC for the supply of the particular items. 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
- 4.2 The EMD should remain valid for a period of 45 days beyond the final tender validity period.
- 4.3 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.
- 4.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. Successful firm(s) has/have to submit 7% of the contract value as Performance Security in the form of Account payee Demand Draft/Fixed Deposit Receipt/Pay order/Banker's Cheque from any of the commercial bank in an acceptable form, payable to the Secretary, U.P.S.C., New Delhi-69. Performance Security will be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the supply in good and satisfactory condition.
- 4.5 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.

4.6 Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

5. The bidders should quote their unconditional rates strictly as per the tender format (Annexure-A). Cutting/overwriting, if any, should be countersigned. Each page of the tender should be duly stamped and signed by the authorized signatory.

6. Other Terms and conditions:

- a) The bids shall remain valid for acceptance for six months from the date of opening of Tenders.
- b) Hypothetical and/or conditional bids will not be entertained.
- c) The rates quoted should remain valid **for a period of one year from the date of letter of intent awarding the contract. However, this office at its discretion can extend the contract for a period of one more year at existing terms and conditions**
- d) The quantity of Stationery/General item indicated in para-1 is tentative and can be increased or decreased as per the demand of users. In case of addition in quantity, the firm(s) is required to supply the additional quantity at the same rates, terms and conditions.
- e) These items would normally be purchased in three instalments. However, in case of emergency, the firm(s) can be asked to supply the required items in more than three instalments.
- f) The Stationery/General items should be delivered at Gen-IV Section of UPSC, Ayog Sachivalaya Building, Shahjahan Road, New Delhi. All the expenses for delivery of these items to this Office shall be borne by the concerned firm only.
- g) The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to call in emergent case. The Mobile Number should also be given.
- h) Any bidder found to be supplying sub-standard/duplicate/spurious products will be summarily blacklisted and its Performance Security will be forfeited.

7. **Evaluation of Bids:-**

- a. **The rate contract will be given to lowest evaluated responsive tender (L-1) of purchase.**
- b. The Rexine folder will be procured as per our sample. However, the sample has to be approved from the Sample evaluation Committee before making bulk supply of this item to Commission.
- c. Rate of VAT/ST, if any, should be quoted separately in the Price Schedule. Otherwise, it will be presumed that the rate quoted is inclusive of ST/VAT/Govt. levies and no further request for enhancement of rates shall be considered.
- d. In case of variation in the rate inclusive of VAT and rate exclusive 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. Rates of the specified brands as indicated in para-1 to this Tender Notice, will only be considered.

8. **Liquidated Damages** :-In normal circumstances, stationery/General items are required to be supplied within a period of 10 days from the date of receipt of supply order or as per the schedule mentioned in the supply order. In case of delay in supplying the material, a Liquidated Damage will be imposed @ 1% per day of total cost of unsupplied Items-subject to a maximum of 10% of the total cost of unsupplied items. In case of delay beyond 10 days, this office will be at liberty to procure the concerned item(s) from any other Agency at the risk and cost of the supplier and also it may result in the forfeiture of the Performance Security.

9. **Risk Purchase Clause:** If the supplier 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 these tender documents, or fails to supply the material as per delivery schedule given or at any time repudiates the contract, the UPSC shall have the right to forfeit the EMD/ the performance security if deposited by the supplier and procure the stores from other agencies at the risk and consequence of the supplier. The cost of such procurement will be recovered from the supplier alongwith other incidental charges including custom duties, taxes, freight and insurance etc. **In case UPSC is forced to procure the material through**

alternative sources and if procurement price is lower, no benefit on this account would be passed on to supplier.

10. Payment will be made against bills presented soon after receipt of material in good and satisfactory condition and after verification of the material supplied conforming to the approved quality & specifications.

11 . The bidder will submit a undertaking that he has not quoted lower rates than UPSC in any other Ministries/Govt. organizations. The undertaking should be submitted in performa prescribed at Annexure C.

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

(C.M Kaith)
UNDER SECRETARY (G.IV)
TEL NO. 2338 8418

(C.M Kaith)
UNDER SECRETARY (G.IV)

TENDER FORM

TENDER FOR SUPPLY OF REXINE FOLDERS

Dated the _____

To

Sh. C.M Kaith,
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 understand the requirement of your office, now offer to supply and deliver the required stationery items in accordance with your demand/order in conformity with the specifications and rate given here under: -

Price Schedule

Sl.No	Items & its specification/brand	Quantity (Approximate)	offered rate in Rs.	VAT %	rate (Inclusive of VAT)
			per unit		Per unit
1	<u>REXINE FOLDER</u> (Blue or Brown Colour Single Colour Printing As per this office sample)	1950 Nos.			

2. Demand Draft/Fixed Deposit Receipt/Pay order/Banker's Cheque
No.....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 the following documents/papers in respect
of our firm as required in aforesaid Tender Notice: -

- a) Details of our firm in prescribed format i.e. Annexure-B of the
Tender Notice, on the Letter Head of our firm.
- b) A self attested copy of latest Income Tax Return for the Assessment
year _____(*year to be indicated*)..
- c) A self attested copy of Sales TAX/ VAT registration Certificate.
- d) A self attested copy of PAN of the firm/Proprietor(s).
- e) Other documents as required in the Tender Notice.

4. If our bid is accepted, we undertake to supply the goods 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 accept 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 authorised 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 SUPPLY OF REXINE FOLDER

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 neither blacklisted by any Government Department nor any 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 SUPPLY OF REXINE FOLDER

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

CHECK-LIST

SNO	Particulars	Yes or No
1	Duly filled in Tender form Annexure A	
2	Copy of PAN Card	
3	Copies of IT Returns of the firm/ proprietor for the year 2015-2016	
4	Copy of Earnest Money Deposit of Rs 5500/	
5	Sales Tax/VAT registration certificate along with TIN Number	
6	Self attested copy of latest VAT/Sales Tax Clearance Certificate	
7	In case registered with NSIC or DGS&D , a self attested copy of registration certificate.	
8	Details of the firm as the Annexure-B on the letter head of the firm	
9	Under taking in Annexure C	
10	Bank details of the firm for receiving payment .	

(Authorized Signatory)
Name and Address of the firm