

**F.No.4.5(1)/2017.G-I**  
**UNION PUBLIC SERVICE COMMISSION**  
**( SANGH LOK SEVA AYO )**  
**DHOLPUR HOUSE, SHAHJAHAN ROAD,**  
**New Delhi-110 069**

Dated : 31.01.2017

**NOTICE INVITING E-TENDER**

**Subject: NOTICE INVITING E- TENDERS (NIT) FOR SUPPLY OF SUMMER UNIFORM FOR THE SUMMER SEASON, 2017.**

Bids are invited for supply of Summer Uniform given in the enclosed “List of Requirements” as per the time schedule given below:-

**General Terms and Conditions of NIT**

**Critical Date Sheet**

Published Date	31.01.2017
Bid Document Download/Sale Start Date	31.01.2017
Bid Submission Start Date	31.01.2017
Bid Submission End Date	21.02.2017 at 1500 Hrs
Bid Opening Date	22.02.2017 at 1500 Hrs

2.1. Bids can only be submitted online at CPPP website : **<https://eprocure.gov.in/e-procure/app>**. 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.

2.2. Tenderer/Contractors are advised to follow the instructions provided in 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/e-procure/app>**.

2.3 **The offers submitted by Fax/email or any other mode not be considered. No correspondence will be entertained in this matter.**

**Note:** In the event of any of the above mentioned dates being declared as a holiday/closed day for this office, the tenders/bids will be received/opened on the next working day at the appointed time.

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**3. LATE BID:**

- 3.1 The bids received after the specified date and time will not be considered.
- 3.2 Incomplete bids and any amendments & additions to bid after expiry of the deadline for receipt of bids are not permitted and such bids are liable to be rejected.

**4. SUBMISSION OF SAMPLES:**

- 4.1 Sample(s) of summer uniform should be deposited in G-I Section by  
**21.02.2017 at 3:00 P.M.**
- 4.2 The sample will be examined by Bid Evaluation Committee and the financial bid of only those bidders will be considered whose samples are approved by the Bid Evaluation Committee.

**5. FINANCIAL BID:-**

- 5.1 Financial Bid should be **in the prescribed format as per Annexure-A. Unstamped and/or unsigned bids will not be entertained.**
- 5.2 **Bid should remain valid for acceptance of this office for a period of six months from the date of opening of the Technical Bids.**
- 5.3 The bidders should quote their unconditional rates strictly as per the tender format. Cutting/overwriting, if any, should be countersigned. Each page of the tender should be duly stamped and signed by the authorized signatory

**6. Earnest Money Deposit:**

An Earnest Money Deposit (EMD) of Rs. 6,000/- ( Rupees six thousand only) is required to be submitted along with the tender. EMD shall be deposited in the form of a Demand Draft/ Pay Order from any scheduled bank payable to the Secretary, UPSC at Delhi/New Delhi failing which the bid will be summarily rejected. The Kendriya Bhandar, NCCF, the firm registered at NSIC/DGS&D and any organization exempted from submission of EMD under rules are exempted from submission of EMD on submitting the documentary proof. For other bidders, submission of EMD in prescribed form as mentioned above is mandatory.

- i) The EMD shall be valid for minimum 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.

7. **Performance Security**

Within 10 (Ten) days from the date of issue of letter of intent or within such extended time as may be granted by UPSC in writing, the Successful Bidders has to deposit 7.5% of the total contract value as irrevocable Performance Security in the form of Bank Draft/Pay order/Bank Guarantee from a scheduled bank in favour of Secretary, UPSC payable at Delhi/New Delhi, which would be returned without interest after defect liability period of 60 days from the date of satisfactory completion of the contract period provided the contractor has satisfactorily carried out all work and attended to all defects in accordance with the terms & conditions, specifications and items of the work.

The Bank Draft/Pay order/Bank Guarantee shall be valid for a period of sixty days beyond the completion of all contractual obligations of the supplier. In case the time for completion of works gets extended, the contractor shall get the validity of Performance Guarantee extended to cover such extended time for completion of work.

UPSC reserve the right of forfeiture of the performance security in the event of the contractor's failure to fulfil any of the contractual obligations or in the event of termination of contract as per terms and conditions of the contract.

It should be clearly understood that in the event of the work not being completed as per the time schedule laid down by the UPSC, the Performance Security is liable to be forfeited.

In case the contractor fails to submit the performance security of the requisite amount within the stipulated period or extended period, letter of intent will automatically stand withdrawn and EMD of the contractor shall be forfeited.

**Other terms & conditions**

8. Bids not accompanied with the samples will be rejected.
9. The bids shall be valid for six months from the date of opening of bids.
10. The rates shall be quoted on "per unit" basis.
11. All expenses will be borne by the firm for sending the material to this office.
12. The prices quoted must be firm and inclusive of in land transportations upto the place of destination i.e. Union Public Service Commission.
13. The price quoted should be inclusive VAT/ST/any other Govt. levies. No subsequent request for any enhancement shall be entertained under any circumstances.
14. The successful bidder will have to supply the items within ten days of receipt of the supply order.
15. All questions, disputes or differences arising under and out of, or in connection with the contract, if concluded, shall be referred to the sole arbitration by an arbitrator appointed under the provisions of Indian Arbitration Act by Secretary, UPSC.
16. Payment would be made after the goods are received in good and satisfactory condition.

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17. Each bidder will have to certify that all the terms and conditions are acceptable to him.
18. **Only Govt. Emporiums are allowed to participate in the tender.**
19. **The Secretary, UPSC reserves the right to accept or reject any tender in full or in part without assigning any reason therefor. The decision of the Secretary, UPSC in this regard shall be final and binding on the firm.**

*(Anil Kumar)*  
*Under Secretary (M&M)*  
*Tel.No.2338-8418*

*(Anil Kumar)*  
*Under Secretary (M&M)*  
*Tel.No.2338-8418*

## LIST OF REQUIREMENTS

S. No.	Specification of the Goods	Range of Rate(In Rs.) (Inclusive of VAT)
1.	Shirting cloth (67% Polyester +33% Khadi) Polyvastra – 790.50 mtrs. in light blue colour	55-65/- per mtr.
2.	Terricot cloth for pants – 362.40 mtrs. in grey colour	150-160/- per mtr.
3.	Sarees in Mehendi Colour 5.5 mtr. in length- 56 Nos.	245-255/- per piece.
4.	Cloth for Blouses 96.60 mtrs. in matching colour	55-60/- per mtr.
5.	Cloth for petticoat 168 mtrs. in matching colour	55-60/- per mtr.
6.	Khadi cloth for pugree – 3256 mtrs.	38-48/- per mtr.
7.	Chappals :-	
	(a) For Staff Car Drivers – 14 pairs	200-210/- per pair.
	(b) For Gr.'D' employees (Male)-338 pairs	200-210/- per pair.
	(c) For Gr.'D' employees (female)- 28 pairs	165-175/- per pair.

**Note 1:** The quantity may be increased or decreased according to requirement of UPSC.

**Note 2:** Sample(s) of above item(s) should be deposited in G-I Section by **21.02.2017** at **3:00 P.M.**

The prices including VAT/ST/ any other Govt. levies, should not exceed the above mentioned range of rate.

**TENDER FORM**

**TENDER FOR SUPPLY OF SUMMER UNIFORM**

Date.....

To

Shri Anil Kumar  
Under Secretary (M&M),  
Union Public Service Commission,  
Dholpur House, Shahjahan Road,  
New Delhi-69.

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

We, the undersigned have examined the above mentioned tender enquiry document and seen the specimen of each item. We now offer to supply and deliver the required summer uniform in conformity with the specification given in prescribed format. Our Financial Bid in the prescribed Format are attached herewith and made part of this tender. Other documents/ papers required as per the Tender Enquiry Document are also submitted herewith.

- 2 If our bid is accepted, we undertake to supply the goods as mentioned in the bid at the rate quoted in the Financial Bid in accordance with terms and conditions of the aforesaid Tender Enquiry.
- 3. We confirm that this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
- 4. We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.
- 5. 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: Official seal of the firm and signature of authorised signatory is to be appended on each page of this format.

PRICE SCHEDULE  
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S.No.	Goods/Services Required	Quoted Rate inclusive of VAT, if any
1.	Shirting cloth (67% Polyester +33% Khadi) Polyvastra – 790.50 mtrs. in light blue colour	
2.	Terricot cloth for pants – 362.40 mtrs. in grey colour	
3.	Sarees in Mehandi Colour 5.5 mtr. in length- 56 Nos.	
4.	Cloth for Blouses 96.60 mtrs. in matching colour	
5.	Cloth for petticoat 168 mtrs. in matching colour	
6.	Khadi cloth for pugree – 3256 mtrs.	
7.	Chappals :-	
	(a) For Staff Car Drivers – 14 pairs	
	(b) For Gr.'D' employees (Male)-338 pairs	
	(c) For Gr.'D' employees (female)- 28 pairs	

Discount offered, if any:

**Note :** Rate of VAT/ST/ any other Govt. levies, if any should be quoted separately. Otherwise it will be presumed that the rate quoted is inclusive of VAT/ST/any other Govt. levies.

(Signature with date)

.....  
(Name and designation)

Tel. No.....

Duly authorized to sign tender for and behalf of

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

**DECLARATION**

I \_\_\_\_\_ certified that all the terms & conditions mentioned in the NIT are acceptable to me.

(Signature with Name & Stamp)

**Annexure-B**

TENDER FOR SUPPLY OF SUMMER UNIFORM

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:  
Name(s) :  
Residence Address(s) :  
  
Mobile No.(s) :

Sales Tax Registration No./TIN:\_\_\_\_\_  
(Copy of Registration certificate to be enclosed  
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)



## 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.

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 (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.