

**F.No. 4.6 (1)/2016.G-I**  
**UNION PUBLIC SERVICE COMMISSION**  
**(SANGH LOK SEVA AYOOG)**  
**DHOLPUR HOUSE, SHAHJAHAN ROAD,**  
**New Delhi-110 069**

Dated: **03.02.2017**

To

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

**Subject: Notice Inviting Tenders (NIT) for supply of 20 Nos. of Trolleys - Reg.**

Dear Sir,

Sealed Bids are invited on two bid system for procurement of 20 Nos. of Trolleys. The specific details of the trolleys are indicated in Annexure 'A' to this document. The time schedule of the tender is as given below:-

- |       |  |   |
|-------|--|---|
| (i)   | Closing date & time for receipt of tenders | : <b>23.02.2017 at 3:00 P.M.</b>                        |
| (ii)  | Place for submitting tender                | : Tender Box kept at Reception Gate 'C' of this Office. |
| (iii) | Tender Opening Date & Time                 | : <b>23.02.2017 at 3.30 P.M.</b>                        |
| (iv)  | Place of Tender opening                    | : Room No. 101, Ayog Sachivalaya Building.              |

**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.

- 1.1 The bid shall be submitted online in two parts viz. Technical bid and financial 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. Bids submitted in single part will be summarily rejected.

**2. LATE BID:**

- 2.1 The bids received after the specified date and time will not be considered.
- 2.2 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.

**Contd. p/2.**

**3. Technical Bid:**

The required documents are to be furnished by the bidders along with Technical bids (Annexure 'A') as per the tender document.

**3.1** The bidder should submit the documents mentioned at the checklist as at Annexure 'E' duly signed by the authorized signatory along with copies of the following documents:

- a) Self attested copy of PAN Card
- b) Self attested copy of IT Returns and Balance Sheet of the firm/proprietor for last year.
- c) Self attested copy of valid Govt./NSIC/DGS&D/MCD/NDMC/Office/Factory License.
- d) Self Attested copy of ST/CST/VAT registration certificate along with TIN Number.
- e) Self attested copy of Latest VAT/ST/CST Clearance Certificate.
- f) Self attested copy of ISO 9001:2008 or ISO 9001:2015 Certificate.

**4. Financial Bid:**

Financial bid should be submitted in the prescribed format as per Annexure 'B'. Unstamped and/or unsigned bids will not be entertained.

**5. Earnest Money Deposit (EMD)**

- 5.1** EMD of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/Pay order/ Bankers' Cheque in favour of Secretary, U.P.S.C., New Delhi-69 must accompany the Bid.
- 5.2** The firm registered at NSIC/DGS&D and any organisation will be exempted from submission of EMD on submitting the documentary proof. For other bidders, submission of EMD in the prescribed form mentioned above is mandatory.
- 5.3** Bids without EMD will be summarily rejected and EMD in any other form e.g. Cheque, Cash, Postal Order will NOT be considered.
- 5.4** The EMD should remain valid for a period of 90 days beyond the final tender validity period.
- 5.5** EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the tender.
- 5.6** The 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 this tender.
- 6.** 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.

**Contd. p/3.**

7. Bids should remain valid for acceptance for a period of six months from the date of opening of the Technical Bids. Bids with lesser validity period will be summarily rejected.
8. The tendering firm must submit the VAT/Sales Tax Registration Certificate. In the absence of these documents, the tender will not be entertained.
9. All the firm participating in the Tender must submit a list of their owners/partners etc. along with their contact telephone numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm.
10. **Other terms and conditions:**
  - a) Conditional bids will not be entertained.
  - b) The quantity of the items may be increased or decreased in accordance with the requirement of this Office.
  - c) Any bidder found to be supplying sub-standard/duplicate/spurious products will be summarily blacklisted and its EMD will be forfeited.
  - d) Secretary, UPSC, reserves the right to reject goods which do not confirm to the specifications.
11. **Evaluation of Bids:-**
  - a) Technical bids will be evaluated by a Technical Evaluation Committee or authority authorized by the competent authority of this office on the basis of documents furnished with Technical bid. Decision of the Competent Authority with regard to acceptability of the Technical bid should be binding on all the bidders and cannot be challenged; No correspondence in this regard will be entertained.
  - b) Financial bids of only those bidders will be opened on a later date whose Technical bids are approved by this office.
  - c) Rate of Taxes as applicable should be quoted separately in the Price Schedule. Otherwise, it will be presumed that the rate quoted is inclusive of Taxes and no further request for enhancement of rates shall be considered.
  - d) In case of any variation in the rate inclusive of Taxes and rate exclusive Taxes, the rates inclusive of Taxes will only be considered in financial evaluation. No correspondence on this issue will be made to the concerned firm.
  - e) The contract will be awarded to the bidder who quote lowest rate and fulfilled all the terms and conditions of the NIT.
12. **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.

**13. Arbitration**

All questions, disputes or differences 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 on UPSC and the firm. The venue of Arbitration shall be at Delhi.

- 14.** The bidder will submit an undertaking that he has not quoted lower rates than UPSC in any other Ministries/Govt. Organizations. The undertaking should be submitted in proforma prescribed at Annexure 'D'.

**15. Delivery Period:-**

Delivery period for supply of items would be 30 days from the date of issue of Purchase Order. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of Liquidated Damages clause and other applicable clauses.

- 15.1** Any request for Delivery Period extension by the seller should reach the buyer minimum 7 days prior to the expiry of Delivery period/Extended delivery period, as this much time is required for processing case for delivery period extension by the buyer. The delay in number of days by seller in making such a request will be deducted from total administrative delay taken by buyer for grant of delivery period extension while calculating liquidated damages.

- 16. Liquidated Damages:** In the event of the Seller's failure to supply the goods as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered goods mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed goods.

- 17. Warranty:** The following Warranty will form part of the contract placed on the successful Bidder:-

- 17.1** The Seller warrants that the goods supplied under the contract conform to technical specifications prescribed and shall perform according to the said technical specifications.

- 17.2** The Seller warrants for a period of one year from the date of acceptance the goods supplied under the contract and each component used in the manufacture thereof shall be free from all types of defects/failures. The successful bidder would be required to bear all expenses for spares/components during the delivery and warranty period.

- 17.3** If within the period of warranty, the goods are reported by the Buyer to have failed to perform as per the specifications, the Seller shall either replace or rectify the same free of charge, within a maximum period of 30 days of notification of such defect received by the Seller. Spares required for warranty repairs shall be provided free of cost by the Seller.

18. **Payment Terms:** 90% of total amount will be made against bills raised soon after receipt of material in good and satisfactory condition and after verification of the material supplied conforming to the approved quality & specifications. Remaining 10% of the amount will be made after successful completion of warranty period i.e. 1 year from the date of supply.
19. Each bidder will have to certify that all the terms and conditions are acceptable to him.
20. The Secretary, Union Public Service Commission, reserves the right to accept or reject any bid or in part without assigning any reason thereof. The decision of the UPSC in this regard shall be final and binding on the firm.
21. For the correct measurement and other required information, a sample trolley can be seen in General-I Section before submission of the bids on any working day from 02.00 PM to 05:00 PM.
22. Before supplying in full quantity, a sample trolley may be got prepared and shown to General-I Section.
23. Sealed tenders super scribed "Tender for supply of Trolleys" addressed to Shri Anil Kumar, Under Secretary (M&M), UPSC, New Delhi 110069.

**(ANIL KUMAR)**  
**UNDER SECRETARY (M&M)**  
**TELE. NO. 23382415**

**(ANIL KUMAR)**  
**UNDER SECRETARY (M&M)**

**TENDER FOR SUPPLY OF TROLLEYS****TECHNICAL BID**

Dated:- \_\_\_\_\_

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

Sir,

We offer to supply the goods required in your aforesaid Tender document as per specification given as here under:-

S. No.	Specification		Size	Specification (Yes/No)	Remarks
1	Guage of pipe (iron)		14 Guages		
2	Weight of Trolley		Min. 30 Kg Max. 33 Kg		
	<b>Specification of Tyres of Trolley</b>				
3	Material of Tyres		Rubber		
4	Front	No. of Tyres	2 Nos.		
		Diameter	6 Inches		
		Type	Swivel Caster		
		Width	1.5 Inches		
5	Rear	No. of Tyres	2 Nos.		
		Diameter	8 Inches		
		Type	Rigid Caster		
		Width	2 Inches		
	<b>Dimensions of Trolley</b>				
6	Length		3 Feet 2 Inches		
7	Height		2 Feet 6 Inches with Brackets		
8	Front Side Width		1 Feet 2.25 Inches		
9	Rear Side Width		1 Feet 7.5 Inches		
10	Load Bearing Capacity of Trolley		300 Kgs $\pm$ 10%		

.....  
(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.

TENDER FOR SUPPLY OF TROLLEYS

FINANCIAL BID

Dated:-\_\_\_\_\_

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

Sir,

We, the undersigned have examined the above mentioned tender enquiry document and have quoted the rates as under:

Item	Quantity	Quoted Rate Per Trolley Excluding Taxes (In Rs.)	Taxes		Total Price Per Trolley inclusive of Taxes (In Rs.)	Total Price of 20 Trolley inclusive of Taxes (In Rs.)
			Rate (%)	Amount		
A	B	C	D	E	F=(C+E)	G=(B*F)
Trolley	20 Nos.					

Note: Rate of Taxes as applicable should be quoted separately. Otherwise it will be presumed that the rate quoted is inclusive of all taxes.

.....  
(Signature with date)

.....  
(Name and Designation)

Duly authorized to sign tender for and behalf of

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

Note: i) Official seal of the firm and signature of authorised signatory is to be appended on each page of this format.

ii) Overwriting, if any, should be countersigned by the authorized signatory.

**TENDER FORM  
TENDER FOR SUPPLY OF TROLLEYS**

Date.....

To,

Shri Anil Kumar,  
Under Secretary (M&M)  
Union Public Service Commission  
Dholpur House, Shahjahan Road, New Delhi-110069

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

We, the undersigned have examined the above mentioned tender enquiry document. We now offer to supply and deliver the required Trolleys in conformity with the specification given in the enclosed Technical Bid in prescribed format. Our Technical Bid as well as Financial Bid (in separate sealed cover) in the prescribed Format are attached herewith and made part of this tender. Pay Order/Demand Draft/Banker's Cheque No.....dated.....of amount Rs.....(Rupees.....only) drawn on .....(name of the bank) is submitted herewith as EMD. Other documents/papers required as per Tender Enquiry Documents are also submitted herewith.

2. If our bid is accepted, we undertake to supply the goods as mentioned in the Technical Bid at the rate quoted in the Financial Bid in accordance with terms and conditions of the aforesaid Tender Enquiry.

3. 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 up to 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.

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 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: Official seal of the firm and signature of authorised signatory is to be appended on each page of this format.



**TENDER FOR SUPPLY OF TROLLEYS**

**DETAILS OF THE FIRM**  
(On the Letter Head of the firm)

1. Name of the Firm :
2. Office Address :
3. Telephone Numbers : (O):- (R):-  
(M):- FAX:-
4. Details of Directors/Partners/Proprietor of the firm :  
Name(s) :  
  
Residence Address(s) :  
  
Mobile No.(s) :  
  
5. Sales Tax Registration No. /TIN/VAT: \_\_\_\_\_  
(Copy of Registration certificate to be enclosed)  
  
PAN No. of the firm/Proprietor: \_\_\_\_\_
6. 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 TROLLEYS**

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. Organization for similar items"

(Authorized Signatory)

(Name & Address of firm/bidder  
With rubber stamp)

**Annexure 'E'**

**CHECK LIST**

<b>S.NO.</b>	<b>Particulars</b>	<b>Yes or No</b>
1.	Duly filled in Tender form	
2.	Duly filled in Technical Bid in the prescribed format (Annexure 'A')	
3.	Duly filled in Financial Bid in the prescribed format (Annexure 'B')	
4.	Self attested copy of PAN Card	
5.	Copies of IT Returns of the firm/ proprietor for the year 2015-2016	
6.	Sales Tax/VAT registration certificate along with TIN Number	
7.	Self attested copy of latest VAT/Sales Tax Clearance Certificate	
8.	Details of the firm as the Annexure 'C' on the letter head of the firm	
9.	Under taking in Annexure 'D'	
10.	In case registered with NSIC or DGS&D , a self attested copy of registration certificate.	
11.	Self attested copy of ISO 9001:2008 or 9001:2015 Certificate	
12.	EMD enclosed/exemption certificate enclosed	

(Authorized Signatory)

(Name and Address of the firm)