

F. No. 2.2(34)/2016-Gen.II  
UNION PUBLIC SERVICE COMMISSION  
(SANGH LOK SEVA AYOOG)  
Dholpur House, Shahjahan Road,  
New Delhi -110069.

**NOTICE INVITING TENDERS**

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Online bids are invited under two-bid system for **Supply of Pre-Printed Stationery for Attendance Lists, Processing and Printing of Attendance Lists, Printing of Detailed Application Forms (DAF), Scanning and Data Capture from Attendance Lists** from vendors involved in this field having annual turn-over of Rupees 50.00 (Fifty) Lakhs and above during each year of the **preceding three** financial years. The specific details of the online tender are indicated in **Annexure-I** to this document. Manual bids shall not be accepted.

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

**CRITICAL DATE SHEET**

Date of Publishing on CPP Portal	07.02.2017
Document Download Start Date	09.02.2017 (1500 hours)
Document Download End Date	28.02.2017 (1500 hours)
Bid Submission Start Date	09.02.2017 (1500 hours)
Last Date & Time for Uploading of Online Tender	01.03.2017 (1500 hours)
Date & Time for Opening of Technical Bids	02.03.2017 (1530 hours)
Earnest Money Deposit (EMD)	Rs. 2,00,000/- (Rupees Two Lakh only)
Venue, Date and Time For Opening Of Financial Bid	Will be intimated to Technically Qualified Tenderer

## GENERAL TERMS AND CONDITIONS

1. The last date of submission of bids is **01.03.2017** at **3:00 PM**. The Technical bids would be opened at **3:30 PM** on **02.03.2017**.
2. 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.

### 3. Procedure of Submission of Bids

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

**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 Fax / e-mail or any other mode shall not be considered. No correspondence will be entertained in this matter.

#### Technical Bid

The bidder should submit the following documents mentioned in the **Check List** as at **Annexure-III** duly signed by the authorized signatory along with the **Technical Bid** viz. :-

- (a) Signed & Scanned Copy of PAN card;
- (b) Signed & Scanned Copies of IT Returns of the firm for each of the preceding three years including the year 2015-2016;
- (c) Signed & 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 turn-over of Rs. 50.00 Lakh or above during each of the **preceding three years**.
- (d) Signed & Scanned List of organizations where the firm has executed or is executing similar services related to Examination along with copies of Work Orders.

- (e) Signed & Scanned Copy of Earnest Money Deposit (EMD) of Rs.2,00,000/-.
- (f) Requisite certificate under **Annexure-IV** duly signed by authorized person.

### **PRICE BID**

Schedule of price bid in the form of **BOQ\_PreExam.xls**

#### **4. Earnest Money Deposit:**

An Earnest Money Deposit (EMD) of Rs.2,00,000/- (Rupees Two Lakh only) is essentially required to be submitted along with the tender. EMD shall be deposited in the form of a Demand Draft/ Pay Order from any nationalized 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.

#### **5. 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 contractor shall submit to UPSC an irrevocable performance bank guarantee in the form of Bank Draft/Pay Order/Bank Guarantee/FDR from any Nationalized Bank or all Commercial Scheduled Banks @ 5% of the estimated contract value drawn in favour of Secretary, UPSC, payable at Delhi for the due and proper execution of the Contract.

The Performance Guarantee shall be initially valid up to 60 days beyond the stipulated date of completion of contract. 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. The Commission would retain the performance security till satisfactory completion of all the counterfactual obligations.

UPSC reserves the right of forfeiture of the performance guarantee in the event of the contractor's failure to fulfill 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. This will be in addition to the liquidated damages/penalty, if any, which may be imposed as specified in the terms and conditions hereto. The EMD would be refunded to the successful bidder on receipt of the Performance Security. No interest on Performance Security would be payable by UPSC under any circumstances.

In case the contractor fails to submit the performance guarantee 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 AND CONDITIONS**

6. The estimated cost of the supply of Pre-Printed Stationery for Attendance Lists, Processing and Printing of Attendance List, Detailed Application Form (DAF) and Scanning and Data Capture from Attendance List is Rs.50 Lakh per year.
7. The annual turnover of the firm in execution of scanning & processing using OMR technology should not be less than Rs.50 Lakhs during each of the years 2013-14, 2014-15 and 2015-16. List of major clients including Govt. Departments, reputed educational institutions like IITs, Public Service Commissions or reputed private sector firms shall also be indicated with documentary proof which will be one of the criteria for deciding the firm's technical capabilities.
8. The firm should have ISO 9001 **OR** ISO 27001 certificate for providing services.
9. The contract shall be valid for **two years** from the date of award of the contract. However, Secretary, UPSC at his discretion may extend the contract for a further period up to one year on the same terms, conditions & rates.
10. Bids will be valid for a minimum period of 180 days from the date of opening of technical bids.
11. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder or prescribed herein. Withdrawal of a bid during the interval may result in forfeiture of EMD of such bidder.
12. Hypothetical and conditional bids will not be entertained.
13. 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.
14. The selected vendor will not sublet partial or complete job of scanning, printing or data entry to other vendors.

15. In the event of the firm or the concerned division of the firm being taken over/bought by another firm, all obligations and execution responsibilities under the agreement shall pass on to the new firm.
16. UPSC reserves the right to terminate the contract at any time if it is satisfied that the bidder has failed to fulfill its obligations as per the terms and conditions of the contract. The decision of UPSC in this regard would be final and binding.
17. **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-IV** that they have not been penalized or convicted for concealment of income / wealth during the immediate preceding three years.

18. **Evaluation of Bids**

18.1 The rates may be quoted for each item separately as per the price schedule given at Annexure – II. Rates should be quoted exclusive of taxes. Taxes will be paid as applicable.

18.2 The bid would be evaluated on the overall cost of the complete work.

18.3 The Financial Bid of only those bidders would be opened whose Technical Bids have been approved by the Competent Authority of UPSC after detailed examination of Technical Bid.

19. **Risk Purchase Clause**

If the bidder after submission of bids and due acceptance of the same i.e. after the placement of letter of intent, fails to abide by the terms and conditions of these bid documents, or fails to supply the material / services as per delivery schedule / timeline given or at any time repudiates the contract, the UPSC will have the right to forfeit the EMD, invoke 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 difference between the alternative arrangement and supplier's tender value will be recovered from the supplier along with other incidental charges including custom duties, taxes, freight and insurance etc. In case UPSC is forced to procure the material/Services through alternative sources and if procurement price is lower, no benefit on this account would be passed on to supplier.

**20. Liquidated Damages**

Vendor has to execute the work strictly as per scope of work in accordance with the terms and conditions of the tender failing which UPSC without prejudice to any other right or remedy available may recover any such amount suffered as loss from the vendor as ascertained/assessed by this office as liquidated damages and not by way of penalty to be imposed separately at the rate of 1% per week of delay in supply subject to a maximum of 10% of the total contract value. If any loss or delay has been caused due to any reasons beyond the control of any of the parties (Force Majeure), the Secretary, UPSC shall have the sole discretion to waive off such loss or penalty as he deems fit. The Vendor shall explain in writing the reasons, which caused such delay or loss within 10 days from the date of delay or incurrance of such loss. For any delay beyond ten weeks, the UPSC shall be at liberty to get the work done from any other Agency and also forfeit the Performance Security of the vendor and take other actions as deemed fit by the Secretary, UPSC.

**21. Penalties**

21.1. In case the firm fails to fulfill the obligation as per Clause 12 of the Scope of Work, a penalty of Rs.5,000/- per day for each day of delay (to be calculated on weekly basis) will be imposed subject to maximum penalty of 10% of the total value of that particular examination.

21.2. In case it is found that the examination process was disrupted due to inaccurate output supplied by the vendor, a penalty up to 100% value of that particular examination may be liable to be imposed.

**22. Arbitration**

Any dispute or difference whatsoever arising between UPSC & the firm out of or relating to the conclusion, meaning and operation or effect of this 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 & the firm. The venue of Arbitration shall be at Delhi.

**23. 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.

**24. Payment**

100% payment will be released after the successful completion of work duly certified by users of UPSC.

**25. Force Majeure**

Any delay in or failure to perform of either party, shall not constitute default so as to give rise to any claim for damages, to the extent such delay or failure to perform is caused by an act of God, or by fire, explosion, flood or other natural catastrophe, governmental legislation, orders or regulation etc. The time for performance of the obligation by the parties shall be deemed to be extended for a period equal to the duration of the force majeure event. Both parties shall make their best efforts to minimize the delay caused by the force majeure event.

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

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

**SCOPE OF WORK**

UPSC receives around 27 to 28 lakh applications for approximately 14 examinations conducted in a year for which vendor is required to carry out following items of work.

1. To supply OMR scannable pre-printed stationery for attendance list and Summary Certificate as per formats attached separately for objective type and subjective papers.
2. To print subject-wise (paper-wise) Scannable Attendance List (**SAL**) for each centre/sub-centre for each examination to be held after incorporating photo and signature images.
3. OMR based scanning and data capture and to provide list of present cases for each paper along with SAL images in proper grid.
4. Retrieval of selected photographs extracted from original data required for DAF & other applications.
5. Printing of selective applications from the database for doubtful photo/signature or any other type of cases as per requirements.
6. Printing of Detailed Application Form (**DAF**).
7. Printing of Pre-Printed Attendance Lists and Attendance Certificate.

**Details are as follows:-**

1. Applications data will be provided to the vendor [MS-ACCESS(MDB) and separate folders for photo and signature images].
2. Venue code will be allocated by UPSC and data will be provided to vendor in the format decided by UPSC for printing of SALs.
3. The firm is also required to scan OMR based Scannable Attendance List which are machine scannable to extract data such as Centre, Sub-Centre, Subject Code, Roll Nos. and attendance details i.e. P/A (Present/Absent), Answer Sheet Serial No., Test Booklet Series for present cases which is entered in the Examination Hall by the candidate and invigilator and to print List of Present Cases (**LPC**) in Roll No. order for each Subject, Sub-Centre/Centre separately. The vendor will have to supply accurate data after resolving mismatch, if any, and scanned images of attendance list to UPSC in proper grid. Existing formats of Attendance List (**AL**) are enclosed (Annexure-III) which can be further modified to suit the requirement.
4. The vendor shall be able to scan and provide necessary data for ALs printed by the previous vendor.



5. The vendor will have to provide user friendly search engine to ensure easy retrieval of Attendance List images in the desired format and parameters as per the requirements of UPSC and the same has to be uploaded for further use by the user branches.
6. In view of the need of the secrecy and confidentiality, the scanning operations would have to be carried out at the Commission's premises under the supervision of the Commission's officers.
7. The scanning job will have to done by the authorized staff of the firm and the firm would be solely responsible for any act of omission and/or commission on the part of its staff.
8. The total number of machines i.e. PCs etc. to be installed at UPSC premises by the bidder for carrying out the job will have to be discussed and mutually agreed upon well in advance depending on the size of job, time parameters etc. All the equipments and skilled manpower would have to be provided by the firm. Other requirements such as power equipment, space, air-conditioning and other miscellaneous items which may be required to be fulfilled by UPSC should be clearly indicated in the Technical Bid.
9. The firm will have to give an undertaking that they will ensure the secrecy and safety of data scanned and processed by them. After completion of all the activities of each examination, **data thereof shall be transferred to UPSC in the adequate media of external removable hard disk provided by UPSC with proper labeling.**
10. Safe handling and security of attendance sheets thus handed over for scanning will be the responsibility of the firm.
11. The firm will also have to develop software for final printing of Attendance Lists using Commission's updated database. The software should be able to integrate the database with the image files for photos and signatures scanned by the firm. Necessary hardware and manpower will also be arranged by the firm for these purposes specified. The format of printing of Attendance List will be decided by UPSC
12. The firm will have to scan at least 20,000 Attendance Lists (AL) and print 20,000 Attendance Lists (AL) per day working of eight hours and in shifts, if required. The counting would be done on weekly basis (5 working days) for imposing penalty in case of delay as per **clause 21** of NIT. However, UPSC reserves the right to specify a **higher output per day** as maybe needed depending upon its requirements. The vendor will have to provide adequate number of skilled staff including supervisor (capable of data management & programming) and hardware for meeting the targets as set by the Commission from time to time. Such manpower, as provided by the vendor, will have to strictly adhere to the official working timings followed by the Commission including holidays. In case of delay beyond the specified period as clearly defined by the Commission and given to the vendor for each examination job, a penalty as per **Clause 21** of the tender document may be imposed on the firm based on weekly output as defined by this Office.

13.(a). The agency will have to print 4.6 Lakh pages (approximately) related to DAF of various examinations conducted by the Commission throughout the year on heavy duty laser printers to be installed in the premises of UPSC. The printing will be in black and white mode on 'A4' papers on both sides. The data for printing will be provided by the UPSC in the mutually accepted format. The agency will be required to print at least 30,000 sheets per day. The printing will be done Roll Number wise and all the pages for a particular Roll Number will have to be stapled together by the agency and stapled output Roll Number wise will be handed over to the Exam Branch of the UPSC.

13.(b). The quantity of papers as above to be printed 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 print the additional quantity at the same rates, terms and conditions.

14. The vendor is required to ensure that adequate technical manpower capable of handling coding and data management work and adequate hardware is available, all the time, in the premises of UPSC.

**ANNEXURE – II****PRICE SCHEDULE**

<b>S.No.</b>	<b>Work / Activity</b>	<b>Approximate Quantity (per year)</b>	<b>Rates/per page (exclusive of taxes)#</b>
1.	To supply scannable pre-printed blank stationery for attendance list on regular A-4 size paper including Pre-Printed Scannable Attendance Certificate suitable for scanning objective/subjective paper.*	@18,00,000	
2.	To print subject wise (paper wise) Attendance List (AL) for each centre/sub-centre for each examination to be held after incorporating photo and signature images for objective/subjective papers on pre-printed stationery including printing of data on Scannable Attendance Certificates.*	@18,00,000	
3.	OMR based scanning of AL and data capture and to provide list of present cases for objective/subjective papers including data capturing and providing report with regard to Attendance Certificates.*	@18,00,000	
4.	Printing of Detailed Application Form (DAF)*	4.6 lakh pages	

\* The rates are to be given for item no.1, 2, 3 & 4 on the basis of rate per sheet.

# Rates should be quoted exclusive of taxes. Taxes will be paid as applicable.

@ Actual Quantity will be decided by the Commission on Examination to Examination basis.

**IMPORTANT NOTE:** The lowest bidder will be decided on the total of unit rates of Item No. 1 to 4.

**ANNEXURE-III****CHECK - LIST**

<b>S. No.</b>	<b>Particulars</b>
1.	Signed & Scanned copy of PAN Card
2.	Signed & Scanned copies of IT Returns of the firm for each of the preceding three years including the year 2015-2016
3.	Signed & Scanned copies of Audited Balance Sheets of the firm for each of the preceding three years including the year 2015-2016
4.	Signed & Scanned list of organizations where the firm has executed or is executing similar services along with copies of work order
5.	Signed & Scanned copy of Earnest Money Deposit (EMD) of Rs.2,00,000/-
6.	Requisite certificate under <b>Annexure-IV</b> duly signed by authorized person

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

**ANNEXURE-IV****Tender for supply of Pre-Printed Stationery for Attendance Lists, Processing and Printing of Attendance Lists, Printing of Detailed Application Forms (DAF), Scanning and Data Capture from Attendance Lists**

We,

\_\_\_\_\_(Name & address of the firm) have in response to your NIT dated \_\_\_\_\_submitted a Technical & Financial bid for **supply of Pre-Printed Stationery for Attendance Lists, Processing and Printing of Attendance Lists, Printing of Detailed Application Forms (DAF), Scanning and Data Capture from Attendance Lists**. 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 we fully understand the Scope of Work specified in the NIT and our bid is strictly in accordance with the Scope of Work.
3. 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

### **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 enrol 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 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 Help Desk.

### **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 in to 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 Document. 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 (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.

## **11. 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 Help Desk. The contact number for the Help Desk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.



CON  
(पारम0)

सघ लोक सेवा आयोग Union Public Service Commission  
उपस्थिति सूची Attendance List

ANNEXURE-V

परीक्षा का नाम Name of Examination **ENGINEERING SERVICES  
EXAMINATION - 2016**

पृष्ठ संख्या Page No. 002/006

केन्द्र Centre 47 - AIZAWL







तारीख Date 29TH MAY, 2016

उपकेन्द्र संख्या Sub-Centre No. 001

समय Time 9:00 A.M. TO 12:00 NOON

PAGE ID. 177998

विषय Subject 13 - CIVIL ENGG. PAPER - I  
(CONVLY.)

नाम Name	उपस्थित/अनुपस्थित* Present/Absent*	नाम Name	उपस्थित/अनुपस्थित* Present/Absent*
<b>VANLALMUANAWMA</b>	<input type="checkbox"/> P <input type="checkbox"/> A	<b>ABDUL SAZAD ANSARI</b>	<input type="checkbox"/> P <input type="checkbox"/> A
रोल नं. ROLL NO. <b>0069101</b>		रोल नं. ROLL NO. <b>0110645</b>	
फोटो Photograph 		फोटो Photograph 	
मुख्य उत्तर पुस्तिका क्रम संख्या Serial Number of Main Answer Book		मुख्य उत्तर पुस्तिका क्रम संख्या Serial Number of Main Answer Book	
<i>Vanlalmuanawma</i>		<i>Abdul Sazad Ansari</i>	
प्रतिकृति हस्ताक्षर Facsimile Signature		प्रतिकृति हस्ताक्षर Facsimile Signature	
उम्मीदवार के हस्ताक्षर Candidate's Signature		उम्मीदवार के हस्ताक्षर Candidate's Signature	
निरीक्षक के हस्ताक्षर Invigilator's Signature		निरीक्षक के हस्ताक्षर Invigilator's Signature	
<b>LALENKAWLI HRAHSEL</b>	<input type="checkbox"/> P <input type="checkbox"/> A	<b>LALTLANKIMA</b>	<input type="checkbox"/> P <input type="checkbox"/> A
रोल नं. ROLL NO. <b>0072630</b>		रोल नं. ROLL NO. <b>0124379</b>	
फोटो Photograph 		फोटो Photograph 	
मुख्य उत्तर पुस्तिका क्रम संख्या Serial Number of Main Answer Book		मुख्य उत्तर पुस्तिका क्रम संख्या Serial Number of Main Answer Book	
<i>Lalnkawli</i>		<i>Laltlankima</i>	
प्रतिकृति हस्ताक्षर Facsimile Signature		प्रतिकृति हस्ताक्षर Facsimile Signature	
उम्मीदवार के हस्ताक्षर Candidate's Signature		उम्मीदवार के हस्ताक्षर Candidate's Signature	
निरीक्षक के हस्ताक्षर Invigilator's Signature		निरीक्षक के हस्ताक्षर Invigilator's Signature	
<b>NT JEVIS</b>	<input type="checkbox"/> P <input type="checkbox"/> A	<b>LALROLIANA TOCHHAWNG</b>	<input type="checkbox"/> P <input type="checkbox"/> A
रोल नं. ROLL NO. <b>0102954</b>		रोल नं. ROLL NO. <b>0133459</b>	
फोटो Photograph 		फोटो Photograph 	
मुख्य उत्तर पुस्तिका क्रम संख्या Serial Number of Main Answer Book		मुख्य उत्तर पुस्तिका क्रम संख्या Serial Number of Main Answer Book	
<i>Nt Javis</i>		<i>R. P.</i>	
प्रतिकृति हस्ताक्षर Facsimile Signature		प्रतिकृति हस्ताक्षर Facsimile Signature	
उम्मीदवार के हस्ताक्षर Candidate's Signature		उम्मीदवार के हस्ताक्षर Candidate's Signature	
निरीक्षक के हस्ताक्षर Invigilator's Signature		निरीक्षक के हस्ताक्षर Invigilator's Signature	

SIGN WITHIN THE BOX ONLY

\*अनुपस्थित उम्मीदवार के लिए, निरीक्षक (A) को काले बॉल प्वाइंट पेन से काला करें।  
\*For Absent Candidates, the Invigilator should darken (A) using black ball point pen.

SIGN WITHIN THE BOX ONLY

पर्यवेक्षक का नाम व हस्ताक्षर Name &amp; Signature of Supervisor



OBJ  
वा. नि.

सघ लोक सेवा आयोग / Union Public Service Commission  
उपस्थिति सूची Attendance List

ANNEXURE-2

परीक्षा का नाम Name of Examination	पृष्ठ संख्या Page No.
केन्द्र Centre	तारीख Date
उपकेन्द्र संख्या Sub-Centre No.	समय Time
PAGE ID	विषय Subject

नाम Name	उपस्थित/अनुपस्थित* Present/Absent*	परीक्षण पुस्तिका सीरीज Test Booklet Series	नाम Name	उपस्थित/अनुपस्थित* Present/Absent*	परीक्षण पुस्तिका सीरीज Test Booklet Series
फोटो Photograph	P A A B C D	रोल नं. ROLL NO.	फोटो Photograph	P A A B C D	रोल नं. ROLL NO.
परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.			परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.		
उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.			उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.		
प्रतिकृति हस्ताक्षर Facsimile Signature			प्रतिकृति हस्ताक्षर Facsimile Signature		
उम्मीदवार के हस्ताक्षर Candidate's Signature			उम्मीदवार के हस्ताक्षर Candidate's Signature		
निरीक्षक के हस्ताक्षर Invigilator's Signature			निरीक्षक के हस्ताक्षर Invigilator's Signature		
फोटो Photograph	P A A B C D	रोल नं. ROLL NO.	फोटो Photograph	P A A B C D	रोल नं. ROLL NO.
परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.			परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.		
उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.			उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.		
प्रतिकृति हस्ताक्षर Facsimile Signature			प्रतिकृति हस्ताक्षर Facsimile Signature		
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फोटो Photograph	P A A B C D	रोल नं. ROLL NO.	फोटो Photograph	P A A B C D	रोल नं. ROLL NO.
परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.			परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.		
उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.			उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.		
प्रतिकृति हस्ताक्षर Facsimile Signature			प्रतिकृति हस्ताक्षर Facsimile Signature		
उम्मीदवार के हस्ताक्षर Candidate's Signature			उम्मीदवार के हस्ताक्षर Candidate's Signature		
निरीक्षक के हस्ताक्षर Invigilator's Signature			निरीक्षक के हस्ताक्षर Invigilator's Signature		

SIGN. WITHIN THE BOX ONLY

\*अनुपस्थित उम्मीदवार के लिए, निरीक्षक (A) को काले बॉल प्वाइंट पेन से काला करें।  
\*For Absent Candidates, the invigilator should darken (A) using Black Ball Point pen.


SIGN. WITHIN THE BOX ONLY  
पर्यवेक्षक का नाम व हस्ताक्षर Name & Signature of Supervisor



संघ लोक सेवा आयोग Union Public Service Commission  
CERTIFICATE TO BE FURNISHED BY THE VENUE SUPERVISOR

उपस्थिति प्रमाण - पत्र ATTENDANCE CERTIFICATE

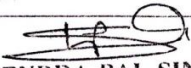
परीक्षा का नाम Name of Examination <b>CPF (ASST. COMMANDANTS) EXAMINATION - 2016</b>	विषय Subject <b>02-GENERAL STUDIES, ESSAY &amp; COMPREHENSION</b>
परीक्षा की तारीख Date of Examination <b>26TH JUNE, 2016 (SUNDAY)</b>	

केन्द्र का नाम Name of Centre <b>04-BHOPAL</b>	रजिस्टर्ड परीक्षार्थियों की संख्या No. of Registered Candidates <b>400</b>
उपकेन्द्र का नाम Name of Sub-Centre <b>026</b>	
<b>SHRI L.S. MEMORIAL HIGHER SECONDARY SCHOOL, BHANPUR, CHAUPRA KALAN, VIDISHA ROAD, BHOPAL-462010.</b>	
<b>CPF-2016-02-04-026-400</b>	
	

उपस्थित परीक्षार्थियों की संख्या Total No. of Present Candidates	अनुपस्थित परीक्षार्थियों की संख्या Total No. of Absent Candidates	पैक किए हुए उत्तर पत्रक की संख्या Total No. of Answer Papers Packed	अतिरिक्त परीक्षार्थियों की संख्या No. of Additional Candidates *																																																																																																																									
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\* Over and above the registered candidates who appeared at venue by the directions of court etc.

This is to certify that the above information about the Present Candidates, Absent Candidates, Additional Candidates and the No. of Answer papers packed has been provided in accordance with the instructions given in the Handbook for supervisors. I have verified the above information personally and I certify that the above information is correct. I also understand that disciplinary action may be initiated against me in case this information is found to be incorrect.

  
**LOKENDRA PAL SINGH**  
Centre Superintendent