

F.No.3.10(2)/FD/2016-G-I
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYO)
DHOLPUR HOUSE, SHAHJAHAN ROAD
NEW DELHI-110069

Dated: 1st September, 2016

Notice Inviting Tender

Subject : Notice Inviting Tenders (NIT) for procurement of sweets in Connection with 90th Foundation Day Celebration in UPSC tentatively to be held on 30th September, 2016.

Bids are invited from reputed sweets shops for supply of 1900 (approx.) nos. of Boxes of sweets each containing **Motichoor Ladoo (Desi Ghee)(500 gms).**

Tender documents may be downloaded from UPSC website www.upsc.gov.in and CPP site <https://eprocure.gov.in/e-procure/app> as per schedule as given in Critical Date Sheet as under:-

General Terms and Conditions of NIT

Critical Date Sheet

Published Date	01.09.2016
Bid Document Download/Sale Start Date	01.09.2016
Bid Submission Start Date	01.09.2016
Bid Submission End Date	21.09.2016 at 1500 Hrs
Bid Opening Date	21.09.2016 at 1530 Hrs

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

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>.

3. Procedure of Submission of Bids

i)The tender can be submitted online at CPPP website. 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. Bids uploaded in single part or folder on the website will be summarily rejected.

ii) Bids can also be submitted through offline sealed quotations which should be dropped in the tender box kept at reception gate 'c' of this office within the above specified date and time.

Contd.....

iii) **A sample of Motichoor Ladoo (Desi Ghee) (100 gm.) should be submitted on the day of opening of bid i.e, on 21.09.2016 upto 2:30 PM. The sample may be submitted in Room No. 009, Ayog Sachivalaya Building, UPSC.**

iv) The sample will be examined by TEC and the financial bid of only those bidders will be considered whose samples are approved by the TEC.

4 Financial Bid:-

4.1 Financial Bid should be **in the prescribed format as per Annexure-C. Unstamped and/or unsigned bids will not be entertained.**

4.2. **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. 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. All the firms participating in the Tender must submit a list of their owners/partners etc. alongwith their contact telephone numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Deptt. nor any criminal case is registered/pending against the firm.

Other Terms and conditions:

7. The bids shall remain valid for acceptance of this office for six months from the date of opening of Tenders. The bids with lesser validity period will be summarily rejected.

8. Hypothetical and/or conditional bids will not be entertained.

9. The packing in red transparent cover including pasting the logo supplied for the function on the top cover of sweet box, would be the responsibility of the supplier firm. The suppliers name should figure only inside and not on the top cover of the box.

10. Proper packing and delivery on time will be the responsibility of the supplier firm.

11. Firms should quote their unconditional rates strictly as per the bid form.

12. Payment would be released on satisfactory delivery of the sweets to UPSC.

13. The quantity may be increased or decreased according to requirement of UPSC.

14. The rates should be quoted for Boxes of sweets each containing Motichoor Ladoo (Desi Ghee)(500 gms)

Contd.....

15. All expenses will be borne by the firm for sending the material to this office.

16. The prices quoted must be firm and inclusive of in land transportation upto the place of destination i.e Union Public Service Commission.

17. VAT/ST/any other Govt. levies applicable should be shown separately giving full details, otherwise it will be presumed that the rates are inclusive of the VAT/ST/ any other Govt. levies, and no subsequent request for any enhancement shall be entertained under any circumstances.

18. 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.

19. Each bidder will have to certify that all the terms and conditions are acceptable to him.

20. Contract of work will be awarded to L-1 bidder that will be decided by a Bid Evaluation Committee.

21. 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.

22. In case of any 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.

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 or 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.

Jurisdiction

i) 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.

Contd.....

ii) 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.

iii) Each bidder will have to certify that all the terms and conditions are acceptable to him.

iv) The Secretary, UPSC reserves the right to accept or reject any tender in full or in part without assigning any reason therefore. The decision of the Secretary, UPSC in this regard shall be final and binding on the firm.

v) For any further information/clarification you may contact General-I Section, UPSC on any working day between 10:00 hrs to 17:00 hrs at Tel. No. 23389035.

(Anil Kumar)
Under Secretary(M&M)
Union Public Service Commission
(Ph. 01123382415)

Annexure-A**Items proposed to be procured**

Sl.No	Items & specification	its Approximate requirement in units	Schedule of supply
1.	Motichoor Ladoo (Desi Ghee) (500 Gms)	1900 boxes (approx.)	All the duly packed boxes shall be delivered to UPSC, Shahjahan Road, New Delhi at 7:00 A.M. on the 30th September, 2016.

TENDER FORM

TENDER FOR SUPPLY OF SWEETS

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 sweet items 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.

Format of Financial bids for supplying of sweets

Dated

To,

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

Ref:- Your Tender Enquiry Document/NIT No. dated.....

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

Price Schedule

Sl.No.	Item	No. of boxes	Rate Quoted (in rupees)
1.	Motichoor Ladoo (Desi Ghee) (500 Gms)	1900 (approx.)	

NOTE : The quantity can be increased/decreased depending upon actual requirement.

VAT/ST/any other Govt. levies applicable should be shown separately giving full details, otherwise it will be presumed that the rates are inclusive of the VAT/ST/any other Govt. levies, and no subsequent request for any enhancement shall be entertained under any circumstances.

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)

TENDER FOR SUPPLY OF SWEETS

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.