

D-15014/10/2016 G IV  
Union Public Service Commission  
Dholpur House, Shahjahan Road,  
New Delhi-110 069

Notice Inviting E-Tender

Online bids are invited on two bid system for Procurement of Photocopier paper(A-4 size and Full Scape Size) for one year. Online tender is in respect for supply of Photocopier paper(A-4 size and Full Scape Size) specific details of which are indicated in Annexure-A to this document. Estimated cost of tender is approximately Rs. 18,00,000/- (Rupees Eighteen Lakh only) over one year. Manual bids shall not be accepted.

Tender documents may be downloaded from UPSC web site [www.upsc.gov.in/](http://www.upsc.gov.in/) (for reference only) 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

Critical Date Sheet

Published Date	02.11.2016
Bid Document Download/Sale Start Date	02.11.2016
Bid Submission Start Date	02.11.2016
Bid Submission End Date	24.11.2016 at 1500 Hrs
Bid Opening Date	25.11.2016 at 1530 Hrs

Bids shall be submitted online only at CPPP Website:  
<https://eprocure.gov.in/eprocure/app>

Tenderer/Contractors are advised to follow the instruction 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>

1. Procedure of Submission of Bids

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.. Bids uploaded in single part or folder on the website will be summarily rejected.

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

## 2. Technical Bid

The following documents are to be furnished by the bidders alongwith Technical bids as per the tender document:

- a) A self Attested Scanned copy of PAN Card.
- b) A self Attested Scanned copies of IT Returns of the firm/proprietor for the preceding three years including the year 2014-2015.
- c) A self Attested Scanned copy of Earnest Money Deposit (EMD) of Rs 54000/-.
- d) A self Attested Scanned copy , in case registered with NSIC or DGS&D, of the registration certificate.
- e) A self Attested Scanned copy of Sales Tax/VAT registration certificate along with TIN Number
- f) A self Attested scanned copy of Latest VAT/Sales Tax Clearance Certificate.
- g) Scanned copy of list of owner/partners of the firm and their contact telephone number along with a certificate to the effect that the 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.
- h) Sample of the Paper proposed to be supplied by the firm. Complete packet (Full ream) for **each quoted** item should be submitted. In the absence of the complete packet, the bid will be rejected.
- i) A self attested scanned copy of details of the firms as per the Annexure –B on the letter head of the firm.
- i) Scanned copy of Bank details of the firm.

**2.1 The bidder should submit scanned copies of the documents mentioned at the checklist **Annexure-E** duly signed by the authorized signatory.**

## 3. Financial Bid:-

3.1 Scanned copy of Financial Bid should be uploaded , **in the prescribed format as per Annexure-C. Unstamped and/or unsigned bids will not be entertained.**

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

**3.3 Late Bids-** Bids received after the specified date and time, as indicated in para-1 above for receipt of bids, will not be considered.

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

4.1 **The hard copy of original Earnest Money Deposit (EMD) of Rs 54,000/- (Rupees Fifty Four Thousand only) in the form of Demand Draft/Pay order/FDR payable to the Secretary, UPSC must be delivered to the UPSC on or before bid opening date/time as mentioned in critical date sheet. The firm registered at NSIC/DGS&D and any organisation exempted from submission of EMD on submitting the documentary proof. For other bidders, submission of EMD in the prescribed form mentioned above is mandatory.**

**4.2 The EMD should remain valid for a period of (225 days) i.e. forty five days beyond the final bid validity period.**

4.3 EMD of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.

4.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. Successful firm(s) has/have to submit 7% of the contract value as Performance Security in the form of DD/Pay Order/Banker's Cheque from any commercial bank drawn in favour of Secretary, UPSC. Performance Security will be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the supply in good and satisfactory condition.

4.5 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.

4.6 The performance Security should remain valid for a period of 60 days beyond the rate contract validity period.

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

6. Other **Terms and conditions:**

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

7. **Evaluation of Bids:-**

- (a) 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/samples furnished with the Technical bid. Decision of the Competent Authority with regard to acceptability of the Technical bid should be binding on all the bidders and can not 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) Evaluation of the financial bids will be done separately for each item of purchase and the rate contract will be given to lowest evaluated responsive tender (L-1) separately for each item of purchase.
- (d) 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.
- (e) 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.
- (f) **Rates of the specified or equivalent brands as indicated in Annexure A to this Tender Notice, will only be considered.**

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

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

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

10. 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.

11. 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.

12. 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.

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

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

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

(C.M Kaith)  
UNDER SECRETARY (G.IV)  
TEL NO. 23388418

**TENDER FORM /TECHNICAL BID**

**TENDER FOR SUPPLY OF PHOTOCOPY PAPER**

Dated the \_\_\_\_\_

Ref: Your Tender Notice No.....Dated.....

We, the undersigned have examined the above mentioned Tender Notice and after having understand the requirement of your office, now offer to supply and deliver the required stationery items in accordance with your demand/order in conformity with the specifications given here under: -

Sl.No	Items & its specification/brand	Quantity	Specification/brand of the offered item
1	PHOTO COPY PAPER (A-4 size), J.K. Paper/TNPL/Ballarpur/ Spectra Brand 75 GSM, Mill packed (in reams of 500 sheets) or Equivalent Brands	12000 Reams	Brand _____ Sheets in one Packet/ream _____ Weight of one Ream= _____ Kg GSM of the Paper = _____ GSM
2	PHOTO COPY PAPER (FS), J.K. Paper/TNPL/Ballarpur/ Spectra Brand 75 GSM, Mill packed (in reams of 500 sheets) or Equivalent Brands	800 Reams	Brand _____ Sheets in one Packet/ream _____ Weight of one Ream= _____ Kg GSM of the Paper = _____ GSM

2. Pay Order/Demand Draft/Banker's Cheque No/Fixed Deposit.....dated.....of amount Rs.....drawn on .....(name and branch of the bank) in favour of Secretary, UPSC is submitted herewith as EMD.

3. We also submit herewith the following documents/papers in respect of our firm as required in aforesaid Tender Notice:-

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

4. If our bid is accepted, we undertake to supply the goods as mentioned in our bidS in accordance with aforesaid Tender Notice.

5. We further confirm that, if our bid is accepted, we will submit the performance security of the required amount in an acceptable form in terms of the aforesaid Tender Notice.

6. We agree to keep our bid valid for acceptance for a period of six months from the opening of the tender. We also accordingly confirm to abide by this bid upto the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

7. We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

8. We 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:**
- a) **Official seal of the firm and signature of authorised signatory is to be appended on each page of this Tender form/Bid.**
  - b) **Overwriting, if any, should be countersigned by the authorized signatory.**



**TENDER FOR SUPPLY OF PHOTOCOPY PAPER**

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

1. **Name of the firm** : \_\_\_\_\_
2. **Office Address** : \_\_\_\_\_  
\_\_\_\_\_
3. **Tel No.** : \_\_\_\_\_
4. **FAX No.** : \_\_\_\_\_
5. **Details of Directors/Partners/Proprietor of the firm:**
  - a) Name(s) :
  - b) Residence Address(s) :
  - c) Mobile No.(s) :
6. Sales Tax Registration No./TIN: \_\_\_\_\_  
(Copy of Registration certificate to be enclosed)
7. PAN No. of the Firm/Proprietor: \_\_\_\_\_

8. It is certified that our firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm or its owner/partners anywhere in India.

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorized to sign tender for and behalf of

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

FINANCIAL BID

TENDER FOR PROCUREMENT OF PHOTOCOPY PAPERS

Dated the \_\_\_\_\_

Ref: Your Tender Notice No.....Dated.....

We, the undersigned have examined the above mentioned Tender Notice and after having understand the requirement of your office, now offer to supply and deliver the required stationery items in accordance with your demand/order in conformity with the specifications mentioned in our Technical Bid at the rates given here under: -

Price Schedule

Sl.No	Items & its specification/brand	Quantity	Specification/ brand of the offered item	offered	VAT	rate
				rate in		%
				Rs.		unit
						(Inclus
						ive of
						VAT)
				per ream		Per
						ream
1	PHOTO COPY PAPER (A-4 size), J.K. Paper/TNPL/Ballarpur/ Spectra Brand 75 GSM, Mill packed (in reams of 500 sheets) Or Equivalent Brands	12000 Reams				
2	PHOTO COPY PAPER (FS), J.K. Paper/TNPL/Ballarpur/ Spectra Brand 75 GSM, Mill packed or Equivalent Brands (in reams of 500 sheets) or Equivalent Brands	800 Reams				

2. Pay Order/Demand Draft/Banker's Cheque/F.D.R  
No.....dated.....of amount  
Rs.....drawn on  
.....(name and branch  
of the bank) in favour of Secretary, UPSC was submitted with the Technical  
Bids. A photocopy of the same is enclosed.

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  
upto the aforesaid period and this bid may be accepted any time before the  
expiry of the aforesaid period. We further confirm that this bid read with your  
written acceptance thereof within the aforesaid period shall constitute a binding  
contract between us.

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:**
- a) **Official seal of the firm and signature of authorised signatory is to be appended on each page of this Tender form/Bid.**
  - b) **Overwriting, if any, should be countersigned by the authorized signatory.**

TENDER FOR PROCUREMENT OF PHOTOCOPY PAPERS

UNDERTAKING

We, \_\_\_\_\_  
\_\_\_\_\_ (name and address of the firm)  
have in response to NIT of Union Public Service Commission dated \_\_\_\_\_ certify  
as under:

“The rate quoted for the items are not exceeding the rate quoted by us for any other  
Ministries/Govt. Organizations for similar items.”

(Authorized Signatory)  
Name & Address of Firm/bidder  
With rubber seal

CHECK-LIST

SNO	Particulars	Yes or No
1	Duly filled in Tender form	
2	Duly filled in Technical Bid in the prescribed format (Annexure A)	
3	Duly filled in Financial Bid in the prescribed format (Annexure C)	
4	Copy of PAN Card	
5	Copies of IT Returns of the firm/ proprietor for the preceding three years including the year 2014-2015.	
6	Copy of Earnest Money Deposit of Rs 54,000/	
7	Sales Tax/VAT registration certificate along with TIN Number	
8	Self attested copy of latest VAT/Sales Tax Clearance Certificate	
9	In case registered with NSIC or DGS&D , a self attested copy of registration certificate.	
10	Details of the firm as the Annexure-B on the letter head of the firm	
11	Samples of Photocopy Paper items to be supplied.	
12	Undertaking in Annexure D	
13	Copy of Bank details of the firm for receiving payment	

(Authorized Signatory)  
Name and Address 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.