

F.No.2.2(5)/2020-G-II
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOJ)
Dholpur House, Shahjahan Road,
New Delhi -110069.

NOTICE INVITING TENDER

To _____

Dear Sir,

Online bids are invited under two-bid system for **Supply of Pre-Printed and Pre-Run Stationery for Scannable Attendance Lists (SALs), Processing and Printing of Scannable Attendance Lists, Printing of Detailed Application Forms (DAF), Scanning and Data Capture from Scannable Attendance Lists** from vendors involved in this field having annual turn-over of Rupees 50 (Fifty) Lakh 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 (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	25.11.2020
Document Download Start Date	26.11.2020 (0900 hrs)
Bid Submission Start Date	26.11.2020 (0900 hrs)
Bid Submission End Date	15.12.2020 (1200 hrs)
Clarification Start Date	26.11.2020 (0900 hrs)
Clarification End Date	03.12.2020 (1700 hrs)
Date & Time for Opening of Technical Bids	16.12.2020 (1200 hrs)
Earnest Money Deposit (EMD)	Rs.1,00,000/- (Rupees One Lakh only)

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

Bidders 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.

Important: For any information/clarification, bidders may contact Under Secretary (G), UPSC on government working days between 1000 hrs to 1700 hrs during the clarification window provided in the Critical Date Sheet at Tel. No. 011- 23388418.

GENERAL TERMS AND CONDITIONS**1. PROCEDURE OF SUBMISSION OF BID:**

Bid 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 regard. The hard copy of original instruments of Earnest Money Deposit (EMD) of **Rs. 1,00,000/-** in the form of a Demand Draft/Pay Order/FDR payable to the Secretary, UPSC must be dropped into the **Tender Box at Reception, Gate 'C' of UPSC, Dholpur House, Shahjahan Road, New Delhi-110069** on or **before the last date/time** of submission of online bids as mentioned in **Critical Date Sheet**.

(i) TECHNICAL BID

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

- a.) Certificate of Incorporation of the firm;
- b.) PAN card of the firm;
- c.) GST Registration Certificate;
- d.) IT Returns of the firm for each of the preceding three years including Financial Year 2019-20;
- e.) Audited Balance Sheets of the firm for each of the preceding three years including Financial Year 2019-20 i.e. supporting documents in respect of Annual Turnover of Rs. 50 Lakh or above during each of the preceding three years;
- f.) Purchase Orders as per Clause 4(b) of the NIT;
- g.) ISO 9001 or ISO 27001 certification;
- h.) Requisite declaration as per Clause 6 of the NIT;
- i.) Requisite undertaking as at **Annexure-IV** duly signed by authorized person;
- j.) Earnest Money Deposit (EMD) of Rs.1,00,000/-;

(ii) PRICE BID

- a.) The bidder will submit its rates in **BOQ (.xls) format** in accordance with the proforma for Price Schedule prescribed at **Annexure-II (B)**.
- b.) Rates must be inclusive of freight & forwarding charges.
- c.) Rates should be quoted exclusive of taxes. Taxes, if any, should be mentioned separately in the Price Schedule.
- d.) The quoted prices should be valid for 180 days from the date of opening of the tender.
- e.) The rates shall remain firm during the validity of the contract.
- f.) Incomplete or inconclusive price bids will be summarily rejected.

2. EARNEST MONEY DEPOSIT:

An Earnest Money Deposit (EMD) of **Rs.1,00,000/-** (Rupees One 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/ FDR from any Nationalized or Commercial Bank payable to the Secretary, UPSC at Delhi/New Delhi failing which the bid will be summarily rejected. The Kendriya Bhandar, NCCF, firms 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.

- a.) The EMD shall be valid for minimum period of 45 (forty five) days beyond validity of the bid.
- b.) 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.
- c.) 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.

3. 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 Security in the form of Demand Draft/Pay Order/Bank Guarantee/FDR from any Nationalized or Commercial Bank @ 5% of the annual contract value drawn in favour of Secretary, UPSC, payable at Delhi for the due and proper execution of the Contract.

The Performance Security shall be initially valid up to 90 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 Security extended to cover such extended time for completion of work. The Commission would retain the Performance Security till satisfactory completion of all contractual obligations.

UPSC reserves the right of forfeiture of the Performance Security 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 Security of the requisite amount within the stipulated period or extended period, letter of intent will automatically stand withdrawn and EMD of the contractor shall be forfeited.

4. **ELIGIBILITY CRITERIA:**

Eligibility conditions given below specify minimum eligibility criteria in various areas to ensure that bidder has necessary experience, expertise, financial and human resources to successfully supply, implement and provide the desired quality of service. **Bidders not meeting these qualification criteria should not participate in the process of bidding, as bids of those not meeting these conditions will be summarily rejected.** Bidder should ensure point by point compliance and attach relevant documents against each of the clauses below:

- a.) The bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956 and should have been in existence for at least 5 years. In this regard, the bidder must submit a copy of Certificate of Incorporation of the company.
- b.) The bidder must have experience of providing scanning & processing services (using OMR technology) to Govt. Departments, reputed educational institutions like IITs, NITs, Public Service Commissions or reputed private sector firms during the preceding 5 years ending last day of the month previous to the one in which applications are invited. In this regard, the bidder shall submit copies of:-
 - i. Three previous Contracts/Purchase Orders of value of work of at least Rs. 15 Lakh each executed during the preceding 5 years.
OR
 - ii. Two previous Contracts/Purchase Orders of value of work of at least Rs. 20 Lakh each executed during the preceding 5 years.
OR
 - iii. One Contract/Purchase Order of value of work of at least Rs. 30 Lakh executed during the preceding 5 years.
- c.) The firm must have an annual turnover of Rs. 50 (Fifty) Lakh or above during each of the last 3 years including Financial Year 2019-20. In this regard, the bidder must furnish copies of Audited Balance Sheets of the firm establishing the requisite annual turnover for each of preceding three years including Financial Year year 2019-20.
- d.) The bidder must be an **ISO 9001** or **ISO 27001** certified company in the business of providing scanning and processing services using OMR technology. The bidder must furnish a copy of the same in its technical bid.

OTHER TERMS & CONDITIONS

5. The bidder should be registered with the tax authorities and a copy of registration certificate/relevant documents such as GST registration certificate must be attached.
6. The bidder should not be currently blacklisted or have been blacklisted with any Government of India agency/PSU or any State Government department. The bidder shall furnish a written declaration in this regard on the letter head of the firm.
7. The bidder is also required to furnish an undertaking as at **Annexure-IV** certifying that:-
 - a.) They accept all the terms and conditions of the tender;
 - b.) They fully understand the Scope of Work specified in the NIT and their bid is strictly in accordance with the Scope of Work;
 - c.) They have not been penalized or convicted for concealment of income/wealth during the immediate preceding three years.
8. Bids will be valid for a minimum period of 180 days from the date of opening of technical bids.
9. 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.
10. Hypothetical and conditional bids will be summarily rejected.
11. UPSC reserves the right to accept or reject any or all of the bids without assigning any reasons. The decision of the Secretary, UPSC, in this regard, would be final and binding.
12. The contract shall be valid for **3 (three) years** from the date of award of contract. However, Secretary, UPSC at his discretion may extend the contract for a further period of up to **one year** on the same terms, conditions & rates. The rates quoted by the bidder shall remain firm during the validity of the contract.
13. The selected vendor will not sublet partial or complete job of scanning, printing or data entry to other vendors.
14. 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.
15. UPSC reserves the right to terminate the contract at any time if it is satisfied that the bidder has failed to fulfil its obligations as per the terms and conditions of the contract. The decision of UPSC in this regard would be final and binding.
16. **Income Tax:** Recoverable at source from the bills, as applicable. Bidder shall furnish their permanent I.T. A/C No. (PAN) and copies of IT Returns of the firm for the preceding three years including Financial Year 2019-20.

17. **EVALUATION OF BIDS:**

- a.) The financial bids of only those bidders would be opened whose technical bids have been approved by the Competent Authority of UPSC after detailed examination.
- b.) The bidder shall quote rates for each item separately for all three years as per the price schedule given at **Annexure – II(B)**.
- c.) Rates should be quoted exclusive of taxes. Taxes as applicable shall be quoted separately along with rates.
- d.) The L-1 bidder will be decided on the basis of **NPV** (Net Present Value) of the total annual charges (exclusive of taxes) for all three years. The rate of discounting will be taken as 10% annually. Since the rate of discounting is pre-disclosed, the calculation of NPV has been illustrated in the Proforma for Price Schedule at **Annexure – II(B)**.

18. **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.

19. **LIQUIDATED DAMAGES:**

Vendor has to execute the work strictly as per the 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.

20. **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.

21. **PENALTY CLAUSE:**

- a.) In case the firm fails to meet the daily output as per Clause 12 of the Scope of Work (**Annexure-I**), a penalty of 25% of the value of the unfulfilled output shall be imposed on the vendor on a daily basis.

Example: Against a work order for printing of 1,50,000 sheets of SAL to be delivered in 3 days (i.e. Work Order under Slab-I), if the vendor delivers only 40,000 sheets on the first day, a penalty of 25% of the value of 10,000 sheets will be imposed. In order to avoid further penalization, the vendor will have to deliver at least 60,000 sheets i.e. 10,000 (unmet output of 1st day) + 50,000 (daily assured output) on the next day.

- b.) All delivered outputs are assumed to be accurate. However:-
- (i) In case of discovery of errors in the delivered outputs before dispatch of SALs (rectifiable stage), a penalty of 30% of value of the erroneous output will be imposed on per sheet basis. The cost of stationery incurred due to erroneous printing shall be borne by the vendor and no payment shall be made against the erroneous output.
- (ii) In case of discovery of errors in the delivered outputs after dispatch of SALs to the centres (un-rectifiable stage), a penalty of 100% of value of the erroneous output will be imposed on per sheet basis. The cost of stationery and data printing on SALs will not be paid / reimbursed by the Commission. Moreover, Penalty Clause at 21(d) of the NIT can be invoked if examination is disrupted.
- c.) In case the officials deputed by the firm as per clause 12 of Scope of Work, fail to maintain regularity, punctuality and timely availability either in morning or evening session, the affiliated branch head can invoke a penalty of Rs.500/- for each official per day for each day of delay separately for morning as well as evening subject to maximum penalty of Rs. 2,000/- per day.
- d.) In case it is found that the examination process was disrupted due to inaccurate output supplied by the vendor, a penalty of up to 100% value of that particular examination is liable to be imposed. In addition, the performance security of the bidder may be forfeited including blacklisting of the firm for not meeting the contractual obligations.

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 hereinabove 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 (inclusive of applicable taxes) will be released after the successful completion of work duly certified by users of UPSC.

25. The tender notice is also available on UPSC's website: www.upsc.gov.in.

(R.K. Dixit)
Under Secretary (General)
Union Public Service Commission
Telephone No. 011-23388418

SCOPE OF WORK

UPSC receives around **29 to 30 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 blemish & dust free OMR based scannable **pre-printed** stationery after 100% execution of **pre-run (proving) procedure** for Scannable Attendance List (**SAL**), Summary Certificate and Attendance Certificate with separate formats for objective and subjective type papers as at **Annexure-V**.
2. To print subject-wise (paper-wise) Scannable Attendance List (**SAL**) and Attendance Certificate for each Centre/Sub-Centre of each examination after incorporating photo and signature images.
3. OMR based scanning and data capture from populated SAL after each exam 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 Detailed Application Form (**DAF**) & other applications.
5. Printing of selective applications from the database for doubtful photo/signature or any other type of cases as per requirement.
6. Printing of Detailed Application Form (**DAF**) on **75 GSM A4 Size Paper** to be supplied by the vendor.

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 SAL.
3. The firm is also required to scan the populated Scannable Attendance List (**SAL**) after each exam 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 SAL are enclosed (**Annexure-V**) which can be further modified to suit the requirements of UPSC.
4. The vendor shall be able to scan and provide necessary data for SAL printed by the previous vendor.
5. The vendor will have to provide user friendly search engine to ensure easy retrieval of SAL 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 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.

9. Safe handling and security of SAL sheets thus handed over for scanning will be the responsibility of the firm.

10. **Software Development and Integration:**

The firm will also have to develop software for final printing of Scannable Attendance Lists using the 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 SAL will be decided by UPSC

11. **Supply of Pre-Printed and Pre-Run Stationery:**

The vendor must provide pre-printed and pre-run stationery for SAL and Attendance Certificate on blemish free/dust free **110 GSM Maplitho Paper along with documentary proof of quality/brand**. The vendor must also maintain a stock of at least 1.5 Lakh SAL sheets and 10,000 Attendance Certificates throughout the year. In case of any higher requirement, the vendor will be asked to procure the said stationery at least 45 days in advance from the actual date of exam.

12. The firm will have to print (pre-exam) and scan (post-exam) SAL and print DAF as per the slab information given below:

Table - I

S. No.	Details of Work	Output per day (No. of sheets/day)
1.	Printing of SAL	(Slab-I) Up to 50,000
		(Slab-II) 1,00,000 & above
2.	Scanning of SAL	Up to 50,000
3.	Printing of DAF	Up to 50,000

- i. For works to be commissioned under **Slab-I** of **S. No. 1 above**, the vendor must provide an assured output of **50,000** SAL sheets per day. For works to be commissioned under **Slab-II** of **S. No. 1 above**, the vendor must provide an output of **1,00,000 and above** SAL sheets per day. By default, printing of SAL Sheets shall be executed under **Slab-I**. For execution of work under **Slab-II**, specific instructions from IS Wing will be given to the firm whenever such situation arises.
- ii. In case of shortfall in the daily output, the vendor shall first complete the delivery of the unmet (pending) output before starting the next assignment due on the next day. In such cases, a penalty of 25% of the value of the unmet output may be imposed on a daily basis as per Clause 21 of Other Terms & Conditions.
- iii. All delivered outputs are assumed to be accurate. In case of discovery of errors in the delivered output at any stage, a penalty of 30% of value of the erroneous output will be imposed on per sheet basis. The vendor shall provide the corrected output on immediate basis. The cost of stationery incurred due to erroneous printing shall be borne by the vendor and no payment shall be made for the stationery consumed in erroneous printing.

13. For printing of SAL and DAF, the data will be provided by UPSC in the mutually accepted format (PDF/Word Document). Printing of DAF will be done in black and white mode on both sides on **75 GSM A4 Size Paper** which will be supplied by vendor. 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 vendor and stapled output Roll Number wise shall be handed over to the Exam Branch of the UPSC. The extraction of data from SAL by the way of scanning shall be done as per the requirement of IS Wing.

14. **Minimum Requirements & Technical Specifications of Scanner & Printer:**

The vendor must provide:-

- i. At least **2 (two) High Speed Scanners** and **3 (three) Heavy Duty Laser Printers** to accomplish all pre-exam related work.
- ii. Both the Scanner and Printer must have Automatic Document Feeder (ADF) function along with the capacity of scanning and printing at least 3,000 sheets per hour respectively.
- iii. In addition to the above, the vendor must also make arrangements for providing at least one printer and one scanner of the same specifications as above as standby during the job completion period.
- iv. In case of work to be commissioned under Slab-II, the vendor, if necessary, will have to make arrangements i.e. augmentation / up-gradation of machine and manpower to meet the assured output of 1 Lakh and above sheets per day for printing of SAL.
- v. 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.
- vi. In case of delay beyond the specified period as defined by the Commission for each examination job, the vendor will be liable for penalty as per clause 21 of the tender.

15. **Minimum Requirement of Skilled Manpower:**

- i. For smooth functioning of assigned jobs, the vendor will have to depute, on regular basis, at least one Programmer (Supervisor level) capable of data management and programming along with at least 02 (two) skilled data management assistants.
- ii. The number of skilled data management assistants may be increased from time to time depending upon the quantum of work. Such manpower, as provided by the vendor, will have to strictly adhere to the official working timings followed by the Commission viz. 0930 hrs to 1800 hrs including holidays, whenever required. The vendor will have to submit their AADHAR details for biometric attendance in the Commission's Office. Non-availability/shortfall in punctuality to attend office will invoke the penalty clause as per clause 21(c) of the NIT.
- iii. 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.

16. The various processes involved in pre and post examination work (in chronological order) are as given under:-

S. No.	Particulars of Process	Time Frame	Action by
1.	Supply of Pre-printed & Pre-run Stationery for SAL on 110 GSM Maplitho Paper	Before 45 days of Exam.	Vendor
2.	Provision of SAL data for printing	Before 30 days of Exam.	UPSC
3.	Provision of sample SAL sheet with data for confirmation along with list of candidates selected for samples	Immediately upon receipt of data from IS Wing, UPSC	Vendor
4.	Confirmation of sample SAL sheet for printing	Immediate basis	UPSC
5.	Printing of data on SAL sheets	As per the timeframe specified at Table-I of Clause 12	Vendor
6.	Checking of SAL for dispatch	Immediate basis	UPSC
7.	Correction of erroneous SAL's	On daily basis	UPSC & Vendor
8.	Supply of page_id data to IS Wing as per required format	Completion of SAL printing	Vendor
9.	Delivery of populated SAL after Exam to Vendor	On daily basis (within 15 days)	UPSC
10.	Scanning of populated SAL	As per the timeframe specified at Table-I of Clause 12	Vendor
11.	Delivery of data extracted from populated SAL	After completion of scanning	Vendor

NOTE: The work mentioned at Sl. No. 9 to 11 will be carried out by the Commission; however, the vendor must be ready if asked to do so.

SCHEDULE OF REQUIREMENTS

The tentative annual volume* of work (exam-wise) is as given below:-

S. No.	Name of the Exam	Tentative dates of commencement of Exam for the year 2021	Estimated volume of work per year (No. of Sheets)				
			Printing of SAL	Scanning of SAL	Printing of DAF	Printing of Attendance Certificates	Supply of pre-printed stationery for SAL
1.	IFS(M) 20	28.02.2021	1,500	50,000	4,60,000	50,000	15,00,000
2.	CS(M) 20	08.01.2021	20,000				
3.	CDS(I)	07.02.2021	1,20,000				
4.	CISF	14.03.2021	1,000				
5.	NDA(I)	18.04.2021	1,33,000				
6.	CS(Pre)	27.06.2021	4,50,000				
7.	IES	06.07.2021	9,500				
8.	ISS	06.07.2021	11,700				
9.	Geologists (Main)	16.07.2021	1,000				
10.	Engineering (Pre)	18.07.2021	1,00,000				
11.	CAPF	08.08.2021	1,33,000				
12.	NDA(II)	05.09.2021	95,000				
13.	Engineering (Main)	10.10.2021	2,000				
14.	CMS	29.08.2021	0				
15.	CS(M) 21	10.10.2021	45,000				
16.	CDS(II)	14.11.2021	98,000				
17.	IFS (M) 21	21.11.2021	2,000				
TOTAL			12,22,700	50,000	4,60,000	50,000	15,00,000

S. No.	Work / Activity	Approximate Quantity* (sheets per year)
1.	Supply of OMR based Pre-printed & Pre-run Stationery for Scannable Attendance List (SAL), Summary Certificate and Attendance Certificate on 110 GSM Maplitho paper (documentary proof of quality required) with separate formats for objective and subjective type papers.	15 Lakh
2.	Printing of subject-wise (paper-wise) Scannable Attendance List (SAL) for each Centre/Sub-Centre of each examination after incorporating photo and signature images for objective/subjective papers on pre-printed stationery including printing of data on Scannable Attendance Certificates.	15 Lakh
3.	Scanning of OMR based SAL 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.	50,000
4.	Printing of Detailed Application Form (DAF) on 75 GSM A4 Size Paper to be supplied by Vendor.	4.6 Lakh

* These are the approximate quantities for various works/activities. The actual volume/quantity may increase or decrease depending upon the applications received.

PRICE SCHEDULE

S. No.	Name of Work / Activity	Approx. Qty. (sheets per year)	Rate per Sheet for 1 st Year (in Rupees) (exclusive of taxes)	Total Cost for 1 st Year (in Rupees) (exclusive of taxes)	Rate per Sheet for 2 nd Year (in Rupees) (exclusive of taxes)	Total Cost for 2 nd Year (in Rupees) (exclusive of taxes)	Rate per Sheet for 3 rd Year (in Rupees) (exclusive of taxes)	Total Cost for 3 rd Year (in Rupees) (exclusive of taxes)	Rate of taxes applicable as on date of tender (in percentage)
(1)	(2)	(3)	(4)	(5) = (3)x(4)	(6)	(7) = (3)x(6)	(8)	(9) = (3)x(8)	(10)
<u>SUPPLY OF STATIONERY</u>									
1.	Supply of OMR based Pre-printed & Pre-run Stationery for Scannable Attendance List (SAL), Summary Certificate and Attendance Certificate on 110 GSM Maplitho paper (documentary proof of quality required) with separate formats for objective and subjective type papers	15 Lakh							
<u>PRINTING OF SAL</u>									
2.	Printing of subject-wise (paper-wise) Scannable Attendance List (SAL) for each Centre/Sub-Centre of each examination after incorporating photo and signature images for objective/subjective papers on pre-printed stationery including printing of data on Scannable Attendance Certificates	2.1	SLAB-I						
			10 Lakh						
		2.2	SLAB-II						
			5 Lakh						

S. No.	Name of Work / Activity	Approx. Qty. (sheets per year)	Rate per Sheet for 1 st Year (in Rupees) (exclusive of taxes)	Total Cost for 1 st Year (in Rupees) (exclusive of taxes)	Rate per Sheet for 2 nd Year (in Rupees) (exclusive of taxes)	Total Cost for 2 nd Year (in Rupees) (exclusive of taxes)	Rate per Sheet for 3 rd Year (in Rupees) (exclusive of taxes)	Total Cost for 3 rd Year (in Rupees) (exclusive of taxes)	Rate of taxes applicable as on date of tender (in percentage)
(1)	(2)	(3)	(4)	(5) = (3)x(4)	(6)	(7) = (3)x(6)	(8)	(9) = (3)x(8)	(10)
<u>SCANNING OF SAL</u>									
3.	Scanning of OMR based SAL 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.	50,000							
<u>PRINTING OF DAF</u>									
4.	Printing of Detailed Application Form (DAF) on 75 GSM A4 Size Paper to be supplied by Vendor.	4.6 Lakh							
TOTAL ANNUAL CHARGES				Y₁=		Y₂=		Y₃=	

IMPORTANT NOTES:

- Note 1: The above quantities of works shown under Column (3) of the Price Schedule are tentative and for the purpose of quoting by the bidder. The actual work/quantity/volume may increase or decrease depending upon the number of applications received for a particular examination.
- Note 2: Unit Rates of all items should be quoted exclusive of taxes. Taxes shall be quoted separately and paid as applicable.
- Note 3: The L-1 bidder will be decided on the basis of NPV (Net Present Value) of the total annual charges for all three years i.e. NPV of Y₁, Y₂ & Y₃. The rate of discounting will be taken as 10% annually. Since the rate of discounting is pre-disclosed, the calculation of NPV has been illustrated below:

CALCULATION OF NET PRESENT VALUE (NPV):

The rate of discounting for year-wise quote will be taken as 10% annually. Therefore, the L-1 will be decided on the basis of the NPV which will be calculated as below:

$$\text{NPV} = \left\{ Y_1 + \frac{Y_2}{1 + 0.1} + \frac{Y_3}{(1 + 0.1)^2} \right\}$$

Where,

NPV means Net Present Value

Y_1 means Total Charges quoted for 1st Year

Y_2 means Total Charges quoted for 2nd Year

Y_3 means Total Charges quoted for 3rd Year

For example, if the total charges quoted for first year (Y_1) is 1000, that for second year (Y_2) is 1200 and for third year (Y_3) is 1400, then NPV will be as under:

$$\begin{aligned} \text{NPV} &= 1000 + (1200/1.1) + (1400/1.21) \\ &= 1000 + 1090.91 + 1157.02 \\ &= \mathbf{3247.93} \end{aligned}$$

Thus, the NPV is Rs. 3247.93/-. The selection of L-1 vendor will be on the basis of NPV. However, payment to L-1 vendor will be made on the basis of year-wise rates quoted by the vendor.

ANNEXURE-III**CHECK - LIST**

S. No.	PARTICULARS	Page No.*
1.	Signed & Scanned copy of Certificate of Incorporation of the firm	
2.	Signed & Scanned copy of PAN Card of the firm	
3.	Signed & Scanned copy of GST Registration Certificate	
4.	Signed & Scanned copies of IT Returns of the firm for each of the preceding three years including Financial Year 2019-20	
5.	Signed & Scanned copies of Audited Balance Sheets of the firm for each of the preceding three years including Financial Year 2019-20 i.e. supporting documents in respect of Annual Turnover of Rs. 50 Lakh or above during each of the preceding three years	
6.	Signed & Scanned copy of Purchase Orders as per Clause 4(b) of the NIT	
7.	Signed & Scanned copy of ISO 9001 or ISO 27001 certification	
8.	Signed & Scanned copy of requisite declaration as per Clause 6 of the NIT	
9.	Signed & Scanned copy of requisite undertaking as at Annexure-IV	
10.	Signed & Scanned copy of Earnest Money Deposit (EMD) of Rs.1,00,000/-	

***Kindly indicate relevant Page No. of the supporting documents in the technical bid**

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

Tender for supply of Pre-Printed & Pre-Run 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 & Pre-Run 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

OBJ042019
वा. नि.

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

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																																																												
रोल नं. Roll No.	P A A B C D																																																													
फोटो Photograph	परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.																																																													
	उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.																																																													
प्रतिकृति हस्ताक्षर Facsimile Signature	<table border="1"> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>		0	0	0	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	5	6	6	6	6	6	6	7	7	7	7	7	7	8	8	8	8	8	8	9	9	9	9	9	9
0	0	0	0	0	0																																																									
1	1	1	1	1	1																																																									
2	2	2	2	2	2																																																									
3	3	3	3	3	3																																																									
4	4	4	4	4	4																																																									
5	5	5	5	5	5																																																									
6	6	6	6	6	6																																																									
7	7	7	7	7	7																																																									
8	8	8	8	8	8																																																									
9	9	9	9	9	9																																																									
उम्मीदवार के हस्ताक्षर Candidate's Signature																																																														
निरीक्षक के हस्ताक्षर Invigilator's Signature																																																														

नाम Name	उपस्थित/अनुपस्थित* Present/Absent*	परीक्षण पुस्तिका सीरीज Test Booklet Series																																																												
रोल नं. Roll No.	P A A B C D																																																													
फोटो Photograph	परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.																																																													
	उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.																																																													
प्रतिकृति हस्ताक्षर Facsimile Signature	<table border="1"> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>		0	0	0	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	5	6	6	6	6	6	6	7	7	7	7	7	7	8	8	8	8	8	8	9	9	9	9	9	9
0	0	0	0	0	0																																																									
1	1	1	1	1	1																																																									
2	2	2	2	2	2																																																									
3	3	3	3	3	3																																																									
4	4	4	4	4	4																																																									
5	5	5	5	5	5																																																									
6	6	6	6	6	6																																																									
7	7	7	7	7	7																																																									
8	8	8	8	8	8																																																									
9	9	9	9	9	9																																																									
उम्मीदवार के हस्ताक्षर Candidate's Signature																																																														
निरीक्षक के हस्ताक्षर Invigilator's Signature																																																														

नाम Name	उपस्थित/अनुपस्थित* Present/Absent*	परीक्षण पुस्तिका सीरीज Test Booklet Series																																																												
रोल नं. Roll No.	P A A B C D																																																													
फोटो Photograph	परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.																																																													
	उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.																																																													
प्रतिकृति हस्ताक्षर Facsimile Signature	<table border="1"> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>		0	0	0	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	5	6	6	6	6	6	6	7	7	7	7	7	7	8	8	8	8	8	8	9	9	9	9	9	9
0	0	0	0	0	0																																																									
1	1	1	1	1	1																																																									
2	2	2	2	2	2																																																									
3	3	3	3	3	3																																																									
4	4	4	4	4	4																																																									
5	5	5	5	5	5																																																									
6	6	6	6	6	6																																																									
7	7	7	7	7	7																																																									
8	8	8	8	8	8																																																									
9	9	9	9	9	9																																																									
उम्मीदवार के हस्ताक्षर Candidate's Signature																																																														
निरीक्षक के हस्ताक्षर Invigilator's Signature																																																														

नाम Name	उपस्थित/अनुपस्थित* Present/Absent*	परीक्षण पुस्तिका सीरीज Test Booklet Series																																																												
रोल नं. Roll No.	P A A B C D																																																													
फोटो Photograph	परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.																																																													
	उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.																																																													
प्रतिकृति हस्ताक्षर Facsimile Signature	<table border="1"> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>		0	0	0	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	5	6	6	6	6	6	6	7	7	7	7	7	7	8	8	8	8	8	8	9	9	9	9	9	9
0	0	0	0	0	0																																																									
1	1	1	1	1	1																																																									
2	2	2	2	2	2																																																									
3	3	3	3	3	3																																																									
4	4	4	4	4	4																																																									
5	5	5	5	5	5																																																									
6	6	6	6	6	6																																																									
7	7	7	7	7	7																																																									
8	8	8	8	8	8																																																									
9	9	9	9	9	9																																																									
उम्मीदवार के हस्ताक्षर Candidate's Signature																																																														
निरीक्षक के हस्ताक्षर Invigilator's Signature																																																														

नाम Name	उपस्थित/अनुपस्थित* Present/Absent*	परीक्षण पुस्तिका सीरीज Test Booklet Series																																																												
रोल नं. Roll No.	P A A B C D																																																													
फोटो Photograph	परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.																																																													
	उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.																																																													
प्रतिकृति हस्ताक्षर Facsimile Signature	<table border="1"> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>		0	0	0	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	5	6	6	6	6	6	6	7	7	7	7	7	7	8	8	8	8	8	8	9	9	9	9	9	9
0	0	0	0	0	0																																																									
1	1	1	1	1	1																																																									
2	2	2	2	2	2																																																									
3	3	3	3	3	3																																																									
4	4	4	4	4	4																																																									
5	5	5	5	5	5																																																									
6	6	6	6	6	6																																																									
7	7	7	7	7	7																																																									
8	8	8	8	8	8																																																									
9	9	9	9	9	9																																																									
उम्मीदवार के हस्ताक्षर Candidate's Signature																																																														
निरीक्षक के हस्ताक्षर Invigilator's Signature																																																														

नाम Name	उपस्थित/अनुपस्थित* Present/Absent*	परीक्षण पुस्तिका सीरीज Test Booklet Series																																																												
रोल नं. Roll No.	P A A B C D																																																													
फोटो Photograph	परीक्षण पुस्तिका क्रम संख्या Test Booklet Serial No.																																																													
	उत्तर पत्रक क्रम संख्या Answer Sheet Serial No.																																																													
प्रतिकृति हस्ताक्षर Facsimile Signature	<table border="1"> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>		0	0	0	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	5	6	6	6	6	6	6	7	7	7	7	7	7	8	8	8	8	8	8	9	9	9	9	9	9
0	0	0	0	0	0																																																									
1	1	1	1	1	1																																																									
2	2	2	2	2	2																																																									
3	3	3	3	3	3																																																									
4	4	4	4	4	4																																																									
5	5	5	5	5	5																																																									
6	6	6	6	6	6																																																									
7	7	7	7	7	7																																																									
8	8	8	8	8	8																																																									
9	9	9	9	9	9																																																									
उम्मीदवार के हस्ताक्षर Candidate'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.

पर्यवेक्षक का नाम व हस्ताक्षर Name & Signature of Supervisor

CON092020
वर्णना092020

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

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*
रोल नं. Roll No.	P A
माध्यम / Medium	
फोटो Photograph	प्रश्न-सह-उत्तर पुस्तिका संख्या Question-Cum-Answer Booklet Number
प्रतिकृति हस्ताक्षर Facsimile Signature	0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 5 5 5 5 5 5 5 5 6 6 6 6 6 6 6 6 7 7 7 7 7 7 7 7 8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9
उम्मीदवार के हस्ताक्षर Candidate's Signature	
निरीक्षक के हस्ताक्षर Invigilator's Signature	

नाम Name	उपस्थित / अनुपस्थित* Present/Absent*
रोल नं. Roll No.	P A
माध्यम / Medium	
फोटो Photograph	प्रश्न-सह-उत्तर पुस्तिका संख्या Question-Cum-Answer Booklet Number
प्रतिकृति हस्ताक्षर Facsimile Signature	0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 5 5 5 5 5 5 5 5 6 6 6 6 6 6 6 6 7 7 7 7 7 7 7 7 8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9
उम्मीदवार के हस्ताक्षर Candidate's Signature	
निरीक्षक के हस्ताक्षर Invigilator's Signature	

नाम Name	उपस्थित / अनुपस्थित* Present/Absent*
रोल नं. Roll No.	P A
माध्यम / Medium	
फोटो Photograph	प्रश्न-सह-उत्तर पुस्तिका संख्या Question-Cum-Answer Booklet Number
प्रतिकृति हस्ताक्षर Facsimile Signature	0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 5 5 5 5 5 5 5 5 6 6 6 6 6 6 6 6 7 7 7 7 7 7 7 7 8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9
उम्मीदवार के हस्ताक्षर Candidate's Signature	
निरीक्षक के हस्ताक्षर Invigilator's Signature	

नाम Name	उपस्थित / अनुपस्थित* Present/Absent*
रोल नं. Roll No.	P A
माध्यम / Medium	
फोटो Photograph	प्रश्न-सह-उत्तर पुस्तिका संख्या Question-Cum-Answer Booklet Number
प्रतिकृति हस्ताक्षर Facsimile Signature	0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 5 5 5 5 5 5 5 5 6 6 6 6 6 6 6 6 7 7 7 7 7 7 7 7 8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9
उम्मीदवार के हस्ताक्षर Candidate's Signature	
निरीक्षक के हस्ताक्षर Invigilator's Signature	

नाम Name	उपस्थित / अनुपस्थित* Present/Absent*
रोल नं. Roll No.	P A
माध्यम / Medium	
फोटो Photograph	प्रश्न-सह-उत्तर पुस्तिका संख्या Question-Cum-Answer Booklet Number
प्रतिकृति हस्ताक्षर Facsimile Signature	0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 5 5 5 5 5 5 5 5 6 6 6 6 6 6 6 6 7 7 7 7 7 7 7 7 8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9
उम्मीदवार के हस्ताक्षर Candidate's Signature	
निरीक्षक के हस्ताक्षर Invigilator's Signature	

नाम Name	उपस्थित / अनुपस्थित* Present/Absent*
रोल नं. Roll No.	P A
माध्यम / Medium	
फोटो Photograph	प्रश्न-सह-उत्तर पुस्तिका संख्या Question-Cum-Answer Booklet Number
प्रतिकृति हस्ताक्षर Facsimile Signature	0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 5 5 5 5 5 5 5 5 6 6 6 6 6 6 6 6 7 7 7 7 7 7 7 7 8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9
उम्मीदवार के हस्ताक्षर Candidate'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.

पर्यवेक्षक का नाम व हस्ताक्षर Name & Signature of Supervisor

J0312

AC042019

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	विषय Subject
परीक्षा की तारीख Date of Examination	
केन्द्र का नाम Name of Centre	
उपकेन्द्र का नाम Name of Sub-Centre	रजिस्टर्ड परीक्षार्थियों की संख्या No. of Registered Candidates

SAMPLE

-----PLEASE DO NOT FOLD THIS SHEET-----

उपस्थित परीक्षार्थियों की संख्या Total No. of Present Candidates	अनुपस्थित परीक्षार्थियों की संख्या Total No. of Absent Candidates	पैक किये हुए उत्तर पत्रक की संख्या Total No. of Answer Papers Packed	अतिरिक्त परीक्षार्थियों की संख्या* No. of Additional Candidates*
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

* 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.

J0279

निरीक्षक 1 के हस्ताक्षर
 Signature of Invigilator-1

निरीक्षक 2 के हस्ताक्षर
 Signature of Invigilator-2

पर्यवेक्षक के हस्ताक्षर एवं सील
 Signature and Seal of Supervisor

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