

F.No. D-29012/10/2016-G.IV



UNION PUBLIC SERVICE COMMISSION  
DHOLPUR HOUSE, SHAHJAHAN ROAD,  
New Delhi-110 069

13.10.2016

TENDER NO.UPSC/ 10 /2016/GIV

To

M/S

**Subject: Notice Inviting Tender for printing of Detailed Application Forms (DAF) and documents:**

Sir,

Bids are invited for printing of detailed application forms and documents (Annexure-A) from the reputed firms involved in this field. The estimated cost of the tender is Rs. 1,93,000/- (Rupees one lakh ninety three thousand only).

**Closing date & time for receipt of tenders : 19.10.2016 at 3.00 P.M.**

**Tender Opening Date & Time : 19.10.2016 at 3.30 P.M.**

**Place for submitting tender : Tender Box kept at Reception Gate 'C' of this Office.**

2. **Submission of Bids:-** Bids can be furnished in the prescribed format to the undersigned by name by Registered Post or submitted at the place indicated in Para-1 above, as per details given below:-

- 2.1 The bid, in the prescribed format in a sealed cover duly superscribed "Bid for printing of detailed application forms and documents **to be opened on 19.10.2016 at 3.30 P.M.**" and addressed to the undersigned should be sent by Registered post so as to reach by **3.00 P.M. on 19.10.2016** or deposited in the Tender Box kept in Reception Gate "C", Dholpur House, Shahjahan Road, New Delhi-110069 not later than **3.00 P.M. on 19.10.2016** containing following documents:-

- (a) Duly filled in, stamped and signed Tender form (on each page) i.e. Annexure-B to this Tender Notice. In case of submission of unsigned or unstamped tender form, the bid will be summarily rejected.
- (b) EMD in the prescribed form only as per requirement of this Tender Notice. EMD in the form other than prescribed in this Tender Notice will not be accepted and such bid(s) will be summarily rejected.
- (c) Details of the firm as per Annexure-C to the Tender Notice on the Letter Head of the firm.
- (d) A self attested copy of the latest Income Tax Return (preferably FY 2015-16).
- (e) A self attested copy of TIN /Sales Tax Registration Certificate.
- (f) Other documents as required in this Tender Notice.

- 2.2 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.
- 2.3 Space and electricity will be provided by the Commission. Firm will have to bring their own computer systems , printers and manpower.

3. **Opening of the Bids**

- 3.1 The bids will be opened on the date and time in the room as indicated at para-1 above in the presence of the bidders or their representatives who may like to be present. In case the specified date for submission of tender falls on or is subsequently declared a holiday or closed day for this office, the tenders will be received upto the appointed time i.e. 3.00 PM on the next working day of this office and will be opened on the same day at 3.30 PM.
- 3.2 **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 EMD of Rs. 6000 /- (Rupees six thousand only) ) in the form of Account payee Demand Draft/Fixed Deposit Receipt/Pay order/Banker's Cheque/Bank Guarantee from any of the commercial bank in an acceptable form, payable to the Secretary, U.P.S.C., New Delhi-69 must accompany the bid. Tenders without EMD or in any other form will NOT be considered and will be ignored. The EMD should remain valid for a period of 45 days beyond the final tender validity period.
- 4.2 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.

- 4.3 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 Rs. 14,000/- only as Performance Security in the form of Account payee Demand Draft/Fixed Deposit Receipt/Pay order/Banker's Cheque/Bank Guarantee from any of the commercial bank in an acceptable form, payable to the Secretary, U.P.S.C., New Delhi-69. Performance Security will be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the printing job in good and satisfactory condition.
- 4.4 Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- 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.
5. The bidders should quote their unconditional rates strictly as per the tender format (Annexure-B). 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) Hypothetical and/or conditional bids will not be entertained.
  - b) The quantity of papers to be printed is tentative and can be increased or decreased as per the demand of users. In case of addition in quantity, the firm(s) is required to print the additional quantity at the same rates, terms and conditions. In case of decrease in quantity the firm will be paid at decrease rate on pro-rata basis.

- c) These documents are to be downloaded and printed in the UPSC premises.
- d) 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.

7. **Evaluation of Bids:-**

- a) Evaluation of the bids will be done by the Committee.
- b) 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.
- c) In case of 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.

8. **Liquidated Damages** :-In normal circumstances, printing of detailed application forms and documents are required to print latest by 28.10.2016 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% of the total value of the contract per week.

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, the UPSC shall have the right to forfeit the EMD/ the performance security if deposited by the supplier.

10. Income Tax: Recoverable at source from supplier's bill as applicable.
11. Payment will be made against bills presented and satisfactory work certificate from the Exam Branch.
12. **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.**
13. **Each bidder will have to certify that all the terms and conditions are acceptable to him.**

( R.K Dixit)  
UNDER SECRETARY (G.IV)  
TEL NO. 2338 8418

## SCOPE OF WORK

S N	Specification of the goods/services	No of papers to be printed
1	<p>The agency will have to print on the heavy duty laser printers to be installed in the premises of the UPSC. The printing will be in black and white mode on 'A4' papers on both sides. The data for printing will be provided by the UPSC in the mutually accepted format. The agency will be required to print at least 30,000 sheets per day. The printing will be done Roll Number wise and all the pages for a particular Roll Number will have to be stapled together by the agency and stapled output Roll Number wise will be handed over to the Exam Branch of the UPSC. The paper and staplers/pins will be provided by the UPSC.</p>	<p>3.00 lakhs (approximately)</p> <p>Please refer clause 6(b) of NIT</p>

TENDER FORMTENDER FOR PRINTING OF DETAILED APPLICATION FORM AND  
DOCUMENTS

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

To

Sh. R.K Dixit,  
Under Secretary (G.IV),  
Union Public Service Commission,  
Dholpur House, Shahjahan Road,  
New Delhi-69.

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 print the detailed application forms and documents in accordance with your demand/order in conformity with the specifications and rate given here under:-

Price Schedule

S. N.	Specification/service	No of copies to be printed	Rate in Rs. (Per side)	% VAT/ST	Net Cost
1	Laser printing black colour A4 size paper (both sides) Collating printouts roll number wise . <b>The paper staplers/pins will be provided by the UPSC.</b>	3.00* lakhs (approx imately			



\* The quantity of papers to be printed is tentative and can be increased or decreased as per the demand of users. In case of addition in quantity, the firm(s) is required to print the additional quantity at the same rates, terms and conditions. In case of decrease in quantity the firm will be paid at decrease rate on pro-rata basis.

2. Demand Draft/Fixed Deposit Receipt/Pay order/Banker's Cheque/Bank

Guarantee No.....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-C of the Tender Notice, on the Letter Head of our firm.

b) A self attested copy of latest Income Tax Return for the financial 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 bid 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 accept all terms and conditions of the aforesaid Tender Enquiry.

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorized to sign tender for and behalf of

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

Note: 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 PRINTING OF DETAILED APPLICATION FORMS AND DOCUMENTS**

**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)