



महाराष्ट्र लोकसेवा आयोग
Maharashtra Public Service Commission

मुख्य कार्यालय : ५½ व ८ वा मजला, कुपरेज टेलिफोन निगम इमारत, महर्षि कर्वे मार्ग, कुपरेज, मुंबई ४०००२१ दूरध्वनी-२२७९५९०० फॅक्स:२२८८०५२४
फोर्ट कार्यालय : बँक ऑफ इंडिया इमारत, ३ रा माळा, फोर्ट, मुंबई ४००००१ दूरध्वनी :२२६७०२१०/१४८/२४८,२२१०२२२२. फॅक्स : २२६७३९९५

ई-मेल – sec.mpsc@maharashtra.gov.in वेबसाईट - www.mpsc.gov.in, <https://mahampsc.mahaonline.gov.in>

No. STN-8912/CR-15/2019/5-A

Dated: 07th September, 2019

Re-Tender for Supply of Stationary/ Consumable Items

Tender Notice No. 08/2019

The Secretary, Maharashtra Public Services Commission invites online bids (Technical & Commercial) from eligible bidders for “Providing Supply of Stationary/Consumable Items” for three years from the date of contract as per the scope of the work given in the detail tender document.

2. It is highly important that all activities like filling of bids/inclusion of bids/depositing tender fees/EMD should be completed within the stipulated time/schedule according to the following time-table:-

Sr. No.	Activity	Date and Time
1	Tender Publication	07/09/2019 at 17.00
2	Bid Submission Start Date	07/09/2019 at 17.30
3	Pre Bid Meeting Date	16/09/2019 at 15.30
4	Place for Pre-Bid Meeting	Maharashtra Public Service Commission, MTNL Bldg. 5 1/2,7th and 8th Floor Opposite Cooperage Football Ground, Maharshi Karve Marg, Mumbai 400 021.
5	Bid Submission End Date	18/09/2019 at 12.30
6	Bid Opening Date	23/09/2019 at 12.30
7	Price of Tender Document	RS. 3,600/- (Rupees Three Thousand and Six Hundred Only) (Non refundable) to be paid through Online Payment Modes
8	EMD	Rs.60,000/- (Rs. Sixty Thousand Only) to be paid through Online Payment Modes during Bid Preparation Stage.
9	Place of Opening Tender Offers	Maharashtra Public Service Commission, MTNL Bldg. 5 1/2,7th and 8th Floor Opposite Cooperage Football Ground, Maharshi Karve Marg, Mumbai 400 021.
10	Address for Communication	Secretary, Maharashtra Public Service Commission 5½, 7th and 8th Floor, Cooperage Telephone Nigam Building, Maharshi Karve Road, Cooperage, Mumbai – 400 021.
11	Contact Telephone & Fax Numbers	Phone: 022- 22795936 email- sec.mpsc@maharashtra.gov.in

3. Interested Bidders may view and download the Tender document containing the detailed terms and conditions, etc from the websites viz. <https://mahatenders.gov.in> and www.mpsc.gov.in.

Secretary
Maharashtra Public Service Commission

Maharashtra Public Service Commission

5½, 7th and 8th Floor, Cooperage Telephone Nigam Building, Maharshi Karve Road,
Cooperage, Mumbai – 400 021.

Telephone No-(022) 22795936

e-mail- sec.mpssc@maharashtra.gov.in



Tender Document

For

Supply of Stationary/ Consumable Items

[PRICE RS.3,600 / -]

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CHAPTER – I
INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS

1.1 General Instructions

- 1.1.1 The interested contractors / bidders will have to make online payment (using credit card/debit card/net banking) of Rs.3600/- (inclusive of all taxes) per bid per tender to online service provider of e-Tendering system <https://mahatenders.gov.in> at the time of entering online Bid Submission stage of the tender schedule.
- 1.1.2 Bidders Tool Kit link (detailed Help documents, designed for bidders) has been provided on e-Tendering website in order to guide them to use e-Tendering website.
- 1.1.3 All contractors interested in participating in the on-line e-Tendering process are required to obtain Class II or Class III Digital Certificates. The tender should be prepared & submitted online using individual's digital signature certificate
- 1.1.4 The Contractors participating first time for e-Tenders on GoM e-tendering portal will have to complete the Online Registration Process for the e-Tendering portal.
- 1.1.5 Any queries relating to the process of online bid submission or queries relating to e-tendering System of Government of Maharashtra i.e. <https://mahatenders.gov.in>, in general may be available at 24x7 Help desk, the contact of which is 0120-4200462/4001002/4001005/6277781.
- 1.1.6 Tender document is available on e-tendering system of Government of Maharashtra i.e. <https://mahatenders.gov.in>
- 1.1.7 Detailed information for submitting online bids may be obtained at <https://mahatenders.gov.in>

1.2 Period Of Contract

- 1.2.1 The contract shall be initially for a period of Three years on case-to-case basis from the date of issuance of Letter of Award. However, the contract may be renewed further on the basis of performance of work provided that both parties agreed on mutual terms and conditions as specified in the contract.
- 1.2.2 Duration of the contract shall be Three years subject to quarterly appraisal and review by the Tendering Authority. In case the performance is not found to be satisfactory or not in conformity with the terms and conditions of the Tender document, or otherwise the tendering authority deems it fit for cancellation, the contract shall be terminated even before the schedule time after following due procedure of law. In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be absolutely forfeited along with penalty as decided by the Tendering Authority; if the contract is cancelled for non-performance of the contractual terms and conditions.

1.3 Eligibility Criteria

- (A) Only those service providers who fulfill the following criteria are eligible to RESPOND. Offers received from the service providers who do not fulfill all or any of the following eligibility criteria are liable to be rejected.
- 1.3.1 The invitation to Bid is open to all Vendors who are eligible to do business in India under relevant Indian Laws as in force at the time of bidding except those who have been declared by any agency of the Government of Maharashtra to be ineligible to participate for corrupt, fraudulent or any unethical business practices during the period for which such ineligibility is declared.
- 1.3.2 A registered company, firm or agency having experience of at least five years in Supply of Stationary Item Services
- 1.3.3 The Bidder should have adequate experience of at least three years in the relevant field of supply of Stationery items to Govt. Ministries / Departments / Govt. Organizations /PSUs /Corporate Sector etc. in the state of Maharashtra as on 1st April, 2019
- 1.3.4 The yearly Annual turnover of Bidder should be at least Rs.20 Lakhs from last three financial years from work related to Supply of stationary item Services as on 1st April, 2019
- 1.3.5 The Bidder shall have a prominent presence in Mumbai and shall able to attend the call within 2 hours of reporting a call through any means of communication viz.Fax / E-mail, Telephone, etc.
- 1.3.6 The bidder should have permanent presence of office in Mumbai/Thane/Navi Mumbai.
Documentary evidence for compliance of each of the eligibility criteria must be enclosed along with the bid together with the references as required in the Eligibility Criteria. The bidder shall check a list before uploading documents for the eligibility criteria.
Relevant portions, in the documents submitted in pursuance of eligibility criteria, shall be highlighted and all pages of the bid document should be serially numbered.
If the bid is not accompanied by all the above mentioned documents, the same would be rejected.
The tendering authority reserves the right to verify/evaluate the claims made by the vendor independently
- 1.3.7 The Bidder should have GST Registration Certificate or a GST Payment Challan from concerned Government Department as on 1st April, 2019

- (B) The service provider must comply with all the above mentioned criteria. Non-compliance of any of the

- criteria will entail rejection of the offer summarily.
- (C) Photocopies of relevant documents/certificates should be submitted as proof in support of the claims made.
- (D) The tendering authority reserves the right to verify/evaluate the claims made by the vendor independently

1.4 Cost of Tender Document

- 1.4.1 Tender fee as per tender notice can be paid online only on respective e-tender portal and the scan copy of challan/receipt has to be attached as a part of technical bid.
- 1.4.2 The tender document is uploaded / released on Government of Maharashtra, (GOM) e-tendering website <https://mahatenders.gov.in> and has to be downloaded as well as filled up and submitted online ONLY as per the schedule. Tender document and supporting documents may be downloaded from following link of Maharashtra Public Services Commission (MPSC) on e-Tendering website of Government of Maharashtra, <http://mpsc.maharashtra.etenders.in> by filling through online payment modes i.e. Net banking, Debit card and Credit card during Tender documents download state. Only those Tender offers shall be accepted for evaluation for which non-refundable Tender Fee of Rs.3,600/- (INR Three Thousand Six Hundred Only) shall be paid in the form through online payment modes i.e. Net banking, Debit card and Credit card.

1.5 Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its tender, and the Tendering Authority shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

1.6 Bidding Documents

- 1.6.1 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information online required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in rejection of the bid. The tender offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms / Proforma in the tender are not fully furnished.
- 1.6.2 A Prospective Bidder requiring any clarification in the Tender document may notify the Tendering Authority in writing or by mail at the mailing address as indicated. The Tendering Authority will respond in writing or by mail to any request for clarification of the Tender Document received not later than 2 days prior to the last date for the receipt of bids prescribed. Written copies of the response (including an explanation of the query but without identifying the source of enquiry) may be sent to all prospective bidders who have received the Tender.

1.7 Amendment Of Bidding Documents

- 1.7.1. At any time prior to the deadline for online submission of bids, the Tendering Authority may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify, change, incorporate or delete certain conditions in the bidding document.
- 1.7.2. All prospective bidders who have received the bidding documents shall be notified of the amendment in writing and the same shall be binding on them.
- 1.7.3. In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids the Tendering Authority, at its discretion, may extend the deadline for the submission of bids.

1.8 Non-Transferable Bid

The tender document is not transferable.

1.9 Rejection of Bid

The Secretary, Maharashtra Public Service Commission reserves the right to accept/ /reject / release or relax any or all or part of the bids received online on the due date without assigning any reason whatsoever

1.10 Language Of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and The Tendering Authority shall be in English language. Wherever the correspondence is not in English, requisite translation should be attached, and the English version shall prevail in case of dispute.

1.11 Bid Form

The Bidder shall complete the Bid Form as mentioned herein Annexure-1 to 10 wherever applicable. Prices shall be quoted in Indian Rupees only. The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices.

1.12 Bid Currency

Prices shall be quoted in Indian Rupees only. The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices.

1.13 Preparation Of Bids :

Bidders shall go through the 'Tender Document' carefully to understand documents required to be submitted as a part of bid. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule and generally, it can be in PDF.

The bidders should take into account corrigendum, if any, published before submitting their bids

1.14 Earnest Money Deposit (Emd)

1.14.1. Bidders are required to submit the Earnest Money Deposit (EMD) to **Rs. 60,000/-** [Rupees Sixty thousand only]

The EMD is to be paid through Online Payment Modes during Bid preparation.

Unsuccessful Bidder's Earnest Money Deposit will be returned as per procedure of e-tendering.

The successful Bidder's Earnest Money Deposit will be returned upon the Bidder executing the Contract Form and furnishing the Performance Security / Security Deposit.

The Earnest Money Deposit shall be forfeited:

- (1) If a Bidder withdraws its Bid during the period of bid validity or
- (2) If the Bidder fails to accept corrections of arithmetic errors identified by the MPSC in the Bidder's Bid , if any or
- (3) In case of a successful Bidder, if the Bidder fails:
 - (a) To sign the contract form in accordance with the terms and conditions.
 - (b) To furnish performance security/security deposit as specified in this tender.

Exemption from paying Earnest Money Deposit:

- (1) Indian manufacturers/suppliers who are Micro Small Medium Enterprises(MSME) small scale units and registered with National Small Industries Corporation under single point registration scheme are exempted from payment of earnest money deposit provided they to furnish a photocopy of valid registration with NSIC under the single point registration scheme, for the quoted item/s in support of claim along with their request letter.
- (2) Mere registration as a SSI Unit does not qualify the Bidder for exemption from furnishing the EMD.
- (3) The certificate with monetary limit indicated should be valid on the scheduled date/Extended date of submission of tender. Certificates without monetary limit will not be considered.
- (4) The items of Product/Services mentioned under NSIC certificate should be the same or similar to the tendered item/s.
- (5) The monetary limit stipulated in the certificate of MSMEs should be equal or more than the value of work(s)/Supply/Service under MSME benefits during the financial year plus estimated cost of this tender for availing EMD exemptions.
- (6) In case the NISC/MSEs registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected.

1.15 Submission of Bids

Bids shall have to be submitted online only.

Bidder should log on the e-tendering system of Government of Maharashtra well in advance for bid submission so that the bid is uploaded in time i.e. on or before the bid submission time.

The MPSC shall not be responsible for any delay due to any issues/ uploading the Bid or depositing online Fee/EMD etc.

1.15.1. Technical Bid

The bidder has to digitally sign and upload the following required bid documents one by one as indicated in the Tender

document:-

- (1) Tender offer form duly filled in. (Annexure -1)
- (2) Bidders Authorization Certificate. (Annexure 2)
- (3) Self Declaration for unblemished record (Annexure – 3) (Notarized Affidavit)
- (4) Details of Bidder (Annexure - 4)
- (5) Performance statement along with necessary Documents (Annexure - 5)
- (6) Copies of Certificate of incorporation of the firm (e.g. Registration as Partnership Firm, Proprietary concern, Company etc.)
- (7) Copy of GST Registration Certificate from concerned Government Department.
- (8) GST Clearance Certificate or GST payment Challan from concerned Government Department as on 1st July, 2019.
- (9) Copy of the PAN Card.
- (10) Proof regarding submission of requisite tender fee and EMD Online.
- (11) Proof in support of having experience of at least three years in the relevant field of supply of Stationery items to in Govt. Ministries / Departments / Govt. Organizations /PSUs /Corporate Sector etc. in the state of Maharashtra as on 1st April, 2019.
- (12) Certificate from its C.A. stating that yearly turnover is more than Rs. 20 Lakhs from last three financial years from work related to supply of stationary items.
- (13) Proof in support of prominent presence in Mumbai (Mumbai Shop and Establishment Registration/ GST Registration Certificate).
- (14) Copies of its audited financial statements for past three years (i.e. 2016-17, 2017-18, 2018-19).
- (15) MSME Certificate

Bidders are requested to note that they should necessarily submit their Technical bids and Financial bids in the PDF format and no other format is acceptable. Technical and Financial bid shall be typed or written and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall form a part of the Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. All pages of the Proposal shall be signed or sealed by the person signing the Proposal. The time (which is displayed on the bidders' dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. Upon the successful and timely submission of bids, the 'Portal' will display a successful bid submission message & a bid summary will be displayed with the Bid No., the date and time of submission of the bid alongwith all other relevant details.

The bid summary has to be printed and kept as an acknowledgment for the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening Meetings.

Original copies shall be kept ready at the time of opening of the bids

Language of proofs : In case any of the Document submitted is in a language other than Marathi or English, a certified copy of translation of the same in Marathi or English should be enclosed and the translation be also certified by the professional who has otherwise certified the said proofs.

1.15.2. Commercial BID

- (1) All financial offers must be prepared and submitted online (An online form will be provided for this during online bid preparation stage) and signed using individual's digital certificate.
- (2) The Commercial bid shall be on fixed price basis, inclusive of all taxes.
- (3) There should be no hidden charges.
Price quotation accompanied by vague and conditional expressions Such as "Subject to immediate acceptance", "Subject to confirmation" etc. shall be treated as being at variance & shall be liable for rejection.

1.15.3 Signing Of Bids

Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the bid, attesting them.

1.16 Completeness of Bids

The bid shall be summarily rejected if all or any of the above documents mentioned are not uploaded in technical bid..

1.17 Erasures or Alterations.

Offers containing erasures or Alterations shall not be considered. There should be no Handwritten Material, corrections or Alterations in the offer. Technical details must be completely filled in. Filling up of the Technical Detail Form using terms such as "OK","Accepted", "Noted"," As given in brochure/Manual" is not acceptable. The purchaser may treat offers not adhering to these guidelines as unacceptable.

1.18 Deadline For Submission Of Bids

1.18.1.For Submission of tender, tenderer must complete the online bid submission stage as per online schedule of the tender. The tenderers should ensure that their tender is prepared online before the expiry of the scheduled date and time and then submitted online before the expiry of the scheduled date and time. Offers not submitted online will not be entertained. In the event of the specified date for the submission of Bids being declared as a holiday for the Tendering Authority, the bids shall be received up to the appointed time on the next working day.

1.18.2. The Tendering Authority may, at its discretion, extend this deadline for submission of bids, in which case all rights and obligations of the Tendering Authority and Bidders subject to the deadline shall thereafter be subject to the deadline as extended.

1.19 Late Bids

1.19.1 Offers not submitted online will not be entertained.

1.19.2 If for any reason, any interested bidder fails to complete any of online stages during the complete tender cycle, department shall not be responsible for that and any grievance regarding this shall not be entertained.

1.20 Withdrawal Of Bids

1.20.1.The Bidder may withdraw its bid after the submission, provided that written notice of the withdrawal is received by the Tendering Authority prior to the deadline prescribed for submission of bids.

1.20.2.No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its bid security and the offer shall stand automatically rejected.

1.21 Period Of Validity Of Bids

1.21.1. Bids shall be valid for acceptance for a period of 180 days from the date of opening of Commercial Bid and thereafter unless it is withdrawn in writing by the Bidder. A Bid valid for a shorter period shall be rejected by The Tendering Authority as non-responsive.

1.21.2. In exceptional circumstances, the Tendering Authority may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing and shall be binding.

1.22 Evaluation Committee

The Technical and Commercial Committee constituted by the Secretary, Maharashtra Public Service Commission, shall evaluate the Tenders. The decision of the Committee in the evaluation of the Technical and Commercial bids shall be final.

1.23 Opening of Technical Bids:

1.23.1. Immediately after the closing time and/or at any time and date specified thereafter, the Tendering Authority shall open the bids online as per the schedule.

1.23.2. The technical bids envelope shall be opened online and listed for further evaluation. The Bidder's names, bid modifications or withdrawals, the presence or the absence of requisite Earnest Money Deposit and such other details as the Tendering Authority, at his discretion, may consider appropriate, shall be announced at the time of opening.

1.23.3. The Commercial bids shall not be opened till the completion of evaluation of technical bids

1.23.4. Bids shall be opened either in the presence of bidders or its duly authorised representatives. The bidder representatives who are present shall sign a register evidencing their attendance. Only one representative per applicant shall be permitted to be present at the time of opening the tender.

1.24 Clarification Of Bids

During evaluation of bids, the Tendering Authority may, at its discretion, ask the Bidder for a clarification of its bid. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted

1.25 Scrutiny Of The Bid

- 1.25.1.** Preliminary scrutiny shall be made to determine whether bids are complete, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed,
- 1.25.2.** Prior to the detailed evaluation, the Tendering Authority shall determine the substantial responsiveness of each bid. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations.
- 1.25.3** If a bid is not substantially responsive, it shall be rejected by the Tendering Authority and shall not subsequently be made responsive by the bidder by correction of the nonconformity. Technical bid shall be evaluated in the following sub-steps:-

- (1) Firstly,** the documentation furnished by the Bidder shall be examined prima facie to see if the technical skill base and financial capacity and other Vendor attributes claimed therein are consistent with the needs of this project.
- (2)** In the second step, If it is found that the documents submitted by the bidder are not compatible with the actual situation at site, or if the document supplied by the bidder are found to be fraudulent or misrepresenting the facts, it shall render the bidder ineligible for further participation in the tender process. The decision of the Tender Committee in this regard shall be final and binding on the bidder and cannot be challenged.

1.26 Additional Information

The Tendering Authority may ask Bidder(s) for additional information visit Bidder's site and/or ask for technical presentation and may arrange discussion with their professional, technical faculties to verify claims made in technical bid documentation.

1.27 Evaluation Procedure

The Technical evaluation shall be done by a Committee appointed by Secretary, MPSC. The decision of the evaluation committee in the evaluation of the technical bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.

The Bidder should submit documentary evidence on its qualification/eligibility with the offer. If the Bidder does not fulfill qualification/evaluation criteria, he will be treated as non – responsive and his/her offer will not be considered for further processing.

Technical assessment will be based on profile and track record, design and layout of content and presentable On the basis of technical assessment, the commercial bids of qualified Bidders be opened.

1.28 Date of Opening of Commercial Bids

- 1.28.1** Commercial Bids of only technically qualified Bidders as mentioned above will be opened.
- 1.28.2** The date for opening of the commercial bid shall be announced after the scrutiny of the technical bid has been completed as above. The date will not be later than 60 days from the date of opening of technical bid.

1.29 Revised Commercial Bids

Should there be any changes in the terms and conditions of the tender pursuant to the negotiations during the evaluation of the technical bids, which are likely to impact the financial bids, it shall be mandatory for the Tendering Authority to seek revised commercial bids in sealed covers ONLY from those Bidders cleared by the Technical evaluation committee. While seeking such revised commercial bids, the committee shall give reasons justifying the need for such a course of action.

1.30 Opening of Commercial Bids

- 1.30.1** The Tendering Authority may at its discretion discuss with the Bidder(s) to clarify contents of their financial offer.
- 1.30.2** The Tendering Authority shall negotiate with the lowest bidder so as to meet its expectation of a cost effective sustainable and economically promising solution. If the negotiation with lowest Bidder fails, the same shall be rejected and negotiation then shall be done with second lowest Bidder.

1.30.3 The Tendering Authority reserves the right to open Commercial Bid even if one Bidder qualifies the Technical Bid or only one Bid is received in response to the Tender Notice. However in the case of one Bid the power to negotiate with the Bidder will be reserved with the Tendering Authority.

1.31 Evaluation of Commercial Bids

Financial bids will be evaluated on the basis of better quality and performance and/or total price, i.e. all inclusive of price of product.

The Financial Bids of only those Bidders short listed by Tendering Authority will be opened in the presence of their Representatives on a specified date and time to be intimated to the respective Bidders.

If the Tendering Authority considers necessary, Revised Financial Bids may be called for from the technically short listed Bidders before opening the original financial bids for recommending the final selection.

If revised financial bids are called for, the revised bids should NOT be higher than the original bids except in case of change in Government levies, otherwise the bid shall be rejected. Lowest Bidder will be selected as per the "Award Criteria".

1.31.1 Negotiations:-

The successful Bidder will be informed in writing of the date, place and time for negotiations/clarifications, if any.

Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.

The successful Bidder will confirm in writing its participation in negotiations and ability to adhere to its Technical and Financial Proposals within five (5) days of receiving the notice in accordance with relevant Clauses.

Negotiations will include both technical and financial negotiation, depending on the requirement of the Tendering Authority.

1.31.2 Acceptance And Rejection Of Proposal:-

The tendering authority reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals at any time before issuance of a Letter of award, without assigning any reasons and without incurring any liability to the Bidders.

The Tendering Authority is not bound to accept the lowest tender.

Any conditional and/or incomplete bid shall be summarily rejected.

1.31.3 Award Criteria :-

Contract will be awarded to the bidder whose Commercial Offer is determined to be the lowest quoting bidder and/or performance.

The Tendering Authority reserves the right to further negotiate the prices quoted by the lowest bidder.

If Rates of two or more bidders happen to be equal in that case the contract shall be awarded the party with more experience /performance/goodwill of providing services at the discretion of Secretary, MPSC.

1.32 Contacting the Tendering Authority

1.32.1 No Bidder shall contact the Tendering Authority on any matter relating to its bid; from the time of the bid opening to the time the contract is awarded. If he wishes to bring additional information to the notice of the Tendering Authority, he should do so in writing. The Tendering Authority reserves the right as to whether such additional information should be considered or otherwise.

1.32.2 Any effort by a Bidder to influence the Tendering Authority in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his Earnest Money Deposit amount.

1.33 Corrupt, Fraudulent Practices / And Misrepresentation.

1.33.1 The Tendering Authority requires that the bidders/suppliers/ contractors under this tender observe the highest standards of ethics during the procurement and execution of such contracts.

1.33.2 For the purposes of this provision, the terms defined for CORRUPT, FRAUDULENT PRACTICES / AND MISREPRESENTATION will be as per Law.

1.33.3 The Tendering Authority shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

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1.33.4 The Tendering Authority shall declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

1.34 Notification Of Award

1.34.1 Prior to expiration of the period of bid validity, the Tendering Authority shall notify the successful bidder in writing that its bid has been accepted.

1.34.2 Upon the successful bidder's furnishing of EMD, the Tendering Authority shall promptly notify each unsuccessful bidder and shall discharge their Bid security.

1.35 Acceptance Of Bids

The Tendering Authority does not bind itself to accept the lowest or any other Tender. The Tendering Authority reserves the rights to accept any one Tender or reject all Tenders.

1.36 Performance Security/ Security Deposit and Signing Of Contract

1.36.1. Within Ten (10) days of the receipt of notification of award from the Tendering Authority, the successful Vendor shall furnish the Performance Security/ Security Deposit in accordance with the Conditions of Contract, in the performance security/ Security Deposit form provided in this document or in another form acceptable to the Tendering Authority.

1.36.2. The Performance Security/ Security Deposit shall be denominated in Indian Rupees and shall be in the form of a Bank guarantee issued by a nationalized/scheduled bank located in India acceptable to the Tendering Authority in the form provided in the bidding documents (**Annexure-8**),

1.36.3. The Performance Security/ Security Deposit shall be discharged by the Tendering Authority and returned to the Vendor within thirty (30) days after the expiry of the contract period/extension period.

1.36.4. Failure of the successful bidder to sign the contract (**Annexure- 7**), proposed in this document (Conditions of Contract) and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Tendering Authority may make the award to another bidder or call for new bids.

1.37 Binding Clause

All decisions taken by the Tendering Authority regarding the processing of this tender and award of contract shall be final and binding on all parties concerned. The Tendering Authority, reserves the right:-

1.37.1 To vary, modify, revise, amend or change any of the terms and conditions in this Bid;

1.37.2 To reject any or all the tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

1.38 Conditional Tenders

Hypothetical, ambiguous or Conditional tenders shall be summarily rejected.

1.39 Interpretation Of The Clauses

In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Tendering Authority's interpretation of the clauses shall be final and binding on all parties.

CHAPTER - 2
CONDITIONS OF CONTRACT
GENERAL CONDITION, DEFINITION AND APPLICABILITY

2.1 Definitions

In this Contract, the following terms shall be interpreted as indicated below:

- 2.1.1** "Vendor or Contractor" shall mean the successful bidder to whom the contract has been awarded and with whom the Tendering Authority signs the contract for rendering of goods and services.
- 2.1.2** "Contract" means the agreement entered into between the Tendering Authority and the Vendor, as recorded in the document signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein;
- 2.1.3** "Bidder" means any firm(s) or a consortium having proper legal Agreement between the parties with the lead firm taking the full responsibility of managing the project as required in the tender. The word "Bidder" when used in the pre award period shall be synonymous with "Vendor or Contractor" which shall be used after award of the contract.
- 2.1.4** "The Contract Price" means the price payable/receivable to the Successful Bidder under the Contract for the full and proper performance of its contractual obligations;
- 2.1.5** "The Goods" means all the material/ services, which the Vendor is required to supply to the Tendering Authority under the Contract;
- 2.1.6** "Services" means services ancillary to the Scope of Work hereinabove, transportation, any other incidental services and other obligations of the Vendor covered under the Contract;
- 2.1.7** "Day" means a working day.
- 2.1.8** "Tendering Authority" means The Secretary, Maharashtra Public Service Commission or any Officer of the Maharashtra Public Service Commission who has been authorized to issue a work order under this contract.
- 2.1.9** "Commission" means Maharashtra Public Service Commission
- 2.1.10** "MPSC" means Maharashtra Public Service Commission

2.2 Application of These Conditions

These Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them.

2.3 Other Documents That Form Part Of This Contract

The Tender Document (along with its amendments if any), the Bid of the Vendor, any clarifications sought by the Tendering Authority, the responses provided by the Vendor, and any other correspondence exchanged shall form part of the contract to the extent the same is not inconsistent with this document and the award document to the Vendor.

2.4 Performance Security

- 2.4.1** The proceeds of the performance security shall be payable to the Tendering Authority as compensation for any loss resulting from the Vendor's failure to complete its obligations under the Contract. The Performance Security/Security Deposit shall be forfeitable for nonperformance of the contract and there shall not be any relaxation to anybody.
- 2.4.2** In the event of any contract amendment, the Vendor shall, within 10 days of receipt of such amendment, furnish the amendment to the Performance Security/Security Deposit, rendering the same valid for the duration of the Contract, as amended for further period of 180 days thereafter.

2.5 Safety Requirements

The Vendor shall abide by the job safety measures prevalent in India and shall free the Tendering Authority from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Vendor's negligence. The Vendor shall pay all indemnities arising from such incidents and shall not hold the Tendering Authority responsible or obligated.

2.6 Vendor's Obligations

The Vendor is responsible for, and obliged to conduct all contracted activities as defined in the scope of work or wherever contained in this document, in accordance with the Contract. The Vendor is obliged to work closely with the staff of the Tendering Authority and abide by all instructions and directives issued by them.

2.7 Change Orders

- 2.7.1** The Tendering Authority may at any time, by written order given to the Vendor, make changes within the general scope of the Contract in any one or more of the services to be provided by the Vendor.

2.7.2 If any such change causes an increase or decrease in the cost of, or the time required for the

Vendor's performance of any provisions under the Contract, an equitable adjustments shall be made in the Contract Price or delivery services, or both, and the Contract shall accordingly be amended.

2.7.3 Any claims by the Vendor for adjustment under this clause must be asserted within thirty Page No 14 of 48 from the date of the Vendor's receipt of the Tendering Authority's change order.

2.7.4 Expert Committee constituted by the Tendering Authority shall validate all such claims. The rate applicable for such adjustment is as fixed by Commercial Bid given in Annexure-6

2.7.5 The Vendor shall make available to the Tendering Authority documents and records related to the performance of the Vendor for verifying the authenticity of the claims made.

2.8 Use of Contract Documents & Information

2.8.1. The Vendor shall treat as confidential all data and information about the Tendering Authority, obtained in the execution of his responsibilities, in strict confidence and shall not reveal such information to any other party without the prior written approval of the Tendering Authority.

2.8.2. The Vendor shall not, without the Tendering Authority's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Tendering Authority in connection therewith, to any person other than a person employed by them in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

2.8.3. Any document, other than the Contract itself, shall remain the property of the Tendering Authority and shall be returned (in all copies) to the Tendering Authority on completion of the Vendor's performance under the Contract if so required by the Tendering Authority.

2.8.4. The Vendor must act in good faith and at all times extend its fullest cooperation to the Commission, its employees and agents during the performance of the Services.

2.8.5. The Vendor shall act with appropriate propriety and discretion and in particular shall refrain from making any public statement concerning the Project or the Services without prior approval of the Commission

2.8.6. The Vendor shall refrain from disclosing or publicizing to its clientele including past and prospective clients or to the public that it has provided Services to the Commission without prior approval of the Commission.

2.8.7 The Vendor shall not divulge to any person not authorized by the Commission and shall not use for its own purposes, any information concerning the Commission, its staff or the Project which the Vendor may have access to directly or indirectly from the services performed under this Agreement or otherwise during the course of the Project; strict confidentiality shall be maintained by the Vendor and its employees/agents in respect of the information provided by the Commission to the Vendor. This confidentiality clause shall be applicable not only to existing employees of the Vendor but also to its employees involved in the project who may leave the service of the Vendor, and accordingly, it shall be the responsibility of the Vendor to ensure that any such employee also shall not divulge or use any such information for his/her own purpose; Violation of these terms and Conditions shall result into the Civil as well as Criminal liability against the Vendor and it's both types of employees (present and past) providing services.

2.8.8 The Vendor shall have no authority to commit the Commission to any additional costs, fees or expenses in connection with the Project.

2.8.9 The vendor shall report immediately to the Commission any circumstances or events which might reasonably be expected to impair or prejudice the performance of the Services.

2.8.10 The Vendor shall at all time refrain from showing the report/work in progress or the completed report/work to any person not duly authorized by the Commission in writing.

2.8.11 The Vendor at any time shall not show or submit report / work in progress or completed work report to any person / authorities except the person / Authorities duly authorized by the Commission in writing, violation of this shall be civil and criminal liability on Vendor.

2.9 Responsibilities

2.9.1 Vendor shall be responsible for the following activities during the course of assignment:-

- (1) Resource and Project Management as per Scope of the work
- (2) Completion of the work/services/tasks as mentioned in the Scope of the work
- (3) The Vendor shall appoint at the Commencement of the Project one of its representatives as a coordinator who shall act as a single point of contact with the Commission during the conduct of the project

2.9.2 The Commission shall be responsible for the following activities during the course of the assignment:

- (1) Provide information/data/clarifications for all issues.
- (2) The Commission shall appoint at the Commencement of the Project one or two of its representatives as a coordinator who shall act as a single point of contact with the Vendor during the conduct of the Project.

2.10 Financial And Legal Liability

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The Vendor shall be solely responsible for any financial issues arising out of the result of this C financial loss to Maharashtra Public Service commission, due to faulty work as a result of this tender, shall be sole responsibility of vendor and he has to fulfill all claims arising out of this problem.

2.11 Indemnity

The Bidder shall indemnify Tendering Authority from and against any costs, loss, damages, expenses and claims including those from third parties or liabilities of any kind howsoever suffered arising or incurred interalia during and after the contract period out of:-

2.11.1 Any negligence or wrongful act or omission by the Bidder or any subcontract or third party in connection with or incidental to this contract or

2.11.2 Any breach of any of the terms of this contract by all Vendors or any sub-contract or third party.

2.12 Standards Of Performance

The Vendor is liable to complete the work in accordance with the specification and approved International standard according to various laws, Rules and Regulations.

CHAPTER – 3 COMMERCIAL TERMS

3.1 Payment Schedule

No advance payment will be made. Payment of monthly bills shall be made on post service basis. Payment shall be made after the completion of the work/services as per scope of the work in good and satisfactory condition and after verification on the services/reports/tasks conforming to the quality, Specification and instruction.

Normally 3 months time is required for processing of payment subject to availability of funds in the department.

For claiming payment, the vendor has to submit invoice

The Payment shall be made by "Electronic Fund Transfer (EFT) or E-Payment or by Cheque. The Vendors are therefore requested to indicate EFT No and other relevant details in your offer/bill(s). Income Tax and other statutory taxes as applicable from time to time will be deducted from billing amount

TDS Certificate, etc will be issued after the deduction of Government taxes.

3.2 Price Offer And Taxes

Prices quoted must be firm and inclusive of all rates, fees, surcharges and duties.

Alternate/Conditional Price Offer shall not be allowed.

Any increase in rates and charges shall be born by the bidder.

In case of change in rates of taxes/levies, the same shall be passed to the tendering authority.

Any modification in offer after the submission of tender will not be considered.

The purchaser reserves the right to counter offer price (S) against price (S) quoted by any bidder

3.3 Penalty

Utmost consistency in quality of services to be provided should be maintained throughout the contract period.

If the services provided are found defective or otherwise, penalty at the discretion of the tendering authority is deducted from the Billing Amount or from the Performance Security.

However, if the delay is caused due to unavoidable circumstances, then Tendering Authority reserves the right to waive off the penalty.

If the vendor/contractor fails to deliver the services as per specifications and requirements in time, then the tendering authority would be free to get it done from outside. In such scenario, the vendor will be charged at double the rate quoted by him or the cost incurred in getting it done from outside, whichever is higher.

If such instance is repeated more than 3 times the vendor will be liable for a penalty cut of 5% of total bill amount.

In case of delay, tendering authority will be at liberty to procure the services from any other agency at the risk and cost of the vendor and it also will result in the forfeiture of the Performance Security amount.

For any other irregularities, mistakes, breach of trust/leakages etc. penalty at the discretion will be imposed alongwith forfeiture of security amount also legal action will be initiated against the Vendor.

That for unsatisfactory performance owing to absence of Vendor's staff, deficiencies in services or for some other reason the tendering authority shall be within its rights to make necessary deductions from the running bills of the Vendor for such deficiency in services.

Alternatively, the tendering authority may, after giving an opportunity of being heard to the Vendor, get such deficiencies fulfilled at the cost and responsibility of the Vendor.

Where any claim for the payment of a sum of money arises, out of or under this contract against the Vendor, the tendering authority shall be entitled to recover such a sum by appropriating in part or whole, from the performance security to be deposited by the Vendor.

In the event of the performance security being insufficient, the balance of the total sum recoverable, as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Vendor under this and any other persons contracting through the Secretary MPSC.

If this sum not be sufficient to recover the full amount recoverable, the Vendor shall pay to this office remaining balance due.

For failure to deposit the amount legal action will be taken against the Vendor.

3.4 Suspension of Work

The Vendor shall, if ordered in writing by the tendering authority for non-performance, temporarily suspend the works or any part thereof for such a period and such a time as ordered.

The Vendor shall not be entitled to claim compensation for any loss or damage sustained by him by reason of

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temporary suspension of the Works as aforesaid.

An extension of time for completion, corresponding with the delay caused by any such suspension of the works as aforesaid shall be granted to the Vendor, if request for same is made and that the suspension was not consequent to any default or failure on the part of the Vendor.

In case the suspension of works, is not consequent to any default or failure on the part of the Vendor, and lasts for a period of more than two months, the Vendor shall have the option to request the tendering authority to terminate the Contract with mutual consent.

3.5 Termination for Insolvency

The Tendering Authority may at any time terminate the Contract by giving written notice to the Vendor, if the Vendor becomes bankrupt or otherwise insolvent.

In this event, termination shall be without compensation to the Vendor, provided that such termination shall not prejudice or affect any right of action or remedy, which has accrued or shall accrue thereafter to the Tendering Authority.

3.6 Termination

The Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, terminate the Contract in whole or part:-

- (1) If the Vendor fails to deliver any or all of the Goods or Services within the period(s) specified in the Contract,
- (2) If the Vendor fails to perform as per the Quality standards and as per the Scope of the Work
- (3) If performance of the vendor pursuant to the contract is not satisfactory or not in accordance with industry practice under the circumstances which pertain to the objectionable service(including not limited to loss of damage of examination material, documents fully or partly or otherwise poor delivery performance, material failure to meet security audits and frequently late, erroneous or illegible reports, etc)
- (5) If the Vendor, in the opinion of the Tendering Authority has engaged in corrupt or fraudulent practices in competing for or in Executing the Contract.

The Tendering Authority may also at its sole discretion accept full or part work and also reserves the right to delete any items/services from the scope of the work.

The Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice sent to the Vendor, without assigning any reason may terminate the Contract in whole or part:, if the tendering authority satisfies that the services of the Vendor are no more required or Vendor is not executing its services properly.

If the Vendor after submission of Bid and due acceptance of the same i.e. after placement of order fails to abide by the terms and conditions of the tender document or fails to execute the work as per the prescribed schedule given or at any time repudiates the contract, the tendering authority will have the right to forfeit the EMD, invoke performance security deposited by the Vendor and get the work done from other vendor at the risk and consequences of the first vendor.

The cost difference between the alternative arrangements and vendor's bid value will be recovered from the Vendor along with other incidental charges including transportation, taxes, etc. in case tendering authority is forced to get work done through alternative sources and if the cost is lower, no benefit on this account would be passed on the vendor.

In case of failure by the bidder to carry out the job in accordance with provisions of the contract and as per the Scope of the Work, the tendering authority will have right to cancel the contract and award it to any other vendor and any loss sustained thereby will be recoverable from the first vendor.

3.7 Consequences of Termination

In circumstances mentioned above, the Tendering Authority shall exercise the following steps:-

- (1) Ask the Vendor to leave the job and return the entire material in an "as is where is" condition, and / or.
- (2) Shall forfeit the Security Deposit obtained as performance Guarantee.
- (3) Shall take appropriate steps in terms of remedies for breach of contract under relevant provisions of law.

Tendering Authority reserves right to disqualify the Vendor for a suitable period who habitually failed to supply services in time.

Further, the Vendor whose services do not perform satisfactory in accordance with the specifications may also be disqualified for a suitable period as decided by the tendering authority.

Tendering Authority reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient grounds.

3.8 Fall Clause:

It is a condition of the contract that all through the currency thereof, the price at which Vendor will the supply/services should not exceed the lowest price charged by Vendor to any customer during the currency

of the contract and that in the event of the prices going down below the contract prices, Vendor shall promptly furnish such information to the tendering authority to enable to amend the contract rates for subsequent supplies/services.

3.9 Force Majeure Clause:

If, at any time, during the continuance of this contract the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restriction, strikes, lock-outs or acts of God (hereinafter referred to as "events"), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event, be entitled to terminate this contracts nor shall either party have any claim for damaged against the other in respect of such non – performance or delay in performance; and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the purchasing officer as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract provided also that if the contract is terminated under this clause, the purchaser shall be at liberty take over from the contract at a price to be fixed by the purchasing Officer which shall be final all unused, undamaged and acceptable material, bought out components and stores in course of manufacture in the possession of the contractor at the time of such termination or such portion thereof as the purchaser may deem fit accepting such material, bought out components and stores as the contractor may with the concurrence of the purchaser elect to retain.

3.10 Resolution of Disputes

The Tendering Authority and the Vendor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them in connection with the contract.

If, after thirty (30) days from the commencement of such informal negotiations, the Tendering Authority and the Vendor have been unable to resolve amicably a contract dispute, all such disputes, differences, claims and demands arising under the contract shall be referred to arbitration of a sole Arbitrator to be appointed by the mutual consent. All arbitrations shall be held in Mumbai.

3.11 Governing Language

The contract shall be written in English or Marathi. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same languages.

3.12 Applicable Law

The contract shall be interpreted in accordance with appropriate Indian laws.

3.13 Taxes and duties

The Vendor shall be entirely responsible for all taxes, duties, license fees, road permits etc. No increase in the rates shall be allowed during the period of the contract.

3.14 Notices

Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, cable or facsimile and confirmed in writing to the party's address.

A notice shall be effective when delivered or on the notices effective date whichever is later.

For the purposes of all notices by the Vendor to the Tendering Authority on change address if informed in writing, these shall be sent to the Tendering Authority by the Vendor at the address mentioned in the Letter of Award.

CHAPTER - 4
TERMS & CONDITIONS SPECIFIC TO THE CONTRACT

Period of Contract

The contract shall be initially for a period of 3 years or till the date of existence of new contract on case-to-case basis from the date of issuance of Letter of Award. However, the contract may be renewed further on the basis of performance of work provided that both parties agree on mutual terms and conditions as specified in the contract.

Duration of the contract shall be Three years subject to quarterly appraisal and review by the Tendering Authority. In case the performance is not found to be satisfactory or not in conformity with terms and conditions of the Tender document, the contract shall be terminated even before the scheduled time after following due procedure of law.

In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be absolutely forfeited along with penalty as decided by the Tendering Authority.

The tendering authority reserves the right to award a part/full of the tender work to one or more than one vendor. The work may be awarded to one or more than one vendor on parallel contract basis. The decision of the tendering authority will be final and binding.

Security Deposit / Performance Guarantee

The successful Vendor shall furnish Security Deposit as a Performance Guarantee of 3% of total value of work or **Rs. 60,000/- (Sixty Thousand Rupees)** whichever is higher in the form of Bank Guarantee valid for the contract period within Fifteen days of the receipt of notification of award / Letter of intent from the Tendering Authority.

This bank guarantee should remain valid for a period of one year beyond the contract period.

The Performance Security/ Security Deposit shall be denominated in Indian Rupees and shall be in the form of a Bank guarantee issued by a nationalized/scheduled bank located in India acceptable to the Tendering Authority in the form provided in the bidding documents **(Annexure-9)**.

On extension of the contract the successful Vendor shall have to extend the validity of this bank guarantee for the period for which extension has been awarded.

This extended bank guarantee should also remain valid for a period of one year beyond the period of which extension has been granted.

The Performance Security/ Security Deposit shall be discharged by the Tendering Authority and returned to the Vendor within thirty (30) days after the expiry of the contract period/extension period.

Failure of the successful bidder to sign the contract **(Annexure- 8)**, proposed in this document (Conditions of Contract) and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Tendering Authority may make the award to another bidder or call for new bids.

The proceeds of the performance security shall be payable to the Tendering Authority as compensation for any loss resulting from the Vendor's failure to complete its obligations under the Contract. The Performance Security/Security Deposit shall be forfeitable for nonperformance of the contract and there shall not be any relaxation to anybody.

In the event of any contract amendment, the Vendor shall, within 10 days of receipt of such amendment, furnish the amendment to the Performance Security/Security Deposit, rendering the same valid for the duration of the Contract, as amended for further period of 180 days thereafter.

Confidentiality

Any information and data pertaining to the MPSC or any other agency involved in the Contract matter concerning Government of Maharashtra or with the agency that comes to the knowledge of the Vendor in connection with this contract shall be deemed to be confidential and the Vendor shall be fully responsible for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to do so. The Vendor shall ensure due secrecy of information and data not intended for Public distribution.

The affidavit on the following format to that effect should be submitted along with Security Deposit on appropriate Non-judicial Stamp Paper duly attested by Public Notary:-

"Certified that any information and data pertaining to the MPSC or any other agency involved in the Contract or matter concerning Government of Maharashtra or with the agency that comes to the knowledge of the Vendor in connection with this contract will be deemed to be confidential and I /we are fully responsible for the same being kept confidential and held in trust, as also for all consequences of I / our personnel failing to do so. Also it is certified that I / we will maintain due secrecy of information and data will not be intended for Public distribution."

Warrantee

The Warrantee on the following format should be submitted along with Security Deposit which should be on appropriate Non- judicial Stamp Paper duly attested by Public Notary:-

WARRANTEE FORM

M/s-----having its registered office at herein after referred to as the vendor having carefully studied all the documents, specifications, drawings, etc. pertaining to the Contract for works required for the completion of work of Providing desired services as per the Scope of the Work at both the Offices of the MPSC and the local and site conditions and having undertaken to execute the said works.

DO HEREBY WARRANT THAT:

- (1) The vendor is familiar with all the requirements of the Contract.
- (2) The vendor has investigated the site and satisfied himself regarding the character of the work and local conditions that may affect the work or its performance.
- (3) The vendor or is satisfied that the work can be performed and completed as required in the contract.
- (4) The vendor has seen all risks directly or indirectly connected with the performance of the Contract.
- (5) The vendor has no collusion with other Contractors, or with any other person to execute the said works according to the terms and conditions of the said Contract.
- (6) The vendor has not been influenced by any statement or promise of the MPSC or Officers of the MPSC but only by the Contract documents.
- (7) The vendor is financially solvent.
- (8) The vendor is experienced and competent to perform the Contract to the satisfaction of the Tendering Authority.
- (9) The statement submitted by the vendor is true.
- (10) The vendor is familiar with all general and special Laws, Acts, Ordinances, Rules and Regulations of the Municipalities, District, State and Central Government that may affect the work, its performance or personnel employed therein.

DATE:**FOR AND ON BEHALF OF THE CONTRACTOR****Special Conditions To This Contract**

It shall be deemed that the tenderer has got fully acquainted with the scope of the work, working and other prevalent conditions and fluctuations thereto whether they actually visited the site/area or not and have taken all the above factors into account while quoting his rates. Police verification report & security clearance for all the staff is to be obtained before commencement of the work. The Tendering Authority will have the right to ask for police verification from the Vendor at any point of time. Vendors will have to make their own arrangement for supervision/vigilance on the activities of employees engaged by him for the work inside the office of the Tendering Authority. The Vendor will be responsible for any misconduct, theft / attempt of pilferage or misdemeanor on the part of Vendor's employees engaged in connection with the contract work. If the Vendor's employee(s) is/are found to be involved in such activities the Vendor will be held responsible for the same, and apart from penalty/penal action, Vendor will be liable for administrative action including Blacklisting the Vendor for future Contracts. The losses to Government properties, if any by contract labourers, will be recovered from the Vendor. The demurrages charges/losses if any due to Vendor will be recovered from the Vendor. The Vendor will have to abide by the all security instructions and requirements as necessary and intimated by tendering authority

Committee for Supervision

The Tendering Authority will be at liberty to set up Committee of Officers to supervise all Services in all the areas mentioned above. The directions of such Committees with regard to all the general services, even if other than those mentioned in this Tender, would be binding on the Vendor for compliance.

Sub - Contract

The vendor shall not assign or subcontract the assignment or any part thereof to any other Vendor except with the prior consent in writing of the Tendering Authority and provided the Commission shall have specifically approved such other Vendor. The Commission may in its sole discretion and without assigning any reason refuse to give such consent.

Subcontracting or consortium will not be allowed under any circumstances.

Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Mumbai courts only.

CHAPTER - 5
SCOPE OF WORK

5.1 GENERAL INFORMATION: -

5.1.1 ABOUT MPSC:

The Maharashtra Public Service Commission (MPSC) is an Autonomous Body established under the provisions of the Constitution of India. The Commission in turn provides a smooth and efficient functioning of the Government of Maharashtra by providing suitable candidates for the various Government posts and advising Government on various service matters like formulation of recruitment rules, advice on promotions, transfers and disciplinary actions etc. The Commission conducts recruitment process / Examinations for appointment to the services of Government of Maharashtra and its allied organizations like BMC, BEST etc.

5.1.2 For Administrative purposes the Office of the MPSC is situated at two places viz. MTNL Bldg. 5^{1/2}, 7th and 8th Floor Opposite CooperageFootball Ground, Maharshi Karve Marg, Mumbai 400 021 and Bank of India Bldg., 3rd floor, M.G.Road, Fort, Mumbai –1 and The normal working will be at MTNL Bldg. 5^{1/2}, 7th and 8th Floor Opposite CooperageFootball Ground, Maharshi Karve Marg, Mumbai 400 021. Office.

5.1.3 The items are to be delivered in the above Offices of the Tendering Authority at FREE OF COST, as per the delivery schedule, which will be specified in the Purchase Order.

5.2 The Detailed terms and conditions for award of contract for SUPPLY OF STATIONARY/CONSUMABLE ITEMS:-

5.2.1 Annual Rate contract for three years for supply of different consumables / office stationery items as below. The requirements indicated are for the purpose of tender evaluation only. After acceptance of the tender the work will be awarded from time to time as per actual requirement.

5.2.2 If there is any downward revision of prices during the validity of quotation and rate contract period, then the benefit of the same shall have to be passed on to MPSC based on the downward changes in MRP with respect to the MRP prevailing at the time of bidding. However, in case of increase in prices, the bidder shall have to supply the items at the quoted prices.

5.2.3 The Secretary, MPSC reserves the right to award a part / full of the tender work to one or more Vendor. The work may be awarded to one or more than one Vendor on parallel contract basis

5.2.4 This office will issue work orders under the contract periodically. A time limit not exceeding 10 days will be fixed for a delivery from the date of order. The firm should be in a position to supply Stationery/General/Printed items mentioned herein on short notice as and when needed. The firm should be able to provide stationery/General/Printed items on holidays/ Sundays also

5.2.5 No payment will be made for rejected items, which do not confirm to the specifications stipulated. Such items will have to be replaced by the concerned suppliers at their own risk and cost and to the satisfaction of the Secretary, MPSC

5.2.6 The approved Vendor has to submit samples of the items free of cost for inspection by the Committee & after approval of the sample by the competent authority, agreement /work order will be awarded & all the supplies will be as per sample approved.

5.2.7 In case of Non-Standard supply, the supplied items will have to be taken back at the cost of supplier himself.

5.2.8 All goods should bear MPSC Logo/Name on each article wherever possible. This Logo/Name can be printed, or stamped or written by Permanent Marker as per the convenience.

5.2.9 Genuine material of requisite brands will be requisite to be supplied for this Purpose. The Department shall provide the Bench mark quality/brand of the material to be used. Any firm found to be supplying duplicate products will be summarily blacklisted.

5.2.10 Packing of all materials quoted shall conform to the requirement of the carriers.

5.2.11 Supply Order (s), if placed shall be governed by the standard Terms and conditions of supply of stores, plant and equipment.

5.2.12 The price quoted must be FIRM only one rate to be quoted for each item strictly as per prescribed specification throughout the year from the due date of opening of the tender. Variation in price shall not be considered.

5.2.13 This is only an enquiry to quote and not an order. This tender enquiry is not transferable. MPSC is planning to have long term tie up with limited vendors, who can supply the item with good quality, prompt delivery and at lowest price. Hence, you may quote in such a way that a long-term relationship is possible.

5.2.14 MPSC, under normal circumstances, may not negotiate for the price. Hence you are requested to quote your best price in the original quotation itself.

5.2.15 Any counter terms and conditions are not binding on us unless MPSC, agree to the same in writing.

5.2.16 The rate inclusive of GST (SGST/CGST).

5.2.17 If the supplier supplies the same item at a lower rate to any of their customers during the pendency of execution of MPSC, Purchase Order/Order Amendment, the supplier should voluntarily come forward and reduce the price.

5.2.18 All applicable statutory levies like Sales Tax, Excise Duty, GST, etc., should be included with the current rate applicable. Otherwise quoted rate will be considered as inclusive of taxes / levies. Vague terms like "As applicable at the time of supply" should be avoided. Apart from Statutory levies other charges like handling, Packing & Forwarding etc., will not be paid by MPSC.

5.2.19 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 emergency case. The Mobile Number may also be given.

5.2.20 INSPECTION:

(1) MPSC reserves the right to split the purchase order among the vendors who are capable of meeting the Quality, Delivery and Cost requirements. Preference will be given to the vendors with well-maintained and proven Quality Assurance.

(2) We are planning to reduce inspection time with self-certification scheme for the vendors who keep up good quality leading to "ship to stock system".

(3) Inspection of the material at our works/site will be final. MPSC reserves the right to inspect the material at any other standard testing centre authorised by us.

(4) We or our representative including our customer may if required preliminarily inspect the product at vendor's premises. Such verification shall not absolve the vendor of the responsibility to provide the acceptable product nor shall preclude subsequent rejection during the final inspection at our works/site. It is the responsibility of every vendor to ensure that only the inspected materials confirming to our specifications / drawings / requirements are supplied.

(5) The supplies shall be from the latest batch of production. Batch Number should be indicated on the item/ packet / test certificate and accompanying delivery challan / test certificate.

(6) Test Certificate/check list should accompany each supply. Consignments without test certificate, if asked for, are liable for rejection. Rejected material should be collected immediately (within 30 days) after our intimation by giving two days prior notice for completing the necessary formalities. You should make arrangements to collect the material either personally OR through your authorised representatives. MPSC does not take any responsibility to send the material back to you. After 90 days from the date of rejection intimation to you the material will be scrapped at your risk if not collected.

**ANNEXURE-1
TENDER OFFER FORM (TOF)**

Date: _____

Tender Reference No.:

To

The Secretary,

Maharashtra Public Service Commission MTNL Bldg. 5^{1/2}, 7th and 8th Floor Opposite Cooperage Football Ground, Maharshi Karve Marg, Mumbai 400 021.

SUBJECT: TENDER DOCUMENT FOR PARTICIPATION IN THE TENDER PROCESS FOR SUPPLY OF STATIONERY/CONSUMABLE ITEMS.

Having examined the tender documents including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to work as Vendor as mentioned in the Scope of the work as required by Secretary, M.P.S.C. in conformity with the said tender documents.

I / We declare that we are an established service Provider in the area of ----- under the name and style of.....

We declare that we are equipped with adequate machinery/technology for providing the services as per the parameters laid down in the Tender Document and we are prepared for live demonstration of our capability and preparedness before the representatives of the MPSC office.

I / We undertake that the Prices are in conformity with the specifications prescribed. The quote is inclusive of all costs likely to be incurred for executing this work.

I / we undertake, in the event of acceptance of our bid, the services shall be provided as stipulated in the schedule to the Bid Document and that we shall perform all the incidental services.

If our Bid is accepted we shall submit the performance guarantee of bank in a sum of Rs.60,000/- or 10% of the Contract Price whichever is higher for the due performance of the Contract during the Contract period at the time of signing of Agreement in the Form prescribed by the Tendering Authority.

I / We agree to abide by this Bid for the period of 180 days after the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this Bid offers, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may receive.

We agree to the terms and conditions mentioned in the Tender Document.

Dated this ____ day of _____ Signature: _____

(In the Capacity of :) _____

Duly authorized to sign the tender offer for and on behalf of

ANNEXURE-2
BIDDER'S AUTHORISATION CERTIFICATE

To,
The Secretary,
Maharashtra Public Service Commission,
MTNL Bldg. 5^{1/2}, 7th and 8th Floor
Opposite Cooperage Football Ground,
Maharshi Karve Marg, Mumbai 400 021.

< Bidder's Name>----- <Designation>-----
is hereby authorised to sign relevant documents on behalf of the Company in dealing with Tender of reference <Tender No. and Date > ----- . He is also authorised to attend meetings and submit Technical and Commercial information as may be required by you in the course of processing above said tender.

Thanking you,
The specimen signature of the authorized person is as:-



Authorised Signatory

<Name>

Seal

This tender document is not transferable

ANNEXURE-3
SELF-DECLARATION (NOTARIZED AFFIDAVIT)

Ref.....

Date: -

To,

The Secretary,

Maharashtra Public Service Commission

MTNL Bldg. 5^{1/2}, 7th and 8th Floor

Opposite Cooperage Football Ground,

Maharshi Karve Marg, Mumbai 400 021.

I/We _____ Partner /Legal Attorney/Proprietor/accredited Representative of
M/s _____ solemnly declare that:-

2. I / We are submitting tender for the work Against Tender Notice No. Dated
3. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
4. The price bid is unconditional.
5. If any information or document submitted is found to be false/incorrect, department may cancel my/our Tender and action as deemed fit may be taken against me/us including termination of the contract/supply order, forfeiture of all dues including Earnest Money and blacklisting of me/our firm and all Partners of the firm etc.
6. I/We accept the tender document as available in the website and my/our tender may be rejected if any tempering is found in them. I/We also undertake that I/We cannot raise any dispute in this regard.
7. The items covered in the supply order copies enclosed with our offer have been fully executed without any complaint of account of performance of the completion certificate.
8. I/We hereby declare that our Agency is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.
9. I/We M/s _____ (Name of the Company) are not blacklisted in any Department of Government of Maharashtra as on **1st April, 2019.**
10. I/We further undertake that our partner M/s _____ (Name of Vendor) having office are also not blacklisted in any Department of Government of Maharashtra as on **1st April, 2019.**
11. I/ We hereby declare that there are no pending cases against M/s _____
(Name & Address of Bidder) with Government of Maharashtra or any other court of law as on **1st April, 2019.**
12. I/We hereby declare that Bidder's company or Director/Owner of the company have not been declared by any Court or Competent Authorities in solvent or involved in any fraudulent mean (Economical & Criminal) as on **1st April, 2019.**

Seal of Notary.

Signature of the Bidder.

Dated:

Seal of the Organization: -

**ANNEXURE-4
DETAILS OF BIDDER**

Please ensure that your response clearly answers all the questions. If you use additional schedules or documentation to support your response, make sure that they are clearly cross-referenced to the relevant question.

1. General Profile of the Company/Firm:-

(1) Name and Address of the Company / Firm With Telephone Nos., Fax, E-mail and Website	
(2) Date of Incorporation	
(3) Offices situated at different locations	
(4) Infrastructure facilities	
(5) Turn over for last three years (Audited Annual Accounts and Annual Reports of three accounting years to be submitted)	
(6) Executive Profile	
(7) GST Registration Number	
(8) PAN No.	
(9) MSME Registration Number	

2. Details of Manpower:-

2.1 Technical Personnel available:

2.2 Number of Operators:

2.3 Number of Supervisors:

2.4 Number of Managers:

3. List of Clients (For a period of last Five years):

S.N.	Name and Address of the client with Tel. No.	Contact Person and Contact Number	Nature of Job	Total Value of the Contract (In Rs.)

(Separate pages may be taken to elaborate the projects undertaken).

4. Quality Certificate, if any:

S.N.	Name of the Certificate	Certified By	Year of getting Certification	Whether Certificate is valid as on date

5. Awards for products/Services, if any:

S.N.	Name of the Certificate	Certified By	Year of getting Certification	Field of Award (S/W development Consultancy etc.)

6. Name, address and Telephone Number [Office, Residence, Mobile] of the Contact Person to whom all References shall be made regarding this tender:

Telephone: Office -

Residence -

Mobile -

Fax No.:

E-mail:

Place:

Signature:

Date:

Name:

Company Seal

Note:

[1] In-adequate information could lead to disqualification of the bid.

[2] All items should be supported by proper documents.

[3] No change of any kind should be made in this format. In-adequate information or change in format could lead to disqualification of the bid.

ANNEXURE- 5

PERFORMANCE STATEMENT

Bid No. Date of opening.....
Name of the Firm-----

Details of Past Contract similar to this Contract (for a period of last Five years)

S.N.	Name and Address of the client with Tel. No.	Contact Person and Contact Number	Nature Of Job	Total Value of the Contract (In Rs.)	Date of completion of contract		Penalty imposed by clients if any
					As per Contract	Actual	

(Separate pages may be taken to elaborate the projects undertaken).

Note: - Please enclose Work-orders along with Completion Certificates / Client's Testimonial given by concerned organisations or whom work is done.

Date: -----
Place: -----

Name of the Bidder: -
Signature: -
Seal of the Organisation: -

ANNEXURE- 6
Declaration for Price Schedule (PS)

Tender Reference:

Last date and time for submission of Tender :

The Secretary, Maharashtra Public Service Commission MTNL Bldg. 5^{1/2}, 7th and 8th Floor Opposite
Cooperage Football Ground, Maharshi Karve Marg, Mumbai 400 021.

SUBJECT: TENDER DOCUMENT FOR PARTICIPATION IN THE TENDER PROCESS FOR
SUPPLY OF STATIONERY/CONSUMABLE ITEMS.

That we are sole owner/authorized agents/ of

.....
.....

That we/the undersigned agency is equipped with adequate machinery and other facilities required for providing services and our establishment is open for inspection by the representatives of MPSC

We hereby offer to provide Services at the prices and rates mentioned in the financial bid (as per financial template).

We do hereby undertake, that, In the event of acceptance of our bid, the Services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid and that we shall perform the entire incidental services.

The prices quoted are inclusive of all charges inclusive of traveling, hardware/software/ manpower etc. for providing the desired services.

We agree to abide by our offer a period of 180 days from the date fixed for opening of the tenders and what we shall remain bound by a communication within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and condition.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

I / We agree to abide by the Terms and Conditions specified in this Tender and the event of my / our Tender being successful I / we abide by it and to arrange supplies to your entire satisfaction.

Dated:

Signature:

Name of Agency:

Company Seal

Full Address:

PRICE SCHEDULE (PS)

Sl. No.	Item Description	Item Code / Make	Quantity	Units	RATE IN RUPEES PER UNIT
1	2	3	4	5	
1.01	A4 70 GSM Xerox Paper (HP/JK)	item1	500	Sheet	
1.02	F/C 70 GSM Xerox Paper (HP/JK)	item2	500	Sheet	
1.03	A/3 70 GSM Xerox Paper (HP/JK)	item3	500	Sheet	
1.04	F/C Size Bilt Copy Power Mill Pack	item4	500	Sheet	
1.05	A/4 Size Bilt Copy Power Mill Pack	item5	500	Sheet	
1.06	A/3 Size Bilt Copy Power Mill Pack	item6	500	Sheet	
1.07	F/C Size J.K. Copier Mill Pack	item7	500	Sheet	
1.08	A/4 Size J.K. Copier Mill Pack	item8	500	Sheet	
1.09	A/3 Size J.K. Copier Mill Pack	item9	500	Sheet	
1.1	F/C Size J.K. Easy Xerox Paper Mill Pack	item10	500	Sheet	
1.11	A/4 Size J.K. Easy Xerox Paper Mill Pack	item11	500	Sheet	
1.12	A/3 Size J.K. Easy Xerox Paper Mill Pack	item12	500	Sheet	
1.13	F/C Size TNPL Copier Paper Mill Pack-75 GSM	item13	500	Sheet	
1.14	A/4 Size TNPL Copier Paper Mill Pack-75 GSM	item14	500	Sheet	
1.15	A/3 Size TNPL Copier Paper Mill Pack-75 GSM	item15	500	Sheet	
1.16	F/C Size Green Ledger Paper 70 GSM	item16	500	Sheet	
1.17	F/C Size Green Ledger Paper 80 GSM	item17	500	Sheet	
1.18	F/C Size Green Ledger Paper 95 GSM	item18	500	Sheet	
1.19	A/4 Size Executive Bond Paper	item19	500	Sheet	
1.2	D/FC Size Rulled Paper 480 sheets	item20	500	Sheet	
1.21	A4 Colour Paper JK Copier	item21	500	Sheet	
1.22	Fullscape paper (Single line)	item22	500	Sheet	
1.23	Coloured Copier Paper – Size A4 – Kores	item23	500	Sheet	
1.24	Legal Paper (Green) 90 GSM	item24	500	Sheet	
1.25	10"x12"x I Part Com.Sheets 60 GSM Sunshine	item25	1000	Sheet	
1.26	10"x12"x II Part Com.Sheets 60 GSM Sunshine	item26	1000	Sheet	
1.27	10"x12"x III Part Com.Sheets 60 GSM Sunshine	item27	1000	Sheet	
1.28	10"x12"x IV Part Com.Sheets 60 GSM Sunshine	item28	1000	Sheet	
1.29	15"x12"x I Part Com.Sheets 60 GSM Sunshine	item29	1000	Sheet	

1.3	15"x12"x II Part Com.Sheets 60 GSM Sunshine	item30	1000	Sheet	
1.31	15"x12"x III Part Com.Sheets 60 GSM Sunshine	item31	1000	Sheet	
1.32	10"x12"x I Part Com.Sheets 70 GSM	item32	1000	Sheet	
1.33	15"x12"x I Part Com.Sheets 70 GSM	item33	1000	Sheet	
1.34	10"x12"x I Part Com.Ledger Paper 90 GSM	item34	1000	Sheet	
1.35	15"x12"x I Part Com. Ledger Paper 90 GSM	item35	1000	Sheet	
1.36	10"x12"x I Part Com.Paper 2U 60 GSM	item36	1000	Sheet	
1.37	10"x12"x III Part Com.Paper 3U 60 GSM	item37	1000	Sheet	
1.38	10"x12"x I Part Com.Paper 3UP 60 GSM	item38	1000	Sheet	
1.39	No. 1 Kobra Spring File	item39	1	Each	
1.4	No. 1 Cloth Patti Spring File	item40	1	Dozen	
1.41	No. 1 Spring File	item41	1	Dozen	
1.42	No. 2 Spring File	item42	1	Dozen	
1.43	No. 1 Office File	item43	1	Dozen	
1.44	No. 2 Office File	item44	1	Dozen	
1.45	Two Flep File	item45	1	Dozen	
1.46	Four Flep File	item46	1	Each	
1.47	Box File Deluxe SPS/SGS	item47	1	Dozen	
1.48	Box File Kangaroo Clip	item48	1	Dozen	
1.49	SVS Kangaroo Box File No. 1565	item49	1	Each	
1.5	Plastic Patti File Good Quality	item50	1	Each	
1.51	Plastic Clip File Good Quality	item51	1	Each	
1.52	Plastic File Cover Report File A-4RG42A	item52	1	Each	
1.53	Plastic Punch Folder	item53	1	Dozen	
1.54	Plastic Marrocca folder	item54	1	Dozen	
1.55	A/4 Size Ring File SVS	item55	1	Each	
1.56	F/c Size Ring File SVS	item56	1	Each	
1.57	4 Card Visiting Card album	item57	1	Each	
1.58	8 Card Visiting Card album	item58	1	Each	
1.59	Spiral Pad with lining No.6 Ajanta	item59	1	Each	
1.6	Spiral Pad with lining No.8 Ajanta	item60	1	Each	
1.61	File Board – Two Flap Ordinary	item61	1	Each	
1.62	File Board – Four Flap Ordinary	item62	1	Each	
1.63	Patti Folder – A4 Size	item63	1	Each	
1.64	Plastic Sheet - A4 Size (Transparent)	item64	10	Sheet	
1.65	Plastic Sheet - A4 Size (Blue/Grey/Black)	item65	10	Sheet	
1.66	Cash Book Register – 1Q	item66	1	Each	
1.67	Register C/R (1Q, 2Q, 3Q, 4Q, 5Q)	item67	1	Each	
1.68	Master Book (1Q, 2Q, 3Q)	item68	1	Each	
1.69	Petty Cash (1Q, 2Q, 3Q)	item69	1	Each	
1.7	Telephone Diary 140 Pg	item70	1	Each	

1.71	Telephone Diary 220 Pg	item71	1	Each	
1.72	Small Note Book 100 Pg	item72	1	Each	
1.73	Small Note Book 200 Pg	item73	1	Each	
1.74	Spiral Pad (No.7) 40 pg	item74	1	Each	
1.75	Spiral Pad (No.7) 80 pg	item75	1	Each	
1.76	Spiral Pad (No.8) 80 pg	item76	1	Each	
1.77	Long Note Book 100 pg	item77	1	Each	
1.78	Long Note Book 200 pg	item78	1	Each	
1.79	Short Hand Note Book	item79	1	Each	
1.8	Note Pad - White	item80	1	Each	
1.81	Spiral Ajanta Pad No.1	item81	1	Each	
1.82	Spiral Ajanta Pad No.2	item82	1	Each	
1.83	Spiral Ajanta Pad No.3	item83	1	Each	
1.84	Spiral Ajanta Pad No.4	item84	1	Each	
1.85	Kores 1250 Pencil Carbon box	item85	1	Each Box	
1.86	Kores sapphire Pencil Carbon box	item86	1	Each Box	
1.87	Kores 2016 Pen Carbon Box	item87	1	Each Box	
1.88	Kores 503 Typing Carbon Box	item88	1	Each Box	
1.89	Kores Corr. Fluid Bottle with Diluter	item89	1	Per Bottle	
1.9	Kores Corr. Fluid Pen	item90	1	Per Pc.	
1.91	Camel Gum Bottle 150ml	item91	1	Each	
1.92	Camel Gum Bottle 300ml	item92	1	Each	
1.93	Camel Gum Bottle 700ml	item93	1	Each	
1.94	Camel Gum Paste 150ml	item94	1	Each	
1.95	Camel Gum Paste 300ml	item95	1	Each	
1.96	Camel Gum Paste 700ml	item96	1	Each	
1.97	Glue Stick FEVISTIK 15gms	item97	1	Each	
1.98	Gum Brush – 1”	item98	1	Each	
1.99	Gum Brush, 1/2 Inches	item99	1	Each	
2	Stamp Pad Faber-Castell (88mm x 54mm)	item100	1	Each	
2.01	Camel Stamp Pad - Small	item101	1	Each	
2.02	Camel Stamp Pad – Medium	item102	1	Each	
2.03	Camel Stamp Pad – Large	item103	1	Each	
2.04	Omega Paper Tray Stand	item104	1	Each	
2.05	Fevistick – 8gm	item105	1	Each	
2.06	Fevikwik – 2 gm	item106	1	Each	
2.07	Fevicol – 1kg Bottle	item107	1	Per Bottle	
2.08	Fevicol – 1/2kg Bottle	item108	1	Per Bottle	
2.09	Kangaroo Stapler No. 10D	item109	1	Each	
2.1	Kangaroo Stapler No. 24/6	item110	1	Each	
2.11	Kangaroo Stapler No. HP45	item111	1	Each	
2.12	Kangaroo Stapler No. HD45	item112	1	Each	
2.13	Jumbo Stapler No. 24/6 (Big)	item113	1	Each	
2.14	Stapler pin remover	item114	1	Each	
2.15	Stapler Pin No. 10 (Click)	item115	1	Box	
2.16	Stapler Pin No. 10 (Kangaroo)	item116	1	Box	
2.17	Stapler Pin No. 24/6 (Max)	item117	1	Box	
2.18	Stapler Pin No. 24/6 (Kangaroo)	item118	1	Box	
2.19	Stapler Pin No. 24/6 (Click)	item119	1	Box	
2.2	Vikram Gem Clip Box 26mm	item120	1	Box	

2.21	Sony Sharp Gem Clip Box 26mm	item121	1	Box	
2.22	Ordinary Gem Clip Box 26mm	item122	1	Box	
2.23	Vikram Paper Pin Box – 400gms	item123	1	Box	
2.24	Sony Sharp Paper Pin Box – 400gms	item124	1	Box	
2.25	Ordinary Paper Pin Box – 400gms	item125	1	Box	
2.26	Vikram Paper Pin Box – 100gms	item126	1	Box	
2.27	Sony Sharp Paper Pin Box – 100gms	item127	1	Box	
2.28	Ordinary Paper Pin Box – 100gms	item128	1	Box	
2.29	Plastic Coated Gem Clip Box 28mm	item129	1	Box	
2.3	Kangaroo Double Punch Machine 52 No	item130	1	Each	
2.31	Kangaroo Double Punch Machine 280 No	item131	1	Each	
2.32	Kangaroo Double Punch Machine 500 No	item132	1	Each	
2.33	Kangaroo Single Punch Machine	item133	1	Each	
2.34	Kangaroo Heavy Duty Stapler Machine A	item134	1	Each	
2.35	Kangaroo Heavy Duty Stapler Machine B	item135	1	Each	
2.36	Kangaroo Stapler Pin Remover No. 500	item136	1	Each	
2.37	Push Pin Ordinary	item137	1	Box	
2.38	Binder Clip (224)	item138	1	Box	
2.39	Binder Clip (225)	item139	1	Box	
2.4	Binder Clip (226)	item140	1	Box	
2.41	Binder Clip (227)	item141	1	Box	
2.42	Natraj Pencil Box	item142	1	Box	
2.43	Camel Pencil Box	item143	1	Box	
2.44	Apsara Pencil Box	item144	1	Box	
2.45	Natraj Pencil Sharpner	item145	1	Box	
2.46	Natraj Plasto Pencil Eraser	item146	1	Box	
2.47	Apsara Non-Dust Pencil Eraser	item147	1	Box	
2.48	Reynold Ball Pen 0.40	item148	1	Each	
2.49	Reynold Ball Pen 0.45	item149	1	Each	
2.5	Reynold Ball Pen Jotter	item150	1	Each	
2.51	Add Gel Ball Pen PG – 300	item151	1	Each	
2.52	Add Gel Ball Pen PG – 500	item152	1	Each	
2.53	Add Gel Pen Achvor	item153	1	Each	
2.54	Renold Ball Pen Refills 0.40 / 0.45	item154	1	Each	
2.55	Lexi Pen	item155	1	Each	
2.56	Lexi Pen Refills	item156	1	Each	
2.57	Add Gel Refills	item157	1	Each	
2.58	Jotter Ball Pen Refills	item158	1	Each	
2.59	Sketch Pen Set (Camel)	item159	1	Each	
2.6	Highlighter Pen Set (Fabre-Castel)	item160	1	Each	
2.61	OHP Pen Set Faber Castel	item161	1	Each	
2.62	OHP Pen Set Marvey	item162	1	Each	

2.63	White Board Marker Pen Reynold	item163	1	Each	
2.64	Permanent Marker Pen Camel	item164	1	Each	
2.65	CD Marker Pen	item165	1	Each	
2.66	White Board Marker Pen Camel	item166	1	Each	
2.67	Pen Holder (Blue/Red)	item167	1	Each	
2.68	Pen Holder Stand	item168	1	Per Pc.	
2.69	Omega Pen Stand with Calender Holder	item169	1	Per Pc.	
2.7	White Fluid with diluter set 15ml Bottle – Kores	item170	1	Per Pc.	
2.71	Correction Pen – Good Quality	item171	1	Per Pc.	
2.72	Nylon Rubber Stamp (3 Lines)	item172	1	Per Pc.	
2.73	Nylon Rubber Stamp (4 Lines)	item173	1	Per Pc.	
2.74	Nylon Rubber Stamp (5 Lines)	item174	1	Per Pc.	
2.75	Inspire Metal Pen – Kores	item175	1	Per Pc.	
2.76	Fax Rolls – 15 mtrs	item176	1	Each	
2.77	Fax Rolls – 30 mtrs	item177	1	Each	
2.78	Omega Plastic Scale 12”	item178	1	Per pc.	
2.79	Omega Plastic Scale 18”	item179	1	Per pc.	
2.8	Metal Scale 12”	item180	1	Per pc.	
2.81	Paper Weight – Glass	item181	1	Per pc.	
2.82	Paper Weight – Metal	item182	1	Per pc.	
2.83	Wooden Poker	item183	1	Per pc.	
2.84	Steel Poker	item184	1	Per pc.	
2.85	Water Sponge Cup - Omega	item185	1	Per pc.	
2.86	Paper Cutter - Small	item186	1	Per pc.	
2.87	Paper Cutter – Big	item187	1	Per pc.	
2.88	Paper Cutter Blade Small	item188	1	Box	
2.89	Paper Cutter Blade Big	item189	1	Box	
2.9	Tag Bundle - Ordinary	item190	1	Each	
2.91	Tag Bundle – Nylon	item191	1	Each	
2.92	White Lace Bundle 24”	item192	1	Each	
2.93	White Lace Bundle 36”	item193	1	Each	
2.94	Candle Box (6 pcs Box) - Big	item194	1	Each	
2.95	Candle Box (6 pcs Box) – Small	item195	1	Each	
2.96	Rubber Band Box (Vandana)	item196	1	Each	
2.97	Rubber Band Loose (1kg Packet)	item197	1	Each	
2.98	Sutli Cotton (kg.)	item198	1	Per Kg.	
2.99	Sutli Nylon (kg.)	item199	1	Per Kg.	
3	Tixo Cell Tape Rolls ½” x 9 mtrs.	item200	1	Per Pc.	
3.01	Brown Packing Tape Rolls 2”	item201	1	Per Pc.	
3.02	Steel Scissors – Small Ordinary	item202	1	Per Pc.	
3.03	Steel Scissors – Small Fiskar	item203	1	Per Pc.	
3.04	Steel Scissors – Medium Fiskar	item204	1	Per Pc.	
3.05	Steel Scissors – Big Ordinary	item205	1	Per Pc.	
3.06	Pencil Cell – Everedy / Novino	item206	1	Per Pc.	
3.07	Medium Cell - Everedy / Novino	item207	1	Per Pc.	
3.08	Big Cell - Everedy / Novino	item208	1	Per Pc.	
3.09	White Chalk Box - Deepak	item209	1	Per Pc.	
3.1	Colour Chalk Box - Deepak	item210	1	Per Pc.	
3.11	Turkish Napkin – White / Sky Blue light	item211	1	Per Pc.	
3.12	Post it Pad 1.5”x 2”	item212	1	Per Pc.	
3.13	Post it Pad 2”x 3”	item213	1	Per Pc.	
3.14	Post it Pad 3”x 3”	item214	1	Per Pc.	

3.15	Post it Pad 3M (Colours)	item215	1	Per Pc.	
3.16	Music 555 25mmx75mmx150 Sheets Three Colours (3A)	item216	1	Per Pc.	
3.17	Pocket Calculator 10 Digit	item217	1	Per Pc.	
3.18	Pocket Calculator 12 Digit	item218	1	Per Pc.	
3.19	Table Calculator 10 Digit	item219	1	Per Pc.	
3.2	Table Calculator 12 Digit (Casio MJ-120T)	item220	1	Per Pc.	
3.21	Magnetic Pin Cushion	item221	1	Per Pc.	
3.22	Dura Cell AA	item222	1	Per Pc.	
3.23	Dura Cell AAA	item223	1	Per Pc.	
3.24	Omega Key Chain -	item224	1	Box	
3.25	Acrylic Table Name Plate 6"x 1.5"	item225	1	Per Pc.	
3.26	Acrylic Table Name Plate 8"x 6"	item226	1	Per Pc.	
3.27	ID Card Cover Clips/Ribbon	item227	1	Per Pc.	
3.28	Magnetic Reminder Pad – Kores	item228	1	Per Pc.	
3.29	Bookmark – Kores	item229	1	Per Pc.	
3.3	Removable Self Adhesive Notes Yellow, 100 sheet 75mm x 125mm (De'smat/Stickon /Corporate/3M)	item230	1	Per Pc.	
3.31	Phenyle Milky Loose	item231	1	Per Ltr.	
3.32	Phenyle Milky Bottle	item232	1	Per Bottle	
3.33	Phenyle Milky Bottle 5 Ltr.	item233	5	Ltr.	
3.34	Green & Golden Sunny	item234	1	Per Ltr.	
3.35	Black Phenyle	item235	1	Per Ltr.	
3.36	Liquid Soap Loose	item236	1	Per Ltr.	
3.37	Liquid Soap Can	item237	1	Ltre	
3.38	Liquid Soap Can	item238	5	Ltre	
3.39	Hand Wash 1 Ltr.	item239	1	Ltr.	
3.4	Hand Wash 5 Ltr.	item240	5	Ltr.	
3.41	Bleaching Power (1kg pkt)	item241	1	Per Kg.	
3.42	Napthalene Ball (1kg.pkt.)	item242	1	Per Kg.	
3.43	Colour Goli	item243	1	Per Kg.	
3.44	Acid Can (HCL)	item244	1	Ltr.	
3.45	Colin Glass Cleaner	item245	500	ml	
3.46	Harpick	item246	1	Ltr.	
3.47	Washing Powder Branded	item247	1	Kg.	
3.48	Aluminium Wiper	item248	1	Per Pc.	
3.49	Plastic Wiper	item249	1	Per Pc.	
3.5	Steel Mop	item250	1	Per Pc.	
3.51	Clif & Fit	item251	1	Per Pc.	
3.52	Long Patti	item252	1	Per Pc.	
3.53	Twisting Mop	item253	1	Per Pc.	
3.54	Toilet Brush Single	item254	1	Per Pc.	
3.55	Toilet Brush Double	item255	1	Per Pc.	
3.56	Toilet Brush Round	item256	1	Per Pc.	
3.57	Plastic Kharata	item257	1	Per Pc.	
3.58	Plunger Pump	item258	1	Per Pc.	
3.59	Nylon Rod Brush	item259	1	Per Pc.	
3.6	Floor Duster (Small)	item260	1	Per Pc.	
3.61	Table Duster (Small)	item261	1	Per Pc.	
3.62	Glass Duster (Small)	item262	1	Per Pc.	
3.63	Yellow Duster (Small)	item263	1	Per Pc.	
3.64	Maruti Tissue Paper	item264	1	Pkt.	

3.65	Paper Tissue (Jackson) (30cm x 30cm)	item265	1	Pkt.	
3.66	Tissue Roll 50 Gm.	item266	1	Per Pc.	
3.67	Tissue Roll 200 Gm.	item267	1	Per Pc.	
3.68	Waste Paper Basket - Medium	item268	1	Each	
3.69	Waste Paper Basket – Large	item269	1	Each	
3.7	Dustbin – Big with Lid	item270	1	Each	
3.71	Plastic Bucket – Medium with Handle	item271	1	Each	
3.72	Plastic Bucket – Big with Handle	item272	1	Each	
3.73	Plastic Jar / Mug – Medium	item273	1	Each	
3.74	Cup & Saucers (Bone China) Fine Quality	item274	6	pcs	
3.75	Water Glass - Fine Quality	item275	6	pcs	
3.76	Air Freshner – Premium (Lavender)	item276	1	Per Pc	
3.77	Air Freshner – Concord (Lavender)	item277	1	Per Pc	
3.78	Soft Broom	item278	1	Per Pc	
3.79	Cuard Broom	item279	1	Per Pc	
3.8	Melamine Dish – Big (Dining)	item280	6	Pcs	
3.81	Melamine Dish – Medium (Breakfast)	item281	6	Pcs	
3.82	Melamine Bowls -	item282	6	Pcs	
3.83	Melamine Tea Trey	item283	1	Pc.	
3.84	Spoon - Dining	item284	6	Pcs	
3.85	Spoon – Tea	item285	6	Pcs	
3.86	Tea Coaster – Melamine	item286	6	Pcs	
3.87	Tea Coaster – Plastic	item287	6	Pcs	
3.88	Waste Paper Basket, Good quality plastic, 7.5 litre capacity, web walls	item288	1	Per Pc	
3.89	Bubble Roll	item289	100	mtr	
3.9	Putty Roll	item290	100	mtr	
3.91	Cello Tape 1”	item291	10	pcs	
3.92	Cello Tape 1.5”	item292	10	pcs	
3.93	Cello Tape 2”	item293	10	pcs	
3.94	Abro Tape	item294	10	pcs	
3.95	CELLO TAPE, transparent, size ½”, 9 mtr. (good quality)	item295	10	pcs	
3.96	Snail invisible tape – Kores – Size 19 x 33 m	item296	10	pcs	
3.97	Brown Tape 1”	item297	10	pcs	
3.98	Brown Tape 1.5”	item298	10	pcs	
3.99	Brown Tape 2”	item299	10	pcs	
4	Clip	item300	10	pcs	
4.01	Plastic Roll	item301	1	Per Pc.	
4.02	Paper Kraft 29”x 44” (100 GSM)	item302	100	sheets	
4.03	Aluminium Wire Bundle (Kg.)	item303	1	Per Kg.	
4.04	Wire Cutter	item304	1	Per Pc.	
4.05	Match Box (Homelites) Medium	item305	1	Box	
4.06	Cloth for Parcel (White)	item306	1	Per Mtr	
4.07	Parcel Thread Bundles	item307	1	Per Bundle	
4.08	PAD Lock (5 lever) Godrej	item308	1	Per Pc.	
4.09	Door Lock (7 lever) Godrej	item309	1	Per Pc.	
4.1	Rubber Band KG type	item310	1	Per Kg.	

4.11	CANDLE (Pkt of 12, 400 gms), (In pkts.) Reputed brand/ISO certified brand only	item311	1	Dozen	
4.12	Corrugated boxes; plastic coated-inside and outside; Size = 18" x 12.5" x6" ; The boxes must be printed with the following words or as per requirement suitably & 3. Insured for Rs. 4. From Secretary, MPSC, Bank of India Bldg. Third Floor M.G.Road, Fort Mumbai 400001 5. Handle with care.1. O.I.G.S. 2. By Speed post/Express Parcel, Post servicebilingually (Marathi& English) in bold/capital words on two sides of each box.	item312	1	Per Box	
4.13	Corrugated boxes; plastic coated-inside and outside; Size = 18" x 12.5" x 8" ; The boxes must be printed with the following words or as per requirement suitably & bilingually (Marathi& English) in bold/capital words on two sides of each box.1. O.I.G.S. 2. By Speed post/Express Parcel, Post service 3. Insured for Rs.- 4. From Secretary, MPSC, Bank of India Bldg. Third Floor M.G.Road, Fort Mumbai 400001 5. Handle with care.	item313	1	Per Box	
4.14	Corrugated boxes; plastic coated-inside and outside Size = 18" x 12.5" x 5" ; The boxes must be printed with the following words or as per requirement suitably & bilingually (Marathi& English) in bold/capital words on two sides of each box.1. O.I.G.S. 2. By Speed post/Express Parcel, Post service 3. Insured for Rs 4. From Secretary, MPSC, Bank of India Bldg. Third Floor M.G.Road, Fort Mumbai 400001 5. Handle with care.	item314	1	Per Box	
4.15	SEALING WAX 3 STAR National (In Pkt of 400 gms.)	item315	1	Per Packet	
4.16	Bulb Philips 40W	item316	1	Each	
4.17	Tubes Philips Lifemax 36Watts	item317	1	Each	
4.18	CFL Tubes – 36 Watts (ISI Mark)	item318	1	Each	
4.19	CFL Tubes – 28 Watts (ISI Mark)	item319	1	Each	
4.2	Extension Board (ISI Mark)	item320	1	Each	
4.21	Electric Kittle (ISI Marked)	item321	1	Each	
4.22	Bulb (100 wt) (ISI Mark)	item322	1	Each	
4.23	Bulb (60 wt) (ISI Mark)	item323	1	Each	
4.24	Call bell (cordless) (ISI Mark)	item324	1	Each	
4.25	CFL Tube -9 watt, white/yellow (ISI Mark)	item325	1	Each	
4.26	CFL Tube -10 watt, white/yellow (ISI Mark)	item326	1	Each	
4.27	CFL Tube 11 watt , white/yellow (ISI Mark)	item327	1	Each	
4.28	CFL Tube -15 watt, white/yellow (ISI Mark)	item328	1	Each	

4.29	CFL Tube -18 watt , white/yellow (ISI Mark)	item329	1	Each	
4.3	CFL Tube -20 watt , white/yellow (ISI Mark)	item330	1	Each	
4.31	CFL Tube -23 watt , white/yellow (ISI Mark)	item331	1	Each	
4.32	CFL Tube -30 watt , white/yellow (ISI Mark)	item332	1	Each	
4.33	CFL Tube-36 watt , white/yellow (ISI Mark)	item333	1	Each	
4.34	Extension board (ISI mark) - 3 mtr. wire	item334	1	Each	
4.35	Tubelight 4 ft. , 40 watt. (ISI Mark)	item335	1	Each	
4.36	Tubelight (28 wt) 4 ft. (ISI Mark)	item336	1	Each	
4.37	Tubelight (32 wt) 4 ft. (ISI Mark)	item337	1	Each	
4.38	Tubelight (36 wt) 4 ft. (ISI Mark)	item338	1	Each	
4.39	U- Clips (26 mm) Ordinary (100 Clips)	item339	1	Box	
4.4	U- Clips (35 mm) Vikrant Classic (100 Clips)	item340	1	Box	
4.41	Push Pin Ordinary	item341	1	Box	
4.42	Tachni/ Head Pin Ordinary	item342	1	Box	
4.43	Binding Clips (15 mm) Ordinary	item343	1	Box	
4.44	Binding Clips (19 mm) Ordinary	item344	1	Box	
4.45	Binding Clips (25 mm) Ordinary	item345	1	Box	
4.46	Binding Clips (41 mm) Ordinary	item346	1	Box	
4.47	Binding Clips (32 mm) Ordinary	item347	1	Box	
4.48	Binding Clips (51 mm) Ordinary	item348	1	Box	
4.49	Combs 10 mm Ordinary	item349	1	Per Pc.	
4.5	12 mm Ordinary	item350	1	Per Pc.	
4.51	14 mm Ordinary	item351	1	Per Pc.	
4.52	16 mm Ordinary	item352	1	Per Pc.	
4.53	20 mm Ordinary	item353	1	Per Pc.	
4.54	25 mm Ordinary	item354	1	Per Pc.	
4.55	28 mm Ordinary	item355	1	Per Pc.	
4.56	55 mm Ordinary	item356	1	Per Pc.	
4.57	Right Sheet (Gray) Ordinary	item357	1	Per Pc.	
4.58	Transparent Sheet Ordinary	item358	1	Per Pc.	
4.59	Spiral Binding (any number of pages) with PVC Sheet covers on both sides	item359	1	Per Pc.	
4.6	Hard Binding (any number of pages) with Hard card Sheet covers on both sides	item360	1	Per Pc.	
4.61	200 gsm Art Glossy paper four colour printing & English gumming binding	item361	1	Per Pc.	
4.62	6"x 4" White Cover 70 GSM	item362	1000	Per Piece	
4.63	9"x 4" White Cover 70 GSM	item363	1000	Per Piece	
4.64	11"x 5" White Cover 70 GSM	item364	1000	Per Piece	
4.65	12"x 10" White Cover 70 GSM	item365	1000	Per Piece	
4.66	4.5"x9.5" Brown Cover	item366	1000	Per Piece	
4.67	6"x 4" Brown Cover	item367	1000	Per Piece	
4.68	9"x 4" Brown Cover	item368	1000	Per Piece	
4.69	11"x 5" Brown Cover	item369	1000	Per Piece	
4.7	16"x 12" Brown Cover	item370	1000	Per Piece	

4.71	16"x 6" Brown Cover	item371	1000	Per Piece	
4.72	12"x 10" Brown Cover	item372	1000	Per Piece	
4.73	Brown Envelope 4"x30"	item373	1000	Per Piece	
4.74	8"x10" Cloth Cover	item374	1000	Per Piece	
4.75	9"x12" Cloth Cover	item375	1000	Per Piece	
4.76	14"x10" Cloth Cover	item376	1000	Per Piece	
4.77	18"x14" Box type Cloth Cover	item377	1000	Per Piece	
4.78	16"x 12" Cloth Cover	item378	1000	Per Piece	
4.79	16"x 6" Cloth Cover	item379	1000	Per Piece	
4.8	12"x 10" Cloth Cover	item380	1000	Per Piece	
4.81	16"x 12" Cloth Cover Extra Thick Superior	item381	1000	Per Piece	
4.82	12"x 10" Cloth Cover	item382	1000	Per Piece	
4.83	ENVELOPE (9"X4") 80 GSM KRAFT	item383	1000	Per Piece	
4.84	ENVELOPE (11"X5") 80 GSM KRAFT	item384	1000	Per Piece	
4.85	ENVELOPE (16"X6") 80 GSM KRAFT	item385	1000	Per Piece	
4.86	ENVELOPE (16"X6") (new Cloth/jali in inner side), 80 GSM KRAFT	item386	1000	Per Piece	
4.87	FILE BOARD 40 OUNCE , 4" Cloth flap with 34" cotton Tape	item387	1000	Per Piece	
4.88	ENVELOPE (16"X12") 80 GSM KRAFT	item388	1000	Per Piece	
4.89	ENVELOPE (16"X12") (new cloth/jali in inner side), 80 GSM KRAFT	item389	1000	Per Piece	
4.9	8" X 10" Super Fine with printing of logo of MPSC and other related information	item390	1000	Per Piece	
4.91	11" x 5" Super Fine with printing of logo of MPSC and other related information	item391	1000	Per Piece	
4.92	12" x 10" Super Fine with printing of logo of MPSC and other related information	item392	1000	Per Piece	
4.93	14" x 10" Super Fine with printing of logo of MPSC and other related information	item393	1000	Per Piece	
4.94	16" x 12" Super Fine with printing of logo of MPSC and other related information	item394	1000	Per Piece	
4.95	18" x 14" Super Fine with printing of logo of MPSC and other related information	item395	1000	Per Piece	
4.96	6.5" X 4" Super Fine with printing of logo of MPSC and other related information	item396	1000	Per Piece	
4.97	7" x 4" Super Fine with printing of logo of MPSC and other related information	item397	1000	Per Piece	
4.98	9.5" x 4.5" Super Fine with printing of logo of MPSC and other related information	item398	1000	Per Piece	

4.99	11" x 5" Super Fine with printing of logo of MPSC and other related information	item399	1000	Per Piece	
5	9" x 6" Super Fine with printing of logo of MPSC and other related information	item400	1000	Per Piece	
5.01	10" x 12" Super Fine with printing of logo of MPSC and other related information	item401	1000	Per Piece	
5.02	16" x 12" Super Fine with printing of logo of MPSC and other related information	item402	1000	Per Piece	
5.03	10" x 12" Super Fine with printing of logo of MPSC and other related information	item403	1000	Per Piece	
5.04	18" x 14" Super Fine with printing of logo of MPSC and other related information	item404	1000	Per Piece	
5.05	11" X 5" Super Fine with printing of logo of MPSC and other related information	item405	1000	Per Piece	
5.06	7" x 4" Super Fine with printing of logo of MPSC and other related information	item406	1000	Per Piece	
5.07	9.5" x 4.5" Super Fine with printing of logo of MPSC and other related information	item407	1000	Per Piece	
5.08	9.5" x 4.5" (Window) Super Fine with printing of logo of MPSC and other related information	item408	1000	Per Piece	
5.09	9" x 6" Super Fine with printing of logo of MPSC and other related information	item409	1000	Per Piece	
5.1	Green Envelopes with marking Cloth lining 29.5 cms x 24.5 cms -Flap7.6 cms 120 GSM- Flap gumming –Printing with logo of MPSC and other related information Both/single side as per requirement	item410	1000	Per Piece	
5.11	Green Envelopes with marking Cloth lining 37 cms x 28 cms -Flap7.5 cms -120 GSM- Flap gumming –Printing with logo of MPSC and other related information Both/single side as per requirement	item411	1000	Per Piece	
5.12	Green Envelopes with marking Cloth lining 38 cms x 26 cms -Flap7.5 cms -120 GSM- Flap gumming –Printing with logo of MPSC and other related information Both/single side as per requirement	item412	1000	Per Piece	

5.13	Envelopes 9"x4" Window size 2.5"x4"-Margin 1" from top and 1" from left-90gsm map litho single colour (Green/White/Yellow/Pink/ Purple/ Brown) with flap gumming. Printing with logo of MPSC and other related information Both/single side as per requirement	item413	1000	Per Piece	
5.14	Envelopes 9"x 7.50" Window size 2.5"x4"-Margin 2" from top and 1" from left-90gsm map litho single colour (Green/White/Yellow/Pink/ Purple/ Brown) with flap gumming. Printing with logo of MPSC and other related information Both/single side as per requirement	item414	1000	Per Piece	
5.15	Envelopes 9"x 3.50" Window size 2.5"x4"-Margin 2" from top and 1" from left-90gsm map litho single colour (Green/White/Yellow/Pink/ Purple/ Brown) with flap gumming. Printing with logo of MPSC and other related information Both/single side as per requirement	item415	1000	Per Piece	
5.16	Envelopes 13"x10" No Window -90gsm map litho single colour (Green/White/Yellow/Pink/ Purple/ Brown) with flap gumming. Printing with logo of MPSC and other related information Both/single side as per requirement	item416	1000	Per Piece	
5.17	Envelopes 25 cms x 36 cms No Window -120gsm map litho single colour (Green/White/Yellow/Pink/ Purple/ Brown) with flap gumming. Printing with logo of MPSC and other related information Both/single side as per requirement	item417	1000	Per Piece	
5.18	Envelopes 28 cms x 39 cms No Window -120gsm map litho single colour (Green/White/Yellow/Pink/ Purple/ Brown) with flap gumming. Printing with logo of MPSC and other related information Both/single side as per requirement	item418	1000	Per Piece	
5.19	Lead Seal - HMS Metal, Size-12mm	item419	1	KG	
5.2	Needals - Small Size	item420	1	Dozen	
5.21	Needals - Sewing Needle (Size-9")	item421	1	Dozen	
5.22	Colin Glass Cleaner Pump (250 ml)	item422	1	Per Piece	
5.23	Table Calender - Size-8*6 Medium-Marathi Letters, With Government Hoildays	item423	1	Per Piece	
5.24	Blades -Topaz Platinum Double Edge Razor Blades - Pack of 50	item424	1	Per Dozen	
5.25	Colour Tag (Red) Inch-8" Packet-1 with 1000 Pcs	item425	1	Per Bundle	
5.26	Stamp Pad Ink - Kores 100ml	item426	1	Per Piece	
5.27	Stapler -Kangaro Manual 24/6-26/6 Stick Stapler (Set of 1, Black)	item427	1	Per Piece	
5.28	Stapler Pin Remover/Envelope - Opener Model No.SRC-100- Brand - Kangaro Product Type - Staple Remover Model – SRC-100 Material Plastic Body with Stainless Steel Tip Compatible Staples No.10; 24/6; 26/6; B8	item428	1	Per Piece	
5.29	Dairy - Executive Leather Finishing Pages-300	item429	1	Per Piece	
5.3	Soap - Lifebuoy Soap, Total 10 Germ Protection, 125g	item430	1	Per Dozen	

5.31	Telephone Dairy - EXCEL Regular Telephone Diaries (Telephone Diaries, Brown) Sales Package- 1 index Model ID- 0321 Model Name-EXCEL Regular Telephone Diaries Dated No- Bookmark No GSM- 90 gsm Cover Type- Hard cover Width- 15 cm Height- 3 inch Length- 2 cm Weight-450 g	item431	1	Per Piece	
5.32	Brown Cello Tape Inch-2"	item432	10	Pieces	
5.33	Pen Stand - Omega No.1705 Hexa Pen Stand	item433	1	Per Piece	
5.34	Date Numbering Stamp (DD-MM-YY)	item434	1	Per Piece	
5.35	Register - Navneet : Singal Line Size-Legal Pages Qty-500	item435	1	Per Piece	
5.36	Planner - Yearly Planner	item436	1	Per Piece	
5.37	Numbering Machine - Trodat Automatic Numbering Machine- 5756 ASIN-B00415HSMI - Metal Frame - Black Ink	item437	1	Per Piece	
5.38	Cello Tape -DWS Transparent 1.5-inchWide 100 m Long Cello Tape	item438	1	Per Piece	
5.39	Spray - HIT Spray Crawling Insect Killer (400ml, Red) Item Weight: 386 g Item model number: CIK ASIN: B00XORDU9E	item439	1	Per Piece	
5.4	Travelling Bags (Big size with Wheel)- Aristocrat Volt Nxt Polyester 63 cms Blue Travel Duffle (DFTVON65ETBL) - Model Number- DFTVON65ETBL Item- Height 35 Material- Polyester Number of Wheels-2 Lock- Butterfly Lock Closure- ZipperVolume Capacity-61 Liters Centimetres Item Length- 63 Centimetres Item Width- 33 Centimeters	item440	1	Size	
5.41	Scissor -Gorilla High Quality Paper Scissor, Size (Inch): 8 Inch Brand- Gorilla Size (Inch)-8 Inch Material-Stainless Steel Model No- GS-68 Packaging Type-Box	item441	1	Size	
5.42	Cutter/Blade -Omega No. 1793 Heavy Rubber Grip Cutter Blade/Stainless Steel Auto-Lock Cutter Knife with Non-Slip Elastomer Grip Brand- BLP Colour- set of 2 Manufacturer Part Number- blp-cutter-022	item442	1	Size	
5.43	Match box trick (Small Size)	item443	1	Dozen	
5.44	Electric Coil Shegadi : BAJAJ VACCO Electric Tin Coil Hot Plate, 1250 Watt Pc W/reg, Black Product Dimensions: 33 x 28 x 12 cm Item model number: HPC-02 ASIN: B07F8TV11K	item444	1	Piece	

5.45	Sealing Wax -(Pack of 20 Sticks) Material: Wax, Colour: Red	item445	1	Dozen	
5.46	Rubber Band : Diameter-115mm,Thickness-1.2mm,Cut-Width-4mm	item446	1	KG	
5.47	Steel Trolley - Twin Handle 1160x760 Platform Trolley Load: 300Kg Platform Size: 1160mmx760mm Platform Height: 240mm Handle Height: 860mm Wheel Size: 160mm SKU: 522PFT462930	item447	1	Piece	
5.48	Token -Round Shape Plastic tokens with numbers	item448	1	Pkt (100 No.)	
5.49	Numbering Machine Ink - Automatic Numbering Machine Refill Ink - 1 oz	item449	1	Piece	
5.5	Interview Pad - Solo PB 111 Pad Board with Envelope Pocket - Magic Square Blue	item450	1	Piece	
5.51	Hand Gloves -NULIFE Non Sterile Powdered Latex Medical Examination Gloves, Medium (White) - 100 Pieces :Brand Name NULIFE Colour White Item Weight 500.0 grams Material Type Rubber Model Number XNGM Number of Items 1 Part Number B00QGHJFMA Size Large	item451	1	Dozens	
5.52	Mask - Disposable Nose Mask	item452	1	Dozens	
5.53	Cutter Blade - Stationary Knife Cutter Blade Material Stainless Steel Blade width 9 mm Handle material ABS Weight 0.04 kg	item453	1	Dozens	
5.54	Mirror Size : 60(c.m.) * 30 (c.m.)	item454	1	Each	
5.55	Candle - White Jumbo Candle ~ 9" X 1.5"	item455	1	Dozens	
5.56	Register - Alphabetical	item456	1	Each	
5.57	Umbrella - Caddle&toes Rainbow Umbrella Multi-Color Rainbow Umbrella Big Size	item457	1	Each	
5.58	Wooden Block - L-15c.m.W-4.5c.m.H-1c.m. with Circle on right side of Wooden Block Surface Having 3.5c.m.dia & 0.5 Depth Having 2 Holes (Sample Avilable)	item458	1	Each	
5.59	Bags - Nylon Plastic Bags (26cmx44cm)	item459	1	Each	
5.6	Plastic Mug - 1.5 Ltr : Brand: Action Capacity: 1.5 L Material: Plastic Sku: HC1360007-S-PM3024	item460	1	Each	
5.61	Brush - Farrow & Ball 2 Inch Paint Brush – No-99241 - 2" (50mm) F&B Paint Brush	item461	1	Each	
5.62	Scissor - Gorilla Paper Scissor, Size (Inch): 7 Inch Handle Material Plastic , Brand- Gorilla, Size-7inch, Material – Stainless Steel , Model No- GS-18	item462	1	Each	

5.63	Cutter -EGO Multi Gauge Wire Stripper And Cutter- Brand Name : EGO, Length : 132 mm Material Type : High grade alloy steel Model : 150 B (Economy) Tsin : TC04EGO0006	item463	1	Each	
5.64	CD Cover -Case Material- Plastic, Brand-Flora,Pattern-Plain-Application-CD Cover, Colour-Pink, Yellow, Purple	item464	1	Dozens	
5.65	Table Bell - Anchor Bell (E02) Wireless Door Chime	item465	1	Each	

ANNEXURE - 7
BID SECURITY FORM (BSF) / EARNEST MONEY DEPOSIT (EMD)

Whereas _____ (hereinafter called "the Bidder") has submitted its tender offer dated _____ 2019 for the supply of _____ (hereinafter called "the tender")

KNOW ALL MEN by these presents that WE _____ of _____ (hereinafter called the Bank) are bound upto _____ (hereinafter called "THE COMMISSION") in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its sucesors and asssigns by these presents. Sealed with the Common Seal of the Said Bank this _____ day of _____ 2019

THE CONDITIONS of this obligation are -

- (1) If the Bidder withdraws its tender during the period of tender validity specified by the Bidder on the Tender Form ; or
- (2) If the Bidder, having been notified of the acceptance of its tender by the COMMISSION during the period of tender validity :
- (3) If the Bidder fails or refuses to execute the contract Form if required; or
- (4) If the Bidder fails or refuses to furnish the Performance Security, in accordance with the instruction given in tender document;

We undertake to pay the COMMISSION up to the above amount upon receipt of its first written demand, without the COMMISSION having to substantiate its demand, provided that in its demand the COMMISSION shall note that the amount claimed by it is due it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including and any demand in respect thereof should reach the Bank not later than the above date

(Authorised Signatory with Seal)

Name of the Bank with detail Address

**ANNEXURE 8
CONTRACT FORM
(CF)**

AGREEMENT MADE this _____ day _____ of Two thousand _____
_____ Between _____ (hereinafter

called "the Contractor") of the one part and the Secretary, Maharashtra Public Service Commission (hereinafter called "the MPSC") of the other part.

WHEREAS the contractor has tendered for Providing Cash Van services to the MPSC, Mumbai (hereinafter called "The Tendering Authority ") as per the terms and conditions mentioned in the tender document.

Whereas such tender has been accepted and the contractor has deposited with the Tendering Authority the sum of _____ Rs. _____ (Rupee

s _____ only) as security for the fulfillment of this Agreement. NOW IT IS HEREBY AGREED between the parties hereto as follows:

follows:

The contractor has accepted the contract on the terms and conditions set out in the tender notice no. _____ dated _____ as well in the acceptance of tender no. _____ dated _____, which shall hold good during period of this agreement.

Upon breach by the contractor of any of the conditions of the agreement, the Tendering Authority may issue a notice in writing, determine and put an end to this agreement without prejudice to the right of the Government to claim damages for antecedent breaches thereof on the part of the contractor and also to reasonable compensation for the loss occasioned by the failure of the contractor to fulfill the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive evidence of the amount of such compensation payable by the contractor to the Government.

Upon the determination of this agreement whether by efflux ion of time or otherwise the said deposit shall after the expiration of _____ months from the date of such determination be returned to the contractor but without interest and after deducting there from any sum due by the contractor to the Government under the terms and conditions of this agreement. This agreement shall remain in force until the expiry of 36 months from the date of entering into the contract but the Tendering Authority may cancel the contract at any time upon giving one months notice in writing without compensating the contractor. In witness whereof the said _____ has set his hand hereto and the Tendering Authority has on behalf of the Government of Maharashtra affixed his hand and seal thereto the day and year first above written.

The Tendering Authority may give notices in connection with the contract.

In consideration of the payments to be made by the Tendering Authority to the Bidder as hereinafter mentioned the Bidder hereby covenants with the Tendering Authority to provide the Services and to remedy defects therein conformity in all respects with the provisions of the Contract.

The Tendering Authority hereby covenants to pay the Bidder in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

If subject to circumstances beyond control (Force Majeure) the contract fails to deliver the services in accordance with the conditions mentioned in the tender, the Tendering Authority shall be entitled to render services from else other organization after giving due notice to the Bidder on the amount and at the risk of the Bidder without canceling the contract in respect of the consignment not yet due for delivery, or to cancel the contract.

In the event of action to be taken, the contractor shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose.

Mumbai
Witness:

- 1.
- 2.

CONTRACTOR

Secretary, Maharashtra Public Service Commission
On behalf of the Maharashtra Public Service Commission

ANNEXURE-9
PERFORMANCE SECURITY FORM

Name of the
Department Address
of the Department
Dear Sirs.

Whereas you intent to enter into a contract, as per your Letter of Intent, Reference No. dated _____ (Hereinafter referred to as "the contract") with M/s _____ as vendor for the supply of _____ defined in contracts schedule, (hereinafter referred to as "the goods / services") and whereas the vendor has undertaken to produce a performance cum warranty bond for amount of Rs _____ being equal to ---% of the total contract value of the goods / services to be delivered as specified contract No _____ dated _____ referred to as "contract to secure its obligations to the beneficiary with respect to the goods specified in the invoice.

1. We _____ (Name of the Bank), hereby expressly, irrevocably, and unreservedly undertake and guarantee as principal obligators on behalf of the Seller that in the event that the beneficiary submits a written demand to us stating that the Seller has not performed according to the terms and conditions of the contract , we will pay you on demand and without demur any sum up to a maximum amount of (5% of the contract value). Any claims must bear the confirmation of your bankers that the signatures thereon are authentic. Your written demand shall be conclusive evidence to us that such written demand. For the avoidance of doubt any documents received by way of facsimile or similar electronic means is/are not acceptable for any purpose(s) under this guarantee.
2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between beneficiary and the seller or any forbearance whether as to payment, time performance or otherwise.
3. In no case shall the amount of the guarantee be increased.
4. Unless a demand under this guarantee is received by us in writing on or before the expiry date (unless this guarantee is extended by the seller), all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.
5. This guarantee shall be a continuing guarantee (which means guarantee will also be valid if the bank is in under liquidation or bankruptcy) and shall not be discharged by any change in the constitution of the bank or in the constitution of the Seller.
6. Please return this letter of guarantee immediately after our liability thereafter has ceased to be valid.
7. Our liability under this guarantee will cease to be valid even if the guarantee deed is not returned to us.
8. This guarantee is personal to the beneficiary and not assignable to a third party without our prior written consent.
9. This guarantee shall be governed by Indian Law. This guarantee is valid until the <<mention date>>.

Signature and Seal of Guarantors

Date _____

Address: _____

Annexure – 10
Format for Technical Proposal

LIST OF DOCUMENTS / INFORMATION TO BE UPLOADED/SUBMITTED ONLINE

The following documents should be uploaded in the form of PDF files / Scanned images on the e-Tendering website by the tenderers during online bid preparation stage.

Technical Bid (T1)

- (1) Proof regarding submission of requisite tender fee and EMD online.
- (2) Tender offer form duly filled in. (Annexure -1)
- (3) Bidders Authorization Certificate. (Annexure - 2)
- (4) Self Declaration for unblemished record (Annexure - 3) (Notarized Affidavit)
- (5) Details of Bidder (Annexure - 4)
- (6) Performance statement along with necessary Documents (Annexure-5)
- (7) Copies of Certificate of incorporation of the firm (e.g. Registration as Partnership Firm, Proprietary concern, Company etc.)
- (8) Certificate from its C.A. stating that the Bidder is profit making for preceding three (3) years with a minimum annual turnover of Rupees fifty lakh from related business as on 1st April, 2018.
- (9) Copy of GST Registration Certificate from concerned Government Department valid as on 1st April, 2019.
- (10) Copy of GST Clearance Certificate or GST payment Challan from concerned Government Department as on **1st July, 2019**.
- (11) Copy of the PAN Card
- (12) Copy of the Income Tax Clearance Certificate or Income Tax Return acknowledgement for last three years as on 1st April, 2018.
- (13) Copies of its audited financial statements for past three years. (i.e. 2018-19, 2017-18, 2016-17)
- (14) Copy of MSME Certificate
- (15) Certificate from its C.A. stating that yearly turnover is more than Rs. 20 Lakhs from last three financial years from work related to supply of stationary items
- (16) Proof in support of having experience of at least three years in the relevant field of supply of Stationery items to in Govt. Ministries / Departments / Govt. Organizations /PSUs /Corporate Sector etc. in the state of Maharashtra as on 1st April, 2019
- (17) Proof in support of having permanent presence of office in Mumbai/Thane/Navi Mumbai.

Note:

- (1) If, during online bid preparation, any need arises to upload additional documents, apart from the above mentioned documents, an option to upload additional documents has been provided in the e-Tendering software which will be available to bidders during online bid preparation stage.
- (2) Original notarised affidavit of self declaration for unblemished record should be submitted in the office of tendering authority before opening of technical bid.

Commercial Bid (C1)

- (1) Declaration for Price Schedule (Annexure 6)
