



Government of India  
Department of Personnel & Training  
Staff Selection Commission (HQ)  
Block No. 12, CGO Complex  
Lodhi Road, New Delhi - 110003

Ref.No..D-21013/1/2019-G

**NOTICE INVITING TENDER FOR PHOTOCOPYING SERVICES**

**Schedule of Events**

Nature of the Work	<b>Providing Photocopying Service on per copy basis</b>
Cost of Tender Document	Nil
No. of covers	a) Technical Bid b) Commercial Bid
Quantity	Photocopying Services by 20 Photocopying Machines
Earnest Money Deposit (EMD)	Rs.15,000/- EMD to be paid through NEFT/RTGS. <b>Bank account details:</b> Punjab National Bank Current A/c. no. 0153002100565842 IFSC Code - PUNB0015300 on or before bid submission closing time as mentioned in the tender document/corrigendum.
Date and time of Publishing of e-tender	02/09/2019, 10:00 hrs.
Website for downloading Tender Document	<a href="http://ssc.nic.in">http://ssc.nic.in</a> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
Bid Submission Start Date & Time	02/09/2019, 14.00 hrs.
Bid Submission Closing Date & Time	23/09/2019, 11.00 hrs.
Technical Bid Opening Date & Time	24/09/2019, 11.00 hrs.
Venue for Technical Bid opening	SSC Headquarters
Date, Time and Venue of opening of Commercial bids	Will be intimated later to the technically qualified bidders
Bid Validity	90 Days from the closing date of bid submission

## **IMPORTANT NOTE**

Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Appendix-I regarding 'Instructions for online Bid Submission'.

Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document through electronic tender on the website <https://eprocure.gov.in/eprocure/app>.

Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

**Tender notice for Photocopying Services on per copy basis in Staff Selection Commission, Block No. 12, CGO Complex, New Delhi**

**Closing Date**  
**Date of opening of Technical Bid**

**23/09/2019, 11.00 hrs.**  
**24/09/2019, 11.00 hrs.**

**1. Background:**

- 1.1 Staff Selection Commission [SSC] is an attached office of Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India. Headquarters Office of the Commission is located at Block No. 12, CGO Complex, Lodhi Road, New Delhi - 110003
- 1.2 Commission invites online tenders from the reputed and well experienced Service Providers for providing Photocopying Services of 20 Photocopying Machines at different Sections/locations in Commission's HQ Office on per copy basis.
- 1.4 It should be clearly indicated in the Performa for Technical Bid as to whether the vendor has submitted bids for all the items.

**2. ELIGIBILITY CRITERIA**

- 2.1 Companies/Bidders should be in existence for over 2 years in the business of providing Photocopying Services.
- 2.2 The firm/company should have a previous contract for providing Photocopying Services for at least one year with a Government Department/Public Sector Undertaking in Delhi or NCR. The company should furnish its contract documents with a Govt. office for the last one year.
- 2.4 The photocopying machine to be installed against the Work Order should not be more than two years old at the time of installation in the Commission. The agency will provide a photocopy of Purchase Orders of the machines to be installed in order to verify the model/year. Once installed, the machine can be used throughout the contract/extended contract period.
- 2.5 The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cut-off date and time will be rejected forthwith.
- 2.6 The Vendor should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure E).

- 2.7 The vendor must furnish details of GST No. and PAN No. in Annexure-A and also upload the scanned copy of these documents in e-procure portal as specified.
- 2.8 The rates quoted should be firm and in Indian Rupees. In case of any difference / discrepancy between the rates quoted in figures and words, the later shall prevail.
- 2.9 A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), should also be uploaded in e-procure portal with the Technical Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.
- 2.10 The bidder shall quote the Technical and Commercial bids only as per the format enclosed at Annexure-‘C’ and Annexure- ‘D’.
- 2.11. Conditional bids shall not be considered and will be rejected out-rightly at the first instance.

3. **EARNEST MONEY DEPOSIT (EMD):**

The scanned copy of NEFT/RTGS transactions for EMD as stated in Annexure-A shall be uploaded in the e-procure portal along with the technical bid.

4. **PROCEDURE FOR SUBMISSION OF THE BID**

- 4.1 The vendors desirous of participating in the tender process shall have to submit their bid online in two parts, viz., Technical Bid as per Performa at Annexure -C and Commercial Bid as per Performa at Annexure- D.
- 4.2 Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.
- 4.3 Technical Bid - All the columns, in the proforma of Technical Bid (Annexure- C) should be duly filled and supporting documents must be uploaded in e-procure portal with this Bid.
- 4.4 Incomplete Bid shall not be considered and will be summarily rejected.
- 4.5 Commercial Bid- All columns of the proforma should be correctly and clearly filled.
- 4.6 The vendors will have to quote for all items in Annexure- ‘D’
- 4.7 Commercial Bid to be uploaded in the form of BOQ\_Photocopying Services.xls only.
- 4.8 Bidders are advised to download this BOQ\_ Photocopying Services.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 4.9 The Bids must be uploaded online only at CPP Portal website: <https://eprocure.gov.in/eprocure/app> on or before the due date. Bids, uploaded after the due date & time are liable to be rejected.
- 4.10 Bidder is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- 4.11 SSC reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 4.12 Incomplete quotations are liable to be rejected.
- 4.13 In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.

**Tender For Providing Photocopying Services**

- 4.14 Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- 4.15 Any attempt of direct or indirect negotiation on the part of the bidder with the authority who is competent to finally accept it after the submission of the tender; or any other endeavor to secure any interest or any influence by the bidder by any means for acceptance of a particular tender will render the bidder liable to be excluded from consideration.

## 5. **PRICE BID**

- 5.1 The Commercial bid format is provided as BOQ along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this **BOQ\_Photocopying Services.xls** as it is and quote their offer/rates in the permitted column and upload the same in the Commercial bid. Bidder shall not tampered/modify downloaded price bid template in any manner. In case the same is found to be a tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 5.2 Lowest bidder shall be evaluated on total amount inclusive of taxes as mentioned in the Commercial Bid Format.
- 5.3 The Bids must be submitted online only at CPP Portal website: <https://eprocure.gov.in/eprocure/app> on or before the due date. Bids submitted after the due date & time will be rejected.
- 5.4 Bidder is bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- 5.5 SSC reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 5.6 Incomplete quotations are liable to be rejected.
- 5.7 Any statutory applicable taxes/GST should be mentioned separately in the Commercial Bid. However quote should be inclusive of all other levies, statutory taxes and charges such as Octroi, Packaging & Forwarding charges etc.

## 6. **ARBITRATION:**

- 6.1 In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties to the agreement. The intending party will serve notice in writing on the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, and then SSC will appoint the Sole Arbitrator. The provisions of Arbitration and Conciliation Act 1996 as amended from time to time shall apply. The Arbitration proceedings shall be held in New Delhi. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act 1996, or of any modifications or enactment thereof including the rules framed there under. Courts in Delhi will have jurisdiction over affairs relating to this agreement.

6.2. Any dispute arising out of this document will be subject jurisdiction of Delhi Court.

7. **Bid Evaluation Criteria:**

- 7.1 In the first instance the Technical Bids shall be opened by the authorized representatives of SSC in the presence of representatives of bidders, if available.
- 7.2 The date and time for opening of the Technical Bids is given on the first page of this document.
- 7.3 The Bidders may depute their representatives for the Technical Bid opening event.
- 7.4 The Technical Bids will then be evaluated by SSC, internally
- 7.5 Once the Technical Bids are accepted, the Commercial Bids of the vendors (whose Technical Bids have been accepted) shall be opened, the date for which shall be communicated to the vendors through e-mail/phone.
- 7.6 If any vendor so desires, it may depute its representative for Commercial Bid opening event also.
- 7.7 The Lowest bidder will be arrived at by calculating the total cost. The Lowest bidder will be awarded the contract.
- 7.8 The decision of the Chairman, SSC shall be final and binding.

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

- a. As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in> ). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
- b. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .
- c. Online bids are invited for Photocopying Service from reputed vendors having capacity to provide photocopying service of 20 photocopying machines and having experience in this field for the last two years out of which one year in any Departments/Organizations of the Government of India/Autonomous Body/Government of NCT of Delhi.
- d. Vendors/Bidders are advised to study the tender Document carefully before submitting the tender form. It will be presumed that the Vendor/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
- e. The Vendor should take care that no column in the e-tender should be left blanks which would be otherwise made the tender liable for rejection. In case any column has to be left blank, it should be filled as “NOT APPLICABLE”.
- f. Online Bids should be prepared in accordance with the prescribed format Annexure-C (Technical Bid i.e. Details of the Agency) and Annexure-D (Commercial Bid) of the tender Document, and to be submitted on e-procurement portal
- g. The tender form is non-transferable.

**REGISTRATION**

- a) Bidders are required to Enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- f) Bidders then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## 8 **SEARCHING FOR TENDER DOCUMENTS**

- 8.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 8.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 8.3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## 9. **PREPARATION OF BIDS**

- 9.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 9.2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 9.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 9.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## 10. **SUBMISSION OF BIDS**

- 10.1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 10.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 10.3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 10.4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.



- 10.5 Bidders are requested to note that they should necessarily submit their bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 10.6 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 10.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10.8 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant Contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact numbers for the helpdesk are 1800 3070 2232, 0120-4001 062, 0120-4001 002, 0120-4001 005, 0120-6277 787.

**DECLARATION**

I/We have read the Terms & Conditions to BIDDERS and accepted the same. I/We have made my /our offer keeping in view of all these conditions forming part of the tender inquiry.

I/We have remitted an EMD of Rs. 15,000/- (Rupees fifteen thousand only) vide NEFT/RTGS NO. dated . A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is also uploaded.

GST/PAN No. of the Bidder:

(Mandatory)

Mobile No. :

Telephone No.:

Place:

Date:

Signature, Name and Address of the  
Bidder with Seal

**TERMS AND CONDITIONS**

1. Quotations should be uploaded within the last date and time specified in the tender document.
2. The quoted price, item-wise, shall be uploaded in the Price Format at Annexure 'D', forming part of the Tender.
3. The tender shall remain open for acceptance for a period of sixty (60) days from the date of opening the bids. In case of withdrawal of tender within this period, the EMD remitted by the bidder will be forfeited.
4. The photocopying services for 20 Photocopy Machines would be provided by the firm through the machines owned by the firm, on rate per copy basis including all taxes and Government levies.
5. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract/work order. However, the contract period shall be extended further, subject to satisfactory services, on year to year basis for a maximum period of 03 years on mutually agreed Terms & Conditions.
6. No advance payment shall be made. The revision of rates will not be allowed during the contract period and taxes shall be deducted as per rule. There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notification/regulations change. Hence, only those firms who can give valid price for one year need to apply.
7. The number of Machines can be increased/decreased depending on the requirement of the office and uninterrupted work has to be ensured. Standby arrangement will be made by the vender to ensure that there is no disruption in office work. The machines must be installed within two weeks of placement of order.
8. No transport charges or any other charges will be paid by the office.
9. Ambiguous rates or conditional rates or rates without inclusion of any of taxes/charges on date would be rejected.
- 10. The contracted firm will be responsible for maintaining the photocopy machines, supply and installation of cartridges and toners. The firm has to keep spare toner in the Commission for uninterrupted work.**
11. The contracted firm may install/provide stand by machines, if required, to ensure that the photocopy work in the office goes on smoothly. If a machine goes faulty, after lodging the complaint with the firm, it must be repaired within two to three working hours or maximum by next day failing which a penalty of Rs. Rs.500 per day will be imposed. In addition, cost of photocopy work got done from the open market because of faulty machines will also be deducted from the pending bills/performance security of the firm.

12. The photocopying machine to be installed against the work Order should not be more than two years old at the time of installation in the Commission, and agency will provide a photocopy of purchase orders of the machines to be installed in order to verify the model/year. Once installed, the machine can be used throughout the contract/extended contract period.
13. The firm has to provide make of the machine & model along with specification of the photocopy machine offered by the firm, Proof of service tax and TIN No, if any and list of Central Government Ministries/Departments/other Government offices/Undertaking to whom the outsourcing services for photocopy are being provided by the firm along with documentary proof and satisfactory services report with full details like address, name of contact person, phone numbers etc.
14. It will be the responsibility of the firm to ensure that no outsider gets access to any official document of the office. Breach of this clause is liable to attract stringent action under the provision of Official Secret Act and contract with the firm is also liable to be terminated besides forfeiture of the EMD/Performance Security and pending bills.
- 15. The Commission will provide only electricity connection, paper and space and will extend no other facility to the agency.**
16. The average total Photocopy per month is approximately 50,000 depending upon the current office work. However, there will be no Minimum/Maximum workload commitment. The work will be variable in quantity and A-4 size paper be used. However, sometimes, depending upon the functional requirement, A-3/some other size of paper may also have to be used. Minimum two machines with capacity for A-3 paper photocopying are required to be installed.
17. The Commission reserves the right to terminate the contract at any time in case of unsatisfactory services of the concerned vendor. The penalty as deemed fit or forfeiture of part or whole of the earnest money of the tender if tenderer fails to work within the prescribed method or found not in accordance with the specification or not in the quality/quantity or there is any breach of the terms of the contract on the part of the tendered. The earnest money will be forfeited, if the tenderer, after approval of the tender, fails to accept it.
18. The Commission reserves the right to reject any tender or reject in entirety without assigning any reason.
19. In case of any dispute regarding imposition of penalty, forfeiture of earnest money, debarment of the agency for a period of two years due to unsatisfactory work, the decision of the Commission shall be final and binding upon the bidder. The Earnest money will be forfeited if firm backs out after submission of Limited Tender quotation or without forming the contract.
20. The bidders are required to indicate their GST/PAN Number in their offer.
21. The contract shall be governed by the Indian Contract Act, 1872 as amended from time to time and subsequent revisions/ amendments thereto. All payments due from the bidder under the contract shall be made in Indian Currency.

22. Tenders uploaded without fulfilling the above terms & conditions and in contravention to the tender notice are liable to be rejected summarily.
23. The Tender Notice and connected Annexures shall form part of the contract.
24. The successful bidder (L1) evaluated on the basis of the rates quoted in Annexure –D, would be awarded the Work Order for providing Photocopying Services.
25. Any clarification required may be obtained before submission of the tender.
26. The tender is issued subject to the jurisdiction of the local courts at New Delhi only. All disputes arising out of the tender notice and resultant Work Order shall have the jurisdiction of the competent Court at New Delhi only.
27. The rate quoted by the bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.
28. All disputes arising out of this contract shall be settled amicably by SSC and the contractor. In the event of failure to reach amicable settlement, the same shall be settled as per the provisions of Indian Arbitration and Conciliations Act, 1996 as modified from time to time. The decision of the Arbitrator shall be final and binding.
29. Commercial bids of only those Firms who are technically qualified shall be evaluated.
30. SSC, New Delhi reserves the right to terminate the contract after giving a week's notice to the Firm.
31. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
32. The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so that he may be contacted immediately in emergency cases. The Mobile Number may also be provided.
33. The bidders are requested to quote lowest rates for providing photocopying services. The proposal should be uploaded in two parts viz. "Technical Bid" and "Commercial Bid" in the Performa enclosed at Annexure-C and Annexure-D, respectively.
34. SSC reserves the right to accept/reject any/all tender(s) without assigning any reason whatsoever.
35. Either party may terminate the contract by giving a clear notice of two months. The period of two months will be counted from the date of receipt of such a notice by the other party.

**TENDER NO.**  
**Proforma for Technical Bid**

Name of the Tendering Company/Firm/Agency			
Name of the Director of the Company/Active Partner of Firm/Authorized Agent/Proprietor			
Full Address & Tel. No.			
E mail Address			
Date of commencement of Business			
Status of the organization (i.e whether proprietorship, partnership,Pvt. Ltd., etc.)			
GST/PAN No. of the Organization (upload copy)			
Details of two prominent organizations served/being served with similar services (Also attach a comprehensive list of the organizations served in the recent past)	Name and Address		Annual Cost of Contract
Technical Specification(s) of Photocopying Machines	Manufacturer	Model No.	Year of manufacture
Do you agree with the terms and conditions stipulated in Annexure-B			

## Declaration:

It is certified that the information furnished above is correct to the best of our knowledge & belief.

We have gone through the terms and conditions stipulated in Annexure-B and confirm to abide by same.

We have seen the samples of the material to be lifted from SSC. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is uploaded.

Signature.....

Place-----

Name.....

Date.....

Designation.....

**TENDER NO.****Proforma for Commercial Bid**

SI. No.	PARTICULARS	Rate per copy without paper and manpower
01	Single side photocopy on one page	

Note:

The bidder will have to quote inclusive of GST/any other taxes applicable for the above item. SSC reserves the right to accept or reject any offer without assigning any reasons whatsoever. SSC reserves the right to cancel this tender in case the proposal received is not satisfactory.

It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place-----

Date.....

Seal of the Organization

Signature.....

Name.....

Designation.....

**SELF – DECLARATION - NON BLACKLISTING**  
**(Scanned copy to be uploaded in e-procure portal)**

To

Under Secretary (General)  
Staff Selection Commission  
Block No. 12, CGO Complex  
Lodhi Road, New Delhi-110003

In response to this Commercial Bid, I/We hereby declare that presently our Company/firm M/s \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

We further declare that presently our Company/firm M/s \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our EMD deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

Place: \_\_\_\_\_

Date: \_\_\_\_\_



Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_