

Quotation No. 11/2022

Maharashtra Public Service Commission  
7<sup>th</sup> Floor, Cooperage Telephone Exchange Building, Maharshi Karve Road, Cooperage, Mumbai 400021.  
Email - [contact-secretary@mpsc.gov.in](mailto:contact-secretary@mpsc.gov.in)

Quotation Document  
for  
Printing and Supply of Answer books

MAHARASHTRA PUBLIC SERVICE COMMISSION  
<https://mpsc.gov.in>

**Subject:** Invitation of Quotations for Printing and Supply of Answer books

Sealed quotations in prescribed format are invited from reputed and experienced service providers for providing services of printing and supply of Answer books as per the Technical Specifications and requirement mentioned herein below:-

**2. Scope of Services/Work:-**

**2.1** The Scope of Services/Work comprises of design, printing, packing and supply of answer books for examinations to be conducted by Maharashtra Public Service Commission.

**2.2 Specifications of the Answer Books:-**

**2.2.1 Size:** - A4 (8.5 x 11.75 Inches).

**2.2.2 Paper:** -

- (1) Minimum 90 GSM for first page and Minimum 80 GSM for remaining pages. Pure white Map litho paper.
- (2) Basis weight in gm<sup>2</sup> as average-  $\pm 2.5$  % of specified gsm
- (3) Brightness in % -  $85 \pm 2.5$
- (4) Opacity in % -  $93 \pm 2$
- (5) Smoothness - 280 max

**2.2.3 Number of Pages:-**

- (1) 24 (may be increased by 2 to 4).
- (2) Side threads sewing.
- (3) Perforation at the space provided for it, if required.
- (4) Some of the Answer Books may contain pages like Precis Sheet etc.
- (5) Variable Data printing using data given by the competent Authority.

**2.2.4 Security features:** -

- (1) Microline, top Margin line and Currency strip side margin line.
- (2) Two or more additional inbuilt security features like micro lettering etc. on every page.

**2.2.5 Colour :-**

- (1) First page on ICR stationary in Orange (Magenta) and Black colour and other pages in single colour.
- (2) One side printing on first page and both side printing on remaining pages.
- (3) First page ICR (Intelligent Character Recognition) readable system with Color Drop Out technology and scanable on half white Cathode Tube.
- (4) Security features with complex design, micro line printing and logo of MPSC at each page.

**2.2.6 Bar code:-**

- (1) Variable 2-D Bar-code at first page and static bar-code on remaining pages.
- (2) Bar-code should be scanable on specific CCD or Laser Scanner. Bar-Code font as per specific software.
- (3) Bar-code should be printed and not pasted at the place provided for it.
- (4) Watermark logo at the center, Microclines and unique 2-D Bar-code on the pages as per instructions.

**2.2.7 Numbering:** - Running serial number at one place as per quantity.

**2.2.8** The Art-work regarding text matter consignment/work will be supplied by this office in CD or any other electronic media. The Vendor has to print the required Answer Books as per the instructions of the Competent Authority. 10 sample copies of the entire printing material should be supplied to the Competent Authority before final printing.

**2.2.9** Technical Specification and Nature of Work to be carried out is approximate and liable for alteration, omission, deduction and addition at the discretion of the Competent Authority.

**2.2.10 Packing:-**

- (1) The printed answer books should be kept in HDP Plastic pouches/envelope containing 24 answer books in each pouch.
- (2) The plastic pouches/ envelope should be sealed with tamper proof proper seal.
- (3) Label indicating the serial number of the answer books, quantity, etc. should be pasted/printed on the outer side of the envelope Label so pasted should be clearly visible.
- (4) Quantity written on label and actual number of answer books in the envelope, serial number of the books should be same.
- (5) The plastic pouches/envelopes containing answer books should be packed District wise, Sub Centre wise, Subject wise, Session wise, Day wise, etc. in card board Cartons as per the packing list and instructions / requirement given by tendering authority.
- (6) The maximum number of answer books to be packed in a cardboard carton is 240. The vendor has to use cardboard Cartons as per actual size of the answer sheets for each Sub-center so that carton remains intact or may not damage while in transport. Different Sizes of cardboard boxes may require for packing the material depending upon quantity of the answer sheets to be packed. The quantity may vary from 96 to 504 in multiples of 24 depending upon number of candidates admitted for that Sub Centre. Box to be stripped from all sides.
- (7) Heading Slip mentioning carton number, serial number of all the answer sheets, district Centre, sub-Centre, quantity, etc. should be pasted/printed on the outer side of the carton as per the instructions of the tendering authority,

- (8) Quantity written on Heading Slip and actual number of sheets in the Carton, serial number of the sheets, matter printed should be same as given in the packing list.
- (9) The packing and seal should be such as to withstand the hazards of transportation, climatic conditions and as per the Instructions of the tendering authority.
- (10) The cardboard carton should be with inside lamination. The size, GSM, material, punching, and matter to be printed on the carton, etc. should be as per specimen approved by the tendering authority.

### **3 QUANTITY:-**

- 3.1 Approximately **21000**. Quantity mentioned is for one time supply only. The quantity may vary by  $\pm 25\%$
- 3.2 However, there shall be no commitment of minimum quantity which can be ordered during currency of the contract.
- 3.3 Supply orders shall be placed against the Contract for such quantities as may be decided by the competent authority as and when required.
- 3.4 The Commission shall have discretion of placing orders beyond the aforesaid maximum quantity at the same rates.
- 3.5 The Commission reserves the right to enter into contract with more than one firm for supply.

### **4 TIME LIMIT FOR COMPLETION OF THE TASK:-**

- 4.1 The performance of the said tasks should be adhered to as mentioned in the Award of Contract. The schedules for delivery of various tasks shall be finalized mutually between the Purchaser and the vendor at the time of Award of Contract.
- 4.2 All the tasks of the scope of work indicated shall be completed within period agreed/ specified by the Purchaser. The decision taken by the Purchaser in this regard shall be final.
- 4.3 The time limit may be fine-tuned in consultation with the Service provider at the time of award of contract depending upon the nature/ scope of the contract.

### **5 DELIVERY:-**

- 5.1 The Service Provider in accordance with the time schedule specified by the Purchaser shall make delivery of the items/ tasks/ services. However in urgent cases items/ tasks/services are to be supplied immediately.
- 5.2 The Vendor should be in a position to supply related reports/ tasks/services on Short Notice as and when needed. The Vendor should be able to provide related reports/ tasks/services on holidays / Sundays also.
- 5.3 The printed items/materials should be delivered to the Office of the MPSC or anywhere in the Mumbai as directed by The Purchaser Authority whenever needed. All the expenses for items/materials at appropriate places will be borne by the Service provider only.

### **6 GENERAL INSTRUCTION: -**

- 6.1 The Vendor has to take input details from the office of the MPSC. Seven days advance intimation for the Scheduled Examination/Selection will be given from the concerned officers of the MPSC
- 6.2 As Marathi is Official Language of the Government of Maharashtra, the service provider has to appoint personnel having proficiency with Marathi language. It may be ensured that some of the personnel should have knowledge of Marathi Typing.
- 6.3 The specifications of the Answer book should be same as given herein above. The quality of the paper will be examined and verified from appropriate Government Authorities and the bill will be processed after the verification report received from the concerned Government Authority, if required. If it is found that the quality of the paper used for printing of Answer book is not according to the specifications given herein above, the same will be seriously viewed by this office and action will be initiated as per the Law.
- 6.4 The service provider should have facility of 100% verification in all respects before supply. Each consignment should be verified 100% before supply for Quality of Paper, Quantity of Copies in each Box, Bar-code, Heading Slip, etc. If any problem arises due to imperfect printing or packing, etc., the consequent damages if any, will have to borne by service provider. A check report must be supplied along with each consignment.
- 6.5 The Competent authority reserves the right to visit the premises of the Service provider with or without prior notice. During the visit, the Competent authority may take random samples of the printed Answer Books. In case of any defect or deviation from standard printing in the selected samples, the competent authority could penalize the vendor up to 5% of the contract value.
- 6.6 A specimen copy of the printed Answer Books with Bar-Code should be submitted along with quotation offer for assessing the quality of paper and printing. Offers without sample copies will be rejected.
- 6.7 The Owner /Service provider 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. All the contact numbers should be invariably given.

### **7 OTHER INSTRUCTIONS:-**

- 7.1 The data for printing will be provided in CD/Pen drive or any variable media or on email.
- 7.2 Good quality materials from reputed manufactures with established standards and reputation in the market must be used.
- 7.3 The service provider shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Fund, ESI, Bonus, Gratuity, Contract Labour Act and under other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory under Labour Laws or any other law by the Contractor, there will not be any liability on MPSC.

7.4 The Purchaser shall not be responsible financially or otherwise for any injury to the staff/workers deployed by the service provider in the course of performing the duty for and on the behalf of the service provider.

#### **8. Eligibility Criteria:-**

8.1 Only those Service Providers who fulfill the following criteria are eligible to RESPOND.

(1) The service provider should be a registered one under the Companies Act of 2013 or other relevant Act/Laws.

(2) The service provider should have valid GST Registration Certificate valid as on 1<sup>st</sup> September, 2021.

(3) The service provider should have latest GST Payment Challan as per relevant Act/Law/Rules.

(4) The service provider should have Income Tax Clearance certificate/Income Tax Return acknowledgement for last three financial years i.e. 2021-22, 2020-21, and 2019-2020.

(5) The service provider should have experience of Printing and Supply of Answer books with 2D bar-code to Central/State Government/PSUs (both Central and States)/having examination environment /PSC /University /Boards for atleast two institutes as on 1<sup>st</sup> September, 2021.

(6) The Service provider should have prominent presence in Mumbai /Navi-Mumbai/ Thane.

8.2 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.

8.3 Photocopies of relevant documents/certificates should be submitted as proof in support of the claims made.

8.4 The Secretary, MPSC reserves the right to verify/evaluate the claims made by the Service Provider independently.

#### **9. Earnest Money Deposit:-**

9.1 The Service Provider should pay the Earnest Money Deposit of Rs.5,000/- in the form of Demand Draft (D.D.) drawn in favour of Secretary, Maharashtra Public Service Commission payable at Mumbai alongwith the quotation.

9.2 The DD of the EMD will be kept in the Office of the Maharashtra Public Service Commission, which will not be deposited in the bank, and it will be refunded to the respective Service Provider after placing the work order with the successful Service Provider. The EMD of the successful Service Provider will be refunded after receiving the performance bank guarantee and first supply satisfactorily.

9.3 The Earnest Money of unsuccessful Service Provider shall be refunded after the final decision on the Quotation or on expiry of validity period whichever is earlier. No interest shall be allowed on the Earnest Money Deposit.

9.4 In case the Service Provider withdraws his offer within the validity of the offer, the earnest money will be forfeited. Similarly, if the Service Provider fails to commence the work after issue of award letter, the amount of earnest money will also be forfeited.

#### **10. Terms, Conditions and Instructions to Service Provider:**

10.1 Quotation documents shall neither be sent nor received by post/courier service.

10.2 Conditional quotations shall be summarily rejected.

10.3 The quotation as submitted by the Service Provider shall consist of the complete set of the quotation documents duly filled in and initialed on each page and signed by the Service Provider at the prescribed places. The quotation will be signed and submitted by a person authorized to sign on behalf of the firm.

10.4 Submission of quotation by a Service Provider implies that he has read all the Terms and Conditions of the quotations, instructions to the Service Provider as also other relevant documents and has made himself aware of the scope of work, local conditions and other related factors.

10.5 Secretary, Maharashtra Public Service Commission is not bound to accept the lowest or any other quotation.

10.6 The right to reject any or all quotations, without assigning any reason whatsoever is reserved.

10.7 The acceptance of the quotation on behalf of Secretary, Maharashtra Public Service Commission will be done by the Officer to whom such powers have been delegated.

10.8 The successful Service Provider has to complete the supply within the stipulated time as given in the purchase order.

10.9 The supply should be made strictly in accordance with the accepted quotation and conditions mentioned hereunder. The supply of material/service shall be done with due diligence and same shall be expected to be completed in a workmanlike manner.

10.10 The rates of several items of work agreed to shall be valid only when the item concerned is accepted as having been received/completed full in accordance with sanctioned specifications. In case, where the items of works are not accepted as so completed, the Office of the Maharashtra Public Service

Commission may make payment on account of such item at such reduced rates as may be considered reasonable in the preparation of final or on account bill/final bill.

- 10.11 The Secretary, Maharashtra Public Service Commission may put an end to this agreement at any time or in case of bad workmanship or substandard material supplied. The cost of rectification of bad workmanship or replacing the substandard material shall be borne by the successful Service Provider.
- 10.12 The successful Service Provider shall not be entitled to any compensation from Office of the Maharashtra Public Service Commission other than amount quoted by him/them.
- 10.13 Any other conditions, specifications, etc. not mentioned herein, the clarifications as furnished by the Office of the Maharashtra Public Service Commission shall be final and binding on the successful Service Provider.
- 10.14 Before commencement of work, the service provider shall correlate all relevant architectural and services drawings and satisfy himself that the information available there from is complete and unambiguous. The Service Provider/supplier shall be responsible for any error/difficulty in execution/damage incurred owing to any discrepancy which has been overlooked by him and has not been brought to the notice of the competent authority of the Office of the Maharashtra Public Service Commission before execution.
- 10.15 No ESCALATION shall be Payable.
- 10.16 The defect liability period is 06 (Six) months from the certified date of completion of supply.
- 10.17 The contract for supply of the items shall be on case to case basis as per requirement from the date of issuance of letter of award.
- 10.18 In normal circumstances, delivery of items should be strictly as per schedule mentioned in the supply order.
- 10.19 However, in urgent cases items are to be supplied immediately as per the instructions of the Officers of the Commission, any violation of which will be treated as breach of Contract.
- 10.20 The Service Provider should be in a position to supply items on Short Notice as and when needed.
- 10.21 The Service Provider should be able to provide items on holidays / Sundays also.
- 10.22 The quality and quantity of the items/services may be increased or decreased in accordance with the requirement of the Commission.
- 10.23 The services should be delivered to the Office of the MPSC anywhere in Maharashtra whenever needed. All the expenses for supplying the services as per the instructions of the Tendering Authority at appropriate places will be borne by the Service Provider only.

#### **11. Bid Price:-**

- 11.1 All duties, transportation charges and other levies payable by the service provider under the contract shall be included in the total price excluding GST. GST should be charged as actual while billing.
- 11.2 The prices shall be quoted in Indian Rupees only.
- 11.3 Each Service Provider shall submit only one quotation.
- 11.4 The quotations should be submitted in the format provided with this on the letterhead of the Service Provider.

#### **12. Validity of Quotation:-**

Quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

#### **13. Evaluation of Quotations:-**

- 13.1 The Service Provider should submit documentary evidence on his/her qualification with quotation. If the Service Provider does not fulfill the same he will be treated as non-responsive and his/her quotation will not be considered for further processing.
- 13.2 The Secretary, Maharashtra Public Service Commission will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and conform to the terms, conditions, and specifications in the following manners:
  - (1) The evaluation will be done excluding the GST.
  - (2) The evaluation would be done for unit rate as mentioned in prescribed format (Annexure-4).

#### **14. Award of Contract:**

- 14.1 The Secretary, MPSC will award the contract to the Service Provider whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 14.2 The Secretary, MPSC reserves the right at the time of Award of Contract to increase or decrease the quantities of items without any change in the unit price.
- 14.3 The Secretary, MPSC will notify the Service Provider whose quotation is accepted for Award of Contract prior to the expiration of the quotation validity period.

- 14.4 The successful Service Provider shall enter into an agreement with the Secretary, MPSC after Award of the Contract. The format for contract will be made available separately.
- 14.5 The contract shall be signed on a required stamp paper as applicable as per rates in this behalf and all expenses on this account shall be borne by the Supplier.
- 14.6 Notwithstanding the above, the Secretary, MPSC reserves the rights to accept or reject any quotations and to cancel the process and reject all quotations at any time prior to the award of contract.
- 14.7 Incomplete, irregular, unsealed and quotations received after the due date and time will not be considered.

**15. Confidentiality:-**

- 15.1 The supplier or his staff after selection/award of contract shall maintain strict confidentiality of all the work, services, documents, information, data and also any oral, written or other information disclosed for any purposes during the completion of contract.
- 15.2 Any information acquired by contractor due to work assigned for providing goods will be considered as confidential/secret and should not be disclosed to anybody at any costs.
- 15.3 Any breach of instructions given by MPSC or disclosure of any information in connection with this contract will be treated as violations of the instructions of MPSC and action will be initiated against the supplier/concern personnel as per the prevalent Laws in this regard.

**16. Performance Security:-**

- 16.1 The successful contractor shall be required to furnish/deposit bank performance guarantee valid for six months from any nationalized bank for Rs.20,000/- in favour of Maharashtra Public Service Commission within 10 days of the receipt of the order. The format for performance guarantee will be supplied separately.
- 16.2 If the supplier fails to comply with the requirements within the stipulated period, the EMD already deposited by him/them shall be liable for forfeiture and the Office of the Maharashtra Public Service Commission shall purchase the items required at the risk and cost of the successful Service Provider.
- 16.3 The performance security will be released to the successful Service Provider after completion of work and Office of the Maharashtra Public Service Commission is satisfied that there is no need to retain the said amount any further.

**17. Penalty:-**

- 17.1 Consignment / Job should be completed within 7 days of receipt of each requisition from the purchaser, failing which a penalty @ 0.5% for each day subject to maximum 10% of the bill of that particular consignment may be imposed and deducted from the concerned bill.
- 17.2 In case of delay beyond 7 days, the MPSC may forfeit such amount or full amount of the Performance Security of the service provider as deemed fit besides getting the work done from any other source at the risk and cost of the service provider.
- 17.3 That in case the this office is of the opinion that the material provided by the service provider are not satisfactory or up to the mark, or the service provider commits any breach or misconduct on part of the service provider, this office reserves the right to withhold and deduct the amount or part thereof of the payments due and payable to the service provider.
- 17.4 If the Answer Books are found defective or otherwise, penalty @Rs.20/- per Answer Books is deducted from the billing amount or from the Performance Security.
- 17.5 The infringement of any of the instructions will be seriously viewed by the Commission and strict action as per Law will be initiated in case of default.

**18. Payment Terms:-**

- 18.1 Payment shall be made within Three months from the date of supply/services after the submission of bill along with the acknowledgement receipts duly filled and signed by the competent authority and that no complaint is received by this office regarding the goods supplied.
- 18.2 The payment to the Material/services supplied shall be made through online mode only.
- 18.3 Income tax and other statutory dues shall be deducted from the bill as per prevalent rates.

**19. Sealing, Marking and Submission of Offer:-**

- 19.1 The Technical offer and the Commercial offer shall be placed in separate envelopes super scribed: "Technical offer" or "Commercial offer" as the case may be, followed by the words **"Invitation of Quotation for Printing and Supply of Answer books"**
- 19.2 Name of the supplier and contact address should also be written on the envelope.
- 19.3 The supplier shall seal the Envelope No.1 as Technical envelope and Envelope No.2 as Commercial envelope in separate inner envelopes, duly marking the envelopes as "Envelope No.1, Technical Envelope" as "Envelope No.2 Commercial Envelope".
- 19.4 The Technical Offer (Envelope-1) should contain following documents:-

- (1) Annexure-1- Acceptance Letter duly filled and signed
  - (2) Annexure-2- Details of Service Provider
  - (3) Annexure-3 -Undertaking in prescribed format.
  - (4) Certificate of Incorporation as issued under the Companies Act of 2013 or other relevant Act/Laws.
  - (5) Copy of PAN Card under Income Tax Act.
  - (6) Copy of GST Registration Certificate valid as on 1<sup>st</sup> September, 2021.
  - (7) Copy of GST latest GST Payment Challan as per relevant Act/Law/Rules.
  - (8) Income Tax Return Acknowledgment / Income Tax Clearance Certificate for last three years i.e. 2021-2022, 2020-2021, 2019-2020.
  - (9) Copies of audited financial statement for last three years i.e. 2021-2022, 2020-2021, 2019-2020.
  - (10) Photostat copy of Experience Certificate.
  - (11) EMD of INR. 5,000/-.
  - (12) Proof in support of having prominent presence of office in Mumbai/Navi Mumbai/Thane (Shop and Establishment Certificate or GST Registration Certificate or Electricity or Telephone bill in the name of quarter.)
  - (13) Bank Particulars/Cancelled Cheque in the name of Firm/Company
  - (14) Complete set of quotation document duly attested and signed
  - (15) Escalation matrix for service support
- 19.5 The sealed envelopes must be super-scribed with the following information:-
- (1) Type of Offer (Technical or Commercial) (2) Quotation Reference Number (3) Name of service provider
- 19.6 The two envelopes shall be placed in an outer envelope.
- 19.7 The inner and outer envelopes shall also be addressed to Secretary, Maharashtra Public Service Commission, 8<sup>th</sup> Floor, Cooperage Telephone Exchange Building, M. K. Road, Mumbai – 400 021.
- 19.8 The name and address of the Service Provider shall be written on outer envelope to facilitate return unopened in case it is declared “late”.
- 19.9 All two inside envelopes should be separately securely sealed and/or stamped.
- 19.10 If the outer envelope is not sealed and marked, the Secretary, Maharashtra Public Service Commission shall assume no responsibility for the Service Provider’s misplacement or premature opening.
- 19.11 Telex, cable or facsimile bids shall be rejected.
- 19.12 The Technical offer (T.O.) shall be complete in all respects and contain all information asked for except prices. The Technical Offer must be submitted in an organized and neat manner.
- 19.13 No documents, brochures, etc. shall be submitted in loose form.
- 19.14 All the pages shall be serially numbered.
- 19.15 Offers shall be submitted on the letter Head of the firm, which should contain PAN/TIN No./STD Number/ Phone Number/Fax Number/URL, email and other details of the firm.
- 19.16 **Language of Proofs:-**
- In case 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.
- 19.17 **Commercial Offer (Envelope-2):-**
- (1) Second envelope shall be marked as Envelope No. 2. “Commercial Envelope” which contains only price schedule in the prescribed Pro-Forma (**Annexure-4**)
  - (2) The Commercial Offer shall be on fixed price basis.
  - (3) Price quotation accompanied by vague and conditional expressions Such as “Subject to immediate acceptance.” “Subject to confirmation”, etc. should be treated as being at variance and shall be liable for rejection.
- 20. Last Date and Time of receipt of Quotations:-**
- 20.1 The quotations should be sent in sealed envelope in the name of Secretary, Maharashtra Public Service Commission at 8<sup>th</sup> Floor, Cooperage Telephone Exchange Building, M. K. Road, Mumbai - 400 021 latest by **3:00 PM on 15<sup>th</sup> December, 2022.**
- 20.2 Quotations will be opened in the presence of the Service Provider or their representative who choose to attend.
- 20.3 The date and time will be communicated after the closing date for submission of quotations.

Dated :- 08<sup>th</sup> December, 2022

Secretary  
Maharashtra Public Service Commission

**ANNEXURE-1**  
**PURCHASE REQUISITION (On Letter-Head)**

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

Purchase Requisition Document Reference No.:

To

The Secretary,  
Maharashtra Public Service Commission,  
Bank of India Building, 3rd Floor,  
M.G. Road, Fort, Mumbai 400001.

**SUBJECT:** PURCHASE REQUISITION DOCUMENT FOR PARTICIPATION IN PRINTING AND SUPPLY OF ANSWERBOOKS

Gentlemen:

Having examined the Purchase Requisition Document 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 Purchase Requisition Document documents.

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, if our Purchase Requisition Document offer is accepted to perform in accordance with the time schedule specified in the Purchase Requisition Document.

If our Bid is accepted we shall submit the performance guarantee of bank in a sum of 3% 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 Purchase Requisition Documenting 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 Purchase Requisition Document

Dated this \_\_\_\_ day of \_\_\_\_\_ Signature: \_\_\_\_\_

(In the Capacity of :) \_\_\_\_\_

Duly authorized to sign the Purchase Requisition Document offer for and on behalf of



**ANNEXURE-2**  
**DETAILS OF SERVICE PROVIDER (On Letter-Head)**

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) Turn over from Printing related business.	
(7) Executive Profile	
(8) Service Tax Registration Number	
(9) VAT Registration Number	
(10) PAN No.	
(11) Premises / space available in square feet	

**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. Hardware**

1. Number of Computers:
2. Number of Printing Machines along with make and models :
3. Number of Bar-code Printers along with make and models :
4. Capacity of printing of forms per day :

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

Sr. No.	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 in the same format may be taken to elaborate the projects undertaken).

**5. Quality Certificate, if any:**

Sr. No.	Name of the Certificate	Certified By	Year of getting Certification	Whether Certificate is valid as on date

**6. Awards for products/Services, if any:**

Sr. No.	Name of the Certificate	Certified By	Year of getting Certification	Field of Award (S / W development Consultancy)

**7. Name, address and Telephone Number [Office, Residence, Mobile] of the Contact Person to whom all References shall be made regarding this Purchase Requisition Document:**

Telephone: Office - Residence –

Mobile - Fax No.- E-mail:

Note:

[1] Inadequate 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. Inadequate information or change in format could lead to disqualification of the bid.

**8. Details of Manpower EXCLUSIVELY ASSOCIATED WITH THIS PROJECT**

Sr. No.	Name of Employee	Designation in the Company	Total Years of Experience	No. of years in the Company
1				
2				
3				
4				
5				

**9. PERFORMANCE STATEMENT**

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

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

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

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

Date: ----- Name of the Bidder: -

Place: ----- Signature: -

Seal of the Organization: -

**Annexure – 3**  
**Undertaking (On Letter Head)**

I / We undertake that I / We do not have any relation with purchase officer or any other employee of the MPSC.  
Also, we have submitted single quotation for this supply.

Seal

Authorized Signatory

Date :

**Annexure-4**

**PROFORMA FOR SUBMISSION OF QUOTATION (On Letter-Head)**

Date:

To,  
The Secretary,  
Maharashtra Public Service Commission,  
Bank of India Building,  
3<sup>rd</sup> Floor, Hutatma Chowk, Fort,  
Mumbai 400 001.

**Name of Work:** Providing Services of Printing and supply of answer books.

Quotation No: 11/2022

Sir,

I / We do, hereby, tender to execute the above mentioned work on piece work basis and in accordance with the terms and conditions of the quotation and as per specifications mentioned herein the quotation form in consideration of payment being made for quantity of work, executed at tendered rates indicated as follows:-

Sr. No.	Description of the Item	Unit	Basic Price per Unit (in INR)
1	Printing and Supply of Answer books as per the scope of work/scope of services	Per answer book	

We have read the quotation notice, terms and conditions of Quotation, instructions to the Service Provider and rules and regulations of the MPSC and the same shall be binding on us.

Yours faithfully,

Signature of Service Provider

Date : / /2022

Name

Address

Witness

