

F.No. 3.12(1)/2026-G.I
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYO)
Dholpur House, Shahjahan Road
New Delhi-110069

E-Tender Notice

Date: - 13.05.2026

Subject:- NOTICE INVITING TENDERS (NIT) for Disposal of mixed wastepaper in the O/o Union Public Service Commission for a period of one year – reg.

Online bids are invited under two bid system for disposal of mixed waste paper in the O/o UPSC for a period of one year. Detailed terms and conditions of the NIT are in Tender Document. Tender Document may be downloaded from UPSC web site www.upsc.gov.in and Central Public Procurement Portal (CPP) <https://eprocure.gov.in>. The Critical Date Sheet pertaining to NIT is as under:

Published Date	13.05.2026 at 17:30 Hrs
Bid Document Download/Sale Start Date	13.05.2026 at 17:30 Hrs
Bid Submission Start Date	13.05.2026 at 17:30 Hrs
Bid Submission End Date	03.06.2026 at 15:00 Hrs
Bid Opening Date	04.06.2026 at 15:00 Hrs

2. The interested bidders may submit the tender online at <http://eprocure.gov.in>, in a two bid system in the prescribed Performa. The tender is to be submitted only in online mode through e-Procurement Portal <http://eprocure.gov.in>. All the documents in support of eligibility criteria etc., are to be scanned and uploaded along with the tender documents. Tender sent by any other mode **other than online mode** will not be accepted. No tender documents will be accepted under any circumstances whatsoever after the expiry of stipulated date and time. Any clarification in respect of the bid may be obtained at telephone number 011-23389035 in the office hours between 10:00 AM to 5.00 PM.

3. Tenderer/Contractors are advised to follow the instructions provided in the Instruction to the Contractor/Tenderer for the e-submission of the bids online through CPP Portal <http://eprocure.gov.in>.

4. The original Earnest Money Deposit (EMD) of Rs. 60,000/- (Rupees Sixty Thousand only) in the form of account payee Demand Draft/Bankers cheque drawn in favour of Secretary, Union Public Service Commission, New Delhi **physically** must be dropped in a sealed cover duly super scribed “**NIT for disposal of mixed waste paper**” addressed to the Under Secretary (G-I), Union Public Service Commission, Dholpur House, New Delhi only in Tender Box placed at Gate No. 3 (Facilitation Counter) of Union Public Service Commission, New Delhi within a period from **13.05.2026 to 03.06.2026 (till 03:00 PM)**. In case original EMD has not been submitted during the above date and time, the bids will be rejected summarily. However, a scanned copy of the Bank Draft (EMD) must be uploaded electronically on <http://eprocure.gov.in>. The EMD of successful bidder will be refunded only after completion of all contractual obligations. Bids not accompanied by requisite amount of Earnest Money Deposit in prescribed form as indicated above will summarily be rejected.

5. The bids will be opened online on **04.06.2026** at 03:00 PM. The Tender Evaluation Committee, after evaluation of the bids, will give its specific recommendation(s) which will be uploaded and can be viewed by the bidders.

6. The Competent Authority in UPSC reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason there for.

-sd/-
(Sanjay Kumar)
Under Secretary (G-I)

F.No. 3.12(1)/2026-G.I
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOOG)
Dholpur House, Shahjahan Road
New Delhi-110069

Subject: NOTICE INVITING TENDERS (NIT) for Disposal of mixed waste paper in the O/o Union Public Service Commission.

The office of Union Public Service Commission intends to undertake disposal of mixed waste papers. Waste paper primarily include newspapers, magazines, torn old records, old card boards, card board boxes, carbon papers and some used polythene bags & other daily sweeping waste. Tentative weight of the mixed waste paper is **1,00,000 Kg. which may increase or decrease.** The waste paper will be provided to the approved vendor on actual basis. The prospective bidder are requested to **visit this office and contact M&M Section from 13.05.2026 to 20.05.2026 between 02:00 PM to 04:00 PM** to inspect the waste paper, so as to satisfy themselves regarding the nature of mixed waste paper before quoting financial bid. No queries/clarifications in respect of the nature of the waste paper, proportion etc. would be entertained at any stage.

Two Bid System:

2. The bids should be submitted in two parts viz., Technical Bid and Financial Bid. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of contents of the documents before uploading.

Part -I – Technical Bid

3. Technical Bid: The bidder will upload the Technical Bid in Annexure-I (check list), Annexure II and Annexure III duly filled in and complete in all respects, which comprises of:

- (a) Scanned copy of EMD of Rs. 60,000/- (Rupees Sixty thousand only) in the form of Account Payee Demand Draft/Banker's cheque drawn in favour of Secretary, UPSC, New Delhi.
- (b) The bidder has to submit copy of work completion certificates for similar work of at least one work order of minimum value of Rs. 16 lakh or two work orders of minimum value of Rs. 10 lakh each or three work orders of minimum value of Rs. 8 lakh during the last three years.
- (c) The firm should have annual turnover of at least Rs. 10 lakh in similar works in each of the past three years. Supporting documents in this regard should be furnished in the technical bid.

- (d) The requisite information duly filled in prescribed proforma (Annexure –II)
- (e) Certificate of blacklisting as per prescribed proforma (Annexure-III)
- (f) A copy of registration Certificate of the Firm/Company
- (g) A copy of PAN Number of the Firm/Company
- (h) A copy of GST Number of the Firm/Company
- (i) Each bidder has to certify that all the terms and conditions of NIT are acceptable to him.

** The bidder shall submit all the above mentioned documents in the technical bid, failing to which will result into the technical disqualification of the bidder.*

** The bidders seeking exemption from the EMD, Experience and Turnover have to attach necessary documents along with their bid documents i.e. MSME certificate or DPIIT Reg. Certificate etc. (as applicable).*

IMPORTANT NOTE- Bidders may please note that all the documents (except original EMD) are to be submitted online. Bids submitted offline will not be considered. In addition to the scanned copy of EMD; the original EMD is to be deposited physically in the Tender Box placed at Gate No. 3 (Facilitation Counter) of UPSC, New Delhi within a period of **13.05.2026 to 03.06.2026 (till 3:00 PM)**.

Part –II – Financial Bid

4. Rates are to be quoted online only in the prescribed format devised for submission of Financial Bid i.e. BoQ (Annexure IV). The unit rate per kg. (inclusive of GST) should be quoted in the prescribed format and total value may be derived on the basis of tentative weight **1,00,000 Kg** as pre-disclosed in the NIT. The quoted amount shall be paid by the successful bidder in 4 (four) quarterly instalments in advance before commencement of every quarter by way of Demand Draft/Pay Order payable to the Secretary, UPSC, New Delhi. No request for change in mode/schedule of payment will be entertained in any case.
5. Price should be submitted only in financial bid devised for this purpose i.e. in BoQ online mode only. Financial/Price bid having any discrepancy I the details submitted in the technical bid such as pertaining to name of the firm and name of proprietor, BOQ etc. will be summarily rejected. Further, conditional price bids shall be summarily rejected.
6. The rates quoted in BoQ may be clearly mentioned both in words & figures.

7. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If the purchaser does not accept the correction of the errors, his bid shall be rejected.

Evaluation of Bid

8. The bidder who quotes the highest rate will be offered the contract subject to quoted rate being higher than the minimum reserve price fixed by UPSC and unequivocal & unconditional acceptance to the terms & conditions of the NIT.

General Terms & Conditions

9. The successful bidder shall be bound to lift the waste paper even if the actual quantity is less or more than the tentative quantity indicated in the NIT. If the generation of wastepaper are more than the estimated waste i.e. **1,00,000 Kg.** the vendor will deposit the additional amount. If the waste generation is less than the estimated waste, the balance amount will be refunded to the vendor.
 - 9.1. The approved bidder will be allowed to lift the waste papers only after the depositing the quarterly instalment. The bidder will lift the waste paper not exceeding the value of waste paper equal to the quarterly instalment. Any additional waste paper (above the value of quarterly instalment) will be allowed only after depositing the requisite amount in that particular quarter. The bidder will submit the additional amount within 7 days failing which penalty may be imposed and performance security may be forfeited.
 - 9.2. If the value of the waste paper is less than the value of quarterly instalment then it will be adjusted/paid at two occasions during the contract period. The first adjustment will be made after six month i.e at the time of submission of 3rd quarterly instalment. The bidder will be allowed to submit the 3rdinstalment after deduction of value of the waste paper which has been not lifted by the bidder during 1st and 2nd quarter. The second adjustment will be made at the time of completion of contract and the additional amount, if any, will be returned to the bidder. The bidder will request to UPSC for such payment and it will be returned to the bidder along with performance security on successful completion of the contract
10. For the purpose of disposal of the waste paper; UPSC shall be fixing a Minimum Reserve Price (MRP) internally. The tender shall be awarded to the bidder who quotes the highest rate (Rs. Per k.g.) subject to more than the MRP arrived by UPSC. The bidder may take utmost caution while filling the name of the firm in the price bid. This must be exactly the same as the firm name in the technical bid. In case of discrepancy between the two, entire bid shall be summarily rejected.
11. The waste paper will be provided to the approved vendor on the basis of approved rate (per Kg.) on the actual basis. The weight of the waste material will be measured before a Committee duly constituted for this purpose and thereafter it will be provided to vendor for disposal. For the purpose of weight measurement the weighing scale owned by UPSC or

any other mechanism approved by the Commission will only be considered. The decision of UPSC with regard to the procedure followed for weight measurement will be final and binding.

12. The waste paper will be lifted by the contractor by their own staff and UPSC will not provide any manpower for this purpose. Before lifting of **waste paper, it has to tear down into pieces** in the presence of UPSC official. No lifting waste material will be allowed without tearing/cutting of waste paper.
13. The contractor will **not** be allowed to segregate the waste material within the office premises and has to lift the waste paper as lot.
14. The waste material may be stored by the contractor in his own bags inside the boundary walls of the “Khatta” in the office of UPSC. Waste material will NOT be allowed to be accumulated in the office premises. The contractor will ensure that waste material is lifted/removed at least once in 7 days or as directed by this office.
15. Conditional, ambiguous and incomplete bids will be summarily rejected.
16. The firm which had participated in the UPSC bids in the past and if their performance was not satisfactory and/or its EMD/Performance Security has been forfeited, they will not be eligible to participate in bid and their bid will be summarily rejected.
17. The firm should not have been black-listed by any Government organization/PSU etc.

Performance Security

18. The successful bidder will have to furnish 10% of the Contract Value as Performance Security within ten days from the date of the letter of intent either in the form of Account Payee Bank Draft from any nationalized bank drawn in favour of Secretary, UPSC or in the form of Bank Guarantee from a Nationalized/Commercial Bank, having the validity of **Fourteen month i.e. 60 days beyond the full contract period**, will be retained by this office till the satisfactory completion of the contract. However, EMD of the successful bidder will be refunded immediately after the receipt of Performance Security.

Penalty Clause

19. In case the successful bidder does not accept the contract offered by this office for whatsoever reason(s), the EMD as stipulated under para 4 will be forfeited and the firm will be blacklisted from participating in bids of UPSC.
20. In case of failure on the part of the contractor to abide by the terms and conditions of contract, this office will have the right to forfeit the Performance Security (as stipulated under clause 18) and also cancel the contract at contractor's risk and cost & blacklisting in UPSC.

21. In case the amount of instalment in full is not deposited by the Contractor by the stipulated date a penalty of 10% on the amount of instalment will be imposed for delay in payment upto 10 days. For delay in payment of instalment beyond 10 days additional penalty of 5% will also be imposed on the instalment. In addition forfeiture of Performance Security and termination of contract can also be considered in cases of delays in payment beyond 15 days.
22. In case, after the acceptance of tender and issue of order, it is noticed that any of the condition is not complied with by the Contractor OR the work of removal of waste papers etc. is not satisfactory then this office will be at liberty to terminate the contract by giving a 7 days notice in writing and forfeit the Performance Security.
23. Secretary, UPSC reserves the right to reject any or all the bids without assigning any reason therefore.
24. If, the Commission requires urgent removal of mixed waste paper at any point of time during the contract period, the vendor is liable to lift the same within three working days after information. In case, the vendor has not lifted the mixed waste paper within three working days, this office will be at liberty to terminate the contract by giving a 7 days notice in writing and forfeit the Performance Security

-sd/-
(Sanjay Kumar)
Under Secretary (G-I)

Copy to:
Web Cell for web based publicity of the Tender.
(Both English & Hindi version)

e-Tender F No. 3.12(1)/2026-G.I

Subject: NOTICE INVITING TENDERS (NIT) for the Disposal of mixed waste Paper in the Union Public Service Commission.

Check List
(Forming part of Technical Bid)

Sr.No.	Details of the documents to be uploaded in e-Tender	Yes/No	Page No.
1	Scanned copy of Earnest Money Deposit(EMD) of Rs. 60,000/-		
2	Turnover Certificate – as mentioned in clause 3(c)		
3	Experience Work orders – as mentioned in clause 3(b)		
4	Details of Firm & declaration – Annexure II		
5	The firm has not been blacklisted by any Government Department/ Undertaking/PSU anywhere in the country – Annexure III		
6	Scanned copy of Registration of the Firm		
7	Scanned copy of PAN no. of the firm		
8	Scanned copy of GST registration no.		
9	All the pages of the bid being submitted by the firm have been signed and sequentially numbered		
10	MSME Certificate or DPIIT reg. Certificate (in case of Exemption)		

Signature :

Name :

Seal :

ANNEXURE-II

e-Tender F No. 3.12(1)/2026-G.I

FORMAT FOR FURNISHING BIDS FOR DISPOSAL OF MIXED WASTE PAPERSAND GENERATED IN THE COMMISSION'S OFFICE

(TO BE FURNISHED WITH TECHNICAL BID)

1. Name and address of the firm :
2. Telephone Nos. :
1. Office:-
2. Residence:-
3. Names, Address, Tele. Nos. of some responsible persons who can be contacted in case of need :
4. Details of EMD deposited : (a) Amount: -Rs. _____
(b) DD/Pay Order No.
(c) Bank on which drawn:-
5. Name, Signature and Seal of the Proprietor of the firm. :

SIGNATURE :

NAME :

SEAL :

Declaration

I _____ certified that all the terms & Conditions mentioned in the

NIT is acceptable to me. I further certify that I have visited and inspected the nature of Mixed waste paper.

(Signature with Name & Stamp)

e-Tender F No. 3.12(1)/2026-G.I

CERTIFICATE

We the (firm name) _____,
Address _____ hereby certify that
we have not been blacklisted at any time in the past by any of the Govt.
Organisation/Undertakings/PSU anywhere in the Country

Signature of proprietor _____

Name _____

Date _____

ANNEXURE-IV

e-Tender F No. 3.12(1)/2026-G.I

Price bid for mixed waste paper

To be filled online only

Sl no	Item Description	Quantity (Tentative)	Unit	Unit Rate (Per Kg)	Total Amount	Total Amount in word
A	B	C	D	E	F= (C×E)	G
1	Mixed waste paper which primarily includes newspapers, magazines, torn old records, old card boards, card board boxes, carbon papers and some used polythene bags & other daily sweeping waste as disclosed in NIT.	1,00,000	KG			
Total amount in Figure						
Total amount in words						

Please Note:

1. Tentative weight of the waste paper is **1,00,000 Kg.** which may increase/decrease.
2. The waste paper will be provided to the approved vendor on the basis of approved rate (per Kg.) on actual basis.
3. The unit rate per kg **inclusive of GST** should be quoted.

Signature :

Name :

Seal :