



Government of India

कर्मचारी चयन आयोग, (कर्नाटक-केरल क्षेत्र),  
प्रथम तल, ई-विंग, केंद्रीय सदन, कोरमंगला, बेंगलूर - 560034.  
Staff Selection Commission,  
(Karnataka – Kerala Region),  
First Floor, 'E' Wing, Kendriya Sadan,  
Koramangala, Bangalore – 560 034.



क्रमांक/No.M.420001/1/2017-Estt

दिनांक/ Dated the, 20<sup>th</sup> March, 2017

### NOTICE INVITING TENDER

Sealed quotations are invited by Staff Selection Commission(KKR), Bangalore from reputed firms for printing and supply of Commission Copy of Admission Certificates of candidates at various stages of examinations. The Commission intends to form a panel of firms to perform these functions for a period of two years initially, extendable up to a maximum of two more years, one year at a time, on same terms and conditions depending upon the satisfactory execution of the work by the Tenderer/Firm. Tender documents with all necessary details may be obtained from Information & Facilitation Centre of Staff Selection Commission (KKR), 1<sup>st</sup> Floor, E Wing, Kendriya Sadan, Koramangala, Bangalore on all working days between 10 AM to 5 PM on or before **31.03.2017**. Tender Documents can also be obtained by post. Cost of the Tender documents is Rs.500/- (plus Rs.50/- towards postal charges, if required by post) payable in the form of Bank Demand Draft drawn in favour of the Regional Director, Staff Selection Commission (KKR), Bangalore. Request for Tender documents by post should reach the undersigned by **27.03.2017** along with a Demand Draft before the above stipulated time on **27.03.2017**. The cost of tender document is non-refundable.

The notice inviting tender and the tender document are available on website <http://ssec.kkr.kar.nic.in> and can be downloaded. However, such firms who submit tender by downloading it from website, will have to submit a Demand Draft for Rs.500/- (Rs. Five Hundred Only) towards the cost of tender document along with the tender bid, failing which the tender will summarily be rejected.

The quotation duly signed on all pages of the tender document with office seal, should reach this office by 31st March, 2017.

The time schedule for the tender is as follows:-

Tender Enquiry No.:	01/SSC(KKR)/2017
Last Date for submission of Tender:	03:00 PM on 31.03.2017
Date and Time of Opening of Tender:	03:30 PM on 31.03.2017

Regional Director  
SSC(KKR)

**Staff Selection Commission (KKR)**

**Tender No. 01/SSC(KKR)/2017**

The Staff Selection Commission recruits Gr 'C' non technical and Gr 'B' Non-Gazetted Personnel for the Government of India through Open Competative Examination. Staff Selection Commission (KKR), Bangalore i.e SSC(KKR) handles candidates of Karnataka, Kerala and Union Territory of Lakshadweep.

The Staff Selection Commission (KKR), Bangalore invites Tenders from reputed Service Provider Companies for Printing and Supply of pre-printed Commission copy of Admission Certificates of candidates at various stages of examinations. The Commission intends to form a panel of firms to perform these functions for a period of two years initially, extendable up to a maximum of two more years, one year at a time, on same terms and conditions depending upon the satisfactory execution of the work by the tenderer/Firm. However if the Commission is not satisfied with the work of the agency so empanelled, the agreement will liable to be terminated at any point of time at the sole discretion of the Commission. The Commission at its discretion can empanel and allot the work to any of the firm at its own discretion in the interest of the work of the Commission.

**IMPORTANT CONDITIONS:**

- i) Tender should be submitted in the prescribed format only.
- ii) Each page of the Tender Document should be serially numbered
- iii) All documents should be legible and clear
- iv) Each page should be authenticated by the signature of authorized signatory and company seal
- v) Submission of false/forged documents would lead to black listing of the company without prejudice to penal action.

**NON COMPLIANCE OF ANY OF THE ABOVE INSTRUCTIONS WOULD LEAD TO SUMMARY REJECTION OF THE BID.**

**1. SCOPE OF WORK**

Printing and Supply of Commission Copy of Admission Certificates of the candidates in the format (specification & design) decided by the Commission in good quality paper (75 GSM) on both sides and delivered at the Commission's premises or to its representative(s) within the schedule prescribed by the Commission from time to time, packed in the manner as detailed in the tender documents. Two Commission copy of admission certificate will be printed on a single paper. (A specimen of the work to be executed i.e a sample commission copy of admission certificate is enclosed for reference)

**2. General Conditions**

- i) **Earnest Money(EMD):** Earnest Money of Rs.5,000/- in the form of DD in favour of "The Regional Director, Staff Selection Commission(KKR), Bangalore" should be submitted along with the quotation by the tenderer. Offer without Earnest Money will be rejected.
- ii) EMD will be liable to be forfeited in the event of withdrawal of the proposal anytime after the last date for receipt of the proposal or modification of the terms of the proposal after such last date or in the event of failure to execute the work order after being awarded the work.
- iii) The successful bidder shall have to furnish a Performance Security of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Bank Demand Draft, in favour of Regional Director, Staff Selection Commission (KKR), Bangalore within seven days of acceptance of bid for successful performance during the period of contract along with the agreement to be executed with the Commission.
- iv) The Quotation document may be obtained from the O/o the Staff Selection Commission, Bangalore or can be downloaded from the official website: [ssckkr.kar.nic.in](http://ssckkr.kar.nic.in)
- v) Quotations will be opened in the presence of Quotationers or their authorized representatives on the specified date and time as stipulated in the Quotation document.
- vi) At any time prior to the date of submission of Quotation, the Quotation inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Quotationer, modify the quotation documents by an amendment. All prospective Quotationers who have received the Quotation document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the

amendment into account in preparing their Quotation, the Quotation Inviting Authority may at its discretion, extend the date and time for Submission of Quotation.

- vii) Interested eligible Quotationer, if they so desire, may obtain further information from the office of the Quotation Inviting Authority.
- viii) In case any of the document/information furnished by a Quotationer are found to be false/forged, such proposal will be rejected and will not be considered for further process. Excuses like typographic error will not be entertained.
- ix) The Quotation shall be signed by the vendor in all the pages with official seal.
- x) SSC(KKR) will release payment on the basis of deliverables and bill of services provided by the vendor. Representatives of SSC(KKR) will verify necessary details with outcomes as per normal expectations and terms and conditions of the Quotation Document.
- xi) Unsealed Quotation will not be accepted. It should be ensured that all envelopes are properly sealed.

### 3. Eligibility Conditions/Selection Criteria

The firm will have to provide the following particulars:-

- a) Details of the agency (including Name, Complete Address, Phone No., Contact Person, Email ID, Brief Description of the organization etc) should be provided as per **Annexure A**
- b) The agency should be financially sound with positive net worth. The agency should have a minimum annual turnover of Rs. 10 lakh in the last financial year
- c) The agency/bidder should have experience of printing admission certificates for any Recruiting agencies of Central or State Govt or PSUs or Educational Institutions. Relevant certificates/work orders may be attested and given with tender document.
- d) Self Attested copy of the registration certificate
- e) Self Attested copy of the valid Service Tax Registration certificate
- f) Income Tax PAN Card No. (Photocopy of the PAN Card need to be submitted)
- g) Self Attested experience Certificate regarding printing of admission certificates to any other organizations
- h) Self declaration certificate for not being blacklisted by any Govt. Organizations/Departments or have not being under legal action for corrupt or fraudulent practices.
- i) Price should be quoted in the format annexed. **Annexure B**
- j) The proposal document shall be signed by the proposer in all pages with official seal

### 4. Scope of Supply with specification:

The successful bidders have to provide the following services:

- a) Printing and Supply of Commission Copy of Admission Certificates of the candidates in the format (specification & design) on both sides decided by the Commission in good quality paper and delivered at the Commission's premises or to its representative(s) within the schedule prescribed by the Commission from time to time, packed in the manner as detailed in the tender documents. The tenderer may note that the pre printed admission certificate should be capable of being put in the printer and taken print out with the candidate details without any problem.
- b) The quantities may vary. However, it is estimated that the Commission will be printing minimum 5 lakhs sheets approximately. The tenderer may note that the above quantities are indicative and the Commission does not guarantee any minimum quantities.
- c) Schedule of delivery will be indicated by the Commission for each job/project/examination. It may be kept in mind that time is the essence of this contract. Tenderers may note that award of work will be on a project to project basis – one project being one examination. There may be overlapping of projects in which case the Tenderer will have to ensure that there is no mix up of material or delay in respect of multiple examinations.
- d) Order shall be placed as and when required by SSC(KKR)
- e) Delivery of the Pre Printed Commission Copy of Admission Certificate should be strictly as per schedule. If Commission Copy of Admission Certificate could not be delivered as per schedule, then that should be intimated immediately to the O/o Staff Selection Commission, Bangalore. As delivery of Commission Copy of ACs is linked with certain purpose and scheduled date, there is possibility that, the order may be cancelled if the Commission Copy is not delivered on schedule date. Detail terms & conditions of delivery will be mentioned in each order separately.
- f) The selected vendor will do all liaisoning & coordination job and will be single point of contact for all issues.
- g) The selected vendor will do all liaisoning & coordination job and will be single point of contact for all issues.
- h) Payment will be released after completion of the work and submission of the bill in duplicate.

- i) The validity of offer of the successful bidder shall be at least **two years** from the date of finalization of the order and the successful bidder will be bound to provide the services at agreed rates and terms during this period if required by the Quotation Inviting Authority.

#### **5. Acceptance of Quotation**

##### **Quotation Evaluation**

Quotationer shall be selected based on the lowest rate quoted by the vendors. However, the bidder must submit the documents mentioned in the relevant clause. Conditional discounts shall not be taken into account for price comparison.

##### **Right to Reject Quotation**

Quotation Inviting Authority reserves the right to accept the Quotation or to reject the Quotation for all items or for any one or more of the items Quoted at any point of time without assigning any reason.

#### **6. Payment Terms & Conditions**

- a) Payment will be released after completion of the work in the format (specification and design) as decided by the Commission in good quality paper and delivered to the Commission premises and after submission of the bill in duplicate
- b) TDS(Tax Deducted at Source) on Income tax, service Tax etc. will be deducted by the Commission as per rules.
- c) If at any time during the period of contract, the price of quoted items is reduced or brought down by any Law or ACT of the Central or State Government or by the Tenderer himself, the Tenderer shall be bound to inform the Quotation Inviting Authority immediately about such reduction in the contracted prices. Quotation Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates in case the Tenderer fails to notify or agree to such reduction in rates.
- d) In case of any enhancement in excise duty/service tax due to notification of the Government after the date of submission of bids and during the validity period of contract, the quantum of additional excise duty/service tax so levied will be allowed to be charged extra as a separate item without any change in price structure under the Tender. For claiming the additional cost on account of the increase in excise duty/service duty, the Tenderer should produce a letter from the concerned Authority confirming payment of additional tax on the items to the Quotation Inviting Authority and also must claim the same in the invoice separately.

#### **7. Earnest Money Deposit (EMD)/Bid Security**

The EMD (Earnest Money Deposit) for an amount of Rs.5,000/- (Rupees Five Thousand Only) should be in the form of Demand Draft. The DD should be in favour of Regional Director, Staff Selection Commission (KKR), Bangalore. EMD in any other form will not be accepted. EMD of the successful bidder will be adjusted against the performance security. No exemption of EMD shall be allowed to anyone including PSU/Co-operative Society/Govt. Organisation. Tender Bids without EMD or EMD of lesser amount shall be summarily rejected. EMD shall be returned/refunded to unsuccessful bidders. (Note: EMD will be liable to be forfeited in the event of withdrawal of the proposal any time after the last date for receipt of the proposal or modification of the terms of the proposal after such last date or in the event of failure to execute the work order after being awarded the work)

#### **8. Performance Security**

- a) The successful bidder shall have to furnish a Performance Security of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Bank Demand Draft, in favour of Regional Director, Staff Selection Commission (KKR), Bangalore within seven days of acceptance of bid for successful performance during the period of contract along with the agreement to be executed with the Commission.
- b) In case of any breach of lapse on the part of the Agency, the Commission will be entitled to invoke the performance security without any objection from the Agency in any manner.
- c) In case of any additional work, the Agency will furnish an additional performance security for a sum of 5% on the cost of such additional work.
- d) If the successful bidder/agency fails to furnish the above performance security, the EMD (Earnesh Monery deposit) shall be forfeited.
- e) Both the Earnest Money Deposit and the Security Deposit will not earn any interest.

## **9. Period of Contract**

- a) The empanelment of agencies will be for a period of two years initially from the date of signing the agreement. The agreement with the agencies can also be extended for a further period of maximum of two years, one year at a time, upon satisfactory performance of the Agency and requirement of the Commission.
- b) The agency shall be liable to complete all pending activities in respect of work already assigned during the period of Contract/Agreement.
- c) After the expiry/Termination of Agreement/Contract with Agency by whatever reason, the Commission would be entitled to get the work done from any other firm/agency or person and the bidder would be liable to hand over all materials to the Commission and will not object in any manner to the work being completed by any other agency.

## **10. Service Conditions and Penalty**

Work order shall be placed on the successful bidder at the discretion of the Commission

The services provided by the bidder shall be of the best quality and shall comply with specifications, stipulation and conditions specified. The Commission copy of Admission Certificate should be delivered as per schedule mentioned in the order.

The Commission will have the right to impose a penalty for delayed delivery. Bill shall not be paid if delivery of pre printed material is not as per schedule. For each day of delay beyond one day of the scheduled date of completion upto Rs. 1000/- per day.

The tenderer will also be liable to compensate the Commission for any extra expenditure or cost (actual or nominal) caused due to any mistake/error during printing

## **11. Agreement/Contract**

The parties to the contract i.e the Commission and successful Bidder shall have to enter into a contract by formal signing of the agreement and this will be effective from the date of signing.

## **12. Termination of Agreement**

- a) In case of any delay in execution of work assigned, the agency would be liable to pay penalties. However, in case of regular delays, the Commission would be entitled to cancel the agreement and in that case the agency will not be entitled to any amount payable to them under this contract.
- b) In case of excessive errors and if the Commission is of the view that the work has not been performed satisfactorily and cannot be performed by the Agency, the Commission at its discretion may terminate the agreement without any prior notice and in that case the Commission would not be liable to pay any amount on any account to the agency.
- c) If the work of the agency is not found satisfactory or any breach is noticed or any manipulation is reported to or noticed by SSC(KKR), the SSC(KKR) reserves the right to cancel the contract and/ or forfeit Performance security submitted by the agency and/or to take legal action including black listing the agency, at any point of time during the period of contract without prior notice.
- d) In case the contract is terminated with agency, the Commission would be entitled to get the work done from any other firm/agency or person and the bidder would hand over the completed and uncompleted work to the Commission and will not object in any manner to the work being completed by any other agency.
- e) The agency shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms and conditions, the agreement shall be liable to be cancelled immediately and Performance security shall also be forfeited and the agency will not be entitled to any amount payable to them under this contract.

## **13. Force Majeure**

- a) Notwithstanding the provisions of the tender, the Vendor shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default, to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- b) For purposes of this clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the Vendor's fault or negligence and not foreseeable. Such event may include, but are not restricted to, acts of the client

either in its sovereign or contractual capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- c) If a force Majeure situation arises, the qualified Vendor shall promptly notify the commission in writing of such conditions and the cause thereof. Unless otherwise directed by the Commission in writing, the vendor shall continue to perform its obligations, under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Commission may terminate the contract, by giving a written notice of y days to the vendor, if as a result of force Majeure, the Vendor being unable to perform activities/functions for a period of more than two weeks.

#### 14. Arbitration

In the event of any dispute or differences, the matter will be referred to the sole arbitrator appointed by Regional Director, Staff Selection Commission(KKR), whose decision shall be final and binding.



प्रवेश पत्र (आयोग की प्रति)  
भारत सरकार, कर्मचारी चयन आयोग (क.के.के.) बंगलूर

ADMISSION CERTIFICATE (Commission's Copy)  
Government of India, STAFF SELECTION COMMISSION (KKR) BANGALORE

संयुक्त स्नातक स्तर परीक्षा, 2016 [टीयर - III]  
COMBINED GRADUATE LEVEL EXAMINATION, 2016 (TIER - III)

उम्मीदवार का नाम / Name of the Candidate	अनुक्रमांक / Roll Number	श्रेणी / Category	
परीक्षा केन्द्र कोड Exam Venue Code	टिकट/सीट नम्बर Ticket/Seat Number	लिंग Sex	जन्म तिथि Date of Birth

नमूना प्रति  
SPECIMEN COPY

ध्यान दें: १. मोबाईल फोन/पेजर या कोई अन्य अनाधिकृत गैजेट्स परीक्षा हॉल में लाया जाना पूर्ण रूप से प्रतिबन्धित है।

२. अन्वीक्षक कृपया सुनिश्चित करें कि वे अपनी उपस्थिति में अभ्यर्थी के हस्ताक्षर व बाएं हाथ के अंगूठे के निशान को इस प्रवेश पत्र पर लगवाएं, पीछे पृष्ठ पर पता लिखवाएं तथा इसको अभ्यर्थी से वापस लें।

**ATTENTION :** 1. Mobile Phone/Pager or any other unauthorised Electronic gadgets are strictly prohibited inside the Examination Venue.  
2. Invigilator may please ensure that they obtain the Signature and Left Hand Thumb Impression of the Candidate in this Admission Certificate and ask the Candidate to write his address on the reverse in his presence and take it back from the candidate.

तिथि/Date	टीयर-III Tier - III	हस्ताक्षर का तरीका तथा माध्यम वही होना चाहिए जो आवेदन पत्र में दिया गया है। Signature with same style and medium as made in the application form	उम्मीदवार के बाएं हाथ के अंगूठे का निशान Left Hand Thumb Impression of Candidate	अन्वीक्षक का नाम एवं हस्ताक्षर Name and Signature of Invigilator
19-03-2017 (Sunday) (Forenoon)	Descriptive Paper			

P.T.O.

(Invigilator to ensure that the columns below are filled up by the Candidate)

यदि अभ्यर्थी का फोटोग्राफ प्रवेश पत्र के साथ मेल नहीं खाता है / फोटो स्पष्ट न हो तो, ऐसे मामले में अभ्यर्थी को अपना नवीनतम पार-पत्र आकार का फोटो यहाँ चिपकाना चाहिए।

In case of mismatch of photograph / photo not clear in the Admission Certificate, such candidates are required to paste their recent passport size photo.

नीचे लिखे प्रमाण के वाक्य को अपने हाथ से लिख कर हस्ताक्षर करें।

Write the certification statement below in your running handwriting and put your signature.

"मैं प्रमाणित करता / करती हूँ कि मैं वही व्यक्ति हूँ जिसका नाम एवं अनुक्रमांक इस प्रवेश पत्र पर लिखा है। मैं ने उम्मीदवारों के लिए दिए गए अनुदेशों को पूरी तरह पढ़ा है तथा उनका पालन करने का वचन देता/देती हूँ।"

"I certify that I am the person whose Name and Roll Number appear on this Admission certificate. I have read the instructions to the candidates and undertake to abide by them."

कृपया लिखें / Please Write

माता का नाम / Mother's Name \_\_\_\_\_

उम्मीदवार स्पष्ट अक्षरों में अपना पता नीचे लिखें।

The candidate should write his/her address below :

उम्मीदवार के हस्ताक्षर

Signature of Candidate

नाम / Name \_\_\_\_\_

पता / Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

पिन / PIN \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail ID \_\_\_\_\_



**INFORMATION OF THE BIDDER**

**Annexure A**

1.	Name of the Quotationer	
2.	Registration No and Valid Upto	
3.	Address of the Registered Office	
	Phone No:	
	Fax No.:	
	Official Email ID:	
4.	Year of Establishment	
5.	Type of Organisation (Govt. Undertaking/Corporation/Public Limited/Private Limited)	
6.	Name & Designation of the Authorized Signatory	
7.	Contact Person	
	Name:	
	Designation:	
	Phone No.:	
	Fax No.:	
	Mobile No.:	
	Email ID:	
8.	Website	
9.	Annual Turnover for the last financial year	
10.	Experience of printing admission certificate to any recruiting agency/educational institution (Attach documentary evidence)	
9.	Address of Karnataka/Bangalore Office	
10.	Contact Person of Karnataka Bangalore Office	
	Name:	
	Designation:	
	Phone No.:	
	Fax No.:	
	Mobile No.:	
	Email ID:	
11.	Brief Description of the Organisation	

**Annexure B**

To be submitted in official letter head					
Price Quotation					
Quotation for Printing Commission Copy of Admission Certificate					
Name of Tenderer					
Sl.No.	Name of Service	Basic Unit Price per sheet (Rs)	Tax (%)	Tax Amount per sheet (Rs.)	Net Amount (per sheet) (Rs.)
1.	Per Commission Copy (75 GSM) printed on both sides, as per the design & specification given by SSC(KKR). Two Commission copy can be printed on a single sheet of paper				

Note: Two separate Commission copy of Admission Certificate can be printed on a single sheet of paper. Hence the rate quoted should be for printing two Commission Copy on a single sheet on both the sides i.e per sheet basis. Commission copy will have to printed in different colours specified by the Commission. If different rates are charged for different colours, it should be mentioned separately.

Details of Earnest Money (No tender will be entertained without Earnest Money)

- i) Amount : Rs.5,000/-
- ii) Bank Draft NO. (A/c Payee in favour of :  
Regional Director, SSC(KKR), Bangalore
- iii) Name of Bank :

I declare and affirm that the information given by me in the Tender are true to the best of my knowledge and belief and that if any untrue information be contained in the Tender, my Tender may be cancelled at any stage. I also undertake to complete the job exactly as laid down in the Tender terms and conditions of the Commission.

(Signature of the Tenderer)

Note: The rate quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into contract, which may be indicated with appropriate break up.

## STAFF SELECTION COMMISSION (KKR)

Tender No. 01/SSC(KKR)/2017

## AGREEMENT

This agreement made this day of ..... Between the Staff Selection Commission (KKR) through the Regional Director (KKR), 1<sup>st</sup> Floor, E Wing, Kendriya Sadan, Koramangala, Bangalore-560034, hereinafter called the Commission, represented by the Regional Director on one part and ..... hereinafter called the Printing Firm, on the other part which shall include his executors, administrators and representatives in interest.

And whereas the said Printing Firm has tendered his rates, as mentioned hereunder, for printing Commission copy of Admission Certificate of candidates of the Commission as detailed in General Conditions laid down in the tender document.

To be submitted in official letter head					
Price Quotation					
Quotation for Quotation for Printing Commission Copy of Admission Certificate					
Sl.No.	Name of Tenderer	Basic Unit Price per sheet (Rs)	Tax (%)	Tax Amount per sheet (Rs.)	Net Amount (per sheet) (Rs.)
1.	Per Commission Copy (75 GSM) printed on both sides, as per the design & specification given by SSC(KKR). Two Commission copy can be printed on a single sheet of paper				

Note: Two separate Commission copy of Admission Certificate can be printed on a single sheet of paper. Hence the rate quoted should be for printing two Commission Copy on a single sheet on both the sides i.e per sheet basis. Commission copy will have to printed in different colours specified by the Commission. If different rates are charged for different colours, it should be mentioned separately.

Note: The rates quoted will include all the aspects of the work, including those in the 'Scope of Work'.

The above rate has been approved and accepted by the Commission.

Now, therefore, this agreement witnesses:

1. That now the Agency will carry out all the work relating to printing Commission Copy of Admission Certificates of candidates of the Commission as detailed and specified in General Conditions laid down in the tender document as and when called upon to do so during currency of this agreement.
2. That the parties would be bound by all the General Conditions laid down in the tender document which shall be deemed to form part of this agreement.
3. In case of violation of any of the terms/conditions of the tendered work, any mistake or delay in the supply of output returns according to the schedule or any lapse on the part of Agency or in case of non-implementation of the instructions of the Commission, the Commission shall have the right to rescind the contract and will have the right to get the work done through other agency at the risk and cost of the Printing Firm. In that case the Printing Firm shall forfeit the Security Deposit. Any loss arising out of the same shall be borne by the Printing Firm. In the event of

cancellation of contract, the Printing Firm will be required to handover all the materials to the Commission in its premises within two days from the date of such intimation.

4. The time schedule laid down by the Regional Director (KKR), Staff Selection Commission, Bangalore for completion of the work will be strictly adhered to by the Printing Firm and no extension under any circumstances will be given. Failure on part of the Printing Firm to the time frame given by the Commission will be viewed seriously and will render the said firm(s) liable to pay penalty up to Rs.1,000/- per day for the period of delay and the amount will be deducted from the bill.
5. The Commission will have the right to impose a penalty. The quantum of penalty levied will be based on whether the mistake is major or minor. Decision of the Regional Director will be final on this.
6. The Commission reserves itself the right to maintain a panel of Printing Firm and to utilize the services of anyone or all of them, and assign part-work of a particular examination to the Agency in connection with the Commission's work during the subsistence of the contract, at the discretion of the Regional Director (KKR), whenever a need for such engagement arises.
7. The Printing Firm shall not terminate the contract after the commencement of the job. The contract can be terminated by serving one month's notice only after the entire job relating to the particular examination is fully and satisfactorily completed.
8. An earnest money deposit of Rs. 5,000/- (Rupees Five thousand only) sent with the Quotation together with the deposit of Rs. 5,000/- (Rupees Five thousand only) made by the Printing Firm in the form of Demand Draft/Pay Order, duly drawn in favour of the Regional Director (KKR), Staff Selection Commission i.e., total amount of Rs. 10,000/- (Rupees Ten thousand only) remitted shall stand as Security Deposit. This Security Deposit will not earn any interest.
9. The payment of the bills will be made only after satisfactory and timely completion of the job as per the order placed by the Commission
10. TDS at the applicable rates will be deducted on each payment to the TSA and amount will be recovered from the bills by the Drawing and Disbursement Officer, Staff Selection Commission (KKR), Bangalore
11. In case of any dispute as to interpretation of the terms of the contract, the decision of the Regional Director (KKR) shall be final and binding.
12. The contract will be valid for a period of two year commencing from April, 2017 to March, 2019 but can be extended from time to time, by mutual agreement. Not with standing that the contract may have expired, the Printing Firm shall continue to carry out the work allotted by the Regional Director, at the rate agreed to in the original contract, until other arrangements are made by the Regional Director. However, the Commission shall be at liberty to terminate the agreement if it thinks so at any time during the currency of the agreement without assigning any reasons, by giving one week notice to the Printing Firm.

REGIONAL DIRECTOR, SSC(KKR)  
Signed for and on behalf of Commission

On behalf of the  
(Mr. XXXXX)  
Chief Executive

Witness: 1.

2.