TENDER DOCUMENT

Online bids are invited for award of contract for disposal of wooden/steel junk materials lying near Gate No. 2, 8 and 19 (Basement) at Udyog Bhawan. The details of scheduled of e-tender is as under:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>SCHEDULE OF TENDER</th>
<th>DATE AND TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Date of uploading of tender document on website</td>
<td>16/08/2019</td>
</tr>
<tr>
<td>2.</td>
<td>Last date of submission EMD</td>
<td>upto 3.00 PM on 05/09/2019</td>
</tr>
<tr>
<td>3.</td>
<td>Last date and time for online submission of Tender Document</td>
<td>Upto 3.00PM on 05/09/2019</td>
</tr>
<tr>
<td>4.</td>
<td>Date and time for online opening of Tender Document</td>
<td>3.30 PM on 06/09/2019</td>
</tr>
</tbody>
</table>

2. In case holiday is declared on 06/09/2019, the next working day will be treated as last dated for opening of bid document, time will remain the same.

(Kundan Kumar)
Under Secretary to the Govt. of India.
Tel. No. 23063697
Online bids are invited by the Department for Promotion of Industry and Internal Trade from reputed service providers for disposal of disposal of wooden/steel junk materials lying near Gate No. 2, 8 and 19 (Basement) at Udyog Bhawan. The details of terms and conditions of the contract is given in Annexure-I. Details of items for disposal in this Department are given at Annexure-II. The Technical information is to be provided as per Annexure-II. The consolidated bid price is to be quoted in Annexure-IV.

2. The Tender documents can be downloaded from the websites of http://eprocure.gov.in /eprocure/app and http://www.dipp.nic.in

3. The interested services providers may submit the bids online at http://eprocure.gov.in /eprocure/app in the prescribed proforma. Tenders are to be submitted only online through e-Procurement Portal http://eprocure.gov.in /eprocure/app. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along the Tender Documents. Bids sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under nay circumstances what so ever.

4. The earnest Deposit (EMD) of Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of Account Payee Demand Draft/Bankers Cheque drawn in favour of DDO(Cash), Department for Promotion of Industry and Internal Trade, Udyog Bhawan, New Delhi has to be submitted to the Under Secretary(GA), Department for Promotion of Industry and Internal Trade, Room No. 271-A, Udyog Bhawan, New Delhi-110011. Late receipt of EMD viz. after closure of online bidding time will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. Tenders who are registered with NSIC/MSME authorities for tendered service/items are exempted from payment of EMD on production of certificate issued by NSIC/MSME. Similarly, Startups registered under the Startup India initiative shall also be exempted from payment of EMD on production of necessary proof.

5. The tender is uploaded under single packet system. All the bids will be opened online in presence of Committee in this Department.

6. The qualifying tender bidding highest amount above the reserve price fixed by the Department will be awarded the bid.

7. The competent authority in the Department for Promotion of Industry and Internal Trade 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, thereof.

(Kundan Kumar )

Under Secretary to the Govt. of India.
Tel. No. 23063697

Copy to:-

1. All Ministries and Department of Govt. of India located at New Delhi/Delhi with the request that the contractors engaged by them for purpose may be requested to submit their tenders, if interested.

2. NIC, DPIIT for placing this tender on CPP Portal and website of DPIIT for wide publicity.
1. SCOPE OF WORK
   i. The scope of works cover lifting of all wooden/steel junk materials lying near Gate No. 2, 8 and 19 (Basement) at Udyog Bhawan, New Delhi as listed in Annexure-II.
   ii. The items are to be lifted from the premises of the Udyog Bhawan, New Delhi.

2. LIFTING PERIOD
   The entire quantity has to be lifted from Udyog Bhawan within 10 days of receipt of the letter from the Department strictly as per Sale/Delivery advice issued in pursuant to the successful awarding of tender to the successful bidder.

3. EARNEST MONEY DEPOSIT(EMD)
   The tender/quotation must be accompanied by an Earnest Money Deposit of Rs. 15,000/- (Rupees fifteen thousand only) in the form of Account Payee Demand Draft/Bankers Cheque drawn in favour of DDO(Cash), Department for Promotion of Industry and Internal Trade, Udyog Bhawan, New Delhi, which should be valid for a period of 90 days beyond the last date of submission of tender. The EMD will be refunded to all the unsuccessful tenderers immediately but in any case within 30 days after the award of the contract. EMD will be forfeited in case successful tenderer fails to abide by the terms and conditions or refuse to undertake the contract. No interest will be paid on EMD amount. Tenders who are registered with NSIC/MSME authorities for tendered service/items are exempted from payment of EMD on production of certificate issued by NSIC/MSME. Similarly, Startups registered under the Startup India initiative shall also be exempted from payment of EMD on production of necessary proof.

4. FORFEITURE OF EARNEST MONEY DEPOSIT
   The earnest money shall be forfeited
   (i). If the quotation is withdrawn by the bidder
   (ii). At any time prior to its rejection or
   (iii). Before or after its acceptance is communicated to the bidder or
   (iv). If the successful fails to comply with the terms & conditions of the Tender Notice.

5. MODE OF PAYMENT BY SUCCESSFUL BIDDER
   The successful bidder shall be required to deposit the amount quoted in the bid document minus the EMD of Rs. 15,000/- in the form of Demand Draft favouring “DDO(Cash), Department for Promotion of Industry and Internal Trade, Udyog Bhawan, New Delhi. The requisite amount shall be deposited within three days from the date of receipt of the letter from the Department. The goods will be allowed to be removed only after the receipt of payment.

6. TIME PERIOD FOR LIFTING THE ITEMS
   The successful bidder shall have to remove the items within ten days from the receipt of letter from the Department. In case the successful bidder fails to do so the EMD/bid amount shall be forfeited.
7. TENDER VALIDITY
The tender validity period is 120 days from the date of opening of tender. The rates quoted by
the bidders will remain valid for a period of 120 days or till the date of finalization of tenders,
whichever is earlier.

8. PENALTY CLAUSE
i. In case the successful bidder is found in breach of any condition(s)/tender at any stage,
legal action as per rules/laws shall be initiated against the agency concerned. In that case
Earnest Money Deposit/Performance Security shall be forfeited after giving proper
opportunity through show cause notice;
ii. In case of non-removal of the goods within the given time frame, the EMD(in part or in full)
shall be forfeited from which the decision of the Department shall be bidding on the firm.

9. RESOLUTION OF DISPUTE
Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the
Competent Authority in this Department.

A. GENERAL TERMS AND CONDITIONS OF CONTRACT
a. The tender document must be filled in neatly and clearly. Incomplete or conditional
tenders shall not be entertained.
b. Tenderer will not be allowed to withdraw his offer. EMD shall be forfeited, if the tenderer
fails to honor the contract.
c. Any request for any modification in quoted and/or accepted rates will not be entertained
for any reason during currency of the contract.
d. The rates must be written in figure as well as in words. Erasing and overwriting in the
rates quoted will make the tender void.
e. The successful tenderer shall take the responsibility to set right any damages caused
during lifting of the materials, to the satisfaction of the concerned authority. On failure to
do so, DPIIT shall have the right to forfeit the entire amount of the tenderer and dispose
the items to alternate tenderer.
f. The EMD shall be forfeited in case the firm does not fulfill /produce the
documents/promises made before this Department or any committee constituted by this
Department for this purpose.
g. The tenderers may represent themselves personally or through authorized
representative, if any, at the time of opening of tender. Documentary evidence about
legal entity of the bidder and the authorized person who will interact with Department
shall be produced.
h. The persons deputed shall not below the age of 18 years and they shall not interfere with
the duties of the employees of the Department.
i. The contractor shall ensure proper conduct of his personnel in office premises, and
enforce prohibition of consumption of alcoholic drinks, paan, smoking loitering without work.

B. SPECIAL TERMS AND CONDITIONS FOR CONTRACT:
1). At the time of removal of these goods, there may be a variation of +/- 10% in any
particular items or all the items from the actual number as mentioned in the above list,
which shall have to be accepted by the firm.
2). Interested parties will have to submit unconditional acceptance of the above terms &
conditions at the time of submission of the tender on the covering letter of the
submitted bid.
3). Bidders shall be allowed to inspect the goods on 19/08/2019 to 04/09/2019 between
2.30 PM and 4.30 PM.
4). The goods will be allowed to be removed only after the receipt of full payment. Any
items of disposal shall not be allowed to be removed after the lapse off the given
period.
5). The firm shall have to remove the goods, as per final list prepared by the Department
within a time limit of ten days.
6). The Department reserves the right to impose other conditions for regulating the contract in public interest.

7). All items mentioned in Annexure-II are offered purely on “AS IS WHERE IS BASIS” and pick and choose method of bidding is strictly prohibited.

8). In case the selected bidder dose not show interest in lifting the goods, the bid security will be forfeited and other acts initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.

C. BID QUALIFICATION CRITERIA.

The tendering agency/firm must fulfill the following qualification/specifications in order to be eligible for evaluation of the bid:

i. The service providers should have an office in Delhi NCR. The Proof of address is to be scanned and uploaded with bid documents.

ii. The firm/bidder should have experience in lifting of unserviceable items from Government Ministries/Departments/PSUs/other reputed national level institutions. The relevant documents are to be scanned and uploaded with bid documents.

iii. Self-attested copy of the PAN card of the bidding firms shall be scanned and uploaded with the bid documents.

iv. The firm/bidder should not have been blacklisted by any Ministry/Department of the Government of India. A Self Declaration in this regards should be scanned and uploaded with the bid documents.

v. If it is found the information/Certificates furnished by the participating firms is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance Security Deposit will be forfeited.

( Kundan Kumar )
Under Secretary to the Govt. of India.
Tel. No. 23063697
List of old furniture items lying at Gate No. 2, 8 and 19 at Udyog Bhawan:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Items</th>
<th>Qty.</th>
<th>Location of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Steel Chair</td>
<td>50</td>
<td>Near Gate No. 2</td>
</tr>
<tr>
<td>2.</td>
<td>Sofa (Single Seater)</td>
<td>03</td>
<td>Near Gate No. 2</td>
</tr>
<tr>
<td>3.</td>
<td>Computer Table</td>
<td>01</td>
<td>Near Gate No. 2</td>
</tr>
<tr>
<td>4.</td>
<td>Wooden wall Rack</td>
<td>05</td>
<td>Near Gate No. 2</td>
</tr>
<tr>
<td>5.</td>
<td>Junk/Scarab Materials</td>
<td>A lot</td>
<td>Near Gate No. 2</td>
</tr>
<tr>
<td>6.</td>
<td>Steel Chair</td>
<td>115</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>7.</td>
<td>Wooden Chair</td>
<td>10</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>8.</td>
<td>Computer Chair</td>
<td>10</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>9.</td>
<td>Sofa (Three Seater)</td>
<td>04</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>10.</td>
<td>Table Wooden</td>
<td>03</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>11.</td>
<td>Sofa (Single Seater)</td>
<td>06</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>12.</td>
<td>Desert Cooler</td>
<td>01</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>13.</td>
<td>Steel Peon Bench</td>
<td>02</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>14.</td>
<td>Steel Table</td>
<td>05</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>15.</td>
<td>Computer Table</td>
<td>10</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>16.</td>
<td>Hot Case</td>
<td>04</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>17.</td>
<td>Iron Box</td>
<td>01</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>18.</td>
<td>Centre Table</td>
<td>02</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>19.</td>
<td>Wooden Rack</td>
<td>10</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>20.</td>
<td>Computer Table</td>
<td>04</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>21.</td>
<td>Set making machine</td>
<td>01</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>22.</td>
<td>Wall Rack (Wooden)</td>
<td>01</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>23.</td>
<td>Wash Basin (Steel)</td>
<td>01</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>24.</td>
<td>Stool (Wooden)</td>
<td>05</td>
<td>Near Gate No. 19</td>
</tr>
<tr>
<td>25.</td>
<td>Junk/Scarab Materials</td>
<td>A lot</td>
<td>Near Gate No. 2 and 19</td>
</tr>
<tr>
<td>26.</td>
<td>Chair Steel</td>
<td>26</td>
<td>Near Gate No. 8</td>
</tr>
<tr>
<td>27.</td>
<td>Table (Wooden)</td>
<td>08</td>
<td>Near Gate No. 8</td>
</tr>
<tr>
<td>28.</td>
<td>Table (Steel)</td>
<td>03</td>
<td>Near Gate No. 8</td>
</tr>
<tr>
<td>29.</td>
<td>Sofa (Three Seater)</td>
<td>03</td>
<td>Near Gate No. 8</td>
</tr>
<tr>
<td>30.</td>
<td>Almirah (Wooden)</td>
<td>05</td>
<td>Near Gate No. 8</td>
</tr>
</tbody>
</table>

*******
List of details and information relating to the firms

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items head</th>
<th>To be filled by the Agency/Firms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Agency/Firm</td>
<td></td>
</tr>
</tbody>
</table>
| 2.      | Nature of the Concern:  
(I.e. Sole Proprietor or Partnership firm  
or a company or a  
Government/Department or a Public  
Sector Organization) |                                  |
| 3.      | Full Address of Reg. Office  
Telephone No.  
Fax No.  
E-mail Address. |                                  |
| 4.      | Full Address of Operating/Branch Office  
in Delhi/NCR  
(i) Telephone No.  
(ii) Fax No.  
(iii) E-Mail Address |                                  |
| 5.      | Details of EMD  
(Firms/Agencies registered with  
NSIC/MSME authorities for tendered  
service/items are exempted from  
payment of EMD on production of  
attested copy of certificate issued by  
NSIC/MSME). Startups registered  
under the Startup India initiative shall  
also be exempted from payment of  
EMD.  
(Proof to be uploaded) | i. D.D. No. ..............................................  
ii. Date ..................................................  
iii. Amount: ...........................................  
iv) Name of Bank:  
v. Branch: ............................................. |
| 6.      | Documents supporting the experience of the Agency/firm  
(Proof to be uploaded) |                                  |
| 7.      | PAN of the Agency/Firm  
(Proof to be uploaded) |                                  |
| 8.      | Self-declaration certificate submitted by the firm that it is not blacklisted etc.  
(Proof to be uploaded) |                                  |

**UNDERTAKING**

i. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed work of this Department and shall abide by them.

ii. I/We further undertake that the information given in this tender is true and correct in all respect and I/We hold the responsibility for the same.

**Signature of authorized person.**

Date:  
Place:  
Name:  
Seal:  

**Note:** All the supporting documents should be scanned and uploaded with the bid documents.
FINANCIAL BID

The bidder shall quote lump sum rates only. The bid should be given in the following format:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items</th>
<th>Lump Sum Rate Quoted (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Items mentioned in Annexure-II</td>
<td></td>
</tr>
</tbody>
</table>

Date:  
Place:  

Signature of authorized person.  
Name:  
Seal:  