No. D-32018/21/2012/SEO
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion

Udyog Bhawan, New Delhi
Dated the 4th April, 2016

To
M/s______________

Subject: Annual Contract for lifting of garbage/debris/malba etc. from premises of Udyog Bhawan for the year 2016-17.

Dear Sir,

Sealed quotations are invited to award the annual contract for lifting of garbage/debris/malba etc from the premises of Udyog Bhawan including dry leaves, kitchen waste etc. on requirement basis. Firm’s representative can inspect the site for details of work by contacting Section Officer, SEO-Cell, Room No. 52-B, Ground Floor, Udyog Bhawan, New Delhi, Tel. No. 23063448 or the undersigned.

2. Firms having previous experiences in the field will be given preference. The sealed quotations may be submitted to the undersigned by 3.00 PM on 26th April, 2016 in room No. 271-A, 2nd Floor, Udyog Bhawan, New Delhi, along with EMD of Rs. 5,000/- (refundable without any interest), drawn in favour of Drawing and Disbursing Officer(Cash), Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi. The bids will be opened on the same day at 3.30 P.M. Incase holiday is declared on 26.4.2016, the next working day will be treated as the last date for submission and opening of bid document, time will remain the same. The sealed quotation need to be superscribed as “tenders for lifting of garbage/debris/malba etc. The representatives of the firms may remain present at the time of opening of tenders, if they are desirous of.

3. This Department reserves the right to select any tender or reject any or all tenders without assigning any reason whatsoever. The Department also reserves the right to terminate the contract any time without assigning any reasons.

4. Interested firms/parties may obtain tender document on all working days between 10.00 A.M. to 5.00 P.M. from SEO Cell, Room No. 52-B, Ground Floor, New Delhi during 6.4.2016 to 26.4.2016 by 3.00 P.M. The Tender document can also be downloaded from this Department’s website.

5. The Tender form and detail of terms and conditions of the contract are given in Enclosed Annexure – I & II.

(D.S. Parihar)
Under Secretary to the Govt. of India
Tel.No. 23063697

Copy to:-
1. NIC, with the request to upload the above tender enquiry in the website of DIPP and remove the same on 26.4.2016 (4.00 PM).
TERMS AND CONDITIONS

1. The firms/parties/NGO’s have previous experiences in the field will be given preference.
2. The tender document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
3. Tenderer will not be allowed to withdraw his offer. EMD shall be forfeited at the risk of tenderer, if the tenderer fails to honour the contract.
4. Any request for reduction in quoted and/or accepted rates will not be entertained for any reason during currency of the contract.
5. The rates must be written in figure as well as in words. Erasing and overwriting in the rates quoted will make the tender void. All alteration in the rates should be signed in ink otherwise the quotation/tender will not be considered.
6. The tenderers may represent themselves personally or through authorized representative, if any, at the time of opening of tender.
7. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and agreement will be governed by and be construed in accordance with the laws of India.
8. Canvassing in any form is strictly prohibited and tenders of such tenderers who resort to such activities will be summarily rejected and EMD forfeited.
9. Earnest Money:- The tender/quotations must be accompanied by an Earnest Money Deposit of Rs. 5,000/- (Rupees five thousand only) through banker’s cheque/Demand Draft in favour of DDO(Cash), Department of Industrial Policy and Promotion, New Delhi, which should be valid for a period of 45 days beyond the last date of submission of the tender. The EMD will be refunded to all the unsuccessful tenderers after the finalization of the contract. EMD will be forfeited in case of successful tenderer fails to abide by the terms and conditions or refuse to undertake the contract.
10. The contract will be for a period of one year from the date of award of the contract subject to satisfactory service, failing which the contract may be cancelled at firm’s risk and cost. The decision by the Department in this regard, will be final. The contract could be extended for more than two year subject to satisfactory service.
11. No advance payment will be released. The payment will be released after the work has been completed and found satisfactory.
12. The contractor will arrange for labourers, truck, trolley, equipments etc. as required for the purpose. Simultaneously, the Contractor will be responsible for the conduct and integrity of his labourers and will also be responsible for any act of omission and commission on their part.
13. The contractor will, invariably, take permission for entry/exit of his transport vehicles for lifting garbage/debris/malba etc. and accordingly keep the CISF personnel informed of the movement of his staff/transport also.
14. The firm should submit the pre-receipted bill (in triplicate). TDS will be deducted at source as per rules.
15. Address proof of the applicant (documentary proof to be attached).
16. PAN/TAN of the applicant (documentary proof to be attached).

(D.S. Parihar)
Under Secretary to the Govt. of India
Tel.No. 23063697
TENDER FORM

1. Name of the firm: -

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of annual contract</th>
<th>Rate Quoted (Per Truck including four labourers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lifting of Garbage/debris/Malba etc. from the premises of Udyog Bhawan on requirement basis including four labourers.</td>
<td></td>
</tr>
</tbody>
</table>

2. Details of previous experiences if any:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Ministry/Department/PSUs and Organization</th>
<th>Tenure of Annual Contract</th>
<th>Value Rs.</th>
</tr>
</thead>
<tbody>
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<td>1.</td>
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<td>4.</td>
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</tbody>
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Certified that I/We have read and understood the implication of the full terms and conditions of Annual of contract for Lifting of Garbage/Malba etc. from Udyog Bhawan for 2016-2017 one year and the same are acceptable to me/us.

Signature of Tenderer
Name & Address with telephone number
Stamp of the Firm