

No. P-28014(11)/2/2017-Library
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
(Library Section)

Udyog Bhawan, New Delhi
Dated: 23rd September, 2019

E-Tender Notice

For disposal of Raddi (Old Newspapers, Magazines/Waste Papers etc.)

1. Online e-Tenders are invited by the Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade, Library, Udyog Bhawan, New Delhi under single bid system from the reputed, experienced services providers for lifting of old Newspapers, Magazines/Waste Papers etc. from D.P.I.I.T. Library, Udyog Bhawan building. The details of terms and conditions of the contract are given in Annexure-I. Proforma for Technical & Financial Bid are at Annexure-II and III. The contract will initially be for a period of one year. However, the contract may be extended on mutual consent and subject to satisfactory services, for a period of not more than one year at a time (up to a maximum of two year) on review of performance, depending upon the requirements and administrative conveniences of the Department.
2. **The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> from 24.09.2019 to 15.10.2019 (up to 3.00 PM.).**
3. The interested service providers may submit the **tenders online at <http://eprocure.gov.in/eprocure/app>**. 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 to be scanned and uploaded along with the tender documents. Tenders sent by any other mode or incomplete tenders will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.
4. The Earnest Deposit (EMD) of Rs. 1,000/- (Rupees One 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 Assistant Library & Information Officer, Department for Promotion of Industry & Internal Trade, Room No. 51-B (Library Wing), Udyog Bhawan, New Delhi-110011 from 24.09.2019 to 15.10.2019 at 3.00 P.M on. Bids received after the prescribed date and time shall not be considered. Late receipt of EMD i.e. after closure of online bidding, the bidder shall be disqualified and such bid will not be

considered. If the bid is received without EMD, it would not be considered and would be rejected summarily.

5. **The E-tender (Bids)** will be opened online by a Committee of 3 Officers in the DPIIT on 15.10.2019 at 3.30 P.M. in Room No. 51-B (Library Wing), Udyog Bhawan, New Delhi. The bid shall be opened and evaluated by the Committee constituted for the purpose by the Department. The Committee, after evaluation of the Bid, will give its specific recommendation (s) regarding the highest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the Committee.

6. 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, there for.



(Desraj Kapoor)
Assistant Library & Information Officer
Tel. No. 23062369

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 the purpose may be requested to submit their tenders, if interested.
2. NIC for placing this tender on the website of DPIIT for wide publicity.

Copy for information to:

1. Reception Officer, Department for Promotion of Industry and Internal Trade , Gate No. 12, Udyog Bhawan, New Delhi.
2. CISF, Udyog Bhawan.

1. GENERAL TERMS AND CONDITIONS

1. The contractor will be bound to remove old Newspapers, Magazines/waste paper etc as and when required.
2. The cost of waste material, at the accepted rates will have to be deposited in advance (on the spot) before physically removing the same.
3. Arrangements for immediate removal after weighing, within the office hours will be made by the contractor.
4. The contract will be valid for a period of 12 months and may be extended for another one more years. In case the services of the contractor are not found satisfactory or contractor fails to comply with any of the terms and conditions of this contract or commits any breach of contract, the Department may terminate the contract at any time.
5. The M/o Commerce & Industry, DPIIT, New Delhi reserves the right to reject any or all the E-tender including the highest bidder either in part or in full without assigning any reason thereof.
6. The government reserves the right to award the contract to two parties separately for newspapers/magazines and waste papers, if required.
7. The quotation should be accompanied with an earnest money of **Rs 1000/-** (Rupees one 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**, failing which the e-tender is liable to be rejected. The earnest money will be refunded to the tenderer after the quotations are opened, except whose tender is accepted. The earnest money will be refunded only after the contractor (who won the contract), deposited the security amount of **Rs. 5000/- (Rupees five thousand only)**. The tenderer is bound to sign the contract failing which his earnest money is to be forfeited.
8. The security amount of **Rs 5000/-** (Rupees five thousand only) is to be 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** within one week of issue of letter awarding the contract.
9. The E-tender (Bids) will be opened online by a Committee of 3 Officers in the DPIIT on 15.10.2019 at 3.30 P.M. in Room No. 51-B (Library Wing), Udyog Bhawan, New Delhi. The bid shall be opened and evaluated by the Committee constituted for the purpose by the Department. The Committee, after evaluation of the Bid, will give its specific recommendation (s) regarding the highest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the Committee

10. The government reserves the right to forfeit the security of Rs 5000/- (Rupees five thousand only) in full or in part in case the contractor fails to follow the agreed terms and conditions during the contract period.



(Desraj Kapoor)
Assistant Library & Information Officer
Tel. 011-23062369

Annexure-II

2. PERFORMA FOR TECHNICAL BID

Sl. No.	Item head	Filled by the Agency/firms
1.	Name of Agency/firm	
2.	Full address of Reg. Office Telephone No. Fax No. E-Mail Address.	
3.	Details of EMD	
4.	PAN of the Agency/Firm	

Date :
Place:

Signature of authorized person.
Name :
Seal:

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

Annexure-III

3. PERFORMA FOR FINANCIAL BID

Rate Quoted for:

Lifting of Old Newspapers, Magazines/Waste Papers etc. from Library, DPIIT, Udyog Bhawan, New Delhi.

Sl. No.	Service Provided for :	Rate Quoted by the firm, bidder ₹/Kg.
1.	Annual Rate Contract for lifting of Old Newspapers, Magazines/Waste Papers etc. from Library, DPIIT, Udyog Bhawan for a period of one year from the date of award of contract.	
Total:		
Note: Overwriting or cutting on rates quoted will be not be accepted and liable for cancellation of tender.		

Signature of authorized person.

Date :

Name :

Place:

Seal:

DECLARATION

1. I,.....son/daughter/wife of Shri mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD and Performance Guarantee.

Signature of authorized person
Full Name

Date:
Place: