

**No. D-27017/1/2017-SEO**  
**Government of India**  
**Ministry of Commerce and Industry**  
**Department of Industrial Policy and Promotion**  
**Udyog Bhawan, New Delhi.**

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New Delhi, the **29** December, 2017

**e-TENDER NOTICE**

**Subject :- E-tender for lifting of torn bits / waste paper etc. in Udyog Bhawan.**

Online bids are hereby invited under **Two-Bid-System** i.e. Technical Bid and Financial Bid from the reputed, experienced and financially sound services providers to enter into an annual contract for lifting of torn bits/waste paper etc. from Udyog Bhawan, New Delhi.

**2. The Schedule of Invitation of E-Tender Notice is as under :-**

S. No.	Activity	Date
1.	Date of Invitation of Tender :	29-12-2017
2.	Pre Bid Meeting	12-1-2018 (Between 3.00 PM to 4.00 PM)
3.	Last date of submission EMD etc. :	18-01-2018 at 02.30 PM
4.	Last date and time for <u>online submission of Tender document</u>	18-01-2018 upto 03.00 PM
5.	Opening of pre qualification/technical bids :	19-01-2018 at 04.00 PM
6.	Opening of Financial Bids of eligible Tenderers	Would be informed in due course

3. The interested parties may inspect the office premises before submission of tender at any time **between 11.00 A.M. to 3.00 P.M.** on any working day from **29-12-2017 to 18-01-2018** to assess the job. SEO Cell Room No.28, Ground Floor, Udyog Bhawan, New Delhi or the undersigned may be contacted for the purpose. The tender documents can be downloaded through CPP portal <http://eprocure.gov.in/eprocure/app> from **29<sup>th</sup> December, 2017 to 18<sup>th</sup> January, 2018 (up to 3.00 PM.)**. Online bids complete in all respects should be submitted through CPP portal <http://eprocure.gov.in/eprocure/app> only or before the last date and time as mentioned above.

4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Department reserves the right to accept or reject any or all the tenders without assigning any reason therefor.

  
( S. Ravish Ali )

**Under Secretary to the Government of India**  
**Tel. No. 23063697**

**To**

**The Technical Director, National Informatics Centre(NIC) ,Department of Industrial Policy & Promotion,3<sup>rd</sup> Floor, Udyog Bhawan, New Delhi-110011.**

**No. D-27017/1/2017-SEO**  
**Government of India**  
**Ministry of Commerce and Industry**  
**Department of Industrial Policy and Promotion**  
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**Udyog Bhawan, New Delhi**  
**Dated the 29 December, 2017**

**E-TENDER NOTICE**

**FOR LIFTING OF TORN BITS/WASTE PAPER ETC.**

1. Online e-Tenders are invited by the Department of Industrial Policy and Promotion (Ministry of Commerce and Industry) from the reputed, experienced and financially sound service providers to enter into an annual contract for lifting of torn bits/waste paper etc. from Udyog Bhawan, New Delhi. **The tender documents can be downloaded from the website of <http://eprocure.gov.in/eprocure/app> from 29th December, 2017 to 18<sup>th</sup> January, 2018 (up to 3.00 PM.).**

2. The detailed terms and conditions of the contract is given at **Annexure-I**. Proforma for Technical Bid is at **Annexure-II** and Proforma for Financial Bid is at **Annexure-III**. The contract will initially be valid 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 of IPP. The annual value of the contract would be around Rs.8.50 Lakhs.

3. 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. 70,000/- (Rupees Seventy thousand only) in the form of Account Payee Demand Draft/Bankers Cheque drawn in favour of DDO(Cash), Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi has to be submitted to the **Under Secretary(SEO), Department of Industrial Policy and Promotion, Room No. 271-A, Udyog Bhawan, New Delhi-110001 on working days from 29.12.2017 to 2.30 P.M on 18.01.2018.** 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 Financial Bids** of the eligible bidders will be opened online by a Committee of 3 Officers in the Department of IPP in Room No.271-A, Udyog Bhawan, New Delhi. Time and date would be informed in due course. In the first instance the documents shall be opened and evaluated by the "**Tender Evaluation Committee**" (TEC) constituted for the purpose by the Department. The Tender Evaluation Committee (TEC), after evaluation of the tender documents 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 TEC.

6. The competent authority in the Department of Industrial Policy and Promotion 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.



(S. Ravish Ali )

Under Secretary to the Government 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 the purpose may be requested to submit their tenders, if interested.
2. NIC for placing this tender on the website of DIPP for wide publicity.
3. Firms/Companies in the field as per list enclosed.

**Copy for information to:-**

1. Reception Officer, Department of Industrial Policy and Promotion, Gate No. 12, Udyog Bhawan, New Delhi.
2. CISF, Udyog Bhawan.

## ANNEXURE-I

### The tendering agency/firm must fulfill the following General Terms and Conditions :-

- (a) The office of the service providers should be located in Delhi / New Delhi. The copy of proof of address is to be scanned and uploaded with the bid documents.
- (b) The firms/bidders should have at least three years of experience with contract value of at least Rs. 5.00 lakhs per annum in single Ministry/Department/PSU's for the contract of lifting of torn bits/waste paper. The said documents are to be scanned and uploaded with bid documents.
- (c) The interested firms/bidders should also be registered with GST / Income Tax Authorities. The said documents are to be scanned and uploaded with bid documents. Self attested copy of the PAN card of the bidding firms shall be scanned and uploaded with the bid documents.
- (d) The firms/bidders should not have been blacklisted by any Ministry/department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned. The affidavit should be scanned and uploaded with the documents.
- (e) In case it is found that the information/certificates furnished by the participating firm are incorrect/wrong or bogus, **the firm shall be blacklisted**. Its bid will be ignored and EMD/Performance security Deposit will be forfeited.
- (f) A copy of the tender document should be duly signed by the bidder in all pages thereby conveying his/her acceptance of the all the terms and conditions mentioned therein, and submit it with the bid documents.
- (g) The highest quoted bidder shall be chosen on the basis of the qualifying bidder and total bid price quote.
- (h) The work of collecting of torn bits/waste paper etc. will start at 8.00 A.M. and will continue till 5.00 P.M. on all working days; failing which a monetary penalty of Rs. 1000/- per day shall be imposed and recovered from the contractor.
- (i) The contractor shall depute two laborers on all working days (i.e. Monday to Saturday); the wages of the laborers shall be **borne** by the contractor.
- (j) The person deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department.
- (k) 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.
- (l) The contractor's personnel shall not enter or try to enter the rooms. They will also not divulge/disclose any details of office, operational process, technical know-how, security arrangements, administrative /organizational matters, to any person.
- (m) The contractor will strictly adhere to minimum wages for their employees prescribed by Govt. of NCT of Delhi as revised from time to time. They will also adhere to Government rules relating to ESI/EPF, etc., whichever is applicable.
- (n) The torn bit/waste paper material, whatsoever, collected from the building. No sorting would be done in the premises of building.
- (o) The Department reserves the right to impose any other conditions for regulating the contract in public interest.
- (p) Udyog Bhawan is a restricted area where movements and routes are restricted. The Contractor shall have to apply for passes in respect of deployed workers, well in advance for carrying out the work.



- (q) The contractor shall not appoint any sub-contractor for the work or sub-let the contract under any circumstances.
- (r) 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.
- (s) Incomplete bids in any manner shall not be accepted and are liable to be rejected summarily.
- (t) The tender of tenderer who does not fulfill any of the above conditions and incomplete tenders are liable to be summarily rejected at the risk and cost of the tenderer only and any further correspondence in this regard will not be entertained.
- (u) Conditional tenders are summarily liable to be rejected.

## **2. Duration of Contract:**

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. In such an eventuality, the performance security deposit submitted to the Department by the contractor will be forfeited.

## **3. Performance Security:**

10% of the tendered amount will be the "Security Deposit" in the case of successful bidder, which may be furnished in the form of Fixed Deposit Receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank. The Performance Security should be valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. Earnest Money will be refunded to the successful bidder on receipt of Performance Security.

## **4. Penalty:**

- 4.1 In case the successful bidder does not accept the contract offered by this Department for whatsoever reason(s) the EMD as stipulated under clause 4 of the E-Tender Notice to be submitted by him will be forfeited.
- 4.2 The Storage (Godown) facilities would be provided only for a maximum period of one month only. The torn bit/waste paper material stocked in the Godown of the Department beyond one month will be seized and auctioned. All expenses incurred in connection with the auction process will be recovered from the contractor. The contractor will also be charged rent of the godown @ Rs. 1000/- per day for every day beyond the authorized period of one month till the auction takes place. It will be contractor's responsibility to keep the surrounding of the waste paper Godown neat and clean in all respect, otherwise necessary action, as deem appropriate will be taken by the Department with the approval of the competent authority. The contractor will make his own arrangements for removal of stored waste paper, etc., from the godown.



## 5. Mode of Payment:

Payment shall be made on monthly installment, i.e., 1/12 of total contract value is required to be deposited by contractor in advance by 7<sup>th</sup> of each month in the form of Demand Draft or Banker's Cheque drawn in favour of DDO (Cash), DIPP. In case of any delay in payment of monthly installment a penalty of Rs. 1000/- per day plus penal interest @ 2% per month on the due monthly installment will be charged from the contractor. Penalty and penal interest will be calculated on daily basis. The contract can be cancelled for any delay. Contract can also be cancelled if services provided by firm/contractor are not found satisfactory. Department's decision in this regard will be final. In that case performance security will be forfeited and stock seized.

## 6. FINANCIAL BID:

The details of documents/contents to be submitted with financial bid on line:

- (a) The bidder is required to quote the consolidated rate for lifting of torn bit/waste paper etc. from Udyog Bhawan.
- (b) The rate 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.
- (c) The firm should not quote any fake price/unrealistic price rate for lifting of torn bit/waste paper etc. from Udyog Bhawan. If any fake price/unrealistic price is quoted, it shall not be treated as valid quote and shall result in summary dismissal of the financial bid even though the firm is otherwise technically qualified.
- (d) The tender document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
- (e) Complementary service by the firm is not acceptable. The firm must quote a reasonable amount as per details of work/job to be provided as indicated in the financial bid.

## **7. Inspection of Premises**

The interested parties can inspect the office premises at any time between **11.00 A.M. to 3.00 P.M.** on any working day from **29-12-2017 to 18-1-2018** to assess the job. For the purpose, Shri Rakesh Thapliyal, SEO Cell may be contacted on Telephone No. 2306-3448 during office hours on any working day from the date of publishing of e-tender till **18-1-2018** up to **02.00 P.M.** After inspecting the premises and going by the terms and conditions mentioned in the tender documents, the interested bidders should submit the bids online.

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



( S. Ravish Ali )

Under Secretary to the Government of India.

Tel. No. 23063697

## 8. PROFORMA FOR TECHNICAL BID

Sl. No.	Item head	Filled by the Agency/firms
1.	Name of Agency/firm	
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 (i) Telephone No. (ii) Fax No. (iii) E-Mail Address	
5.	Details of EMD	D.D. No. _____ Date _____ Amount _____ Name of the Bank _____ Branch _____ <b>Upload scanned copy of EMD</b>
6.	Registration No. of Agency/ firm if available	
7.	PAN of the Agency/Firm	Upload scanned attested copy
8.	GST / Service Tax / Income tax Registration No. of the Agency/Firm	Upload scanned attested copy
9.	Documents supporting the experience of the firm (for the last 3 years).	
10.	Certificate of satisfactory performance from organization to whom the service was provided.	1. 2. 3.
11.	Affidavit by the firm that it is not blacklisted etc.	

Date :  
Place:

Signature of authorized person.

Name :  
Seal:





**DECLARATION IN THE FORM OF AFFIDAVIT**

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 correct 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:



**Annexure-III**

**Proforma For Financial Bid**

**Rate Quoted for:**

Lifting of torn bits / waste paper etc. from Udyog Bhawan, New Delhi.

<b>Sl. No.</b>	<b>Service Provided for :</b>	<b>Consolidated Rate Quoted by the firm/bidder (Annual) (Rs.)</b>
1.	Annual Rate Contract for lifting of torn bits/waste paper etc. from Udyog Bhawan for a period of one year from the date of award of contract.	
	<b>Total:</b>	
<b>Note: Over writing or cutting on rates quoted will be not be accepted and liable for cancellation of tender.</b>		

Signature of authorized person.

Date :

Name :

Place:

Seal:

