e-TENDER NOTICE

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

Online bids are hereby invited under Single-Bid-System (i.e. Technical Bid and Financial Bid) from the reputed 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:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Date of Invitation of Tender</td>
<td>14-03-2018</td>
</tr>
<tr>
<td>2.</td>
<td>Pre Bid Meeting</td>
<td>22-03-2018</td>
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<td></td>
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<td>(Between 3.00 PM to 4.00 PM)</td>
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<td>3.</td>
<td>Last date of submission EMD etc.</td>
<td>03-04-2018 at 02.30 PM</td>
</tr>
<tr>
<td>4.</td>
<td>Last date and time for online submission of Tender document</td>
<td>03-04-2018 upto 03.00 PM</td>
</tr>
<tr>
<td>5.</td>
<td>Opening of online Bid</td>
<td>04-04-2018 at 04.00 PM</td>
</tr>
</tbody>
</table>

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 14-03-2018 to 03-04-2018 to assess the job. SEO Cell Room No.28, Ground Floor, Udyog Bhawan, New Delhi (Tel. No. 011-23063448). The tender documents can be downloaded through CPP portal (up to 3.00 PM). Online bids complete in all respects should be submitted through CPP portal http://eprocure.gov.in/eprocure/app only in 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.

(Anoop Kumar)
Under Secretary to the Government of India
Tel. No. 23063448

To

The Technical Director, National Informatics Centre(NIC), Department of Industrial Policy & Promotion, 3rd 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

Udyog Bhawan, New Delhi
Dated the 14th March, 2018

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 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 14th March, 2018 to 3rd April, 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 Lakh.

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. 40,000/- (Rupees Forty thousand only) in the form of Account Payee Demand Draft/Bankers Cheque drawn in favour of DDQ(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 14.03.2018 to 2.30 P.M on 03.04.2018. 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 online Bids will be opened by a Committee of Officers in the Department of IPP on 04-04-2018 at 4.00 PM in Room No.271-A, Udyog Bhawan, New Delhi. The highest quoted bidder shall be chosen on the basis of the qualifying bidder and total bid price quoted.
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.

(Anoop Kumar)
Under Secretary to the Government of India
Tel. No. 23063448

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.
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 interested firms/bidders should also be registered with GST. The said document is to be scanned and uploaded with bid documents.

(c) The said firm should have a PAN Number. 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 self declaration certificate that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned. The declaration 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) The highest quoted bidder shall be chosen on the basis of the qualifying bidder and total bid price quote.

(g) Waste paper produced during the pre and post lunch session shall be cleared by 01.00 P.M. and 5.00 P.M. respectively failing which a penalty of Rs. 1000/- per day shall be imposed and recovered from the contractor.

(h) The contractor shall depute at least two labourers on all working days (i.e. Monday to Saturday); the wages of the laborers shall be borne by the contractor.

(i) 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.

(j) 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.

(k) 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.

(l) 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.

(m) The torn bit/waste paper material, whatsoever, collected from the building. No sorting would be done in the premises of building.

(n) The Department reserves the right to impose any other conditions for regulating the contract in public interest.

(o) 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.

(p) The contractor shall not appoint any sub-contractor for the work or sub-let the contract under any circumstances.

(q) 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.

(r) Incomplete bids in any manner shall not be accepted and are liable to be rejected summarily.

(s) 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.

(t) 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 years if the service is found satisfactory. 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 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 7th 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 14-03-2018 to 03-04-2018 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 03-04-2018 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.

( A noop Kumar)
Under Secretary to the Government of India.
Tel. No. 23063448
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item head</th>
<th>To be Filled by the Agency/firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Agency/firm</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Full address of Reg. Office Telephone No. Fax No. E-Mail Address.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Details of EMD</td>
<td>D.D. No. ______________________</td>
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<td></td>
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<td>Date __________________________</td>
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<td>Amount ________________________</td>
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<td></td>
<td>Name of the Bank ______________</td>
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<td></td>
<td>Branch _______________________</td>
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<td></td>
<td></td>
<td>(EMD in original to be submitted in Room No. 271-A, Udyog Bhawan, New Delhi)</td>
</tr>
<tr>
<td>4.</td>
<td>PAN of the Agency/Firm</td>
<td>Upload scanned self attested copy</td>
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<tr>
<td>5.</td>
<td>GST Registration No. of the Agency/Firm</td>
<td>Upload scanned self attested copy</td>
</tr>
<tr>
<td>6.</td>
<td>Self declaration by the firm that it is not blacklisted.</td>
<td>Upload scanned copy</td>
</tr>
</tbody>
</table>

Signature of authorized person.

Date: ____________________________
Place: ____________________________

Name: ____________________________
Seal: ____________________________
Proforma For Financial Bid

Rate Quoted for:
Lifting of torn bits / waste paper etc. from Udyog Bhawan, New Delhi.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Service Provided for:</th>
<th>Consolidated Rate Quoted by the firm/bidder (Annual) (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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.</td>
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<td></td>
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<td></td>
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<tr>
<td></td>
<td><strong>Total:</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note: Over writing or cutting on rates quoted will be not be accepted and liable for cancellation of tender.

Signature of authorized person.

Date:                      Name:
Place:                     Seal: