

No.27015/01/2015-Gen-I
Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & Empowerment

Shastri Bhavan, New Delhi
Dated 29 June 2018

TENDER NOTICE

Subject:- Invitation for tenders in respect of contract for lifting of waste papers from Department of Social Justice & Empowerment, Shastri Bhavan, New Delhi – regarding.

Sealed quotations are invited in respect of contract for lifting of waste papers from the Department of Social Justice & Empowerment, Shastri Bhavan, New Delhi. The contract is initially for a period of one year and may be extended further subject to satisfactory performance and mutual consent.

2. Instruction to bidders, eligibility criteria, period of contract, earnest money deposit, Bid evaluation criteria, specific Terms & Conditions and general terms & conditions are given in Annexure-I. Format for submission of the quotations/financial bid is as per Annexure-II.
3. The Department reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation shall not be entertained.
4. Bidders are required to submit the documents in support of eligibility criteria (given in Annexure-I and Annexure-II). Each page of annexure-I is to be signed by the bidder to indicate as a proof of having understood and agreed with the Terms & Conditions and other information given in the Annexure-I. Bid without requisite documents will be summarily rejected.
5. Quotation in the prescribed format in the Annexure-II is to be put in a sealed cover superscribed with the words "**Disposal of Waste Papers**" addressed to **Under Secretary (Admn), Department of Social Justice & Empowerment** and dropped in the tender Box kept in the facility Centre of the Department Near ATM of State Bank of Patiala in Shastri Bhavan, New Delhi before 3.00 PM of 18.7.2018.
6. Received tenders will be opened at 4.00 PM on 18.07.2018 in the room No. 623, A-wing Shastri Bhavan in the presence of such bidders, who may wish to be present at the time of tender opening.

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7. The competent authority in the Department 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, therefore.



(Asokan PK)

Under Secretary to the Govt. of India
Tele 23382184

Copy to:-

1. All Ministries/Departments for circulation among their contract holders.
2. Director, NIC with the request to place the aforesaid Notice on the website of the Ministry as well as Central Public Procurement Portal for wider publicity.
3. Notice Boards
4. Hindi Section for Hindi version



(Asokan PK)

Under Secretary to the Govt. of India
Tele 23382184

Copy for information to

1. Reception Officer, Ministry of Social Justice & Empowerment, Shastri Bhavan, New Delhi.
2. Assistant Commandant, CISF, Shastri Bhavan, New Delhi.

TERMS AND CONDITIONS OF THE CONTRACT

A Instruction to the Bidders

- (i) Bids received after specific date and time will be summarily rejected. The bids not accompanied by Earnest Money Deposit (EMD) will also be rejected.
- (ii) The bidders are advised, in their own interest to fill the details in Annexure-II. Any overwriting in Annexure-II is not allowed and such overwriting, if found, the bid will be summarily rejected.
- (iii) If any bidder withdraws his bid, the EMD will be forfeited.

B Eligibility

- (i) The office or branch office of the bidder/firm/agency should be located in Delhi/NCR Region. The bidder should submit the proof of its office address along with telephone number and also the copy of the Election Card/ Aadhar Card.
- (ii) The bidder/firm/agency should have PAN card. Self attested copy of PAN card should be submitted with the tender.
- (iii) The bidder/firm/agency must have a minimum experience of three years of working for any State/Central Government Ministry/Department/Public Sector Undertaking in this field.
- (iv) The bidder/firm/agency should submit a duly signed certificate indicating that (a) they have carefully read the terms and condition of the tender and have accepted them; and (b) has not been blacklisted by any Ministry/Department/Organization of the Central/State Governments or any Public Sector Undertaking.

C Period of Contract

- (i) The contract is initially for a period of one year and may be extended further subject to satisfactory performance and on mutual consent.

D Earnest Money Deposit (EMD)

- (i) Tender must be accompanied with Earnest Money (EMD) for Rs.5000/- (Rupees five thousand only) in favour of DDO, Department of Social Justice & Empowerment. EMD of all the unsuccessful bidders will be refunded after finalization of the contract. No interest will be payable on the EMD.

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E Bid Evaluation Criteria

- (i) The bid shall be opened on the scheduled date & time in the presence of the representatives of the bidder, who wish to be present at the time of opening the tender.
- (ii) The highest bidder H-1 bidder will be selected on the basis of highest rate quoted as per the format in as Annexure-II
- (iii) The successful bidder/firm/agency has to submit the full and final amount of contract by Banker Cheque/Demand Draft in favour of DDO of Department of Social Justice & Empowerment, New Delhi, immediately.
- (iv) In the event of failure to accept the offer of contract by the successful bidder, the EMD submitted by the bidder at the time of tender shall stand forfeited.

F General Terms & Conditions

- (i) Successful bidder should submit Police Verification Report in respect of the person(s) representing the firm for allowing them to enter into Shastri Bhavan for lifting of the waste paper. The person will undergo to security checks as and when required.
- (ii) Details of vehicle and name of driver along with a copy of police verification report should be submitted for allowing entry of the vehicle into Shastri Bhavan for lifting of the waste paper.
- (iii) Canvassing in any form is strictly prohibited and bid of the firm/agency who resorts to canvassing will be summarily rejected.
- (iv) The competent authority of the Department shall have the right not to utilize the services or terminate the contract at any time without giving any prior notice.
- (v) The Department reserves the right to extend the duration of the contract beyond the assigned period at the same terms and conditions, on satisfactory performance and mutual consent.
- (vi) Any controversy of dispute arising out of this contract shall be referred to the sole arbitration of the Head of the Department (HOD), Department of Social Justice & Empowerment or any other officer nominated by him. The place of settlement of dispute(s) shall be at Delhi. In case settlement of dispute is to be done in the Court of Law, it will be in the Jurisdiction of Courts of Delhi.

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ANNEXURE-II

**TENDER FOR LIFTING OF WASTE PAPERS FROM THE
DEPARTMENT OF SOCIAL JUSTICE & EMPOWERMENT, SHASTRI
BHAVAN, NEW DELHI,**

I/We tenders/quote sum of Rs. _____

(Rupees _____ only

Per annum for lifting of waste papers from the office located at Shastri
Bhawan, Department of Social Justice & Empowerment, Shastri
Bhawan, New Delhi.

I/We have carefully read the terms and conditions of the tender
and have accepted all the provisions of the tender.

Signature of Proprietor
Name of Proprietor

Date
Place