

Yojana Bhawan, Sansad Marg,
New Delhi, the 27th December 2013

TENDER NOTICE

Subject: Invitation for tenders in respect of Contract for lifting of all types of waste papers from the Planning Commission (Yojana Bhawan) and the office of EAC to PM, Vigyan Bhawan, Maulana Azad Road, New Delhi.


Sealed tenders are invited in respect of Contract for lifting of all types of waste papers from the Yojana Bhawan, Sansad Marg, New Delhi -110001, and the office of EAC to PM, Vigyan Bhawan, Maulana Azad Road, New Delhi. The Contract is initially for a period of one year and may be extended further on quarterly, half yearly or annual basis for a maximum period of two years beyond the initial year of contract, subject to the fact that their services are of satisfactory quality.

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 Planning Commission 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.

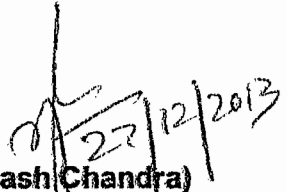
4. Bidders are required to submit the documents in support of eligibility criteria (given in Annexure-I and Annexure-II). Each page of Annexure-I is to be signed by the bidder to indicate as a proof of having understood and agreed with the Terms & Conditions and other information given in the Annexure-I. **Bid validity is 120 (one hundred twenty) days from the date of opening the bid.**

5. Bids without requisite documents will be summarily rejected. Complete tender document may be downloaded from the website of Central Public Procurement Portal (<https://eprocure.gov.in/epublish/app>) or website of the Planning Commission (<http://planningcommission.gov.in>).


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6. Quotation in the prescribed format in the **Annexure-II** are to be put in a sealed cover superscribed with the words, "**Disposal of Waste Papers**" and dropped in the **Tender Box** kept in the Reception office of Yojana Bhawan during 9.00 AM. to 2.30 PM. from 27/12/2013 upto 2.30 PM. on 27/01/2014. Received tenders will be opened at 3.00 PM on 27th January 2014 in room No. 311 Yojana Bhawan, New Delhi in the presence of such bidders, who may wish to be present at the time of tender opening.

7. Information on any issue of corrigendum related to this tender will be issued only on website/s mentioned in Para.5.above.


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TERMS AND CONDITIONS OF THE CONTRACT

A. Instructions to Bidders:

1. Bids received after specific date and time will be summarily rejected. The bids not accompanied by Earnest Money Deposit (EMD) will also be rejected. The EMD of all the unsuccessful bidders will be refunded after finalization of the Contract. No interest will be payable on the EMD.

2. If any bidder withdraws his bid, the EMD will be forfeited. **Validity of the bid is one hundred twenty days from the date of opening the bid.**

3. 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.

4. Bidder are required to submit documents in support of their claims as regards the fulfillment of eligibility criteria.

B Eligibility Criteria:

5. The Registered Office or Branch Office of the bidder Company/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 Registration of the firm showing the Registration number.

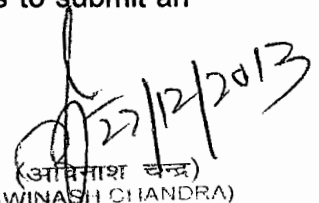
6. The bidder Company/Firm/Agency should have PAN Card. Self attested copy of PAN Card should be submitted with the tender.

7. The bidder Company/Firm/Agency must have a minimum experience of three years of working for any State/Central Government Ministry/Department/Public Sector Undertaking/ Public Sector Banks in this field. Proof of the experience certificate (during the period 2010-2012) is also required to be submitted with the tender document.

8. The bidder Company/Firm/Agency should submit a duly signed certificate along with the bid indicating that they have carefully read the terms and conditions of the tender and have accepted all the provisions of the tender.

9. The bidder Company/Firm/Agency should also submit an undertaking that the bidder Company/Firm/Agency has not been blacklisted by any Ministry/ Department/Organization of the Central Government/State Government or any Public Sector Undertaking.

10. The Company/Firm/Agency whose services were terminated by the Planning Commission for some reason or other, before the expiry of the relevant contract are not eligible to participate in any of the bidding process of this office for a period of 3 years from the date of termination of the said contract. The bidder has to submit an undertaking to this effect.


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C. Period of Contract

11. As already mentioned at the beginning of Tender Notice.

D. Earnest Money Deposit (EMD):

12. Any bid, as submitted, must be accompanied by an Account Payee Demand Draft/ Fixed Deposit Receipt/Banker's Cheque amounting **Rs.12,500/- (Rupees twelve thousand five hundred only)** as Earnest Money Deposit (EMD) drawn in favor of Pay & Accounts Officer, Planning Commission, and payable at New Delhi . The EMD should be valid upto a period of **135 (One hundred thirty five) days** from the date of opening the bid. Account Payee Demand Draft/ Pay Order/Banker's Cheque drawn in favour of any officer other than Pay & Accounts Officer, Planning Commission, New Delhi, will not be accepted and the bid submitted with any such instrument would be rejected.

E. Bid Evaluation Criteria:

13. The bid shall be opened on the scheduled date & time (3.00PM. on the 27th January 2014) in Room No.311 of Yojana Bhawan, Planning Commission, New Delhi-110001, in the presence of the representatives of the bidder Companies/Firms/Agencies, if any, who wish to be present at the time of opening the tender.

14. The H-1 bidder will be selected on the basis of highest rate quoted as per the formate in /as Annexure-II.

15. The successful bidder has to furnish a Performance Security Deposit (PSD) of 10% of the Annual Contract Value in the form of an Account Payee Demand Draft /Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency and hypothecated to the Pay & Accounts Officer, Planning Commission or a Bank Guarantee from a commercial bank, covering the period of the contract, within 10 days from the date of receipt of the letter for award of the Contract. The PSD should remain valid for a period of sixty days beyond the date of expiry of the contract for the initial period of the contract of one year and completion of all the contractual obligations of the Company/Firm/Agency. In case the contract is extended beyond initial period the PMD will have to be renewed accordingly by the successful bidder.

16. In the event of failure to accept the offer of Contract by the successful bidder and non-submission of the PSD by the successful bidder for any reason/s whatsoever, the EMD submitted by the Company/Firm/Agency at the time of the submission of the tender, shall stand forfeited.

F. Specific Terms & Conditions:-

17. The quantity of the waste materials to be disposed off during the contract period would be around 67,200 Kgs. (Approx) . However, no guarantee can be given to the minimum quantity. The bidders, if they so desire, may visit this office on any of the weekdays with a view to assess the actual quantities of the waste papers on daily basis before filling the bid.

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18. Contract for removal of waste papers, papers disposed off, old newspapers, magazines, etc., would be awarded for a period of one year from the date of award of the contract. When the rate quoted by a firm is accepted by this office, the successful bidder will have to deposit an amount equivalent to one twelfth of such lump sum amount, every month, with the cashier of this Commission, in advance, in the first week of the every month, and cash receipt there of, should be given to SO (G-III) / Caretaker.

19. The waste papers must be removed from the all the rooms of the Yojana Bhawan/ EAC to PM at Vigyan Bhawan on daily basis on all working days during normal working hours and stored in the storage place assigned for the purpose, for its removal on weekly basis.

20. Arrangements for transport to carry the waste paper out from Yojana Bhawan/EAC to PM Vigyan Bhawan will be made by the successful bidder firm at their own cost and this office will have no liability on this count.

21. The successful bidder shall dispose off / lift all kinds of waste papers from the premises of the Planning Commission (Yojana Bhawan) & EAC to PM, Vigyan Bhawan, on weekly basis and even as and when asked by the Planning Commission, on any working days (including Saturdays) between 1000 Hrs. to 1800 Hrs, so that no accumulation of waste papers shall remain accumulated in the premises of this Department.

22. Failure to lift/dispose off the above items will be treated as a breach of contract and it will be open to the Competent Authority in Planning Commission to cancel the contract at any time without giving any prior notice. The loss, if any, suffered will be recovered from Performance Security Deposit (PSD).

23. In case of failure to comply with Para- 20 above, an amount of Rs.1000/- will be charged from the successful bidder as *Demurrage Charge* for the week. The successful bidder can lift the accumulation during the next week only after paying the *Demurrage Charge*. In the event of default the successful bidder firm shall not be entitled to any rebate in the event of the unlifted accumulation gets wet/destroyed by rain etc. Also, the Planning Commission shall have right to clear the accumulation away from the premises of the Yojana Bhawan at the risk/cost of the successful bidder.

G. General Terms & Conditions:

24. Successful bidder should submit Police Verification Report in respect of the persons representing the firm for allowing them to enter into Yojana Bhawan for lifting of the waste paper. The person may be subjected to security checks as and when required.

25. Details of the vehicle and name of the driver along with a copy of Police Verification Report should be submitted for allowing entry of the vehicle into Yojana Bhawan for lifting of the waste paper.

26. Canvassing in any form is strictly prohibited and bid of the Firm/Agency who resorts to canvassing will be summarily rejected.

27. The Competent Authority in the Planning Commission shall have the right not to utilize the services or terminate the contract at any time without giving any prior notice.

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28. The Security deposit will be liable to be forfeited if during the period of the contract the services are found to be unsatisfactory. In this regard, the decision of the Competent Authority of Planning Commission shall be final and binding on the contract.

29. This Commission reserves the right to extend the duration of the contract beyond the expiry of the contract period at the same terms and conditions, from time to time for a maximum period of two years on Quarterly/Half yearly/annual basis.

30. Any controversy of dispute arising out of this contract shall be referred to the sole arbitration of the Head of the Department, Planning Commission, New Delhi, or any other officer nominated by him. There shall be no bar to the reference of the dispute to the arbitrator or such an officer appointed by the Head of the Department Planning Commission, New Delhi, who might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter is originally referred to earlier, is transferred or vacates office or is unable to act for any reason/s, the head of the Department shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. No person other than appointed by the head of the Department shall act as arbitrator. Decision of the Head of the Department or the person nominated by him shall be final & binding on the contractor. The limitation for filing claim for arbitration is 90 days from the expiry of the contract and in case no claim is filed within this period, it shall be presumed that there is no claim. 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 in Delhi.

31. Subject to above, the provision of the Arbitration Act, 1996 or any other statutory modification on enactment thereof and the rules made thereunder and for the time being in force, shall apply to arbitration proceeding under this clause.

32. Any notice/direction given to the Service Provider Firm under the Terms & Conditions of the Contract shall be considered duly served if the same has been delivered to, left for or dispatched by speed post at his last known address. Also, any notice/reply/bill to be given to the Planning Commission by the Service Provider Firm shall be considered duly served if the same has been delivered to, left for or dispatched by speed post at the last known address. Any document so posted shall be prima facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.

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ANNEXURE-II

TENDER FOR LIFTING OF ALL TYPES OF WASTE PAPERS FROM THE PLANNING
COMMISSION, YOJANA BHAWAN & EAC TO PM VIGYAN BHAWAN

FINANCIAL BID

I/We tender/quote sum of Rs.

_____ (Rupees _____ only) per annum for lifting of
all types of Waste Papers from the Planning Commission, Yojana Bhawan and EAC to
PM Vigyan Bhawan.

Signature of the Proprietor
Stamp of the Firm

Date:
Place:

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