

F. no. D-31016/21/2021-Genl.
Govt. of India
Ministry of Statistics & P. I.
(General Administration)

Sardar Patel Bhawan, Sansad Marg
New Delhi - 110 001, Dated: 26.02.2021

TENDER NOTICE

Subject: Tender for disposal of waste papers in the offices of Ministry of Statistics and Programme Implementation(MoSPI)- reg.

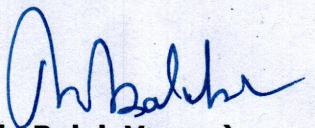
Ministry of Statistics & Programme Implementation invites sealed tenders from experienced and established contractors for purchase and lifting of all available waste papers viz. various kinds of printed, torn, cloth lined, white, coloured, inked, oiled, unbleached paper, card boards, straw boards, other miscellaneous sheets, cuttings etc. from the premises of this Ministry located at Sardar Patel Bhawan, Khurshid Lal Bhawan, R. K. Puram, Pushpa Bhawan and any other premises of this Ministry for a period of one year. The contract will be extendable for further one year on providing the satisfactory service and after the approval of the Competent authority of this Ministry.

2. Rate in per kilogram (kg.) should be quoted for waste papers, newspapers, magazines (mixed) etc. The yearly combined accumulation of all waste papers is about 4,000 kg(approx). This figure, however, is only indicative and may vary (increase or decrease) depending upon the actual accumulation.

3. As per the latest notification of Ministry of Finance (Department of Expenditure) no. F.9/4/2020-PPD, dated 12.11.2020, tender should have accompanied by a '**Bid Security Declaration**' in the format as per Annexure - IV.

4. Tender should be submitted in sealed covers under title "**Quotation for Waste Papers Contract, 2021**" addressed to Shri Shiv Balak Verma, Dy. Director & Head of Office, Room No. 131, 1st Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi (contact person: Shri Mahipal Singh, SSA, Mob No. 098109 97353). The last date of receipt of tender is the 08.03.2021 (10 days from date of issue) by 03:00 PM. No tenders will be accepted thereafter, under any circumstances. The date of opening of tender will be notified to the bidders later as decided by the 'Tender Evaluation Committee'.

5. The bidders should submit the quotation for the tender after accepting all the terms and conditions of the tender mentioned in annexure I and information sought in **Annexure I, II, III and IV**.


(Shiv Balak Verma)

Dy. Director & Head of Office

Copy to :

1. Computer Centre for uploading the tender notice on the site of this Ministry
2. Uploading on CPP Portal (ePublish)

Annexure - I

Ministry of Statistics & Programme Implementation invites sealed tenders from experienced and established contractors for purchase and lifting of all available waste papers viz-à-viz various kinds of printed, torn, cloth lined, white, coloured, inked, oiled, unbleached paper, card boards, straw boards, other miscellaneous sheets, cuttings etc. from the premises of this Ministry located at Sardar Patel Bhawan, Khurshid Lal Bhawan, R. K. Puram, Pushpa Bhawan and any other premises of this Ministry for a period of one year. The contract will be extendable for further one year on providing the satisfactory service and after the approval of the Competent Authority of this Ministry. Tentative weight of the waste is 4,000 kg approximately which may vary (increase or decrease) depending upon the actual accumulation. The waste paper will be provided to the approved vendor on actual generation.

2. Eligibility Conditions: Bidder should;

- i. be an Indian Company/ Firm engaged in removal of waste paper in Delhi / NCR.
- ii. have experience of atleast three years in removing of waste paper from the Department/ Ministries of the Government of India/ PSUs/ Autonomous bodies/ Lok Sabha Secretariat/ Rajya Sabha Secretariat (copy of experience certificate issued during the last three years, i.e. 2018, 2019, 2020 to be attached);
- iii. not have been blacklisted/ de-registered/ debarred by any Departments/ Ministry of the Govt. of India/ PSUs/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Autonomous Bodies. Declaration has to be submitted in prescribed format **(Annexure - III)**.

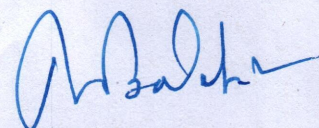
3. Bid Security/ Earnest Money Deposit (EMD): The bid security/ EMD is NIL. The tender should be accompanied by a '**Bid Security Declaration**' in the proper format as per **Annexure - IV**. A Bid received without Bid Security Declaration shall be rejected as non responsive.

4. Submission of Bids:

The tender addressed Shri Shiv Balak Verma, Dy. Director & Head of Office, Room No. 131, 1st Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi in sealed covers super scriber under title "Quotation for Waste Papers Contract, 2021" and contact details of the bidder should handed over to SSA/ Caretaker, General Section, MoSPI, Room no. 426-E, Sardar Patel Bhawan, Sansad Marg, New Delhi - 110001(contact person: Shri Mahipal Singh, SSA, Mob. No. 098109 97353, 011-23747927) on or before 08/03/2021 (10 days from date of issue) by 03:00 pm. **Tenders received after 3:00 p.m. on the 08/03/2021 (last date of tender submission) would not be accepted.** The date of opening of tender will be notified to the bidders later as decided by the 'Tender Evaluation Committee'.

6. All the information sought in the tender notice is to be provided mandatorily. Incomplete/ conditional/ without EMD bids would not be considered for the tender and will be summarily rejected, without stating any reason thereof.

7. **Awarding contract:** The eligible bidder with highest bid price inclusive of all taxes will be awarded the contract.



8. **Performance Security:** The successful bidder has to deposit the performance security with 15 days of award of contract or three days from acceptance of contract whichever is earlier. The amount of performance security would be 3% of the value of the contract. The amount of performance security will be calculated by the formula mentioned as under:
[4000 (approx. weight of waste paper) x rate per kg of the successful bidder x 0.03]

9. **The sale is subject to all terms and conditions prescribed in the tender document and resultant sale order.**

10. The bidder has to accompany with him a good quality electronic scale for weighing the waste paper. The waste paper shall be weighed in presence of the Section in-charge [SO/SSO(Gen.)] and the caretaker. After weighing the waste paper, the sale amount shall be calculated with the per unit rate and the contractor shall deposit the sale amount in form of Demand Draft to the Cash Section and thereafter remove the waste paper.

11. All statutory payments, like minimum wages prescribed, compensation in case of accident or loss, etc., to the workers employed by the bidder for the removal of the items shall be borne by the bidder. Ministry shall have no role in the matter.

12. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.

13. All labourers, bags, boxes, trolleys, vehicles required to weigh and remove the waste paper shall be engaged by the successful bidder at his/her own expenses.

14. No waste paper shall be removed from the Ministry's premises without a gate pass issued on the prescribed form by the Competent Authority.

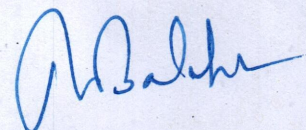
15. The waste paper shall be lifted by the contractor in **mixed and torn condition only** from the premises of this Ministry, **at least once a week**. In no case the waste paper should be removed in whole sheets/ pages. The responsibility of tearing the huge volumes of reports/ documents/ miscellaneous papers in the presence of the Caretaker, MoSPI is of the contractor, as and when required.

16. In the event of more than one firm having identical Financial Bid, the decision of this Ministry to award the contract shall be final.

17. In no circumstances, the successful bidder shall appoint any Sub-Contractor or Sub-lease the contract.

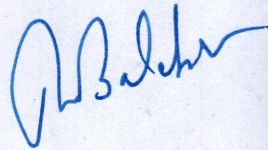
18. **Risk:** The waste paper shall be and remain in every respect at the risk of the contractor from the date of acceptance of the offer by this Ministry and the Ministry shall not be under any liability for the safe custody or preservation thereof from that date. Provided further, the un-lifted accumulation may be cleared from the Ministry's premises within the prescribed period as stated in para 15, by the contractor.

19. In the event of non-fulfillment of any of the conditions of the agreement at any time, the contract entered into with the Ministry by the successful bidder shall be liable to be terminated. The damages, if any, shall be borne by the contract holder, beside forfeiture of the security deposit.



ARBITRATION

20. In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties to the agreement. The intending party will serve notice in writing on the other party notifying its intention for appointment of Arbitrator Should both parties fail to agree on by mutual consent, and then this Ministry will appoint the Sole Arbitrator. The provisions of Arbitration and Conciliation Act 1996 as amended from time to time shall apply. The Arbitration proceedings shall be held in New Delhi. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act 1996, or of any modifications or enactment thereof including the rules framed there under. Courts in Delhi will have jurisdiction over affairs relating to this agreement.



TENDER FORM FOR DISPOSAL OF WASTE PAPERS OF THE MINISTRY OF STATISTICS AND P. I.

1. Name of the Bidding Firm/ Agency/ Company:
2. Registration no. of the bidding Firm/ Agency/ Company:
3. Address of the Bidding/ Agency/ Company:
4. Contact details of the Bidding Firm/ Agency/ Company:
 - a. Tel. no. with STD (O), if any (fax), if any (R), if any
 - b. Mobile no.
 - c. E-mail:
 - d. Website:
5. Name of the Proprietor/ Partners/ Directors of the Firm/ Agency:

(Attach copy of PAN card or Aadhar card or Voter Id card)

6. Enclosed Bid Security Declaration in the proper format as per Annexure - IV.

Yes / No

7. GST Number:
(attach the copy of the relevant GST registration certificate)
8. Permanent Account Number:
(Attach copy of PAN Card)

9. Enclosed proof of experience issued by Deptts./ Ministries of Govt. of India/ PSU/ Autonomous Bodies of Govt. of India during the last three years, i.e. 2018, 2019, 2020 (attach relevant certificate/ document/ order):

Yes / No

10. Enclosed a copy of terms and conditions (**Annexure - I**) duly signed by owner/ proprietor or authorized signatory of the Bidding Firm/ Agency/ company of same:

Yes / No

11. Rates Quoted

Name of the bidding Firm/ Agency/ Company	Tentative Weight of waste all waste viz. torn, cloth lined, coloured, oiled, paper, boards,	Unit rate (per Kg.) quoted by the bidder (including all taxes and any other charges) (In Rupees)	Total rate quoted by the bidder (including all taxes and any other charges) (In Rupees)
	white, inked, unbleached straw other		

A. Balakrishna

	miscellaneous sheets etc.		
	(A)	(B)	(C) = (A) x (B)
	4,000 kg for one year*	In figure: In words:	In figure: In words:

* Tentative weight of the waste paper is 4,000 kg. approximately which may increase / decrease.

* The waste paper will be provided to the approved vendor on the basis of approved rate (per Kg.) on the basis of actual waste generation in the Ministry.

UNDERTAKING

12. I/ We hereby certify that I/we have read entire Terms and conditions of the Tender (including all documents like Annexure (s), etc. and I/ we shall abide hereby by the Terms and Conditions/ Clauses contained therein.

13. The Corrigendum(s) issued from time to time by the Ministry have also been taken into consideration, while submitting this bid.

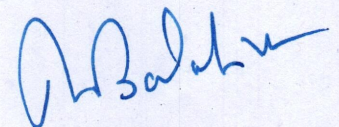
14. I/We hereby unconditionally accept the tender Conditions of the Tender Document(s)/ Corrigendum(s) in totality/ entirely.

15. I/We certify that all information furnished is true and correct and in the event that the information is found to be incorrect / untrue or found violated, then Ministry shall without giving any Notice of reason thereof or summarily reject the Bid or terminate the Contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit absolutely.

16. I/ we also confirm that in the event of my / our Tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, and sign an agreement in the format to be provided by your office as per condition for purchase and lifting of waste paper.

Signature of Bidder with seal

Name: _____



UNDERTAKING REGARDING BLACKLISTING / NON- DEBARMENT
(To be given in the Firm/ Company letterhead)

To,

Deputy Director & Head of Office
Ministry of statistics and P I
Room no. 131, Sardar Patel Bhawan
New Delhi - 110 001

Sir,

I/We hereby confirm and declare that,
M/s _____, is not blacklisted/ de-registered/
debarred by any Departments/ Ministry of the Govt. of India/ PSUs/ Lok Sabha
Secretariat/ Rajya Sabha Secretariat/ Autonomous Bodies for which we have
executed/ Undertaken the works/ services during the last 10 years.

2. I/We also undertake that none of the Proprietor/ Partners/ Direcotrs of the
Form/ Company was or is Proprietor or Partner or Director of any firm with whom
the Government of India/ PSUs/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/
Autonomous Bodies have Blacklisted/ Banned/ Suspended Business dealing.

3. I/We further undertake to report to the Ministry of Statistics and PI, New
Delhi immediately after we are informed, but in any case not later than 15 days, if
any firm in which Proprietor/ Partners/ Directors are the Proprietor or Partner or
Director of such a firm is **Blacklisted/ Banned/ Suspended** in future during the
currency of the Contract with you.

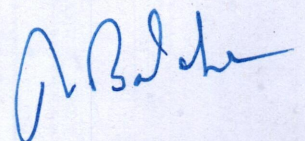
Yours faithfully,

(Signature of the Bidder)

Name: _____

Date: _____

Designation with Seal of the Firm



BID SECURITY DECLARATION

(must be submitted on a ₹ 50 denomination Non-Judiciary stamp paper duly signed and stamped by the firm/ agency)

With reference to the Tender Notice no. **D-31016/21/2021-Genl.**, dated of Ministry of Statistics and Programme Implementation for '**Disposal of waste papers in the offices of Ministry of Statistics and Programme Implementation (MoSPI)**';

I/We, the undersigned, declare that:

We understand that, according to the conditions of MoSPI, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with your Ministry for the period of time of 01 (one) year, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn or modified our Bid during the period of bid validity etc. specified in the Tender Notice; or
- (b) fail or refuse to execute the Contract, if required, or
- (c) fail or refuse to furnish the Performance Security as demanded in the tender document/ notice.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid-Securing Declaration]*

Name: *[insert complete name of person signing the Bid-Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder/ firm/ agency]*

Dated on _____ day of _____, _____ ***[insert date of signing]***

Seal

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

