

## TENDER NOTICE

### *For Empanelment of Vendor Disposal of waste paper.*

1. Competitive offers in sealed covers superscribed with the statement "Bids for waste paper" are invited from interested parties for disposal on "**AS IS WHERE IS**" basis.
2. The waste papers include various documents e.g used Answer Scripts, unused Question Papers, Project Reports, old files etc. connected with NIELIT HQ.
3. The Tender Notice containing detailed terms and conditions are also available on NIELIT website [www.nielit.in](http://www.nielit.in) and CPP Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) interested parties can download the Tender Document and submit their offer.
4. **The sample of items can be inspected at NIELIT's Office in Electronics Niketan, between 10:00 hrs to 16:30 hrs upto 22/10/2014 on any working day.**
5. You are accordingly requested to quote your highest rates for lifting the waste papers. The proposal should be submitted in two parts viz. "**Technical Bid**" and "**Commercial Bid**" in the Performa enclosed at Annexure -C and Annexure -D, respectively. Filled in Annexure -C & Annexure -D should be sealed in separate envelopes and appropriately superscribed with the statement "Technical Bid" or "Commercial Bid" as the case may be and then sealed in a bigger envelope superscribed with "**Bids for waste papers**". The sealed cover should be addressed to the Assistant Director (Civil), **NIELIT HQ**, Electronics Niketan, Ground Floor, 6, CGO Complex, Lodhi Road, New Delhi-10003 should reach **on or before 15.00 hrs of 28/10/2014**. The 'Declaration Form' in Annexure -A forming part of the inquiry should be signed and submitted along with the Technical Bid in token of acceptance of terms and conditions of the Tender. The Technical bids would be opened on **29/10/2014 at 11.00 hrs**. The bidders may depute their personnel for the bid opening event, if they so desire.
1. The tender shall accompany an Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five thousand only). The EMD should be submitted in the form of Demand Draft drawn in favor of **NIELIT** payable at New Delhi. Tenders without EMD will be summarily rejected.
2. NIELIT reserves the right to accept/reject any/all tender(s) without assigning any reason whatsoever.
3. The used material/papers given should be sent to the factory for pulp making only for recycling purpose and should not be used for any other purposes. The party shall have to furnish an undertaking that the material will be sent to the factory for recycling/pulp making only and shall not be disposed off in any other manner.

(Er. B.S.Shishodia)

Assistant Director (Civil)

Phone :- 24363731

E Mail: - shishodiabs @nielit.gov.in

**DECLARATION**

I/We have read the Terms & Conditions to BIDDERS and accepted the same. I/We have made my /our offer keeping in view of all these conditions forming part of the tender inquiry.

I/We have remitted an EMD of Rs. 5,000/- (Rupees Five thousand only) vide DD No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank, \_\_\_\_\_ Branch. A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is enclosed.

I/We confirm that we have our own Pulp making facility.

**OR**

I/We have arrangement for handing over of the materials for pulp making with M/s \_\_\_\_\_

\_\_\_\_\_ (name and address of the pulp making facility) at

\_\_\_\_\_.

PAN No. of the Bidder:

(Mandatory)

Mobile No. :

Telephone No.:

Place:

Date:

Signature, Name and Address of the  
Bidder with Seal

## Annexure- B

### TERMS AND CONDITIONS

1. The sale shall be on “**AS IS WHERE IS**” basis
2. The materials shall be picked from the following location/area:-  
National Institute of Electronics and Information Technology  
(NIELIT)  
Electronics Niketan  
6, C.G.O Complex, Lodi Road  
New Delhi- 110 003
3. Quotations are to be submitted in sealed covers and should be submitted within the last date and time specified in the tender document.
4. The quoted price, item-wise, shall be submitted in the **Price Format at Annexure D**, forming part of the Tender.
5. Tenders shall be accompanied by the EMD of Rs.5000/- (Rupees Five thousand only) in the form of Demand Draft drawn in favor of **NIELIT** payable at New Delhi, to be submitted along with technical bid. Under no circumstance, amounts that are due or likely to be due from NIELIT will be adjusted against EMD. No mode of payment other than the above will be accepted. EMD amount will not carry any interest. Tenders without EMD will be summarily rejected.
6. The tender shall remain open for acceptance for a period of sixty (60) days from the date of opening the bids. In case of withdrawal of tender within this period, the EMD remitted by the bidder will be forfeited.
7. The tender shall be written legibly and free from erasing and over-writing. Corrections, if any, should be duly countersigned by the authorized signatory. Rates should be written both in words and in figures. In case of difference in the rates indicated in figures and words, the rates indicated in words would be treated valid
8. The bidders are required to indicate their PAN Number in their offer since it has been made mandatory by I.T. Department.
9. All labour, tools and equipment for removing/loading the items from NIELIT shall be organized by the buyer on their own cost. The personnel employed for shifting the items shall strictly obey the safety Rules in force and NIELIT will not be responsible for breach of any rules by the personnel of the buyers in any way whatsoever. The job shall be done without damaging the premises/ roads/ drains/ etc. in the compound. The buyer shall make good the damages, loss, etc., in the event of any such occurrence.
10. The contract shall be governed by the Indian Contract Act, 1872 and subsequent revisions/ amendments thereto. All payments due from the bidder under the contract shall be made in Indian Currency.
11. Tenders submitted without fulfilling the above term & conditions and in contravention to the tender notice are liable to be rejected summarily.
12. The Tender Notice and connected Annexures shall form part of the contract.
13. The items to be sold can be inspected on any working day with prior appointment.
14. The successful bidder (H1) evaluated on the basis of sum of rates quoted in respect of Item 2 (i & ii) of Annexure –D, would be awarded the contract for removal/lifting the waste papers for a period of two years and shall remit the sale price of the items before taking delivery of the items from NIELIT.
15. The awardees should remove all items at his/her own cost from NIELIT with a proper Gate Pass during working hours within 7 days from the date of information. Those who fail to do so will forfeit their EMD besides cancellation of the order.
16. The Contract shall be valid for a period of two years which may be extended for another one year. Either party may, however, terminate the contract by giving 60 days notice.

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17. 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.
18. The sale is subject to all terms and conditions prescribed in the tender document and resultant sale order.
19. Any clarification required may be obtained before submission of the tender.
20. NIELIT reserves the right to cancel the sale at any time without assigning any reason before issue of the sale order. BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.
21. The tender is issued subject to the jurisdiction of the local courts at New Delhi only. All disputes arising out of the tender notice and resultant sale order shall have the jurisdiction of the competent Court at New Delhi only.
22. The used material will be weighted in the presence of the representative of the NIELIT and the payment at the rate selected should be made in cash to the NIELIT against a cash receipt, before the material is transported from the Office premises of NIELIT.
23. The rate quoted by the tenderer shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.

#### **24. Eligibility Criteria :-**

- i. Companies/Tenderer should be in existence for over 5 years in the business of lifting waste paper material for pulp making.
- ii. The firm/company should have a previous contract for lifting waste papers for at least two years with a Government Department/Public Sector Undertaking in Delhi or NCR. The company should furnish its contract documents with a Govt. office for the last two years.
- iii. The firm/ company should furnish the details of pulp making facility/arrangements they have in order to keep the confidentiality of the documents from where the waste papers are lifted for pulp making. The company should also furnish the list of organizations who are selling the Examination related material for pulp making to them.
- iv. The used material given should be sent to the factory for pulp making only and should not be used for any other purpose. The party shall have to furnish an undertaking that the material will be sent to the factory for recycling/pulp making only and shall not be disposed off in any other manner. NIELIT shall have the right to depute its representative to accompany the vehicle (carrying the materials sold) upto the pulp making facility.
- v. The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cut off date and time will be rejected forthwith.

**TENDER NO. NIELIT/HQ/AMIN/C&M/11/2014**  
**Proforma for Technical Bid**

Name of the Organization :  
Address & Tel. No.  
E mail ID

Date of commencement of Business :

Status of the organization  
(i.e whether proprietorship ,partnership,  
Pvt. Ltd., etc.) :

Name of the CEO/Proprietor with  
Contact number :

Annual Turnover : 2012-13 2013-14  
(Furnish documentary evidence)

CST No., if any  
Service Tax no. If any  
PAN No. of the Organization  
(Furnish photocopies of relevant documents)

Details of three prominent organizations served/being served with similar services (Also attach a comprehensive list of the organizations served in the recent past, from where the waste papers are lifted)

Name and Address Annual Cost of Contract

a.

b.

c.

8. Address of the pulp making facility/arrangement:

9. Do you agree with the terms and conditions stipulated in Annexure-B :

10. Details of EMD(enclosed DD) : DD No. \_\_\_\_\_ dated \_\_\_\_\_  
For Rs.5,000/- drawn on \_\_\_\_\_  
Bank in favour of NIELIT, payable  
at New Delhi.

11. Please list out any points of disagreements with proposed solution (attach a separate sheet in case space provided is insufficient)

**Declaration:**

It is certified that the information furnished above is correct to the best of our knowledge & belief.

We have gone through the terms and conditions stipulated in Annexure-B and confirm to abide by same. Disagreement and solution proposed has been listed in a separate sheet and begin attached with this Bid. We have seen the samples of the material to be lifted from NIELIT. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is enclosed.

Signature.....

Place-----

Name.....

Date.....

Designation.....

**TENDER NO. NIELIT/HQ/AMIN/C&M/11/2014  
Proforma for Commercial Bid**

1. Name of the Organization :  
Address & Tel. No.  
E mail ID
  
2. Rates offered for waste papers to be purchased from NIELIT  

Quoted Price (In figures)/per kg	Quoted Price (In words)/per kg
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**(i) White Papers:**

Used answer scripts of O/A/B/C Level Exams containing cover pages (the jackets) as white/coloured page and the rest of the pages as White,

**(ii) Coloured papers:**

Old Question papers (coloured/white printed), etc, old project reports (*spiral bound/Hard bound*), *Magazines*, old file (Card board cover & coloured/white papers), coloured Examination forms, white examination forms (Examination application form), Registration forms containing photographs (both white and coloured combined)

Note:

- a. The bidder will have to quote for all of the above items.
- b. NIELIT reserves the right to accept or reject any offer without assigning any reasons whatsoever.
- c. NIELIT reserves the right to cancel this tender in case the proposal received is not satisfactory.

It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place-----

Date.....

Seal of the Organisation

Signature.....

Name.....

Designation.....