

SHORT TERM TENDER NOTICE

For Disposal of Wooden/ Steel Scrap.

1. Competitive offers in sealed covers super scribed with the statement “Bids for **Disposal of Wooden and Steel Scrap.**” are invited from interested parties for disposal on “**AS IS WHERE IS**” basis.
2. The Tender Notice containing detailed terms and conditions are also available on NIELIT website www.nielit.in and CPP Portal www.eprocure.gov.in Interested parties can download the Tender Document and submit their offer.
3. **The scrap material can be inspected at NIELIT’s Office in Electronics Niketan between 10:00 hrs to 16:30 hrs up to 01.04.2014 on any working day.** The wooden scrap include dismantled partitions of wood/plywood, ply cabinets and packing materials etc. The steel scrap include misc. dismantled/scrap steel etc.
4. You are accordingly requested to quote your highest rates for lifting the Wooden and Steel Scrap. 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 super scribed with the statement “Technical Bid” or “Commercial Bid” as the case may be and then sealed in a bigger envelope super scribed with “**Bids for Disposal of Wooden and Steel Scrap**”. The sealed cover should be addressed to the **Sr.Technical Officer (Civil), NIELIT, HQ, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi-10003** and reach on or before **15.00 hrs of 2nd April, 2014** The ‘Declaration Form’ at Annexure-A forming part of the inquiry should be signed and submitted along with the offer in token of acceptance of terms and conditions of the Tender. The Technical bids would be **opened on the same day at 15.30 hrs**. The bidders may depute their personnel for the bid opening event, if they so desire.
5. The offer shall accompany an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten 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.
6. NIELIT reserves the right to accept/reject any/all offer(s) without assigning any reason whatsoever.

Registrar

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. 10,000/- (Rupees Ten 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.

PAN No. of the Bidder:
(Mandatory)

Mobile No. :
Telephone No.:

Place:
Date:

Signature, Name and Address of the
Bidder with Seal

TERMS AND CONDITIONS

1. The sale shall be on “**AS IS WHERE IS**” basis
2. The scrap materials shall be picked from the following location/area:-

**National Institute of Electronics and Information Technology (NIELIT)
Headquarter
Electronics Niketan
6, C.G.O Complex, Lodhi 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 Inquiry. Prices are to be quoted for both the items.
5. Tenders shall be accompanied by the EMD of Rs.10000/- (Rupees Ten thousand only) in the form of Demand Draft drawn in favor of **NIELIT** payable at New Delhi. Under no circumstance, amounts that are due or likely to be due from NIELIT will be adjusted against the 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 be open for acceptance for a period of ninety (90) 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 scrap form NIELIT Office 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 scrap items to be sold can be inspected on any working day as per schedule given in tender notice with prior appointment.
14. The successful bidder would be awarded the contract for removal/lifting the **Wooden and Steel Scrap** and shall remit the sale amount on accepted rates of the scrap items before taking delivery of the same from NIELIT.
15. The awardees should remove all scrap items at their own cost from NIELIT with a proper Gate Pass during working hours within 7 days from the date of Order/information. Those who fail to do so will forfeit their EMD besides cancellation of the order.

16. 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.
17. The sale is subject to all terms and conditions prescribed in the tender document and resultant sale order.
18. Any clarification required may be obtained before submission of the tender.
19. NIELIT reserves the right to cancel this 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.
20. 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.
21. The scrap material will be weighted in the presence of the representative of the NIELIT for which necessary arrangement shall be made by the bidder at their cost and the payment at the approved rate should be made in cash to the NIELIT against a cash receipt, before the material is transported from the Office premises of NIELIT.
22. The rate quoted by the Bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.
23. EMDs submitted by unsuccessful bidders will be refunded after release of order to successful bidder. The EMD of successful bidder will be refunded after satisfactory completion of awarded disposal work.

24. Eligibility Criteria :-

- i) Companies/Firms/Individuals should be in existence for over 3 years in the business of lifting *of Wooden and Steel Scrap* material. Registration certificate should be attached with the tender
- ii) The firm/company/Individual should have a previous contract/experience for lifting *Wooden and Steel Scrap* for two years with a Government Department/Public Sector Undertaking in Delhi or NCR. The company should furnish its contract/order documents with a Govt. office for the last two years.
- iii) The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cutoff date and time will be rejected forthwith.

No.NIELIT/TECH/HQ(C&M)/(02)14

Proforma for Technical Bid

1. Name of the Company/Firm/Individual :
Address & Tel. No.
E mail ID
2. Date of commencement of Business :
3. Status of the organization
(i.e. whether proprietorship ,partnership,
Pvt. Ltd., etc.) :
4. Name of the CEO/Proprietor with :
Contact number
5. Annual Turnover : 2011-12 2012-13
(Furnish documentary evidence)
6. CST No., if any
Service Tax no. If any
PAN No. of the Organization
(Furnish photocopies of relevant documents)
7. 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 scraps are lifted)

<u>Name and Address</u>	<u>Annual Cost of Contract</u>
a.	
b.	
c.	
- 8.. Do you agree with the terms and conditions stipulated in Annexure-B :
- 9.. Details of EMD(enclosed DD) : DD No. _____ dated _____ for
Rs.10,000/- drawn on _____
Bank in favour of **NIELIT**, payable
At New Delhi.
10. 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 my/our knowledge & belief. I/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 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.....

No.NIELIT/TECH/HQ(C&M)/(02)14

Proforma for Commercial Bid

1. Name of the Company/Firm/Individual :
Address & Tel. No.
E mail ID

2. Rates offered for *Lifting of Wooden and Steel Scrap to be purchased from NIELIT*

Quoted Price (In figures)/per kg	Quoted Price (In words)/per kg
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- I. All kinds of wooden/plywood scrap material.
- II. All kinds of steel /Iron scrap material.

Note:

- a. Rates should be all inclusive.
- b. The Company/Firm/Individual will have to quote for both of the above items of scrap, failing which offer may be rejected.
- c. NIELIT reserves the right to accept or reject any offer without assigning any reasons whatsoever.
- d. NIELIT reserves the right to cancel this tender in case no satisfactory proposal is received.

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.....