

Tender Document

Subject: Disposal of old hard bound books


Tender Date and No	- 03/06/2020 File No - FS/11-3/weedout/2016
Last Date & Time of Receipt of Tender	- 22/06/2020, 3:00PM
Date time of Opening of Bids	- 22/06/2020, 4:00PM
Address for submission and opening of Bids	Office of Deputy Director (Admn) Room Number 685, Publications Division, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi-110003
Address & Contact of Officer in Publications Division	Deputy Director (Admn) Room Number 685, Publications Division, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi-110003, Phone-011-24368009

Address of the Warehouse from where the books are to be lifted - **Feeder Store, Publications Division, Ministry of Information & Broadcasting, Block-3, Ground Floor, Old CGO Complex, NH-4, NIT, Faridabad-121001**

Publications Division, Ministry of Information & Broadcasting, Government of India invites tender for disposal of old hardbound books (more than 2.0 lakh in number) with approximate weight of about 120 tonnes, as detailed in the Schedule. The material is at the Division warehouse located in Faridabad whose address has been given above. Tender Document is uploaded on DPD website <https://www.publicationsdivision.nic.in> or www.eprocure.gov.in

The tender from complete in all respects should reach the office of the Division, at above mentioned address, in duly sealed envelope super scribed "**TENDER for DISPOSAL OF HARDBOUND BOOKS**" up to **3.00 p.m. 22 June, 2020** The tender will be opened on the **same day at 4.00 p.m.** by a Committee in the presence of tenderers who may wish to be present. The Competent Authority of Publications Division reserves the right to accept or reject any or all the tenders without assigning any reason. Incomplete & conditional tenders are liable to be rejected.

Tenderers must submit their bids in two separate envelopes. One envelope shall contain technical bid and second envelope shall contain financial bid. Both Envelops should be marked "Technical Bid" and 'Financial Bid' Accordingly" It must be noted that at first stage, only the technical bids will be opened. And after the evaluation of technical bids, the financial bids will be opened only from the eligible bidders. The tenders of ineligible bidders shall be summarily rejected and their financial bids will remain unopened.


बी. के. विश्वास/B. K. BISWAS
उप निदेशक (प्रशा.)
Deputy Director (Admn.)
प्रकाशन विभाग/Publications Division
सू. प्र. मंत्रालय/Min. of I & B
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

Instruction to Bidders :-

1. Documents/ Certificates

The tendering firms/ agencies are required to submit the photocopies of following documents, failing which their bids will be summarily/out -rightly rejected and will not be considered any further:

- i. Registration certificate as per existing norms (Indicating the legal status- company/ partnership firm/ proprietorship concern, etc.)
- ii. Copy of GST Registration Certificates
- iii. Copy of PAN Card
- iv. Proof of experience for disposal of Waste paper from at least one Deptt./ Ministry of the Govt. of India/ State Govt./ Public Sector Undertaking (PSU)/ Autonomous Bodies/ Universities/ Banks etc. (a copy each of last 3 years has to be attached). The work experience should be for the quantity of minimum 10 tonnes worth of waste paper disposal through pulping for at least one project.
- v. Details of tie up with paper mill where the books will be pulped along with the capacity.
- vi. Details of procedure to be followed for shredding & pulping of books.
- vii. Proof of Turnover of Rs. 25 lakh and above
- viii. Declaration regarding blacklisting or otherwise.

2. Bid Security

- i. EMD cum performance security of Rs. 75,000/- in the form of demand draft in favour of DDO, Publications Division, M/O Information & Broadcasting” from a scheduled/nationalized bank Payable at New Delhi shall accompany the bid.
- ii. A bid received without Bid security (EMD) shall be rejected as non-responsive at the opening stage of bid and returned to the bidder unopened.
- iii. The Bid security of the unsuccessful bidder will be disbursed/ returned to them after finalization of award of the contract without any interest.

3. Mode of submission of Tenders and last date

The tender bids, complete in all respects, shall be submitted in the prescribed form along with supporting documents in a sealed envelope addressed to Deputy Director (Admn) Publications Division on or before 22 June 2020 up to 3.00 pm. The address is given above

4. Signing of the bids

- i. The bid shall be typed or printed. All pages of the bid document shall be numbered consecutively and shall be signed and stamped by the bidder in all pages as proof of having read the contents therein and in acceptance thereof.
- ii. All entries in the bid form shall be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached
- iii. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be attested by the person/persons signing the bid.

5. Rejection of incomplete / conditional tenders

- i. The incomplete/ conditional tenders will be rejected. Quoting unrealistic rates will also be treated as disqualification.

6. Non acceptance of the tenders received after the last date

- i. Tenders received after the closing date and time prescribed in the tender enquiry will NOT be accepted under any circumstances.

7. Envelope-1 (Technical Bid)

The sealed envelope with **“TENDER for DISPOSAL OF OLD HARDBOUND BOOKS ”** “clearly written on top of paper envelope, addressed to Office of Deputy Director (Admn) ,Room Number 685, Publications Division, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi, 110003

The Bid must reach the office up to 3.00 p.m. on 22.06.2020.

The envelope of technical bid must contain the following:

- i. Duly filled, signed & stamped tender document.
- ii. EMD cum performance security for an amount Rs 75,000 in the form of demand draft in favour of DDO, DPD M/O Information & Broadcasting” from a scheduled/nationalized bank Payable at New Delhi shall accompany the bid.
- iii. Self-attested Documentary proof of registration of Sole Proprietorship/Partnership firm or Company.

- iv. Self-attested copy of sale tax return/ Income Tax Return
- v. Self attested copy of the PAN/GST.
- vi. Proof of experience for disposal of waste paper from at least one Deptt./ Ministry of the Govt. of India/ State Govt./ Public Sector Undertaking (PSU)/ Autonomous Bodies/ Universities/ Banks etc. (a copy each of at least one order received during each of last 3 years has to be attached). The work experience should be for the minimum quantity of 10 tonnes worth of waste paper disposal through pulping for at least one project.
- vii. Details of tie up with paper mills along with the capacity.
- viii. Details of procedure to be followed for shredding & pulping of books.
- ix. Proof of Turnover proof of Rs. 25 lakh and above
- x. Undertaking that the agency has not been blacklisted by any government agency, Deptt. Or Ministry.

Technical Bids will be opened at **4.00 PM on 22.06.2020** in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the time and date of receipt of the bids shall be rejected.

8. Envelope -2 (Financial Bid)

The financial bids will contain details as per proforma in Annexure-II will be opened only after evaluation process of technical bids. Financial bids will be opened immediately after the committee finishes evaluating the technical bids.

9. ELIGIBILITY CRITERIA:-

Only such bidders, who are Registered Sole Proprietor/Partnership firm or company and who meet the following conditions, can participate in the tender:

- i. The invitation is open for competent vendors. They should have the following qualifications
- ii. (Registration certificate as per existing norms (Indicating the legal status— company/partnership firm/proprietorship concern, etc.)
- iii. Copy of GST Registration Certificates
- iv. Copy of PAN Card

- v. Proof of experience for disposal of waste paper from at least one Deptt./ Ministry of the Govt. of India/ State Govt./ Public Sector Undertaking (PSU)/ Autonomous Bodies/ Universities/ Banks etc. (a copy each of at least one order received during each of last 3 years has to be attached). The work experience should be for the minimum quantity of 10 tonnes worth of waste paper disposal through pulping for at least one project.
- vi. Details of tie up with paper mills where pulping is proposed, along with the capacity.
- vii. Details of procedure to be followed for shredding & pulping of books.
- viii. Proof of Turnover of Rs. 25 lakh and above
- ix. Declaration regarding blacklisting or otherwise.

10. Terms & Conditions

- i. Sealed bids are invited for disposal of withdrawn editions (Old books) Bid should be sealed in a cover duly superscribed as "TENDER for DISPOSAL OF OLD HARDBOUND BOOKS"
- ii. On qualifying in the tender, Earnest Money deposited by the agency shall be converted as a part of Security. Deposit. However, in case of any deviation/breach of contract it shall be forfeited.
- iii. The bidders shall quote their highest rates based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful highest bidder (quoting highest rates of purchase) out of the eligible bidders. **Old books with hard cover will be picked up after the payment of rates per Kg (INCLUSIVE OF ALL TAXES AND CHARGES) (in Rs.) is received by the Division.**
- iv. In case, the date of submission/opening of tenders subsequently happens to be holiday, the tenders shall be received/ opened on the next working day.
- v. The security deposit (EMD) of bidders, whose rates are not approved, will be returned within 30 days upon finalization of the tenders. No interest will be paid on the amount of the security deposit.
- vi. The right to accept a bid will rest with the DG, Publication Division, who reserve the right to reject any or all the bids without assigning any reason thereof.

B. K. Biswas
 वी. के. बिरसास/B. K. BISWAS
 उच दिदेशक (प्रशा.)
 Deputy Director (Admn.)
 प्रकाशन विभाग/Publications Division
 सू. प्र. मंत्रालय/Min. of I & B
 भारत सरकार, नई दिल्ली
 Govt. of India, New Delhi

- vii. The quoted rate shall remain valid for the duration of the completion of the tender.
- viii. In case, the vendor fails to comply with the terms & conditions, the Board may terminate the contract without assigning any reason and is free to dispose of the items in such a manner as may be deemed appropriate.
- ix. **The successful bidder will be liable to complete the job of lifting the material from the site within a period of 20 days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his EMD security will be forfeited and the Division shall have the right to cancel the order.**
- x. **If the material is not lifted within the stipulated period given in the work order, a penalty per day will be imposed for a maximum delay of 20 days which will be adjust EMD and in case of delay be more than 20 days the entire amount of Earnest Money will stand automatically forfeited and work will be awarded to the second highest bidder or on any other decision of the Competent Authority of the Division which shall be final in this situation and binding.**
- xi. No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise the EMD submitted by the firm is liable to be forfeited.
- xii. The vendor is responsible to clear the material by his own labourers and the cost towards transportation, packing, loading, unloading or any incidental job or activity will also be borne by the vendor himself.
- xiii. **The waste paper being lifted from the Site will be used only for recycling in paper mill or in pulp industry. The agencies must issue a certificate to the division to the effect that the Books lifted from store of Publications Division, Faridabad will be used for the purpose of making pulp only and not for any other purposes. The Division reserves the right to send a person to accompany the dispatch from site to mill for pulping.**
- xiv. **A certificate from the Paper Mills confirming that the destroyed records have been converted to pulp, should be submitted to this Division by the agencies within a month from the date of taking delivery of the old records, Before the security is returned.**
- xv. The printed and hardbound books are packed in polythene. Cover is made of book binding board and are fully covered with cloth.

- xvi. Bidders may visit the site premises and inspect the quantity, condition and type of material between 11 am to 1 am on 8th June, 12th June, and 17 June 2020.
- xvii. The weighing of the material shall be jointly witnessed by an official of the Division authorized representative(s) and bidder or his authorized representative. All weighing shall be certified by this weighing committee. The weighing will be done on site.

11. Rates/ Prices:

The rates should be quoted in Indian Rupees only, in words as well as in figures. Rates shall be quoted for free pickup, loading, shredding or any other incidental activity from wherever materials stored in the premises at Faridabad Address.

12. Penalty

- i. It will be the responsibility of the Bidder to pickup the item in accordance with stipulated time frame, otherwise, the Division may impose penalty.
- ii. If the Bidder/ firm stops the pickup without completing it, the Division may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred.
- iii. All disputes, differences and questions arising out of or in any way touching or concerning this tender or subject matter thereof or the representative rights, duties or liability of the parties shall be dealt under the Jurisdiction of Delhi.

13. Rights of the Publications Division:

- i. Division reserves the right to accept/ reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the highest tender.
- ii. Division reserves the right to award the tender to more than one Bidder.
- iii. If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its EMD shall be forfeited.

14. Mode of Payment

The Payment against disposal of material shall be deposited through crossed demand draft/ Electronic transfer in favour of "DDO, Publications Division, M/O Information &

10/12/20
बी. के. विश्वास/ B. K. BISWAS
उप निदेशक (प्रशा.)
Deputy Director (Admn.)
प्रकाशन विभाग/ Publications Division
सू. प्र. मंत्रालय/Min. of I & B
भारत सरकार, नई दिल्ली
Govt. of India New Delhi

Broadcasting” from a scheduled/ nationalized bank Payable at New Delhi **before** lifting the waste materials from the premises.

15. General / others

- i. The bidders will be bound by the details furnished by him / her to the Division while at submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
- ii. In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and EMD will be forfeited.
- iii. All taxes and levies will be paid by the bidder only. Other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be borne by the tenderer only.
- iv. It will be responsibility of the vendor to pack the material by his own labourers and the cost thereon and any other incidental activity will also be borne by the vendor himself.


I/We have carefully read the above terms & conditions and undertake to abide by the same.

Place: Date:

(Signature of the party with stamp) Name:

Telephone No.

Address


बी. के. विश्वास/B. K. BISWAS
उप निदेशक (प्रशा.)
Deputy Director (Admn.)
प्रकाशन विभाग/Publications Division
सू. प्र. संशोधन, (Min. of I & B
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

Technical Bid PROFORMA

SL No.	Particulars	
1	Name of the bidder	
2	Contact detail of the bidder	Address Phone Mobile Email
3	Name of the Proprietor/Partners/Directors of the Firm/Agency	Name Address Phone Mobile Email
4	Registration and Incorporation particulars of the bidder indication legal status as a company	
5	GST/TIN Details (Attach a copy)	
6	PAN card details	
7	CA certified turnover details	
8	Tender Document (all paper duly signed by the authorized person)	
9	Declaration regarding blacklisting or otherwise by the Govt institution.	
10	Details of the work done for the Government organizations (At least one project of waste paper disposal with pulping of no less than 10 tonnes)	
11	Details of tie up with paper mill where pulping will be done, along with capacity in tonnes.	
12	Details of the EMD cum Performance Security	

Bidders to ensure that all Pages have been signed and stamped by the authorized persons. Pages have been numbered

Documents are legible (clearly readable)

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Date _____

Signature & Seal of Authorised persons

Krishna
वी. के. विश्वास/ B. K. BISWAS
उप निदेशक (प्रशा.)
Deputy Director (Admn.)
प्रकाशन विभाग/Publications Division
सू. प्र. मंत्रालय/Min. of I & B
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

FINANCIAL BID PROFORMA

The Deputy Director (Admn)
Publications Division, Soochna Bhawan,
CGO Complex, Lodhi Road, New Delhi, 110003

Subject: Financial Bid for DISPOSAL OF OLD WITHDRAWN EDITIONS – reg.

Sir,

I/we have gone through the tender document, understood it fully and declare that I/ we shall abide by the terms and conditions mentioned therein **for supply of the items required**. My / our rates are as under:

Old books with hard cover will be picked up @ rate of Rupees ----- per Kg in this Financial Bid (ANNEXURE-2) (INCLUSIVE OF ALL TAXES AND CHARGES) (in Rs.) by me.

I/ we certify that the information furnished above is true and correct. The terms and Conditions are acceptable to us.

NOTE: The Vendors may visit the site to inspect the materials on the dates given above, if they so desire before quoting the rates.

Date:-

(Authorized Signatory)
Seal with Name and Designation

Name of the Authorized person:

Name of the Company:

Address of the company: _

Contact No. :

Email Id:

Seal of the company

10/11/2018
वी. के. विश्वास/E. K. BISWAS
उप निदेशक (प्रशा.)
Deputy Director (Admn.)
प्रकाशन विभाग/Publications Division
सू. प्र. मंत्रालय/Min. of I & B
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

UNDERTAKING

(To be submitted with Technical Bid in Company's Letter Head)

It is certified that my firm/ agency/ company has never been black listed by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or any other State Government or reputed educational institutions and no criminal case is pending against the said firm/ agency as on _____.

(Authorized Signatory)

Name of the Authorized person: ____

Name of the Company: ____

Address of the company: ____


Contact No. : ____

Email Id: ____

Seal of the company:

Place:

Date: __


बी. के. विश्वास/ B. K. BISWAS
उप निदेशक (प्रशा.)
Deputy Director (Admn.)
प्रकाशन विभाग/ Publications Division
सू. प्र. मंत्रालय/Min. of I & B
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi