

F. No. 34011/1/2013-Genl
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhawan
Block No. 14, CGO Complex
Lodhi Road, New Delhi-110003.
Dated: - 27th May, 2014

Subject: Invitation for quotations in respect of Contract for auction of items and lifting of all types of waste material from Department of Public Enterprises, Block 14, CGO Complex, New Delhi.

Sealed quotations are invited in respect of Contract for auction of items (furniture, metal, electronics equipment etc.) and lifting of all types of waste material (paper etc.) from Public Enterprises Bhawan, Block No.14, CGO Complex, Lodhi Road, New Delhi. The Contract would be initially for a period of one year on quarterly basis and may be further extended for a maximum period of two years beyond the initial year of contract, subject to the fact that the services are found to be satisfactory.

2. Instruction to bidders, Eligibility criteria, Period of Contract, Earnest Money Deposit, Bid evaluation Criteria, Specific Terms & Conditions and General Terms & Conditions are indicated in **Annexure-I**. A tentative list of items is enclosed at **Annexure -II**. In addition to this, the quantity of papers/magazines in a quarter & should be 200 kg (approx.). Format for submission of the quotations/financial bid is as per **Annexure-III** & Annexure-IV.

3. The Department of Public Enterprises 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 therefore, 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). Each page of Annexure-I is to be signed by the bidder as a proof of having understood and agreed to the Terms & Conditions and other information given in 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 or website of the Department of Public Enterprises (www.dpe.nic.in)

6. Quotation in the prescribed format as per Annexure-II are to be sent in a sealed cover super scribed "Disposal of waste material" and dropped in the Tender Box kept in the Reception office of DPE, Public Enterprises Bhawan, Block No.14, CGO Complex, Lodhi Road, New Delhi-110003 between 9.00 AM and 2.30 PM by 9th June, 2014. The tenders will be opened at 3.00 PM on 9th June, 2014 in room No. 409-A, 14 Block CGO Complex, 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.


(Jyoti Mathur)
Under Secretary
Tel: 24366820

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 be also be rejected. The EMD of all unsuccessful bidder 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 the same if found, the bid will be rejected.
4. Bidders are required to submit documents in support of their claims as regards 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 alongwith telephone number and a 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 atleast three years of working for any State/Central Government Ministry/Department/Public Sector Undertaking/Public Sector Bank in this field. Proof of experience (during the period from 2011-2013) is required to be submitted with tender document.
8. The bidder company/firm/agency should also furnish 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 furnish an undertaking that the bidder company/firm/agency has not been black listed by any Ministry/Department/Organization of the Central/State Government or any Public Sector Undertaking/Bank.
10. The company/firm/agency whose services are terminated by the Department for some reason or the 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.

B. Period of Contract

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

C. Earnest Money Deposit (EMD):

12. Any bid, as submitted, should be accompanied by an Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque amounting to Rs.12,500/-(Rupees twelve thousand five hundred only) as Earnest Money Deposit (EMD), drawn in favor of Drawing and Disbursing Officer(**DDO**), Department of Public Enterprises, 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 DDO, DPE New Delhi, will not be accepted and the bid submitted with any such instrument would be rejected.

D. Bid Evaluation Criteria

13. The bid shall be opened on the scheduled date & time (3.00PM on the 4th June, 2014) in Room No. 409-A, Block No. 14, CGO Complex, New Delhi- 110003, 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 format in/as Annexure-III & Annexure-IV.

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 DDO, DPE 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 PSD 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.

E. Specific Terms & Conditions

17. A tentative list of items to be disposed off during the contract period is enclosed as per Annexure – II. However, no guarantee can be given to the minimum number/quantity. The bidders, if they so desire, may visit this office on any of the working days with a view to assess the actual quantities of the waste material including paper, furniture, metal, e-waste on daily basis before filling the bid.

18. Contract for removal of material 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

quarter with the cashier of this Department in advance, in the first week of the first month of every quarter and cash receipt thereof, should be given to SO(General Admn.).

19. The Material must be removed from all the rooms & corridors of DPE office during normal working hours and stored in the storage place assigned for the purpose, for its removal on quarterly basis.

20. Arrangements for transport to carry the Material out from Block No. 14,, CGO Complex, Lodhi Road, New Delhi will be made by the successful firm at their own cost and this office will have no liability on this count.

21. The successful bidder shall dispose off/ lift all kind of material from the premises of the Department of Public Enterprises, 14 Block, CGO Complex & EAC to PM on quarterly basis and even as and when asked by the Department of Public Enterprises, on any working days (including Saturdays) between 1000 Hrs. to 1800 Hrs, so that no waste material remains 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 Department of Public Enterprises 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- 19 above, an amount of Rs. 1000/- will be charged from the successful 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. The Department of Public Enterprises shall have right to clear the accumulation away from the premises of the Public Enterprises Bhawan, Block 14, CGO Complex, Lodhi Road, New Delhi at the risk/cost of the successful bidder.

E. 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 Public Enterprises Bhawan, Block 14, CGO Complex, Lodhi Road, New Delhi for lifting of the waste material. 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 14 Block, CGO Complex for lifting of the waste material.

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 Department of Public Enterprises shall have the right not to utilize the Service or terminate the contract at any time without giving any prior notice.

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 Department of Public Enterprises shall be final and binding on the contract.

29. This Department 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 or dispute arising out of this contract shall be referred to the sole arbitration of the Head of the Department of Public Enterprises 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, 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 vacated 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. 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 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 or enactment thereof and the rules made there under 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. Further, any notice/reply/bill to be given to the Department of Public Enterprises by the Service Provider Firm shall be considered duly served if the same has been delivered to, left 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.

Annexure-II

S. No.	Items	Qty.
1.	AC Window	1
2.	AC Spilit	2
3.	Chair	15
4.	Refrigerator (Electrolux)	1
5.	Photo copier Machine (Muratac MFX2590	1
6.	Gestetner machine (Ricoh)	1
7.	Zerox Photo copy Machine EKB	1
8.	Toshiba E Studio 280 Photo copy Machine	2
9.	TV Panasonic TC 21"	1
10.	Water Cooler	2
11.	Monitor	20
12.	CPU	10
13.	UPS	10
14.	Heat Convertor	2
15.	Steel rack	4
16.	Typing Machine Electronic	2
17.	Key Board	6
18.	Slid Projector	1
19.	Spiral binding machine	1
20.	Fax Machine	1
21.	Padestal Fan	2
22.	Scanner cum printer	6
23.	Electric kettle	4
24.	Printer	14
25.	Mike system	1
26.	Telephone instruments	35
27.	Hot case	4

ANNEXURE-III

Tender for auction of items (furniture, metal, electronics equipment etc.) from Block No. 14, CGO Complex, Lodhi Road, New Delhi.

FINANCIAL BID

I/We Tender/quote a sum of Rs. _____

(Rupees _____ only) for items mentioned in Annexure-II of the tender document for lifting of all types of Waste Material including furniture, metal, electronics equipment from the Department of Public Enterprise, 14 Block, CGO Complex. New Delhi-110003.

Signature of the Proprietor
Stamp of the Firm

Date: _____
Place: _____

ANNEXURE-IV

TENDER FOR LIFTING OF ALL TYPES OF WASTE MATERIAL LIKE PAPERS FROM BLOCK NO. 14, CGO COMPLEX, LODHI ROAD, NEW DELHI.

FINANCIAL BID

I/We Tender/quote a sum of Rs. _____

(Rupees _____ only) per annum for lifting of waste papers from the Department of Public Enterprise, 14 Block, CGO Complex. New Delhi-110003.

Signature of the Proprietor
Stamp of the Firm

Date: _____

Place: _____