

**Government of India**  
**Ministry of Science and Technology**  
**Department of Science and Technology**  
**Administration II (B) Section**  
**Technology Bhavan, New Mehrauli Road, New Delhi-110 016**

Tender Enquiry No. D-20013/ 01/ 2012 Admn II (B) Vol-2

Date: 2<sup>nd</sup> August,2018

To,

All the eligible &amp; Interested vendors

**Sub: Rate contract for disposal of waste paper, daily office sweep and old news papers/ magazines etc. from DST, Technology Bhawan, New Delhi-16 for the period one year of commencement of contract**

Dear Sirs,

For and on behalf of the President of India, sealed quotations are invited from the interested firms for disposal of daily office sweep, old news papers/ magazines and wastes generated out of it etc., from DST premises located at Technology Bhawan, New Delhi-16 for disposal of above stated materials accumulated w.e.f. 10<sup>th</sup> August,2018 or till finalisation of contract initially for a period of one year from the date of commencement of contract and will be extended for a further period of one year only with agreed rates, terms and conditions.

2. In case your firm is eligible and interested in the above work, you are requested to quote your competitive highest prices in the enclosed Proforma in a sealed cover. The sealed cover containing the quotation should be super scribed "**Rate contract for disposal of waste paper, daily office sweep and old news papers/ magazines etc. from DST, Technology Bhawan, New Delhi-16**" and should be dropped in the tender box kept near the Reception of the Technology Bhawan on or before **10<sup>th</sup> August,2018 latest by 1500 hours**, which will be opened on the same day **at 1530 hrs** in the "Raman Auditorium" S & T Block-II in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any quotation/ bid without assigning any reason whatsoever thereof.

3. The sealed envelope must be accompanied by a Demand Draft/ Pay order/ banker's cheque of a Nationalized Bank for Rs.30,000/- (Rupees Thirty Thousand only) as Earnest Money Deposit (EMD). Those firms/units registered under Single Point Regd. Scheme of NSIC are eligible to get the benefit of exemption from payment of Earnest Money Deposit (EMD). The earnest money amount will be returned to the unsuccessful firm immediately after the award of the contract to successful bidder and the earnest money of the successful bidder will be returned only after realization of the total quoted amount by DST.

4. Tendering firms fulfilling the requirements as per the Important Information & General Instructions set out in **Annexure I** and Contractor's Details (Mandatory Information) set out in **Annexure II** to this tender document are requested to quote their competitive highest prices.

5. The complete tender document may be downloaded from Department's website [www.dst.gov.in](http://www.dst.gov.in) , CPPP & GeM. Firms fulfilling the terms & conditions stipulated in the tender document may participate.

Yours faithfully,

(Himanshu Gandhi)  
 Under Secretary to the Govt of India  
 Tel: 26590264

**Copy to NIC: With a request to upload the Tender Enquiry Notice in DST's website**

**Cont'd....02/-**

**IMPORTANT INFORMATION**  
**& GENERAL INSTRUCTIONS**

SI No.	Subject	Description
1.	Seller	THE PRESIDENT OF INDIA
2.	Tender Fee	Nil
3.	Single bid system	This tender will be processed in a single bid system.
4.	Firm and fixed rates	Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be in INR in the <b>Schedule I</b> to this Tender Enquiry only. Request for change of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for changing of prices/ contracted rates shall be rejected straightaway without any consideration. Conditional bids will also be rejected straight way.
5.	Non-transferability	This tender is non-transferable. The contractor will not be permitted to authorize any sub-contractor or any other firm to collect the material or execute the contract on his behalf.
6.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of this Department.
7.	Earnest Money Deposit	<p>a) An amount of <b>Rs.30,000/- (Rupees Thirty Thousand only)</b> shall be submitted by way of Demand Draft, Pay Order/Banker's Cheque in the name of DDO, DST, New Delhi along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be accepted. Offers received without EMD shall be rejected and shall not be considered under any circumstances. EMD of tendering firms who submit the sealed tender but withdraw the same before expiry of the tender validity date shall be forfeited. EMD of the successful bidder shall be released only after realization of quoted amount within the stipulated date by DST. EMD of the bidders who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department. EMD amount shall not be adjusted in any form by DST. No interest will be paid by the Department for not releasing the EMD before the finalization of tender at any circumstances.</p> <p>b) No firm except those registered under Single Point Registration Scheme of NSIC (National Small Industries Corporation) is exempted from submission of EMD irrespective of registration status with any Govt./Semi Govt. organization.</p>
8.	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letterhead/ Quotations will not be accepted and ignored straightaway.
9.	Late/ delayed tenders	<p>a) Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Under Secretary (Admn.II-B) will be taken as standard and decisive. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.</p> <p>b) No firm except those registered under Single Point Registration Scheme of NSIC (National Small Industries Corporation) is exempted from submission of EMD irrespective of registration status with any Govt./Semi Govt. organization on production of necessary certificate.</p>
10.	Department's right	DST reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons whatsoever.
11.	Validity of offer	The rate quoted by the bidders will be valid upto 90 days from the date of opening of the bid.
12.	Applicable law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes shall be within the jurisdiction in Delhi.
13.	Period of contract	The period of contract is one year from the date of commencement of contract and the same may be extended for a further period of one year on mutually agreed terms and condition. The rate quoted by the H1 firm for initial period of contract will be taken for consideration. No rebate/reduction of rate will be entertained by DST.

Signature of the bidder (s) with stamp

Cont'd...03/-

SI No.	Subject	Description
14.	Submission of bid	The quotation should be addressed to "Under Secretary, Admin II (B) Section, Department of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi-16 and should be dropped in the Tender Box of Admn. II B Section kept near Reception Room at the entrance of Technology Bhawan, New Mehrauli Road, New Delhi <b>on or before at 1500 hours on 10<sup>th</sup> August,2018</b> . In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II B or S.O. Admn II B, DST. The bid sent through, FAX, e-mail, post/ speed post or by any other means other than as stipulated in the Tender document without covering letter in Firms' letter Head will not be considered by the Department and shall be liable to be rejected. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from DST at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall under no circumstances be accepted by DST.
15.	Evaluation of bid & Acceptance of offer	For award of contract, the bundled price for one year will be considered. The successful bidder (s) will be required to deposit the total bid/ quoted amount in lump sum by means of Demand Draft/ Pay Order/ Banker's Cheque in favour of DDO, DST, New Delhi within 15 working days from the date of award of contract. Failure to do so shall result in forfeiting of EMD. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H 1 firm will be forfeited and the second highest firm will be considered and if the second highest quoted firm (H2) is willing the pay at par the amount quoted by H1 bidder and the contract will be awarded to H 2 bidder. If the H 2 firm is unwilling to accept the same, then the whole tendering process will be treated as cancelled and no representation in this regard will be entertained. Failure in this regard shall be counted as bad performance and may be viewed adversely in award of future contracts or grant on continuing the association to such parties. This will be in addition to immediate remedial measures/ actions available to DST under the relevant laws.
16.	Quantum of waste material	The approximate quantity of waste material to be disposed off during the contractual period may be around 30 tons. However, no guarantee can be given to the minimum quantity. The Department does not offer any warranty of the waste. <b>The contractor will be permitted to lift the waste accumulated w.e.f. 1<sup>st</sup> January, 2018 till finalization of contract.</b>
17.	Litigation	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

Signature of the bidder (s) with stamp

Cont'd...04/-

SI No.	Subject	Description
18.	Rates	Rates should be quoted in INR
19.	Payment Scope of work & Job Execution	<p>The successful bidder will be required to deposit the total bid/ quoted amount in lump sum by means of Demand Draft/ Pay Order/ Banker's Cheque in favour of DDO, DST, New Delhi within 15 working days from the date of award of contract and initial lifting of the items will be within 30 days of the receipt of confirmed work order by the firm. Failure to do so shall result in forfeiting of EMD. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H 1 firm will be forfeited. The lifting of materials will be made by contractor from the designated place at least twice in a month or as and when instructed by the Department on any working day as specified between 10 AM to 4 PM. Segregation of the material in the campus will not be allowed. All the cost related with lifting of the material will be borne by the contractor and no expenditure will devolve on the part of DST. The contractor will have to inform at least two working days in advance of the intended date of lifting of the materials. The contractor will be required to bring his own vehicle for lifting the materials and will employ his own labour, bags and other items as required for packing and lifting of the materials. No assistance will be rendered in this regard by the Department. The contractor will be responsible for cleaning the area from where the items are lifted. The lifting of the items shall be undertaken only under the supervision of Section Officer Admin II (B)/ Caretaker, DST or any other officer nominated for the purpose by the Department. The lifting of the items materials will be allowed from the designated places only and after issuance of necessary security/ gate pass. Under no circumstances the contractor shall lift any other item lying inside the premises of Technology Bhawan. Failure to remove waste papers and other wastes generated out of it twice in a month or as and when called upon to do so, without any justified reasons will be treated as breach of contract and in that case the Department will have the right to cancel the contract without assigning any reason and thereby forfeit the EMD furnished during the commencement of the contract. No representation will be entertained in this regard.</p>
20	General	<p>a. The bidder should sign &amp; stamp all the pages of the document and the same is required to be submitted alongwith the offer quoted by the firm as stipulated in the document with a covering letter in the firm's letter head &amp; duly signed &amp; stamped. No page should be removed/ detached from the tender document.</p> <p>b. The application form for Tender Enquiry Notice also can be downloaded free of cost from the Department's website <a href="http://dst.gov.in/tenders">http://dst.gov.in/tenders</a>.</p> <p>c. <b>Bids received, which are not complete in all respects are liable to be rejected.</b></p> <p>d. The contractor shall observe all security provisions as applicable to the offices of the DST which comes under the security cover by the Ministry of Home Affairs. Any violation shall be his responsibility.</p> <p>e. Unsealed quotations shall not be considered for evaluation. There should not be any erasing and/ or overwriting. The quotations with erasing and/ or overwriting shall be summarily rejected.</p>

Signature of the bidder (s) with stamp

Cont'd...05/-

**Department of Science & Technology  
Admin II (B) Section  
Contractor's details (Mandatory Information)**

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information	
01	Name of the Applicant/ Firm		
02	Nationality		
03	Address (attach separate paper for addresses of other offices) Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof)	Regd. Office	
		Head office	
04	Telephone Numbers	Landline/ Mobile No.	
		Fax No.	
		E-mail address	
05	Other Details (Enclose copies)	PAN Details	
		GST Registration Number	
06	Constitution of firm	Individual	
		Sole Proprietorship Concern	
		Partnership Firm	
		Public Ltd. Company	
		Private Ltd. Company/ Public Sector Enterprises	
07	Details of Bank account (Enclose copy of front page of pass book & personalized cancelled cheque)	Account No:- Type of account:- Name of Bank:- Name & address of the branch	
08	Whether registered with any other Department of GOI, if yes give details.		

Signature of the bidder (s) with stamp

**Cont'd....06/-**

Sl No.	Description	Information
09	Earnest Money Deposit (EMD) details	<p>a. Amount in Rs. 30,000/- (Rupees Thirty Thousand only) No firm except those registered under Single Point Registration Scheme of NSIC (National Small industries Corporation) is exempted from submission of EMD irrespective of registration status with any Govt./Semi Govt. organization on production of necessary certificate.</p> <p>b. DD/ BC/ PO No.</p> <p>c. Date of Issue:-</p> <p>d. Name of issuing Bank:-</p> <p>e. Address of the issuing Branch:-</p>
10	Certificates/ Undertakings	<p>a. I/ we (including all partners) certify that I/ we have carefully read the Terms &amp; Conditions mentioned in the tender enquiry form and shall abide by them.</p> <p>b. I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.</p> <p>c. I/ We agree to the forfeiture of the Earnest Money Deposit if I/ We fail to comply with all or any of the terms &amp; conditions in whole or in part as laid down in the Tender Enquiry Notice No. <b>D-20013/01/2012 Admin II (B) Vol -2 dated 02<sup>nd</sup> August,2018</b>, which would constitute and have force of a contract between me/ us and the Department of Science &amp; Technology, if I/ we am/ are declared a successful bidder.</p> <p>d. I/ we hereby declare the items mentioned in the Schedule to this notice will be used for bonafide/ lawful purposes only as per the guidelines of Department of Environment &amp; Forest, Govt. of NCT Delhi.</p> <p>e. I/ we hereby also certify that, I/ we have signed all the pages of the document with my/ our conscious and no body from this Department influenced/ compelled to do so.</p>

Signature of the bidder (s) with stamp.

Schedule- I

## DEPARTMENT OF SCIENCE &amp; TECHNOLOGY

Schedule -I to T E No. D-20013/ 01/ 2012 Admn II (B) Vol-2

Date: 02<sup>nd</sup> August,2018.

**Scope of work: Sub: Rate contract for disposal of waste paper, daily office sweep and old news papers/ magazines etc. from DST, Technology Bhawan, New Delhi-16 for the period from the date of commencement of contract**

**A. Location: DST, Technology Bhavan, New Mehrauli Road, New Delhi.**

**B. Name of the firm:**

**C. Rates:**

**Rates:**

Sl No.	Description of Item	Amount in Rs.
	Disposal of waste paper, daily office sweep and old news papers/ magazines etc. from DST, Technology Bhavan, New Delhi-16 for the period from the date of commencement of contract 01 <sup>st</sup> July,2018.	
i.	Minimum reserve Price (MRP)	<b>4,10,000/- (Rs.Four lakh and Ten Thousand only)</b>
ii.	Rate Quoted Percentage above/ below of MRP (Inclusive all applicable taxes)	
	a. % Above:-	
	b. % Below:-	
iii.	Total quoted cost (Net Bundled Price) in Rs.	

**Amount in Rs. (In words):.....**

Signature of the bidder with seal & date

**From pre-page**

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As approved above, a fair copy to tender document (as amended) with closing date 10<sup>th</sup> August,2018 (As approved para No. III page/n 35, is prepared and placed below for signature please.

**S.O. (Admn.II-B)**

**U.S. (Admn.II-B)**