

**GOVT. OF NATIONAL CAPITAL TERRITORY DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092**

No.F.01(40)(14)/2004/CT/DSSSB/2005-06 /

Dated

LIMITED TENDER NOTICE

Sealed quotations are invited from reputed Papers Mills/ company/Firms/Company/ Govt. contractors/ Individual for lifting of unutilized Confidential Booklets and Application Forms for shredding and converting the material into paper by recycling. All the vendors should submit the sealed quotations on or before **15.05.2015** up to 01.00 pm (As per Annexure) and which will be opened on the same day at 3.30 PM.

2. EMD Rs. 05,000.00
Performance Security Rs. 20, 000.00(Valid up to Three years from the date of award of Contract)
Period of Contract One year (Extendable for further Two Years on year to year Basis)
Last date for submission of Quotations 15.05.2015 up to 1.00 PM
Date and time for opening of Quotations 15.05.2015 at 3.00 PM

ELIGIBILITY:-

- 01 The tenderer should have the experience of providing similar works for at least Three years in any of the Department/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.
- 02 The tenderer firm/agency/company should have a valid registrations such as Permanent Account Number (PAN) of the Income Tax Deptt; Service Tax Registration Number; Registration No. of the Agency/Firm; Employees Provident Fund Account Number; ESI Registration Number; License Number under Contract Labour Act, if applicable.
- 03 The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure Attached).
- 04 Resolution of Board meeting authoring the person to sign tender document. (If Applicable)
- 06 The tenderer should submit an undertaking with the Technical Bid to the effect that Terms and conditions of the Tender are duly accepted /signed with the stamp of the prospective bidder.

PROCEDURE OF SUBMISSION OF BIDS: The following documents should be placed/ enclosed/ attached with the Technical Bids if applicable:-

- 01 Self attested copy of PAN No. card under Income Tax Act;
02 Self attested copy of Service Tax Registration Number;
03 Self attested copy of Valid Registration No. of the Agency/Firm;

- 04 Self attested copy of valid Employees Provident Fund Account allotted letter.
- 05 Self attested copy of valid ESI Registration Number;
- 06 Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- 07 EMD/Bid Security of **Rs.05,000/-**
- 08 An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
- 09 Terms and conditions duly accepted/signed with the stamp of the prospective bidder;
- 10 Proof to the effect that tenderer have experience of providing similar works for at least Three years.
- 11 Resolution of Board meeting authorizing the person to sign Tender Document (if Applicable)
- 12 Prescribed Technical Bid tender form (as per Annexure-I)
- 13 Prescribed Financial Bid form (as per Annexure-II).

OPENING OF TECHNICAL BID

- 01 Technical bid will be opened only of those firms whose EMD is received in original on or before schedule time of opening of Technical Bid as per tender Document.

OPENING OF FINANCIAL BID

- 01 Financial Bids will be opened only of those firms which qualify in technical bid.
- 02 In case, any holiday is declared by the Government on the day of opening of the tender, the tender will be opened on the next working day at the same time but the tender box will be sealed on the scheduled day and time.

CANCELLATION OF TENDER OR CONTRACT

- 01 The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.
- 02 If the Services of the firm are found not satisfactory, the contract shall be cancelled at any time.
- 03 The Chairman, DSSSB shall have every right to cancel the contract at any time during the period of the contract without assigning any reason.

TERMINATION OF CONTRACT

- 1 The Chairman, DSSSB reserves the right to terminate the contract without assigning any reason by giving a notice of **15 days** to the Tenderer at any point of time during the period of the contract.

PERIOD OF CONTRACT

- 01 The rate contract shall be valid initially for one year and the Board reserves the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of two more years, one year at a time upon the satisfactory functioning of the Tenderer.

DEPOSITING OF PERFORMANCE SECURITY

- 01 The successful bidder will have to deposit the Security amount of Rs. 20,000.00 within seven days of the acceptance of the bid OR lifting of material which ever

is earlier in the shape of FDR, in favour of DDO, DSSSB payable at Delhi and valid up to three years from the date of depositing.

FORFEITURE OF BID SECURITY/PERFORMANCE SECURITY: -

The Bid Security/Performance Security will be forfeited in the following conditions:-

- 01 If at any stage, any of the information/declaration given by the bidder is found false.
- 02 If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- 03 In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
- 04 In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.
- 05 If the bidder fails to lift the material thereafter, the amount deposited as Performance Security shall be forfeited.

AGREEMENT

- 01 The contractor will have to enter into a written Agreement with this department within 07 days of intimation of acceptance of approved rates

ACCEPTANCE AND REJECTION OF BID

- 01 The DSSSB reserves the right to accept or reject any or all bids and to annul the bidding process and reject any or all bids at any time without assigning any reason and thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the DSSSB action.

WEIGHT OF THE MATERIAL

- 01 Weight should be done in the premises of the Board in the presence of the office representative.
- 02 The DSSSB reverse the right to weight the material at own their choice of place.

REFUND OF EMD

- 01 The EMD deposit of the unsuccessful/successful bidders will be returned within 15 days from the date of acceptance of the Tender.

AFFIDIVAT

- 01 The bidder will have to submit an affidavit on Non judicial Stamp paper of Rs. 10/= duly attested by notary stating that the entire lot of obsolete booklets shall be used only for recycling of paper and not for any other purposes along the quotation.

PANELTY

- 1 If the bidder fails to lift the material after direction a penalty of Rs. 5,000.00 will be lived per day .

TERMS & CONDITIONS:

Terms and Conditions of the tender are as under:-

- 01 The tenderer should take care that no column in the tender document should be left blank which would otherwise make the tender liable for rejection.
- 02 Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender
- 03 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 05 Any person who is in Govt. service or an employee of this Board should not be made partner to the contract by the Tenderer directly or indirectly in any manner whatsoever.
- 06 The Tenderer shall indemnify the Board against all other damages/charges and expenses for which this Board may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Board shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 07 During the period of contract, the rates will not be revised with the revision of any taxes by the Government of NCT of Delhi or by the Government of India.
- 09 The Tenderer shall not employ any person who has not completed eighteen years of age. The Tenderer shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, EPF, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable upon the Tenderer, there will not be any liability upon the Board.
- 10 The Board will be under no legal obligation to provide employment to any of the personnel of the Tenderer during / expiry of agreement period and the Board recognizes no employer-employee relationship between the Board and the personnel deployed by the Tenderer/agency.
- 11 The prices quoted should be inclusive of all charges and excluding taxes.
- 12 The obsolete Booklets will be disposed off on Pulping Basis.
Certificate of the mill should be deposited immediately certifying that the material received from the DSSSB has been pulped.
- 13 The successful bidder will have to lift the obsolete booklets when it is required within three days notice.
- 14 The bidder will bear all expenses such as loading, Packing, Transportation etc, for lifting the material from the office of the DSSSB.
- 15 Only authorized representative of the mill shall be entertained for discussion/deliberation if required. An Authority letter from the authorized signatory is to be submitted.

16 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.

RELAXATION IN THE TERMS AND CONDITIONS:-

01 The Chairman, DSSSB reserves the right to relax any term or condition mentioned herein.

DISPUTE:-

01 In case of any dispute, DSSSB/any office authorized by him on his behalf will be the sole arbitrator to settle the dispute and his decision will be binding on both the parties.

BID EVALUATION CRITERIA:

01 In case it is found that the bidder as per the requirement of the bid has not quoted any specified item his bid on that particular item shall be evaluated on the basis of highest quoted rates by the another bidder. The Tenderer shall, however, be required to meet time bound work and to the standardized satisfaction of the DSSSB.

02 Among eligible bidders, the Departmental Bid Evaluation Committee shall select the bidder who is paying reasonable rates.

27 The Chairman, DSSSB shall have every right to cancel the contract at any time during the period of the contract without assigning any reason.

28 The Chairman, DSSSB reserves the right to relax any term or condition mentioned herein.

JURISDICTION OF COURT

01 The courts of Delhi shall have the exclusive jurisdiction to settle all disputes, if any, arising out of this agreement between the parties.

TECHNICAL BID (DETAILS OF THE AGENCY)

SR.NO	PARTICULARS	
01	Name of the Firm/Agency	
02	Address of the Firm	
03	Mobile No/Phone No.	
04	Name of the Tenderer	
05	Mobile no./Phone	
06	Registration No. of the Firm	
07	Name, Designation and Mobile No, of the Person authorized to deal with the Board	
08	Constitution of the Firm (Attach Proof)	
09	Permanent Account Number under income tax Act(Attached Proof)	
10	Service Tax Regn. Number(Attach Proof)	
11	EPF Account Number (Attach Proof)	
12	ESI No.(Attach Proof)	
13	Labour Contract Number(Attach Proof)	

14	Last One Experience as mentioned in the Tender Document (Attach Proof)	
15	Whether Agency has been blacklisted by any of the Department/Organizations (Attach Undertaking on the letter Head of the Firm duly signed and stamped)	
16	Whether Terms and conditions of Tender duly accepted (Attached Undertaking on the letter Head of the Firm duly signed and stamped)	

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Tenderer _____

Place: Name of the Signatory _____

Date: ___/___/2015 Name of the Firm/agency _____

Seal of the Firm/Agency _____

Bid No./Contract for Lifting of Unused/Used Secret Material of DSSSB .../2014

Annexure - II

Schedule of Prices for Contract for Lifting of Unused/used Secret Material of the Delhi Subordinate Services Selection Board in the manner as specified in specifications and bidding documents.

FINANCIAL BID

Name and address of the Bidder:

NAME OF THE WORK: - LIFING OF UN USED/USED OF SECRET MATERIAL OF DSSSB

Contract No. No.F.01(40)(14)/2004/CT/DSSSB/2005-06 /

SRN	NAME OF WORK	RATE
01	Rate for Confidential Booklets per KG for Pulping	Rs.
02	Rate for confidential applications per KG for pulping	Rs.

Place:
Date: ___/___/2015

Signature of the Tenderer _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

Annexure III

UNDERTAKING

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 Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on -----

Place: _____
Date: ___/___/2015 _____
Signature of the Tenderer _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

Annexure IV

UNDERTAKING

It is certified that my firm/agency/company having sufficient Experience for Repair and Maintenance of Public Address System as mentioned in the Tender Document.

Place: _____
Date: ___/___/2015 _____
Signature of the Tenderer _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

Annexure IV

UNDERTAKING

It is certified that I personally read the Tender Document and accept all the Terms and Conditions mentioned therein.

Place:

Date: ___/___/2015

Signature of the Tenderer _____

Name of the Signatory _____

Name of the Firm/agency _____

Seal of the Firm/Agency _____