

F.No. 3.12.(1)/2019-G-I
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)
Dholpur House, Shahjahan Road
New Delhi-110069

E-Tender Notice

Date :11.11.2019

Subject: NOTICE INVITING TENDERS (NIT) for One Time Disposal of mixed waste paper in the O/o Union Public Service Commission.

Online bids are invited under two bid system for disposal of mixed waste paper (One Time) in the O/o UPSC. Detailed terms and conditions of the NIT are in Tender Document. Tender Document may be downloaded from UPSC web site www.upsc.gov.in and Central Public Procurement Portal (CPP) <https://eprocure.gov.in>. The Critical Date Sheet pertaining to NIT is as under:

Published Date	11.11.2019 at 17:30 Hrs
Bid Document Download/Sale Start Date	11.11.2019 at 17:30 Hrs
Bid Submission Start Date	11.11.2019 at 17:30 Hrs
Bid Submission End Date	21.11.2019 at 15.00 Hrs
Bid Opening Date	22.11.2019 at 15.00 Hrs

2. The interested bidders may submit the tender online at <http://eprocure.gov.in>, in a two bid system in the prescribed proforma. The tender is to be submitted only in on line mode through e-Procurement Portal <http://eprocure.gov.in>. All the documents in support of eligibility criteria etc., are to be scanned and uploaded along with the tender documents. Tender sent by any other mode **other than on line mode** will not be accepted. No tender documents will be accepted under any circumstances whatsoever after the expiry of stipulated date and time.

3. Tenderer/Contractors are advised to follow the instructions provided in the Instruction to the Contractor/Tenderer for the e-submission of the bids online through CPP Portal <https://eprocure.gov.in/eprocure.gov.in>.

4. The original Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand only) in the form of account payee Demand Draft/Bankers cheque drawn in favour of Secretary, Union Public Service Commission, New Delhi **physically** must be dropped in a sealed cover duly super scribed **“NIT for one time disposal of mixed**

waste paper” addressed to the Under Secretary (M&M), Union Public Service Commission, Dholpur House, New Delhi only in Tender Box placed at Gate No. 3 (Facilitation Counter) of Union Public Service Commission, New Delhi within a period of 11.11.2019 to 21.11.2019(till 3:00PM). In case original EMD has not been submitted during the above date and time, the bids will be rejected summarily. However, a scanned copy of the Bank Draft (EMD) must be uploaded electronically on <http://eprocure.gov.in>. The EMD of successful bidder will be refunded only after completion of all contractual obligations. Bids not accompanied by requisite amount of Earnest Money Deposit in prescribed form as indicated above will summarily be rejected.

5. The bids will be opened online by a Committee of 3 officers in the Union Public Service Commission on 22.11.2019 at 3.00 PM. In case the specified date for submission of bid falls on or is subsequently declared as a holiday or closed day for this office, the bids will be received upto the appointed time i.e. 3.00 PM on the next working day of this Office and will be opened on the next day at 3.00 PM. The Tender Evaluation Committee, after evaluation of the bids, will give its specific recommendation(s) which will be uploaded and can be viewed by the bidders.

6. The Competent Authority in UPSC reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason there for.

(Ravish Joiya)
Under Secretary (M&M)

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UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)
Dholpur House, Shahjahan Road
New Delhi-110069

Subject: NOTICE INVITING TENDERS (NIT) for one time Disposal of mixed waste Paper in the O/o Union Public Service Commission.

The office of Union Public Service Commission intends to undertake **one time disposal of mixed waste papers** which primarily include newspapers, magazines, torn old records, old card boards, card board boxes, carbon papers and some used polythene bags & other daily sweeping waste. **Tentative weight of the mixed waste paper is 34,000 Kg. which may increase or decrease. The waste paper will be provided to the approved vendor on actual basis. The prospective bidder are requested to visit this office and contact M&M Section from 11.11.2019 to 20.11.2019 between 2.30 pm to 4.00 pm to inspect the waste paper, so as to satisfy themselves regarding the nature of mixed waste paper before quoting financial bid. No queries/clarifications in respect of the nature of the waste paper, proportion etc. would be entertained at any stage.**

Two Bid System:

2. The bids should be submitted in two parts viz., Technical Bid and Financial Bid. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of contents of the documents before uploading.

Part –I – Technical Bid

3. Technical Bid: The bidder will upload the Technical Bid in **Annexure-I (check list), Annexure II** and **Annexure III** duly filled in and complete in all respects, which comprises of :

- (a) Scanned copy of EMD of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Account Payee Demand Draft/Banker's cheque drawn in favour of Secretary, UPSC, New Delhi
- (b) The requisite information duly filled in prescribed proforma (**Annexure –II**)
- (c) Certificate of blacklisting as per prescribed proforma (**Annexure-III**)
- (d) A copy of registration Certificate of the Firm/Company
- (e) A copy of PAN Number of the Firm/Company
- (f) A copy of GST Number of the Firm/Company
- (g) Each bidder has to certify that all the terms and conditions of NIT are acceptable to him.

IMPORTANT NOTE- Bidders may please note that all the documents (except original EMD) are to be submitted online. Bids submitted offline will not be considered. In addition to the scanned copy of EMD; the original EMD is to be deposited physically in the Tender Box placed at Gate No. 3 (Facilitation Counter) of UPSC, New Delhi within a period of 11.11.2019 to 21.11.2019(till 3:00PM).

Part –II – Financial Bid

4. The bidder will upload the financial bid in **Annexure-IV**. The Financial bids of only successful bidders will be opened on a later date whose bids are considered technically acceptable after evaluation by the Evaluation Committee.
5. Rates are to be quoted online only in the prescribed format devised for submission of Financial Bid i.e. **BoQ (Annexure IV)**. The unit rate per kg. (inclusive of GST) should be quoted in the prescribed format and total value may be derived on the basis of tentative weight i.e. 34,000 kg. pre-disclosed in the NIT. The quoted amount shall be paid by the successful **bidder within 07 days from the date of issue of letter of intent** in the form of **Demand Draft/Pay order only** payable to the Secretary, UPSC, New Delhi. No request for change in mode/schedule of payment will be entertained in any case.
6. Price should be submitted only in financial bid devised for this purpose i.e. in BoQ online mode only. Financial/Price bid having any discrepancy vis-a- vis the details submitted in the technical bid such as pertaining to name of the firm and name of proprietor, BOQ etc.will be summarily rejected. Further, conditional price bids shall be summarily rejected.
7. The rates quoted in BoQ may be clearly mentioned both in words & figures.
8. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If the purchaser does not accept the correction of the errors, his bid shall be rejected.

General Terms & Conditions

9. The successful bidder shall be bound to lift the waste paper even if the actual quantity is less or more than the tentative quantity indicated in the NIT. If the waste generation is more than the estimated waste i.e. 34,000 kg. the vendor will deposit the additional amount. If the waste generation is less than the estimated waste i.e. 34,000 Kg. the balance amount will be refunded to the vendor.
10. For the purpose of disposal of the waste paper; UPSC shall be fixing a Minimum Reserve Price (MRP) internally. The tender shall be awarded to the bidder who quote the highest rate (Rs. Per k.g.) subject to more than the MRP arrived by UPSC.
11. The waste paper will be provided to the approved vendor on the basis of approved rate (per Kg.) on the actual basis. The weight of the waste material will be measured before a Committee duly constituted for this purpose and thereafter it will be provided to vendor for disposal. For the purpose of weight measurement the weighing scale owned by UPSC or any other mechanism approved by the Commission will only be considered. The decision of UPSC with regard to the procedure followed for weight measurement will be final and binding.

12. The waste paper will be lifted by the contractor from their own staff and UPSC will not provide any manpower for this purpose. Before lifting of waste paper it has to tear down into pieces in the presence of UPSC official.
13. The contractor will **not** be allowed to segregate the waste material within the office premises and has to lift the waste paper as lot.
14. The waste material may be stored by the contractor in his own bags inside the boundary walls of the “Khatta” in the office of UPSC. All the waste material disposed off through one time auction will be lifted by the firm within 21 days from the date of letter of intent.
15. Conditional, ambiguous and incomplete bids will be summarily rejected.
16. The firm which had participated in the UPSC bids in the past and if their performance was not satisfactory and/or its EMD/Performance Security has been forfeited, they will not be eligible to participate in bid and their bid will be summarily rejected.
17. The firm should not have been black-listed by any Government organization/PSU etc.

Penalty Clause

18. In case the successful bidder does not accept the contract offered by this office for whatsoever reason(s), the EMD as stipulated under clause 4 will be forfeited and the firm will be blacklisted from participating in bids of UPSC.
19. The bidders who do not fulfil the contractual obligations in part or whole are likely to be penalized by way of forfeiture of EMD & blacklisting in UPSC.
18. Secretary, UPSC reserves the right to reject any or all the bids without assigning any reason therefore.

**(Ravish Joiya)
Under Secretary (M&M)
Tel. 23382415**

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Check List
(Forming part of Technical Bid)

Sr.No.	Details of the documents to be uploaded in e-Tender	Yes/No	Page No
1	Scanned copy of Earnest Money Deposit(EMD) of Rs.20,000/-		
2	Details of Firm & declaration – Annexure II		
3	The firm has not been blacklisted by any Government Department/Undertaking/PSU anywhere in the country – Annexure III		
4	Scanned copy of Registration of the Firm		
5	Scanned copy of PAN no. of the firm		
6	Scanned copy of GST registration no.		
7	All the pages of the bid being submitted by the firm have been signed and sequentially numbered		

Signature :

Name :

Seal :

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FORMAT FOR FURNISHING BIDS FOR ONE TIME DISPOSAL OF MIXED WASTE PAPERS GENERATED IN THE COMMISSION'S OFFICE
(TO BE FURNISHED WITH TECHNICAL BID)

1. Name and address of the firm :
2. Telephone Nos. : 1. Office:-
2. Residence:-
3. Names, Address, Tele. Nos. of some responsible persons who can be contacted in case of need :
4. Details of EMD deposited : (a) Amount :- Rs. _____
(b) DD/Pay Order No.
(c) Bank on which drawn:-
5. Name, Signature and Seal of the proprietor of the firm. :

SIGNATURE :
NAME :
SEAL :

Declaration

I _____ certified that all the terms & Conditions mentioned in the

NIT are acceptable to me. I further certify that I have visited and inspected the nature of mixed waste paper.

(Signature with Name & Stamp)

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CERTIFICATE

We the (firm name) _____,
Address _____ hereby certify that
we have not been blacklisted at any time in the past by any of the Govt.
Organisation/Undertakings/PSU anywhere in the Country

Signature of proprietor _____

Name _____

Date _____

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Format For Financial Bid for one time Disposal of mixed waste paper
To be filled online only

Name of the Firm						
Sl no	Item Description	Quantity (Tentative)	Unit	Unit Rate (Per Kg)	Total Amount	Total Amount in word
A	B	C	D	E	F= (CXE)	G
	Mixed waste paper which primarily include newspapers, magazines, torn old records, old card boards, card board boxes, carbon papers and someused polythene bags & other daily sweeping waste as disclosed in NIT.	34,000	KG			
Total amount in Figure						
Total amount in words						

Please Note:

1. Tentative weight of the waste paper is 34000.00 Kg. Kg. which may increase/decrease.
2. The waste paper will be provided to the approved vendor on the basis of approved rate (per Kg.) on actual basis.
3. The unit rate per kg **inclusive of GST** should be quoted.

Signataure :

Name :

Seal :