

F.No. 3.12.(1)/2018-G-I  
**UNION PUBLIC SERVICE COMMISSION**  
**( SANGH LOK SEVA AYO )**  
Dholpur House, Shahjahan Road

New Delhi-110069

Date : 18.06.2018

**Subject: NOTICE INVITING TENDERS (NIT) for Disposal of waste Paper in O/o UPSC.**

Online bids are invited under one bid system for Disposal of waste Paper in O/o UPSC for one year. Detailed terms and condition of NIT in Tender Document. Tender Document may be downloaded from UPSC web site [www.upsc.gov.in](http://www.upsc.gov.in) and CPP site <https://eprocure.gov.in/e> procure/app as per schedule as given in Critical Date Sheet as under:

Published Date	18.06.2018
Bid Document Download/Sale Start Date	19.06.2018
Bid Submission Start Date	19.06.2018
Bid Submission End Date	10.07 2018 at 15.00 Hrs
Bid Opening Date	11.07.2018 at 15.00 Hrs

**Bids shall be submitted online at CPPP Website**  
<https://eprocure.gov.in/eprocure/app>

Tenderer/Contractors are advised to follow the instruction provided in the Instruction to the Contractor/Tenderer for the e-submission of the bids online through Central Public Procurement Portal for e- Procurement at <https://eprocure.gov.in/eprocure/app>

**1. Procedure of Submission of Bids**

The tender shall be submitted online. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the document before uploading. Bids uploaded in single part or folder on the website will be summarily rejected.

**The offers submitted by Telegram/Fax/email or any other mode will not be considered. No correspondence will be entertained in this matter.**

2. **Earnest Money Deposite (EMD)**

The bidder should submit a self Attested Scanned copy of EMD of Rs. 60,000/- The hard copy of original EMD as mentioned in clause -5 of Tender Document must be delivered to the UPSC on or before bid opening date/time as mentioned in critical date sheet.

3. **Financial Bid:**

Scanned copy of Financial Bid should be uploaded, in the prescribed format as per Annexure-I. Unstamped and /or unsigned bids will not be entertained.

4. **Evaluation of Bid:**

The evaluation of bid will be done by a Tender Evaluation Committee (TEC) constituted for this purpose. The tender will be awarded to the firm who quote highest rate and fulfils all the terms and Conditions of NIT.

(Anil Kumar)  
Under Secretary (M&M)  
UNION PUBLIC SERVICE COMMISSION

**Subject: NOTICE INVITING TENDERS (NIT) for Disposal of waste Paper in O/o UPSC.**

The office of Union Public Service Commission intends to enter into an annual contract for disposal of 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. The validity of the contract shall be for a period of one year from the effective date mentioned in the contract order. **Tentative weight of the waste paper is 2,00,000 Kg. approximately which may increase/decrease . The waste paper will be provided to the approved vendor on actual generation.**

2. Interested firms are requested to send the bids for the above mentioned contract as per the terms and conditions of the NIT mentioned below which may be perused and understood before quoting the rates.

3. **TERMS AND CONDITIONS OF NIT**

3.1 The bids may be submitted only in the enclosed format.

3.2 Rates may be quoted in prescribed format devised for the submission of Financial Bid (Annexure-I). The unit rate (per K.G.) should be quoted in the prescribed format and total value may be derived on the basis of tentative weight i.e 2,00,000 Kg. disclosed in the NIT. **The quoted amount shall be paid by the successful bidder in 4 (four) quarterly instalments in advance before commencement of every quarter by way of Demand Draft/Pay Order payable to the Secretary, UPSC, New Delhi.** No request for change in mode/schedule of payment will be entertained in any case. If the waste generation is more than the estimated waste i.e. 2,00,000 Kg. the vendor will deposit the additional amount as per the requirement.

3.3 The tender will be awarded **to the bidder who quotes the highest rate. The rate ( in per kg) should higher than the Minimum Reserve Price (MRP) fixed by UPSC.**

3.4 The amount of rates quoted may be clearly mentioned both in words & figures.

3.5 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 supplier does not accept the correction of the errors, his bid shall be rejected.

3.6 Any correction/over-writing/ Erasing etc. in the amount of the rates quoted should be duly attested by the bidder by putting his signature. Each paper of the bid should be signed by the bidder.

- 3.7 **The waste paper will be provided to the approved vendor on the basis of approved rate (per Kg.) on the basis of actual waste generation in UPSC. 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 bound.**
- 3.8 Each four installment will have to be deposited by the contractor in advance in the form of a Crossed Demand Draft/Pay Order from any nationalized bank, drawn in favour of Secretary, UPSC, one week before commencement of the relevant quarter.
- 3.9 The approved bidder will be allowed to lift the waste papers only after the depositing the quarterly installment. The bidder will lift the waste paper not exceeding the value of waste paper equal to the quarterly installment. Any additional waste paper (above the value of quarterly installment) will be allowed only after depositing the requisite amount in that particular quarter. The bidder will submit the additional amount within 7 days failing which penalty may be imposed and performance security may be forfeited.
- 3.10 If the value of the waste paper is less than the value of quarterly installment then it will be adjusted/paid at two occasions during the contract period. The first adjustment will be made after six months i.e. at the time of submission of 3<sup>rd</sup> quarterly installment. The bidder will be allowed to submit the 3<sup>rd</sup> installment after deduction of value of the waste paper which has been not lifted by the bidder during 1<sup>st</sup> and 2<sup>nd</sup> quarter. The second adjustment will be made at the time of completion of contract and the additional amount, if any, will be returned to the bidder. The bidder will request to UPSC for such payment and it will be returned to the bidder along with performance security on successful completion of the contract.
- 3.11 Waste paper will NOT be allowed to be accumulated in the office premises. The contractor will ensure that waste material is lifted/removed at least once in 7 days or as directed by this office.
- 3.12 The waste paper will be lifted by the contractor from their own staff and UPSC will not provide any manpower for this purpose.

- 3.13 The contractor will NOT be allowed to segregate the waste material within the office premises
- 3.14 The waste material may be stored upto a maximum period of 7 days by the contractor in his own bags inside the boundary walls of the “Khatta” in the office of UPSC.
- 3.15 Conditional, ambiguous and incomplete bids will be summarily rejected.

#### 4. **Penalty Clause**

- 4.1 In case the successful bidder does not accept the contract offered by this office for whatsoever reason(s) the EMD as stipulated under clause 5 to be submitted by him will be forfeited.
  - 4.2 In case of failure on the part of the contractor to abide by the terms and conditions of contract, this office will have the right to forfeit the Performance Security (as stipulated under clause 7 and also cancel the contract at contractor’s risk and cost.
  - 4.3 In case the amount of installment in full is not deposited by the Contractor by the stipulated date a penalty of 10% on the amount of installment will be imposed for delay in payment upto 10 days. For delay in payment of installment beyond 10 days additional penalty of 5% will also be imposed on the installment. In addition forfeiture of Performance Security and termination of contract can also be considered in cases of delays in payment beyond 15 days.
  - 4.4 In case, after the acceptance of tender and issue of order, it is noticed that any of the condition is not complied with by the Contractor OR the work of removal of waste papers etc. is not satisfactory then this office will be at liberty to terminate the contract by giving a 7 days notice in writing and forfeit the Performance Security.
5. An Earnest Money Deposit of **Rs. 60,000/- (Rupees fifty Thousand Only)** in the form of Demand Draft/Pay Order from any nationalized bank drawn in favour of Secretary, Union Public Service Commission payable at Delhi/New Delhi should be sent alongwith the bids. Photocopy of the DD/PO will not be accepted. EMD submitted in any other form e.g. Cheque/Cash etc. will not be entertained.
6. Bids not accompanied by requisite amount of Earnest Money Deposit in prescribed form as indicated in clause 5 above will summarily be rejected.

7. The successful bidder will have to **furnish 10% of the Contract Value as Performance Security** within ten days from the date of the award of the contract either in the form of Account Payee Bank Draft from any nationalized bank drawn in favour of Secretary, UPSC or in the form of Bank Guarantee from a Nationalized/Commercial Bank, having the validity of fourteen month i.e. 60 days beyond the full contract period, will be retained by this office till the satisfactory completion of the contract. However, EMD of the successful bidder will be refunded immediately after the receipt of Performance Security.
8. Each bidder has to certify that all the terms and conditions are acceptable to him
9. Secretary, UPSC reserves the right to reject any or all the bids without assigning any reason therefore.

**( Anil Kumar )**  
**Under Secretary (G)**  
**Tel. 23388418**

**FORMAT FOR FURNISHING BIDS FOR THE ANNUAL CONTRACT FOR DISPOSAL OF WASTE PAPERS ETC. GENERATED IN THE COMMISSION'S OFFICE**

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. 60,000/-  
(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.

(Signature with Name & Stamp)

**ANNEXURE-I**

**Format For Financial Bid for Contract for Disposal of waste paper**

Name of the Firm	Tentative Weight of waste 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 as disclosed in NIT.	Unit rate(per Kg.) quoted by the bidder	Total rate quoted by the bidder
A	B	C	D = (BxC)
	_____Kg. for one year*		

\* Tentative weight of the waste paper is \_\_\_\_\_ Kg. approximately which may increase/decrease.

\* The waste paper will be provided to the approved vendor on the basis of approved rate (per Kg.) on the basis of actual waste generation in UPSC.

**SIGNATURE :**

**NAME :**

**SEAL :**