Government of India
Ministry of Communications & IT
Department of Telecommunications
20, Ashoka Road, Sanchar Bhawan, New Delhi-01
(General-I Section)

No. 38-3/2016-G-I Dated: 20.12.2016

LIMITED TENDER NO. 38-3/2016-G.I

NOTICE INVITING TENDER

Office of Issue	: Department of Telecommunications General-I Section, Mezzanine Floor, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001.
Date of Issue of Bid Document	: 20.12.2016
Tender No.	: 38-3/2016-G.I
Tender Forms Available With	: Section Officer(G-I) Department of Telecommunications Sanchar Bhawan, Mezzanine Floor, 20, Ashoka Road, New Delhi-110001. (Tele.No. 23036533)
Due Date of Receipt	: 16.01.2017 Time – 15:00 Hrs.
Date of Opening of Bid	: 16.01.2017 Time – 15:30 Hrs.
Earnest Money	: Rs. 5000/-

Bids are invited for and on behalf of the President of India from reputed firms in sealed covers for Sale of Old Newspaper/Magazines/Waste Paper, Cartoon empty box, empty bisleri bottles etc. in DOT(HQ), Sanchar Bhavan, New Delhi on **lump-sum basis** for the period of one year.

2. Bid documents can be obtained from the Section Officer(G-I), Department of Telecommunications, Sanchar Bhawan (Mezzanine Floor), 20, Ashoka Road, New Delhi-110001 between 10:00 Hrs. and 13:00 Hrs. with effect from 23.12.2016 on all working days. Tender document can also be downloaded from the DoT's website i.e. www.dot.gov.in or www.epublish gov.in

3. The bidders will be required to deposit an earnest money of Rs. 5000/- (Rs. Five Thousand Only) in the form of Demand Draft on any scheduled bank at Delhi in favour of Pay and Accounts Officer, Department of Telecommunications (HQ), Sanchar Bhawan, New Delhi-110001, along with the bid and keep their bids valid upto 120 days from the date of opening of bids.

(Anil Kumar Singh)
Under Secretary(T)
For and on behalf of the President of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road
New Delhi-110001.

File No.38-3/2016-G.I
Government of India
Ministry of Communications and I.T.
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

Dated : 20.12.2016

To

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Sub : Inviting of sealed tenders/quotations for the sale of old newspapers/magazines, waste paper, cartoon and empty bisleri bottles etc. on lump-sump basis of Department of Telecommunications (HQ), Sanchar Bhawan.

Sealed tenders/quotations are invited for the **sale of old newspapers/magazines, waste paper, cartoon and empty bisleri bottles etc.** on lump-sum basis for a period of one year of Department of Telecommunications(HQ), Sanchar Bhawan, New Delhi, on the following terms and conditions. The approved rates will remain operative during the period of contract of one year.

1. The quotation should be addressed to Under Secretary(T), Department of Telecom, Room No. 511, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001, and clearly marked "QUOTATIONS for the **sale of old newspapers/magazines, waste paper, cartoon and empty bisleri bottles**' and should reach him before 3:00 PM on 16.01.2017 The quotations will be opened on the same day at 3:30 PM in Room No. 511, Sanchar Bhawan, in the presence of tenderers as may be present.

2. The rates on lump-sump basis for **old newspapers/magazines, waste paper, cartoon and empty bisleri bottles etc.** for the period of one year is to be filled in Annexure-I.

3. **Earnest Money :** The quotations must be accompanied by a crossed demand draft amounting to Rs. 5,000/- (Rs. Five Thousand Only) of any nationalized bank drawn in **favour of PAO, Department of Telecommunications(HQ), Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001,** without which no quotation will be considered. No other mode of payment will be accepted. The earnest money will be forfeited if the tenderer refuses to accept the offer. The earnest money deposited by the tenderers will be refunded after finalization of the contract. No interest will be payable on the earnest money deposit. Deposit of earnest money irrespective of whether the tenderers have any dues outstanding against the Department vis-à-vis their previous contract is an essential pre-requisite and offers will be considered invalid without earnest money.

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4. **Security Deposit :** The successful tenderers will have to deposit Rs. 10,000/- (Rs. Ten Thousand Only) as security deposit with the Cashier, Department of Telecom(HQ), Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001, in cash, within three working days from the date of award of contract failing which the tender will be treated as cancelled. The Department will have the right to forfeit the security deposit in the event of tenderer's failure to fulfill any of the terms and conditions mentioned in the tender or for breach on the part of the contractor of any of the terms of the contract contained in this letter. The security deposit will be returned to the contractor without any interest within 60 days after expiry of contract period.

5. **Format And Signing of Tender :**

(a) All pages of the bid shall be signed and stamped by the person or persons authorized for signing the bid. The bids submitted shall be sealed properly.

(b) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person authorized for signing the bid.

6. **Opening of Bids :** The bid shall be opened in the presence of bidders or his authorized representatives. The bidder(s)/representative(s) who are present shall sign an attendance register. The authority letter (Annexure-II) to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

7. The tenderer shall submit the following along with the bid document :

(i) Copy of the bid document duly stamped and signed by the bidder.
(ii) Copy of self attested PAN Card
(iii) Annexure I duly filled indicating the rates of each item as in para 2 above on the lump-sum basis.
(iv) Earnest Money Deposit as in para 3 above.
(v) Letter of authorization as in Annexure-II.
(vi) Check List as in Annexure-III.

8. **Evaluation of Tenders/Quotations :** Sealed tenders/quotations will be opened by the committee constituted in this regard by the DOT who or a separate committee may evaluate the tender and recommend the award of the contract to the bidder who has quoted highest rates without any condition/qualification.

9 Lump-sum amount quoted by the firm should not below Rs. 50,000/- (Rs. Fifty Thousand only)

10. All the waste papers etc. with sorting will have to be removed on daily basis by the contractor on working day as and when the old newspapers/magazines/waste papers, cartoon, empty bottle etc. are accumulated by managing his own bags and labourers at his own cost. A labour should be deputed by the firm in Sanchar Bhawan on regular/daily basis for sorting and removal of waste papers, newspapers/magazines, Cartoon, empty bottle etc. and putting them in gunny bags to be stacked in a neat and clean manner. Arrangements for transport, out of Sanchar Bhawan, will be made by the contractor at his own cost. The successful bidder shall remove such stacked material at least on a weekly basis failing which such materials may be removed at the contractor's risk and cost.

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11. **Payment**: It would be mandatory for the selected firm to deposit 50% of lump sum amount once the tender is finalized. Balance amount i.e. 50% amount will have to be deposited after six months. In case company fails to deposit the balance amount, then tender would be cancelled and security money be forfeited apart from putting the name of the company in the black list in the DoT.

12. The submission of tender shall be taken as the explicit acceptance of all terms and conditions stipulated herein.

13. No request for change in rates once quoted/accepted will be entertained for any reason during the currency of the contract. The rates of the contract shall be firm, fixed and final and binding on both the parties.

14. Tenderer will not be allowed to withdraw his offer after opening of tenders. In case any of the tenderers withdraws the tender before stipulated period, the earnest money in full shall be forfeited.

15. Canvassing in any case or form is strictly prohibited and tender of tenderer who resorts to canvassing will be summarily rejected.

16. Erasing and overwriting in the rates quoted will render the tender void and save as above all alterations in the rates should be signed in full in ink or otherwise the quotations will not be considered.

17. The competent authority in this Department reserves the right to reject any or all the tenders without assigning any reasons thereof. The undersigned also reserves the right to issue any other condition in the public interest. The competent authority does not bind himself to accept the higher tender.

18. **Force Majeure :** If at any time during the continuance of this contract the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Department as to whether the contract have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days either party may at its option, terminate the contract.

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19. **Penalty** :The contractor will be required to lift the newspapers/magazines/waste papers, Cartoon bos, empty bottle etc. within a week of instruction given to him. The contractor should also not to authorize anybody else to collect the items from the dumping ground. Any deviation in this regard shall liable to forfeiture of 10% of the value of the waste material ordered to be lifted or forfeiture of his security deposit , imposition of damage and/or termination of contract for default.

20. **Arbitration** :In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the President of India or in case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to his own duties or otherwise than the functions of the President of India or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the President of India, or the said officer is unable or unwilling to act as such to the sole arbitration or some other person appointed by the President of India, or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation act, 1996. There will be no objection to any such appointment on the ground that the arbitrator is DOT Employee or that he has to deal with the matter to which the agreement relates or that in the course of his duties as DOT Employee he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such DOT or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

21. **Period** :The contract will be for a period of one year. However, the competent authority in this Department reserves the right to extend the contract beyond the contract period of one year at the same rates, terms and conditions with mutual consent.

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(A.K. Singh)
Under Secretary (T)
Tel. No. 2303 6300

Annexure –I

Sl. No.	Name of Item	Lump-Sump in Rs (Figure)	Lump-Sump in Rs (Word)
1.	**Old Newspapers, Old Magazines , Waste Paper. Cartoon and empty bottles etc.**		

Note: i) Lump-Sum amount quoted by the firm should not below Rs. 50,000/- (Rs. Fifty Thousand only).

ii) The lump-Sum amount found to be quoted below Rs. 50,000/- would not be considered.

Signature and Stamp

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Annexure-II

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject : Authorisation for attending bid opening on .....(date) in the tender of.....
.....

Following person(s) is/are hereby authorized to attend the bid opening for the tender mentioned above on behalf of .....(bidder) in order of preference given below :

Order of Preference (Name & Specimen Signature)

1.

2.

Alternate Representative

Signature of Bidder

or

officer authorized to sign the bid documents on behalf of the bidder.

Note :

1. Maximum of two representatives will be permitted to attend bid opening in case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative(s) is/are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

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Annexure-III

Checklist and the order in which the documents are to be submitted for the bid.

Please check whether all the below mentioned documents have been supplied for participating in the tender as in para 7.

Sl. No.	Documents	Please Tick (√)
1.	Copy of the bid document duly stamped and signed by the bidder.	
2.	Copy of self attested PAN Card	
3.	Duly filled indicating the rates of each item as in Annexure-I	
4.	Earnest Money Deposit as in para 3 above.	
5.	Letter of authorization as in Annexure-II	
6.	Complete Address & Tele. No./Mobile No. of the bidder	

Bidder to ensure:-

A. That all pages have been stamped and signed by the authorized person/persons.

B. That all the documents are legible (clearly readable).

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