

F. No. 3/1/2020-C&G
Central Vigilance Commission

Satarkta Bhawan,
Block-A, GPO Complex,
INA, New Delhi-110023
Dated: 27.10.2023

TENDER NOTICE

Subject: NOTICE INVITING TENDERS (NIT) for disposal of old files/wastepaper etc. in the O/o Central Vigilance Commission (CVC) -reg.

Bids are invited under two bid system for disposal of old files, wastepaper etc. in the Central Vigilance Commission. Detailed terms and conditions of the NIT are in Tender Document. Tender Document may be downloaded from CVC website www.cvc.gov.in and Central Public Procurement Portal (CPP) <https://eprocure.gov.in>. The Critical Date Sheet pertaining to NIT is asunder:

Published Date	27.10.2023 at 17:30 Hrs
Bid Document Download Start Date	27.10.2023 at 17:30 Hrs
Bid Submission Start Date	27.10.2023 at 17:30 Hrs
Bid Submission End Date	10.11.2023 at 15:00Hrs
Bid Opening Date	10.11.2023 at 16:00Hrs

2. The interested bidders may submit the tender in the tender box placed at reception area in CVC at Satarkta Bhawan, INA, New Delhi in a two bid system in the prescribed proforma. All the documents in support of eligibility criteria etc., are to be attached with the tender documents. No tender documents will be accepted under any circumstances whatsoever after the expiry of stipulated date and time. The Tender Document is free of cost and available on CPP Portal and CVC's website in downloaded format.

3. Earnest Money Deposit (EMD) of Rs. **5000/-** (Rupees Five Thousand only) in the form of account payee Demand Draft /banker cheque drawn in favour of Section Officer, CVC, New Delhi be dropped in a sealed cover super scribed "NIT for disposal of old files" addressed to the Under Secretary (Gen.) CVC, Satarkta Bhawan, New Delhi only in Tender Box place at reception area, Satarkta Bhawan, INA, New Delhi from 27.10.2023 to 10.11.2023 (till 3:00 PM). However, MSEs or startups etc. are exempted from submission of EMD as per Govt. instruction issued from time to time, subject to submission of supporting document.



4. The successful bidder will have to furnish 3% of the Contract Value as Performance Security within three days from the date of the award of the contract either in the form of Account Payee Demand Draft /banker cheque drawn in favour of Section Officer, CVC, New Delhi or in the form of Bank Guarantee from a Nationalized/Commercial Bank, having the validity of three months from the date of award of contract, 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.

5. The bids will be opened in the CVC on 10.11.2023 at 4.00PM. 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. 3:00PM on the next working day of this Office and will be opened on the next day at 4:00PM.

6. The Competent Authority in CVC 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.

7. Shri Dheeraj Pandey, Under Secretary (Gen.), Central Vigilance Commission may be contacted on telephone No. 24600220 in case of any query/clarification.



Dheeraj Pandey
Under Secretary (Gen.)

F. No. 3/1/2020-C&G
Central Vigilance Commission

Satarkta Bhawan,
Block-A, GPO Complex,
INA, New Delhi-110023
Dated: 27,October,2023

Subject: NOTICE INVITING TENDERS (NIT) for Disposal of Old files/wastepaper etc. in the Central Vigilance Commission (CVC)- Regarding.

- 2.
3. The Central Vigilance Commission intends to undertake disposal of old files/records which primarily includes file cover, file board, note sheet, newspaper, magazine, booklets etc. The tentative weight of such files/documents will be 10,000 kg (approx.) which may be increased or decreased. The wastepaper will be provided to the approved vendor on "as is where is basis". The prospective bidders are requested to visit this office and contact General Section from 30.10.2023 to 09.11.2023 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 wastepaper, proportion etc. would be entertained at any stage.

Two Bid System:

4. The bids should be submitted in two envelopes viz., Technical Bid in the first envelope and Financial Bid in the second envelope. Both the envelopes are to be submitted together in a sealed outer envelope. 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.

Part -I – Technical Bid

5. Technical Bid: The bidder will submit 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) EMD of Rs. 5000/- (Rupees Five Thousand Only) in the form of Account Payee Demand Draft/Banker's Cheque drawn in favour of "Section Officer" Central Vigilance Commission.
- (b) The successful bidder will have to furnish 3% of the Contract Value as Performance Security within five working days from the date of the award of the contract either in the form of Account Payee Demand Draft /banker cheque drawn in favour of Section Officer, CVC, New Delhi or in the form of Bank Guarantee from a Nationalized/Commercial Bank, having the validity of three months, 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.



- (c) The requisite information duly filled in prescribed proforma (**Annexure-II**).
- (d) Certificate of blacklisting as per prescribed proforma (**Annexure-III**).
- (e) A copy of registration Certificate of the Firm/Company (Self attested).
- (f) A copy of PAN Number of the Firm/Company (Self attested).
- (g) A copy of GST Number of the Firm/Company (Self attested).
- (h) Each bidder has to certify that all the terms and conditions of NIT are acceptable to him.

IMPORTANTNOTE-Bid is to be submitted physically in the Tender Box placed at reception area in CVC, Satarkta Bhawan, INA, New Delhi from 27.10.2023 to 10.11.2023 (till 1500 hrs.)



Part –II – Financial Bid

6. The bidder will submit 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.
7. 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. The quoted amount shall be paid by the successful **bidder within 05 days from the date of issue of letter of intent** in the form of **Demand Draft/Pay order/RTGS/NEFT** payable to the Section Officer, CVC, New Delhi.
8. The rates quoted in must be clearly mentioned both in words and figures.
9. Arithmetical errors shall be rectified on the following basis:

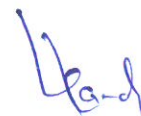
"If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If the purchaser does not accept the correction of the errors, his/her bid shall be rejected".

General Terms & Conditions

10. The successful bidder shall be bound to lift the wastepaper even if the actual quantity is less or more than the tentative quantity indicated in the NIT.
11. The waste paper will be provided to the approved vendor on the basis of discovered 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. The decision of Committee with regard to the procedure followed for weight measurement will be final and binding.
12. The waste paper will be lifted by the contract from his own arrangement and CVC will not provide any manpower for this purpose. The stores mentioned above will be disposed of/mutilated by the firm at its own cost in the presence of a Board of Officers (B.O.O) constituted by the Commission for the purpose.
13. The contractor shall maintain the confidentiality of the Government papers. Action as deemed fit will be taken for breach of terms and conditions.
14. The contractor will **not** be allowed to segregate the waste material within the office premises and has to lift the wastepaper as a lot after cut into pieces. All waste paper shall be cut into pieces through shredding machine before weighting the same. The cutting cost shall be borne by the contractor.

Handwritten signature

15. All Labor, tools and equipment for removing/loading the items from Commission's premises shall be organized by the buyer on his own cost. The personnel employed for shifting the items shall strictly obey the safety Rules in force and Commission will not be responsible for breach of any rules by the personnel of the buyers in any way whatsoever. The job shall be done without damaging the premises/roads/drains etc. in the compound. The buyer shall bear cost of damages, loss, etc., in the event of any such occurrence.
16. The contract shall be governed by the Indian Contract Act, 1872 as amended from time to time and subsequent revisions/amendments thereto. All payments due from the bidder under the contract shall be made in Indian Currency.
17. The successfully bidder (H1) evaluated on the basis of the rates quoted in Annexure-IV, would be awarded the Work Order for removal/lifting the old files and shall remit the sale price of the items before taking delivery of the items.
18. All statutory payments like minimum wages, compensation in case of accident or loss, etc., to the workers engaged/employed by the contractor for the removal of the items shall be borne by the bidder.
19. The sale is subject to all terms and conditions prescribed in the tender document and resultant sale order.
20. All disputes arising out of this contract shall be settled amicably by this office and the contractor. In the event of failure to reach amicable settlement, the same shall be settled as per the provisions of Indian Arbitration and Conciliations Act, 1996 as modified from time to time. The decision of the Arbitrator shall be final and binding.
21. The owner/firm should be available on his own direct telephones (office as well as residence) and also on mobile phone so that he/she may be contacted immediately in emergency cases. The mobile number may also be provided.
22. All the waste material disposed of through tender will be lifted by the firm within 5 days from the date of letter of intent.
23. Conditional, ambiguous and incomplete bids will be summarily rejected.
24. The firm should not have been black-listed by any Government organization/PSU etc.
25. The waste material should be sent to the factory for pulp making only and should not be used for any other purpose. The selected party shall have to furnish a signed notary that the material will be sent to the factory mill etc. for recycling/pulp making only and shall not be disposed of in any other manner.



Arbitration

26. In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties to the Agreement. The intending party will serve notice in writing on the other party notifying its intention for appointment of Arbitrator. In case, both parties fail to agree on by mutual consent, and then Sole Arbitrator will be appointed by seller (office). The provisions of Arbitration and Conciliation Act 1996 as amended from time to time shall apply. The Arbitration proceedings shall be held in the Commission. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act 1996, or of any modifications or enactment thereof including the rules framed there-under.

Penalty Clause

27. In case the successful bidder does not accept the contract offered by this office for whatsoever reason(s), will be suspended for a period of one year.
28. The bidders who do not fulfill the contractual obligations in part or whole are likely to be penalized by way of blacklisting.
29. Secretary, CVC reserves the right to reject any or all the bids without assigning any reason, therefore.
30. In case your quotation is accepted, and order is placed on you, the disposal of waste papers etc. should be made within the period stipulated in the order. The Competent Authority in the Commission reserves the right to recover any loss sustained due to delay in disposal by way of penalty. Failure to disposal within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of stipulated time.



Dheeraj Pandey
Under Secretary (Gen.)



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Subject: NOTICE INVITING TENDERS (NIT) for tender of Disposal of old files/waste paper in CVC.

Check List
(Forming part of Technical Bid)

Sr. No.	Details of the documents	Yes/No	Page No
1	EMD for Rs. 5000/-		
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	Copy of Registration of the Firm		
5	Copy of PAN no. of the firm		
6	Copy of GST registration no.		
7	Copy of MSME, Startup, if any.		
8	All the pages of the bid being submitted by the firm have been signed and sequentially numbered		

Place:

Date:

Signature :

Name :

Seal :



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FORMAT FOR FURNISHING BIDS FOR TENDER OF DISPOSAL OF OLD
WASTEPAPERS GENERATED IN THE COMMISSION'S OFFICE
(TO BE FURNISHED WITH TECHNICAL BID)

1. Name and address of the firm :
2. Telephone Nos./Mobile No. : 1. Office: -
2. Residence: -
3. Names, Address, Tele. Nos. of
some responsible persons who
can be contacted in case of need :
4. 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 old files/wastepaper etc.

(Signature with Name & Stamp)

Place:

Date:

Hand

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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.
Organization/Undertakings/PSU anywhere in the Country

Signature of proprietor _____

Name _____

Date _____



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**Format For Financial Bid for tender of disposal of old files/waste paper
In the Commission**

Name of the Firm					
Sl no	Item Description	Quantity (Tentative)	Unit Rate (Per Kg)	Total Amount	Total Amount in word
A	B	C	D	E= (CXD)	F
	Mixed waste paper which primarily includes File cover, A-4 sheet, Note sheet, Fill Board, file board, newspaper, magazine, loose paper, booklets etc. as disclosed in the NIT.	10,000			

Please Note:

1. Tentative weight of the wastepaper is 10,000.00 Kg. which may increase/decrease.
2. The wastepaper 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 all charges including GST if any** should be quoted.

Signature :

Place:

Date:

Name :

Seal :



