

**Directorate of Food, Civil Supplies & Consumer Affairs, HP,
Shimla-171009**

Sub: Tender for Shredding/ Tearing of office record into small bits.

Sealed tenders are invited from **Recycler/NGO(s)/individual(s)** registered with **Central Pollution Control Board or State Pollution Control Board/Committee for shredding/ recycling of office record on “AS IS WHERE IS BASIS”**. The Tender Document can be downloaded from transparency portal of the Department i.e. www.epds.co.in.

Important dates of tender related activities are as under:-

1.	Cost of Tender/ Tender Fee (In the form of Demand Draft/ Banker Cheque issued by any commercial bank drawn in favour of “e-Governance Society, Department of Food, CS & CA, HP” payable at Shimla (Non-Refundable)		Rs. 500/-
2.	Closing Date & Time for receipt of tender	:	15.10.2020 at 11AM
3.	Tender Opening Date & Time	:	15.10.2020 at 3 PM
4.	Place of Tender Opening	:	Directorate of Food, Civil Supplies & Consumer Affairs, HP, Shimla-171009
5.	Date of publishing of Corrigendum, if required (ONLY ON THE TRANSPARENCY PORTAL OF DEPT. i.e. www.epds.co.in .	:	
6.	Description of work	:	Shredding/ recycling of office record on “AS IS WHERE IS BASIS”.
7.	Weight of office paper/ record (about 18-20 lakh forms and booklets related to Objections and Claims of the beneficiary data)	:	Approximately 7,500/- to 8,500/- Kg
8.	Period of Inspection	:	Upto 12.10.2020 (10 AM to 4 PM only on working days).
9.	Time of Inspection	:	

The Tender, complete in all respects, sealed envelope addressed to the Director, Food, Civil Supplies & Consumer Affairs, HP, Shimla-171009 **on or before 15.10.2020 upto 11 AM.**

Note : In the event of any of the above mentioned dates being declared as a holiday for this office, the tenders/bids will be received/opened on the next working day at the appointed time.

1. Eligibility criteria.

Bidders must fulfill following eligibility criteria and submit documents mentioned at Annexure-1 of this tender document in support of the same as under:-

- a. Must be registered for GST with Departments of Govt. of India/ State Governments.
- b. Must be an Income Tax assessee.
- c. Must not be blacklisted by any Department of Govt. of India or of any State/ or by PSU/ Autonomous Organization of Govt. An undertaking regarding non-blacklisting of the bidder by any Govt. organization must be furnished by the bidder in the tender document in the format given in Annexure-II. Bids without above undertaking will not be considered.
- d. Must be registered as a Recycler/ preprocessor of paper/waste with Central Pollution Control Board or State Pollution Control Board/Committee for shredding/ recycling of office record/waste paper. Bids received from the firms other than so will be summarily rejected.

2. Inspection of record.

The Inspection of record to be shredded/torn into small bits can be done carefully by the prospective bidders or their representative at HP State Civil Supplies Corporation, Godown Bhattakuffer, Shimla-6, for which they can contact ePDS team, Department of Food, Civil Supplies & Consumer Affairs, HP, Shimla-171009 (Phone No. 01772623749) **Upto 12.10.2020**

Queries can be raised to the concerned Officer/official at the time of inspection. No further clarification shall be entertained after the above inspection.

3. Earnest Money Deposit (EMD)/ Bid Security.

- a. **An earnest money Deposit (EMD)/ Bid Security of Rs. 5,000/-** (Five thousand Only) in the form of Demand Draft/ Banker Cheque issued by any commercial bank drawn in favour of “e-Governance Society, Department of Food, CS & CA, HP” payable at Shimla must accompany the bid.
- b. No exemption will be granted for submission of EMD.
- c. EMD will be forfeited if the bidders withdraw after submission of the bids or opening of the tenders.
- d. EMD of unsuccessful bidders will be returned to them without any interest whatsoever, after expiry of the final bid validity and latest on or before the 30th day after the award of contract.
- e. The EMD should remain valid for a period of 120 days.
- f. EMD of successful bidder shall be returned after payment of bid amount and lifting of record from Bhattakuffer and office premises as per terms & conditions laid down in the tender document. In case, the material is not lifted within the prescribed time, the Earnest Money will be forfeited and any loss whatsoever occurring due to this will be recovered from the bidder.
- g. No interest shall be payable on EMD.
- h. Offer without EMD shall be summarily rejected.

4. **Minimum reserve price.**

The Department of Food, Civil Supplies & Consumer Affairs, HP, Shimla-171009 has evaluated the **Minimum Reserved Price of Rs. 6/- (Rs. Six per kg)** for the said office record/waste paper. **The bidders are required to quote a price which is equal to or higher than the minimum reserved price.**

5. **Bid Validity period**

Bid should remain valid for a period of three months from the date of opening of the Bids. Bids with lesser validity period will be summarily rejected. If tenderer withdraw or amend or derogates the offer during this period, EMD shall be forfeited.

6. **Financial Bid.**

- a. The financial bid shall be quoted in the Proforma given at **Annexure - III** of this tender document.
- b. The Financial bid of only those bidders shall be evaluated who fulfill the eligibility criteria.
- c. The bidder shall quote for the whole lot.
- d. Any overwriting of/on amount quoted will render the bid to be invalid.
- e. GST, if applicable shall be borne by the bidder.
- f. The rate quoted shall be final.
- g. **The successful bidder shall be evaluated on the basis of highest quoted price for the whole lot.**

7. **Submission of bids**

- a. The Bid shall be legible, typed/printed and be in English only. All the pages of the Bid should be serially numbered and signed.
- b. The Bid prepared by the Bidder shall comprise of
 - i. Earnest Money Deposit (EMD)
 - ii. Details of Eligibility Criteria and
 - iii. Financial Bid.
- c. Bid may be submitted in the following manner:-
 - i. Envelope No.1 - Shall contain the EMD. The envelope must be superscribed as "EMD".
 - ii. Envelope No. 2 - Shall contain Eligibility Criteria only (**Annexure - I**).
 - iii. Envelope No. 3 - Shall contain Financial Bid only (**Annexure - III**).

- iv. Envelope No. 4 - Shall contain all the envelopes i.e. Envelope No. 1, 2 & 3.

Sealed tenders superscribed “Tender for **Shredding/ Tearing of office record into small bits**” addressed to the Director of Food, Civil Supplies & Consumer Affairs, HP, Shimla-171009, must be dropped in the Tender Box placed in ePDS section of this Department before **15.10.2020 (11AM)** . Bids received after the closing date and time prescribed shall NOT be accepted under any circumstances.

All the envelopes shall also indicate the **name, address and phone number** of the Bidder enabling the Bid to be returned, if required.

8. Opening of Bids

- a. **Envelope No.1** containing Earnest Money/Bid Security shall be opened by the **Director/ Departmental Officers on 15th October, 2020 at 3.00 PM (on the time of opening of tender)**.
- b. **Envelope No. 2 & 3** containing **Eligibility Criteria and Financial Bid** shall then be opened on the same day and serially numbered. Financial Bids shall be opened only of those bidders who fulfill the eligibility criteria.
- c. The bidder himself or his authorized representative can attend the tender opening event. The representative attending the opening of the tender on behalf of the bidder should bring with him/her a letter of authority from the bidder and a proof of identification at the time of opening of bid. Only one person/representative from each bidder would be allowed to attend the bid opening event.
- d. A copy of the authorization may also be sent to this Department separately at least three working days before the opening of the Bid.

9. Payment

The successful bidder will have to pay the entire quoted/offered amount in the form of Bank Draft/ Banker’s Cheque drawn in favour of “**e-Governance Society, Department of Food, CS & CA, HP**” payable at Shimla within **five working days** after receipt of letter regarding award of contract, failing which the contract may be cancelled and the EMD may be forfeited.

10. Lifting of Office record/waste paper after Shredding/tearing

- a. The successful bidder shall be required to lift all the record/waste paper from the HP State Civil supplies Corporation Whole Sale Godown, Bhattakuffer, Shimla -6 and Directorate of Food, CS & CA, HP Shimla-9 on “**AS IS WHERE IS BASIS**” within **five working days after depositing the full amount**.
- b. In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the articles in the scheduled time, the Department of Food, CS & CA, HP shall not take responsibility for safe custody of the said record/ waste paper.
- c. No damage shall be caused to the existing property of the Department or any other Offices in the premises while removing the materials from the

site. Any loss/damage to the property of the Department of Food, CS & CA, HP or any other Offices in the premises or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/supervisor will be borne by successful bidder and Department of Food, CS & CA, HP will be indemnified.

- d. Goods/material will be removed under the supervision of designated Officer (s) of Department of Food, CS & CA, HP. Materials will have to be removed within the time stipulated in acceptance letter. No extension of time will be given under ordinary circumstances. However, extension of time may be granted provided convincing and satisfactory reasons for such delay is given in writing by the successful bidder. Delay, beyond the stipulated time, may entail cancellation of the award/order and forfeiture of the EMD.
- e. All the charges i.e. loading, unloading and transportation to be incurred in course of lifting of items from above referred locations shall be borne by the successful bidder.

11. Submission of Undertaking for Disposal of waste paper/office record.

- a. The successful bidders shall submit an undertaking (**Annexure - V**) that waste paper/office record will be transported/stored/process disposed off as per the provisions of the Solid Waste Management Rules, 2016. **In case of failure to deposit such Undulating the EMD be forfeited.**

12. Other terms and Conditions.

- a. In the event of failure of the successful Bidder to lift the items in the stipulated time frame, the Earnest Money so deposited by the Bidder shall be forfeited and other legal action may also be initiated. Further, the Bidder will be blacklisted for further business with the **Department and the Contract will be awarded to next Highest Bidder to lift the item(s) at H1 rate(s).**
- b. The bidder should also enclose the certified copy of the valid registration certificate issued by the Central Pollution Control Board or the State Pollution Control Board/ Committee along with the tender document failing which the tender will be rejected. The successful bidder shall produce the original certificate before lifting of the items from said locations.
- c. The bidder shall be required to quote for all items. In case the bidder has not offered their rates for any item listed in the proforma, the bid shall be treated as incomplete and summarily rejected.
- d. No bidder will be allowed to withdraw after submission of bids/opening of the tender, otherwise the EMD submitted by the firm would be forfeited
- e. This tender is non-transferable.
- f. Each page of the tender document should be signed by the bidder(s). Incomplete and unsigned quotations are liable to be rejected.
- g. If a firm violates any of these terms & conditions, the same shall be blacklisted and its EMD shall be forfeited. Offer should be fulfilled in prescribed tender form with typed or written in indelible ink. Any correction or overwriting should be attested and signed by the tenderer.

- h.** The Director, Food, Civil Supplies & Consumer Affairs, HP, Shimla-171009 reserves the right to accept or reject any bid without assigning or communicating any reason thereof.

ANNEXURE- I

Eligibility Criteria for Shredding/ Tearing of office record into small bits

Sr. No.	Description	Information	
1.	Name of the Recycler/ NGOs/individual(s)		
2.	Address of the Recycler/ NGOs/individual(s) (Enclose copy of address proof)		
3.	Contact Details of the Recycler/ NGOs/individual(s)	Telephone/Mobile No	
		FAX No.	
		E-Mail ID	
5.	Other Details (Enclose Copy)	PAN No.	
		VAT/ GST Registration No.	
		Registration Certificate No. issued by Centre/State Pollution Control Board	
6	Eligibility Criteria	Minimum experience of 2 years	

Dated:

Signature of Authorized Signatory

Name of the person: _____

UNDERTAKING

I/We _____ do hereby solemnly affirm and declare that the My/Our firm /company/business/ myself/ entity is not blacklisted by any Government Department/Autonomous Organization etc. or prosecuted by any court of law.

Dated:

Signature of Authorized Signatory

Name of the person: _____

Financial Bid for Shredding/ Tearing of office record into small bits

Name of the Bidder/Firm: _____

Address of the Bidder/Firm:- _____

Telephone No.: _____

Email ID: _____

Description of Item			Total Quoted Amount INR	Remarks
1.	Shredding or tearing of record into small bits.			
2.	Packing of shredded or tearing record in packages of 50 kg or 100 Kg			
3.	Final quotation/ tender price after adjusting the work mentioned at Sr. No 1 & 2 i.e. Sr. No (1+2)		₹ 6.00/- (per kg.) (Minimum Reserved Price per Kg.)	

The total price should be inclusive of all Misc. charges like transportation, labour or any other expenses etc.

I/We declared that I/my representative have inspected the obsolete office record/ waste paper as referred in the tender and am/are interested to purchase the same on "AS IS WHERE IS BASIS".

I/We have gone through the terms and conditions given in the tender document and agree with the same. I/We understand that in the event of non-compliance of the terms and conditions of the tender my/our EMD shall be forfeited by the Department of Food, CS & CA, HP.

I/We hereby also declared that firm is registered with Central Pollution Control Board or State Pollution Control Board as authorised recycler/re-processor and having environmentally sound management facilities for collection, disposal/recycling of waste paper.

Dated:

Signature of Authorized Signatory

Name of the person _____

**UNDERTAKING FOR DISPOSAL OF SHREDED/ TEARED OFFICE
RECORD INTO SMALL BITS**

I/We _____ do hereby solemnly affirm and declare that the shredded/ teared office record/waste paper will be transported/stored/processed /disposed off as per provisions of the Solid Waste Management Rules, 2016.

Dated:

Signature of Authorized Signatory
Name of the person _____