

F.No. 3.12(1)/2011-G-I
Union Public Service Commission
(General-I Section)

Dated :09.01.2012

SUBJECT:- Notice inviting bids for disposal of waste paper
Terms and conditions-regarding.

The office of Union Public Service Commission intends to enter into an annual contract for disposal of waste papers which include newspapers, magazines, torn old records, old card boards, card board boxes, carbon papers, used polythene bags and other daily sweeping waste, for a period of one year from the effective date mentioned in the contract order.

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 The contract shall commence from 27.3.2012 i.e. immediately after the expiry of the existing contract and the waste paper shall not be allowed to be lifted beyond the date of 26.3.2012 by the existing contractor.

3.3 Rates may be quoted in lump sum payment for one year without weighment for purchase of all the waste material mentioned in para-1 above. **The quoted amount shall be paid by the successful bidder in 4 (four) quarterly installments 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.

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

3.5 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.

3.6 Each 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.

3.7 The minimum reserve price is Rs. 16,33,752/-. (Rs. Sixteen Lakh thirty three thousand and seven hundred fifty two only). Bids for less than the reserve price will NOT be considered.

3.8 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.

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- 3.9 The contractor will NOT be allowed to segregate the waste material within the office premises.
- 3.10 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.
- 3.11 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.40,000/-**(Rupees Forty 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.

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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 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.
10. Interested firms may send their bids in a sealed cover duly superscribed "Bids for Purchase of Waste Paper etc." addressed to Smt. Alka Soni, Under Secretary, G-I, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-69 either by Registered Post, so as to reach her on or before **3.00 p.m. on : 10.02.2012** or may be dropped in the Tender Box kept at the Reception at Gate 'C' of the office of UPSC upto **3.00 p.m. on : 10.02.2012**. The bids will be opened at **3.30 p.m. on : 10.02.2012** in Room No.208, Ayog Sachivalaya in the presence of the such of tenderers or their authorised representatives who may wish to be present on the occasion.

(Alka Soni)
Under Secretary(G-I)

**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. Lump-sum rate of payment for purchase : a) in words -
_____ of waste paper, other daily sweep etc. for
_____ one year (without weighment) b) in figures -

5. Details of EMD deposited : (a) Amount :- Rs. 40,000/-
(b) DD/Pay Order No.
(c) Bank on which drawn:-
6. 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)

Disclaimer

The contents of this page are informative in nature. Kindly verify the same from the Commission's office.