

No. D-14012/01/2017-GA
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion

Udyog Bhawan, New Delhi
Date 27th September, 2018

TENDER DOCUMENT

Online Bids are invited for Award of contract for Disposal of Unserviceable furniture and electronics items in the stores of Department of Industrial Policy and Promotion, Udyog Bhawan. The details of schedule of e-tender is as under:

Sl. No.	SCHEDULE OF TENDER	DATE AND TIME
1.	Date of uploading of Tender Document on website	27/09/2018
2.	Last date of submission of EMD	Upto 3.00 PM on 17/10/2018
3.	Last date and time for online submission of tender document	Upto 3.30 PM on 17/10/2018
4.	Date and time for online opening of Tender Document	3.30 P.M. on 18/10/2018


(S. Ravish Ali)

Under Secretary to the Government of India
Tel. No. 23063697

No. D-14012/01/2017-GA
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion

Udyog Bhawan, New Delhi
Date 27th September, 2018

E-TENDER NOTICE

Online Bids are invited by the Department of Industrial Policy and Promotion from reputed, experienced and financially sound firms for Disposal of Unserviceable furniture and electronics items in this Department. The details of terms and conditions of the contract is given in '**Annexure-I**'. Details of Unserviceable furniture items for Disposal in this Department are given at '**Annexure-II**'. The Technical Information is to be provided as per '**Annexure III**'. The consolidated bid price is to be quoted in '**Annexure IV**'.

1. **The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> and <http://www.dipp.nic.in>**
2. The interested service providers may submit the bids online at <http://eprocure.gov.in/eprocure/app> in the prescribed proforma. Tenders are to be submitted **only online** through e-Procurement Portal <http://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Bids sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
3. The Earnest Money Deposit (EMD) of **Rs. 20,000/- (Rupees Twenty Thousand only)** in the form of Account Payee Demand Draft / Bankers Cheque drawn in favour of DDO (Cash), Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi has to be submitted to the Under Secretary (GA), Department of Industrial Policy and Promotion, Room No. 271-A, Udyog Bhawan, New Delhi-110011. Late receipt of EMD viz. after closure of online bidding time will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. The bidders are accordingly, required to ensure that their entry is made in EMD register and their signature are obtained on the same before the Register is closed at the prescribed time.
4. The tender is to be uploaded under single packet system. All the bids will be opened online in the presence of a Committee in this Department.
5. **The items to be disposed off have been segregated in two different lots. Lot-I comprises Wooden and Steel furniture items, while Lot-II comprises Electronics/Electricals Items. The qualifying tenderer bidding highest amount above the reserve price fixed by the Department for each lot will be awarded the bid for each lot.**



6. The competent authority in the Department of Industrial Policy and Promotion 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, thereof.



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Copy to:

1. All Ministries and Department of Govt. of India located at New Delhi/Delhi with the request that the contractors engaged by them for the purpose may be requested to submit their tenders, if interested.
2. NIC for placing this tender on CPPP and website of DIPP for wide publicity.
3. CPWD for forwarding copy of NIT to Kabari Union registered with CPWD.

TERMS AND CONDITIONS OF CONTRACT

1. SCOPE OF WORK

- i. The scope of works covers lifting/disposal of all the Unserviceable furniture items in the stores of Department of Industrial Policy and Promotion, Udyog Bhawan as listed in **Annexure-II**.
- ii. The items are to be lifted from the premises of the Udyog Bhawan, New Delhi.

2. LIFTING PERIOD

The Entire Quantity has to be lifted from Udyog Bhawan within **10 days** of receipt of the letter from the Department strictly as per Sale/Delivery Advice issued in pursuant to the successful awarding of tender to the successful bidder.

3. EARNEST MONEY DEPOSIT (EMD)

The tender/ quotation must be accompanied by an Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Account Payee Demand Draft / Bankers Cheque drawn in favour of **DDO (Cash), Department of Industrial Policy and Promotion, New Delhi**, which should be valid for a period of 90 days beyond the last date of submission of the tender. The EMD will be refunded to all the unsuccessful tenderers immediately but in any case within 30 days after the award of the contract. EMD will be forfeited in case successful tenderer fails to abide by the terms and conditions or refuse to undertake the contract. No interest will be paid on EMD amount.

4. FORFEITURE OF EARNEST MONEY DEPOSIT

The earnest money shall be forfeited

(i) If the quotation is withdrawn by the bidder:

(i) at any time prior to its rejection or

(ii) Before or after its acceptance is communicated to the bidder or

(ii) If the successful bidder fails to comply with the terms & condition of the Tender Notice

5. MODE OF PAYMENT BY SUCCESSFUL BIDDER

The successful bidder shall be required to deposit the amount quoted in the bid document minus the EMD of Rs. 20,000/- in the form of Demand Draft favoring "**DDO (Cash), Department of Industrial Policy and Promotion**". The requisite amount shall be deposited within **three days** from the date of receipt of the letter from the Department. The goods will be allowed to be removed only after the receipt of payment.

6. TIME PERIOD FOR LIFTING THE ITEMS

The successful bidder shall have to remove the items within ten days from the receipt of letter from the Department. In case the successful bidder fails to do so the EMD/bid amount shall be forfeited.

7. TENDER VALIDITY

The tender validity period is 120 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 120 days or till the date of finalization of tender, whichever is earlier.

8. PENALTY CLAUSE

- i. In case the successful bidder is found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit/ Performance security shall be forfeited after giving proper opportunity through show cause notice;
- ii. In case of non-removal of the goods within the given time frame, the EMD (in part or in full) shall be forfeited for which the decision of the Department shall be binding on the firm.

9. RESOLUTION OF DISPUTE

Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.

A. GENERAL TERMS AND CONDITIONS OF CONTRACT

- a. The tender document must be filled in neatly and clearly. Incomplete or conditional tenders shall not be entertained.
- b. Tenderer will not be allowed to withdraw his offer. EMD shall be forfeited, if the tenderer fails to honor the contract.
- c. Any request for any modification in quoted and/or accepted rates will not be entertained for any reason during currency of the contract.
- d. The rates must be written in figure as well as in words. Erasing and overwriting in the rates quoted will make the tender void.
- e. The successful tenderer shall take the responsibility to set right any damages caused during lifting of the materials, to the satisfaction of the concerned authority. On failure to do so, DIPP shall have the right to forfeit the entire amount of the tenderer and dispose the items to alternate tenderer.
- f. The EMD shall be forfeited in case the firm does not fulfill/produce the documents/promises made before this Department or any committee constituted by this Department for this purpose.
- g. The tenderers may represent themselves personally or through authorized representative, if any, at the time of opening of tender. Documentary evidence about legal entity of the bidder and the authorized person who would interact with Department should be produced.
- h. The persons deputed shall be not below the age of 18 years and they shall not interfere with the duties of the employees of the Department.
- i. The contractor shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.



B. SPECIAL TERMS AND CONDITIONS FOR CONTRACT:

1. At the time of removal of these goods, there may be a variation of + /- 10% in any particular item or all the items from the actual number as mentioned in the above list, which shall have to be accepted by the firm.
2. Interested parties will have to submit unconditional acceptance of the above terms & conditions at the time of submission of the tender on the covering letter of the submitted bid.
3. Bidders shall be allowed to inspect the goods on 10/10/2018 and 12/10/2018 between 2.30 PM and 4.30 PM.
4. The goods will be allowed to be removed only after the **receipt of full payment**. Any item of disposal shall not be allowed to be removed after the lapse of the given period.
5. The firm shall have to remove the goods, as per final list prepared by the Department within a time limit of ten days.
6. The Dept. reserves the right to impose other conditions for regulating the contract in public interest.
7. All items mentioned in Annexure-II are offered purely on '**AS IS WHERE IS**' basis and pick and choose method of bidding is strictly prohibited.
8. In case the selected bidder does not dispose of/remove the goods within the stipulated time, the bid security will be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.

C. BID QUALIFICATION CRITERIA.

The tendering agency/firm must fulfill the following qualification/specifications in order to be eligible for evaluation of the Bid:

- i. The bidder should have an office in Delhi NCR. The Proof of address is to be scanned and uploaded with bid documents.
- ii. The firms/bidders **should have at least 2 (two) years of experience in lifting of unserviceable items from Government Ministries/ Departments/ PSUs/other reputed national level Institutions. The relevant documents are to be scanned and uploaded with bid documents.**
- iii. Self-attested copy of the **PAN card of the bidding firms** shall be scanned and uploaded with the bid documents.
- iv. The firm/bidders should not have been blacklisted by any Ministry/Department of the Government of India. A Self Declaration in this regards should be scanned and uploaded with the bid documents.
- v. If it is found that the information/Certificates furnished by the participating firms is incorrect/wrong or bogus, **the firm shall be blacklisted**, its bids will be ignored and EMD/Performance Security Deposit will be forfeited.


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LOT-I
FURNITURE ITEMS (Wooden & Steel)
Wooden Furniture

S.No.	Item	Count	Location
1	Wooden Table (Old Style)	16	Near Gate No.12
2	Chairs	48	Near Gate No.12
3	Center Table	05	Near Gate No.12
4	Big Office Table	01	Near Gate No.12
5	Wooden Office Table (Big)	03	Near kendriya Bhandar
6	Wooden Office Table (Small)	01	Near kendriya Bhandar
7	Chair (Non-Revolving upholstery)	03	Near Gate No.19
8	Table(Director level)	01	Near Gate No.19
9	Table(Small)	02	Near Gate No.19
10	Table(Big)	01	Near Gate No.19
11	Table (Centre Table)	01	Near Gate No.19
12	Table (Computer Table)	01	Near Gate No.19
13	Table (Conference Table)	02	Near Gate No.19
14	Table (Pantry Table)	02	Outside Gate No.19
15	Table(Director level)	01	Outside Gate No.19
16	Table(Big)	01	Outside Gate No.19
17	Big Conference Table (in pieces)	01	Near Gate No.08
18	Wooden chair	02	Store Gate No.14
19	Revolving chair	03	Store Gate No.14
20	Big wooden table	01	Store Gate No.14
21	Wooden chairs	22	Out- side gate No. 19
22	3-Seater Sofa	05	Near Gate No.12
23	2-Seater sofa	02	Near Gate No.12
24	1-Seater Sofa	06	Near Gate No.12
25	3-Seater sofa(cloth upholstery)	05	Near Gate No.19
26	2-Seater sofa(cloth upholstery)	02	Near Gate No.19
27	1-Seater Sofa(cloth upholstery)	03	Near Gate No.19
28	3 -seater sofa	01	Store Gate No.14
29	3 -seater sofa (cane)	01	Outside Gate No.19
30	1 seater sofa chair	02	Outside- Kendriya Bhandar

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31	Wooden Rack	06	Near Gate No.12
32	Wooden Wall Fitting Almirah	02	Near Gate No.12
33	Side Rack	05	Near Gate No.12
34	Wooden File Rack (Big)	15	Out-side Kendriya Bhandar
35	Side Rack	02	Out-side Kendriya Bhandar
36	Wooden Pot Stand	02	Out-side Kendriya Bhandar
37	Side Rack	14	Outside Gate No.19
38	Almirah (Wooden)	01	Outside Gate No.19
39	Big Size File Rack	09	Near Gate No.11
40	TV Trolley	01	Near Gate No.12
41	Wooden rack	02	Store Gate No.14
42	Photocopier trolley	01	Store Gate No.14
43	Big size file rack	08	Out-side gate No.19
44	Small rack	03	Out-side gate No.19

Steel furniture

S.No.	Item	Count	Location
1	Steel Rack	12	Near Gate No.12
2	Steel Almirah (Big)	08	Near Gate No.12
3	Steel Almirah (Small)	08	Near Gate No.12
4	Steel Locker (Big)	02	Near Gate No.12
5	Computer Table (Steel)	05	Near Gate No.12
6	Steel Locker	01	Near Kendriya Bhandar
7	Steel Rack	10	Near Kendriya Bhandar
8	Steel Almirah	01	Near Gate No.19
9	Channel	01	Near Gate No.19
10	3-Seater Steel Chair	02	Near Gate No.19
11	Steel Almirah	02	outside Gate No.19
12	Big Battery Stand	01	Near Kendriya Bhandar

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Lot-II
Electronic items

S.No.	Item	Count	Location
1	CPU	03	Store Gate No.14
2	Computer Monitor	07	Store Gate No.14
3	UPS	25	Store Gate No.14
4	Printers	11	Store Gate No.14
5	Photocopier	03	Store Gate No.14
6	Paper cutting machine	02	Store Gate No.14
7	Oil heater	02	Store Gate No.14
8	Wall fan	04	Store Gate No.14
9	Hot case	06	Store Gate No.14
10	Air Conditioner	03	Store Gate No.14
11	Heat Blower	09	Store Gate No.14
12	Paper Binding machine	01	Store Gate No.14
13	Cooler	01	Store Gate No.14
14	Fax machine	02	Store Gate No.14
15	Scanner	01	Store Gate No.14
16	Telephone	33	Store Gate No.14
17	Coffee making machine	01	Store Gate No.14
18	Voltage Stabilizer	01	Store Gate No.14
19	UPS-uniline	14	Store Gate No.12
20	Computer monitor	02	Store Gate No.12
21	SMP Unit	01	Store Gate No.12
22	Stablizers (Bitek)	03	Store Gate No.12
23	T.V.	01	Store Gate No.12
24	Motor(compressor)	01	Store Gate No.12
25	router	01	Store Gate No.12
26	Cartoon of extension box	01	Store Gate No.12
27	GBC binder	01	Store Gate No.12
28	Refrigerator	02	Near Gate No.19
29	Computer Monitor	42	Store Gate No.19
30	CPU	43	Store Gate No.19
31	Printer	23	Store Gate No.19
32	Photocopier	02	Store Gate No.19
33	UPS	29	Store Gate No.19
34	Scanner	10	Store Gate No.19
35	Stabilizer	03	Store Gate No.19
36	Music system	01	Store Gate No.19
37	Battery	02	Store Gate No.19
38	Inverter	02	Store Gate No.19
39	Blower	01	Store Gate No.19
40	Hot case	05	Store Gate No.19
41	Typing machine	02	Store Gate No.19
42	Fax machine	04	Store Gate No.19
43	Lamp	01	Store Gate No.19
44	Fan	02	Store Gate No.19
45	T.V. (LCD/LED)	06	Store Gate No.19

Pras

46	Key Board	45	Store Gate No.19
47	Cash counting machine	01	Store Gate No.19
48	Photocopier Machine	06	Store Gate No.12
49	Oil heater	01	Store Gate No.12
50	Shredder	01	Store Gate No.12
51	Riso-high speed printer	02	Near Room No.18-B
52	Photocopy machine	01	Room No.432-A
53	Collateral machine	01	Room No.432-A
54	Binding machine	02	Room No.432-A
55	Fax machine	02	Room No.432-A
56	Online UPS	01	Near gate No.10
57	Online UPS 10KV	01	Room No.52-B
58	UPS	01	Store Gate No.12
59	Stablizers	03	Store Gate No.12
60	Projector	01	Store Gate No.12
61	Mic	14	Store Gate No.12
62	UPS Uniline	01	Store Gate No.12
63	LCD	02	Store Gate No.12
64	Heater	04	Store Gate No.12
65	Speaker	04	Store Gate No.12
66	Refrigerator	01	Store Gate No.12
67	Invertor Battery	04	Store Gate No.12
68	Set top box	01	Store Gate No.12
69	Photocopier	01	Store Gate No.14
70	Voltage Stablizer	03	Store Gate No.14
71	TV(Sharp)	01	Store Gate No.14
72	UPS	04	Store Gate No.14
73	CPU	02	Store Gate No.14
74	Projector	01	Store Gate No.14

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List of details and information relating to the firms

Sl. No.	Item head	To be Filled by the Agency/firms
1.	Name of Agency/firm	
2.	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization)	
3.	Full address of Reg. Office Telephone No. Fax No. E-Mail Address.	
4.	Full address of Operating/Branch Office in Delhi (i) Telephone No. (ii) Fax No. (iii) E-Mail Address	
5.	Banker of Agency with full address (attach Bankers Certificate of account maintenance for the last three years) Telephone Number of Banker	
6.	PAN of the Agency/Firm	
7.	Self-declaration by the firm that it is not blacklisted .	
8.	Documents certifying experience for at least two years	

UNDERTAKING

- i. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of this Department and shall abide by them.
- ii. I /We further undertake that the information given in this tender is true and correct in all respect and I/we hold the responsibility for the same.

Date :
Place:

Signature of authorized person
Name :
Seal:

Note: All the supporting documents should be scanned and uploaded with the bid documents.



Financial Bid

The bidder should quote lump sum rates for each lot separately as per the following format:-

Sl. No.	Items	Lump Sum Rate quoted (in Rs.)
1.	Items mentioned in Lot-I (Wooden & Steel items)	
2.	Items mentioned in Lot-II (Electronic items)	

