

**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 10<sup>th</sup> May, 2018**

**TENDER DOCUMENT**

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

<b>Sl. No.</b>	<b>SCHEDULE OF TENDER</b>	<b>DATE AND TIME</b>
1.	Date of uploading of Tender Document on website	10/05/2018
2.	Last date of submission of EMD	Upto 3.00 PM on 30/05/2018
3.	Last date and time for online submission of tender document	Upto 3.30 PM on 30/05/2018
4.	Date and time for online opening of Tender Document	3.30 P.M. on 31/05/2018



**(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 10<sup>th</sup> May, 2018**

**E-TENDER NOTICE**

Online Bids are invited by the Department of Industrial Policy and Promotion from reputed, experienced and financially sound service providers for Condemnation/disposal of Unserviceable furniture items in this Department. The details of terms and conditions of the contract is given in '**Annexure-I**'. Details of Unserviceable furniture items for Condemnation/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. 15,000/- (Rupees Fifteen 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.
4. The tender is uploaded under single packet system. All the bids will be opened online in presence of a Committee in this Department.
5. The qualifying tendered bidding highest amount above the reserve price fixed by the Department will be awarded the bid.



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.

TERMS AND CONDITIONS OF CONTRACT

**1. SCOPE OF WORK**

- i. The scope of works cover lifting of all the Unserviceable furniture items in all 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. 15,000/- (Rupees Fifteen 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. 15,000/- 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.

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- 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 16/05/2018 and 18/05/2018 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 show interest in lifting the goods, 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 service providers 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.



(S. Ravish Ali)

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Tel. No. 23063697

**List of all the old furniture items in Store12**

S.no.	Item	Count
1.	Wooden Table (Old Style)	16
2.	Steel Rack	12
3.	Steel Almirah (Big)	8
4.	Steel Almirah (Small)	8
5.	Steel Locker (Big)	2
6.	Wooden Rack	6
7.	Wooden Wall Fitting Almirah	2
8.	Side Rack	5
9.	Computer Table (Both wooden & Steel)	5
10.	3-Seater Sofa	3
11.	2-Seater sofa	1
12.	1-Seater Sofa	2
13.	Wooden Chair	10
14.	Chair	16
15.	TV Trolley	1
16.	1-Seater Sofa	4
17.	2-Seater Sofa	1
18.	3-Seater Sofa	2
19.	Chairs	8
20.	Wooden Chair	14
21.	Center Table	5
22.	Big Office Table	1

**List of all the old furniture items Near Kendriya Bhandar**

S.no.	Item	Count
1.	Wooden File Rack (Big)	8
2.	Wooden Rack (Big)	3
3.	Wooden Office Table (Big)	3
4.	Wooden Office Table (Small)	1
5.	Side Rack	2
6.	Steel Locker	1
7.	Wooden Pot Stand	2
8.	Big Battery Stand	1

**List of old furniture items in Store19**

S.no.	Item	Count
1.	3-Seater sofa(cloth upholstery)	5
2.	2-Seater sofa(cloth upholstery)	2
3.	1-Seater Sofa(cloth upholstery)	3

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4.	Steel Rack	10
5.	Steel Almirah (Showcase wooden Almirah)	1
6.	Channel	1
7.	3-Seater Steel Chair	2
8.	Side Rack	13
9.	Refrigerator	2
10.	Chair (Non-Revolving office Chairs)(cloth upholstery)	3
11.	Table(Director level)	1
12.	Table( Small)	2
13.	Table( Big)	1
14.	Table (Centre Table)	1
15.	Table (Computer Table)	1
16.	Table (Conference Table)	2

**List of old furniture items outside Store19**

S.no.	Item	Count
1.	Side Rack	1
2.	Steel Almirah	2
3.	Almirah (Wooden)	1
4.	Table (Pantry Table)	2
5.	Table(Director level)	1
6.	Table( Big)	1

**List of old furniture items near Gate no. 11**

S.no.	Item	Count
1.	Big Size File Rack	9

**List of old furniture items near Gate no. 8**

S.no.	Item	Count
1.	Big Conference Table (in pieces)	1



**List of details and information relating to the firms**

<b>Sl. No.</b>	<b>Item head</b>	<b>To be Filled by the Agency/firms</b>
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 etc.	
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 shall quote lump sum rates only. The bid should be given in the following format:-

Sl. No.	Items	Lump Sum Rate quoted (in Rs.)
1.	Items mentioned in Annexure II	

*Handwritten signature with an arrow pointing to the right.*