

REQUEST FOR PROPOSAL FOR HIRING SERVICES
FOR COLLECTION OF WASTE PAPERS,
ITS SHREDDING AND DISPOSAL

(Tender Enquiry)

Request for Proposal (RFP). 02/2016-17

No. A/27203/BSM/CAO/MP-I

Government of India

Ministry of Defence

Office of the JS(E/CAO)

'E' Block, Dalhousie Road,

New Delhi-110011.

Dated:28 Nov 2016

1. The JS(E/CAO), Ministry of Defence, New Delhi, for and on behalf of the President of India, hereinafter called the "Government" invites Bid in sealed cover on Two Bid System for Hiring Services for Collection of Waste Papers, its Shredding and Disposal from Indian Bidders.

2. General information about the tender is as follows:-

- | | | | |
|-----|--|---|---|
| (a) | Bids/ queries to be addressed to | : | JS(E/CAO), Min of Defence,
'E' Block, New Delhi-110011 |
| (b) | Postal Address for sending the Bids | : | Dy Director/MM-II
O/o JS (E/CAO)
Room No. 55, 'E' Block
New Delhi-110011 |
| (c) | Name/Designation of contact person | : | Shri Pankaj Singh Sisodiya
Dy Director/MM-II |
| (d) | Telephone No. | : | 011-23014698 |
| (e) | Fax Number | : | 011-23014693 |
| (f) | Last Date and Time for receipt of tender | : | 22 Dec 2016 at 1500hrs |
| (h) | Date and Time of opening of tenders | : | 22 Dec 2016 at 1530hrs |

3. This RFP is divided into five Parts, as follows:-

- (a) Part-I - Contains **General Information and Instructions** for the Bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tender, etc.
- (b) Part-II - Contains **essential details of the services** required such as block wise requirement of machines and working hours etc.
- (c) Part-III - Contains **Standard Conditions of RFP**, which will form part of the Contract with the successful Bidder.
- (d) Part-IV - Contains **Special Conditions applicable to this RFP** and which will also form part of the Contract with the successful Bidder.

(e) Part-V - Contains **Evaluation Criteria and format for Price Bids**

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Sd/-
(Pankaj Singh Sisodiya)
Dy Director /MM-II
for JS (E/CAO)

PART –I GENERAL INFORMATION AND INSTRUCTION

1. **Last date and time for depositing the Bids** : **22 Dec 2016 upto 1500hrs**
The sealed bids (both Technical and Commercial) should be deposited/reach by due date and time. The responsibility to ensure this lies with the bidder.
2. **Manner of depositing the Bids** : Sealed bids should be either dropped in the Tender Box marked as **HIRING SERVICES RELATING TO COLLECTION OF WASTE PAPERS, ITS SHREDDING AND DISPOSAL** or sent by registered post at the address given above so as to reach by the due date and time. Late bids will not be considered. No responsibility will be taken for postal delay or non- delivery / non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.
3. **Time and date for opening of Bids** : **22 Dec 2016 at 1530 hrs** (if due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/ time, as intimated by the Buyer).
4. **Location of the Tender Box** : Reception Office, O/o JS (E/CAO), 'E' Block Dalhousie Road, New Delhi-110011. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
5. **Place of opening of the Bids** : Conference Hall, O/o JS (E/CAO), 'E' Block, New Delhi-110011. The Bidders may depute their representative, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important technical/commercial clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.
6. **Two-Bid System** : In case of the Two-bid System, only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.
7. **Forwarding of Bids** : Bids should be forwarded by Bidders under their original memo/letter pad inter alia furnishing details like TIN number, VAT/CST number, ESIC Reg no. Bank address with NEFT account if applicable, etc. and complete postal & e-mail address or their office.
8. **Clarification regarding contents of the RFP** : A Prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14(fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and withdrawal of Bids** : A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline

submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

10. **Clarification regarding contents of the Bids** : During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post- bid clarification on the initiative of the bidder will be entertained.

11. **Rejection of Bids** : Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

12. **Unwillingness to quote** : Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the services for collection of waste papers, its shredding and disposal as mentioned in this RFP.

13. **Validity of Bids** : The Bids should remain valid till 04 Months from the last date of submission of the Bids.

14. **Earnest Money Deposit** : Bidders are required to submit Earnest Money Deposit(EMD) for amount of Rs. 1,00,000/- (Rupees One Lakh only) alongwith their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt , Banker's Cheque of Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-13 (Available in MoD website and can be provided on request). EMD is to remain valid for a period of forty-five days beyond the bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the bid validity and latest on or before the 30th day after the award of the Contract. The bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the Contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation(NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

PART –II ESSENTIAL DETAILS OF THE SERVICES

1. **SCOPE OF SERVICES** : Services relating to collection of waste papers, its shredding and disposal is required to be provided by the contractor on daily basis from various Offices of Ministry of Defence, New Delhi. Location and number of rooms for which the services are to be provided is as under :-

<u>Hutments/Blocks/Buildings</u>	<u>Approx No. of Rooms</u>
(a) 'G','H' & 'J' Block Complex	285 Rooms
(b) 'E' Block, New Delhi-11	175 Rooms
(c) 'L' Block, New Delhi-01	115 Rooms
(d) 'M' Block, New Delhi-01	101 Rooms
(e) Plot No. 108 Church Road New Delhi – 01.	43 Rooms
(f) West Block – III & VIII RK Puram, New Delhi-66	Wings/Halls (Approx. 109089 Sq. Ft.) (not rooms)
(g) National Defence College (NDC), 6, Tees January Marg New Delhi-11	
(h) DGIS Enclave, Rao Tula Ram Marg, Delhi Cantt	

(Exact details of Rooms No. location-wise will be provided to the successful bidder)

The scope of works involves:-

(a) Collection of waste paper from the rooms of various offices specified above, and segregating the same in different categories such as paper, garbage, polythene bags and glass pieces, if any.

(b) Shredding of waste papers will be done by the Contractor under the supervision of the Sector Fire Officer of the Block / Office or his authorised representative. The Shredded size of paper should not exceed 1.9 mm x 13 mm crosscut.

(c) Heavy Duty Shredding machine will be provided by the Contractor at a suitable site allotted by the Govt. Sheet capacity of shredding machine should be 40 to 50 sheets and capable of shredding crumpled paper also. The machine should not be more than 05 years old. The contractor has to produce original invoice of the machine as proof of life of machine.

(d) A total of 06 heavy duty shredding machines should be provided by the contractor. 01 Heavy Duty Shredding Machine will be provided by the contractor at a suitable site in each of the Blocks i.e. 'E', 'L', 'H' Blocks, West Block of RK Puram, NDC and DGIS Enclave, Rao Tula Ram Marg, Delhi Cantt (total 06 machines). The machine installed at 'L' Block will be used for 'L', 'M' Block & Plot No 108 Church Road and the machine installed at 'H' Block will be used for 'G', 'H' & 'J' Blocks. One machine will be installed at a suitable site at West Block RK Puram for West Block III & VIII, RK Puram one machine will be installed at a suitable site at NDC and one machine will be installed at suitable site at DGIS Enclave, Rao Tula Ram Marg, Delhi Cantt.

- (e) Maintenance of shredding machines will be the responsibility of the Contractor.
- (f) Lifting and disposal of shredded papers will be Contractor's responsibility and will be done after obtaining permission of the Chief Security Officer, Ministry of Defence, 'H' Block.
- (g) The remaining waste material i.e. garbage, polythene bags, broken glass pieces or rubber pieces shall be dumped in the nearest NDMC / MCD dustbin.
- (h) Contractor will render report to the Chief Security Officer, Ministry of Defence at 'H' Block, regarding disposal of shredded papers.
- (j) Site for installation of shredder machines and power supply to run the same will be provided free of cost by the Government.
- (k) Working hours will normally be 0900 hrs to 1300 hrs and 1330 hrs to 1730 hrs, and a week is to be observed of 05 working days for providing daily / on-demand basis services as above, as decided by the Govt.
- (l) Monthly contract charges will be paid at the end of each completed month on receipt of invoice alongwith the satisfactory performance certificate duly signed by nominated Sector Fire Officer of concerned block duly counter signed by Security Officer, Ministry of Defence.
- (m) Though the equipment i.e. Heavy Duty Shredding Machines will be owned by the firm, it will be operated by the firm under the overall supervision of Security Office, Ministry of Defence. The firm will employ adequate manpower for collection and segregating the waste papers/garbage/articles so that optimum capacity of the machine is utilized.
- (n) Machines and Equipment will be maintained in good working condition by the firm throughout the period of contract. Minor faults, if any will be repaired / rectified then and there. In case of major repair, the firm will replace the machine within 48 hours failing which proportionate recovery will be made from monthly charges for not providing services as required by the Office of JS(E/CAO).
- (o) The contractor shall be solely responsible for any claim against any untoward situation/ mishappening with the deployed workers for the purpose.

2. **Bid Form**

TECHNICAL BID FORM

1	Tender to be addressed to	The President of India
2	Tender to be submitted to	JS(E/CAO), Ministry of Defence, E-Block, Dalhausie Road, New Delhi-110011
3	Closing date and time for receipt of Tenders	22 Dec 2016 upto 1500 Hrs
4	Date, Time and Place of opening of Tender	22 Dec 2016 at 1530 Hrs
5	Authenticated copy of VAT/TIN Registration Certificate	Attached/Not attached
6	Authenticated copy of Service Tax Registration Certificate	Attached/Not attached
7	Authenticated copy of PAN	Attached/Not attached
8	Authenticated copy of ESIC Registration	Attached/Not attached
9	Earnest Money Deposit	Rs. 1,00,000/- (Rupees One Lakh only) DD/Banker's Cheque dated No. _____ _____ Issuing Bank _____ _____
10	Bank Solvency Certificate (issued not earlier than 30 Jun 2016)	Attached/Not attached
11	Copy of satisfactorily executed works of last Three Financial Years of not less than Rs. 20,00,000/- (Rupees Twenty Lakh only)	Attached/Not attached
12	Conditions of contract contained in the Invitation to Tender and Instructions to the Tenderers and Notice Inviting Tender	ACCEPTED
13	Tender Bid valid for acceptance upto 04 months from the date of opening of the Commercial Bid	Attached/Not attached

Stamp of the Firm

Signature of Bidder _____
Name in Block Letters _____
Capacity in which signed _____
Date _____

3. **Eligibility Criteria.** The firm fulfilling the following eligibility criteria will be considered for opening of their Commercial Bids :-

(a) Bidder should have valid VAT/TIN Registration Certificate. A copy of the certificate should be enclosed with the Technical Bid.

(b) Bidder should have valid Service Tax Registration Certificate. A copy of the certificate should be enclosed with the Technical Bid.

(c) Bidder should possess valid PAN card. An authenticated copy of the same should be enclosed with the Technical Bid.

(d) Bidder should possess ESIC Registration. An authenticated copy of the same should be enclosed with the Technical Bid.

(e) Bidders are required to submit Bank Solvency Certificate issued not earlier than 30 Jun 2016.

(f) The bidder should have satisfactorily executed works relating to hiring services for collection of waste paper, its shredding and disposal work of not less than **Rs. 20,00,000/- (Rupees Twenty Lakh only)** during the last three Financial Years i.e. 2013-14, 2014-15 & 2015-16 in Govt Departments/PSUs. Documentary evidence to this effect duly attested should be submitted alongwith the Technical Bid.

Note : The tender bid shall be rejected if any of the above documents are not received.

4. The period of initial contract is likely to be one year or as specified in contract, which will be subject to further extension for a period of four years on year to year basis depending upon the satisfactory services as assessed by the Govt., on the same rate, terms and conditions.

PART-III- STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the law of the Republic of India. The Contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract** : The Contract shall come into effect on the date of its acknowledgment by the Bidder and shall remain valid until the completion of the obligations of the parties under the Contract, The performance of the service shall commence from the effective date of the Contract.
3. **Arbitration** : All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of Arbitration is as per Form DPM-7(for indigenous trade)(Available in MoD website).
4. **Penalty for use of Undue influence** : The Bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Bidder or any one employed by him or acting on his behalf(whether with or without the knowledge of the Bidder) or the commission of any offers by the Bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the Contract and all or any other Contract with the Bidder and recover from the bidder the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any offer/employees of the Buyer for showing any favour in relating to this or any other Contract, shall render the Bidder to such liability/penalty as the Buyer may deem proper, including but not limited to termination of the Contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
5. **Agents/Agency Commission** : The Bidder confirms and declares to the Buyer that the Bidder is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries whether officially or unofficially, to the award of the Contract to the Bidder, nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The

Bidder agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Bidder has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution. Whether before or after the signing of this Contract, the Bidder will be liable to refund that amount to the Buyer. The bidder will also be debarred from entering into any contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Bidder who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any Contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts** : In case it is found to the satisfaction of the Buyer that the bidder has engaged an Agent or paid commission or influenced any person to obtain the Contract as described in clauses relating to Agents/ Agency Commission and penalty for use of undue influences, the Bidder, on a specific request of the Buyer, shall provide necessary information / inspection of the relevant financial documents/ information.

7. **Non-disclosure of Contract documents** : Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages** : In the event of the service provider's failure to submit the Bonds, Guarantees and Documents, provide the services as specified in this contract, the buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the service provider as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed services mentioned above for every week of delay of part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

9. **Termination of Contract** : The Buyer shall have the right to terminate the Contract in part or in full in any of the following cases:-

(a) The services are delayed for causes not attributable to Force Majeure after the scheduled date of commencing of services.

(b) The Bidder is declared bankrupt.

10. **Notices** : Any notice required or permitted by the Contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting** : The Bidder has no right to give, bargain, sell assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage or the present Contract or any part thereof.

12. **Amendments** : No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in

writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

13. **Taxes and Duties.**

(i) **General.**

1. Bidders must indicate separately the relevant Taxes/Duties likely to be paid in connection with the services specified in RFP. In absence of this, the total cost quoted by them in their bid will be taken into account in the ranking of bids.

2. If a Bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of any duty/tax, it should be brought out clearly. In such cases, relevant certificate will be issued by the Buyer later to enable the Seller to obtain exemptions from taxation authorities.

3. Any changes in levies, taxes and duties levied by Central/State/Local Government such as excise duty, VAT, Service Tax, Octroi/entry Tax, etc. on final product upward as a result of any statutory variation taking place with contract period shall be allowed reimbursement by the Buyer, to the extent of actual quantum of such duty/tax paid by the Seller. Similarly, in case of downward revision in any such duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any, obtained by the Seller. Section 64-A of Sales of Goods Act will be relevant in this situation.

4. Levies, taxes and duties levied by Central/State/Local Governments such as excise duty, VAT, Service Tax, Octroi/entry Tax etc. on final product will be paid by the Buyer on actuals, based on relevant documentary evidence. Taxes and duties on input items will not be paid by Buyer and they may not be indicted separately in the bids. Bidders are required to include the same in the pricing of their product.

PART –IV- SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful bidder as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee** : The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorised to conduct government business (ICCI bank Ltd, Axis Bank Ltd or HDFC Bank Ltd) for a sum equal to 10% of the Contract value within 30 days of signing of this Contract. Performance Bank Guarantee should be valid up to 60 days beyond the date of completion of all contractual obligations.
2. **Payment Terms**: Monthly contract charges will be paid at the end of each completed month on receipt of invoice alongwith the satisfactory performance certificate duly signed by nominated Sector Fire Officer of concerned block duly counter signed by Security Officer, Ministry of Defence.
3. **Advance Payments** : No advance payments will be made.
4. **Paying Authority**:

The payment of bill will be made on submission of the following documents by the Bidder to the paying authority along with the bill:-

- i. Ink- signed copy of contingent bill/ Bidder's bill
- ii. Ink signed copy of commercial invoice/Bidder's bill
- iii. Copy of Govt Order, Job Order and Contract.
- iv. Copy of Performance Bank Guarantee
- v. Satisfactory performance certificate duly signed by nominated Sector Fire Officer of concerned block duly counter signed by Security Officer, Ministry of Defence(specimen copy enclosed).
- vi. Details of electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC Code, MICR code.
- vii. Any other document/certificate that may be provided for in the Job Order.

Inspection Authority:

5. The Inspection will be carried out by respective Block Fire Officers nominated by Security Office, Ministry of Defence. The performance/inspection certificate will be countersigned by Security Office, Ministry of Defence.

PART V- EVALUATION CRITERIA & PRICE BID ISSUE

1. **Evaluation Criteria:-** The broad guidelines for evaluation of Bids will be as follows:-

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of the RFP, both technically and commercially.

(b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the **Technical Bid Form** mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

(c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below. The consideration of taxes and duties in evaluation process will be as follows :-

(i) In cases where only Indian Bidders are competing, L-1 Bidder will be determined by excluding levies, taxes and duties levied by Central/State/Local Governments such as excise duty, VAT, Service Tax, Octroi/entry tax, etc. on final product, as quoted by bidders.

(d) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(e) The lowest Acceptable Bid will be considered further for placement of Job Order after complete clarification and price negotiations as decided by the Buyer.

2. **Price Bid Format** : The Price Bid Format is given below and Bidders are required to fill this up correctly with full details, as required under Part-II of RFP :-

(a) **Basic Cost of the item/services.**

COST DETAILS

Ser No.	Description	Unit Cost (in Rs.)	Qty (in Nos.)	Total (in Rs.)
		(a)	(b)	(c) = (a) x (b)
1.	Rates offered per machine per month : All inclusive (including collection of waste papers, garbage its shredding and disposal, service charge for operation, including manpower, maintenance of machines etc.)		6	
Total of Basic Price				

Note : Determination of L-1 will be done based on total of basic prices (not including levies taxes and duties levied by Central /State/ Local government such as excise duty, VAT, Service Tax, Octroi/entry tax, etc, on Services) as mentioned above.

3. Additional information in Commercial Bid on Taxes and Duties(not in scope of L-1 determination):-

(a)	Is Service Tax Extra	
(b)	If yes, then mention the following: (i) Total value of services on which Service Tax is leviable (ii) Rate of Service Tax leviable (iii) Total value of Service tax leviable	
(c)	Any other Taxes/Duties/Overheads/ other costs	

(Signature of the tenderer)
Proprietor / Partner

Date : _____

Place : _____

* The amount of Service Tax and any other tax as applicable during the period of hiring, shall be quoted as per Govt. Prescribed rates and details of the same shall be indicated. Payment of Service Tax will be made in arrears on production of documentary proof of having deposited the same with the concerned authorities.

OPEN TENDER NOTICE
HIRING OF SERVICES FOR COLLECTION OF WASTE PAPERS ITS SHREDDING
AND DISPOSAL

OFFICE OF JS(E/CAO), MINISTRY OF DEFENCE
'E'BLOCK, DALHOUSIE ROAD, NEW DELHI-110011

The JS(E/CAO), Ministry of Defence, New Delhi for and on behalf on the President of India, invites Sealed Tenders in Two bid pattern for hiring of services for collection of waste papers its shredding and disposal.

2. **SCOPE OF SERVICES** : Services relating to collection of waste papers, its shredding and disposal is required to be provided by the contractor on daily basis from various Offices of Ministry of Defence, New Delhi. Location and number of rooms for which the services are to be provided is as under :-

<u>Hutments/Blocks/Buildings</u>	<u>Approx No. of Rooms</u>
(a) 'G','H' & 'J' Block Complex	285 Rooms
(b) 'E' Block, New Delhi-11	175 Rooms
(c) 'L' Block, New Delhi-01	115 Rooms
(d) 'M' Block, New Delhi-01	101 Rooms
(e) Plot No. 108 Church Road New Delhi – 01.	43 Rooms
(f) West Block – III & VIII Wings/Halls (Approx. 109089 Sq. Ft.)RK Puram, New Delhi-66 (not rooms)	
(g) National Defence College (NDC), 6, Tees January Marg New Delhi-11	
(h) DGIS Enclave, Rao Tula Ram Marg, Delhi Cantt.	

3. The Open Tender Enquiry document can be collected from CAO/MP-1, Room No. 56 'E' block, Dalhousie Road, New Delhi-11, by depositing Rs. 100/- in cash. Tender document can also be viewed and downloaded from the websites www.Tender.gov.in or www.eprocure.gov.in or www.caomod.nic.in. The Tenderer using the Tender document down-loaded from the website shall enclose with his Bid a banker's Cheque/DD for Rs.100/- drawn in favour of "JS(E/CAO), Ministry of Defence" payable at Delhi/New Delhi.

4. Tender bids in two bid pattern will be received in sealed envelope addressed to the JS(E/CAO), Ministry of Defence, 'E' Block Dalhousie Road, New Delhi-11 duly superscripted " Tender for Hiring Services For Collection of Waste Papers its Shredding and Disposals" and must reach though Registred Post/By Hand or dropped in the Tender Box kept at the Reception office of 'E' Block on or before 1500hrs 22 Dec 2016.

Sd/-
(Pankaj Singh Sisodiya)
SAO/MM-II
For JS(E/CAO)
28 Nov 2016