

F.No.22-3/2018-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
S&S Section  
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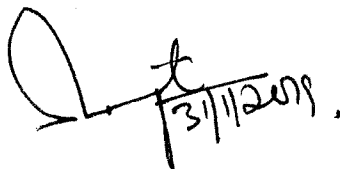
TENDER DOCUMENT

Tender for award of contract for disposal of unserviceable obsolete store of MHRD at Shastri Bhawan – reg.

Date of issue of Tender Document	:	31 <sup>st</sup> January, 2019
Last date & time for submission of Tender Document	:	25 <sup>th</sup> February, 2019 up to 11.00 AM
Date & time for opening of Tender Document	:	
Opening of Techno-commercial Bids	:	26 <sup>th</sup> February, 2019, at 11.30 AM

CONTENTS OF TENDER DOCUMENT

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31/1/2019.

F.No.22-3/2018-S&S

Government of India

Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)

Shastri Bhawan, New Delhi

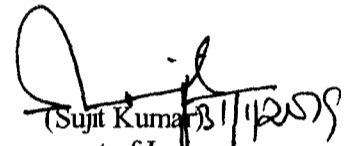
Dated the 31<sup>st</sup> January, 2019

e-TENDER NOTICE

e-tenders are invited by the Ministry of Human Resource Development for award of contract for disposal of unserviceable obsolete store of MHRD at Shastri Bhawan.

2. Complete Tender Documents can be downloaded from the website "<http://eprocure.gov.in/eprocure/app>" from 31<sup>st</sup> January, 2019 to 25<sup>th</sup> February, 2019 (upto 11.00 AM).

3. The interested firms may submit the tenders online at "<http://eprocure.gov.in/eprocure/app>" in single bid system (i.e. **Techno-commercial Bid**) 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. Tenders sent by any other mode will not be accepted.



Under Secretary to the Government of India  
Tele: 23073109

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2. SCOPE OF WORK, ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS**A. Scope of work :**

Disposal of obsolete furniture/equipments such as computers, photocopiers, etc on as is where is basis. These items have been discarded and are no longer usable by this office. Detail list of unserviceable and obsolete stores of MHRD proposed to be auctioned is as under:

Sr.No.	Items (e-waste)	Quantity (Approx.)
1	Photocopy Machine	29
2	Scanner	06
3	Monitor	66
4	CPU	40
5	Inverter	04
6	Printer	72
7	TV	03
8	VCR	04
9	UPS	63
10	Fax Machine	09
11	Multi function Machine	31
12	Battery	04
13	Paper shredder	04
14	Air Purifier	01
<b>Others waste</b>		
1	Grayndler	01
2	Switch (LAN)	04
3	Heat blower	03
4	Hot case	16
5	Stabilizer	02
6	Iron table	07
7	Electric Fan	07
8	Bicycle	01
9	Coffee Machine	01
10	Water Dispenser	02
11	Typewriter	05
12	RO/water filter	01
13	Steel Chair	03
14	Wooden furniture items	As is where is basis

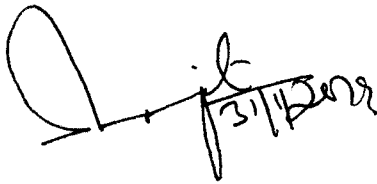
**B. Eligibility Criteria :**

The Earnest Money of Rs.15,000/ (Rupees twenty thousand only) in the form of a Account payee Demand Draft/pay order/fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the PAO (Education), Department of Higher Education, Shastri Bhawan, New Delhi has to be submitted to Section Officer, S&S Section, Room No.123-C, Shastri Bhawan, New Delhi along with the tender. Bids shall not be considered in case the earnest money is not submitted by 25<sup>th</sup> February, 2019 up to 11.00 AM. Late receipt of earnest money viz., after closure of online bidding time, or non receipt of earnest money will make the bidder disqualified and that bid will not be considered.

- ii. Copy of PAN No. and / or TIN No./GST No. either in the name of the proprietor/owner/firm/company is required to be uploaded along with the Bid on the CPP Portal. The document to be uploaded should be legible. In case the uploaded documents are not readable, the tender cannot be examined and the bid can be rejected, thereby rejecting the tender of that firm.

**C. Terms and Conditions**

- i). The items/materiel to be auctioned can be inspected during the office hours on 7<sup>th</sup> to 9<sup>th</sup> January, 2019 (only three days) after seeking an appointment with the Section Officer, S&S Section, Room No. 123-C, Shastri Bhawan, New Delhi, Ph No. 23384590. A list of the items to be auctioned shall be handed over to the interested party at time of such inspections.
- ii). Bidder may note that the waste material is required to be disposed in an eco-friendly manner. Therefore, for discarded electronic items such as computers, Printer, Photocopier etc only e-waste handling firms having a valid registration for this purpose with Ministry of Environment and Forests/Central Pollution Control Board, shall be eligible to bid.
- iii). Conditional bids shall not be entertained.
- iv). The successful bidder will be required to deposit the quoted amount within three days after receipt of the award letter from this Ministry and remove the items/materiel at his own expense within a week after gating approval of the Ministry. In case of delay in removing the materiel, a penalty of Rs. 500/- per day shall be imposed on the bidder.
- v). The payment of the bid amount shall be made as Demand Draft in favour of Pay & Accounts Officer (Education), Department of Higher Education, Shastri Bhawan, New Delhi.
- vi). The successful bidder would not be allowed to withdraw his bid after his participation in the auction. The EMD will liable to be forfeited, if the bidder withdraws or amends, impairs or derogates from the tender. The EMD shall be released after complete removal of the auctioned material by the successful bidder.
- vii). In all matters of dispute relating to this Contract, the decision of the Ministry shall be final and binding upon the agency.
- viii). The Ministry reserves the right to accept or reject any quotation without assigning any reason thereof.
3. Interested, persons/firms may submit sealed quotations as prescribed under condition (2) above.



(Name and signature of authorized person)

**TECHNO-COMMERCIAL BID**

TENDER FOR AWARD OF CONTRACT FOR DISPOSAL OF UNSERVICEABLE OBSOLETE STORE OF MINISTRY OF HUMAN RESOURCE DEVELOPMENT AT SHASTRI BHAWAN

Tender No.22-3/2018-S&S

S.No.	Particular	Details
1.	Name & Address of the Agency/Firm	
2.	Name of the Proprietor/Partners of the Agency/Firm and telephone number	
<b>Documents to be uploaded on the CPP Portal</b>		
3.	PAN/TIN No.	Copy of PAN No./TIN No./GST No. in the name of the proprietor/owner/firm/Company to be uploaded
4.	Details of EMD (Rs.15,000/-)  [The original EMD is to be submitted to Section Officer, S&S Section, Room No.123-C, Shastri Bhawan, New Delhi	<b>Scanned copy of EMD to be uploaded</b>  Amount : ..... Demand Draft/Pay Order No. .... Drawee Bank .....
<b>Rates quoted for tender for award of contract for disposal of unserviceable and obsolete store of MHRD at Shastri Bhawan should be furnished only in the BOQ attached with Tender Document</b>		

Date :

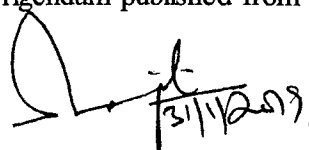


(Name and signature of authorized person)

Instructions of Online Bid submission

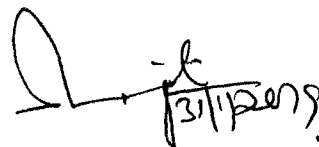
Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'any tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally; they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.



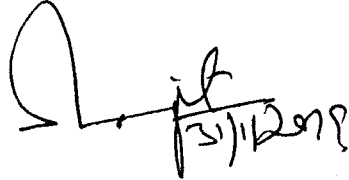
Handwritten signature and date: 13/11/2019.

15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

A handwritten signature in black ink, followed by the date '13/11/2018' written below it.

28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone:1-800-233-7315 or send a mail over to -cppp-nic@nic.in.

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Handwritten signature and date: 13/12/18



Annexure-IV

TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date

To  
The Under Secretary to the Government of India  
S&S Section  
Ministry of Human Resource Development  
Department of Higher Education  
Room No.123-C,  
Shastri Bhawan, New Delhi

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:22-3/2018-S&S

Name of Tender / Work:- contract for disposal of unserviceable obsolete store of MHRD at Shastri Bhawan.

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

Tender for award of contract for contract for disposal of unserviceable obsolete store of MHRD at Shastri Bhawan as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc..) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally / entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.



Yours faithfully,

(Signature of the Bidder, with Official Seal)

