



F.No.21012/1/2010-G  
Government of India  
Staff Selection Commission  
Department of Personnel & Training  
Ministry of Personnel, Public Grievances & Pensions

New Delhi, the dated 27 Jul,2016

### **TENDER NOTICE**

Staff Selection Commission invites quotation/tender from reputed Mills for lifting of waste booklets, application folders and empty card board boxes etc. From SSC building.

The Quotation/Tender Enquiry, Tender Documents and Terms & Conditions of Quotatio/Tender Enquiry can be obtained from the Commission's website <http://SSC.nic.in> and [www.tenders.gov.in](http://www.tenders.gov.in). The quotation/tender may be deposited in the Tender Box kept in Reception Officer, SSC Building, Block-12, CGO Complex, Lodhi Road, New Delhi latest by 3.00 p.m. on **16.08.2016**. The quotation will be opened at 3.30 p.m. on the same day.

**(Manoj Manu)**  
**Under Secretary (G)**



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### **TENDER NOTICE**

Staff Selection Commission invites quotation/tender from reputed Mills for lifting of waste booklets, application folders and empty card board boxes etc from SSC building, for a period of one year.

2. Paper mills having minimum turnover of Rs. 25 lakh per year for last three financial year's i.e 2013-14, 2014-15 & 2015-16 are eligible to submit quotation.

3. Terms and Conditions of NIT and format of submission of financial bid are enclosed as Annexure-I and Annexure-II respectively. Bidders, who have not quoted rates as per prescribed format at Annexure-II, will not be considered.

4. Interested parties may drop their quotation in sealed cover in the Tender Box kept with Reception Officer, SSC Building, Block-12, CGO Complex, Lodhi Road, New Delhi latest by 3.00 p.m. on **16.08.2016**. Quotations may also be sent by post addressing to Under Secretary (G), Room-712, SSC Building, Block-12, CGO Complex, Lodhi Road, New Delhi-110003. The quotation will be opened at 3.30 p.m in Room No. 712 on the same day. Please note that the rates to be quoted must be written in numerals as well as in words without which the tender will be summarily rejected. The tenders will be opened on the same day at 3.30 PM in the presence of the bidders/representatives. Any overwriting in the tender/ late submission of the bid, will lead to cancellation of tender. Price quoted by the bidders will be recorded by the Committee constituted in the Commission at the time of opening of tender. The envelope containing the bid should be boldly superscribed as "**QUOTATION FOR SALE OF WASTE MATERIAL**". Non compliance of any direction mentioned in this advertisement and terms and conditions will lead to cancellation of the tender without assigning any reasons. .

**(Manoj Manu)**  
**Under Secretary (G)**

**TERMS & CONDITIONS**

1. Each bidder will have to pay Earnest Money of Rs. 25,000/- through Bank Draft/Pay Order drawn in favour of DDO (Cash), SSC, payable at New Delhi. No interest is payable on the Earnest Money deposit.
2. Weighing of the waste material will be in the presence of the representative of the Commission.
3. The successful bidder will have to deposit security amount of Rs.50,000/- within 7(Seven) days of the acceptance of the bid in the shape of bank draft/pay order in favour of DDO (Cash), SSC payable at New Delhi.
4. The successful bidder will have to lift the waste material within two days of intimation by the Commission.
5. If the successful bidder fails to lift the material within the specified time subject to extension, if any, the amount of Security Money Deposited is liable to be forfeited.
6. Each bidder will have to submit copy of PAN Card and copy of license of the Paper Mill. In the absence of these documents, the bid will not be considered.
7. The bidder will have to submit Audited Balance Sheet and Income Tax Return for the last three financial year's assessment year upto 2015-16. In the absence of these documents, the bid will not be considered.
8. The bidder who will quote highest rate in maximum items as per Annexure-II (Para-3) will be considered as highest –I and work order will be given to them subject to fulfilling the eligibility condition in all respect.
9. The successful bidder will bear all expenses such as loading, packing, transportation etc. for lifting the material from the premises of the Commission.
10. A certificate should be given by the vendor after lifting of waste materials from Staff Selection Commission, the same items transported to the Mills directly for conversion into pulp.
11. The Earnest Money deposited by the unsuccessful bidders will be returned after the award of the contract to successful bidder
12. The Commission reserves the right to accept or reject any or all the bids at any time without assigning any reasons and under no obligation to inform the affected bidder or bidders of the grounds for Commission's action.

13. In the event of any dispute or difference arising out of or in connection with the bid process the same shall be referred to an officer of the level of Director or Deputy Secretary as may be designated by the Commission for adjudication in accordance with Arbitration and Reconciliation Act.
14. Any overwriting in the tender/late submission of tenders will not be entertained.
15. The period of contract will initially be for one year from the date of award of the contract. The contract can further be extended for another one year, if the services rendered by the firm will be satisfactory. However, it is at the discretion of the Commission to consider extension on the request of the firm or invite fresh quotations.
16. All pages of the tender documents attached with the bid form should be self attested by the authorized signatory/bidder.
- 17. Trading Companies are not eligible to submit quotations/ bids.**
18. Bid forms duly filled should reach Under Secretary (Gen.), Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi-100 003 on or before 3.00 PM on 16.08.2016.

Dated:

Signature of Bidder or  
Authorised Signatory

**Seal of the Paper Mills with Address**

**BID FORM**

1. Name of Paper Mill.....
2. Address for communication (Completer in Capital Letter).....  
.....

3. Amount quoted:

- a) Booklets Rs.(in figure)..... per kg  
Rs. (in words).....per kg
- b) Application folders Rs. (in figure).....per kg  
Rs. (in words).....per kg
- c) Empty Card Board Boxes Rs.(in figure)..... per kg  
Rs. (in words).....per kg

4. Earnest Money of Rs. 25000/- DD No.....dated.....

5. Name of the bidder/authorized signatory who has signed the bid.....

6. Documents to be attached

Self attested copies of:

- (i) Audited balance sheet for last 3 years upto 2014-15.
- (ii) Income Tax Return for last 3 Assessment years upto 2015-16.
- (iii) Copy of license of Paper Mills
- (v) Copy of PAN Card
- (vi) Copy of certificate that the bidder was not debarred or blacklisted by any Government Department/ PSU etc.
- (vi) Copy of Tender duly signed with seal

**DECLARATION**

I.....have carefully read the terms & Conditions of the Bid Document, laid down by the Commission. The terms & conditions are acceptable to me and I shall abide by the same till the contract is fully executed. I declare that the information give above is true to the best of my knowledge and belief.

Signature of Bidder or  
Authorised Signatory

**Seal of the Paper Mills with Address**

Dated.....