



F.No.31014/1/2014-G
Government of India
Staff Selection Commission
Department of Personnel & Training
Ministry of Personnel, Public Grievances & Pensions

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.

Quotation/Tender containing detailed terms and conditions may be collected from Section Officer (G) (Tel. No. 24360008) Room No. 704 SSC Building, Block-12, CGO Complex Lodhi Road, New Delhi and also from website SSC.nic.in. The quotation/tender may be deposited in the Tender Box kept in Room No. 706, SSC Building, Block-12, CGO Complex, Lodhi Road, New Delhi latest by 3.00 p.m. on 17.09,2015. The Quotatio/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. The quotation received in time will be opened at 3.30 p.m. on the same day.

(Rabi Kumar Naskar)
Under Secretary to the Govt. of India



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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 of last three financial years are eligible to submit quotation.
3. Terms and Conditions and Bid form are enclosed as Annexure-I and Annexure-II.
4. Interested parties may send their quotation in sealed cover by addressing to Under Secretary (G), Room No. 706, Staff Selection Commission, Block No. 12, CGO Complex, New Delhi-110003 before 3.00 PM on 17.09.2015. 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. .

(Rabi Kumar Naskar)
Under Secretary to the Govt. of India

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 a week 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 Service Tax Number., Firm Registration Certificate, PAN Card copy and copy of license of 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 years. In the absence of these documents, the bid will not be considered.
8. The bidder who will quote highest rate in all items as per Annexure-II (Para-3) will be considered.
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. The Earnest Money deposited by the unsuccessful bidders will be returned after the award of the contract.
11. 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.

12. 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.
13. Any overwriting in the tender/late submission of tenders will not be entertained.
14. On expiry, at the discretion of the Commission, the contract can be extended for a further period of one year on the same terms and conditions.
15. All documents attached with the bid form should be self attested by the authorized signatory/bidder.
16. Trading Companies are not eligible to submit quotations/ bids.
17. 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 17.09.2015.

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
 - 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 accounts for last 3 years.
- (ii) Income Tax Return for last 3 years
- (iii) Copy of license of paper mill
- (iv) Copy of Service Tax Number
- (v) Copy of Registration Certificate
- (vi) Copy of PAN Card
- (vii) 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 the Authorized Signatory)

With Stamp/seal

Dated.....