



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 17th May, 2017

TENDER NOTICE

Staff Selection Commission invites quotation/tender from reputed Paper Pulp Mills for lifting of waste booklets, application folders and empty card board boxes etc., from SSC Building, New Delhi.

The Quotation/Tender Enquiry, Tender Documents and Terms & Conditions of Quotation/Tender Enquiry can be obtained from the Commission's website <http://SSC.nic.in> and www.CPPPortal (<http://eprocure.gov.in>). The quotation/tender may be submitted on CPP Portal (<http://eprocure.gov.in>) latest by 3.00 pm on 5th June, 2017. The quotation will be opened at 3.30 p.m. on the same day.

(Zoya C.B)
Under Secretary (G)



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

2. Paper mills having minimum turnover of Rs. 25 lakh per year for last three financial years 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 at Annexure-I, Annexure-II and Annexure-III respectively. Bidders, who have not quoted rates as per prescribed format at Annexure-III, will not be considered.
4. Interested parties may submit their quotation on CPP Portal (eprocure.gov.in) in two bid system (i) Technical bid which will be opened on 5th June, 2017. Date for opening of financial bid will be intimated to technically qualified bidders in due course. The quotation will be opened at 3.30 p.m on the same day (5th June, 2017). 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 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 bidding will be recorded date the time of opening tender by the Committee constituted in the Commission. Non compliance of any direction mentioned in this advertisement and terms and conditions (Annexure-II) will lead to cancellation of the tender without assigning any reasons. .

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The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>.) by clicking on the link “Online Bidder Enrollment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to other which may lead to misuse.
6. Bidder than logs on to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organisation Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the requirement documents/ tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. 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/PAR/DWF/JPG formats. Bid documents may be scanned document. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard document which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g.PAN card copy, annual reports, auditor certificate etc.) has been provided to the Bidders can use “My space” or “Other important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instruments.
4. Bidder should prepare the IMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in their tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has given as a standard BoQ format with the tender documents, then the same is to be downloaded and to be filled by the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cell with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it only online, without changing the filename. If the BoQ file found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The date entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed the bid no. and the date & time of submission of the bid with all other relevant details.
10. The Bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender inviting Authority for a tender or the relevant contract person indicates in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CCP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

TERMS & CONDITIONS

1. Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
2. Weighing of the waste material will be done in the presence of a representative of the Commission.
3. The successful bidder will have to make a security deposit of Rs.50,000/- within 7(Seven) days of the acceptance of the bid in the form 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 four 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 Deposit is liable to be forfeited.
6. Each bidder will have to submit copy of PAN Card and copy of license of the Paper Mill registered for pulping. 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 upto 2015-16. In the absence of these documents, the bid will not be considered.
8. The bidder quoting the highest rate for maximum number of items as per Annexure-III (Para-3) will be considered as highest –I and work order will be given to them subject to fulfilling the eligibility condition in all respects.
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 will need to be given by the vendor after lifting of waste materials from Staff Selection Commission that these items were transported to the Mill directly for conversion into pulp.
11. The Earnest Money deposited by the unsuccessful bidders will be returned after the award of the contract to the 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 is 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. 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 are satisfactory. However, it is the discretion of the Commission to consider extension on the request of the firm or to invite fresh quotations.

15. Trading Companies are not eligible to submit quotations/ bids.

Dated:

Signature of Bidder or
Authorised Signatory

Seal of the Paper Pulping Mill with Address

Financial bid for lifting of Waste Paper

1. Name of Paper Pulping 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
- d) **OMR Sheets:** 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 2015-16.
- (ii) Income Tax Return for last 3 Assessment years upto 2016-17.
- (iii) Copy of license of Paper Pulping Mill
- (v) Copy of PAN Card (in the name of firm).
- (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 given above is true to the best of my knowledge and belief.

Signature of Bidder or
Authorised Signatory

Seal of the Paper Pulping Mill with Address

Dated.....