



**Government of India  
Ministry of Science and Technology  
Department of Science and Technology  
Technology Bhavan, New Delhi**

**Tender Enquiry No.D-20013/ 01/ 2011 Admin II (B)**

**Dated: 22 June, 2011**

**NOTICE INVITING TENDER FOR ANNUAL CONTRACT FOR DISPOSAL OF  
WASTE PAPERS, DAILY OFFICE SWEEP & OLD NEWS PAPERS/MAGAZINES  
IN THE TECHNOLOGY BHAVAN**

Sealed Tenders are invited from the interested parties fulfilling the eligibility criterion, for annual contract for the disposal of waste papers, daily office sweep and old news papers/magazines in the Technology Bhawan on annual off take basis subject to the terms & conditions contained in the Tender Document.

Last date & time of submission of Tender: 08 July, 2011 at 1500 hours

Date of opening of Tender: 08 July, 2011 at 1530 hours

Tender documents containing Terms & Conditions in detail can be obtained on any working day within 1700 hours from Under Secretary/Section Officer, Admn II (B) Section, Department of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi- 110 016 or may be seen/downloaded free of cost from DST website: [www.dst.gov.in](http://www.dst.gov.in).

**(B.K.P.Angam)**  
**Under Secretary to the Govt. of India**  
**Tel: 26590204**



भारत सरकार  
Government of India  
विज्ञान और प्रौद्योगिकी मंत्रालय  
Ministry of Science and Technology  
विज्ञान और प्रौद्योगिकी विभाग  
Department of Science and Technology  
प्रशासन अनुभाग  
Administration II (B) Section  
New Mehrauli Road, New Delhi-110 016

No. D-20013/01/2011-Admn.II(B)

Dated:22 .06.2011

To

All interested & eligible parties

**Subject:-Contract for disposal of waste paper, daily office sweep and old news papers/magazines etc. on annual off-take basis in the Department of Science and Technology, Technology Bhavan.**

Dear Sirs,

**Sealed Quotation** are invited from all interested & eligible contractor for the disposal of daily office sweep, old newspapers/ magazines, etc., from the Technology Bhavan during the year 2011-12, on annual off take basis.

**TERMS AND CONDITIONS**

1. The period of contract will be for one year from the date of award of the contract which can be extended or curtailed at the discretion of the Department.
2. Each quotation must be accompanied by a Earnest money of Rs.15000/- (Rupees Fifteen thousand only) in the form of Demand Draft or Pay Order drawn in favour of DDO, DST, New Delhi. The EMD amount will be refunded to the unsuccessful bidders within one month of the award of the contract. The EMD will be forfeited, if the successful bidder fails to accept the contract or deposit the quoted amount within the prescribed time limit. The EMD of successful bidder will be converted to security deposit and will only be released after three month after expiry of the contract. The security deposit will also be forfeited along with quoted amount in case if the firm fails to abide by the terms & conditions of the contract.

3. The interested contractor should submit a copy of PAN/ TIN No. and proof of address along with the quotation.
4. The quantity of the waste materials to be disposed off during the contract period may be around 25 tonnes (Approx.). However, no guarantee can be given to the minimum quantity.
5. The Contractor will have to lift the office sweep/waste paper, old newspapers, magazines, etc., from designated place at least twice in a month or as and when called upon to do so by the Department and segregation of the materials in the campus will not be allowed. All the costs in connection with lifting of the materials will be borne by the contractor and no expenditure will devolve on the part of the Department of Science & Technology.
6. The lifting of materials, as stated in Para (5) above, will be made by contractor on any working day between 10.00 AM to 5.00 PM. The contractor will have to inform the Department at least two days in advance of the intended date of lifting of the materials.
7. The Contractor will be required to bring his own vehicle for lifting the materials and will employ his own labour, bags, etc., for packing and lifting of the materials. No assistance will be rendered in this regard by the Department.
8. The Contractor will be responsible for cleaning the area from where the waste materials are lifted.
9. The lifting of the waste materials shall be undertaken only under the supervision of the S.O. Admn.II (B)/Caretaker, DST or any other officer nominated for the purpose by the Department. **The lifting of the waste materials will be allowed from the places designated for the purpose only and after issuance of necessary security/gate pass. Under no circumstances shall the Contractor lift any material lying inside any of the buildings in the Technology Bhawan campus.**
10. The contractor will not be permitted to authorize any sub contractor or any other firm to collect the material on his behalf.
11. Failure to remove the waste papers, etc., twice in a month, or as an when called upon to do so, without any justifiable reasons will be treated as breach of contract and in that case the Department will have the right to cancel the contract without assigning any reason and thereby forfeit the contract amount deposited at the time of commencement of the contract including the security deposit. No representation will be entertained in this regard.

12. The sealed tenders/quotations contained in an envelope superscribing **“Quotations for disposal of daily official sweep, Newspapers/ Magazines, etc.”** may be sent to the Under Secretary, Admn. II-B, Department of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi – 110 016 latest by **1500 hrs on 8th July, 2011** or may be dropped in the Tender Box Admin II (B) kept near the Reception Room at the entrance of the Technology Bhawan, New Delhi within the stipulated date & time. The Quotation received after due date and time, or without the security deposit will not be accepted. The quotation/tender will be opened on the same date at **1530 hrs** in the presence of the authorized representatives (holding a letter of authority form the quoting firms) of such bidders who may wish to be present.
13. The successful contractor will be required to deposit the quoted amount in one lump- sum within 07 days of award of contract either in the form of Demand Draft/ Pay Order drawn in favour of DDO, DST, New Delhi. Failure to do so shall result in forfeiting of EMD. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful firm. If the successful firm fails to deposit the quoted amount within the stipulated date, the EMD will be forfeited and the bid of second highest firm will be considered and if the second highest firm is willing to render the services at par the rate quoted by H1 firm, then the contract will be awarded to H2 firm. If the H2 firm unwilling to accept the award of contract, then the whole tendering process will be treated as cancelled and no representation in this regard will be entertained. No interest will be paid by the Department for not releasing the EMD amount within the tender validity period.
14. In case of any dispute, the decision of the Department will be final and binding. All disputes shall be subject to jurisdiction of court in Delhi.

Yours faithfully,

**(B.K.P ANGAM)**  
**Under Secretary to the Govt. of India.**