

No. D-20013/1/2009-Admn.II(B)

Dated: 01 .06.2010.

To

(As per list)

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.

Sir,

Sealed Quotation are invited from you/bidders registered for the disposal of daily office sweep, old newspapers/ magazines, etc., from the Technology Bhavan during the year 2010-11, 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 bank 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 security deposit will be forfeited, if the successful bidder fails to accept the contract or deposit the quoted/accepted time within the prescribed time limit.
3. The interested contractor should submit a copy of PAN/ TIN No. 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 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 and when called upon to do so, without any unjustifiable 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 furnished at the commencement of the contract. No representation will be entertained in this regard.

12. EMD amount shall be refunded to the successful bidder after realization of the full quoted amount in full by DST.
13. 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 Raod, New Delhi – 110 016 or dropped in the Tender Box kept near the Reception Room at the entrance of the Technology Bhawan, New Delhi so as to reach the above mentioned address latest by 3.00 p.m. **on 17.06.10** in sealed cover (sealed in wax). 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 4.00 p.m. 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.
14. The successful contractor will be required to deposit the quoted amount in one lump- sum with the Cashier, DST within 07 days of award of contract either in cash to the cashier in DST or in the form of Demand Draft/Pay Order drawn in favour of DDO, DST. Failure to do so shall result in forfeiting of EMD.
15. In case of any dispute, the decision of the Department will be final and binding. All dispute shall be subject to jurisdiction of court in Delhi.

Yours faithfully,

(Rajiv Mahendru)
Under Secretary to the Govt. of India.
Tel.No. 26590349.