

No. D-30017/11/2018-19-Lib. (Comp No.9036862)
Government of India
Ministry of Housing and Urban Affairs
(Library)

Nirman Bhawan,
New Delhi , Dated :17.10.2023

To,
All the Concerned

Sub : Quotations for disposal of old newspaper & magazines of Library, MoHUA.

Sealed Quotations/bids in prescribed format (Annexure - I) are invited from interested and eligible firms for disposal of old newspapers and Magazines from Library of this Ministry as per schedule given below:-

Last Date and time to submit bid: 26.10.2023 By 3.00 pm
Date and time of opening of Bids: 26.10.2023 at 4.30pm
Venue of opening: Library, MoHUA

1. Details of items - Old Newspapers and Magazines

Interested bidders can visit Library of the Ministry to see these items during office hours only from 16.10.2023 till 25.10.2023. Successful bidder is required to collect these items from Library, make arrangement for weighing (with electronic machines only) the same in presence of Library In-charge and arrange conveyance to take these items within 7 days of the receipt letter of acceptance of bid.

2. Quotations/bids submission:

Rates should be quoted on per kg basis separately for Newspapers & magazines strictly as per prescribed format enclosed as **Annexure-I**. The quotation in other format will be not considered and will be summarily **rejected**.

3. Bid Security

Bid Security of **Rs.5000/- (Rupees Five Thousand only)** in the form of a Demand Draft from any Commercial bank drawn in favour of "**Pay and Account Officer(Sectt.), Ministry of Housing and Urban Affairs**" payable at New Delhi should be submitted with bid. Bids without Bid security or in other forms will be summarily **rejected**. Bid Security of the successful



bidders will be retained in the Ministry as Performance Security and deposited to Government Account. For unsuccessful bidders, bid security will be returned within 1-week of entering into agreement with the successful bidder. Performance Security of the successful bidder will be returned after successful completion of the contract.

4. Eligibility Criteria

(i). The firm should be registered with Govt. authority for this work and should be GST registered. Registration certificates to be attached with the bids.

(ii). The Agency should have experience in the relevant field in Govt. Offices. The copies of order from Govt. Office should be attached with the bid.

(iii). The firm should have a fully functional and support office in Delhi/NCR.

5. Selection Process:

The Quotations/bids shall be examined by the Tender Evaluation Committee of this office and;

(i) In case of same rate for two or more firms, the firm with more experience in the field will be given preference;

(ii) Selection will be made on the basis of highest rate from the eligible bidder with acceptable bids.

6. Other Terms and Conditions:

(i)) Quotation form (Annexure-I) should be filled up in all respects and submitted alongwith this Tender Document by the bidder duly signed by authorized signatory on each page as mark of acceptance of terms of conditions of this document.

(ii) The Quotation form should be submitted in sealed envelope. Envelope should be clearly superscribed with the words "**Quotation for disposal of old Newspapers & Magazines of Library, MoHUA not to be opened before 26.10.2023**". The name and address of the bidder firm should also be appended on the envelope.

(iii) The bid in sealed envelope can be sent by speed post addressed by name to:-

N.K. Sinha,
Under Secretary, Admn-B
Ministry of Housing and Urban Affairs
204-C Wing , Nirman Bhawan,
Maulana Azad Road
New Delhi – 110011.

Or

Can be submitted by hand to Incharge, CR Cell, MoHUA duly taking acknowledgement of the same from him.

(iv) Bids will be opened as per time schedule given in this tender document in the presence of bidders/authorized representative of the bidders, if available.

(v) There will no extension in respect of last date for submission of Quotations.

However, if the last date happens to be a holiday, the Quotations shall be submitted on the next working day at same time and opened on the same day at scheduled time.

(vi) Late bids will be not accepted.

(vii) The revision of rates etc. shall not be allowed after the Quotations are opened and the approved/accepted rates shall be valid for till completion of Contract Period.

(viii) Competent authority of this Ministry reserves the right to accept or reject any or all the Quotations or accept any Quotation without assigning any reason thereof. Competent authority also reserves the right to award the work to more than one bidder at the approved highest rates.

(ix) Bidders shall provide details of the firm in its letter head mentioning name, contact number of authorized person for making contacts on specific issues related with the disposal process.

(x) After weighting with electronic weighting machines whole items should be packed in gunny bags. After completion of weighing exercise, bidders is required to submit the amount so arrived as per the quotation of the bidder with Ministry in form of Demand Draft drawn in favour of **"Pay and Account Officer(Sectt.), Ministry of Housing and Urban Affairs"** or in any other acceptable form within 3 days. After receipt of the amount, bidder will be allowed to take away the disposed old newspapers/magazines from Library.

(xi) The disposable items will have to be collected by the successful bidder within time period prescribed in this tender document on the basis of "AS IS WHERE IS" **on half-yearly basis during the validity of the contract.**

(xii) Except otherwise specified in the contract and subject to the powers delegated to him by the Government under the code and rules for the time being in force, the decision of the competent authority of the Ministry shall be final, conclusive and binding on all parties to the contract on all questions relating to the meaning of the specifications, and instruction herein mentioned and as to the quality or workmanship of the work.

(xiii) Acceptance of rate quoted by successful bidder by this Ministry will form a binding contract between the two parties in terms of this tender document and shall remain **valid for a period of one year. However, contract can be extended for a further period of one year on similar rate and terms & conditions at discretion of this office.**

14) In case of Non-satisfactory performance of the successful bidder during validity of the contract, performance security can be forfeited and firm can also be black listed by the Ministry.



(N.K. Sinha)

Under Secretary, Admn-B
Ministry of Housing and Urban Affairs
Room No.204-C Wing,
Nirman Bhawan, New Delhi-110011,
Telephone: 23063683, email:nk.sinha30@gov.in

No. D-30017/11/2018-19-Lib.
Government of India
Ministry of Housing and Urban Affairs
(Library)

ANNEXURE-I

Disposal of old Newspapers & Magazines (Contract for a period of 1 year from the date of the Agreement)

Basic Information about the Bidder (to be furnished on Letter Head of the firm)

Name of the Firm:

Address of the Firm (Attach Proof):

PAN No./TAN No of the Agency(Attach Proof):

GST No. of the Firm (Attach Proof):

Work Experience (Attach Proof):

Any Other Information, Bidders would like to Submit:

Bid Security- Details of Demand Draft No. _____ of amount
_____ issued by _____ (Bank Name)

Quotations/Bid

I agree to take away old newspapers/magazines of the Library during the validity for the contract at under mentioned rates:

Items	Rates in Rupee per kilogram Rs./ kg.
Newspapers of all types	
Magazines	

I also undertake that all terms and conditions of Tender Documents No. D-30017/11/2023-Lib.dated _____ are acceptable to our firm.

(Signature of authorized signatory)
Name and Designation
Stamp of the firm
Date _____

