

TENDER
SETTING UP THE PAPER RECYCLING UNIT
JIND DISTRICT, HARYANA

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A. SCHEDULE OF INVITATION OF TENDERS

Date of Issuance of E Tender	5 th June, 2018
Last date and time for Queries	20 th June, 2018
Last date and time for submission of E Tender	25 th June, 2018
RFP document to be submitted to	The office Deputy Commissioner, Jind
Date and Time of Opening of E Tenders	26 th June, 2018 (Technical Bidding – 11:00 am, Financial Bidding 12:00 pm)

NOTE:

1. Please address all queries and correspondence to the Office of Deputy Commissioner, Jind
2. Please quote Tender Ref. Number in all your correspondence.
3. All tenders would be accepted via Tender Portal sent through e-mail or couriered to the office

B. INTRODUCTION

A lot of waste is being generated in the world. In an effort to recycle the paper and reduce the cutting of the trees, Jind district administration has taken an initiative to call for tenders to recycle the paper waste generated from the Government offices every month. As a part of the Swachh Bharat Mission the work will be taken up. Almost 4-5 ton of paper waste is generated from Government offices every month, which gets wasted or is stacked in the offices for years. We wish to collaborate with the interested individuals/organizations for the work and work towards saving the environment.

C. ELIGIBILITY CRITERIA

Interested Proposer, to be eligible to take part in the advance stage of the selection processes (Stage 2 & Stage 3) has to meet the requirements as asked in ANNEXURE I (Stage 1) at the last part of this document.

Proposers shall be fulfilling the following pre-conditions and must also submit valid documentary evidence in support of fulfilment of these conditions while submitting the Technical Proposal (ANNEXURE I). Claims without valid documentary evidence shall not be considered.

1. The Proposer's organization can be a start-up/ new organization too, but should be a registered firm. A copy of Certificate of Incorporation /MOA/Partnership deed/ Proprietary

deed, or any other legally relevant documents, issued by competent authority shall be produced here.

2. The Organization will have to procure the recycling plant from the vendor. A copy of Certificate of Incorporation /MOA/Partnership deed/ Proprietary deed, or any other legally relevant documents, issued by competent authority shall be produced here.
3. The Proposer firm/company must be well versed, with the functioning of the recycling plant and provide their own staff for the work. The workers should have undergone a proper training program..
4. The Proposer must have valid PAN No., TIN No., Sales Tax Registration Certificate, and VAT Registration Certificate Reg. No. & Date from Income Tax Office.

However, this shall be conditional **for a Not-for-Profit Organisation (but a valid PAN number and society registration certificate needs to be enclosed).**

D. PREQUALIFICATION BID CRITERIA

	Pre- Qualification Questionnaire	Size	Y/N
1	Certificate attached as mentioned in Prequalification Criteria.	Experience	
		Never blacklisted	
		Mention list of other	

E. Instructions for Bid Submission

- Tenders placed in sealed covers (in two envelopes duly marked as TECHNICAL BID (Envelope-I) and Financial BID (Envelope-II) with the name of the project written on each envelope should be placed in the outer envelope and marked on top as “Tender for setting up the Paper Recycling unit” The tenders will be received till 25th June, 2018 at the office of Deputy Commissioner, Jind (116-81246822)
- The technical bid shall be opened on 26th June, 2018 (Technical Bidding – 11:00 am) in the presence of the tenderers or their representatives who wish to be present at 1st floor, DC Office,

Jind .The technical bids shall be scrutinized by the committee constituted for the purpose. The decision of Committee in this regard shall be final and binding.

- The Financial bids of those contractors whose technical bids are acceptable to Committee shall alone be opened and the decision of Committee in this regard shall be final and binding. The Financial bids will be opened on 26th June, 2018 (Financial Bidding at 12:00 pm).
- The contractors should quote in figures as well as in the words the rates and amount tendered by them in the price schedule the amount for each item should be quoted and the requisite totals given. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc. which shall be paid on rates applicable from time to time as per applicable ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule.
- Earnest Money Deposit (EMD) amounting to Rs. 5,000 (i.e refundable) is to be deposited with the tender in the form of Demand Draft/ Banker's Cheque payable at Jind and draw in the favor of Deputy Commissioner Jind otherwise the tender is liable for rejection.
- E.M.D in the form of Bank Guarantee or any other form is not acceptable.
- Tender document fees amounting to Rs. 500 (i.e non-refundable) is to be deposited with the tender in the form of Demand Draft/ Banker's Cheque payable at Jind and drawn in the favor of Deputy Commissioner Jind otherwise the tender is liable for rejection.
- E.M.D in the form of Bank Guarantee or any other form is not acceptable.
- The acceptance of a tender will rest with the Competent Authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons whatsoever. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.
- Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.
- Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

F. SELECTION PROCESS

The selection process shall be looked over by a Selection Committee formed and appointed by the Deputy Commissioner, Jind, Haryana for the purpose.

The selection shall be processed at stages: First, there shall be a pre bid selection – the Technical Proposals (Stage 1), and once a proposer/applicant fulfills the requirements under the Technical Proposal (as envisaged in ANNEXURE I), then only such successful proposer/applicant shall be eligible to take part in the final stages of Presentation of Detailed Proposal (ANNEXURE II – Stage 2) and Financial Proposal (ANNEXURE III – Stage 3).

The selection of the final entity for the project shall be done purely on the scores as obtained by the proposer/applicant in Stage 2 and Stage 3 of the selection processes.

Proposals shall be evaluated on a Quality and Cost Based Selection (QCBS) basis: on the 30:70 ratio. Proposals shall be ranked according to their combined Presentation and Financial Quotation .

G. FINAL SELECTION AND AWARD OF WORK

Proposer obtaining highest number of points shall be invited for contract negotiations, with a view –

- To clarify any outstanding points; &
- To finalize technical and financial arrangements.

In case of successful negotiations, a Work Order and subsequent Contract Agreement/MoU shall be signed between the District Administration and shortlisted proposer (s).

H. PAYMENT TERMS

The total project cost is to be finalized on the basis of the final quoted amount in the financial proposal (as per Annexure III) and subsequent price negotiation. The payment terms shall be subsequently negotiated into, and which shall be agreed upon in the Contract Agreement/MoU.

The administration shall only provide one time subsidy for setting up the plant and 500 sq. ft. place to run it. the bidder will win or lose the bidding, depending upon the percentage sharing of the total cost of the machine/one time set-up cost of the plant.

I. OPERATIONS

The Proposal shall include the following:

- Collection of waste paper from all the Government offices at a minimal mutually agreed cost.
- Supporting the local staff in shredding
- Recycling of all the waste generated and processing them into usable finished goods

- Supplying the finished goods at a subsidised, mutually agreed cost to the respective departments of the Government.
- The place of the operation shall be provided by the administration but the partnering agency will have to bear the cost of other resources
- All the district department will be giving all the waste paper generated monthly to the agency

J. COMPETENT AUTHORITY

The Selection Committee shall be the competent authority for this project. The powers of the Competent Authority shall be as under:

1. Amend to Tender documents during the proposal evaluation process. Any amendments, as such, shall be conveyed to the short-listed entity (ies).
2. Modify scope of work at the time of the award of the contract/project. Such modifications shall be discussed and agreed upon with the preferred short-listed entity (ies).
3. Request a proposer entity for clarification on its proposal, in part or whole, at any time during or after selection process. Such clarification shall be responded to in writing. No unilateral change in price or substance of the proposal shall be sought, offered or permitted at this stage by the proposer.
4. The Selection Committee/Purchasing Committee shall exercise the right to accept or reject any proposal without assigning any reason thereof.
5. In case of any impropriety, malpractice, slow work or falsification in any manner whatsoever, the Selection Committee/Purchasing Committee reserves at any stage, the right to take appropriate decision regarding the termination of contract or modification in the scope of services, in full or part thereof.

K. OTHER GENERAL INSTRUCTION

1. The Price/Rate/Cost quoted and proposed in the ANNEXURE III shall include all other incidental charges such as packaging, forwarding, insurances, taxes & sur-charge etc. (FOR).
2. Price/Rate/Cost shall be quoted in INDIAN CURRENCY (INR) only.
3. Once quoted, the Proposer shall not make any subsequent Price/Rate/Cost changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the Proposal,

even if any deviation or exclusion may be specifically stated in the Proposal. Such price changes shall render the Proposal liable for rejection.

4. The Price/Rate/Cost quoted by the Proposer shall be valid for a period of 180 days and shall be applicable for the entire contract period. Any drastic reduction in cost of hardware, due to changes in policy level or tax cuts or budget provisions at GOI/State level , will be negotiated by both parties.
5. Payments Shall be made against valid Bill (s) as produced.
6. The discount / rebate admissible, if any, may be quoted during submission of valid Bill (s).
7. In case goods/services are not according to specification, the cost of returning them or rectification of the same shall be borne by the supplier

ANNEXURES

I. Technical Proposal (Stage 1)

II. Detailed Project Proposal (Stage 2)

III. Financial Proposal (Stage 3)

ANNEXURE I

Format of Technical Proposal (Stage 1)

Sr. No	Particulars	Remarks/ Documents to be attached
01	Name of the Agency	As mentioned in the Registration Certificate.
02	Nature of the Agency (Whether Sole Proprietorship, Partners firm, NGO, Company (public or private), etc.)	Certificate of incorporation /MOA/ Partnership deed/ Proprietary deed etc.
03	Address of Head office: Name(s) of the contact person(s); Telephone number: Landline as well as Mobile No; E-Mail ID(s);	
04	Corresponding Office address: Name(s) of the contact person(s); Telephone number: Landline as well as Mobile No; E-Mail ID(s);	If different from the above address

05	The firm is a proprietary/ partnership / Public or Private Limited Co.	Valid Certificate of Incorporation/MOA/ Partnership deed/ Proprietary deed etc.
06	Year of establishment of the Organization	Mention the date of Registration and enclose the Certificate of Registration.
07	Annual Turnover and P&L a/c of the Organization for the year 2013-14 & 2014-2015	Please mention the amount and attach the CA certified P&L and balance sheet for the last preceding two (2) years.
08	Experience in executing Projects	Copy of Certificate or work order as a proof of this.
09	Income Tax - PAN No./TIN No./ Sales Tax / VAT Registration Certificate Reg. No. & Date	No. to be mentioned and photo copy of each to be attached.
10	Operational office in Haryana State (if any)	Registration of Address

ANNEXURE-II

Detailed Project Proposal (Stage 2)

- * Please provide the details of the machine and other infrastructure that will be used in the process of setting up or operationalizing the waste paper recycling plant. Also, the details of all the operationalizing resources needs to be attached in the Annexure.

ANNEXURE-III

Financial Proposal (Stage 3)

- # Please provide in details the total cost of the machine, and the other costs of running the machine
- # Price/Rate/Cost shall include the basic price, ST, VAT, and other charges charges and applicable taxes as such. Price/Rate/Cost shall be quoted in INDIAN CURRENCY (INR) only.

