

TENDER

**SETTING UP & RUNNING THE PAPER RECYCLING UNIT IN
DISTRICT JIND, HARYANA**

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Sub: Setting up & running the paper recycling unit in district, Jind

District Administration invites sealed tenders from reputed Original Equipment Manufacturers / Authorized Dealers / Bidders/NGO's for Setting up the paper recycling unit in district, Jind

All interested tenderers are requested to send their sealed quotation as per technical specifications in **Annexure – I (a) in format Annexure-II** and price bid as per **Annexure-III**. For general terms & conditions, instructions to bidders etc. please refer **Annexure- A**.

Tender will be accepted by **3th August upto 5:00 PM**.

Detailed descriptions of the item and instructions for submitting your offer can be downloaded from our website **www.Jind.gov.in**. However, a cross Demand Draft of **Rs. 500/- (Non-refundable)** towards Tender Fee and **Rs.10,000/- (Refundable)** towards **EMD for** in favour of the payable at DC Jind should be submitted in a separate sealed envelope along with your quotation.

**TENDER FOR SETTING UP & RUNNING THE PAPER RECYCLING UNIT
IN DISTRICT JIND, HARYANA**

To,
**City Magistrate,
Jind**

From: M/s

Address: _____

No.: _____

ID: _____

Contact

Email

Date of Closing of Tender	03/8/2018	5:00 PM
Date of EMD Submission	03/8/2018	1:00 PM
Date of Opening of Tender	06/8/2018	2:00 PM

The proposals must be sent in two separate sealed envelopes (Technical Bid and Price Bid) duly subscribed with Reference number and Tender Notice details as given as here under :-

The price bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids. **The technical bids will be opened on 6th August at 2:00 PM**, in the office/department 1st floor, Mini Secretariat, Jind in the presence of the Bidders/Vendors or their authorized representative who wish to be present.

Annexure-A

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..

Scope of Work:

A well-equipped unit shall be set up in the District Jind for the recycling of waste paper collected from the Govt Offices and other Sectors. The Collection of waste paper from all the Government offices at a minimal mutually agreed cost between District Administration and Executing Agency. Recycling of all the waste generated and processing them into usable finished goods & supplying the finished goods at a subsidized, 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.

Subsidy on the setting up the Recycling plant shall be provided by the Government . The subsidy claimed will be competitively chosen the preference will be given to the one quoted least.

Eligibility Criteria:

Bidder shall be fulfilling the following pre conditions and must submit the valid documentary evidence in support of fulfillment of these conditions while submitting the technical proposal. Claims without valid documentary evidence shall not be considered.

- The bidder should have a Company or a body incorporated in India under the Companies Act, 1956 or 2013 including any amendment thereto or proprietary/partnership firm/NGO's/Firm registered under Not for Profit organization. A copy of certificate of incorporation shall be furnished along with the Project Completion Report.
- The Company or the body should have not been debarred / blacklisted by any Govt.Deptt's/Organization/PSU's/institutions/agencies/autonomous organizations / Ministry of Corporate Affairs.
- The Company or the body should have valid GST registration & PAN Card Certificate issued by Govt.
- The bidder can be a startup but prior experience will be preferred
- Audited Profit & Loss Accounts, balance sheet of last 3 years to be furnished by bidder. (Not valid for NGO or Not for Profit Organizations or startup).
- The bidder has to ensure 5 years of successful running of the plant .The party can quit the responsibility of running the plant after giving one month prior notice to CTM Jind and will have no rights on the plant .
- The handover of the complete machinery needs to be in the proper working condition as per the satisfaction of the appointment committee,CTM Jind.
- The Government can also discontinue the contract by giving one month notice in case of any malpractice by the party .

INSTRUCTION TO BIDDERS:

- Tenders will have to be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Price Bid, in two separate properly sealed covers indicating the type of Bid; and both these covers will have to be again put in to a single sealed cover. Also the address of the firm submitting the tender and the officer, to whom the tender is addressed, must appear distinctly on both the inner sealed covers, indicating also TECHNICAL BID / PRICE BID as may be applicable.
- In the part relating to Technical Bid, the OEM/Vendor must provide the followings:-
- The Technical bid shall be opened in the presence of bidders or their representative who wish to represent at 1st floor, CTM office, Mini Secretariat, Jind. The Technical bids shall be scrutinized by the committee constituted for this purpose. The decision of committee in this regard shall be final.
- The Financial bid of bidders whose technical bid are accepted to technical committee shall only be opened in front of bidders and decision of committee in this regard shall be final.
- The Bids not in the prescribed format will be summarily rejected.

- The tenders submitted after the due date and time shall not be considered.
- Any postal delay or loss in transit shall be sole responsibility of bidder.
- The technical bid must be accompanied by Earnest money Deposit (EMD) of Rs.10,000/- by crossed demand draft on any of the nationalized bank/Scheduled banks payable at Jind. The demand Draft should be drawn in favour **DC, Jind**. No other forms of EMD shall be accepted.
- The EMD of unsuccessful bidder shall be refunded after a decision on the tender. For the successful bidder, EMD will be refunded after the delivery of items as per tender and acceptance of same by the committee.
- The Rates quoted in the financial bid shall be inclusive of all taxes and charges levied by govt. authorities.
- The rates shall be entered both in figures and words. All correction should be authenticated under the full signature of the bidder.
- The rates quoted in financial bid shall be valid of 180 days from the date of opening of tender.
- If it is found that the items provide under the tender are not as per the specification, the supply made will be fortified and the business dealings with the supplied will be banned along with the forfeiture of EMD and PSD.
- An effort by the bidder to influence bid evaluation, bid comparison or contract awards decision may result in rejection of bid.
- The successful bidder shall be responsible for payment of all taxes and charges to the govt.
- District Administration reserves the right to reject the Tenders and cancel the Tender without assigning any reasons.

Warranty/Guarantee:

The material must be quoted with a minimum comprehensive Warranty / Guarantee period of 36 months after the date of delivery and acceptance at final destination. After sales service and contact details of resource person for this should be mentioned. The bidder shall be responsible for any defect or failure of equipment's supplied..The rectification /replacement of failed components/equipment's will have to be undertaken by the bidder at free of charge

PERFORMANCE SECURITY DEPOSIT

- The Successful bidder should furnish the security of 15,000/- as performance security deposit(PSD) by crossed demand draft of any of the nationalized bank/Scheduled banks payable at Jind . The demand Draft should be drawn in **DC, Jind**. If Bidder is NGO or Not for profit organization, the PSD Amount will be 10,000/- of Work Order Value allotted to firm.
- The 50%performance security deposit shall be refunded/ returned after immediate couple of work and balance 50% after expiry of 3 months from the actual date of running of plant/machinery on satisfactory performance report / NOC from the user.

PAYMENT TERMS

- 40% of the payment will be given after the successful order of machine and the bill is presented to the CTM .
- 30% of the payment shall be released after successful delivery of items as per Tender specification/Allotted Work order at site on basis of inspection report issued by committee.
- 30% of the payment shall be paid after successful commissioning of items as per work order duly inspected by concern inspection committee.

TIME SCHEDULE, PENALTY/LIQUIDATED DAMAGES

- The system is to be supplied, installed & commissioned within 45 days from the date of issue of work order. The time for and date of delivery or dispatch & commissioning stipulated in the work order shall be deemed to be the essence of the contract, and If the firm fails to deliver the material/equipment within the stipulated delivery period of the purchase order/contract, the same is liable to be rejected and if accepted, the bidder shall be liable to pay as penalty, charges a sum of 1% of the cost of undelivered/supplied/incomplete equipment work per week but not exceeding maximum limit of 10% of the cost of complete unit of undelivered equipment/work so delayed or part thereof. In case of non-payment of the contractor, recovery will be made from his bills or amount of Earnest money or security deposited **DC, Jind**

Applicable Law:

The contract shall be governed by the laws and procedures established by Govt, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

Any dispute arising out of this purchase shall be referred to the **City Magistrate, Jind**, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the District Administration. The decision of such Arbitrator shall be final and binding on both the parties.

Annexure-1(a)
**DETAILED TECHNICAL SPECIFICATIONS OF SETTING UP THE PAPER
 RECYCLING UNIT**

Sr.No	Equipment	Type of Item	Specification	No's of Items Required
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Annexure –III

TENDER FORMAT FOR PRICE BID

Sl No.	Description of Item & Model	Quantity	Unit Price	GST	Total Price
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Place:

Date:

Contact/Email _____

Annexure-II

Format for Technical Bid

Sr.No	Particulars	Remarks
1	Name of Agency	Mentioned name of Agency
2	Nature of Agency(Whether Sole Proprietorship, Partners firm,NGO, Company (public or private), etc.	Certificate of incorporation /MOA/Partnership deed/ Proprietary deed etc.
3	Address of Head office: Name(s) of the contact person(s); Telephone number: Landline as well as Mobile No; Email ID(s);	-----

4	Corresponding Office address: Name(s) of the contact person(s); Telephone number: Landline as well as Mobile No; Email ID(s);	If different from the above address
5	The firm is a proprietary/ partnership / Public or Private Limited Co	Valid Certificate of incorporation/MOA/Partnership deed/ Proprietary deed etc.
6	Year of establishment of the Organization	Mention the date of Registration and Enclose the Certificate of Registration
7	Annual Turnover and P&L a/c of the Organization for the year 2015-16 , 2016-2017 & 2017-18	Please mention the amount and attach the car certified P&L and balance sheet for the last preceding two (3) years
8	Experience in executing Projects	Copy of Certificate or work order as a proof of this
9	GST & PAN Card Certification no	No. to be mentioned and photocopy of each to be attached
10	Operational office in Haryana State (if any)	Registration of Address
11	Technical specification of manpower engaged .	Provide Specification as per Doc
12	Technical Specifications of Recycling paper plant .	Provide Specification as per Doc
13	Self declaration of not Blacklisted or litigation.	
14	EMD is the name of city Magistrate, Jind.	