



GOVERNMENT OF HARYANA

e-TENDER FORM/DOCUMENT
Sale of Waste Paper including Sweeping/Trimming,
Reel Cores, White Paper in irregular sizes
taken of from Reels, & Scrap Material
(Blade, Oil Drum, Gestetner Drum, Alluminium Plates,
Pump, Cycle Stand & Iron Table)
FOR THE YEAR 2019-20

DUE ON 20-08-2019 AT 10:00 Hrs.



CONTROLLER
PRINTING & STATIONERY DEPARTMENT, HARYANA
SECTOR 18-A, MADHYA MARG, CHANDIGARH
Tel. No. 0172-2549694, 9466333026



Printing & Stationery Department, Haryana

Sector 18-A, Madhya Marg, Chandigarh

P & S Form No. 6

मुद्रण तथा लेखन सामग्री

Printing & Stationery, Haryana

मुद्रण तथा लेखन सामग्री, हरियाणा

Printing & Stationery

e-TENDER FORM

“Sale of Waste Paper including Sweeping/Trimming, Reel Cores, White Paper in irregular sizes taken of from Reels, & Scrap Material (Blade, Oil Drum, Gestetner Drum, Alluminium Plates, Pump, Cycle Stand & Iron Table)”

For the year 2019-20

Sr. No.	Particulars	Remarks
1.	Tender Notice No.	eTenderPANDSWASTEPAPER2019
2.	Online Bid Preparation & Submission	upto 20-8-19 at 10:00 Hrs.
3.	Manual submission of additional documents wherever required	upto 20-8-19 at 10:00 Hrs.
4.	Date & Time of Opening of Technical Bid/s	20-8-19 at 11:00 Hrs.
5.	Date & Time of opening of Financial Bid/s	To be decided later on
6.	Tender Fee	1000/-
7.	Earnest Money Required	30,000/-
8.	e-Service Fee	Rs. 1000 /-
9.	Rates to be kept valid for acceptance upto:	31st March 2020

DETAIL NOTICE INVITING TENDER

e-Tender is invited for purchase of below mentioned items in single stage two cover system i.e. Request for Technical Bid (online Bid under Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Description of work & Quantity/ Items	Total Project Cost	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Submission
Sale of Waste Paper including Sweeping/ Trimming, Reel Cores, White Paper in irregular sizes taken of from Reels, & Scrap Material (Blade, Oil Drum, Gestetner Drum, Alluminium Plates, Pump, Cycle Stand & Iron Table)	7,50,000/- (approx.)	30,000/-	1,000/- + Rs. 1,000/- (e-Service fee)	26-7-19 at 9:00 Hrs.	20-8-19 at 10:00 Hrs.

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

The interested bidders shall have to pay mandatorily e-Service fee (Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date	Expiry date and time
1		Tender Document Download and Bid Preparation/submission	26-7-19 at 9:00 Hrs.	20-8-19 at 10:00 Hrs.
2		Submission of manual documents	Up to 20-8-19 At 10:00 Hrs.	
3	Technical Bid Opening		20-8-19 At 11:00 Hrs.	
4	Financial Bid Opening		To be decided later on	

For any clarification/difficulty regarding e-tendering process flow please contact help desk no. 0172-2700275 and email: eproc.nichry@yahoo.com.

INSTRUCTION TO TENDERERS

1. a) Tender documents can be downloaded online from the Portal: <https://etenders.hry.nic.in>.
- b) As the Bids are to be submitted online and are required to be encrypted and digitally signed, the Bidders are advised to obtain Digital signature Certificate (DSE) at the earliest.
2. e-tenders are hereby invited in two bid system (Technical & Financial Bid) for the "Sale of Waste Paper including Sweeping/Trimming, Reel Cores, White Paper in irregular sizes & Scrap Material (Blade, Oil Drum, Gestetner Drum, Alluminium Plates, Pump, Cycle Stand & Iron Table)" as shown in the attached ANNEXURE-A for the year 2019-20 i.e.1-4-19 to 31-3-2020. This is two bid (Technical and Financial Bid) tender. The Technical Bids would be opened on 20-08-19 at 11:00 Hrs. The date and time of Financial Bid opening would be decided later on.

Part- I Technical Bid shall consist of following documents (Qualifying Requirements):-

- (i) The Bidders shall have to pay for the Tender documents, EMD Fees & eService Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between bidders and online payment authorization networks.
- (ii) The Firm must submit the certificate that they have the Go-down for storage of waste Paper.
- (iii) Only those firms (Pvt. Ltd. Or Ltd.) or proprietorship firm can participate who have valid GSTIN issued from the Competent Authority. Copy of GSTIN Registration Certificate should be attached with the tender.
- (iv) PAN Card of the firm/proprietor & the copy of the same should be submitted with the tender.
- (v) Number of Years of experience of the bidders should be at least one years preceding 2018. Self Attested copy of supply/purchase orders are necessary as supportive documents.
- (vi) Firms (Pvt. Ltd. or Ltd.) or proprietorship firm having last 2 Years Income Tax Returns filed equal or above Rs. 3 lacs. Copy of the Income Tax Return should be attached with the tender.
- (vii) Affidavit on Non Judicial Stamp Paper of Rs. 10/- duly attested from Notary Public in case of proprietorship firm to the effect that the firm/person is neither black listed by any Government Department, nor any criminal case/complaint is registered or pending against the firm/person.

NOTE:- ALL COPIES TO BE ATTACHED SHOULD BE SELF ATTESTED/CERTIFIED AND SCAN COPIES OF THE ABOVE DOCUMENTS SHOULD BE ATTACHED WITH THE BID AS PROOF.

Part II The Bid i.e. Technical Bid as well as Financial Bid is to be submitted online on web portal <https://etenders.hry.nic.in>. However, the firms have option to submit the supporting documents as required to be supported along with Technical Bid either in online mode along with their Technical bids or in off-line mode in physical form by due date time. In case supporting documents are to be supplied off-line in physical form, then it should be so specified in their Technical Bids & the supporting documents must be deposited in the office of Controller, Printing & Stationery, Haryana before the due date/time of opening of Technical Bid.

Remarks:- Financial Bid will be opened only with the approval of Controller, Printing & Stationery Department, Haryana.

The Technical Bid will be opened on 20-08-19 at 11:00 Hrs by the Technical Committee in the presence of tenderer or their authorized representatives who may wish to attend.

Financial Bids of only those bidders/items will be opened who qualify on the basis of their Technical Bids. The Financial Bids would be opened on decided later on.

The department shall announce/inform the tenderer whose Technical Bids are found valid for opening of the Financial Bid. The tenderers so informed or their authorized representative (s) may attend the meeting.

In case the date of opening of tender is declared holiday by the Government, tenders shall be opened on the next working day following the closed day at the scheduled time.

1. The articles tendered will have to be collected without sorting against cash payment ex-godown Government Press, Haryana, Sector-18, Chandigarh & Govt. Text Book Press, Sector-6, Panchkula and Government Press, Haryana, Karnal at regular fortnightly interval "as it where is basis"& "as it what is basis".
2. The Successful parties will have to furnish security of Rs. 1,00,000/- for Item No. 1 (Waste Paper Including, Sweeping Trimming as is where is) & Rs. 5,000/- for Item No. 2 (Reel Cores) and Rs. 50,000/- for Item No. 3 (White Paper in irregular Size taken off from Reels) and for other scrap material bidder has to submit 2% security amount of the total value in the shape of FDR in the favour of Controller, Printing and Stationery, Haryana by designation and sign an agreement deed to enter in to a regular contract within 15 days of the acceptance of tender.
3. The bidder/tenderer should quote their rates exclusive of applicable Taxes which will be charged extra and submitted by the bidder himself.
4. Conditional offer will not be considered in any circumstances.
5. Any fraudulent document submitted with the tender and any misleading information furnished will invite penal action to tune of cancellation of Sale Order, Forfeiture of Security Amount deposited with the tender & blacklisting/debarring of firms (Pvt. Ltd. or Ltd.) or proprietorship firm for doing future business.

6. After depositing the security amount, earnest money will be released immediately.
7. If the firm fails to lift the material their security will be forfeited.
8. In case the work allotted to the firm is not carried out by them, then it will be got done from other firm at the risk and cost of the defaulting firm. The firm is also liable to be BLACK LISTED. In the case of forfeiture of earnest money decision of the Controller, Printing & Stationery Department, Haryana, Chandigarh shall be final.
9. The Controller reserves the right to accept or reject any or all tenders without assigning any reason.
10. If any dispute arises from this agreement the same will be referable/referred for adjudication to Financial Commissioner & Principal Secretary to Government Haryana, Printing & Stationery Department, Chandigarh.
11. All disputes will be settled at Chandigarh.

“CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY AND UNDERTAKE TO ABIDE BY THEM FAITHFULLY, FURTHER CERTIFIED THAT I/WE WILL COMPLETE THE WORK TO BE ALLOTTED TO ME/US WITHIN THE STIPULATED PERIOD”.

Signature of authorized person
On behalf of the tenderer firm.

**CONTROLLER, PRINTING & STATIONERY DEPARTMENT,
HARYANA, CHANDIGARH**

eTENDERPANDSWASTEPAPER2019

Controller, Printing & Stationery Department, Haryana invites e-tenders for the "Sale of Waste Paper including Sweeping/Trimming, Reel Cores, White Paper in irregular sizes, & Scrap Material (Blade, Oil Drum, Gestetner Drum, Alluminium Plates, Pump, Cycle Stand & Iron Table)" for the year 2019-20 i.e. 1-4-19 to 31-3-2020.

Tenders will be received online and the Technical/Financial bid will be opened in the office of **CONTROLLER, PRINTING & STATIONERY DEPARTMENT, HARYANA, SECTOR-18A, CHANDIGARH.** EMD is required as per schedule given below:-

Sr. No	Name of the Items	Unit	Quantity	Required Earnest Money
1.	Waste Paper Including Sweeping Trimming	Per Kg	NA	30,000/-
2.	Reel Cores	Per Kg	NA	
3.	White Paper in irregular size taken of from Reels	Per Kg	NA	
4.	Condemned Cutting Machine Blade	Per Kg	34 Nos.	
5.	Oil Drum	Per Drum	13 Nos.	
6.	Gestetner Machine Drum	Per Drum	39 Nos.	
7.	Used Alluminium Plates	Per Kg	1388 Kg	
8.	Pump Mursery Pump Offset Cycle Stand Iron	Per Kg	1 Nos. 2 Nos. 7 Nos.	
9.	Iron Table	Per Kg	3 Nos.	

Acceptance of tender

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1. The undersigned on behalf of the Governor of Haryana hereby accepts your tender, dated for **“Sale of Waste Paper including Sweeping/Trimming, Reel Cores, White Paper in irregular sizes, & Scrap Material (Blade, Oil Drum, Gestetner Drum, Alluminium Plates, Pump, Cycle Stand & Iron Table)”** for the year 2019-20
2. You are, therefore, required to remit the security deposit, amounting to Rupees in the shape of FDR in the favour of Controller, Printing and Stationery Department Haryana by designation.

Schedule

Sr. No. of Articles	Articles accepted	Rate in figures		Rate in words	Per	Remarks
		Rs.	P.			

Register No. of Contract

Station

Date

Controller of Printing & Stationery Department,
Haryana, Chandigarh.

ANNEXURE-I
AFFIDAVIT

I,.....S/o.....
.....resident of
Police Station..... District.....
Contractor/ Partner or sole proprietor (Strike out the word which is inapplicable) of firm
contractor do hereby declare on solemnly affirmation the
individual/firm/companies not black-listed by the Union or State Government or any partner
shareholder there of are not directly or indirectly connected with or has any subsisting interest in
business of my firm.

Deponent

Dated

Address

I do hereby solemnly declare and affirm that the above declaration is true and correct to
the best of my knowledge and belief. No part of it is false and it conceals nothing.

Dated

Deponent