

**TENDER No. 25/2/2018-NCLT
NATIONAL COMPANY LAW TRIBUNAL
BLOCK-3, CGO COMPLEX, 6TH FLOOR
LODHI ROAD, NEW DELHI**

Dated 14/10/2019

**NOTICE INVITING TENDER FOR SHREDDING AND
DISPOSAL OF COURT FILES/FILE BOARDS, PAPER,
PERIODICALS, NEWSPAPERS & ETC FROM NATIONAL
COMPANY LAW TRIBUNAL AT BLOCK -3, CGO
COMPLEX, 6TH FLOOR, LODHI ROAD, NEW DELHI.**

COST OF THE TENDER FORM RS.200/-

**CLOSING DATE FOR
RECEIPT OF TENDER**

29th/11/2019 AT 5:00PM

National Company Law Tribunal

Block-3, CGO Complex, Lodhi Road
New Delhi - 110003


TenderNo. 25/2/2018-NCLT

Date: 14/10/2019

NOTICE INVITING TENDER
FOR

SHREDDING AND DISPOSAL OF COURT FILES/FILE BOARDS, PAPER, PERIODICALS,
NEWSPAPERS & ETC. FROM NATIONAL COMPANY LAW TRIBUNAL, NEW DELHI-
110003

1. Item rate offers in sealed covers superscribed with the statement "Bids for Shredding and disposal of Court Files/File Board/Periodicals and Newspapers & etc." are invited from interested parties for disposal on "AS IS WHERE IS" basis. Bidder credential with EMD and financial bid must be in separate sealed cover superscribed with the bid name.
2. The Files to be shredded and disposed includes various documents e.g Files of Disposed Court Case/ File Boards/Periodicals/Newspapers etc. connected with the National Company Law Tribunal.
3. The Tender Notice containing detailed terms and conditions are also available on NCLT website "www.nclt.gov.in". Interested parties can download the Tender Document from the website for submitting their offer for bidding.
4. Bidders should quote per kilogram (Kg) rate for shredding and disposal of the said material.
5. The Tender along with Demand Draft of Rs. 5,000/- (Rupees Five Thousand Only) as Earnest Money drawn in favour of "Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi" in a sealed envelope along with Bidder credential. Bids without Bidder credential with EMD will be summarily rejected.
6. It should be sent to **Assistant Registrar, National Company Law Tribunal Room No. 610, 6th Floor, Block 3, CGO Complex, Lodhi Road, New Delhi - 110003** on or before **__ October, 2019 at 1700 hrs.** The bids received after the closing date will not be entertained. The bids will be opened at 1500 hrs. on the next working day. The Tenderer or his authorized representative may like to be present at the time of opening of tender. The Earnest Money will be refunded to the unsuccessful bidder.
7. The Tribunal reserves the right to accept/reject any/all tender(s) without assigning any reason whatsoever.



(Nasreen B. Siddiqui)
Assistant Registrar
011-24363677

DECLARATION

I/We have read the Terms & Conditions to BIDDERS and accepted the same. I/We have made my /our offer keeping in view of all these conditions forming part of the tender inquiry.

I/We have remitted an EMD of Rs. 5,000/- (Rupees Five thousand only) vide DD No. _____ dated _____ drawn on _____ Bank, _____ Branch. A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is enclosed.

PAN No. of the Bidder:

(Mandatory)

Mobile No. :

Telephone No.:

Place:

Date:

Signature, Name and Address of the Bidder with Seal

TERMS AND CONDITIONS

Annexure- B

1. The sale shall be on **“AS IS WHERE IS”** basis
2. The materials shall be picked from the following location/area:- Block 3, CGO Complex, Lodhi Road, New Delhi.
3. Bidder credential with EMD in **Annexure ‘C’** and Financial Bid in **Annexure ‘D’** are to be submitted in separate sealed covers and should be submitted within the last date and time specified in the tender document.
4. The quoted price, item-wise, shall be submitted in the Rate Format **at Annexure ‘D’**, forming part of the Tender.
5. The EMD of Rs.5000/- (Rupees Five thousand only) in the form of Demand Draft drawn in favour of Pay and Accounts Officer, Ministry of Corporate Affairs, New Delhi, to be submitted along with bidder credential. Under no circumstance, amounts that are due or likely to be due from NCLT will be adjusted against EMD. No mode of payment other than the above will be accepted. EMD amount will not carry any interest. Tenders without EMD will be summarily rejected.
6. The tender shall remain open for acceptance for a period of thirty (30) days from the date of opening the bids. In case of withdrawal of tender within this period, the EMD remitted by the bidder will be forfeited.
7. The tender shall be written legibly and free from erasing and over-writing. Corrections, if any, should be duly countersigned by the authorized signatory. Rates should be written both in words and in figures. In case of difference in the rates indicated in figures and words, the rates indicated in words would be treated valid.
8. The bidders are required to indicate their PAN Number in their offer since it has been made mandatory by Income Tax Department.
9. All labour, tools and equipment for shredding and disposal of the items from NCLT shall be organized by the bidder on their own cost. The personnel employed for shifting the items shall strictly obey the safety Rules in force and the Tribunal will not be responsible for breach of any rules by the personnel of the bidders in any way whatsoever. The job shall be done without damaging the premises/ roads/ drains/ etc. in the compound. The bidder shall make good the damages, loss, etc., in the event of any such occurrence.
10. Tenders submitted without fulfilling the above term & conditions and in contravention to the tender notice are liable to be rejected summarily.
11. The Tender Notice and connected Annexures shall form part of the contract.
12. The successful bidder (H1) evaluated on the basis of sum of rates quoted in respect of Item 2 of Annexure –D, would be awarded the contract for **Shredding and disposal of material** for a period of one year and shall remit the sale price of the items before taking delivery of the items from NCLT.
13. The awardees should remove all items at his/her own cost from NCLT with a proper Gate Pass during working hours within 7 days from the date of information. Those who fail to do so will forfeit their EMD besides cancellation of the order.

14. All statutory payments, like minimum wages prescribed, compensation in case of accident or loss, etc., to the workers employed by the bidder for the removal of the items shall be borne by the bidder.
15. The sale is subject to all terms and conditions prescribed in the tender document and resultant sale order.
16. Any clarification required may be obtained before submission of the tender.
17. Tribunal reserves the right to cancel the sale at any time without assigning any reason before issue of the sale order. BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.
18. The tender is issued subject to the jurisdiction of the local courts at New Delhi only. All disputes arising out of the tender notice and resultant sale order shall have the jurisdiction of the competent Court at New Delhi only.
19. The rate quoted by the tenderer shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.
20. The Financial bid would be opened only after the bidder credential is found satisfactory. Tender received after the prescribed cutoff date and time will be rejected forthwith.
21. Terms & Conditions:- The National Company Law Tribunal reserves the right to reject/any/all tender (s) without assigning any reason whatsoever. Canvassing in any form will be considered as disqualification from award of contract. The Contract is extendable up to one more year on the same terms & conditions, rates etc., based on mutual consent and satisfactory performance.

Note:- The Firm / Company having previous contract for shredding / disposal of waste paper for 01 to 02 years with any organization (Government/ PSU/Private Companies of Delhi/ NCR will be given preference, though not mandatory.

**TENDER NO. 25/2/2018-NCLT
Proforma for Bidder Credential & EMD**

Name of the Bidder/firm :
Address & Tel. No.
E mail ID

Date of commencement of Business :

Status of the firm
(i.e whether proprietorship, partnership,
Pvt. Ltd., etc.) :

Name of the CEO/Proprietor with :

Contact number

Annual Turnover : 2017-18 2018-19

(Furnish documentary evidence)

CST No., if any
Service Tax no. If any
PAN No. of the Organization
(Furnish photocopies of all relevant documents)

Details of three prominent organizations served/being served with similar services (also attach a comprehensive list of the organizations served in the recent past, from where the waste papers are lifted / purchased)

Name and Address of Organisation

Cost of Contract

a.

b.

c.

8. Do you agree with the terms and conditions stipulated in Annexure-B :

9. Details of EMD(enclosed DD) :

DD No. _____ dated _____

For Rs.5,000/- drawn on _____

Bank in favour of PAO/CAT, New Delhi.

10. Please list out any points of disagreements with proposed solution (attach a separate sheet in case space provided is insufficient) , however conditional tenders will not be considered for acceptance.

Declaration:

It is certified that the information furnished above is correct to the best of our knowledge & belief.

We have gone through the terms and conditions stipulated in Annexure-B and confirm to abide by same. A copy of the terms and conditions with all its pages signed, in token of acceptance of the same is enclosed.

Place-----

Signature.....

Date.....

Name.....

Designation.....

TENDER NO. 25/2/2018-NCLT
Proforma for Financial Bid

1. Name of the Firm: Address
 & Tel. No.
 E mail ID
2. Rates offered for waste papers to be purchased from NCLT.

S. No.	Items	Rate (In figures)/per kg	Rate (In words)/per kg
1	Shredding and disposal of files etc.		
(b)	Purchase of Old News Papers		
(c)	Purchase of Old Periodicals /Magazines		

Note:

- a. The bidder will have to quote for all of the above item. If any item is not quoted the tender will be rejected.
- b. The Tribunal reserves the right to accept or reject any offer without assigning any reasons whatsoever.
- c. The Tribunal reserves the right to cancel this tender in case the proposal received is not satisfactory.

It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place-----

Signature.....

Date.....

Name.....

Seal of the Organization