

No. 1(14)/2010-11-Library
Government of India
Ministry of MSME
Office of DC MSME

Nirman Bhawan, New Delhi
Dated 9th September 2022

To,
All Concerned

Sub: **Quotations for disposal of old newspaper, Books & magazines of Library, O/o DC MSME-regarding**

Sealed Quotations/bids in prescribed format 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 for submitting of Bids 23rd September 2022 by 3 pm

Date and time of opening of Bids: 26th September 2022 at 02:30 pm

Venue of Opening of bids: Library, O/o DC MSME, Nirman Bhawan

1. Details of items - Old Newspapers, old books and Magazines

Interested bidders can visit Library of the Ministry to see these items during office hours only from 12th September 2022 to 16th September 2022 between 9 am to 5 pm. 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 ₹ 500/- (Rupees Five Hundred only) in the form of a Demand Draft from any Commercial bank drawn in favour of **"Pay and Account Officer(MSME), Nirman Bhawan, New Delhi "** 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:

1. The firm should be GST registered. Registration certificate to be attached with the bids.
2. 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.
3. 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/Purchase committee of this office.

- (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 and acceptable bids. The Highest bidder will be decided on Weighted Average principle as per the Annexure I.

6. Other Terms and Conditions:

- 1) 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. The Highest bidder will be decided on Weighted Average principle.

The Quotation Form should be submitted in sealed envelope. Envelope should be clearly super scribed with the words "**Quotation for disposal of old Newspapers/books & Magazines of Library, O/o DC MSME**" not to be opened before 23rd September 2022. The name and address of the bidder firm should also be appended on the envelope.

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

K Dhayalan, Deputy Director
Library, O/o DC MSME
Room No 733, A Wing, Nirman Bhawan
New Delhi

Or

Can be submitted by hand to DD-Library, O/o DC MSME duly taking acknowledgement of the same from him.

- 3) 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.
- 4) There will no extension in respect of last date for submission Quotations.