

**File No. 1(14)/2010-11-Library (E-4029402)**  
**Government of India**  
**Ministry of Micro, Small and Medium Enterprises (MSME)**  
**Office of the Development Commissioner (MSME)**  
**Library Section**

**Nirman Bhawan, New Delhi**  
**Dated 5<sup>th</sup> December, 2024**

To

All Concerned (Kabadiwala)  
Delhi

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

Sealed Quotations /bids in prescribed format are invited from interested and eligible firms for disposal of old newspapers and Magazines from Library of this office as per the schedule given below;-

**Date of publishing of bid: 6, December, 2024**

**Last Date & time for submitting Bids; 16<sup>th</sup> DECEMBER, 2024 BY 3.00 PM**

**Date and time of opening of Bids; 17<sup>th</sup> DECEMBER, 2024 AT 3.00 PM**

**Venue of opening bids; Library, O/o DC MSME, 6<sup>th</sup> Floor, Nirman Bhawan, New Delhi**

**2. Details of Items. Old Newspapers, old books and Magazines:-**

Interested bidders can visit Library of the O/o DC (MSME) to see these during office hours only from 9th December, 2024 to 13<sup>th</sup> December, 2024 between 09.00 AM to 05.00 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.

**3. Quotations/bids submission :-**

Rates should be quoted on per kg basis separately for Newspapers, Magazines & books strictly as per prescribed format enclosed as Annexure-I. The Quotation in other format will be not considered and will be summarily rejected.

#### 4. Bid Security:-

Bid Security of ₹ 1000/- (Rupees One Thousand Only ) in the form of a Demand Draft from any Commercial bank drawn in favour of **"Pay and Accounts 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 this office as Performance Security and deposited to Government Accounts. 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.

#### 5. 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.

#### 6. Selection Process:-

1. The quotation /bids shall be examined by the tender evolution committee/purchase committee of this office
2. In case of same rate for two or more firms, the firms with more experience in the field will be given preference.
3. Selection will be made on this basis of highest rate from the eligible and accepting bid, the highest bidders will be decided on weighted average principal as per the annexure-I.

#### 7. Other terms and condition:-

1. One quotation form (annexure -1) should be filled up in all respects and submitted along with this tender document by the bidder duly signed by authorized signatory on each page as mark of acceptance of terms and condition of this document. The highest bidder will be decided on weighted average principle .
2. The quotation form should be submitted in sealed envelope, which 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 **17<sup>th</sup> December, 2024**. The name and address of the bidder firm should also be appended on the envelope.
3. The bid in sealed envelope should be send by speed post addressed by name to:-

**Deputy Director (Library),  
O/o DC MSME,  
Room No. 733, A Wing,  
Nirman Bhawan, New Delhi-110108**