

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 5th 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; 16th DECEMBER, 2024 BY 3.00 PM

Date and time of opening of Bids; 17th DECEMBER, 2024 AT 3.00 PM

Venue of opening bids; Library, O/o DC MSME, 6th 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 13th 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:-

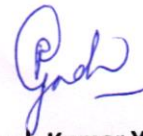
1. One quotation form (annexure -1) should be filled up in all respects and submitted along with this tender document by the bidder duly signed by authorized signatory on each page as mark of acceptance of terms and condition of this document. The highest bidder will be decided on weighted average principle .
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 **17th 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**

Or

Can be submitted by-hand to Dy. Director, Library, Office of the Development Commissioner (MSME) duly taking acknowledgement of the same from him.

4. 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.
5. There will no extension in respect of last date for submission Quotations. However, if the last date happens to be a holiday, the Quotations shall be submitted on the next working day at same time and opened on the same day at scheduled time.
6. Late bids will be not accepted.
7. The revision of rates etc. Shall not be allowed after the Quotations are opened and the approved/accepted rates shall be valid for till completion of Contract Period.
8. Competent authority of this Office reserves the right to accept or reject any or all the authority also reserves the right to award the work to more than one bidder at the approved highest rates. The Highest bidder will be decided on Weighted Average principle.
9. Bidders shall provide details of the firm in its letter head mentioning name, contact number of authorized person for making contacts on specific issues related with the disposal process.
10. After weighting with electronic weighting machines whole items should be packed in gunny bags. After completion of weighting exercise, bidders is required to submit the amount so arrived as per the quotation of the bidder with Office of DC, MSME in from of Demand Draft drawn in favour of "**Pay and Account Officer(MSME), Nirman Bhawan, New Delhi**" or in any other acceptable from within 3 days. After receipt of the amount, bidder will be allowed to take away the disposed old newspapers/magazines from Library.
11. The disposable items will have to be collected by the successful bidder within time Period prescribed in this tender documents on the basis of "AS IS WHERE IS" **on half-yearly basis during the validity of the contract.**
12. Except otherwise specified in the contract and subject to the powers delegated to him by the Government under the code and rules for the time being in force, the decision of the competent authority of the O/o DC MSME shall be final, conclusive and binding on all parties to the contract on all questions relating to the meaning of the specifications, and instruction therein mentioned and as to the quality of workmanship of the work.
13. Acceptance of rate quoted by successful bidder by this Ministry will from a binding contract between the two parties in terms of this tender document and shall remain valid year on similar rate and terms & Conditions at discretion of this office.
14. In case of Non-satisfactory performance of the successful bidder during validity of the contract, performance security can be forfeited and firm can also be black listed by the Ministry.



(Ramesh Kumar Yadav)
Joint Director, Library
O/o DC MSME
Nirman Bhawan, New Delhi

डॉ. रमेश कुमार यादव / Dr. Ramesh Kr. Yadav
संयुक्त निदेशक / Joint Director
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small & Medium Enterprises
विकास आयुक्त (सू. ल. एवं म. उद्यम) का कार्यालय
Office of the Development Commissioner (MSME)
भारत सरकार / Govt. of India

**No. No. 1(14)/2010-11-Library
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Office of DC MSME**

ANNEXURE-I

Disposal of old Newspapers, Books & Magazines (Contract for a period of 1 year from the date of the Agreement)

Basic Information about the Quotation/Bidder (to be furnished on Letter Head of the firm)

| | | |
|---|--|--|
| 1 | Name of the Agency: | |
| 2 | Address of the Agency (Attach Proof): | |
| 3 | PAN No. of the Agency(Attach Proof): | |
| 4 | GST No. of the Agency(Attach Proof): | |
| 5 | Work Experience (Attach Proof): | |
| 6 | Any Other Information, Bidders would like to Submit: | |

Bid Security: Details of Demand Draft DD No. _____ of Amount _____ issued by
(Bank Name)

Quotations/Bid:

I agree to take away old newspapers/Books/magazines of the Library during the validity for the contract at under mentioned rates:

| Item/ | Approximate Quantity(KG) | Rates in Rs. / kg. | Total |
|-------------------------|--------------------------|--------------------|-------|
| | (1) | (2) | (1X2) |
| Newspapers of all types | 800 | | |
| Magazines | 800 | | |
| Books | 50 | | |
| Grand Total* | | | |

*Highest bidder will be decided on Weighted Average principle

I also undertake that all terms and conditions of Tender Documents **No. 1(14)/2010-11-Library** are acceptable to our firm.

(Signature of authorized signatory)
Name and Designation Stamp of the firm