



कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organization

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Ministry of Labour & Employment, Govt. of India

क्षेत्रीय कार्यालय, निधि भवन, विद्युत मार्ग, ज्योति नगर, जयपुर - 302005

Regional Office, Nidhi Bhawan, Vidhyut Marg, Jyoti Nagar, Jaipur-302005

Website: www.epfindia.gov.in | Email: ro.jaipur@epfindia.gov.in | Tel: 0141-2740742

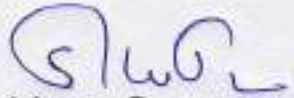


No. RJ/JPR/Adm.III/

Date: 24/7/2024

निविदा आमंत्रण सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, जयपुर द्वारा इच्छुक पार्टियों से कार्यालय परिसर में विद्यमान old records, files, waste paper, newspaper इत्यादि के निपटान (Disposal) हेतु निविदा "As is where is" के आधार पर सील बंद लिफाफे में निर्धारित दर से आमंत्रित की जाती है। निविदा से संबंधित विस्तृत नियम एवं शर्तें विभाग की वेबसाइट www.epfindia.gov.in पर देखी जा सकती है। निविदा में शामिल होने की अंतिम तिथि 12.08.2024 को साय 03.00 बजे तक है। निविदाओं को दिनांक 13.08.2024 को साय 03.00 बजे खोला जायेगा।


क्षेत्रीय भ. नि. आयुक्त



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No./RJ/JPR/ADM III/OLD RECORD/

Date : 05-07-2024.

Tender Notice For Sale of Old Records

The EPFO Regional Office Jaipur intends to sell/dispose of its old records, files, waste paper, newspaper etc. thus invites the Quotation/ Bid from the Interested Person/Party/Agency for tendering in Single Bid system in One time disposal on "AS IS WHERE IS BASIS". The Bid Document consists of the following Sections shown in the Index.

INDEX

Sr No.	Sections/Subject
1.	Notice for Sale of old records
2.	Eligibility Criteria
3.	General Information and Instructions to the bidders
4.	General Terms and Conditions of Contract
5.	Bid Application/Declaration/Quotation Form
6.	Details of Materials

Section I: Notice for Sale of Old Records

Sr. No	Items	Details
1.	Bid Details	Invitation of the Quotation/Bid from the Interested Person/Party/ Agency in Single Bid System for Selling/Disposing its old records, files, waste paper, newspaper etc. in Single Lot -As is where is Basis. Reserve price/Base price of all mixed waste paper, old records, files, newspaper etc. Is Rs.11.19/KG
2.	Period of the Disposal	Within 3 working days after issue of Bid Acceptance Letter.

3.	Earnest Money Deposit (EMD)	Rs.5000/- Only (Rs Five thousand only). The EMD shall be in the form of Banker's Cheque/ Demand Draft of scheduled Bank issued/ drawn in favor of RPFC JAIPUR payable at JAIPUR (RAJ) (Please refer details in the Bid Documents)	
4.	Bid Document	May be received from the Store Branch of the Office at Nidhi Bhawan, Vidhyut Marg, Jyoti Nagar, Jaipur or download from Our Head Quarters Website www.epfindia.gov.in and required to drop, the duly signed all pages of Bid document along with necessary documents in prescribed manner in Bid box at given Address. The same can be sent through registered post at the given address. Bid submitted through any other mode shall not be entertained. The sealed lenders superscribed " Tender for sale of old records " on an envelope also mention tender reference if downloaded from departmental website.	
5	Cost for Bid Document	Free of cost.	
6	Address for submission in Bid Box	Regional P. F. Commissioner-II (ADM-III) Employees' Provident Fund Organization, Regional Office.,Nidhi Bhawan, Vidhyut Marg, Jyoti Nagar, Jaipur-302005	
7	Bid Schedules	Date	Time
8	Bid document issuing or/ and submission from		
9	Inspection of items		
10	Closing of the Bid Document Issuing		
11	Closing of Bid Box		*2.00 pm (*The Envelope received after this Schedule either due to postal delay or any other reason will not be considered for scrutinizing.)
12	Opening of Bid Envelopes		03.00 pm (Any authorized Representative who has submitted Bid in time may remain present on the schedule of the opening of the Bid Envelopes/Technical Bid.)
In case of Holiday the next working date deemed to be scheduled date.			

Please Note:

This Advertisement Details is available at EPFO HQ website- Tender- Auctions Tab or url www.epfindia.gov.in/site/en/Tender_Auction.php. Any subsequent changes will be notified in above website only. For any other query, please contact Regional P. F. Commissioner-II (Adm-III.) at above address during working hours of the EPFO Regional Office, Jaipur (Raj.)

Section 2: ELIGIBILITY CRITERIA:

The interested Bidder should fulfil following criteria for participation in Bid Process:-

- A. The bidder should possess a registration as a firm under Proprietorship / Partnership or a firm registered with any Government Authority. (Certificate issued by Shops and Establishment registration or Service Tax (GST) Registration or any other issuing Authority).
- B. Valid Bank Account.
- C. PAN No.

Section 3: General information and Instruction to Bidders.

A. For Submission of Bid Document along with necessary Documents in Bid Box

- 1) Bidders who are interested to participate in bidding are advised and requested to not that,
 - I. To study carefully the various clauses contained in the terms and conditions before submitting their Bid.
 - II. To visit the EPFO, Regional Office, Jaipur and physically inspect the site and acquaint themselves with the nature and quantum of the materials referred for Sale and disposal before submitting their Bid.
 - III. All mixed old records paper will be sold on "AS IS WHERE IS BASIS" (Single Lot) will be deemed to have been on the clean understanding that they have satisfied themselves full regard to the conditions, quantity and quality of the articles/items proposed to be sale.
- 2) Bid Document along with all Certificates or Testimonials as applicable and EMD are to be submitted in sealed envelope as instruction given here under Sr. No 3.
- 3) The set of document should be prepared in following manner for submission.

1	E.M.D. of Rs. 5000=00 (Rupees Five Thousands only).
2	Each and every page of Bid document bears the stamp and signature of the person in whose name registration exists or he shall be authorized legally or any authorized representative clearly by mentioning the name.
3	Firm Registration details (Shop & Establishment License or any other certificate)
4	Identity proof of Owner
5	Address proof of Owner/firm
6	Copy of PAN Card
7	Copy of Service Tax/GST Certificate of applicable
8	Document Stating Bank Details
9	Annexure "A", "B", "C"

- 4) All the documents should be tagged properly, numbered, stamped and signed and packed in proper envelope with sealing.
- 5) The Bid Documents incomplete in any form or manner of conditional Bid will be rejected out rightly.
- 6) Sealed envelope should be super scribed "**Tender for Sale of Old Records**" also mention tender reference if downloaded from departmental website.
- 7) The completely filled Bid should be dropped in the Bid Box kept in the CT Branch, at EPFO, Regional Office, Jaipur within the stipulated date and time.

- 8) It may also be accepted by Registered Post subject to reaching at this office before the Scheduled time of Bid Box Closing.

B. Bidding Process Scheduled:

As per the Section 1: Notice for Sale of old records

C. Manner of Bid Evaluation and Finalization for Award of Lifting the Materials.

- A. The Bid Box will be opened as per given Schedule time by the Committee members nominated by Regional P. F. Commissioner-I, EPFO Regional Office, Jaipur in the presence of the authorized representatives of the Bidder, who wish to be present at that time.
- B. All the Bids will be scrutinized by the evaluation committee constituted by the Regional P. F. Commissioner-I, EPFO Regional Office, Jaipur to check all relevant documents for their authenticity and relevance.
- C. Conditional and Bid without crucial Information/documents will be rejected outrightly.
- D. The bidder, who quoted the rate lower than the reserve/base price, will not be entertained.
- E. Upon evaluation and Scrutiny of offers in all aspects, fulfillment of all documents, the Bid Acceptance letter will be issued on the basis of per Kg. highest rate as quoted in annexure "B".
- F. The selection of the Bidder will be at the sole discretion of the Regional P.F. Commissioner, EPFO Regional Office, Jaipur.
- G. On depositing full amount of bid (total weight x rate per kg quoted by successful bidder) by successful bidder, the bidder will lift the material at his own costs.

Section 4 : GENERAL TERMS AND CONDITIONS

1. Sufficiency of Bid submission with

- 1. The Bidder shall be given full assistance and information as may be required in connection with the Bid by the EPFO Regional Office Authority as per Schedule.
- 2. The Bidder shall be deemed to have based his Bid on the data made available by the EPFO, Regional Office and on his own inspection and examination of the site. The Offer by Bid, is deemed to have visited the site and made themselves conversant with all Type of materials and situation as well as term and condition incorporated in this Bid Document.
- 3. The descriptions and the quantity mentioned in the DETAIL OF MATERIAL IN SECTION 6 are meant only to give a rough idea of the quantity of the material expected to be available at places mentioned above in description. No guarantee for minimum quantity shall be given.
- 4. All the old record papers, files will be torn off in minimum 03 numbers of pieces/shredded at the lifting place only. This will not be chargeable by the Bidder separately. The space will be provided free of cost.
- 5. The paper material given should be sent to the factory for pulp making only and should not be used for any other purpose. The Awarded firm shall have to furnish an undertaking that the material will be sent to the factory for recycling/pulp making only and shall not be disposed off in any other manner.
- 6. The bidder shall ensure that exact weighment is done in respect of the Waste Paper to be disposed of in the office premises and a report of the weighment will be signed by the Firm and countersigned by the designated officials of the EPFO. Arrangement for weighting machine/instrument shall be arranged by the firm at its own cost with stamping by the State Government. The Certificate of stamping shall be produced by the Firm. The Firm shall also ensure that weighting of the waste papers shall be "done in the presence of the Representatives nominated by the department.

7. **The unit rate per kg. Should be quoted in the prescribed format (annexure "B").** The total amount (as per unit rate quoted per kg x total weight in Kg.) shall be paid by the successful bidder within 03 days from the date of issue of letter of intent in the form of Demand Draft/Pay order only payable to the Regional P.F. Commissioner, Regional office, Jaipur. No request for change in mode/schedule of payment will be entertained in any case.
8. The rates quoted in must be clearly mentioned both in words & figures.
9. The successful bidder shall be bound to lift the waste paper even if the actual quantity is less or more than the tentative quantity indicated in the NIT.
10. The waste paper will be provided to the successful bidder on the basis of rate (per Kg) quoted in annexure "B" by successful bidder. The weight of the waste material will be measured before a Committee duly constituted for this purpose and thereafter it will be provided to bidder for disposal. The decision of Committee with regard to the procedure followed for weight measurement will be final and binding.
11. The bidder will not be allowed to segregate the waste material within the office premises and has to lift the waste paper as a lot.
12. The firm should not have been black-listed by any Government organization/PSU etc.

II. Period of the Lifting:

3. (Three) working Days, including all formalities of weighing and deposits of full amount of the material. In failure to comply with this period the penalty Clause will be Applicable.

III. Earnest Money Deposit (EMD)

1. EMD is payable in the form of account payee Bankers Cheque or Demand Draft drawn on any Nationalized Bank/ Scheduled Bank in favour of RPFC JAIPUR payable at JAIPUR (RAJ).
2. No other mode like Cheque or cash any other except 1) above will be accepted.
3. Earnest money of Rs.5000/- (Rupees Five Thousand Only) is to be deposited in shape of Banker Cheque/D.D along with bid.
4. In the absence of EMD or non-submission of EMD or not found as per the prescribed manner without, the Bid shall be summarily rejected at the opening stage.
5. EMD shall remain valid for a period of **90 days** from the opening of Bid.
6. The Earnest Money of unsuccessful Bidder shall be refunded after finalization of the Complete Process.
7. The bid security (EMD) may be forfeited if,
 - i) A bidder withdraws his bid during the specified period of bid validity of **90 days** as specified above.
 - ii) In the case the H-I Bidder declines the offer of Bid, for whatsoever reason (s). Any Default of Deviation from the Term and Condition may lead to forfeiture of EMD.
8. Any Default of Deviation from the Term and Condition may lead to forfeiture of EMD in full or partially.
9. No interest is payable on EMD.

IV. Submission of the Bid Amount:

The Full Amount of material should be deposited on arrival of evaluation of the items as per the Manner given for EMD within three days before lifting of material as per the instructions.

V. Related with Consequential Responsibilities, Risks, Liquidated damages, and Penalty Clauses:

- a. Any tax, levy and expenditure shall be paid by the successful bidder.
- b. The EPFO Regional Office Jaipur will not be liable for providing Container/shredding/carriage / Weighing formalities, if any. It will be managed by bidder only

on his own cost & discretion .The cost of shredding / carriage / container /weighing formalities will not be deducted from the total cost of bid amount. It is to be paid by the bidder,

c. Proper permission will be taken from the competent authority of the EPFO Regional Office, Jaipur and a gate pass will be issued at the time of lifting of the items/material from the office premises. The contractor shall be fully responsible for transporting/ disposing of the items/materials as per the rules.

d. The EPFO, Regional Office, Jaipur shall not be responsible financially or course of performing the Disposal Activity.

e. Child Labour prohibited.

f. In Case of non-lifting in schedule time, the penalty will be of Rs. 1000/- per Day for addition 4 (Four) Days. Further delay will lead forfeiture of EMD. The EPFO, Regional Office, Jaipur will dispose the rest materials as per his discretion and nothing will be considered for EMD Release or Relaxation in this matter.

VI. Subletting or Subcontract:

- 1) Bid forms are not transferable.
- 2) Contractor shall not be allowed to carry out whole or part of the lifting through sub contract (S), which may lead to forfeiture of the EMD.

VII Revisions or Reduction of Bid Amount:

- 1. The rate quoted will be higher than the Reserve Price/Upset Value fixed by this office.
- 2. A Bidder shall be deemed to have full knowledge of the site whether he inspects it or not and Quantum of Materials. No Discount/Reduction or extra charges payment consequent on any misunderstanding or otherwise shall be allowed.

VIII Dispute settlement:

- 1) All the disputes and differences arising out of and in any way touching the concern of this Bid (except for which specific provisions have been made herein) shall be referred to the Competent Authority i.e. The Regional P. F. Commissioner-I or any person appointed by him/her and his/her decision in this regard is full and final which should be abided by the Participant
- 2) All disputes are subject to Jaipur District (Raj.) Jurisdiction.

IX Rights of Acceptance/Rejection/Relaxation:

- 1) The Regional P. F. Commissioner-I Jaipur reserves the right to reject any, all or any Bid without assigning any reason thereof.
- 2) In case sufficient number of responses are not received by closing date, the closing date may be extended by another 07 days which will be treated as Re-tender/Bid Notice and the tender will be finalized after waiting for responses till the date so extended or the Decision of the Regional P.F. Commissioner will be final.

Date:
Place:

Signature:
Name:
Designation:
(Please affix stamp of the estt.)

6. DETAILS OF MATERIALS FOR SALE:

Details of material is mixed waste paper which primarily includes file cover, A4, A3 size sheets, printed stationary, newspapers, old records file and papers, registers and other papers which is kept in **approx ---- bags**. Tentative weight of the waste paper is ----kg. Which may increase/decrease.

Date:

Place:

Signature:

Name:

Designation:

(Please affix stamp of the estt.)

Annexure "A"

1	A	Firm and Ownership Details	Name of the firm	
	B		Full Postal Address	
	C		Telephone No.	
	D		Fax No.	
	F		Type Of the firm(proprietorship/Partnership/Pvt.Ltd./Ltd./any other..)	
	G		Name of Director/Prop/Partner(s)	
	H		Cell Phone No.	
	I		Residential Address of Director/Prop/Partner(s)	
	2		A	Firm Registration Details
B		Registration No		
3	A	PAN Details	PAN No	
	B		Name of the PAN Holder	
4	A	GST/ Services Tax Details if applicable	GST/ Service Tax Registration No	
	B		Name on GST/Service Tax Regi. Certificate	
5	A	Bank Details	Name of A/c holder	
			Bank Name	
			Branch:	
			Account No.	

I, Proprietor/partner/director of M/s hereby declare that the Information given in this form is true and correct to the best of my Knowledge and belief,

Date:
Place

Signature
Name:

Designation :

(Please affix stamp of the estt.)

Annexure "B"

LETTER SUBMITTING TENDER

To,
The Regional P.F. Commissioner,
Regional Office ,Jaipur

Sir,

With reference to your tender notice dated _____ I/We hereby submit bid as follows:-

Quoted price of items in per KG.	
In numbers	
In words	

- Remarks- 1. The unit rate per kg. Should be quoted
2. Tentative weight of the mixed waste paper is 6435kg. Which may increase/decrease.
3. Successful Bidder will be decided on the basis of per kg. Highest rate as quoted above.

I have seen all the material as per list mentioned at Sr. No. 6 and inspecting thoroughly, I/We have quoted the bid as above with my/our assessment.

Date:

Signature:-

Place:-

Name:-

Designation:-

Details of EMD

1	A	Earnest Money Deposit Detail	Mode of Submission (DD/Banker Cheque No.)	
	B		EMD Rupees	
	C		DD/Bankers Cheque No	
	D		Date of Issue	
	E		Issuing Bank	
	F		Branch of the Issuing Bank	

TENDER ACCEPTANCE LETTER

(To be given on Firm/Establishment/Company letter head)

To,

The Regional P.F. Commissioner,

EPFO, Regional Office, Jaipur

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No. _____

Name of Tender / work: Tender for sale of old record.

Sir,

1. I/We have downloaded/obtained the tender document(S) for the above mentioned "Tender for sale of old records" from the EPFO website/Office as per your advertisement, given in the EPFO Website/Newspaper.

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender document from Page No ___ to ___ (including all documents annexure(s), schedule(s), etc. Which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submit in this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.

6. I/we _____ Proprietor/partner/director of M/s _____ hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

Date:

Place:

Signature:

Name:

Designation:

(Please affix stamp of the estt.)

CheckList for Documents enclosed with Tender:

S.No	Document	Enclose Yes/No	Page No.
1.	E.M.D. of Rs. 5000/- (Rupees Five Thousands Only).	Yes	
2.	Each and every page of Bid document bears the stamp and signature of the person whose name registration exists or he shall be authorized legally or any representative clearly by mentioning the name.	Yes	#
3.	Firm Registration details (Shop & Establishment license or any other certificate)	Yes	
4.	Identity proof of Owner	Yes	
5.	Address Proof of Owner/firm	Yes	
6.	Copy of PAN Card	Yes	
7.	Copy of Service Tax/GST/ Certificate if applicable	Yes	
8.	Copy of Bank passbook/statement for bank details	Yes	
9.	Annexure "A" BIDDER DETAILS	Yes	
10.	Annexure "B" TENDER ACCEPTANCE LETTER	Yes	
11.	Annexure "C" LETTER SUBMITTING TENDER	Yes	

Date:

Place:

Signature:

Name:

Designation:

(Please affix stamp of the estt.)