



THE STATE TRADING CORPORATION OF INDIA LTD.

H K House, 6TH Floor, Ashram Road, Ahmedabad(Gujarat)- 380009
Tele No. 079 - 26594000, E.Mail : ahmedabad@stclimited.co.in.

TENDER NO. STC/AHD/GAD/WEED/0001/2020/01

Dated: 20.10.2020

NOTICE INVITING QUOTATIONS

Sub: Notice Inviting Sealed Quotations under two bid system from established and reputed agencies/firms/contractors/Sole proprietorship for shredding of old files, records etc.

The Agency upon awarding of tender should complete the entrusted job within 15 days from the date of award of contract.

Tender documents can be downloaded from STC's website i.e. www.stclimited.co.in and Central Public Procurement Portal i.e. eprocure.gov.in. The bids shall be submitted in the Tender Box placed at STC's Office at H K House, Sixth Floor, Ashram Road, Ahmedabad- 380009 up to the date and time as per tender schedule given below :-

Start date for submission of sealed quotations and time	20.10.2020, 1000 Hrs (IST) onwards
Last date and time for submission of Sealed Bids at STC Office, Ahmedabad	12.11.2020 up to 1400 Hrs (IST)
Date and Time of opening the Tender	12.11.2020 at 1600 Hrs(IST)
Venue of opening the Tender	The State Trading Corporation of India Ltd. H. K. House, Sixth Floor, Ashram Road, Ahmedabad 380009

Bidders should read the tender document carefully and comply strictly while submission of documents.

For The State Trading Corpn. of India Ltd.
Manager (GAD)

Terms and Conditions of tender

- a) The bidder shall be a Company/Firm/sole proprietor specialized in shredding of files, records etc.
- b) Bidder must have valid **GST Registration** and copy of same should be **attached**.
- c) The bidder must have obtained valid **Permanent Account Number (PAN)** under the Income Tax Act, 1961 and copy of same should be **attached**.
- d) The bidders having adequate experience in the relevant field, i.e., "shredding" in the Government Ministries / Departments/ Government or Semi-Government Organizations, including Public Sector Undertakings, and having the requisite competence / capacity to handle and undertake the jobs relating to shredding efficiently and effectively will be eligible to participate in the tender process. (Valid proof of the same has to be attached).
- e) The bidder shall sign and stamp each page of the Tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Bid.
- f) Bid document, if not complete, in any aspect, shall be rejected.

1) Scope of work

- 1. The firm will offer on-site paper shredding machine with operators
- 2. Firm will bring industrial paper shredder to STC's nominated premises.
- 3. Shred the papers in presence of STC's nominated officials.
- 4. Pack the shredded papers, carry out weighment and provide weighment slip for information and record of STC.
- 5. Take them away for recycling (To bring bags & pack the shredded papers and take out shredded paper through their own trucks).
- 6. Confidentiality has to be ensured.
- 7. No material will ever leave our control until it is completely destroyed.
- 8. A Destruction Certificate is required to be issued to provide Recycle Certificate of shredded paper.

2) Obligation to Rules:

It is obligatory on the part of the Agency to abide by all the relevant Central, State & Local statutory laws and rules and STC will not be responsible for any dispute arising out of non-compliance of any of such laws and regulations.

3) Bid Security

- (a) All Bidders are requested to deposit a bid security of Rs. 2,000/- (Rupees Two Thousand only) by way NEFT/ IMPS (Interest free) in **STC's account with IndusInd Bank, Current Account No-200999563641, IFSC Code INDB0000009, Ahmedabad in the name of The State Trading Corporation of India Ltd.** to complete the bid .
- (b) The Bid Security of unsuccessful Bidder will be returned after completion of the quotation process on their request. The Bid Security of successful Bidder shall be refunded upon completion of job. A copy of proof of deposition of Bid Security via NEFT/IMPS is to be submitted along with bid documents. Bid received without Bid Security amount shall be

summarily rejected. The Bid Security amount is to be deposited in STC's account before tender closing date and time.

- (c) The Bidders who are covered under MSME/registered with NSIC are exempted from submitting the EMD. However, in place of EMD the Bidder will have to submit Registration/Exemption certificate.

4) **Rates and Payment:**

- a. The price quoted in Annexure-I "PRICE BID" may be mentioned both in words and figures and should be valid for a minimum period of **60 (Sixty) days** from the date of closure of tender for acceptance by STC. Only quoted Rates shall be considered
- b. Only quoted Rates shall be considered. The Agency shall submit the bill only after completing the work along with the relevant acknowledgements obtained from the concerned Officer in STC that the entrusted work has been completed. No advance payment will be made to the Agency.

5) **Other Terms and Conditions:**

- a. Intending bidders may visit the site at STC office at Ahmedabad and Gandhidham before the last date of submission of bids, in order to understand the nature and scope of work, volume of work and execute the work as per the terms and conditions. Approximate files proposed to be shredded may be in the range of 700 to 800 in Nos.
- b. The selected agency/contractor should be in a position to complete the work assigned within 15 days of awarding the contract. In the event of delay, STC may at its discretion shall forfeit the Bid Security submitted by the Agency without any notice.
- c. The shredding of files has to be done carefully so that no damages are occurred, either to STC property/items or surrounding property/premises, otherwise, liquidated damages will be recovered out of the payments, to the tune of market value of the items + 15% as other charges.
- d. The agency will be solely responsible for safe & secure removal/transit of shredded documents to the satisfaction of the STC.
- e. All associated activities required for obtaining necessary clearance, permissions, approvals, all licenses from the local bodies, etc required for execution of this work shall be the responsibility of the agency and cost of which shall be deemed to be included in the rates.
- f. The Bid prices for items mentioned in Annexure-I should be inclusive of applicable GST rates and accordingly Bill will be issued.
- g. The agency, without any protest or demur, shall always keep STC fully indemnified and shall hold STC harmless against any accident, claims, liability, proceedings etc. by any party including but not limited to damages, compensation, penalties, taxes or other cost and expenses etc. of whatsoever nature arising out of or in relation to any act or omission/ negligence /mistake/misconduct/breach or default or non-fulfillment of the terms and conditions of the Tender Documents and agreement. The agency is bound to take all such necessary precautions for smooth execution of work.
- h. The agency will be fully responsible for any injury or accident to any person(s) employed by him during the execution of the work or to the employees and, for any

damage/loss caused to any structure or any part of the property due to the negligence/default on the part of the contractor, the Contractor would be wholly liable to make good/repair the same at his own cost and expenses.

- i. During execution of the works the entire premises have to be kept clean and free from any obstructions, all the debris and surplus materials shall be removed from the work site as soon as works are completed.
- j. The total work has to be completed preferably during STC's office hours.
- k. STC reserve the right to reject any or all tenders without assigning any reason. The decision of STC in this regard shall be final.
- l. The rates of the successful bidder will be valid for 60 days from the date of issue of letter of acceptance.
- m. The agency during the operation would exercise all measures/safeguards/precautions etc. to ensure safety & security of officials and occupants of the apartments.
- n. Any quotation received by Email/Fax/Courier/Speed Post Etc. shall be rejected.
- o. The tender is subject to policy of STC's Management issued from time to time.
- p. STC has the discretion to ask for additional information from the bidder.
- q. Every page of the tender documents are to be signed with seal by authorized Representative of the Bidder as a token of acceptance. Signed copy of tender document is to be submitted along with bid document.
- r. Any corrigendum/amendments to tender document will be issued on STC's website.

6. **SUBMISSION OF BIDS** : The bidders may download the tender document from STC's website www.stclimited.co.in or www.eprocure.gov.in. The Bidders are required to submit offers in **TWO BID SYSTEM** i.e. in two separate closed envelopes, one super scribed as "Techno- Commercial Bid" and the other as "Price Bid". Both the envelopes should be separately sealed and super scribed with Tender No., Date, Name & Address of the Bidder. Both envelopes should thereafter be kept in a single third envelope and sealed. This envelope should also be super scribed with the Tender No., Date, Name & Address of the Bidder and shall be addressed to - The Manager (GAD), The State Trading Corporation of India Ltd, 6th Floor, H.K. House, Ashram Road, Ahmedabad – 380 009.

(a) The envelope super scribed as "Techno- Commercial Bid" must contain the following :-

- i. Copy of PAN CARD – Self Attested by authorized signatory.
- ii. Copy of GST Registration – Self Attested by authorized signatory.
- iv. Copy of tender document signed and stamped on each page.
- v. Undertaking as per Annexure – II of Tender Document.
- vi. Authorization letter from Company for person authorized to sign above documents.
- vii. Proof of deposition of EMD Amount via NEFT / IMPS in STC's Account or copy of valid MSME certificate of registration with NSIC.
- viii. Proof having adequate experience in the relevant field, i.e., "shredding" in the Government Ministries / Departments/ Government or Semi-Government Organizations, including Public Sector Undertakings, and having the requisite competence / capacity to handle and undertake the jobs relating to shredding efficiently and effectively will be eligible to participate in the tender process.

- (b) The "Price Bid" sealed envelope shall contain Price Bid only (showing prices quoted strictly as per the ANNEXURE - I of tender document) duly signed and stamped by the bidder.

NOTE - Conditional offers or Offers with deviations are liable to be rejected at the sole discretion of STC. The Price Bids of only those bidders who qualify in the Techno-Commercial Bid shall be opened.

7) JURISDICTION:

The Bidder hereto agrees that the courts or Tribunals at Ahmedabad shall have exclusive jurisdiction to settle any or all the disputes which may arise out of this tender. All disputes arising out of this Tender shall be decided in accordance of Laws of India.

For any clarification please contact : Mr. Rahul Saxena, Deputy Manager (Finance) (M : 9025571252) or Mr. Abhishek Bansawal, Manager (M : 9540835333) or at Telephone No. : 079 - 26594000.

Annexure-I

On the letter head Company/Firm/sole proprietor

PRICE BID

Date: _____

1. Name of the Bidder :
2. Address of the Bidder :
3. Contact person with Mobile No. :
- 4.

Description of Work	Rate quoted in Rs. (In Figures and in words)
Shredding of files records etc. at STC Ahmedabad and Gandhidham Office along with all the associate work as mentioned in tender document at "Scope of Work". Net amount per KG to be quoted for payment to STC after considering/taking into account all costs mentioned in the scope of work.	
	Applicable Tax (In Rs.):
	TOTAL Rs.(In Figures and in words)

(Signature of Authorized Signatory with date, seal & stamp)

Annexure-II

UNDERTAKING

Date :

To,
STC of India Limited,
H K House,
Ashram Road
Ahmedabad-380009,

Dear Sir/(s)

We hereby undertake and declare that the Bid submitted by us is in conformity with the Terms, Conditions & scope of work laid down in the tender documents.

We also hereby declare that we have not been blacklisted by any State / Central Govt. Agencies or any PSUs / CPSUs.

Yours faithfully,

Date:

Place:

Signature.....

Printed name.....

Designation.....

Common Seal.....