



THE STATE TRADING CORPORATION OF INDIA LTD.

**“STC TRADE CENTRE”, 6th Floor, No.7/A, Nandini Layout,
Bangalore-560096**

Tele No. 080-23198802, E.Mail : bangalore@stclimited.co.in.

TENDER NO. STC/BLR/GAD/WEED/10001/2020/01

Dated: 10.12.2020

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 “STC TRADE CENTRE”, 6th Floor, No.7/A, Nandini Layout, Bangalore-560096 up to the date and time as per tender schedule given below :-

Start date for submission of sealed quotations and time	10.12.2020, 1000 Hrs (IST) onwards
Last date and time for submission of Sealed Bids at STC Office, Bangalore	21.12.2020 up to 1200 Hrs (IST)
Date and Time of opening the Tender	21.12.2020 at 1400 Hrs(IST)
Venue of opening the Tender	The State Trading Corporation of India Ltd. “STC TRADE CENTRE”, 6 th Floor, No.7/A, Nandini Layout, Bangalore-560096

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

The Agency/Individual upon awarding of tender will be required to do the following:

1. Lift the entire documents associated with the STC Bangalore Branch and identified for weeding out on "*as is where is basis*"
2. The documents to be weeded off can be inspected on any working day by visiting STC Bangalore office at "STC TRADE CENTRE", 6th Floor, No.7/A, Nandini Layout, Bangalore-560096 between 11.00 hrs to 16.30 hrs. till 18.12.2020
3. Entire Shredding and lifting of the shredded documents to be done within Fifteen days from the date of Letter of Award.
4. The entire shredded documents/waste papers have to be shifted for recycling process immediately after lifting up directly to the pulp/recycling factory. A certificate must be obtained from the pulp/recycling factory in this respect.
5. Clean and clear any garbage lying around after completion of lifting and carriage of shredded documents.
6. The Successful bidder shall deposit 100% amount of Sales Value (For shredded documents on per Kg basis payable to STC) after weightment and before taking away for recycling.

Bidders should read the tender document carefully and comply with submission of documents strictly as per Tender Terms and Conditions.

For The State Trading Corpn. of India Ltd.

Dy.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 and certificate from Pulp/Recycling unit confirming the receipt of the mentioned shredded documents and that they will be used for pulp making/recycling purpose.
9. After completion of lifting and carriage, if there is any garbage lying around, those must be cleared and cleaned by the awarded successful bidder.
10. The entire shredding and lifting of the shredded documents to be done within Fifteen days from the date of Letter of Award

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- 200999528619, IFSC Code INDB0000008, Bangalore in the name of The State Trading Corporation of India Ltd.** to complete the bid .

- (b) Bids without EMD shall be rejected. EMD of unsuccessful bidder shall be refunded within 15 (Fifteen) working days from the date of Sale Order is issued to successful bidder. No interest on EMD amount is applicable.
- (c) The Bid Security of successful Bidder shall be refunded upon completion of job and also on the receipt of "Destruction Certificate". 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.
- (d) 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. In case MSME vendor is successful bidder, he has to deposit Security Deposit of Rs.2,000/- (Rupees Two Thousand only) through online mode in STC's Account in **IndusInd Bank, Current Account No- 200999528619, IFSC Code INDB0000008, Bangalore**. The Security deposit shall be refunded after completion of work in all respect and also on the submission of Destruction Certificate. No interest on security deposit is applicable.
- (e) For successful bidder, EMD amount shall be kept as Security Deposit.
- (f) If the successful bidder fails to initiate the work or lift materials as per the Tender terms and conditions, the Security deposit shall be forfeited by STC.

4) **Rates and Payment:**

- a) The successful bidder shall deposit 100% amount of sale value (for shredded documents on per kg basis payable to STC) after weighment and before taking away for recycling to **IndusInd Bank, Current Account No- 200999528619, IFSC Code INDB0000008, Bangalore**. Selected bidder shall remove the equipments within seven working days after submitting the full payment to STC. Also, all the costs and means required to remove the equipment from STC shall be borne by the bidder (Vehicle, Labour etc.).
- b) The price quoted in Annexure-I "PRICE BID" may be mentioned both in words and figures and should be valid for minimum period of 60 (Sixty) days from the date of closure of tender for acceptance by STC. Only quoted rates shall be considered. The items shall be moved by the highest bidder only after payment of the quoted amount to STC.
- c) 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 Bangalore 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/Ledgers/Registers proposed to be shredded may be in the range of Approx. 3000-3500 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/Security Deposit submitted by the Agency without any notice.

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- 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 building.
- 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 & CPP

Portal.

- s. 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.
 - t. Bid document, if not complete, in any aspect, shall be rejected.
 - u. Tender to be awarded to H1 bidder only. In case of H1 bidder fails to fulfil the commitment then H2 bidder would be given opportunity to match H1. If H2 bidder fails to match H1 bid then STC will exercise the option to ask H3 bidder to match H1 bid. In that eventuality, the EMD of the H1 bidder will be forfeited.
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 Dy.Manager (GAD), The State Trading Corporation of India Ltd, "STC TRADE CENTRE", 6th Floor, No.7/A, Nandini Layout, Bangalore-560096
- (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.
 - iii. Copy of tender document signed and stamped on each page.
 - iv. Undertaking as per Annexure – II of Tender Document.
 - v. Authorization letter from Company for person authorized to sign above documents.
 - vi. Proof of deposition of EMD Amount via NEFT / IMPS in STC's Account or copy of valid MSME certificate of registration with NSIC.
 - vii. 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 Bangalore 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 : C.Kumar , Deputy Manager (Mob: 9482121191) , Ankita Singh, Deputy Manager (Mob: 8826187161)

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) for Bangalore Location
Shredding of files records etc. at STC 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)

UNDERTAKING

Date :

To,

STC of India Limited,
“STC TRADE CENTRE”,
6th Floor, No.7/A,
Nandini Layout,
Bangalore-560096

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.....