



## THE STATE TRADING CORPORATION OF INDIA LTD.

Flat No.402, Block III,  
Easland Enclave, Elamkulam,  
Kochi-682020.

TENDER NO. STC/CHE/GAD/2020/03

Dated-16.12.2020

### NOTICE INVITING QUOTATIONS

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

Tender documents can be downloaded from STC's website i.e. [www.stclimited.co.in](http://www.stclimited.co.in) and Central Public Procurement Portal i.e. [eprocure.gov.in](http://eprocure.gov.in). The bids shall be submitted in the Tender Box placed at Flat No.402, Block III, Easland Enclave, Elamkulam, Kochi-682020 upto the date and time as per tender schedule given below :-

Start date for submission of sealed quotations and time	16.12.2020, 13:00 Hrs (IST) onwards
Last date and time for submission of Sealed Bids at Flat No.402, Block III, Easland Enclave, Elamkulam, Kochi-682020	22.12.2020 up to 14:00 Hrs (IST)
Date and Time of opening the Tender	22.12.2020 at 14:30 Hrs(IST)
Venue of opening the Tender	The STC of India Ltd., Flat No.402, Block III, Easland Enclave, Elamkulam, Kochi-682020.

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

For The State Trading Corpn. of India Ltd.

Manager(Finance),  
The State Trading Corporation of India Limited  
Flat No.402, Block  
III, Easland Enclave, Elamkulam  
,Kochi 682020

The State Trading Corporation of India Limited (STC) invites SEALED quotations from reputed firms/agencies having experience and expertise in the field of Shredding of obsolete Official Documents, Records, Files, Registers, documents etc.

**1) Scope of work**

1. The firm has to offer on-site paper shredding machine with operators or labourer for shredding papers
2. Shred the papers in presence of STC's nominated officials.
3. Pack the shredded papers for weighment.
4. Weighment will be done in presence of STC officials to arrive at final weight.
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. 2000/- (Rupees Two Thousand only) by way RTGS/ IMPS (Interest free) in the form of Demand Draft favoring STC Limited, payable at Chennai or transfer online to STC Account No. 200999528664, Indusind Bank, Nungambakkam, Chennai, IFSC Code INDB0000007. The Bid Security of unsuccessful Bidder will be refunded after 15(Fifteen) working days from the date of order issued to successful bidder. The Bid Security of successful Bidder shall be refunded upon completion of job. A copy of proof of deposition via NEFT/IMPS of bid security 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.
- (b) The Bidders who are covered under MSME, registered under Ministry of MSME are exempted from submitting the EMD. However, in place of EMD the Bidder will have to submit Registration/Exemption certificate.

**4) Mode of Payment**

- The successful bidder shall deposit 100% amount of sale value including applicable GST (for shredded documents on per kg basis payable to STC) after weighment and before taking away for recycling in the form of Demand Draft/Bankers cheque in favour of The State Trading Corporation of India Limited payable at Chennai.

Or

The successful bidder shall deposit 100% amount of sale value including applicable GST (for shredded documents on per kg basis payable to STC) after weighment and before taking away for recycling to Indusind Bank, STC Account No. 200999528664, Indusind Bank, Nungambakkam, Chennai, IFSC Code INDB0000007. in the name of the State Trading Corporation of India Ltd

- 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.).
- Applicable taxes like GST etc. shall be recovered in addition to the quoted price as per the prevailing law of land.

#### 5) **Terms and Conditions of Tender**

- The bidder shall be a Company/Firm/sole proprietor specialized in shredding of files, records, documents etc.
- Bidder must have valid **GST Registration** and copy of same should be **attached**.
- The bidder must have obtained valid **Permanent Account Number (PAN)** under the Income Tax Act, 1961 and copy of same should be **attached**.
- The bidders preferably having adequate experience 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 are eligible to participate in the tender process. (Valid proof of the same, if any has to be attached).
- 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.
- Bid document, if not complete, in any aspect, shall be rejected.
- Tender to be awarded to H1 bidder only. In case of H1 bidder fails to fulfill 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 is to be forfeited.

#### 6) **Other Terms and Conditions:**

- Intending bidders may visit the site at STC Cochin office at The STC of India Ltd, Flat No.402, Block III, Easland Enclave, Elamkulam, Kochi-682020 before the last date of submission of bids, in order to understand the nature and scope of work and execute the work as per the terms and conditions.
- The minimum number of files to be shredded at present is 200-300 (approx) in numbers. But STC does not give guarantee maximum number of files/records for shredding.
- The selected agency/contractor should be in a position to complete the work assigned within 10 days of awarding the contract. In the event of delay, STC may at its discretion forfeit the Bid Security submitted by the Agency without any notice.
- 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.

- e. The agency will be solely responsible for safe & secure removal/transit of shredded documents to the satisfaction of the STC.
- f. 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.
- g. The Bid prices for items mentioned in **Annexure-I** should be inclusive of applicable GST rates and accordingly Bill will be issued.
- h. The agency shall, without any protest or demur, 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 necessary precautions for smooth execution of work.
- i. 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.
- j. 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.
- k. The total work has to be completed during STC's office hours.
- l. STC reserve the right to reject any or all tenders without assigning any reason. The decision of STC in this regard shall be final.
- m. The price quoted 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. Only quoted Rates shall be considered.
- n. The agency during the operation would exercise all measures/safeguards/precautions etc. to ensure safety & security of officials and occupants of the apartments.
- o. Any quotation received by Email/Fax/Courier/Speed Post Etc. shall be rejected.
- p. The tender is subject to policy of STC's Management issued from time to time.
- q. STC has the discretion to ask for additional information from the bidder.
- r. All the tender documents are to be signed as a token of acceptance and signed copy of tender document is to be submitted along with bid document.
- s. Any corrigendum/amendments to tender document will be issued on STC's website and CPP.
- t. Mere participation in Tender does not guarantee awarding of works.

- 7) **SUBMISSION OF BIDS** : The bidders may download the tender document from our website [www.stclimited.co.in](http://www.stclimited.co.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in). The Bidders are required to submit offer in a closed envelop. The envelop should be sealed and super scribed with Tender No., Date, Name & Address of the Bidder and shall be addressed to - The Manager (Finance), The State Trading Corporation of India Ltd, Flat No.402, Block III, Easland Enclave, Elamkulam, Kochi-682020 and dropped in the tender box placed at the office.

The envelope 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 Draft/RTGS / IMPS in STC’s Account or copy of valid MSME certificate of registration with Ministry of MSME
- vii Proof of having adequate experience in the relevant field, i.e., “shredding” in the Government Ministries / Departments/ Government or Semi- Government Organizations, including Public Sector Undertakings, Private Companies and having the requisite competence / capacity to handle and undertake the jobs relating to shredding efficiently and effectively are eligible to participate in the tender process.
- viii The “Price Bid” shall contain Price Bid (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.

8) **JURISDICTION:**

The Bidder hereto agrees that the courts or Tribunals at Kochi 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:

- (a) Kiran K,  
Manager (Finance)  
Mobile : 9961345750  
Email: [cochin@stclimited.co.in](mailto:cochin@stclimited.co.in)

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**Annexure-I**

**On the letter head**

**(Quotation for amount payable to STC)**

Date: \_\_\_\_\_

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

<b>Description of Work</b>	<b>Rate quoted in Rs. (In Figures and in words) for Cochin Location</b>
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,

Dear Madam/ Sir

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.....