



# **National Institute of Immunology**

**Aruna Asaf Ali Marg, New Delhi – 110067**

Telephone (EPABX): 26717121, 26717010 - Fax: 011-26742626, 26742125

Email: [stores@nii.ac.in](mailto:stores@nii.ac.in)

Website:- <https://nii.res.in/>

**Tender No.: NII/Shred & Disp/2023**

**Notice Inviting Tender (NIT)**

**TENDER DOCUMENT**

**For**

## **Hiring an agency for shredding of scrap files, records and disposal thereof for recycling etc.**

**National Institute of  
ImmunologyStore Division  
Aruna Asaf Ali  
MargNew Delhi –  
110067**

**Telephone (EPABX): 26717121, 26717010 - Fax: 011-26742626,  
26742125**

### **Notice Inviting Tender (NIT)**

No. **NII/Shred & Disp./2023**

Date: 25-10-2023

#### **Sub: Hiring an agency for shredding of scrap files, records etc.**

National Institute of Immunology (NII) invites **SEALED** quotations through single bid system from reputed firms/agencies having experience and expertise in the field of Shredding of Old Official Documents, Records, files, Registers, etc. as per Annexure-I attached herewith.

- The scope of work, the terms and conditions, Instructions to the bidders may be seen in the tender document enclosed herewith for information and necessary action.
- This tender document consists of (i) Scope of work (ii) Instructions to the Bidders (iii) Terms and Conditions.
- Bidders are requested to go through the instructions to the bidders and terms and conditions in the bid documents which can be downloaded from tender section of website of NII, i.e. ([http//www.nii.res.in](http://www.nii.res.in)) or CPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in)

#### **Document Control Sheet**

- Name of Organization: National Institute of Immunology
- Last Date and Time for submission of tender: On or before 9.11.2023 by 5:00 PM on last day of tender submission.
- Date & Time of opening of Bid: 11.30 AM on 10.11.2023
- Name of Division: Store Division

- Address for Communication:

**Section Officer (Stores)**  
**National Institute of**  
**Immunology**  
**Aruna Asaf Ali Marg**  
**New Delhi – 110067**

- Earnest Money Deposit (EMD): Rs.5,000/- (Rupees Five thousand only)

Date:

Place: New Delhi

Section Officer (Store)

### **SCOPE OF WORK:**

This tender calls for the purpose of shredding of old office records / documents / files etc. Further the contract shall also include providing all technical help, skilled man power, tools and tackles etc.

### **Agency Work Details:-**

- The contractor shall provide on-site paper shredding machine with operators
- Firm will bring industrial paper shredder to NII's premises.
- Shred the papers in presence of NII's nominated officials
- Pack the shredded papers.
- Take them away for recycling.
- Confidentiality is ensured.
- No material will ever leave our control until it is completely destroyed.
- A Destruction Certificate may be issued to provide Recycle Certificate of shredded paper.

### **II) Instructions to the bidders:**

- The quotation in the prescribed format, complete in all respect, along with supporting documents, in a sealed cover super scribing with "Hiring an agency on contract for shredding of scrap files, records etc. along with Tender Notice No. NII/Shred & Disp./2023 dated " should be sent addressing to the Director, National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi – 110067, so as to reach this office **on or before 9.11.2023** latest by **5.00 PM on last date of tender submission.**

Tenders can be hand delivered/dropped in the tender box, kept at the aforementioned address. The tender will be opened on **10.11.2023** at **11.30AM**

- The tenderers may depute one of their authorized representatives along with valid Proof of Identity (PoI) to be present at the time of opening the tenders, if so desire.
  - Tenders received after the closing date and time prescribed in the tender notice shall **NOT** be accepted under any circumstances. In case, the date of submission of the tender is declared as any public holiday by the Govt. of India, then the next day will be treated as due date of tender.
  - The bidders having adequate experience of not less than 1 year 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 are eligible to participate in the tender process. (Valid proof of the same has to be attached).
  - Bidders should have sufficient and qualified manpower to carry out/attend this job at short notice.
  - Bidders should not have been blacklisted/barred by any Depts./Ministries of the Govt. of India. An undertaking to this effect should be attached with tender documents (**Annexure-II**).
- **Earnest Money Deposit (EMD) and Tender Cost:**
    - The Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) should necessarily accompany the Bid in the form of Demand Draft drawn in favour of "Director, National Institute of Immunology payable at Delhi. Also please mention the D.D. No., Date, Name of the firm, Proprietor's name etc. on the back of Demand Draft. Bid received without EMD or EMD for lesser amount will be summarily rejected. The Bidders registered with National Small Industries Corporation (NSIC)/MSME (Micro & Small Industries only) shall be exempted from payment of EMD provided such vendors are registered with these agencies for the related work/services.
    - Successful Bidder/s exempted from EMD under NSIC/MSME provisions shall be asked to submit Performance security equivalent to amount of EMD which shall be refunded on successful completion of work without any interest thereon. A Demand Draft/Pay Order for Performance Security may be drawn in favour of "The Director, National Institute of Immunology, payable at Delhi.

EMD in any other form such as Cash etc. shall not be accepted.

- The EMD in respect of the unsuccessful bidders shall be returned **within 30 days**, without any interest, **after placing the award of work order**. However, EMD in respect of successful Bidder will be retained towards Performance Security Deposit and shall be refunded without interest after completion of work satisfactorily.
- The EMD shall stand forfeited if a bidder withdraws or amends the quotation/tender, or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accept the work order within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender / quotation by any of the tenderers.
- Tender document can be downloaded free of cost from website of NII/ CPPP.
- **Performance Security Deposit (PSD):**  

This deposit is liable to be forfeited in full or in part, if during the period of contract, the services of the contractor firm are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened / breached, and/or towards any damage caused to NII due to negligence on the part of the contractor or his employees. The decision of NII in this regard shall be final and binding on the firm.
- Interested firms/parties will have to submit un-conditional acceptance to the above scope of works, terms and conditions at the time of submission of the quotation on the letter head of the intending Firm.
- Name of the firm, name of the proprietor, address, telephone No., Emailid., Fax No. must be provided in company's letter head to this office. The owner of firm should be available on his/her own direct telephone (office as well as residence) and also on mobile phone **(Annexure-I)**.
- GST, if any, must be quoted. Further TDS and other applicable taxes shall be as per prevailing rates. NII shall make payment to the contractor after taking into consideration TDS and other applicable taxes.
- The followings shall be included in Machine Rentals:-
  - Shredding Machine's rental charges.
  - Machine's Operators & Labour.
  - Transportation Cost of Machine.
  - Working timing 9.30 AM to 6.00 PM.
  - Bags to pack the shredded papers and transporting bales in own trucks.
  - GST will be payable extra.

- Space & electricity shall be provided by NII at free of cost.
- The bidders should have business office in Delhi/NCR area. Under nocircumstances, the Agency outside of Delhi/NCR would be considered.

### **III. Terms and Conditions:**

- All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations.
- In case it is found that the selected firm is engaged in malpractices, the contract will be terminated and they will be banned from having business relation with this office.
- The rates must be quoted in Indian Rupees. It may specifically be noted that the quotations should not be un-realistic, impractical and non-serious, nil charges/prices, i.e. "free or complementary" just for the sake of vitiating the whole tender process and for grabbing the contract are liable to be ignored/rejected.
- All pages of bid documents should be signed, sealed/stamped and properly numbered and the total of pages must be indicated on the forwarding letter.
- The work will be carried out as per requirement of NII, date & time and tothe entire satisfaction of NII.
- The work is to be carried out in the premises of NII.
- The selected firm shall submit the pre-receipted bill (duplicate), along with the relevant supportive documents, duly signed by the concerned officers/officials, to the Store Division, after satisfactory completion of work. Payment against bill/Invoice raised shall be released only after services are found to be satisfactory by the NII. Payment will be made direct to the service provider through e-mode, for which the RTGS/NEFT

ECS along with cancelled cheque will be submitted to this office for release of Payment.

- No advance payment will be made in any case. No separate transportation charge/labour charges or any other incidental charges will be paid.
- The bid document must be filled-in neatly and clearly with ink or typed in computer. In-complete or conditional bids will not be entertained.

- Canvassing in any form is strictly prohibited and tender of the tenderer who resort to such activities will be summarily rejected.
- This tender is non transferable. Hypothetical/In-complete tender will not be considered.
- A firm blacklisted by any Govt./State Government office will not be eligible to participate in this tender. In case any such firm obtain contract by hiding the facts and it comes to the notice of NII later contract will be cancelled immediately and security forfeited.
- Quotations should be free from correction and erasers. Erasing or cutting or overwriting, whatsoever, if any, should be counter-signed.
- The rates of successful bidder should be valid for **60 days** from the date of the work order/Agreement. Tenders with shorter validity than 60 days shall be rejected being non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.
- NII reserve the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- In case a firm, after award of the contract, violates any of the terms and conditions or fails to cope up with the work load or does not render satisfactory services or dishonour the contract in any way, legal action, as per rules/laws, if required, shall be initiated against the agency concerned and the work order awarded shall accordingly be liable for cancellation/termination forthwith without any notice. The contractor shall be liable to be blacklisted and its performance security shall be forfeited. In this connection, decision of the NII shall be final and binding on the contractor.
- The contractor firm will be entirely responsible for any loss caused to NII by way of inflicting any damage to the assets of NII as a result of negligence or carelessness on the part of the contractor firm or its representatives. In case, the Security deposit falls short or is found to be insufficient to meet / adjust the loss thus incurred to this Office, the balance, as may be necessary, shall be recovered from the contractual charges due to the contractor firm. The decision of the competent authority in the context shall be final and binding on the contractor.
- It will not be obligatory for NII to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation of any tenderer. NII shall be under no obligation to inform the unsuccessful tenderers of the outcome of the tender process.

- If the successful firm (tenderer) also undertakes identical work in other Ministries/ Departments at rates lower than the rates approved / accepted by NII, the firm shall charge the same lower rates from this office as well.
- The firm will have to do the “shredding” work at the rates to be finally approved / accepted by NII, which shall be valid for the whole of the period of work and no upward revision will be allowed during the period of contract under any circumstances.
- Under no circumstances, the successful firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.
- The successful contractor’s staffs, so deputed, shall not divulge/disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters.
- The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this office.
- The contractor shall ensure proper conduct and integrity of the personnel in the office premises, and enforce prohibition of consumption of alcoholic drinks, smoking, loitering without work.
- All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and will be governed by and construed in accordance with the laws of India.
- Bidder shall also submit a copy of this tender document duly signed & stamped on each page as a proof of having accepted all terms & conditions of tender.

Section Officer (Stores)

**Annexure-I**

## **BID FORM**

(To be submitted in Firm’s own letter head)

Tender No.: NII/Shred & Disp./ 2023

Dated: 25/10/2023

**Sub:** Hiring an agency on contract for shredding of scrap files, records etc

- Name of the firm:



- Name & Designation of Person authorized to sign tender form:
- Name of business Partner/Proprietor of the Firm/Company:
- Address for correspondence:
- Telephone Number of Business Office:
- Mobile no. :
- Email Address:
- Whether registered with NSIC/MSME/Udhyog Aadhar under Start-Up India Scheme:  
**Yes/No:**  
(Please attach self-attested proof of copy)
- Copy of terms and condition in Tender Documents accepted: Yes/No
- PAN Card No.:  
(Please attach self-attested proof of copy)
- GST Number:  
(Please attach self-attested proof of copy)
- Bank account Details for payment by RTGS/NEFT:

This is to certify that the above facts are true, complete, and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the tender notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the tender.

Place:

Date:

(Signature of the Bidder along with company's

seal)(Name in Block Letter)

Designation:

**ANNEXURE-II**

**UNDERTAKING**

(To be submitted in Firm's own letter head)

It is certified that my/our firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on date.

Signature of the Tenderer

Name of the

Signatory

Designation:

Name of the

Firm/Agency Seal of the

Firm/Agency

Place:

Date:

**Annexure-  
III**

**UNDERTAKING**

(To be submitted in firm's letter head)

To

The Section Officer (Stores),  
National Institute of

Immunology Aruna Asaf Ali  
Marg  
New Delhi – 110067

**Sub:** Hiring an agency on contract for shredding of scrap files, records etc.

Dear Sir,

- I/We have read and understood the contents of the Tender documents and agree to abide by the terms and conditions of this Tender.
- I/We confirm that we have not been disqualified by any govt. department for shredding work
- I/We understand that the NII is not bound to accept the offer either in part or in full and that the NII has the right to reject the offer in full or in part without assigning any reason whatsoever.
- I/We hereby offer to render the service activity as listed in the schedule to this tender hereto/portion thereof within prescribed time period.
- I/We hereby undertake that we will submit destruction certificate and must adhere directives of Govt. of India Rule.
- I/We accept the scope of work mentioned in the tender notice and comply with sincere effort.

Place: Date:

Yours faithfully, (Authorized Signatories)

(Name & Designation and seal of the firm)

#### **Annexure-IV**

#### **PRICE BID**

(To be submitted in letter head of Bidder)

No. NII/Shred & Disp./ 2023

Dated:

25/10/2023 To

The Section Officer (Stores),  
National Institute of  
Immunology Aruna Asaf Ali  
Marg  
New Delhi – 110067

**Sub:** Hiring an agency on contract for shredding of scrap files, records and disposal thereof for recycling etc.

Dear Sir,

With reference to above tender NII/Shred & Disp./2023 dt.25/10/23, we hereby quote the best and most competitive rate below:

**Table-A**

<b>Sr. No.</b>	<b>Machine Type</b>	<b>Rate (in Rs.) Per Kg. (Exclusive of GST)</b>	<b>GST (if applicable) in % (Rs.)</b>
<b>C-1</b>	<b>C-2</b>	<b>C-3</b>	<b>C-4</b>
1	Hiring Heavy Duty Shredding Machine for shredding waste papers (may have clips/pins) and files		

**Table-B**

<b>Particulars of Scrap shredded papers for disposal/recycle to the Agency by NII post shredding</b>	<b>Quoted rate per Kg. in Rs.</b>	<b>GST in %, if applicable. in Rs.</b>
<b>C-1</b>	<b>C-2</b>	<b>C-3</b>
Shredded paper disposal rate to be quoted by Agency		

**Note:** The bid evaluation would be upon the price quoted in Indian Rupees exclusive of GST as may be applicable which shall be payable extra. GST, if applicable, should be mentioned in C-4 and C-3 of Table-A & Table-B respectively.

The determination of lowest bidder will be on the basis of lowest quoted rate in column-3 of Table-A, and highest quoted rate in column-2 of Table-B. The element of GST will be kept outside the zone for deciding lowest bidder. The quantum of old documents to be shredded cannot be confirmed at the time of finalization successful bidder.

The bidder shall submit the requisite documentary evidence towards depositing the GST to the Authority.

It is mandatory for all intending bidder(s) to quote all the rates per unit and rate of GST, if applicable, in Col. (4) and Col. (3) of Table (A) and (B) respectively, otherwise their bid document may not be considered.

I/We have read the terms and conditions and scope of work mentioned in the tender document and accept them.

Date:

Place:

(Authorized Signature)

(Name & designation along with company seal)

Communication Address:

### CHECK LIST

S. No.	Parameters to ensure	Mention (Yes/No)	Page reference
1.	Whether copy of duly signed & stamped tender document enclosed		
2.	Whether proof of experience to work with the Government Ministries / Departments / Government or Semi-Government Organizations, including Public Sector Undertakings enclosed		
3.	Whether EMD of requisite amount furnished		
4.	Whether having valid NSIC/MSME registration and enclosed copy		
5.	Whether having GST registration and copy enclosed		
6.	Whether copy of PAN enclosed		
7.	Whether copy of Annexure-I, II, III, IV, other supportive documents and Check List enclosed		
8.	Have you read tender document for acceptance of all terms & conditions of tender		

Date:

Place:

(Authorized Signature)

(Name & designation along with company seal)

Communication Address: