



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 118 /116

Website: www.icmai.in e-mail: lpcdelhi.convenor@icmai.in
Local Purchase Committee

Tender Notice

Ref. LPC/2023/Admin-Disposal of Scrap/ Delhi

Date: 20th October 2023

Date of Invitation:

20th October 2023

Date of Closure:

26th October 2023 on or before 6 PM.

Tender for Sale of Old Newspaper/Obsolete Books/Waste papers/Scrap items, Old Metal, Plastics etc

Institute is inviting bidders for disposal of Old Newspaper/Obsolete Books/waste papers/scrap items, Old Metal, Plastics etc. Interested vendors may contact Administration Department, to inspect the waste items on their own cost, at CMA Bhawan, 3 Institutional Area, Lodhi Road, Delhi – 110003.

1. Scope of work :

- 1.1 Sale of Old Newspaper/Obsolete Books/Waste papers/Scrap items, Old Metal, Plastics et. of approximate quantity of 3-4 tonnes including lifting of material from the Terrace/Basement of the CMA Bhawan, 3 Institutional Area, Lodhi Road, Delhi – 110003.

2. Instructions for bidders :

- 2.1 The rates to be offered should include all labour, transportation, loading, unloading, etc. No other additional payments would be made.
- 2.2 Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by the examining committee.
- 2.3 The bidder must visit the site for assessment of work, before submission of bid. In case of any clarification the bidder may contact the Institute during office hours 10.30 am to 4.30 pm on Monday – Friday except National Holidays at contact details: Mr. Sandeep, Admin Deptt. - 08860760801.

3. Terms & Conditions :

- 3.1 Place from lifting of scrap & other waste material – Terrace & Basement Area , CMA Bhawan, 3 Institutional Area, Lodhi Road, Delhi - 110003.
- 3.2 Period of Contract – “ONE TIME” will end automatically on completion of work.
- 3.3 Work should be completed within 5 days from the issuance of order.
- 3.4 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- 3.5 Canvassing in any form in connection with the contract is strictly prohibited.
- 3.6 Waste papers/files/other scrap material shall only be lifted only upon depositing of the quoted rate.
- 3.7 Waste papers/files/other scrap material shall only be lifted in the presence of the person deployed by the Institute. And bidder shall only lift the items will be identified by the person.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 118 /116

Website: www.icmai.in e-mail: lpcdelhi.convenor@icmai.in

Local Purchase Committee

- 3.8 **The bidder quoting highest rate shall be awarded contract. H1 will be decided based on the amount quoted in the format as per the Annexure 2.**
- 3.9 The selected H1 vendor has to bring the electronic machines/equipments for measurement purpose at the site before lifting the material from the Institute at their own cost.
- 3.10 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 3.11 Once the order is placed, it will be the vendors' responsibility to make the completion of the work within 5 working days. Any additional cost incurred for completing the exercise and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- 3.12 The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- 3.13 Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- 3.14 Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- 3.15 The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- 3.16 The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- 3.17 The participating bidder has to submit this tender document signed and sealed on each page as acceptance of the terms and conditions mentioned herein.
- 3.18 The order will be placed for the best interest of the Institute.

9. Submission of Bids :

The quotations have to be submitted in name of the Convenor, LPC, The Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi - 110003 in Sealed Envelope, superscribed **"Tender for Sale of Old Newspaper/Obsolete Books/Waste papers/Scrap items, Old Metal, Plastics etc."** (Bid Reference - LPC/2023/Admin-Disposal of Scrap/ Delhi) on or before 6 PM of 26th October 2023 (Thursday).

Local Purchase Committee (LPC)



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 118 /116

Website: www.icmai.in e-mail: lpcdelhi.convenor@icmai.in
Local Purchase Committee

Annexure 1

TECHNICAL BID

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
1.	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3	Full address of the office With Email Address	

DECLARATION –

I, hereby certify that “I am not debarred by Department of Commerce or Ministry/Department concerned.”

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 118 /116

Website: www.icmai.in e-mail: lpcdelhi.convenor@icmai.in

Local Purchase Committee

Annexure 2

FINANCIAL BID

SI No.	Item	Rate per kg (in Rs.)*
1.	Paper (Newspaper/files/waste paper)	
2.	Obsolete Books	
3.	Plastic Item	
4.	Iron Item	
5.	Other (specify name) a. b. c.	

*Kindly note that H1 will be decided on highest price quoted for SI.No 1 & 2, since major proportion is of that item.

Signature with Name of the Authorized Signatory:

Name of the Company/Firm along with Contact No.:

Date: