

निविदा सूचना

सॉफ्टवेयर टेक्नोलॉजी पार्कस ऑफ़ इंडिया - चेन्नई

I	निविदा आमंत्रण अधिकारी, प्राधिकरण पदनाम और पता	निदेशक, एसटीपीआई संख्या 5, तीसरी मंजिल, राजीव गांधी सलाई, तारामणि, चेन्नई - 600 113. वेबसाइट: www.chennai.stpi.in
II	A. उपकरण / काम के नाम B. निष्पादन के स्थान	वेस्ट ऑइल की बिक्री एसटीपीआई, चेन्नई ।
III	निविदा दस्तावेजों की उपलब्धता की जगह और निविदा प्राप्त करने के लिए नियत तारीख	निविदा दस्तावेज दिनांक 28.04.2021 से 19.05.2021 तक, कार्य दिवसों में, 10.30 a.m. से 4.00 p.m. के बीच, ऊपर उल्लिखित पते से प्राप्त किये जा सकता है ।
IV	निविदा प्रस्तुत करने की नियत दिनांक, समय, और जगह	नियत तारीख : 19.05.2021 समय : 11.30 A.M जगह : उपर्युक्त स्तंभ एक
V	निविदा खोलने की जगह, दिनांक, और समय	नियत तारीख : 20.05.2021 समय : 11.30 A.M जगह : उपर्युक्त स्तंभ एक
VI निविदा आमंत्रण प्राधिकारी द्वारा निर्दिष्ट कोई भी अन्य महत्वपूर्ण मापदंड: 1. नियत तारीख और समय के बाद प्राप्त निविदा को सरसरी तौर पर खारिज कर दिया जाएगी.		

एसटीपीआई "स्क्रेप की बिक्री" के लिए, निविदाएं आमंत्रित करता है । बोली बोलीदाता द्वारा बंद किया जाना चाहिए । निविदा में "निविदा संख्या STPIC/PUR/010/2021-22/004 दिनांक 28.04.2021 और निविदा के नाम" उपरिलिखित किया जाना चाहिए ।

इच्छुक उपयुक्त बोलीदाता, बोली दस्तावेज की एक प्रतिलिपि, एसटीपीआई, 5, तीसरी मंजिल, राजीव गांधी सलाई, तारामणि, चेन्नई 600113 से प्राप्त कर सकते हैं या इस मामले में, फर्म ने सरकारी वेबसाइट यानी, www.chennai.stpi.in से निविदा दस्तावेजों को डाउनलोड किया सकता है ।

निदेशक
एसटीपीआई, चेन्नई



SOFTWARE TECHNOLOGY PARKS OF INDIA

(An Autonomous Society under Ministry of Electronics and Information Technology(MeitY), Govt. of India,
No.5, 3 rd Floor, Rajiv Gandhi Salai, Taramani, Chennai– 600 113
Phone No. (044)3910 3525 (Tele Fax). (044)3910 3505

TENDER No: STPIC/PUR/010/2021-22/004

Date: 28.04.2021

Name of the Tender:
Disposal of Waste oil at STPI-Chennai

NAME OF THE PARTY:

TENDER NOTICE
Software Technology Parks of India, (STPI)

I	Tender inviting officer, Authority, Designation and Address	The Director, STPI No.5, 3 rd Floor, Rajiv Gandhi Salai, Taramani, Chennai – 600 113. Website: www.chennai.stpi.in
II	A. Name of the Equipment's / work: B. Place of execution	Disposal of waste oil Place: STPI, Chennai
III	Tender documents available place and due date for obtaining tender	Tender document can be obtained on working days between 10.30 AM to 4.00 PM from 28.04.2021 to 19.05.2021 at the address mentioned in column I
IV	Due Date, time and place of submission of Tender	Due Date : 19.05.2021 Time : 11.30 A.M. Place : At the above mentioned in column I
V	Place, date and time of Tender Opening	Due Date : 20.05.2021 Time : 11.30 A.M. Place : At the above mentioned in column I
VI Any other important criteria specified by the tender inviting authority: 1. Tender received after due date and time will be summarily rejected.		

STPI invites sealed tenders for disposal of Waste oil at STPI-Chennai under single bid system. The bid should be sealed by the bidder and duly superscribed as Tender No:STPIC/PUR/010/2021-22/004 dated 28.04.2021 and name of the tender.

Intending eligible bidders may obtain a copy of tender documents from STPI, No: 05, III Floor, Rajiv Gandhi Salai, Taramani, Chennai – 600 113 or the firm can download the tender documents from the official website i.e. www.chennai.stpi.in.

DIRECTOR
STPI -Chennai

DETAILS OF THE ANNEXURES IN THE TENDER DOCUMENT

S.No.	Particulars of the Annexure	Annexure No.
1)	Non Disclosure Agreement Format	I
2)	Bank Details Format	II

SECTION – I

1. ELIGIBILITY CRITERIA :

1. Bidder should have and submit the valid proof (valid certificate) of having registered with MOEF (Ministry of environment and Forests) / CPCB (Central Pollution Control Board) / SPCB (State Pollution Control Board) as re-cyclers / re-processors.
2. The bidder should have their office / branch office in Chennai with valid proof. (copy of the rental agreement/ telephone bill copy / property tax receipt / GST regn. mentioning the Chennai address)
3. The bidder should have successfully completed ONE similar work with any Central / State Government organization / PSU / private organizations / autonomous bodies under Govt. of India as on the date of tender.
4. Non-disclosure agreement as per the format enclosed.

*Definition of similar work: Sale of waste oil under a single order/ contract. **Documentary proof for the above shall be produced along with the offer, failure of which the tender will be rejected.***

Note : Appropriate & relevant documents & certificate should be submitted as per the eligibility criteria by the bidder.

2. TENDERING PROCESS:

2.1 The tenders are invited on a single bid system:

The tender form for **Techno-Commercial bids** complete in all respect should be submitted in sealed cover super scribed–“**Techno-Commercial Bid– Sale of Waste Oil at STPI-Chennai**”.

- a) The cover/envelope should be wax sealed. The cover shall be and super scribed as “**Tender No:STPIC/PUR/010/2021-22/004, dated: 28.04.2021 & Name of Tender “Sale of Waste Oil at STPI-Chennai”** and addressed to

“The Director,
Software Technology Parks of India
No: 05, Third Floor, Rajiv Gandhi Salai,
Taramani, Chennai 600 113”

Further the sentence “**NOT TO BE OPENED**” before due date and time of tender opening, should also to be indicated on this envelope.

- b) If the outer big envelope is not sealed and marked properly as above, STPI will not take any responsibility for its misplacement, premature opening etc. The Envelope should be dropped in the Tender Box of the STPI at Reception in the above address latest by **11.30 A.M. on 19.05.2021.**

2.2 Contents of Techno-Commercial Bid: The bidder in this regard should submit the following documents.

- a) Self attested copy of proof (valid certificate) of having registered with MOEF (Ministry of environment and Forests) / CPCB (Central Pollution Control Board) / SPCB (State Pollution Control Board) as re-cyclers / re-processors.
- b) The bidder should have their office / service centre in Chennai with valid proof (copies of rental agreement / telephone bill copy / property tax receipt / GST regn. mentioning the Chennai address).

- c) Copies of documentary evidence of experience having successfully completed **ONE similar work** as on the date of the tender as mentioned in the Eligibility criteria. (Copies of the Orders / Agreements / Completion certificates should be enclosed).
- d) Copy of the Non Disclosure Agreement as per the format in Annexure – I duly filled and signed by the bidder affixing the office seal
- e) Bank Details for the NEFT / RTGS payment along with the copy of the cancelled cheque as per the format in Annexure – II
- f) Copy of the PAN Card number,
- g) Copy of the GST Registration number,
- h) Copy of the Registration / Incorporation of the Firm / Company (Proprietorship / Partnership / Firm / Company)
- i) Self attested tender document affixing the office seal in all the pages,
- j) Any other related documents,

2.3 The financial details of the items with respective rates as per the Bill of quantities.

Note: Bidders not enclosing the document as per 2.2 (a to i) above, will not be qualified.

SECTION- II **INSTRUCTIONS TO BIDDERS**

1. INTRODUCTION

1.1 Definitions:

- a) “STPI” means the STPI, Chennai.
- b) “Bidder” means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who participates in this tender and submits its bid.
- c) “Contractor” means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who supplying the goods under the contract.
- d) “Sale of Waste Oil” means standards of works mentioned in Section IV,
- e) “Price” means the price payable to the Contractor under the sale order for the full and proper performance of its contractual obligations.

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. **Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect, will be at the bidder's risk, and may result in rejection of the bid.**

1.2 CLARIFICATION OF BID DOCUMENTS BY THE CONTRACTOR:

A prospective bidder, requiring any clarification of the Bid Documents shall notify STPI in writing or by Fax at STPI's mailing address indicated in the Invitation for Bids. The clarification will be accepted before 10 (ten) days of the due date of tender. The reply will be hosted in STPI official website and also communicated to respective bidders.

2. PREPARATION OF BIDS:

2.1 DOCUMENTS COMPRISING THE BID:

- a) **Bids and all accompanying documents of the tender shall preferably in English language. The documents should be legible for reading. If the documents submitted by the bidders are not legible and readable, their bid will not be considered and stands rejected.**
- b) Bidders shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid
- c) Clause by Clause compliance demonstrating substantive responsiveness to the financial condition by signing and stamping on all the pages of the original bid document No.STPIC/PUR/010/2021-22/004 (Containing 14 pages) by authorized person(s),
- d) The contractor shall submit his tender only after carefully examining the whole of the tender documents and the conditions of tender and of contract, scope of work etc.
- e) Conditional bids will not be accepted.
- f) More than one bid shall not be accepted from one bidder.

Note: All the documents submitted (whether original or photocopy) in the bid must be legible & self attested.

2.2 SITE VISIT OR EQUIPMENT CHECK UP:

- a) Bidders are advised to inspect, examine the site / equipment and its surrounding and satisfy themselves before submitting their tenders. A tenderer shall be deemed to have full knowledge of the site/equipment whether he / she inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed. For inspection, please contact the facility management group at 044-39103524 / 8867858909.
- b) Proponents shall at all times be accompanied by an employee of STPI or other designated representative when undertaking site visits on all working days between 10.00 am to 05.00 pm.
- c) The Contractor has to submit the non-disclosure agreement as per the format enclosed herewith.

3. BID PRICES:

- a) ***The bidder shall quote the basic price and applicable taxes separately. However if there are any changes in the taxes during the contract period, the extra amount will be paid as per the notification of state / central government whichever is applicable based on the request from the awarded bidder.***
- b) The bidder shall give the total price in Indian Rupees only. No foreign exchange will be made available by STPI.
- c) Rates shall be quoted in words and figures. The amount to be worked out to whole number.
- d) Prices indicated on the Price Schedule shall be entered in the following manner:
 - i) The price of the items shall be quoted total price, item wise which is inclusive of transport / insurance etc. **The rate of GST should be clearly indicated in the tender, if it's not mentioned, it shall be treated as inclusive.**
 - ii) The bidder shall quote only one price for each item. The price indicated by the bidder is firm and no modification in the price will be accepted till the completion of the work.

4. PERIOD OF VALIDITY OF BIDS:

- a) Bid shall remain **valid for 75 days after the date of bid opening** prescribed by STPI.
- b) In exceptional circumstances, STPI may request the bidder's consent for an extension to the period of bid validity. The request and the responses there to, shall be made in writing.

5. FORMATS AND SIGNING OF BID:

- a) All pages of the tender, except for un-amended printed literatures, shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.
- b) The bid shall contain no insertions, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

6. LATE BIDS:

Any bid received by STPI after the due date & time for submission of bids prescribed by STPI shall be rejected and returned unopened to the bidder.

7. OPENING OF BIDS BY STPI:

- a) STPI shall open bids in the presence of bidders or their authorized representatives who chose to attend, at **11.30 A.M. on 20.05.2021**. The bidder's representatives, who are present, shall sign in the register. Business card/Authority letter shall be submitted by the bidders before they are allowed to participate in bid opening.
- b) A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.
- c) The date fixed for opening of bids, if subsequently declared as holiday by the STPI-Chennai, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.
- d) The bids will be opened at **11.30 A.M. on the due date** and the same will be scrutinized and evaluated by the competent committee/authority with reference to parameters prescribed in the tender documents and the offers received from the tenderers.

8. CLARIFICATION OF BID DOCUMENTS BY STPI:

To assist in the examination, evaluation and comparison of bids STPI may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

9. TENDER EVALUATION:

- a) STPI shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order. Tender committee will scrutinize the bids.
- b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by STPI. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Contractor does not accept the correction of the errors, his bid shall be rejected.
- c) The evaluation and comparison of responsive bids shall be done on the price of the goods/services offered inclusive of all Levies & Taxes as indicated in the Price Schedule of the Bid Document.

- d) The STPI may waive any minor non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

10. CONTACTING STPI:

- a) No bidder shall try to influence STPI on any matter relating to its bid, from the time of tendering till the time the contract is awarded.
- b) Any effort by a bidder to influence STPI in STPI's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

11. STPI'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

STPI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the bidder. However, the bidder has the right to question the bidding conditions, bidding process and / or rejection of his / her bid.

STPI reserves the right to receive and, if it thinks fit, to consider and accept a non-complaint proposal. The acceptance or rejection of a non-complaint proposal is entirely a matter for STPI in its absolute discretion.

Any deviations / irrelevant specifications in this tender will not be accepted. Final decision of accepting or rejecting any / all bid (s) will be at the discretion of STPI.

12. PLACEMENT OF ORDER:

STPI shall consider placement of order on the bidder whose offer has been found technically and financially acceptable. STPI has full rights to place order on fully or partially.

13. ANNULMENT OF AWARD:

- a) STPI reserves the right to terminate the order in case of violation of the terms and conditions of the tender or non-fulfillment of the statutory requirement.
- b) STPI reserves the right to disqualify the Contractor for a suitable period who habitually failed to take up the order. STPI reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient reasonable grounds.
- c) STPI reserves the right to terminate the contract for reason of providing non satisfactory service.

14. ARBITRATION :

If, a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be at Chennai. The language of the arbitration proceedings shall be in English.

**SECTION – III
CONDITIONS TO THE BIDDERS**

1. GENERAL CONDITIONS:-

- a. Lots are sold **as is where is basis**. The sale of waste oil is strictly on the understanding that bidder had inspected the items. No complaint / claim will be entertained in this regard.
- b. Bid acceptance will rest with the Director-STPI Chennai and sale order will be issued to the successful bidder.

- c. The waste oil will be weighed/measured in the presence of the bidder & STPI and duly signed in the weigh bills.
- d. Any attempt to influence the discussion will make the bidder unqualified. Persons working in STPI in any capacity are not eligible to participate in the tender.
- e. Schedule of items is enclosed as Bill of Quantities. Bidders shall quote rates separately for each items both in words and figures.

c) Payment Details:

All payments should be made **ONLY by way of Demand Draft / Bankers Cheque or through NEFT / RTGS transfer as per the details provided in the Point No.d below.**

- a) 25% of the total sale value shall be paid in favour of **Software Technology parks of India, Chennai** within 7 days of the issue of the acceptance letter / sale order.
- b) Balance amount shall be paid before taking delivery. **Delivery will be given only after payment of the full amount.**
- c) Taxes / GST as per local laws shall be paid over and above the quoted amount. **No Cheque / Cash will be accepted.** Payment will be only in the form of Demand Draft / Bankers Cheque or through NEFT / RTGS payment.
- d) The details for the transfer through NEFT / RTGS payment is given below:

S. No.	Particulars	Details
1	Account Holder Name	Software Technology Parks of India, Chennai
2	Account Type- SB A/c No.	801110100013242
3	Bank Name	Bank of India
4	Address	"Mountview" No:111, Anna Salai, Guindy, Chennai-600 032.
5	IFSC Code	BKID0008011
6	MICR Code	600013005
7	Branch Code	8011
8	BSR Code	221038

d) Delivery Details:

- a) Delivery of the items to be taken within 30 days from the date of letter of acceptance / sale order. The delivery of the material will be given only after realization of the Demand Draft / Pay Order for the full value.
- b) Bidders shall obtain confirmation **two working days** in advance before taking delivery. Bidders can contact at Ph No.044-39103524 / 8867858909
- c) Weighing of waste oil and clearing the same, should be carried out in the presence of STPI staff.
- d) Bidder should pay ground rent charges if the ground rent becomes due, by coordinating with stock holder. The goods can be cleared after remitting the due cash amount to Accounts department, by the stock holder.

e) Delay in taking delivery:

- a) If the purchaser is not able to lift the material within the free delivery period as mentioned above, the bidder may request for an extension. Such extensions are generally granted after levying a ground rent @ 0.5% of the sale value per day up to further 10 days.

- b) If the material is not removed even within the extended 10 days, the 'Advance amount' and the total 'sale amount' paid will be forfeited by STPI and order will be cancelled.
 - c) As soon as the full amount (Bill of quantities) of the bid money is paid by the bidder, he would acquire his lien on the stores. The responsibility of the store lies with the bidder, if any damage is done by way of pilferage / fire or any other unforeseen calamity. No claim on this account shall be entertained.
 - d) The material shall be removed by the bidder or agent duly authorized in writing by the bidder and in the presence of the STPI staff.
 - e) The bidder shall arrange his own persons for weighing, loading and transportation from the site.
 - f) Bidder will leave storage place of the materials quite clear.
 - g) The bidder shall be responsible for making good at his cost to the satisfaction of the company any loss or damage to buildings, structures, properties etc., within the premises of the Company, if such losses or damages is due to the fault or negligence or willful acts, omission or any other reason whatsoever of the bidder.
 - h) The bidder shall fully comply with all the safety rules and provide necessary safety devices etc. that may be required at their cost during the work.
- f) **Execution of order:** The disposal of waste oil shall be carried out at Software Technology Park of India, No.5 Rajiv Gandhi Salai, Taramani, Chennai -600 113
- g) **Scope:** The scope of work is to sell the waste oil at STPI-Chennai per the details provided in Section IV.

SECTION – IV

1. **Scope:** The scope of work is for sale of waste oil at STPI- Chennai.

Sl No	Particulars of stores	Approximate Qty
1.	Waste Oil	1000 litres

2. **Details of the Bidder:**
(Self attested copies of the documents to be uploaded)
- a) Name, address & Contact No. of the bidder:

- b) If it is noticed that any client did not find the work carried out satisfactory, the tenders of such bidders will be treated as invalid,

- c) Self attested proof (valid certificate) of having registered with MOEF (Ministry of environment and Forests) / CPCB (Central Pollution Control Board) / SPCB (State Pollution Control Board) as re-cyclers / re-processors.
- d) Proof of the bidder having their office / branch office in Chennai (copies of rental agreement / telephone bill copy / property tax receipt / GST Regn.with Chennai office address)
- e) Proof of having completed ONE similar work as per the eligibility criteria point No.1.3 of Section-I,
- f) Non Disclosure Agreement as per the format,
- g) Bank Details for the NEFT Transfer as per the format,
- h) Copy of the PAN Card number (Self attested),
- i) Copy of the GST Regn.Number (Self attested),
- j) Copy of the Registration / Incorporation of the Firm / Company (Proprietorship/Partnership/Firm/Company)
- k) Self attested tender document affixing the office seal in all the pages,

3. BILL OF QUANTITIES:

Schedule of items: (Rate shall include cost of transportation and other overheads)

Sl No	Particulars of stores	Approximate Qty	Rate per litre	Total Amt in Rs.
1.	Waste Oil	1000 litres		
2.	Taxes/ GST Amount (mention the % also)			
3.	Total Sale Value			

* The volume of the waste oil may vary depending on actual.

(Rupees_____only)

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Name:

Designation:

Company Seal:

Date :

Place:

NON – DISCLOSURE AGREEMENT

Date:

STPI	CONTRACTOR
SOFTWARE TECHNOLOGY PARKS OF INDIA, NO.5, 3 RD FLOOR, RAJIV GANDHI SALAI, TARAMANI, CHENNAI 600 113	

We _____ hereby agree to keep all information confidential about STPI-Chennai learnt by below signed persons from this date _____ onwards, and at all times in future, in which _____ (the contractor) has an interest.

We hereby agree and undertake to maintain such information as confidential and undertake not to use any part or the whole of such information, directly or indirectly learnt about STPI-Chennai, for any other purpose other than executing the scope of work for sale of waste oil at STPI-Chennai.

We further agree that our personnel will only disclose confidential information on a need to know basis with the consent of STPI-Chennai.

Signed by:-
(Contractor)

BANK DETAILS FOR MAKING RTGS PAYMENT

Name of the Bank	:	
Branch Name	:	
Account Number	:	
Name of the Account Holder	:	
IFSC No.	:	
GST Registration Number (enclose the copy) HSN or Accounting Service Code	:	

The bidder is requested to enclose a cancelled cheque for verification along with this format.

Signed by:-
(Contractor)