

# **UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED**

**[CIN: U65991MH1993GOI072051]**

**Bid for Appointment of Agencies / vendors / Paper Mills for Destruction of old records / documents of UTI ITSL Gwalior Branch.**

**Tender Ref No.: UTIITSL/ DOA / /2019-20 Dated : 03<sup>rd</sup> May, 2019**

## **General Instructions**

### **General Information valid for all the bidders / vendors / agencies**

UTI Infrastructure Technology And Services Limited (UTIITSL) advertises regarding tenders/ invitation to bids/ invitation of Expression of Interest and other information on the website regularly. We request you to visit the website **www.utiitsl.com** daily for updates and download the details and respond to the tenders on a regular basis.

The Tender documents can be downloaded free of cost from the website [www.utiitsl.com](http://www.utiitsl.com).

Any information to the bidders on these tenders/ invitation to bids/ invitation of expression of interest and any other information will be uploaded on this website only.

Similarly, any corrigendum's or extension of dates or change in specifications or any other information will be uploaded for the information of the public on this website only. No individual letters / emails are sent regarding this.

The tender document consists of 3 parts:

**I) General Conditions**

**II) Special Conditions**

**III) Bid Form**

**PART – I**  
**General Conditions**

1. Name of the Bid: **Bid for Appointment of Agencies / vendors / Paper Mills for Destruction of old records / documents of UTI ITSL Gwalior branch.**

2. **Important Dates :**

**Last Date of receipt of sealed tender bids:** The last date of receipt of sealed tender bids is **up to 3:00 pm on 17/05/2019**. After this time, no bids will be accepted.

The tenders will be opened at UTI Infrastructure Technology and Services Limited, Plot no 3, Sector 11, CBD Belapur – 400 614

**2A. Pre-bid Meetings / Queries: Pre-bid Meetings / Queries :-** There is no pre-bid meeting for this tender.

The queries should be addressed to the person to whom the tender has to be submitted as given below. However, all queries should be only addressed through the email id [isw.gwalior@utiitsl.com](mailto:isw.gwalior@utiitsl.com). No telephonic discussion or personal meeting would be entertained.

3. **Name and Address for the submission of the bids:** The bids should be addressed to **“Branch Manager , UTI Infrastructure Technology And Services Ltd, 24, Kailash Vihar, Ground Floor, Opp. Aaykar Bhavan ,City Centre Gwalior - 474011** and deposited in the specified Tender Box at this address by the due date and time.

4. **Superscription:**The envelope containing the tender must be superscribed as **“Bid from Agencies / vendors / Paper Mills for Destruction of old records / documents of UTI ITSL Gwalior branch”** If the tender is not superscribed then there are chances of accidental opening and for liable rejection of the tender, therefore it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose at the address given.

5. **Earnest Money Deposit (EMD):** No EMD for this Tender.

6. **Tender Fee:** No Tender Fee for this Tender.

7. **Bank Guarantee (Wherever applicable):** For successful bidder/s a Bank guarantee of appropriate amount as decided by UTIITSL will have to be given by the bidder at the time and date specified by UTIITSL. The EMD would be returned thereafter.

8. **Validity of the bids (Wherever applicable):** Generally, the bids will be valid for a period of ninety days (90 days) from the date of opening of the financial bid for acceptance, subject to increase in the validity of period by mutual consent. However, in case of rate contract, the rates will be valid for a period of minimum 90 days, extendable by mutual consent for one more month. The agreement which would be entered into with the bidder / vendor or

the work order which would be issued to the bidder / vendor would define the validity of the rates more specifically and that would be overriding this clause. In case of rate contract, the Purchase Order will be issued as and when the requirement arises.

- 9. Authorized Signatory:** The bid can be forwarded by bidder or bidder's representative. Representative will have to enclose the Letter of Authority/ the Power of Attorney along with this offer or when demanded by UTIITSL, otherwise the offer is liable to be considered null and void at any stage as per the decision of UTIITSL.
- 10. Conditions for tenders sent by post/courier:** The tenders may also be sent by post/courier to reach before the scheduled date and time as indicated above. The following are essential conditions to be followed for the tender sent by post, failing which the tender may not be opened and not considered or may be treated invalid:
  - A. Tender should be preferably sent by Speed Post or Registered Post if it is not possible to deposit the tender in the specified Tender Box.
  - B. Tender should be sent only to the address as given above in the name of the person / designation specified.
  - C. Acknowledgement will be given to Department of Post only for tender sent by Speed Post and Registered Post.
  - D. Tender should be superscribed as advised above. The tenderer has to necessarily superscribe the envelope, failing which the tender may not be considered and may remain unopened, or be opened with some other tender or may be accidentally opened before due date rendering it to be treated invalid as per the discretion of UTIITSL.
  - E. UTIITSL takes no responsibility for any tender not reaching in time.
  - F. UTIITSL takes no responsibility for tender not reaching at all.
  - G. UTIITSL takes no responsibility for tenders received in torn, opened or mutilated conditions. Such tenders may not be accepted at all and are liable for rejection.
  - H. In case of tenders sent by post or any other mode, if it reaches the address given for submission, duly superscribed, then the role of UTIITSL is limited and restricted to put it in the appropriate tender box if the aforesaid tenders are received in time as stipulated in the conditions laid out.
  - I. It is, therefore, advised that prospective bidders should deposit the tender directly in the tender box to avoid any delay in submission of the tender or to avoid any tearing / accidental opening during sending by post. Tenders, which are not super scribed or which are not addressed properly, are liable to be not considered.

- 11. GST and other taxes:** Price quoted should be inclusive of transportation and excluding GST. GST as applicable will be reimbursed by UTIITSL separately. The vendor has to provide proof of payment for the same along with their bill of subsequent month. TDS as applicable will be deducted by UTIITSL.
- 12. Central Excise:** Only in case of the applicability of the excise duty, the bidder/vendor merely by filling the tender form confirms that the payment to the central excise would be on his account and that if required under the applicable government law, they would get registered with Central Excise. Merely by filling in this tender, the bidder indemnifies UTIITSL of any liability from Central Excise by virtue of this contract coming into force.
- 13. Insurance: (Wherever applicable)** the insurance for the work carried out upto the stage of handover or insurance for the goods to be supplied upto the stage of handover and the requisite insurance policy as required by law for the personnel involved in the services to be rendered would have to be necessarily be taken by the bidder. In addition to this, the bidder should take insurance for any liability towards Third Party. Merely by filling in this tender, the bidder indemnifies UTIITSL of any liability on the part of UTIITSL. If required, UTIITSL may at its discretion take insurance policy and deduct the amount from the payment to the bidder/vendor. However, this does not absolve the bidder of his responsibility of not taking the requisite insurance policy as required. To clarify, the bidder is responsible for taking the insurance policy and is also responsible for the consequences of not taking it.
- 14.** The liability of the work carried out or the goods supplied would remain with the bidder / vendor till such time UTIITSL takes possession of the work / goods in writing. The bidder / vendor would be responsible for any loss before taking over by UTIITSL.
- 15. Safety Norms:** The bidder hereby undertakes to follow all the safety norms as specified in the law for the assignment awarded to him through this tender. The bidder, merely by filling in this tender, indemnifies UTIITSL of any consequences due to non-adherence of the safety norms as prescribed by the law. It is also clarified that any order, whether verbal or written, given by any official / representative of UTIITSL, would not be valid if it is in contravention of any safety norms prescribed by law and the bidder is advised to follow the prescribed safety norms.
- 16. Agreement: (Wherever applicable),** A suitable agreement would have to be entered into with UTIITSL, failing which the EMD/ the Bank Guarantee as provided, may be forfeited or the work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then UTIITSL reserves the right to reject the tenders or forfeit the EMD / revoke the Bank Guarantee. In the absence of any specific agreement, any offer made in response to this tender, when accepted by UTIITSL, will constitute a contract between UTIITSL and vendor / bidder.

- 17. Right of Rejection:** UTIITSL reserves the right to reject all / any bids / quotations without assigning any reasons thereof and without entitling the tenderer to any claim whatsoever.
- 18.** UTIITSL reserves the right:
- i) To accept in its sole and unfettered discretion any tender for whole or part quantities/ part work.
  - ii) To award the contract to one or more number of bidders / vendors, either on highest price, equal price or on different prices.
  - iii) To enter into parallel contracts simultaneously or at any time during the period of the contract with one or more tenderer(s) as UTIITSL may deem fit.
  - iv) To place adhoc order simultaneously or at any time during the period of the contract with one or more tenderer(s) for such quantity and for such jobs as UTIITSL may deem fit.
  - v) UTIITSL does not bind itself to accept the highest or any tender to assign any reason for non-acceptance of the same.
  - vi) If applicable, In the event the resultant H1 rate(s) obtained through this tender are perceived to be substantially lower than the rates at which the goods or services were being procured on the earlier tender then, UTIITSL reserves the right to:
    - A. Request the H1 bidder of this tender to negotiate and try to match the rate on which the order was placed as per the earlier tender.
    - B. If H1 vendor agrees to do so, the work order will be placed to him. If not, this tender would be cancelled and the earlier bidder, who is presently carrying out the services / work would be then asked to continue on the old/ existing rates till new tender is floated and finalized.
    - C. The idea is to obtain the most beneficial rates for UTIITSL.
    - D. The decision of the Tender Evaluation and Awards Committee would be final in this case.
- 19. Negotiation:** Generally, no negotiations would be carried out. However, if deemed fit, negotiation may be carried out only with the lowest bidder and if the order has to be split to more than one bidders then it could be done on H1 or negotiated rates with H1, whichever is higher.
- 20. Testing: Wherever applicable,** UTIITSL reserves the right to get the material tested at the cost of the vendor/bidder.
- 21. Samples: Wherever required,** the bidders are advised to acquaint themselves with the samples and specifications before bidding to have more clarity. For this, they may contact the designated officer to whom the tender has to be submitted as per the address given herein above.
- 22. Eligibility:** The bidder should adhere to the eligibility criteria. In any case, they should have prior experience of not less than two years in the same area as put to bid, for supply/service to other organizations of repute. UTIITSL reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected.

- 23. Availability of requisite permissions and licenses and compliance with the statutory provisions:** The bidder/agency/contractor is required to follow all the statutory acts as may be applicable for such type of work / supply / services for which they are bidding through this tender. It may or may not involve manpower. In case manpower is required, then the bidder merely by filling the tender confirms that the bidder has all the requisite permissions and licenses to carry out all the works as stipulated by this tender. Further, merely by filling the tenders, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central, state, local and municipal laws in force including manpower. The bidder also confirms merely by filling the tenders, to comply with any future laws that may be enforced upon by the statute.

Agencies which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the tenders only if they are eligible in this respect.

Valid registrations viz., Sales Tax / VAT / Central Excise /GST and with any other authorities as per requirement should be available with the vendor and be produced as and when required.

Consequences of insufficient permissions / licenses or compliances on the part of the vendor would be to the vendor's account and the vendor merely by filling in the tender indemnifies UTIITSL of any or all such consequences.

- 24. Blacklisting/Debarring:** The bidder merely by filling the tender confirms that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body. The bidder is advised not to fill in the tenders if they have been disqualified by any of the Government agencies.
- 25. False Information:** In case if it is found that the vendor has not given the correct information and flouted any condition or the vendor does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in these tenders and allied works then UTIITSL reserves the rights to cancel the work order issued to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.
- 26. Indemnity:** Further, by submitting this bid, the vendor/bidder indemnifies UTIITSL for any of the consequences arising out of non availability of any of the requisite permissions/ licenses / insurances / any other statutory permission whatsoever required for carrying out this work. Also by submitting this bid, the vendor/bidder indemnifies UTIITSL for any of the consequences arising out of noncompliance of any of the conditions laid by the statute for vendors/bidders or their representatives/ officials in carrying out this work.
- 27. Claim for increase in rates:** Any claim for increase in rates on account of any reason whatsoever will not be entertained for the period as stipulated in the agreement.

- 28. Extension of contract:** As stipulated by UTIITSL, after the period of expiry, the agreement can be extended on mutual consent for a further period of one year or upto the period till new contract comes in force. However this option can be exercised only by UTIITSL.
- 29. Readiness:** The Agency should ensure that the manpower/ machine/materials are procured well in time to ensure quality of work and adherence to the time period and the work / supply / service is not interrupted / delayed irrespective of volume assigned.
- 30. Delay (if applicable):** If the agency does not start the work or if it is felt at UTIITSL that the pace of work is slow and is likely to delay the work/ service /supply/pick-up, UTIITSL reserves the right to terminate the contract, levy the penalty and also reserves the right apart from legal remedies available, to carry out such work / service / supply at the risk and cost of the contractor / bidder.
- 31. Right to reject the work/ service which is not as per the specifications or the terms:** UTIITSL has right to reject the work/ services if they are not found to meet the specifications laid out or are not as per the terms of the tender / work order or are not as per the standards. No Charges will be paid for the defective work. UTIITSL reserves the right to reject the items of brand other than specified. This can be done at any stage of the work.
- 32. Penalty:** UTIITSL reserves the right to levy penalty at its discretion for the delay in execution of the work/ delay in supply/ delay in service. The penalty amount would be one percent of the amount put to tender per week subject to a ceiling of 10%. This penalty would be more clearly specified in the agreement to be entered into.
- 33. Termination of Contract:** In case it is found that the work/supply/service is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then UTIITSL retains the right to terminate the Contract with the selected vendor and in such case, the Vendor will not be entitled to claim any damages from UTIITSL or make any claim for fees in respect of such unsatisfactory / substandard services / supply / work.  
As also UTIITSL reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for UTIITSL to go in for a fresh contract.
- 34. Volume/Quantity of work: If applicable** Volume/Quantity is only indicative and the same may vary as per the requirement of UTIITSL. the period specified in the work order / tenders. The work order would be more specific and binding.
- 35. Confidentiality:** The Agency shall maintain strict confidentiality of all the documents, information, data coming in possession of the Agency as a result of awarding the contract and also any oral, written or other information

disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Agency.

**Only if applicable** to this tender, the Agency should certify in writing that the design / color scheme of any document being printed/ processed for UTIITSL is not used / shall not be used by the Agency for any other Organization / Entity under any circumstances. Any violation of the same will be liable for action under the law which shall entitle UTIITSL to claim damages apart from taking action under the appropriate Law.

**Only if applicable** to this tender, the Agency will delete the data on daily basis, once the same is not legally required further. In short, no data / document of UTIITSL should be with the agency once the work is over on a daily basis.

- 36. Usage of data / documents / information : Only if applicable** to this tender, the Agency shall ensure that the documents , data, information etc if imparted by UTIITSL or if come to the knowledge of the bidder, are / is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by UTIITSL in writing. The confidential information will be safeguarded and the Agency shall take all necessary actions to protect UTIITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle UTIITSL to claim damages from the vendor apart from taking action under the appropriate Law. This is an irrevocable condition and it will continue to be in force even if the agreement between the vendor / bidder/agency is terminated with UTIITSL.
- 37. Breach of clause:** In the event of any breach or threatened breach of any clause by the Agency / bidder and/or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by UTIITSL. Apart from the above, UTIITSL shall have the right to proceed against the Agency and/or its assigned person/s under appropriate law.
- 38. Essence of contract:** The Vendor shall carry out the work / provide the services/ complete the supply as per the specifications and standards laid out within the stipulated time. **It is clarified that carrying out the work or providing services or supply of goods as per specified quality in specified quantity in specified time is the essence of the contract.** Not adhering to above shall entail UTIITSL to rescind the contract and forfeit the security deposit and in which case, there shall not be any claims for damages against UTIITSL by the Vendor. Further the UTIITSL shall have the right to get the unfinished services done/supply made, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Vendor in default. The Vendor shall also indemnify UTIITSL against any loss, damage, expenses, costs etc, incurred by UTIITSL as a result of the said delay in timely completion of the said services / jobs, by the Vendor.
- 39. Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai only.



- 40. Submission of bills (if applicable):** The Vendor shall submit the bills correct/accurate in all respects with required challans / receipts and with all relevant documents as specified by UTIITSL from time to time, by 10<sup>th</sup> of every month (or any other date specified) for the work carried out / services rendered / material supplied in the previous month and the same shall be settled by UTIITSL by the end of the month or earlier. Applicable TDS, etc. will be deducted at source as per rules. The bidder may choose to send the bills early if they decide to do so and UTIITSL will take required steps to settle the bill if it is complete in all respect and the goods/ services covered by it are rendered to the satisfaction of UTIITSL.  
The bidders/agencies / contractors/vendors are advised to submit the bills complete in all respects for timely clearance.
- 41. Inspection: Wherever required,** UTIITSL reserves the right to depute its Officers, Auditors, other officials as it may decide etc. to visit the office / commercial / manufacturing site/s of the selected vendor/s for checking their infrastructure, man power and other related documents mentioned and for checking stock records, quality controls, work processes without advance intimation and the vendor/s will have to provide the necessary documents etc to UTIITSL to help UTIITSL ensure presence of appropriate and adequate controls on various processes. Inspection will be done, if so decided by UTIITSL on periodic basis also.
- 42. Nomenclature:** In the said tender, the bidder or the agency or the vendors or the contractor or the supplier and the service provider have the same meanings with reference to the context. As also, reference to any gender covers both the genders and reference to singular also covers plural also.
- 43. Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication are liable to be rejected. This is an important condition as the correction may have a bearing on the rate/amount quoted resulting in altering H1 or H2 or H3 or any other position. Decision of UTIITSL will be binding in this case. The bidder/Vendor/ Agency merely by filling in this tender agree to this delegation of power to UTIITSL to decide in this matter.
- 44.** UIITSL reserves the right to give preference to Public Sector Enterprises/ Government undertakings.
- 45. The Bidder must stamp and initial all pages and sign all forms at the end.** The Bidder's participation in the bid shall be deemed to imply unqualified acceptance of the Terms and Conditions.
- 46.** UTIITSL reserves the right to call for further information / documents/ break-up of rates, taxes, etc. to decide on the tenders.

**UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED**

[CIN: U65991MH1993GOI072051]

**1. Name of the Bid:- Bid for the Appointment of Agencies / vendor / Paper Mills for Destruction of old records / documents of UTI ITSL kept at 24, Kailash Vihar, Ground Floor, Opp. Aaykar Bhavan, City Centre Gwalior – 474011.**

PART II

**Special Conditions**

- A. Specifications and Quantity.**
- B. Delivery Schedules**
- C. Right to place the orders in parts**
- D. Validity of Bids**
- E. Unit Rate**
- F. Payment Terms**

**A. Specifications and Quantity:**

The bids through this tender are invited for destruction of documents from vendors / agencies / Paper Mill having relevant experience and can arrange manpower, transportation etc.

1. Type of Paper documents for Destruction: Files, Folders, A4 papers, Registers, Box files & Cartons.
2. Empty torn Corrugated Boxes.
3. Card board covers, File Covers etc.

The details of the items, location, quantity and weight are approximately given as under:

Sr No	Items	locations	Approximate Weight in Kg	Total
1	Old Records documents	24, Kailash Vihar, Ground Floor, Opp. Aaykar Bhavan ,City Centre Gwalior – 474011	50 Kg	

## **Terms, Conditions and Scope of Work:**

- 1 The sample of the paper Documents are available for inspection at the following UTIITSL office:

24, Kailash Vihar,  
Ground Floor, Opp. Aaykar Bhavan,  
City Centre Gwalior – 474011

- 2 Scope of work involves Removal of binding covers, thick binders, cardboards, pins, stapler pins, rubber bands, spiral binding etc from the documents.
- 3 Cutting, tying into Bundles.
4. Segregation of paper as per the quality (if required )
5. Total weight of Boxes / Gunny Bags to be verified at the time of Shredding at the location as mentioned above.
6. Each and every document / paper to be destroyed / shredded.
7. To provide the Authenticated Destruction Certificate after completion of Shredding.
8. UTIITSL shall depute one / two supervisory staff to overview the activities related to destruction / Shredding at our office premises.
9. The AGENCY / Vendor / Paper Mill shall arrange for destruction / Shredding within 2 days of handing over of Boxes / Gunny bags/ Files and the Destruction Certificates are to be provided within another 2 days.
10. UTIITSL will place the work order with the vendor who has quoted the Highest rate (H1) in the bid form (refer Financial Bid form – Part III ) for the Destruction / Shredding which is inclusive of removal of pins, stapler pins, rubber bands, hard board from the documents and obtaining shredding certificate of every Lot of Boxes / Gunny Bags, the AGENCY/ Vendor shall provide the destruction /Shredding Certificate mentioning the details which are destructed.
11. The AGENCY shall carry out the destruction/Shredding activity at our premises with utmost care & with 100% accuracy and shall have to handover the Report and Certificate of Destruction / Shredding to UTIITSL officials within the time as indicated above as per the manner acceptable to UTIITSL.
12. UTIITSL will monitor the daily output of the vendor and in case the vendor is unable to complete the daily targeted quantity then, UTIITSL reserves the right to charge the penalty on the vendor.
13. Also, UTI ITSL reserves the right to forfeit in case he refuses to execute the work after placing the work order and reserves the right to levy penalty for the delay / cancellation if required.
14. The Vendor shall provide the quality services as per and within the stipulated time. Hence a quality service in time is the essence of the contract. Not

adhering to the time shall entail UTIITSL to rescind the contract and forfeit the security deposit and in which case, there shall not be any claims for damages against UTIITSL by the Vendor. Further the UTIITSL shall have the right to get the unfinished services done, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Vendor in default. The Vendor shall also indemnify UTIITSL against any loss, damage, expenses, costs etc, incurred by UTIITSL as a result of the said delay in timely completion of the said services / jobs, by the Vendor.

15. The Agency has to certify that no document is in their possession which belongs to UTIITSL.
16. The agency / vendor / Paper Mill should pay the amount to UTIITSL within two days after the Destruction of records. The amount may be paid in the form of DD drawn in favor of **“UTI Infrastructure Technology & Services Limited payable in Mumbai”**.

The vendors / agency should take adequate care to see that the documents are always kept safely protected from any theft or misplacement. In the event of any such loss the vendor hereby agrees to keep UTIITSL indemnified from all the consequences arising from such loss. By submission of this tender the vendor is deemed to have agreed to this condition.

17. Destruction Schedule: Boxes / Gunny Bags handed over for destruction has to be destructed / Shredded within 2 days of hand over and the Destruction / Shredding Certificates are to be provided within another 3 days.
18. Right to Place the orders : The work order will be placed with the bidder who had quoted the Highest rate per kg (H1 bidder) in the Financial Bid form number III.

However, UTIITSL reserves the right to place the orders in parts with more than one vendor at H1 rates without assigning any reason whatsoever to anyone for the distribution of the work. The decision of UTI ITSL will be final in the distribution. Though not binding, the distribution will be as given above.

1. UTI ITSL may appoint one or more agencies (vendor) at H1 rates, depending on the work load. However, if the performance and the desired output of the agency is not up to the mark i.e. as per the requirement of UTI ITSL then, UTI ITSL has the right to debar the agency and allot the work to other vendors at the discretion of UTI ITSL
2. UTIITSL reserves the right to allocate the work to more than 2 vendors at the H1 rate only. In the matter of ranking and allocation of work, the decision of UTIITSL will be final and binding.

In case, H1 vendor or such vendors other than the H1 vendor; who have agreed to work at the H1 rate, refuse to carry out the work either before or after placing of the work order or till the validity of the agreement, then such vendor/s shall be Black listed from the list of the Empanelled Vendors of UTI ITSL and their EMD/BG shall also be forfeited.

**Validity of bids:** As mentioned under the heading “Validity of the bids”, in General Conditions, it is clarified that this tender is a rate contract and accordingly the rates will be valid for the specific project. During this project period, there shall be no decrease /increase in rates.

**Unit Rate:** The Unit Rate is indicated above in the schedule of Quantity.

**Payment Terms :** The payment is be released by the bidders to UTIITSL immediately within two days of Destruction of records. The DD may be drawn in favor of UTI Infrastructure Technology & service limited payable at Mumbai

PART III

BID (Financial ) FORM

Note:(Bid form to be typed on letterhead)

Date :

To,

The Branch Incharge  
UTI Infrastructure Technology And Services Ltd,  
24, Kailash Vihar,  
Ground Floor, Opp. Aaykar Bhavan,  
City Centre Gwalior – 474011

Sir,

Sub : Bid is invited from Agencies / vendors / Paper Mills, for the Destruction / Shredding of old records / documents belonging UTI ITSL kept at Gwalior branch.

This is with reference to your tender due on 17/05/2019. We are interested in getting our Company / firm empanelled in your organization for Destruction / Shredding of old Records.

We have read and understood the details as given in the tender information (Part I and Part II) regarding the Scope of Work and Terms and Conditions for the selection of vendors for this tender and bidding for the contract. The tender conditions are acceptable to us. We have been given all the required information from UTIITSL. We have seen the sample of the papers / documents which are kept at your premises. We certify that we are eligible and qualified as per the said Terms. The duly signed copies of the terms are attached herewith. We understand that cost comparative statement will be prepared for items and H1 (highest) bidder will be decided on the basis of highest quote received.

In case of any ambiguity between arithmetic calculations, the rates will be considered correct and the amount will be derived on the basis of the rates quoted and the quantity originally mentioned in the Tender.

The supply / receipt of items / services will be done as per the specification mentioned in the tender form.

Signature of the Bidder

- 16 -

In case of difference in price quoted, the price in words will be taken as final.

QUOTE:

**Price quoted for**

Destruction of documents per kg. inclusive of applicable GST  
(this is the charges /price that the vendor / agency / Paper Mill will pay to UTIITSL)

- (a) Work involves removal of covers, binders, colored paper, hardboard etc from the documents / records, before shredding of documents.
- (b) Obtaining Shredding certificate from the vendor etc.

Rupees \_\_\_\_\_ Paise \_\_\_\_\_ (In Figures)/ per kg

Rupees \_\_\_\_\_ Paise \_\_\_\_\_ (In Words) / Per kg

Note : H1 bidder will be decided on the above quoted rate.

Thanking you.

Yours faithfully,

Authorized Signatory (in full and initials): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

