

No. 27018/27/2017-Ad.III
Government of India
Ministry of Home Affairs

New Delhi, dated 01/03/2017

Subject: Annual Contract for Disposal of Waste Papers/Raddi papers in the Ministry of Home Affairs for the year 2017-18.

I am directed to invite sealed quotations for the disposal of following types of waste papers in this Ministry on the terms and conditions mentioned at Annexure-I.

- (i) Newspapers
- (ii) Cutting pasted on plain papers.
- (iii) Gazette and loose papers
- (iv) Books and Magazines.
- (v) Record files torn into pieces
- (vi) Office sweepings

2. EARNEST MONEY: The tenderer will have to deposit a sum of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of Demand Draft in favour of the DDO, Ministry of Home Affairs, New Delhi, as earnest money failing which tenders will not be considered.

3. SECURITY MONEY: The firm whose tender is accepted will have to deposit security money of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/FD in favour of the DDO, Ministry of Home Affairs, New Delhi.

4. The Earnest Money deposited by the successful Tenderer shall be returned upon receipt of Security Deposit. The earnest money and security money shall bear no interest.

5. The above arrangement for the disposal of the Wastepapers etc will be effective from the date of finalization of contract and will remain in force upto 31.03.2018 unless terminated earlier by this Ministry.

6. The contractor must enclose self attested copy of Registration of individual/partnership firm/Company.

7. The Contractor should have carried out at least 03 similar jobs in Govt dept in the financial year 2016-17.

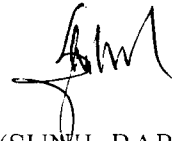
8. The terms and conditions, must be fulfilled and duly signed while submitting bids.

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9. If you are interested in undertaking the above mentioned work under the term and conditions as per Annexure-I, You may submit your detailed quotation as per Annexure-II. addressed to the undersigned in a sealed cover which should be prominently marked with the words "Quotations for Disposal of Waste Paper etc. The quotations may be dropped in the tender box kept in Hall No-2. Jalebi Chowk. North Block, New Delhi, latest by 03.00 P.M. on 24.03.2017.

10. The quotations will be opened at 04.00 P.M. on the same date in the Room No. 2-A, North Block, New Delhi. The representative, duly authorized by the tenders, may be present at the time of the opening of the quotations.

Yours faithfully,




(SUNIL BAREJA)

UNDER SECRETARY TO THE GOVT. OF INDIA

Tel No.23093284

TERM & CONDITIONS

- (i) The minimum four labours (Three building i.e North Block. NDCC-II. Jaisalmer House) on daily basis and Weighting Machine will be provided by the contractor at his own cost. Rebate of One Kg will be given for the weight of gunny bags or bale. The decision of the Head of the Department regarding the quantity delivered to the contractor will be final and binding on him.
- (ii) Arrangement for transport, out of building will be made by the contractor at his own cost.
- (iii) The Contractor will have to remove at their risk and cost, the store of the above items, immediately on the same date after it has been weighted and paid for. The office will not be responsible for any loss, destruction, damage or deterioration of the waste papers, newspapers, magazines etc due to any cause, whatsoever.
- (iv) The contractor will have to arrange good quality bags(boras)-30 Nos on daily basis at his own cost.
- (v) The contractor will not be permitted for sorting of daily sweeping papers/waste papers etc.
- (vi) Payment for the entire quantity of the Waste paper delivered, to the Contractor on any particular day will be made in cash before he is allowed to remove the waste paper etc from the premises of this Ministry.
- (vii) The tendering firm must write their (i) Tin No (ii) Pan No . Otherwise the tender will not be entertained.
- (viii) This Ministry will not be bound to accept the highest quotation and the order may be placed with any other firm considered suitable without assigning any reason.
- (ix) The contractor will not allow waste paper etc to spoil the office premises in the process of weighting and loading and the premises will be thoroughly cleaned off all waste paper after weighting and loading has been completed. 
- (x) The Department reserve the right to reject any quotation without assigning any reasons thereof.
- (xi) The contractor should have experience of undertaking similar jobs in Govt. Deptt .
- (xii) The Contractor shall be responsible for the conduct/integrity of his men and will also be responsible for any act of omission or commission on their part.
- (xiii) The contract is liable to be terminated after one month's prior notice. The decision of the Ministry of Home Affairs in this regard will be final.
- (xiv) The companies/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering companies/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted with the Government Ministries/Departments have not been banned.
- (xv) The contractor must enclose last three years Balance Sheet.

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- (xvi) The waste paper i.e Office Sweeping Paper/Shredded papers must be removed from the godown Raddi store at least thrice a week on working days during normal working hours and Garbage must be removed on daily basis after 6.30 P.M. So that the store may be kept empty. An authorized disinfectant should be sprinkled thrice a week in the godown by the contractor.
 - (xvii) Failure to remove the Garbage on daily basis after 6.30 P.M. will be treated as breach of contract, this Ministry have right to cancel the contract at any time without giving any prior notice at the risk and expence of defaulting contractor and to forfeit the security deposit to recover the loss suffered from the security deposit and from the contractor if the loss suffered is more than the amount of Security Deposit.
 - (xviii) The Ministry reserves the right to extend the duration of the contract beyond the period at the same terms and conditions.
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TENDER FOR PURCHASE OF WASTE PAPERS

Name of Tenderer :

Address :

We offer to purchase the stock of waste papers at the under mentioned rates on the term & conditions specified in the Ministry of Home Affairs.

As per terms & conditions of the contract, I submit my tender duly supported by an earnest money of Rs. 30,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of the DDO, Ministry of Home Affairs, New Delhi.

S. No	Name of the Item	Consolidated rate of all items per kilogram(K.G) in Rupees.
1.	Newspaper (Hindi,Urdu,English etc) Newspapers cutting on plain papers, Gazette and losse papers (Govt Publications) Books and Magazines, recorded files etc into pieces, Including file covers.	
2.	Office Sweeping/ Shredded Papers.	
	Total	

Note : Rate should be quoted in decimal coinage.
(Viz/Rupees and paise).

The firms are advised not to erase or rewrite the figures.

(Signature of the Tenderer)

Name:

(Rubber Stamp)

Phone No:

Note: Each page of this tender notice & documents including Terms and Conditions should be signed by the tenderer and rubber stamped in token of having been accepted the same in letter and spirit.

Copy to:

1. All Ministries/Department for circulation among their contract holder.
2. The Caretaker, North Block, NDCC-II, Jaisalmer House New Delhi for pasting the copy of the quotations inviting for Disposal of Waste paper etc in MHA for the year 2017-18 on the Notice Board in their respective buildings.
3. SO(IT Cell) with the request to place it on Ministry's Website.



(SUNIL BAREJA)

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