

**BY SPEED POST**

No.A.27018/02/2010-Ad.III  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya

....

New Delhi, dated the 9<sup>th</sup> March, 2010

To

As per list attached.

Sub: Annual Contract for Disposal of Waste Papers/ Raddi Papers in the  
Ministry of Home Affairs for the year 2010-2011.

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Dear Sir,

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 in para 3 below:

- i) Newspapers (Hindi/Urdu/English etc.)
- ii) Newspapers cuttings pasted on plain paper.
- iii) Gazette and loose Papers (Govt. Publications)
- iv) Books and Magazines.
- v) Record files torn into pieces (including File cover)
- vi. Shredded papers
- vii. Office Sweepings

2. **EARNEST MONEY:** The tenderer will have to deposit a sum of Rs.10,000/-(Rupees Ten thousand only) in the form of a Demand Draft in favour of the D.D.O., 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.25,000/-(Rupees Twenty five Thousand only) in the form of Demand Draft in favour of the D.D.O., Ministry of Home Affairs, New Delhi.

Contd.2/-

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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. In case you are interested please submit your quotation/rate per Kilogram (K.G.) in the enclosed proforma in a sealed cover addressed to the undersigned which should be prominently marked "**Quotations for waste papers etc.**". The quotations may be dropped in the tender box kept in Room No.2, North Block, New Delhi **latest by 3.00 P.M. on 26.03.2010**. The quotations can also be sent by post so as to reach the undersigned by the stipulated date and time. The quotation will be opened on the same day at **4.00 PM** by the undersigned and if your representative wishes to be present he can do so. In this connection, the tenderer may also kindly note the following points:

- (a) The tenderers would also give necessary details if they have undertaken similar works in other Government Offices.
- (b) The tenders received after the specified date and time will not be considered.
- (c) The Ministry reserves the right to reject any quotation as a whole or in part without assigning any reason.
- (d) The tenderer will not be allowed to withdraw his offer upto 60 days from the date of opening of the tenders. In case any of the tenderers withdraw the tender before stipulated period, the security money in full shall be forfeited.
- (e) Erasing and overwriting in the rates quoted will render the tender void and save as above, all alterations in the rates shall be signed in full or otherwise the quotations will not be considered.

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(6) **DELIVERY/REMOVING:**

- i. The waste paper i.e. Office Sweeping Papers/Shredded papers must be removed from the godown/Raddi Store at least twice a week on working days during normal working hours so that the store may be kept empty. However, the firm will have to remove the waste paper, in between too, if any notice is given for that subject to availability. An authorized disinfectant should be sprinkled twice a week in the godown by the contractor.
- iii. Failure to remove the waste papers after weighting 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 expense 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.

(7) **ARRANGEMENTS FOR WEIGHTING ETC.-**

- i. The necessary labour etc. weighting the waste paper will be provided by the contractor. Weightment operation will be carried out under the supervision of one of the Gazetted Officer of this Ministry. Rebate of one kg. will be given for the weight of gunny bag or bale. The decision of the Head of Department regarding the quantity delivered to the contractor will be final and binding on him.
- ii. Arrangements 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.

Contd...4/-

...4...

- iv. The contractor will have to arrange the bags(boras) of standard size for keeping the waste papers, newspapers, magazines etc. into Raddi Store.
- v. The contractor will not be permitted for sorting of daily sweeping papers/waste papers etc.

(8) **PAYMENT:** 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.

(9) **PERIOD:** The above arrangement for the disposal of the Wastepaper etc. will be effective from the date of finalization of contract and will remain in force up to 31.3.2011 unless terminated earlier by this Ministry.

(10) The tendering firm must write their TIN/PAN number etc. otherwise the tender will not be entertained.

(11) 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.

(12). The contractor will not allow waste paper etc. to spoil the office premises in the process of weighing and loading and the premises will be thoroughly cleaned off all waste paper after weighting and loading has been completed.

(13). Submission of quotation shall be taken to signify the acceptance of the conditions for the sale of waste papers.

(14). The quotationer whose quotation is accepted will not authorize anybody else to collect the waste papers.

Contd...5/p

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15. This Ministry reserves the right to extend the duration of the contract beyond the period at the same terms and conditions from time to time for a period not exceeding three months.

Yours faithfully,

Sd/-  
(N.K. ARORA)  
UNDER SECRETARY TO THE GOVT. OF INDIA  
TEL. 23094956

Copy to:

1. The Caretaker, Lok Nayak Bhawan, Jaisalmer House and North Block, New Delhi for pasting the copy of the quotations inviting for Disposal of Waste Papers in MHA for the year 2010-2011, on the Notice Board in their respective building.
2. SO(IT Cell) with the request to place it on Ministry's Website.

Sd/-  
(N.K. ARORA)  
UNDER SECRETARY TO THE GOVT. OF INDIA  
TEL. 23094956

**ANNEXURE**

**TENDER FOR PURCHASE OF WASTE PAPERS DUE ON .....**

Name of the Tenderer

(In block letters)

Address:

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

As per terms and conditions of the Contract, I submit my tender duly supported by an earnest money of Rs.10,000/-(Rupees Ten Thousand only) in the form of Demand Draft in favour of the D.D.O., Ministry of Home Affairs, New Delhi .

<b>S.No.</b>	<b>Name of the Item</b>	<b>Consolidated rate of all items per Kilogram (K.G.) in Rupees.</b>
1.	Newspaper (Hindi/Urdu/English etc.) / Newspapers cutting on plain paper /Gazette and loose papers (Govt. Publications) / Books and Magazines / Recorded files etc. into pieces(including File covers) /	
2.	Office Sweeping/ Shredded Papers	

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

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

1. The earnest money may be forfeited by this Ministry if we resale from our offer.

2. Receipt No. of earnest money deposited with Cashier, MHA.

Signature:

Date:

Tele. Ph.