

F.No. D-27017/1/2019-GA  
Government of India  
Ministry of Commerce & Industry  
Department of commerce  
General Administration Section  
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Udyog Bhavan, New Delhi  
Dated the 18<sup>th</sup> March, 2020

Tender Notice

Sub: Tender for disposal of Waste papers of the Department of Commerce – regarding.

Sealed tenders are invited for disposal of waste papers which include old newspapers, old weed out files, magazines, journals and other paper waste including garbage etc. lying various rooms of Department of Commerce presently housed in Udyog Bhawan, New Delhi. This Department is procuring approximately 380 copies of newspaper daily and 1028 copies of magazines / journals on monthly basis. The bidders are required to submit their bids in sealed envelope alongwith EMD in Room No. 27-C by 3:00 PM on 03.04.2020. The bids will be opened on the same date at 4.00PM in Room No. 20-C by the duly constituted Committee. The bidders are, therefore, requested to quote their maximum rates for purchase and lifting of waste paper as per the terms and conditions mentioned below:-

TERMS & CONDITIONS

1. The bidders are required to submit a demand draft of Rs. 10,000/- (Rs. Ten Thousand only) as Earnest Money in favour of Under Secretary (Cash), Department of Commerce, New Delhi without which the quotation will not be considered.
2. The bidder quoting highest (Maximum) rate shall be awarded contract and the contract shall be valid for a period of one year from the date of award of the work/issuance of work order/contract. Any waste paper old Newspaper, old weed out files, magazines, journals and other paper waste generated in rooms belonging to Department of Commerce in Udyog Bhavan, New Delhi during this period would be covered under the quoted rates for a period of one year from the date of award of the contract.
3. The successful bidder is required to submit a performance security of Rs. 20,000/- (Rs. Twenty Thousand only) in favour of Under Secretary (Cash), Department of Commerce, New Delhi in the form of Bank Guarantee, FDR etc. within five days from the date of award of the contract.
4. The labour charges for weeding, transportation, loading and unloading etc. of waste paper will be borne by the bidder and disposal will be at their own cost.
5. The present work should be started within the 5 days from the date of award of the contract.
6. Since the Department has no space to keep the waste papers, successful bidder has to collect the waste papers on daily/weekly basis.
7. All the waste papers will be shown to the concerned officer of the Department.
8. All the waste papers should be clear from the building between 8.00AM to 9.00 AM positively and newspapers and magazines will be collected weekly.
9. In case the work is not found satisfactory, the contract will be cancelled without giving any notice and no amount will be refunded.
10. This Department reserves the right to reject or accept any or all the quotations at any time without assigning any reasons thereof.

  
(R.K. Ojha)

Under Secretary to the Govt. of India  
Email id : rk.ojha25@nic.in  
Tel: 23062521

1. Copy to NIC for putting tender notice on DoC's website.
2. CPP Portal.
3. Hindi Section, DoC with the request to provide Hindi Version of this Tender Notice

PROFORMA (Qualifying Bid)

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Sl. No.	Particulars	To be filled by the Tenderer
1.	Name of the Agency	
2.	a) Detailed office address of the agency with office telephone number/mobile number b) Authorised person Name and Contact number.	
3.	Details of EMD: 1. Amount 2. Draft No. 3. Date 4. Issuing Bank	
4.	PAN of the Agency/Proprietor	
5.	Annual amount of the contract including all charges.	

Place: .....

Date: .....

Signature of Authorised Signatory  
with seal/stamp.