

File-cfu/re-arange/2011-12

Dated: 12/02/2018

EXPRESSION OF INTEREST

Sealed quotations are invited from reputed firms to dispose of old rejected files, Newspapers/Magazine lying at CAPART, IHC Lodhi Road and Janakpuri D Block. The vendor will destruct the files in front of the CAPART officials. Interested firms may submit the rates in the sealed cover addressed to "**The Documentation & Information Officer, CAPART, south Block, II Floor, India Habitat Center, Lodhi Road, New Delhi-110003**"; on or before 05/03/2018. The quotations received after that date will not be considered.

**COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION AND RURAL TECHNOLOGY  
INDIA HABITAT CENTER, LODHI ROAD, NEW DELHI-110003**

Dated 12, February 2018

**TENDER NOTICE**

Sealed quotations are invited for disposal of Waste paper's/ old newspapers and magazines in CAPART as under:-

- (a) Wastepaper's/old Newspapers/old Magazines file and covers/file board etc. from CAPART , Zone V 2<sup>nd</sup> Floor, Zone 4<sup>th</sup> UG floor, CAPART Library IHC, Lodhi Road, New Delhi.

**Approx 20 quintals/per annum**

- (b) Wastepaper's/old Newspapers periodicals and Magazines file covers/file board from CAPART office at D-58, Institutional Area, Pankha Road, Janak puri, New Delhi 110058.

**Approx 10 quintals/per annum**

2. Application forms with detailed information/ terms and conditions may be down loaded from the CAPART website [WWW.capart.nic.in](http://WWW.capart.nic.in) and CPP Portal [WWW.http://eprocure.gov.in/eppp](http://WWW.http://eprocure.gov.in/eppp)

Interested Firms/Agencies may send their sealed quotations addressed to Documentation cum Information Officer, to be dropped in the "**Tender Box**" kept outside Reception Zone 5 2<sup>nd</sup> Floor on **or before 3.00 pm on 20/02/2018** which should be super scribed as under:

**"Quotation for disposal of wastepapers etc.in CAPART"**

3. The quotations will be opened in the presence of the renderers or their representatives, on the same day at 4.00 P.M."

1. Particulars of the participating firm shall be furnished in **Annexure-II**. Quotations providing incomplete information as regards any point in Annexure-II shall be summarily rejected. The quotation is to be submitted in the proforma enclosed at **Annexure-A**. **Any** cutting/erasing in the bids shall render the quotation invalid.

2. Submission of tender will signify the acceptance of all terms and conditions of the contract as appended at **Annexure-I**. This office reserves the right to reject any/all tenders without assigning any reasons. Canvassing in any form will be considered a disqualification for award of contract.

Encl: Annexure-I, II, & "A"

(S K Trivedi)

Documentation cum Information Officer

## ANNEXURE-I

### **The Contract shall be governed by the following terms and conditions:-**

1. The successful tender will be required to perform the work assigned during the period of contract to the entire satisfaction of this department. If the work of the party is found unsatisfactory, the contract may be terminated by this department at any time without assigning any reasons and the decision of this office shall be binding upon the contractor and will be final.
2. Contract will be given to the firm which is eligible in all respects. The successful firm shall be determined on the basis of highest rate value quoted. However, the Department shall have the discretion to accept or reject a higher valued tender without assigning any reasons whatsoever.
3. The tender shall be valid for 60 days from the date of opening of the tender. The amount shall also be quoted in figures and in words. There should not be any erasing or over-writing whatsoever.
4. The contractor/firm must have PAN and Service Tax numbers.
5. The contractor shall not without the previous consent of the Department assign or speak or let out as task of piece work of this contract or any part thereof or any right to payment through under or associated or interest any other person/persons with him for the purpose or performance thereof.
6. The contractor should make his own arrangement for tearing/shredding of files in CAPART premises in presence of CAPART Officers.
7. The agency is required to make their arrangements for gunny bag/ labour/ transportation/weighting machine etc for lifting of the teared/shredded papers.
8. The successful bidder will have to deposit Rs. 5,000/- (Rupees five thousand only) as Earnest money Deposit (EMD) through DD/Pay order drawn in favour of CAPART.
9. The successful bidder shall lift the paper within 15 days from the date of assigned work.
10. The agency should follow the security instructions applicable by the IHC, CAPART from time to time.
11. The agency may if desired so, can inspect the quantum of the papers etc before the last date of bidding.

**PARTICULARS TO BE FURNISHED BY THE AGENCY**

1. Name of the Agency: \_\_\_\_\_
2. Address of the Agency: \_\_\_\_\_
3. Name of the proprietors/partners: \_\_\_\_\_
4. Telephone No. of Agency and proprietor: \_\_\_\_\_
5. Name of agency's Bank and Branch: \_\_\_\_\_
6. Account Number: \_\_\_\_\_
7. IFSC Code of Bank: \_\_\_\_\_
8. PAN No. of the Agency:  
(Photocopy may be attached) \_\_\_\_\_
9. Service tax number of the agency:  
(Photocopy may be attached) \_\_\_\_\_
10. Address of the godown of the agency \_\_\_\_\_

It is certified that the above facts are true, complete and correct to the best of my knowledge and belief . It is also certified that this Agency is not black listed by any government Department nor any criminal case is registered/ pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of the Tender Notice F.No.....dated.....and will abide by them till the completion of the contract period.

I hereby accept all the terms and conditions mentioned above.

Dated:

(Signature of Proprietor)

Seal of the firm/Agency

**QUOTATION FOR DISPOSAL OF WASTE PAPERS ETC**

Name of the bidder/firm/agencies

(in Block Letter)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No:

\_\_\_\_\_

Mobile No.

\_\_\_\_\_

S. No.	Details of Articles	Cost per Kg. (Rate)
1.	Magazine	
2.	Newspapers	
3.	File Board	
4.	File Cover	
5.	Paper A/4 size and note sheet	

Note:- Note sheets & papers inside the file are to be torn/shredded by the agency itself in presence of CAPART Officers.

I/we beg to submit quotation in connection with annual contract for disposal of newspapers/magazines/fileboard/file covers etc. In response to the Tender notice No.

\_\_\_\_\_ dated \_\_\_\_\_ of CAPART.

Name

Signature of Bidder

(seal of the firm/Agency)

Dated:-