

Dated 06, April, 2016

**TENDER NOTICE**

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

- (a) Wastepapers/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 boards from Library at CAPART office at D-58, Institutional Area, Pankha Road, Janak Puri, New Delhi 110 058

**Approx. 10 quintal per annum**

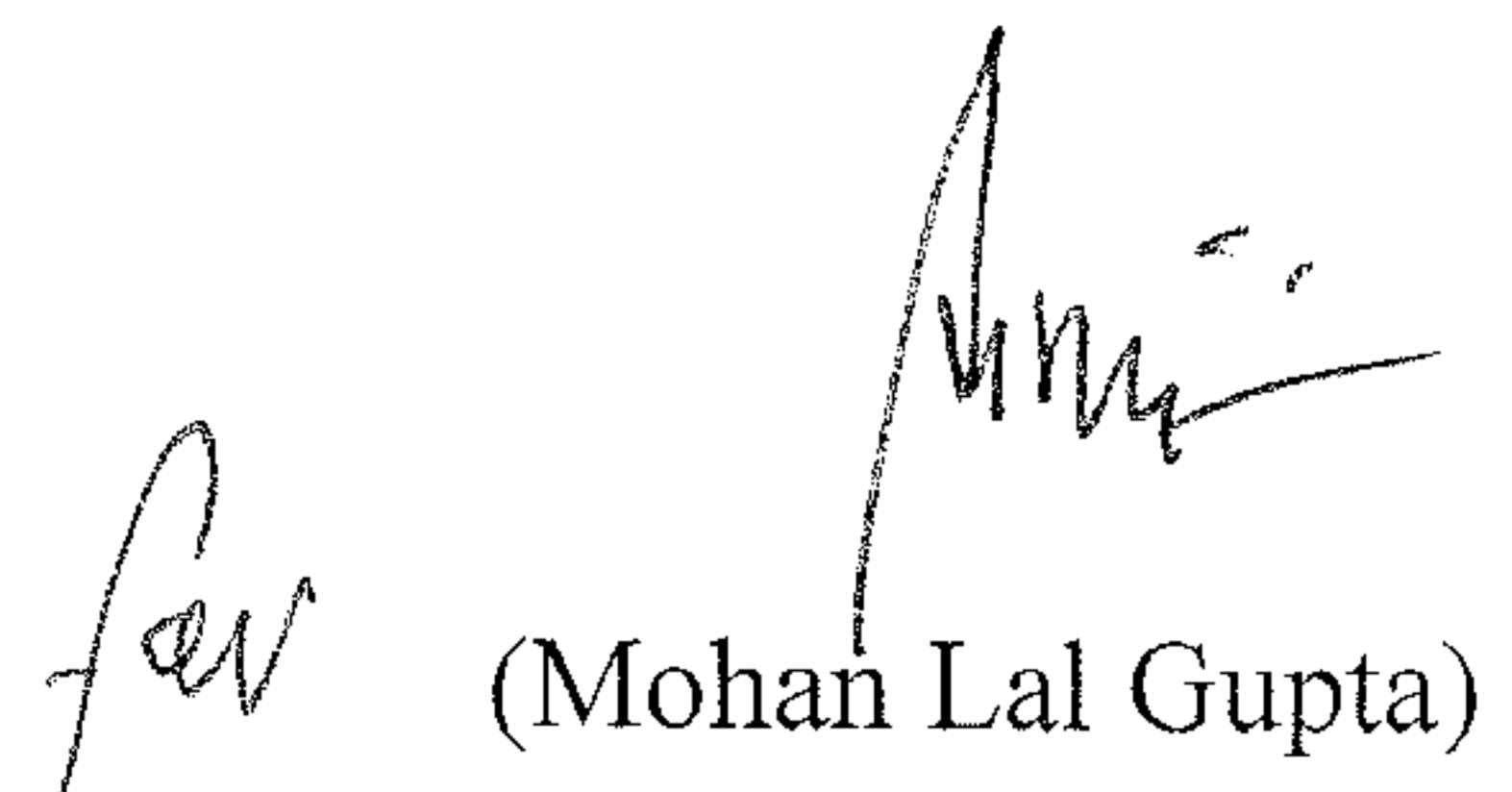
2. Application forms with detailed information/ terms and conditions may be downloaded from the CAPART website [www.capart.nic.in](http://www.capart.nic.in) and CPP portal [www.http://eprocure.gov.in/cppp](http://www.http://eprocure.gov.in/cppp)

Interested Firms/Agencies may send their sealed quotations addressed to Director (Library) to be dropped in the "**Tender Box**" kept outside Reception Zone 5 2nd Floor on **or before 3.00 pm on 27/04/2016** which should be superscribed as under:

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

3. The quotations will be opened in the presence of the tenderers or their representatives, on the same day at 4:00 P.M."
4. 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.
5. 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 tender(s) without assigning any reasons. Canvassing in any form will be considered a disqualification for award of contract.

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

  
(Mohan Lal Gupta)  
Director (Library)

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

1. The successful tenderer 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 officials.
7. The agency is required to make their arrangements for gunny bag/labour/transportation/weighing 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 Number 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.

Date:

(Signature of Proprietor)  
Seal of the firm/Agency

QUOTATION FOR DISPOSAL OF WASTE PAPERS ETC

Name of the bidder/firm/agency

(In Block Letters) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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:- Not 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)

Date: