



लोकहितार्थं सत्यनिष्ठा
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Interest

कार्यालय प्रधान महालेखाकार (लेखा एवं हक), गुजरात
रेसकोर्स रोड, राजकोट-360001

Office of the Pr. Accountant General (A&E) Gujarat
Race Course Road, Rajkot-360001

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No. GOM/ Weeding Out/2025-26/

Date : 10.03.2026

To,

Quotation for Wastepaper

This office intends to entrust the wastepaper disposal of Wastepaper (Cat 'B') & The Cardboard/File cover (Cat 'C'). The waste papers are to be lifted after tearing into pieces and filling in gunny bags.

The wastepaper material can be seen by contacting the undersigned officer during office hours. The terms and conditions for lifting of waste papers Category B & Category C is enclosed herewith as **Annexure-A**.

The firms/parties having GST number only should apply.

The interested firms/parties have to submit sealed quotations/tenders by offering their rates. The sealed quotations/tenders must reach any one of the officers i.e. Shri Jebu Jacob Sr. Accounts officer, Shri M.M. Motwani / Sr. Accounts Officer and Shri Manish Sharma, Assistant Accounts Officer on or before 23/03/2026 at 1.00 p.m.

The sealed tender will be opened, on 23/03/2026 at 4.00 P.M. in the presence of DAG/Admn, Sr. Accounts Officer/GOM and by the nominated committee of the officers.

Encl : Terms & Condition.


Sr. Accounts Officer
Committee Member

**Terms and Conditions for the Sale of Wastepaper (Old Records)
for the FY 2026-27**

The following Terms & Conditions shall govern the sale of wastepaper **Category B and Category C** accumulated by this office during the period 01-04-2026 to 31-03-2027. These Terms and Conditions are binding upon both parties, namely the Contractor (Buyer) and this Office (Seller).

1. Period of Contract

This office intends to enter into a contract for the sale of wastepaper for the period from 01-04-2026 to 31-03-2027.

2. Categories of Wastepaper

The Vendor shall, upon instructions from the office, be responsible for the removal of all types of waste paper from the premises, including file covers and miscellaneous paper waste. All segregated waste paper and file covers shall be transported to their respective designated locations (paper mills) for onward pulping in accordance with applicable procedures and regulations.

- **Category B:** All waste paper, other than that specifically classified under Category C, shall be classified as Category B waste paper.
- **Category C:** All file covers and cardboard shall be classified as Category C waste paper.

(In the event of any dispute regarding the classification of waste paper under Category B or Category C, the decision of the Competent Authority of this office shall be final, conclusive, and binding on both the Buyer and the Seller. The file covers and card boards may be separated at the cost of the Vendor.)*

3. Quotation of Rates

Interested contractors shall quote the separate rate of 100 kgs for all the Wastepaper (**Category B**) and all the file cover and cardboard (**Category C**). The quoted rates shall remain valid for the entire contract period from 01-04-2026 to 31-03-2027.

4. Removal of Wastepaper

All the accumulated Wastepaper in this office shall be lifted by the contractor from time to time, as and when directed by this office during the contract period.

5. Condition of Sale and Confidentiality

The waste paper shall be sold on an "as is where is" basis. The contractor shall at his own cost tear or otherwise destroy the waste paper in such a manner that the contents are not decipherable, ensuring complete confidentiality. No claim shall lie against this office on this account.

6. Removal of File Boards and Other Materials

File boards, covers, cloth and other non-paper materials found in old files, bound books etc. shall be carefully removed by the contractor at his own cost and handed over to the authorized representative of this office in good condition.

7. Labour, Equipment and Conduct

The contractor shall arrange, at his own cost, sufficient labour, gunny bags (jute or plastic), sutli (jute rope), blade cutters and all other tools required for segregation,

packing and lifting of waste paper. The Vendor shall arrange to empty the gunny bags of the office in which the records have been filled and return to the office. Further segregation if any required by the vendor should be done before the gunny bags are weighted.

The contractor shall ensure that:-

- Office work is not disturbed in any manner.
- Waste paper bags are carried manually by Contractor's labour.
- Waste paper is not thrown on staircases or premises at any stage.

Any violation of this clause shall be treated as a serious breach of contract and may result in forfeiture of the Security Deposit and termination of the contract.

8. Weighment and Rebate

Weighment of waste paper shall be carried out on the weighing machine installed at the Old Record Office.

The rebate shall be allowed for determining net weight:

- 1 kilogram per Jute Gunny Bag and 250 grams per Plastic Gunny Bag which is provided by the Vendor itself.

9. Mode of Payment and Security deposit

At the time of accepting the contract. The contractor shall choose only one payment method – either Cheque (Payment A) or Demand Draft (Payment B)

Payment Method A- Cheque

- The contractor shall ensure sufficient balance before issuing the Cheque and submit bank advice confirming issuance.
- If the cheque is dishonored or returned unpaid, a penalty comprising Cheque bounce charges plus ₹1,100/- shall be imposed. In addition to forfeiture of Security deposit or other action by the Competent Authority of this office.

B. Demand Draft Method

- Payment will be made by the Demand Draft in Favor of PAO/IAD, PAG(A&E), Rajkot.

Security Deposit – General Conditions

- The successful Contractor shall deposit a security deposit amount of ₹1,00,000/- (Rupees One Lakh only) in the name of PAO/IAD, PAG (A&E), Rajkot within two (02) days of the receipt of the work order.
- The Security Deposit shall serve as guarantee for faithful performance of the contract and may be forfeited, in full or part, in case of breach, default, Cheque, dishonor on non-compliance, without prejudice to other legal or administrative action.

10. Penalty of Non- Payment

If the contractor fails to pay the full sale proceeds immediately after the weighment, the waste paper of that shall not be delivered and a penalty of Rs. 2,100/- shall be imposed for each such default.

11. Timing of Work

Lifting of waste paper and all related activities shall be carried out only by the contractor's laborers during:

- Working Days: 10:00 A.M. to 6:00 P.M. (Monday to Friday)
- Holidays: Only with prior permission of this office

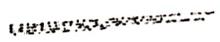
12. Approval and Jurisdiction

The final approval of the tender, along with all matters arising out of this contract, shall rest with the Principal Accountant General (A&E), Gujarat, Rajkot. The decision of the Competent Authority shall be final and binding on the contractor. Accordingly, no dispute shall be entertained beyond such decision.

By signing this contract, the contractor acknowledges that he has read, understood and accepted all the above Terms and Conditions and agrees to fully abide by them.

13. Earnest Money Deposit (EMD)

The vendor shall deposit ₹10,000/- (Rupees Ten Thousand only) by Cheque or Demand Draft in favor of PAO/IAD, PAG (A&E), Rajkot at the time of submission of the quotation.


DENNIS DANIEL
Deputy Accountant General/Admin.