

**Office of the Director General of Audit (Steel), Ranchi**

**Notice inviting tenders (NIT) for disposal of Old/ waste papers in the O/o Director General of Audit (Steel), Ranchi**

Bids are invited for disposal of old files/ records books etc. in the O/o the Director General of Audit (Steel), Ranchi. Detailed terms and conditions of the NIT are in tender document. Tender document may be download from this office website ..... The date sheet pertaining to NIT is as under:

Date of publication of the BID	
Bid submission start date	
Bid submission end date	
Bid opening date	

The interested bidders may submit the tender through registered post or directly at Administration section of this office before the end date. No tender document will be accepted under any circumstances whatsoever after the expiry of the stipulate date and time.

The bids will be opened in Conference room of this office on 12.12.2022..at 03:00 PM.

The competent authority reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason.

**Director**  
**O/o the DGA (Steel), Ranchi**

## **Office of the Director General of Audit (Steel), Ranchi**

This office intends to undertake one-time disposal of old files, records and books etc. which primarily includes file cover, file board, note sheet etc. The tentative number of such files are 1136 and 1000kg approximately, which may increase or decrease. The waste paper will be provided to the approved vendor on as in where is basis. The prospective bidders may also visit this office and contact Welfare Section from 03.12.2022 to 06.12.2022 between 11:00AM to 01:00PM to inspect the waste papers, so as to satisfy themselves regarding the nature of mixed waste paper before quoting financial bid. No Queries /clarifications in respect of the nature of waste paper, proportion etc. would be entertained at any stage.

### **Two Bid system**

The bids should be submitted in two parts viz. technical Bid and financial bid. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of contents of the documents before submitting.

### **Part-I Technical Bid-**

The bidder will submit the technical bid in Annexure-I (check list), Annexure –II and Annexure-III duly filled in and complete in all respects, which comprises of

- (a) The requisite information duly filled in prescribed proforma (Annexure-II)
- (b) Certificate of blacklisting as per prescribed proforma (Annexure-II)
- (c) A copy of PAN number of the firm/company
- (d) A copy of registration certificate of the firm/company
- (e) A copy of GST number of the firm/company
- (f) Each bidder has to certify that all the terms and conditions of NIT are acceptable to him.

Important Notice: Bid is to be received by this office either deposited physically or by registered post by 12.12.2022(FN)

### **Part-II Financial Bid-**

- (a) The bidder will submit the financial bid in Annexure-IV. The Financial bids of only successful bidders will be opened on a later date whose bids are considered technically acceptable after evaluation by the Evaluation Committee.
- (b) The unit rate per kg (inclusive of GST) should be quoted in the prescribed format and total value may be derived on the basis of tentative weight. The quoted amount shall be paid by the successful bidder within days from the date of issue of letter of intent in the form of Demand Draft in favor of PAO (A) O/o the PAG (A&E), Jharkhand, Ranchi. No request for change in mode/ schedule of payment will be entertained in any case.
- (c) The rate quoted in must be clearly mentioned both in words and figures.

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- (d) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail the total price shall be corrected by the purchaser. If the purchaser does not accept the correction of the errors, his bid shall be rejected.

### **General terms and conditions**

- (1) The successful bidder shall be bound to lift the waste papers even if the actual quantity is less or more than the tentative quantity indicated in the NIT.
- (2) The waste paper will be provided to the approved vendor on the basis of approved rate (per kg) on the actual basis. The weight of the waste material will be measured before a committee duly constituted for this purpose and thereafter it will be provided to vendor for disposal. The decision of committee with regard to the procedure followed for weight measurement will be final and binding.
- (3) The waste paper will be lifted by the contractor from their own arrangement and DGA (Steel) will not provide any manpower for this purpose. The stores mentioned above will be disposed of/ mutilated by the firm at its own cost in the presence of a Board of officers constituted by the Competent Authority.
- (4) The contractor shall render a certificate to the effect that security/confidentiality of the Government papers shall be maintained and shall arrange to grind the papers in the presence of B.O.O to destroy the Govt. paper. The contractor has to mention the name and place where the waste paper will be grinded/ destroyed in the presence of B.O.O.
- (5) The contractor will not be allowed to segregate the waste material within the office premises and has to lift the waste paper as a lot.
- (6) All the waste material disposed of through on time auction will be lifted by the firm within 5 days from the date of letter of intent.
- (7) Conditional, ambiguous and incomplete bid will be summarily rejected.
- (8) The firm should not have been black-listed by any Government organization/PSU etc.

### **Penalty Clause**

- 1) In case the successful bidder does not accept the contract offered by this office for whatsoever reason(s), the bidder will be penalized by the way of blacklisting the firm in this office.
- 2) Director General of Audit (Steel) reserves the right to reject any or all the bids without assigning any reason therefore.

**Director**

**Office of the Director General of Audit (Steel), Ranchi**

**Annexure –I**

**Check List**

(Forming part of Technical bid)

S.No.	Particulars	Yes/No.	Page No.
1	Details of Firm and declaration- Annexure-II		
2	The firm has not been blacklisted by any Government Department/ Undertaking/PSU anywhere in the country- Annexure-III		
3	Copy of Registration of the Firm		
4	Copy of PAN No.		
5	Copy of GST registration No.		
6	All the pages of the bid being submitted by the firm have been signed and sequentially numbered		

**Signature of the authorized person:**

**Name of the firm:**

**Seal:**

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**Annexure-II**

**(To be furnished with technical bid)**

1	Name and address of the firm	
2	Telephone No.	1. Office 2. Authorized person
3	Name of the authorized person who may be contacted in case of need	
4	Name, Signature and Seal of the proprietor of the firm	Signature:  Name:  Seal:

Declaration

I.....certified that all the terms and conditions mentioned in the NIT are acceptable to me. I further certify that I have visited and inspected the nature of old files/ waste paper.

**Signature with Name and Stamp**

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**Annexure-III**

**Certificate**

**We                                the                                (firm                                name)**

.....  
**Address.....hereby**  
**certify that we have not been blacklisted at any time in the past by any of the Govt.**  
**organization/ Undertakings/PSU anywhere in the country.**

**Signature of proprietor**

**Name**

**Date**

**Seal**

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**Annexure-IV**

**Format for financial bid for disposal of old files/waste papers in this office**

<b>Name of the firm</b>						
<b>SI. No.</b>	<b>Item Description</b>	<b>Quantity (Tentative)</b>	<b>Unit</b>	<b>Unit Rate (per kg)</b>	<b>Total amount</b>	<b>Total amount in word</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F=C x E</b>	<b>G</b>

**Please Note:**

- 1. Tentative weight of the waste paper is 1000 kg which may increase/decrease.**
- 2. The waste paper will be provided to the approved vendor on the basis of approved rate (per Kg) on actual basis.**
- 3. The unit rate per kg inclusive of GST should be quoted.**

**Signature of proprietor**

**Name**

**Date**

**Seal**