

BID DOCUMENT

The Office of the Director general of Audit (Shipping), Mumbai invites bids from eligible bidder for shredding of old records for a period of **one year from 05.12.2024 to 05.12.2025**. The EMD for the bid is Rs. 2000/-. Eligible bidders who are not debarred from any government offices are eligible to bid. Every bidders has to compulsorily submit the documents requires and confirm the bid conditions. This office reserves the right to accept or reject any bids without assigning reasons.

Opening Date of Bid

EMD – Rs. 2000/-

Date of opening of bid 02.12.2024 (03:30 PM)


Senior Audit Officer Administration

ANNEXURE -I

Format for furnishing Technical Bids

From,

To,

The Director General of Audit (Shipping),

BKC, Bandra East,

Mumbai

Sir,

I/We hereby offer to purchase the old record/paper, old books and old newspaper lying on
“as is where is basis” lying in your office

My particulars are as under:-

Sr. No.	Particulars	Details
1.	Name of the vendor/bidder	
2.	Name of the firm/company/agency	
3.	Complete address of the vendor/bidder and firm along with Mobile No. and E- mail-ID	
4.	PAN No. (Attested copy of PAN No. should be enclosed)	
5.	GST No. (Attested documentary evidence should be enclosed)	
6.	Amount of EMD	
7.	EMD Demand Draft No. and issue date	

1. I accept that non-submission of documentary evidence of the details mentioned above shall lead me/us to disqualify on technical evaluation.
2. I also declare that general terms and conditions mentioned in Annexure-III are acceptable to me/us and also binding on me/us.

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE-II

Format for Furnishing Financial Bid

1. I/We quote the following rates:-

Sr. No.	Item Description	Rate/Price inclusive GST (in Rs.) Per KG
1.	Old Record/Paper/Old Books/ Old Newspapers	

2. I/We thoroughly examined and understood the general terms and conditions of the tender mentioned in Annexure-III.
3. I/We shall be bound by the general terms and conditions laid down in the tender (Annexure-III) and undertaking to this effect, is enclosed (Annexure-IV).
4. I/We agree to deposit the entire cost of sale immediately after weighing the material.
5. I/We hereby declare that the entries made in this tender form are correct to the best of my/our knowledge.
6. I/We hereby agree to forfeit the earnest money if the tender contract is abandoned by me/us after the tender contract is awarded to me/us.

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE-III

General Terms and Conditions

1. The sealed envelope of tender documents containing sealed envelope of technical bid and financial bid must be dropped in the tender box of the office. Format of technical and financial bid is enclosed in Annexure-I and II respectively.
2. Documents Requireds (Compulsory) :-
 - a) Submit a copy of GST Certificate.
 - b) Submit a copy of Udyam Certificate.
 - c) Submit a copy of trade license under 394 MMC Act.
 - d) Submit a copy of professional tax payment.
 - e) Submit a copy of last three year's ITR and copy of PAN.
 - f) Submit a copy of 05 previous tender certificate with any central/state Govt./PSUs .
 - g) Submit a copy of Gumasta Certificate.
3. The vendor whose quotation is finally accepted will have to bring his own shredding machine, shred all the old records (paper/files/registers/books/cardboards etc) in the office premises before loading in front of employee/ person nominated by the office and remove the shredded records within the 02 working days. No extra payment will be meet in this regards.
4. The contract will be for the period of 12 months from 05.12.2024 or start date as decided by the office which ever is later.
5. The rates of quoted will be constant for the period of contract.
6. **Earnest money of Rs. 2,000/-** (exempted for those having Udyam Certificate) with Account Payee Demand Draft in favour of **“Pay and Account Officer (Audit), O/o the Principal Accountant General (A&E)-1 payable at Mumbai, Maharashtra.**The validity of the demand draft must be 45 days beyond the final bid validity period.
7. The bid is valid for 90 days from the closing date of bid submission.
8. In case, the successful bidder declines offer of the contract for any reasons, his/her

EMD will be forfeited.

9. Bid security of unsuccessful bidders shall be refunded by the office within 30 days of the award of the contract.
10. An undertaking (Annexure-IV) has to be given by the vendor along with bid document that all the general terms and conditions of the tender have been accepted by him/her.
11. Any unconditional loss/damage to the office shall be borne by the vendor.
12. Any material, Labour and transport required for packing, transportation and disposal of old records shall be arranged by the vendor at his own cost.
13. The amount calculated on the basis of disposable material will have to be credited at the cash counter of this office or a Demand Draft in this regard before removal of the disposables from the office.
14. This office reserves the right to accept/reject any tender without assigning any reason thereof.
15. This office reserves the right to terminate the contract without assigning any reason thereof.
16. After disposal of records a certificate of disposal shall submit within 15 days.

If the above terms and conditions are acceptable, please furnish your quotation immediately superscribing on envelop "Quotation for disposal of old records" by or before 02.12.2024 (up to 3 PM) for consideration in two bid system i) Technical Bid as per annexure-1 ii) Financial Bid as per annexure-2. The quotation will be opened at 03.30 PM on 02 December 2024 in the presence of the committee members in the office premises

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE-IV

Undertaking

All the general terms and conditions mentioned in Annexure-III are acceptable to me/us. I/We undertake to purchase the old records/paper, old books and old newspaper against the payment (cash or digital as decided by the authority) in case of allotment of tender. I/We also certify that, I/We have not been blacklisted at any time in the past by any of the Government Organisation/Undertaking/PSU anywhere in the country.

Signature: _____

Name _____

Date _____

Mobile No. _____

Address _____