

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), WEST BENGAL**  
**2, GOVT. PLACE (WEST), TREASURY BUILDINGS, KOLKATA – 1**

**RECORD-III/WASTE PAPER/80/2022-23/OUT/53**

**DATED: 28.02.2023**

**NOTICE INVITING TENDER FOR SALE OF WASTE PAPER**

1. Sealed Tenders are invited from the reputed and experienced vendors for sale of Waste Papers on 'as-is-where-is' basis of all categories of disposable vouchers (including Envelops/Packing/Covering Papers/Damaged water soaked waste papers) kept in Record Rooms No.01 (Temporary Shed) of this office as well as Newspapers, Gazettes, Magazines, Old Books, published materials, tiny strips of cheques, Registers with hard board, Files, File Covers etc. of this office.

2. **TWO BID SYSTEM:-**The bids should be submitted separately in two parts viz. Technical Bid and Financial Bid. The Technical bid and Financial bid should be sealed by the bidder in separate covers duly super scribed as Financial Bid or Technical Bid and both these sealed covers as well as the sealed cover for Earnest Money Deposit are to be put in a bigger cover which should also be sealed and duly super-scribed "**BID FOR SALE OF WASTE PAPERS IN RECORD ROOM NO O1 ON AS-IS-WHERE-IS BASIS VIDE TENDER No. Record-III/Waste Paper/80/2023-24/Out/53 dated 28.02.2023**". Initially the Technical bids will be opened and later the financial bids of the bidders who have qualified in the Technical bid will be opened. **No Bid will be opened on the last date of submission of tender. Only one representative of any intending bidder will be allowed to enter the office premises for dropping the Bid document in the Tender Box kept in front of Record-III section. After dropping the tender, the bidder/his or her representative will leave the office without any delay or loitering. Any attempt to huddle in group and creating untoward situation within the office complex will be viewed seriously. Tenders of such bidders may be cancelled without showing further reason.**

3. **Part-I-TECHNICAL BID:-**

I. Intending vendors will submit the technical bid in **Annexure-A (Check list), Annexure B, Annexure-C and Annexure-E** in a closed envelope along with the following documents:-

1. **Regular GST Registration**
2. **PAN Registration**
3. **Trade License in respect of sale of waste papers** from Kolkata Municipal Corporation or any other local authority of the state of West Bengal
4. **The tendering vendor must have its Office and Godown located at Kolkata.** The vendor will submit the details of the postal address of his office and godown **along with the**

