

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), GUJARAT, AUDIT
BHAVAN, NAVRANGPURA, AHMEDABAD – 380 009.**

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Date:28-02-2025

Notice Inviting Tender

Subject: Disposal of Wastepaper/Scrap paper- reg.

Sealed Quotations are invited in the O/o Pr. Accountant General (A&E), Gujarat, Ahmedabad for the disposal of wastepaper including files and books.

Details of Item:

Old papers, files and Books

Successful bidder is required to collect these items from AG colony Bopal and Audit Bhavan, Navrangpura office, make arrangement for weighing (with electronic machines only) the same in presence of officer In-charge and arrange conveyance to take these items within 7 days of the receipt letter of acceptance of bid.

Quotation/Bid submission:

1. Quotation may be submitted in sealed cover super scribing " Quotation for disposal of old wastepaper" to reach this office on or before 07.03.2025 (Up to 05:00 PM).

Scope of work:

1. Disposal of wastepaper by picking up from office situated at AG Colony, Bopal as well as office situated at Audit Bavan, Navrangpura.
2. Vendors having received the old schedules as a highest bidder have to ensure maintaining the confidentiality of the Government documents during the time of disposal from their part. Vendors must weed out the schedules for preparation of paper pulp or similar items that destroy the content of the document. A certificate in this regard must be given in the enclosed format.

Eligibility Criteria:

1. The quotation should be submitted along with EMD of Rs. 3,000/- (Rupees Three Thousand Only) drawn in favor of PAO/IAD, Ahmedabad. EMD should be in the form of Demand Draft. Any quotation submitted without EMD or with an EMD in any other form will be rejected.
2. The firm/tenderer should provide details of PAN No. and / or TIN No. in the name of the proprietor/owner/firm/company (Copy of the PAN No./TIN No. should be enclosed as proof).
3. Bid should not be less than the reserve price i.e. Rs.9.38/- per KG. Any bid less than the reserve price will be rejected.

Selection Process:

Selection will be made on the basis of highest rate from the eligible and acceptable bids

Terms & Conditions:

1. Quotation form (Annexure-1) should be filled up in all respects and submitted along with this Tender Document by the bidder duly signed by authorized signatory on each page as mark of acceptance of terms of conditions of this document.
2. The Quotation Form should be submitted in a sealed envelope. Envelope should be clearly superscribed with the words "Quotation for disposal of old wastepaper". The name and address of the bidder firm should also be appended on the envelope.
3. The bid in sealed envelope can be sent by speed post addressed by name to:
-Shri Gopal Lal Meena, Sr. Deputy Accountant General (A&E), 5th floor, Audit Bhavan, Navrangpura, Ahmedabad -380009 or can be submitted by hand to the office making entry in the bid register.
4. **Inspection of items to be disposed of can be done from 02.30 PM to 5.00 PM on 04.03.2025 at AG colony Bopal.**
5. There will be no extension in respect of the last date for submission.
6. Late bids will not be accepted.
7. The revision of rates etc. shall not be allowed after the Quotations are opened and the approved/accepted rates shall be valid for till completion of Bid process.
8. Bidders should provide details of the firm with their letterhead mentioning name, contact number of authorized people for making contacts on specific issues related to the disposal process.
9. After weighing with electronic weighting machines whole items should be packed in gunny bags. After completion of weighing exercise, bidders are required to submit the amount so arrived as per the quotation of the bidder to the officer-in-charge immediately in form of Demand Draft in favor of "PAO/IAD, Ahmedabad". After receipt of the amount, the bidder will be allowed to take away the disposed old papers/magazines from the location.
10. The disposable items will have to be collected by the successful bidder within the time prescribed in this tender document on the basis.
11. Except otherwise specified in the contract and subject to the powers delegated to him by the Government under the code and rules for the time being in force, the decision of the competent authority of the office shall be final, conclusive and binding on all parties to the contract on all questions relating to the meaning of the specifications, and instruction herein mentioned and as to the quality or workmanship of the work.

Sr. Deputy Accountant General(A&E)
O/o Pr. Accountant General (A&E), Gujarat, Ahmedabad
5th floor, Audit Bhavan, Navrangpura, Ahmedabad-380009

ANNEXURE-I
TENDER FOR PURCHASE OF WASTE PAPERS

Name of Tenderer :

Address :

We offer to purchase the stock of waste papers at the undermentioned rates on the term & conditions specified in the bid document.

As per the terms & conditions of the contract, I submit my tender duly supported by an earnest money of Rs. 3,000/- (Rupees Three Thousand only) in the form of Demand Draft in favor of PAO/ IAD, Ahmedabad.

S. No.	Name of Item	Consolidated rate of all items per kilogram (KG) in Rupees
1.	Papers, Files, Books	

Note:

1. Rate should be quoted in decimal coinage. (Viz/Rupees and paise).
2. The firms are advised not to erase or rewrite the figures.
3. Each page of this tender notice & documents including Terms and Conditions should be signed by the tenderer and rubber stamped in token of having been accepted the same in letter and spirit.

(Signature of the Tenderer)
(Rubber Stamp)

CERTIFICATE

This is to certify that the schedules and scrap papers that will be collected from AG colony Bopal and Audit Bhavan, Navrangpura office shall be weeded out for preparation of paper pulp or similar items that destroy the content of the document.

Owner/Proprietor

Date:

Place: