



कार्यालय प्रधान महालेखाकार (ले व ह) –II, महाराष्ट्र, नागपुर

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA CIVIL LINES, NAGPUR 440 001

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Tender Notice

Sealed tenders are invited by the office of the Principal Accountant General (A&E)- II, Maharashtra, Civil lines, Nagpur in the prescribed tender form to be obtained from this office for sale of waste papers like old pay bills, vouchers, other Waste Papers, etc.

Tenders should be supported with Earnest Money Deposit Receipt of Rs. 25000/- (Rupees Twenty Five thousand only) deposited in State Bank of India, Kingsway Branch, Nagpur. The contractor whose quotation is accepted shall have to deposit a sum of Rs. 50000/- (Rupees Fifty thousand only) as Security Deposit within three days of acceptance of tender.

The Tender Forms together with the Terms and Conditions for sale can be obtained from the Asstt. Accounts Officer/Incharge (Old Records) of the office of the Principal Accountant General (A&E)-II, Maharashtra, Nagpur at the cost of Rs. 500/- per form, on any working day between 10 AM and 5 PM during 10.02.2026 to 23.02.2026 Tender form will be given only to the Waste Papers sale/purchase/dealing agency or person.

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Sr. Accounts Officer

The Terms and conditions for sale of Waste-papers

1. Waste papers mean papers of all colors, white and other colors and include daily sweeping.
2. The wax sealed tenders should be addressed to The Sr. Accounts Officer/Old Records, Office of the Pr. Accountant General (A &E) II, Maharashtra, Nagpur, and superscribed as “TENDER FOR WASTE PAPERS”. Tender will be received up to 3 p.m. on **24.02.2026** and will be opened on **24.02.2026** at 4 p.m. in the presence of tenderers who may wish to be present.
3. The tenderers will have to deposit a sum of Rs.25000 (Rs. Twenty-Five Thousand only) which is refundable, into The State Bank of India, Kingsway Branch, Nagpur as Earnest Money Deposit and will have to attach original copy of challan with the tender itself.
4. In case, the quotation is accepted, the successful bidder will have to
 - a. Enter into an agreement with this office to be executed, on a stamp paper of the value of Rs.500/-
 - b. Deposit a sum of Rs. 50000/- (Rs. Fifty Thousand only) as Security Deposit within three days of acceptance of offer by this office into The State Bank of India, Kingsway Branch, Nagpur under the head Deposits and Advances, Deposits non-bearing interest Civil “8443” Deposit” and will have to submit original copy of challan to this office. This amount along with the Earnest Money Deposit of the successful tenderer will be refunded after the completion of the contract. Only the successful contractor will be permitted of lift the Waste Papers.
5. All papers, whether white or coloured, full size or half size will have to be torn by the contractor into pieces before it is filled in the bags and then weighed.
6. The contractor will have to make his own arrangements at his cost for providing gunny bags, sutli, deploying labours and charges for loading/unloading etc. The tearing and removal of the waste papers will be done during the specified hours of working days.
7. The weighment of waste papers will be made at “DHARAM KANTA” as per the choice of the Deputy Accountant General (Admin.). The expenditure of weighing machine and other charges will be payable by the contractor. The contractor shall be required to bring empty bags at his cost. The entire expenditure for tearing, packing, removing the bags for weighment, loading the bags in the truck shall be borne by the contractor. The charges of coolies, freight and all other incidental charges for removing waste papers shall be borne by the contractor.
8. The weighment of empty bags will be taken as 250 grams of each bag for accounting purpose.
9. The contractor should remove the waste papers within a period of 3 months after crediting the probable cost of waste papers with the Cashier of this office well in advance. On no account, lifting of waste papers will be allowed before crediting

- sufficient cash in advance. Under no circumstances, this condition will be relaxed.
10. The weighment of waste paper will be done under the supervision of the Committee nominated by the Sr. Deputy Accountant General (Admin.)
 11. Taxes, if any payable and imposed by the State/Central Government or Local Authority will be borne by the contractor.
 12. TENDER FORM should be submitted with the following documents.
 - i. S.S.I. unit (Small Scale Industries) Registration Certificate/Gumasta, under shop & Establishment Act, Registration Certificate with enclosed.
 - ii. Certificate of payment of Income Tax for the last three years must be attached with a copy of the pan card.
 - iii. GST No and GST invoice paid in December 2025 and remaining ones may be enclosed.
 - iv. Professional Tax registration Certificate for the year 2025-26 Professional (profession Tax) and receipt of payment of professional Tax.
 - v. Having experience Certificate of three years related to waste paper only, in Govt. Department/ Board/University should be attached.
 - vi. Contractor has not been blacklisted by any Govt. Department. In this regard contractor should produce self attested declaration Certificate.
 - vii. If contractor has a partner or Business compassion business registration of both partners should be enclosed with application.
 - viii Only the Certificate/documents issued by the Waste papers mills and the original copy of the challan along with the MANDATE FORM attested by bank to be submitted with the tender forms (Form "B")
 13. If the contractor entering into the contract agreement fails to arrange for removal of the waste papers within a week, a registered notice will be served on him and in case, the Pr. Accountant General (A & E)-II, Maharashtra, Nagpur is of the opinion that the contractor is avoiding removal of waste papers, he will be issued a warning giving him seven days time. If no improvement in this respect is noticed within that period, the sale may be effected at the cost and risk of the contractor and the contract may be terminated and the Security Deposit along with the Earnest Money Deposit of such contracting party would be forfeited.
 14. The contractor shall be responsible for the due performance according to the terms and conditions of the contract. In case of any dispute, the decision of the Pr. Accountant General (A &E), Nagpur will be final and binding on the contract.
 15. Tenders will be rejected forthwith :
 - a. If not wax sealed.

- b. If Sr. No. 12 (i to viii) all the condition/ document are not fulfill, the Tender can be rejected. (Form 'अ')
 - c. If Tender Form not accompanied by the original copy of the challan of Earnest Money Deposit of Rs. 25000/- Certificate/document related Waste paper disposal from paper Mill and MANDATE FORM (Form 'ब')
 - d. If not signed by the contractor on prescribed place in tender form/documents.
 - e. If Form 'अ' found to be incomplete/rejected then, Form 'ब' also stand cancelled.
 - f. If there is over-writing/scoring out and not attested by the signatory authority.
 - g. If not received within the time limit prescribed.
16. It is essential to show all the original certificates/documents, (of which xerox copies have been attached with submitted tender form) at the time of opening the tenders, If fails to show original certificates/documents, the tender will be cancelled.
17. Power to reject any or all the tenders without assigning reasons whatsoever is reserved by the head of this office.

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Sr. Accounts Officer/OR