

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

**RECORD-III/WASTE PAPER/80/2023-24/OUT/ 14**

**DATED: 07.06.2023**

**TENDER FOR THE SALE OF WASTE PAPER KEPT IN TEMPORARY SHED**

1. Bids 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) 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 kept in Mansard no. 03 at the roof top 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 MANSARD NO. 03 ON AS-IS-WHERE-IS BASIS VIDE TENDER No. Record-III/Waste Paper/80/2023-24/Out/14 dated 07.06.2023**". 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 the intending bidder (No representative) on production of proof of identity (PAN card) and valid trade license for the year 2023-24 for sale of waste paper 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 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 for the year 2023-24 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 papers in support of his possession of the office and godown** (current municipal tax receipts or any other relevant documents as a proof).

5. **A Bank Draft for Rs. 30,000/-** (Rupees Thirty thousand only) as Earnest Money Deposit (EMD) drawn in favour of **“PAO (Audit), Kolkata, O/o the Pr. AG (A&E), WB”**, from any Nationalised Bank at Kolkata is to be enclosed with the Bidding Sheet. The Bank Draft as **Earnest Money Deposit** should be submitted in a separate sealed cover. **Tender submitted without E.M.D. will be treated as cancelled.**

6. **Credentials in respect of similar nature of work.** The intending vendor will submit documentary evidence in support of his successfully carrying out lifting of minimum 300 quintals of waste papers/ minimum aggregate purchase value of waste papers for Rupees 10 Lakh from central/state government offices within one year's time during the period of 2018-19 to 2022-23.

7. **Submission of information as per Annexure-B, C and E**

II. Tender submitted without any one of the aforesaid documents will be treated as cancelled.

III. Prospective vendors/Bidders (**No representative will be allowed**) will visit the Mansard no. 03 of this office where disposable vouchers and other outlived records are preserved. **Bidders will be required to produce the valid trade license of sale of waste papers and PAN Card issued in his favour before he is allowed for carrying out the inspection. Bidders will quote rates only after due inspection of items in any working day (excluding lunch hours) from 07.06.2023 to 14.06.2023 with the prior permission of Sr. AO (Record), O/o the Pr. Accountant General (A&E), West Bengal. No inspection will be allowed on the last date of submission of tender.** After inspection, the bidders will have to sign in a register kept in Record-III section in token of their visit and inspection of the Record Room. Tenders of the intending vendors will not be accepted if they do not inspect the godown before quoting rates and sign in the register as a token of their prior inspection of the quality and quantity of the materials stacked in Mansard No. 03 queries/clarifications/complaints in respect of the nature/quality and quantity/volume of waste papers would be entertained after submission of Bid. The intending vendor shall submit an undertaking in Annexure-E as a part of Technical Bid stating that the vendor has inspected the quality and quantity of the materials stacked in the Mansard No. 03 where the disposable waste paper items are preserved and offered rate after due inspection of the physical quality and quantity of the items preserved.

IV. The Competent Authority of this office reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender without assigning any reason.

