

**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.

#### **4. Part-II- FINANCIAL BID**

I. **Intending Vendors will submit the Financial Bid in a separate sealed envelope in Annexure-D.**

II. The Financial Bid i.e., the lump sum rate for all the waste papers lying in the Mansard No. 03 as mentioned in the first paragraph of this NIT is to be submitted in the enclosed bidding sheet in **Annexure-D** under signature of the intending vendor.

III. **The lump sum rate quoted shall be final and cannot be withdrawn or varied. Taxes and duties, if any, shall be borne by the vendor.** No per kilogram rate will be accepted.

IV. **The Tender (containing three separate sealed envelopes for Technical Bid, Financial Bid and EMD)** is to be submitted in a sealed cover either by Registered post or by hand in the tender box placed in the Record-III section of this office and addressed to Sr. Accounts Officer (Record), O/o the Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata – 700 001. Last date for submission of Bid is **15.06.2023** up to **12.30 p.m.** No Tender will be accepted after the said time and date.

V. Sealed Financial bids of the intending vendors qualifying in the Technical Bid will be opened on a later date and time, which will be communicated through e-mail/telephone in due course to the vendors who will be found to be successful in the Technical Bid.

#### **5. General terms and conditions**

I. **The EMD of Rs. 30,000/- (Rupees Thirty thousand only)** will be converted into “Performance Security” in respect of the successful tenderer immediately after finalisation of tender. The Security Deposit will be retained till all the sold out waste papers are removed by the successful vendor.

II. The Selected Vendor shall pay the total cost of the sold materials (as quoted in the financial bid and accepted by this office) in full within next **2 working days** (from the date of acceptance of the bid by this office to be intimated by e-mail/Speed post and over phone) before taking delivery thereof through a single Demand Draft in favour of **“PAO (Audit), Kolkata, O/o the Pr. AG (A&E), WB”**.

III. **Work order for removal of waste papers will be issued to the selected vendor only after receipt of the confirmation of the credit of the sale value in Government Accounts from the PAO (Audit). Such confirmation may take approximately two weeks of time. Therefore no request from the selected vendor for allowing lifting before such confirmation will be entertained by this office.**

IV. In case of failure to deposit the sale value within 2 working days, his selection as H1 bidder will be treated as cancelled with forfeiture of EMD. Subsequently the H2 bidder may be offered the

H1 rate to deposit the sale value. No objection of the H1 bidder in this regard will be entertained by this office.

V. **If any vendor quotes H1 rates and subsequently declines to deposit the sale value, the vendor may be blacklisted for 3 years to participate in any tender floated by this office with forfeiture of the EMD Amount.**

VI. The successful contractor shall take responsibility of removal of all available and existing stock of waste papers due for sale from Mansard No. 03 in the roof top of the Office of the Principal Accountant General (A&E), West Bengal located at Treasury Buildings, Kolkata – 700 001 within **10 working days**. No further lifting will be allowed after 10 working days from the date of the issue of the work order. No picking, choosing or sorting of waste papers that are to be sold will be permitted in the office premises.

VII. All waste papers thus sold shall be required to be removed by packing in bags. Removal of waste papers will be allowed on working days during office hours between 10 AM to 6.30 PM only on production of Gate Pass issued from Record-III Section. **No vehicle for removal of the waste papers will be allowed to enter in the office premises after 6.30 P.M. This timeline shall be required to be followed strictly by the selected vendor.**

VIII. The contractor shall take delivery of all outlived / weeded out cheques only after shredding the cheques into tiny strips at his own cost, while Vouchers, Schedules etc. should be torn into four pieces before taking delivery.

IX. It is the responsibility of the contractor to make arrangement for labourers, bags, boxes and vehicles etc. that may be required for removal for the sold materials.

X. This office will not undertake any liability whatsoever for the safe custody, protection or preservation after the sale has been confirmed. **The material quality of the lots of vouchers and other kinds of waste papers put up for sale are subject to deterioration because of the natural wear and tear or any other natural calamity. No complaint regarding the quality and quantity or description of the materials sold will be entertained once the bid has been accepted.**

XI. **In case of any unforeseen events like fire hazards, seepage of rain water etc resulting in damage/loss of waste papers this office will not be under any obligation to compensate for the loss, if any, the vendor may have to bear in such a situation. No refund of sale value will be made by this office. An undertaking to this effect has to be submitted by the vendor along with the tender.**

XII. This office reserves the right to reject any or all tenders without assigning any reason. Further, this office reserves the right to accept/reject and cancel any bid, amend the quantity under any lot or withdraw any lot at any stage before or after acceptance of bid/issue of acceptance letter/sale order/delivery order/deposit of the full sale value by the bidder, without assigning any

reason thereof and the value of such material, if paid for, shall be refundable. This office shall not be responsible for damage/loss to bidders on account of such withdrawal at any stage form the sale.



**Sr. Accounts Officer (Record)**

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

NIT NO.RECORD-III/WASTE PAPER/80/2023-24/OUT/14

DATED: 07.06.2023

**ANNEXURE-A (CHECK LIST)**

**(Forming Part of the Technical Bid)**

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

Sl. No.	Details of the documents to be enclosed with this annexure	Yes/ No	Page No.
1	Name , Office Address, contact number e-mail id of the Waste Paper Vendor		
2	Whether the vendor has the trade licence as waste paper vendor issued by the Kolkata Municipal Corporation or any other local authority of the state of West Bengal. Please enclose the self attested copy of valid trade licence for the financial year 2023-24.		
3	Details of the godown in Kolkata Municipal Corporation area in <b>Annexure B</b> along with documents in support of their possession by the intending vendor		
4	Self attested Copy of the PAN		
5	Self attested Copy of the GST Registration Certificate		
6	Photocopies of the credentials in supporting of carrying out lifting work (during 2018-19 to 2022-23) at least 300 quintals of waste papers/ minimum aggregate purchase value of waste papers for Rupees 10 Lakh from Central/State Govt offices during a period of one year		
7	Demand draft for Rs.30,000/- as EMD.		To be enclosed in a separate envelope
8	<b>Submission of three separate sealed envelopes for Technical Bid, Financial Bid and EMD</b>		
9	Submission of complete information as per <b><u>ANNEXURE-B, C and D</u></b> with dated signature.		

I agree to abide by the terms and conditions as stipulated in the tender / quotation notice and I hereby declare that I am quoting the rate only after inspection of waste papers that are to be sold.

Signature of Contractor / Tenderer (with seal)

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

**NIT NO. RECORD-III/WASTE PAPER/80/2023-24/OUT/14      DATED: 07.06.2023**

**ANNEXURE-B**

**(Forming Part of the Technical Bid)**

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

Sl. No.	Location of the godown	Measurement (length, breath and height) in ft.	Documents attached in support of the proof of possession of the godown by the vendor
1			
2			
3			
4			
5			
6			

Signature of Contractor / Tenderer (with seal)

The details of my firm/company/organization are under (each fields are compulsory).

Full name			
Office Address			
Telephone No			
Name of the company/organization		PAN No	
G.S.T No		Email ID	

Signature of Contractor / Tenderer (with seal)

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

**NIT NO. RECORD-III/WASTE PAPER/80/2023-24/OUT/ 14**

**DATED: 07.06.2023**

**ANNEXURE-C**

**(Forming Part of Technical Bid)**

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

**DETAILS OF THE DEMAND DRAFT SUBMITTED HEREWITH AS EARNEST MONEY**  
**DEPOSIT**

Demand Draft No. & Date	Amount of Demand Draft	Drawn On

Signature of Contractor / Tenderer (with seal)



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), WEST BENGAL**  
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NIT NO. RECORD-III/WASTE PAPER/80/2023-24/OUT/14

DATED: 07.06.2023

**ANNEXURE-D**

**(Forming part of Financial Bid)**

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

Sl. No.	Description Of Materials	Lump sum value for the whole volume of waste papers offered in Words and Figures
01.	All Waste papers of all categories of vouchers including Newspapers, Gazettes, Magazines, Old Books published materials, Envelops/Packing/Covering Papers, tiny strips of cheques Registers with hard board, Files, File Covers, water soaked damaged waste papers etc. kept in Mansard No. 03 in the roof top of the Treasury Building.	

I agree to abide by the terms and conditions as stipulated in the tender / quotation notice and I hereby declare that I am quoting the rate only after inspection of quality and quantity of the waste papers that are to be sold.

Signature of Contractor / Tenderer (with seal)

The details of my firm/company/organization are under (each fields are compulsory).

Full name			
Office Address			
Telephone No			
Name of the company/organization		PAN No	
G.S.T No		Email ID	

Signature of Contractor / Tenderer (with seal)

**N.B.**

1. The rate should be quoted both in figures and words.
2. No over writing will be allowed.
3. Conditional Tender is not acceptable.
4. Terms and conditions are required to be signed and accepted while submitting quotation.
5. Correction, if any, should be initialed.

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

NIT NO. RECORD-III/WASTE PAPER/80/2023-24/OUT/14

DATED: 07.06.2023

**ANNEXURE-E (Forming part of Technical Bid)**  
**NOTICE INVITING TENDER FOR SALE OF WASTE PAPER**  
**UNDERTAKING**

1. I do hereby declare that I am quoting the lump sum value in the enclosed Bidding Sheet for sale of all waste Papers of all categories of vouchers including Newspapers, Gazettes, Magazines, Old Books published materials, Envelops/Packing/Covering Papers, tiny strips of Cheques, Registers with hard board, Files, File Covers, damaged water soaked waste papers etc. after assessment of quality & quantity of the waste papers preserved in Mansard no. 03 of this office.
2. I agree to complete the work of removal of all the waste papers kept in Mansard no. 03 within a period of ten working days from the date of issue of the work order. This office will not undertake any liability on the quantity as well as quality of waste paper sold after the work order is issued. No complaint regarding the quantity and quality or description of the materials sold will be entertained once the bid has been accepted.
3. On being selected as the successful vendor I agree to deposit the entire sale value of all the waste papers put on sale through demand draft within two working days from the date of intimation/instruction received through Email/speed post/over phone from this office. I also commit that in case of any failure to deposit the sale value within two working days, my selection as H1 bidder will be treated as cancelled with forfeiture of EMD deposit and I will have no objection if the O/o the Pr. AG (A&E), WB offer the H1 rate to the H2 bidder in this regard.
4. If the sold out waste paper are not lifted by me within a period of ten days from the date of issue of the work order by this office, the security deposit of Rs. 30,000/- will be forfeited by this office.
5. Further, I am fully aware that once the bid has been accepted, I will not be permitted to pick, choose or sort any of the waste papers that is to be sold and any complaint regarding the quality or quantity of the materials sold will not be entertained by the O/o the Pr. Accountant General (A&E), West Bengal. All paper wastes will be removed by me from the Mansard no. 03 in complete manner without leaving any leftover in the room.
6. I agree to the fact that in case of my selection as approved vendor, work order for removal of waste papers will be issued to me only after receipt of the confirmation of the credit of the sale value in Government Accounts from the PAO (Audit).
7. In case of any unforeseen events like fire hazards, seepage of rain water etc resulting in damage/loss of waste papers this office will not be under any obligation to compensate for the loss, if any, I may have to bear in such a situation. No refund of sale value will be claimed by me.

**Signature of Contractor / Tenderer (with seal)**