

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/57

DATED: 22.03.2023

NOTICE INVITING TENDER FOR SALE OF WASTE PAPER

1. Sealed Tenders are invited from the reputed and experienced vendors for sale of Waste Papers of all categories of disposable vouchers (including Envelops/Packing/Covering Papers) kept in Mansard No. 2, Record Rooms No. 2 & 5 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 01 ON AS-IS-WHERE-IS BASIS VIDE TENDER No. Record-III/Waste Paper/80/2022-23/Out/ dated 06.02.2023**”. 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. **Valid Trade License for 2022-23 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 district of Kolkata (KMC area)**. 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. 50,000/- (Rupees Fifty thousand only) as Earnest Money Deposit (EMD)** drawn in favour of “**PAO (Audit), O/o the Pr.AG (A&E), WB**”, from any Nationalised Bank at Kolkata is

