

**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

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 from Central/State Government offices within a financial year during the period of 2018-19 to 2022-23.**

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

III. Prospecting vendors shall visit the **Mansard No. 2** of this office placed in the rooftop on the 2<sup>nd</sup> floor of Treasury Building and **Record Rooms No. 2 & 5** of this office where disposable vouchers are preserved. **Bidders will quote rates only after inspection of items between 12 noon to 4 pm (excluding lunch hours) on any working day before the last date of submission of tender with the prior permission of Sr. AO (Record), O/o the Pr. Accountant General (A&E), West Bengal. Only one proprietor will be allowed to make inspection for only one firm/company. Tender should be submitted only in respect of the firm/company for which inspection has been made. No representative will be allowed. They will sign a register kept in Record-III section in token of their visit of the Record Rooms. No inspection will be allowed on the last date of submission of tender. Tenders of the intending vendors will not be accepted if they do not inspect the godown before quoting rates and sign the register in token of their visit of the Record Rooms. No queries/clarifications/complaints in respect of the nature/quality 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 preserved in Mansard No. 02 and Record Rooms No. 2 & 5 of this office.**

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 Annexure-D in a separate sealed cover duly super scribed.**

II. The rates quoted shall be final and cannot be withdrawn or varied. Taxes and duties, if any, shall be borne by the vendor.

III. The Financial Bid i.e., the single and the unit rate of waste papers per quintal of all kinds of waste papers 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.

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 **10.04.2023** 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/speed post/telephone in due course of time to the vendors who will be found to be successful in the Technical Bid.

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

I. An amount of Rs. 50,000/- (Rupees Fifty thousand only) in addition to Earnest Money Deposit is to be deposited through Bank Challan as “Performance Security” by the successful tenderer immediately after finalisation of tender. Thus total Security Deposit will be Rs.1,00,000/- (Rupees One Lakh only) which will be retained till the end of the contract period.

II. A “Deed of Agreement” will have to be executed on a non-judicial stamp paper of Rs.20/- (Rupees Twenty only) by the successful tenderer.

III. The period of agreement will remain valid for one year from the date of execution of the “Deed of Agreement”.

IV. The successful contractor shall take responsibility of removal of all available existing stock of waste papers due for sale from Mansard No. 2 in the rooftop on the 2<sup>nd</sup> floor of Treasury Buildings and other kinds of waste papers as mentioned in first paragraph of the NIT from the premises of the Office of the Principal Accountant General (A&E), West Bengal located at Treasury Buildings, Kolkata – 700 001. It will be informed time to time that which lot of the waste papers of the existing stock are due for lifting. No picking, choosing or sorting of waste paper that is to be sold will be permitted.

V. The successful vendor should lift all categories of vouchers/Manuals/Documents, at least four times in a month and minimum 13 quintals in each lifting. (Total lifting during the one year period should be 676 quintals). In the event of default in lifting of old records, four times in a month and minimum 13 quintals in each lifting, the contractor shall be liable to a penalty to be determined by the office as per clause of agreement that will be executed after finalisation of tender. The description/quality/quantity of waste papers indicated herein is approximate and this office does not give any assurance or guarantee that the material will strictly adhere to the advertisement.

VI. 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/ books/other documents etc. should be torn into four pieces before taking delivery.

VII. Most of the records are kept in the Mansard No. 2 on the rooftop of the 2<sup>nd</sup> floor Treasury buildings and the contractor shall make his own arrangement to bring all waste papers in the Temporary Shed located at ground floor where the weighing of the waste papers to be sold are done. 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.

VIII. The Selected Vendor shall pay the cost of the sold materials in full before taking delivery thereof through Cash / Demand Draft in favour of “**PAO (Audit), O/o the Pr.AG (A&E), WB**”.

IX. 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 as these waste papers will be sold over the period of one year. No complaint regarding the quality or description of the materials sold will be entertained once the bid has been accepted.**

X. The performance of the vendor will be reviewed after completion of every 3 months and if the performance of the vendor is not found satisfactory, show cause notice is required to be issued. If the performance of the vendors is not satisfactory in spite of issuing the show cause notice within the reasonable period, then the Agreement will be terminated forthwith and the Security Deposit shall be liable to be forfeited without assigning any reason.

XI. 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/80/2022-23/OUT/57

DATED: 22.03.2023

**ANNEXURE-A (CHECK LIST)**  
**(FORMING PART OF 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 and contact number 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 2022-23.		
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) of at least 300 quintals of waste papers from Central/State Govt offices during a period of one year		
7	Demand draft for Rs.50000/-		To be enclosed in a separate envelope

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)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Name of the Company / Organisation \_\_\_\_\_

G.S.T. No \_\_\_\_\_ PAN 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/80/2022-23/OUT/57

DATED: 22.03.2023

**ANNEXURE-B**

(FORMING PART OF 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)

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

NIT NO. RECORD-III/WASTE PAPER/80/2022-23/OUT/57

DATED: 22.03.2023

**ANNEXURE-C**

**(To be submitted in a separate envelope)**

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  
2, GOVT. PLACE (WEST), TREASURY BUILDINGS, KOLKATA – 1

NIT NO. RECORD-III/WASTE PAPER/80/2022-23/OUT/ 57

DATED: 22.03.2023

**ANNEXURE-D**

**(Forming part of Financial Bid)**

NOTICE INVITING TENDER FOR SALE OF WASTE PAPER

Sl. No.	Description Of Materials	Rate (per quintal) in Words and Figures
01.	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 etc.	

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)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_

Name of the Company / Organisation \_\_\_\_\_

G.S.T. No \_\_\_\_\_ PAN 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 initialled.



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

NIT NO. RECORD-III/WASTE PAPER/80/2022-23/OUT/57

DATED: 22.03.2023

**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 rate in the enclosed Bidding Sheet for sale of 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 etc. after assessment of quality & quantity of the waste papers preserved in Mansard No. 02 and Record Rooms No. 2 & 5 of this office.
2. I agree to lift all categories of old record, four times in a month and minimum 13 quintals in each lifting failing which I am liable to pay penalty to be determined by the office as per clause of agreement that will be executed after finalisation of tender.
3. 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.

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