

No. D-13019/4/2010 Caretaker
Government of India
Planning Commission
(Caretaker Cell)

Yojana Bhavan, Sansad Marg,
New Delhi, the 12th April, 2010

To,

As per list

Subject :- Disposal of all types of waste paper, contract thereof .

Sir,

Planning Commission proposes to dispose off waste paper, office sweepings, torn bits old newspapers magazines etc. from Yojana Bhavan on annual contact basis. In case you are interested you may send your quotation in sealed cover, superscribed with, "**Disposal of Waste Papers**" as per enclosed prescribed form and drop in the tender box kept at the Reception office of Yojana Bhavan during 10.00 AM to 3.00 PM on 26.04.2010. Received tender will be opened at 4.00 PM on the same day in room no. 411 Yojana Bhavan, New Delhi in the presence of such tenderers , who may wish to be present at the time of tender opening .

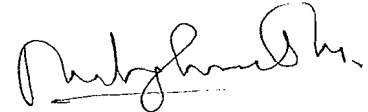
2. EARNEST MONEY: - The tender must be accompanied by a Demand Draft/Pay order for Rs. 10,000/- as earnest money drawn in favor of Pay & Accounts Officer, Planning Commission and payable at New Delhi. No. other mode of payment shall be accepted. The earnest money of the unsuccessful tenderer's will be refunded after finalization of the contract. No. interest will be payable on the earnest money. A tender which is not accompanied by earnest money or which is not signed, will not be considered.

3. The successful tenderer would be required to deposit FDR of Rs. 40,000/- as performance security which would be conveyed at the time of award of contract. The earnest money shall be refundable on award of the contract. The same shall however be forfeited in the event of the tenderer's failure to fulfill any of terms and conditions mentioned in the contract.

4. SCOPE OF WORK: WASTE PAPER, OLD NEWSPAPERS, MAGAZINES ETC.

Contract for removal of waste paper, office sweepings, old newspapers, magazines etc. would be awarded for a period of one year from the date of award of the contract. If the rate quoted by your firm is accepted by this Commission, the firm will have to deposit an amount equivalent to (1) one twelveth of such lump sum amount in case of waste paper, etc. every month with the cashier of this Commission, in advance, in the first week of the every month, and cash receipt there of, should be give to SO (G-I) / Caretaker.

5. The waste paper must be removed from the Yojana Bhavan on daily basis on working days during normal working hours. No room will be provided for storing the waste papers.
6. Arrangements for transport to carry the waste paper out from Yojana Bhavan will be made at your own cost Planning Commission will have no liability on this count.
7. You shall not authorize anyone else to collect the store of the above items without prior approval of the competent authority.
8. Failure to remove the above items as stipulated in Para 5 above will be treated, as breach of contract and it will be open to the Competent Authority in Planning Commission to cancel the contract any time without giving any prior notice. The loss, if any suffered will be recovered out of the security deposit.
9. Tenders which do not fulfill the above mentioned conditions or are incomplete in any respect are liable to be rejected.
10. Canvassing in any form is strictly prohibited and tender of the tenderer who resorts to canvassing will be summarily rejected.
11. Erasure or overwriting in the rates quoted will render the tender void and, save as above, all alterations in the rates should be signed in full in ink otherwise, the quotations will not be considered.
12. The competent authority in the Planning Commission shall have the right not to utilize the services or terminate the contract at any time without giving any prior notice.
13. The Security deposit will be liable to be forfeited if during the period of the contract services are found to be unsatisfactory in any respect and work would be got done from other sources at the contractor's risk and cost . In this regard , the decision of the Competent Authority of Planning Commission shall be final and binding on the contract.
14. This Commission reserves the right to extend the duration of the contract beyond the expiry of the contract period at the same or additional terms and conditions, from time to time for a maximum period of two years on half yearly/annually basis.
15. The earnest money of the tenderer will stand forfeited in the event the contract is awarded to him and he declines to accept it.



(N.K. RAGHUNATHAN)
Under Secretary (G-I)
Tel. : 2309 6733

Copy to :-

- ✓ 1. Director (C&I), Planning Commission with request to upload the tender letter in the Planning Commission's website .

TENDER FORM FOR WASTE PAPERS OFFICE SWEEPING OLD NEWS PAPERS AND MAGAZINES, ETC. TO BE OPENED AT 4.00 P.M. ON 26.04.2010.

1. Name of the Firm: - _____

2. Complete Postal Address: - _____

3. Telephone No. :- _____

4. Rates quoted

(a) Lump sum amount (for one year) for the removal of waste paper/office sweeping old news papers, magazines, etc. from the premises of Yojana Bhavan.

Rs. (Rupees

A Bank draft No. dated for Rs. 10,000/- drawn in favor of Pay & Accounts Officer, Planning Commission is sent herewith as earnest money against this tender. I agree to abide by the terms and conditions mentioned above.

Signature of Tenderer with Seal

Name: - _____

Date:-

Place:-