

No. G-27014/2/2008-Caretaker
Government of India
Planning Commission
{Caretaker Cell}

Yojana Bhavan, Sansad Marg,
New Delhi, the 22nd January 2009

To

As per list enclosed

Subject :- **Disposal of all types of waste paper, minor iron scrap and wooden scrap - contract thereof.**

Sir,

Planning Commission proposes to dispose off waste sweepings, torn bits old newspapers magazines etc., minor iron scrap and wooden scrap from Yojana Bhavan on annual contract basis. In case you desire to be considered for the contract, please submit your quotation in the enclosed tender form. Sealed quotation in the prescribed form should reach Section Officer (G-I) in Room No. 443 Yojana Bhavan , Parliament Street, New Delhi by 3.00 PM on 13th February, 2009. The quotations can also be dropped in the tender box kept at the Reception Officer of Yojana Bhavan by the specified time and date. The tenders will be opened on the same day at 4.00 PM in R. No 443 Yojana Bhavan, New Delhi in the presence of such tenderers who wish to be present.

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 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 AND MINOR IRON SCRAP :-**

Contract for removal of waste paper sweepings, old newspapers magazines etc., minor iron scrap and wooden scrap would be awarded for a period of one year from the date of award of the contract. If the rates quoted by your firm is accepted by this Commission, you will have to deposit an amount equivalent to (1) one twelfth of such lump sum amount in case of waste paper, etc. every month with the Accounts III Branch of this Commission, in advance, in the first week of the every month, (b) to deposit the amount equivalent to the value of the minor iron scrap and wooden scrap, whenever such scrap are removed from the premises of Yojana Bhavan. The cash receipt there of, should be given to SO (G-I) / Caretaker.

5. The waste paper must be removed from the waste paper godown at least once a month on working days during normal working hours so that the godowns are kept empty.

6 Arrangements for transport to carry the waste paper, minor iron scrap and wooden scrap out of Yojana Bhavan will be made at your own cost.

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 or 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 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.

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.

(PRAMILA MATHUR)
Section Officer (Genl.I)
Tel: 2309 6755

encloser :-

**TENDER FORM FOR WASTE PAPERS SWEEPING , OLD NEWSPAPERS AND
MAGAZINES, MINOR IRON SCRAP AND WOODEN SCRAP TO BE OPENED AT
4.OOPM ON 13.02.2009.**

1. Name of firm :- _____
2. Complete postal address :- _____
3. Telephone nos. :- _____
4. Rates quoted:
 - (a) Lump sum amount (for one year) for the removal of waste papers/sweeping old newspapers, magazines, etc. from the premises of Yojana Bhavan
Rs. _____
 - (b) Rates for the removal of minor iron scrap Rs./Kg _____
 - (c) Rates for the removal of wooden scrap Rs./Kg _____

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 :-