

DIRECTORATE OF PRINTING, STATIONERY & PUBLICATION, ODISHA
MADHUPATNA, CUTTACK-753010

**TENDER NOTICE NO. 06 / FOR DISPOSAL OF WASTE PAPER & SWEEP OFF MATERIALS
TOGETHER FOR RECYCLING AND OTHER UNSERVICEABLE ARTICLES(SCRAPS/UN-SCRAPS
MATERIAL) “AS-IS-WHERE IS BASIS” FOR THE YEAR 2019-20.**

Sealed tenders are invited on prescribed tender form from bona fide Tenderer/Contractors/Paper Mills/Industrial Units/Co-operative Societies Ltd., for disposal of Waste Paper and Swept Off Materials Together for recycling and other unserviceable articles(**Scraps/Un-Scraps Material**) “**as-is-where is basis**” available in the premises of Government Press, Cuttack and its branch presses.

2. The tender documents along with terms and conditions can be obtained from the office of the undersigned on any working day from **03.02.2020 to 24.02.2020** at 11.00 A.M. to 4.00 P.M. on payment of Rs.1,515/- (Rupees one thousand five hundred fifteen) only including tax (non-refundable) in cash only. The tender should reach the undersigned by 1.30 P.M. on **25.02.2020** which will be opened at 3.00 P.M. on the same day in presence of the bidders or their representatives. The materials can be inspected by the intending bidders in Government Press, Cuttack and its branch presses on any working day within 11.00 A.M. to 4.00 P.M. from **14.02.2020 to 24.02.2020** for which they may contact the concerned Unit Officers.

The tender documents can also be down loaded from Odisha Govt. Website i.e. www.odisha.gov.nic.in/www.ogpress.nic.in. In such cases, the tender is to be submitted along with a bank draft of Rs.1,515/- (**Rupees one thousand five hundred fifteen**) only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack-10.

3. Tender shall be accompanied by deposit of **Earnest Money of Rs.41,000/- (Rupees forty one thousand) only** for disposal of Waste Paper and Swept Off Materials together for recycling only and deposit of Earnest Money of **Rs.10,000/-(Rupees ten thousand)**only in case of other unserviceable articles (Scraps/un-scarps Material) in shape of fixed deposit receipt of any Nationalised/Schedule Bank duly pledged in favour of the **Director, Printing, Stationery and Publication, Odisha, Madhupatna,Cuttack-10/** Postal Savings Bank Pass Book/N.S.C. exclusively in the name of bidders duly pledged in favour of the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10 (**except Bank Draft, Demand Draft & Cheque**) failing which the tender shall be rejected.

4. The tender shall remain valid for a period of one year from the date of execution of agreement in case of disposal of Waste Paper and Swept Off Materials Together for recycling . And in case of other unserviceable articles (Scraps/un-scarps Material) the tender shall remain valid till 31.03.2020 or till disposal of the same by the stipulated date as would be fixed by the **Authority**.

5. Tender shall be finalised by the Authority.

6. The undersigned reserves the right to reject any or all tenders and to alter/amend the terms and conditions of tender without assigning any reason thereof.

7. All disputes relating to this tender will come under the jurisdiction of the Courts situated at Cuttack.

Sd/- M. PRATAP
Addl.DGP-cum-Director,
Printing, Stationery & Publication,
Odisha, Madhupatna, Cuttack-10.

1. INVITATION TO TENDER:-

The Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack (here-inafter referred to the "Director" on behalf of Government of Odisha) invites sealed tender in prescribed form from bona-fide tenderer/contractors/paper mills/Industrial Units/Co-operative Societies Ltd., for disposal of waste papers and swept off materials together for recycling and other unserviceable articles(Scraps/un-scarps Material) "as is where is basis" available in the premises of Government Press, Cuttack and its Branch Press.

2. SALE OF TENDER PAPER:-

i) The tender documents along with terms and conditions can be obtained from the office of the undersigned on any working day from **03.02.2020 to 24.02.2020** at 11.00 A.M. to 4.00 P.M. on payment of Rs.1,515/- (Rupees one thousand five hundred fifteen) only including tax (non-refundable) in cash only.

ii) The tender documents can also be down loaded from Odisha Govt. Website i.e. www.odisha.gov.nic.in. In such cases the tender is to be submitted along with a bank draft of Rs.1,515/- (Rupees one thousand five hundred fifteen) only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

3. EARNEST MONEY DEPOSIT:-

i) The tender shall be accompanied by deposit of Earnest Money of **Rs.41,000/- (Rupees forty one thousand)** only for disposal of Waste Paper and Swept off materials together for recycling only and deposit of Earnest Money **Rs.10,000/- (Rupees ten thousand)** only in case of other unserviceable articles(Scraps/un-scarps Materials) in shape of fixed deposit receipt of any Nationalised/Schedule Bank duly pledged in favour of the **Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10**/Postal Savings Bank Pass Book/N.S.C. exclusively in the name of tendering firm duly pledged in favour of the Director, Printing, Stationery and Publication, Odisha, Cuttack-10 (except Bank Draft, Demand Draft & Cheque) failing which the tender shall be rejected.

(ii). Transfer of deposits of E.M.D. towards deposit of Security money shall not be permitted.

(iii) The tenderer shall not be entitled to any interest on the Earnest Money, except what may be allowed and passed by postal Authorities/Bank Authorities

(iv) E.M.D. deposit of a successful tenderers shall be retained for due fulfillment of the contract by the tenderers /contractors i.e until the tenderers /contractor furnishes prescribed security deposit. The E.M.D. of the unsuccessful tenderers will be refunded at the earliest after expiry of the final bid validity period of tender as possible and latest by the 30 days after the award of the contract.

(v) The E.M.D. is normally to remain valid for a period of 45 days beyond the final bid validity period .

4. THE UPSET PRICE:-

The **upset price** of the Waste Paper is fixed at **Rs.17.00 (Rupees seventeen) only per K.G. that is inclusive of G.S.T. but exclusive I.T. wherever applicable.** The Upset price of other unserviceable articles(Scraps/un-scarps materials) has been mentioned against each item below.

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1. Iron Scrap materials --	Rs.24.00 per K.G. including GST
2. Plastic Scrap Materials--	Rs.472.00 per K.G. including GST
3. Wooden Scrap Materials--	Rs.80.00 per K.G. including GST
4. Aluminium Scrap Materials-	Rs.149.00 per K.G. including GST
5. Lead Scrap Materials --	Rs.145.00 per K.G. including GST
6. Paper Core 60 cms. Width--	Rs.20.00 per no. including GST
7. Paper Core 84 cms. Width--	Rs.24.00 per no. including GST
8. Empty Mobile Drum--	Rs.310.00 per no. including GST

Under no circumstances, rate less than the upset price will be taken into consideration.

Rate should be quoted per “**Kilo Gram**” **inclusive GST . IT (TCS) wherever applicable, has to be paid extra by the bidder** of waste papers and swept off materials together (not separately) in case of other unserviceable articles(Scraps/un-scarps Materials) **the rate should be quoted per Kilogram/Number inclusive GST. IT (TCS) wherever applicable, has to be paid extra by the bidder** both in figures and words clearly.

5. PERFORMANCE SECURITY:-

(i) Successful tenderers shall furnish security money deposit of **Rs.1,02,000/- (Rupees One Lakh two thousand)** only for disposal of Waste Paper and Swept off materials together for recycling and Security Money deposit @ 10% of the contract value of the tender in case of other unserviceable articles (Scraps/un-scarps Material) in shape of fixed deposit receipt of any Nationalised/Schedule Bank / Postal Savings Pass Book/ N.S.C. duly pledged in favour of the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10 exclusively in the name of the tendering firm (except Bank Draft & Cheque). The performance Security shall be remained valid for a period of sixty days beyond the date of completion of all contractual obligations of the tenderer, security money shall be refunded to the successful bidder on receipt of performance security.

(ii) Income Tax as applicable shall be deposited by the selected bidder at the time of lifting of the Waste Paper and other unserviceable articles (Scraps/un-scarps Material).

(iii) The bidders are required to clear up their Government (this Directorate) liabilities/dues, if any, before the last date of filling of tender paper, otherwise their tender paper shall be rejected. Submission of more than one tender by a particular bidder will be liable for rejection.

6. TERMS & CONDITIONS OF THE TENDER

(i) The materials can be inspected by the Intending bidders in the premises of Government Press, Cuttack and its branch presses on any working day from 11.00 A.M. to 4.00 P.M. from **14.02.2020 to 24.02.2020** for which they may contact the concerned Unit Officers.

(ii) All offer shall be addressed to the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10 in sealed cover clearly marked out side “**Tender for Waste Paper and Swept Off materials together for recycling and other unserviceable articles(Scraps/un-scarps Material) as is where is basis** for the year 2019-20.

(iii) After offer is accepted, the bidder has to execute agreement on stamp paper before he is allowed to lift the waste paper and swept off materials together and other unserviceable articles(Scraps/ un-scarps material) on “**as is where is basis**”, failing which the total E.M.D. so deposited by the bidder shall be forfeited to Government and blacklisted.

(iv) The tenders received after stipulated date and time specified above and without Earnest Money deposit shall not be considered and liable for rejection. Late submission of the tender paper shall not acceptable in any circumstances.

(v) If any bidder finds any irregularity or omission or is in doubt, he should at once intimate the Director in writing and obtain clarification in writing prior to submission of the tender. Verbal clarification given by any officer or staff shall not be binding on the Director.

(vi) Scoring, cutting, deleting etc., in the tender paper without attestation will be liable for rejection.

(vii) Submission of more than one tender by a particular bidder under different names is strictly prohibited. Should it at any time be pointed out or found out, the tender submitted by the bidder would be rejected.

(viii) The tender paper purchased by a bidder cannot be transferred or sold to others. Only the purchaser of the tender paper can submit the tender.

(ix) Sealed tender may also be sent by **Regd. Post** addressed to Director so as to reach him by due date and time. A tender even if posted on or before the due date fixed for submission of tender, but received beyond due date and time will be liable for rejection.

(x) A tender delivered or sent otherwise as stated above will be at the risk of the tenderer.

(xi) Any request in respect of additions, alterations, modifications, corrections etc., of terms and conditions or rates after opening of the tender may lead to rejection of the tender.

(xii) The legal address of the bidder shall be furnished in the tender paper for correspondence.

(xiii) In the event of any dispute or difference arising in the disposal of waste paper and swept off materials together for recycling and other unserviceable articles(Scraps materials & Un-Scraps Material) the decision of the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack shall be final.

(xiv) The tender shall remain valid for a period of one year from the date of execution of agreement and acceptance by the Director in case of waste papers and swept off materials together. In case of other unserviceable articles (Scraps/un-scarps Materials) the tender shall remain valid till 31.03.2020 or till disposal of the same by the stipulated date as would be fixed by the **Authority**.

(xv) The Contractor shall remove the Waste Paper & Swept Off materials together for recycling "as is where is basis" from the storing places of Press Proper Unit / Forms Unit / S.B.Press, Bhubaneswar at least twice every month. In case the Contractor will not lift the waste paper & Swept off materials together regularly and allow them to pile up for long time, the Director will not be held responsible for any loss or damage to such waste paper and swept off materials. Under such circumstances the Director can suspend and refuse further sale and also can terminate the agreement. In case of the removal of other unserviceable articles(Scrap/Un-Scrap Material) by the selected bidder(s), the Director will decide the time schedule for removal and if the selected bidder will not lift the unserviceable articles(Scraps/un-scarps Material) within the stipulated date and time, the Director can suspend and refuse further sale and also can terminate the agreement.

(xvi) The Director shall have the right to attach the entire security deposit or such portion thereof as may be considered adequate by the Director for any breach or breaches of the terms & Conditions of the contract by the bidder.

(xvii) Each page of tender documents shall be signed by the bidder with his usual signature.

(xviii). Director has the right to relax any or more conditions in the public interest as and when such circumstance arises.

(xix). Correspondence should be made with the **Director, Printing, Stationery & Publication, Odisha, Cuttack-10** in his official address not by name.

(xx). The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.

(xxi). All disputes relating to this tender will come under the jurisdiction of the Courts situated at Cuttack.

11. SUBMISSION OF DOCUMENTS/PARTICULARS ETC:-

(i) The complete tender documents including the tender form duly signed with date in each page and appropriate places.

(ii) Pro-forma in duplicate duly filled in.

(iii) Up to date filed G.S.T. returns in GSTR-3B/GSTR -1 .

(iv) Copy of latest filed IT returns.

(v) E.M.D. as prescribed in para-3 (i) of Invitation of tenderer.

(vi) Full Quadruplicate signature with name of the authorized person of the bidder shall be furnished.

Sd/- M. PRATAP
Addl.DGP-cum-Director,
Printing, Stationery & Publication,
Odisha, Madhupatna, Cuttack-10.

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STATEMENT OF INFORMATION

1. Name and address of the firm:-
2. Whether a Limited Firm or a Public or Private Undertaking Limited Company.
3. (a) The names and addresses of Prop./Partner/ Managing Director/ Manager/Authorised representative.
(b) Is the place of business of the tenderer within the State of Odisha ?
4. Financial condition of the firm whether solvent or not, with details thereof.
5. (a) Whether a Manufacturer or an Authorised Distributor.
(b) If a Distributor, name and address of the Manufacturer.
6. Varieties of articles dealt with and names of the items.
7. Is it a Small Scale Industry or Government Sponsored Cottage Industry ?
8. Is it a Registered Firm under the Partnership Act? If so, Registration No. and date and office of registration should be given.
9. Are you a Registered Dealer and if so, please quote both GST Registration Nos.
10. Name of the authorised representative who can hold discussion on your behalf at the time of necessity.
11. The names of the Prop. / Partners / Managing Director / Authorised representative with address or addresses as the case may be who is authorised to receive money in case of an endorsed bill on behalf of the Firm from Government Presses and their specimen signature in quadruplicate for each.
12. Are you an Income Tax Assessee? If so, the last Income Tax clearance Certificate to be furnished.

CERTIFICATE-- Certified that the above information furnished by me is true and correct to the best of our/my knowledge and belief. In case any or all the informations given above is/are found to be incorrect at any time, I undertake the liability to be proceeded with in any manner. Any change or changes in regard to the furnished information will be intimated by us/me as and when such changes occur.

Signature of the Prop./Partner
Managing Director/Authorised representative.

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TENDER FORM

Date.....

From

M/s.....

To

The Addl.D.G. of Police-cum- Director
Printing, Stationery & Publication,
Odisha, Madhupatna, Cuttack-753010.

Reference- Tender Notice No.....,dated.....

Dear Sir,

In response to your advertisement in the
Dated..... inviting tender for disposal of Waste Paper and Swept Off Materials
together for recycling and other unserviceable articles(Scraps/un-scarps Materials) **“as-is-
where is basis”** for the year,2019-20, I/We, a Company/a Partnership Firm/an
Association/Sole Proprietor (in the case of a Firm, an Association or a Syndicate please set
out here full name of all Partners or members)

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carrying on business as

hereby tender to disposal of Waste Paper and Swept Off Materials Together for recycling and
other unserviceable articles(Scraps/un-scarps Materials) **“as-is-where is basis”** at the firm
rate quoted in the price bid furnished in sealed cover.

2. I/We agreed that this offer shall remain valid for one year from the date of
execution of agreement (in case of waste paper) and other unserviceable articles(Scraps/un-
scarp Materials), this offer shall remain valid 31.03.2020 or the stipulated date as would be
fixed by the **Authority**. The offer is withdrawn before the said date, I/we shall be liable for
damages to the extent to be determined by you and pay the same forthwith on demand
without protest or demur.

3. I/we hereby agree to abide by and fulfill the terms and conditions set out in the
INVITATION TO TENDER, PROFORMA,TENDRE FORM which shall be deemed to form
a part of this tender and I/we return herewith all these documents attested on each page in
token of my/our acceptance thereof.

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4. I/we hereby further agree to intimate the Director, Printing, Stationery & Publication, Odisha, Cuttack-753010 at any time whether before or after acceptance of my/our tender, any change in the address as and or constitution of my/our firm/association/syndicate either by death or retirement of any partner or by the admission of a new partner or member (this clause shall apply whether tenderer is a firm/association or syndicate).

5. I/we hereby declare that this Tender and your acceptance to be communicated by you to me/us by registered letter or letter delivered by hand or special messenger or by shall constitute a valid and binding contract between us.

In presence of :

Full Signature of the Tenderer

1. Signature of Witness

Address.....

Seal of Tenderer

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Telephone No.....

Fax

2. Signature of Witness

Address.....

Telephone No.....

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Fax.....

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