

BUREAU OF INDIAN STANDARDS

Our Ref: Disposal/7:1:1

03-10-2011

**Subject : Quotations for award of contract for disposal of
Waste Paper and Scrap Materials for one year**

Dear Sir(s),

Bureau of Indian Standards intends to award annual rate contract for one year for disposal of waste paper, such as old newspapers, magazines, old files with hard file covers, all kinds of scrap iron and wooden material. A list of items for which the Annual Rate Contract is proposed to be awarded is given in the enclosed proforma which is required to be submitted by the tenderer by filling in the rates to be quoted for each items. The award of contract shall go to the highest bidder on the terms and conditions as mentioned below:

1. Quotation(s) in a sealed cover superscribed "**Quotation for Waste Paper and Scrap material**" should reach Director (Administration) latest by 1500 hours on **08-11-2011**. The quotations shall be opened at 1530 h on the same day
2. Earnest money of Rs. 5,000.00 in the form of Demand Draft in favour of Bureau of Indian Standards, New Delhi, should be enclosed with the quotation. The said amount shall be refunded in the event of non-acceptance of the quotation. The quotation(s) of such tenderer, who do not deposit the earnest money or a demand draft, shall be rejected. **CHEQUES SHALL NOT BE ACCEPTED.** However, no interest shall be payable on Earnest Money.

3. The Earnest Money deposited by the successful tenderer shall be returned only after receiving the performance security which shall be retained by Bureau as security till expiry of the period of contract.
4. The successful tenderer shall have to lift waste material **once in a week** on any working day during office hours against payment in advance, failing which the accumulated material will be disposed off by the Bureau without any notice. Loss, if any, to the Bureau on this account would be deducted from the security of the successful tenderers.
5. The Contract will be for a period of one year from the date of award of contract.
6. Before awarding the contract, the successful tenderer will be required to deposit a Performance Security Deposit (refundable) equivalent to 5% of the value of the contract in the form of Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in an acceptable form safeguarding the purchasers interest in all respects. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security will be refunded to the successful bidder on receipt of Performance Security.
7. The case of non compliance of stipulated terms & conditions of the contract or failing to lift the waste material in time, contract shall be cancelled and the security deposit forfeited for breach of terms of the agreement.
8. All quotations shall remain open for acceptance for a period of 30 days from the date of opening of quotations.
9. BIS shall provide its own weighing Machine for weighing the Waste Materials.
10. The successful tenderer will have to remove the entire lot of material on "**As is Where is Basis**"
11. No gunny bags or other kind of packing material or labour etc., would be provided by this office.

12. The tenderer will be responsible for loss of any property of the Bureau due to negligence on his part or on the part of his representative(s) and the amount of loss shall be recovered from the tenderer.
13. The Bureau takes no responsibility for delay, loss or non receipt of quotations after dispatch.
14. The Bureau reserves the right to accept or reject any or all quotations in whole or in part without assigning any reason, whatsoever.
15. In case of any dispute, the decision of the Director General of the Bureau shall be final.

Yours faithfully,

**(H.L. Kaul)
Director (Administration)**

Encl: As above

Proforma to be filled in by the Teneders
List of the Items

SL. No.	Name of the Item	Unit	Qty	Rate Quoted(Rs)
1.	Waste Paper, Books, Magazines, Old Standards, Recorded Files with Hard File Covers	Per Kg		
2.	Waste Paper (Newspaper)	Per Kg		
3.	Empty Tins (Gallon Size)	Per Piece		
4.	Empty Tins (15 Liters)	Per Piece		
5.	Aluminium Plates (Addressograph & Offset etc)	Per Kg		
6.	Cloth Curtain	Per Piece		
7.	Fluorescent Tubes (Fused)	Per Piece		
8.	Printing Blocks (Obsolete)	Per Kg		
9.	Iron Scrap (M.S/C.I)Including Obsolete door closers	Per Kg		
10.	Tin Scrap	Per Kg		
11.	Wooden Scrap	Per Kg		
12.	Plastic Scrap	Per Kg		
13.	Used Tyres of Vehicles	Per Piece		
14.	Used Tubes of Vehicles	Per Piece		
15.	Copper Scrap	Per Kg		
16.	Brass Scrap	Per Kg		
17.	Empty Toner Cartridge	Per Piece		

Demand Draft No.-----

Date -----

Name of the Bank

Drawn Upon -----

Signature -----

Name & Address -----
