

Our Ref :DIS/7:1:1

28 Feb 2006

**Subject : Quotations for Disposal of Waste Paper and Scrap Materials
for the year 2006-2007**

Dear Sir(s),

Bureau of Indian Standards intends to award annual rate contract for the year 2006-2007 for disposal of waste paper, such as old newspapers, magazines, old files with hard file covers, all kinds of scrap iron and wooden material. However, a list of items for which the Annual Rate Contract is proposed to be awarded is given in the Annexure. The award of contract shall go to the highest bidder on the terms and conditions as mentioned below. You are requested to submit your quotation on the prescribed proforma being sent along with this letter.

1. Quotation(s) in a sealed cover superscripted "Quotation(s) for Waste Paper and Scrap material" should reach Director (Administration) latest by 1500 hours on **17 March 2006**. The quotations shall be opened at 1530 h on the same day.
2. Earnest Money of **Rs. 5000.00** Cash or through 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 quotations(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 retained by the 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. In 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.
6. All Quotations shall remain open for acceptance for a period of 30 days from the date of opening.
7. BIS shall provide its own weighing Machine for weighing the Waste Material.
8. The tenderer will have to remove the entire lot of waste paper on **“As is Where is Basis”**
9. No gunny bags or other kind of packing material or labour etc., would be provided by this office
10. 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.
11. The Bureau reserves the right to accept or reject any or all quotations in whole or in part without assigning any reason, whatsoever.
12. In case of any dispute, the decision of the Director General of the Bureau shall be final.

Yours faithfully,

(T.K.Kashyap)
Section Officer(Administration)

Encl: As above

LIST OF ITEMS

Sl. No	Name of the items	Unit	Rate to be quoted (Rs.)
1	Waste Paper, Books, Magazines, Old Standards, Recorded Files with Hard file Cover	Per Kg	
2	Waste Paper (Newspaper)	Per Kg	
3	Empty Tins (Gallon Size)	Per Piece	
4	Empty Tins (15 Litres)	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 Tyre of Vehicles	Per Piece	
14	Used Tubes of Vehicles	Per Piece	
15	Copper Scrap	Per Kg	
16	Brass Scrap	Per Kg	

Signature _____
 Name & Address _____

Date _____