

PRESIDENT'S SECRETARIAT
(General Admn Section)

No.D-17063/8/09-GA (II)

M/s -----

Subject :- Disposal of waste papers

This Secretariat intends to dispose of waste papers. Sealed quotations for disposal of waste papers are invited from dealers. In case any dealer is interested, he may submit his highest rates in the attached performa in a sealed cover addressed to the undersigned latest by **22nd May, 2017 by 05:00 p.m. in the box placed for this purpose at the Central Registry Branch, Rashtrapati Bhavan, near Brassey Avenue, opposite Cathedral Church, New Delhi** The quotations should be superscribed as "QUOTATIONS FOR DISPOSAL OF WASTE PAPER". The quotations will be opened on **23rd May, 2017 at 03:00 p.m.** The terms and conditions will be as under :-

- i. The delivery of the waste paper etc will be given by the Secretariat between 03:00 pm and 04:30 pm. The contractor will have to make own arrangements for removing the material when called upon to do so.
- ii. The contractor will have to make his own arrangements for weighing and labour etc. The materials will have to be weighed in presence of the undersigned or any officers deputed for this purpose. The standard and approved weighing scale has to be used for weighing the material. The contractor will be required to remove all the rubbish leaving the place neat and clean.
- iii. Payment for the entire quantity delivered shall have to be made in cash before the contractor is allowed to take waste papers etc for the premises of this Secretariat.
- iv. The contract will be for a period of two years from the date of approval of the contract.
- v. The tenderers are required to submit Earnest money in the form of demand draft of Rs.500/- (Rupees five hundred only) payable to 'Pay and Accounts Officer, President's Secretariat'.
- vi. Quotations received without EMD will not be entertained.
- vii. The contractor will have to deposit Rs.2000/- (Rupees two thousand only) as a security deposit within ten days after awarding of contract.
- viii. The Secretariat reserves the right to terminate the contract at any time if the contractor fails to abide by the conditions given in this Secretariat.

Yours faithfully


(Ashok Kumar)
Under Secretary

ANNEXURE

QUOTATIONS FOR PURCHASE OF WASTE PAPERS

Name and address of the Tenderer :-

Telephone No.

I/we offer to purchase the stock of waste papers at the following rates on terms and conditions specified in the letter No.D-17063/8/09-GA (II) dated 01.05.17 of President's Secretariat :-

S.No.	Item	Rate per quintal
a.	News Paper	
b.	Shredded Paper	
c.	Other waste paper including cartons etc.	

Signature

Date