

F.NO. D-11030/1/2013- Genl- II

Films Division

Ministry of Information & Broadcasting

Government of India

Dated the 03/4/2013.

To,

**Subject :- Disposal of Waste Papers (Office Sweeping etc.) during the years 2013-14.**

Sir,

The Director General Films Division invites sealed quotation from bonafied waste paper merchants for collection of waste paper of the following categories during the period from 2013 - 2014 from this office (Including the Branch Office, Mumbai .)

- 1) Office Sweeping (including waste carbon & papers at waste cardboard box)
- 2) Old News papers
- 3) Old records
- 4) Old periodicals / magazines

The rates which the tenderer offers to pay for collection of waste papers should be quoted in terms of per Kilogram both in word & in figures for each category of waste papers separately exclusive of sales tax or any other taxes as may be payable under the law, by the tenderer.

The Conditions governing the disposal of waste papers are as under:-

- 1) The accepted rates will remain in force from May 2013 subject to termination on one month's notice by the office without assigning any reason.
- 2) The tenderes have to submit an earnest money of Rs.2000/- (Rs. Two Thousand Only) in the DD/Bank Guarantee/Bankers cheque / Fixed Deposit receipt **drawn in favour of Accounts Officer, Films Division, Mumbai – 400 026**. No quotation will be considered unless it is accompanied by the Earnest Money Deposit. The Earnest Money Deposit will be returned to unsuccessful tenderer within 30 days from the date of opening quotations.
- 3) The Earnest Money Deposit of the successful tenderer will be retained by Films Division and adjusted against the Security Deposit . In the event of successful tenderer failing to comply with any of the terms of this tender after acceptance of tender is communicated by him the amount of Security Deposit will be forfeited to Government. The tenderer will have to remove waste papers from the premises at (a) 24 – Dr. G. Deshmukh marg , Mumbai :- 400 026. (b) Branch Office Films Division, Mumbai – 400 026. Promptly within 2 days of receipt of written intimation from the Films Division without any claim for cartage.
- 4) The payment will have to be made in cash by successful tenderer at the time or removal waste papers.

- 5) The security deposit would be forfeited in the event of contravention of any of these condition & the successful tenders will also be liable to pay compensation for the consequential losses that may be sustained by the government in the event of failing to lift the stock collected.
- 6) Forty empty gunny bags will have to be kept in the premises of the Films Division for Keeping destroyed waste papers.
- 7) Government reserves the right to assign the removal of waste papers of different categories to different tenderers.
- 8) If the tenders is partnership firm, all the partners should be a person duly authorized by the company . Further if the tenderer is an individual, it must be signed either by this constituted attorney or by himself.
- 9) Sealed quotation should be sent in double cover being addressed to the undersigned so as to reach latest by 25/4 /2013 by 1.30 p.m. The outer covers should be subscribed tendered for waste paper for the years 2013-2014. The quotation should be addressed to:-

The Director General

Films Division (General – II Section)

3<sup>rd</sup> Floor, phase – I Bldg

Ministry of Information & Broadcasting

Government of India, 24- Peddar Road

Mumbai – 400 026.

- 10) The quotation will be opened on 25/4/2013 at 3.00 p.m. in presence of attending tenderers.
- 11) Right are reserved for rejecting any or all the quotations without any reason.

- 12) Submission of rates in response to this inquiry will imply that the tenderer accepts the terms and conditions laid down hereto.
- 13) The offer by the tenderer shall be deemed valid for 90 days from the opening of the tender and no tenderer can withdraw or revoke his quoted rates within the said period of 90 days under any circumstances within or beyond the control of himself.
- 14) There should not be overwriting in the tenders and all corrections in the rate should be attested by full signature by the Bidder. The department shall not be responsible for delay, loss of non – receipt of tender.
- 15) The Tender/ Quotation received after the prescribed date and time will not be considered.
- 16) The Contract period will be initially for one year or as may be fixed by Director General which may be extended at the discretion of the Director General.
- 17) Director General, Films Division reserves the right to accept or reject any or all bids without assigning any reason thereof.

(BHANUMATHI V. NARVEKAR)

SR. ADMINISTRATIVE OFFICER (I/C)

FOR DIRECTOR OF ADMINISTRATION

Copy to Nodal Officer for Website publicity of Tender inquiry, CD/PAN  
Drive of the inquiry is sent herewith.

(BHANUMATHY V. NARVEKAR)

SR. ADMINISTRATIVE OFFICER (I/C)

FOR DIRECTOR OF ADMINISTRATION