

No. D-11030/1/2015-Genl.II  
Films Division  
Ministry of Information & Broadcasting  
Government of India

24-Dr. D.G. Deshmukh Marg, Mumbai-26  
Dated the 17<sup>th</sup> May 2019

To,

**Sub: Annual contract for disposal of Waste Papers (Office Sweeping etc.) during the year 2019-20**

Sir,

The Director General, Films Division invites sealed bids for collection of waste papers of the following categories for the one year i.e. 2019-20 from the date of acceptance to the contract from this office (Including the Branch Office, Mumbai).

1. Office sweeping (including waste carbon & papers and waste cardboard box)
  2. Old News Papers
  3. Old Periodicals/Magazines
  4. Old Records
2. The rates at which the bidders offer to pay for collection of waste papers should be quoted In terms of per kilogram both in words & 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 bidder.

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

1. The accepted rates will remain in force from one year the date at acceptance of contract subject to termination on one month's notice by the office without assigning any reason.
2. The bidders have to submit an earnest money deposit of Rs. 2000/- (Rs. Two Thousand only) in the DD/ Bank Guarantee/ Bankers cheque/ Fixed deposit receipt drawn in **favour of Accounts Officer, Film Division, Mumbai-26**. No quotation will be considered unless it is accompanied by the Earnest Money Deposit. The Earnest Money will be returned to unsuccessful bidders within 30 days from the date of opening quotations.

3. The Earnest Money Deposit of the successful bidder will be returned on receipt of performance Security Deposit. In the event of successful bidder failing to comply with any of the terms of this tender after acceptance of bidder is communicated by him the amount of Security Deposit will be forfeited to Government. The bidder will have to remove waste papers (Office sweeping etc) from the office premises at (a) 24, Dr. D.G. Deshmukh Marg, Mumbai-26 (b) Branch Office Films Division, and Mumbai-26 promptly without any claim for cartage.
4. The payment will have to be made in cash by successful bidder at the time of removal of waste papers.
5. The Security deposit would be forfeited in the event of contravention of any this condition & the successful bidder 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 in time or pay for the stock collected.
6. The Security deposit bidder will furnish a performance security deposit at the rate of 10% of total approximate value for disposal of waste paper during the contract period.
7. Empty gunny bags will have to be kept in the premises of the Films Division for collection day to day office sweepings.
8. Government reserves the right to assign the removal of waste papers of different categories to different bidders.
9. If the bidder is partnership firm, all the partners should be signed by a person duly authorized by the company. Further, if the bidder is an individual, it must be signed either by his constituted attorney or by himself.
10. Sealed bids should be sent in double cover outer cover being addressed to the undersigned so as to reach latest by 04.06.2019 at 1.00 hours. The outer covers should be subscribed bid for Annual contract for waste paper of the year 2019-20. The bid should be addressed to:

**The Director General**  
Films Division (General II Section)  
Ministry of Information & Broadcasting  
Government of India, 24-Gopalrao Deshmukh Marg,  
Mumbai - 400026.

11. The bid will be opened on 04.06.2019 at 03.30 PM in presence of attending bidder
12. 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.
13. Right to accept, reject , split the entire Bid or any part thereof without assigning any reason rests with the Director General, Films Division, Mumbai and his decision in this regard is final and binding.
14. Income Tax/ Service Tax or any other taxes, will be deducted from the bill at source as per Government Orders.
15. Any disputes arising out of bid, process and finalization of the bid shall be subject to jurisdiction of the High Court of Mumbai.

Yours Faithfully,

(A. A. Shinde)  
Asstt. Administrative Officer  
For Director General