

## TENDER NOTICE

Sealed tenders are invited in the Himachal Pradesh Secretariat Shimla-02 for the disposal of following items:-

Sr. No.	Particular	Reserve price
1.	Disposal of used recyclable waste paper (daily basis) being collected during 12 months in dumper near Ellerslie building H.P. Secretariat.	Rs.2,00,000/- (Rupees Two Lakh only) for 12 months.

The tender form (complete in all respect) in duly sealed envelope should reach to undersigned on or before 30/01/2025 by 2.00 PM. The tender shall be opened on the same day i.e. - 4.00 P.M. in the Office of undersigned room no. 106 Armsdale building, H.P. Secretariat, Shimla -02 in the presence of bidders or authorized person, whosoever wish to be present.

"Tender for disposal of Waste Paper" should be clearly written on the top of envelop addressed to the Under Secretary (SA R&I-1) to the Government of Himachal Pradesh, Room No. 106 Armsdale building, H.P. Secretariat, Chotta Shimla, Shimla-02 H.P. The Tender in a sealed cover shall comprise of two separate envelopes. Each envelop shall contain separately the TECHNICAL BID and the FINANCIAL BID.

**The Technical Bid must contain the following:-**

- Duly filled, signed & stamped tender document.
- Self attested Documentary proof of Sole Proprietorship/Partnership firm/Mill/Society or Company.
- Self attested copy of the PAN.
- Earnest Money of Rs. 5000/- (Rupees Five Thousand Only) in the form of a Account payee Demand Draft/ pay order/fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form duly pledged in favour of the Under Secretary (SA R&I-1) to the Government of Himachal Pradesh, H.P. Secretariat, Shimla-02.

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The Technical Bid shall be opened first and the Financial bid (Annexure 'A') of those bidder who are technically qualified shall be opened in accordance with provisions of the H.P. Financial Rules, 2009 by the Committee constituted for the purpose by the Government of H.P.

**Eligibility Criteria:-**

Only such bidders, who are Sole Proprietor/Partnership firm/Society or Company and meet the following conditions, can participate in the tender:-

- A) The bidder must be a Sole Proprietorship/Partnership firm/Society/ Mill or Company. Self attested Documentary proof of Sole Proprietorship/Partnership firm/Society/Mill or Company must be attached.
- B) The bidders must have valid PAN to participate in the tender.

**C) Terms and Conditions:-**

- 1. Sealed bids are invited for disposal of used waste paper and other scrap paper. Bid should be sealed in a cover duly super scribed as "Tender for the disposal of Waste Paper".
- 2. Each page of the Tender document should be signed by the tenderer.
- 3. The quoted rate should be inclusive of all taxes/duties valid for a period of one year.
- 4. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
- 5. The right to accept a bid will rest with the Under Secretary (SA R&I -I) to the Government of Himachal Pradesh, who reserve the right to reject any or all the bids without assigning any reason therefor.
- 6. The bidders must quote their highest rates on the proforma for quoting the rates in a separate envelop superscribed as Financial Bid based upon the Terms and Conditions of the tender document. The Contract shall be awarded to the successful bidder who quoted highest rates for disposal of used recyclable waste paper out of the eligible bidders on submission of Performance Security.
- 7. The duration of the contract may be extended twice on yearly basis subject to satisfactory performance of the contract including timely payment

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(Signature of the Tenderer)

8. The rates quoted shall be a lump sum amount for one year. It would cover the entire quantity of old waste papers, sweeping, etc. that will be available for disposal in the during the period of contract.
9. It will be responsibility of the successful bidder/vendor to pack the material through its own labourers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the bidder itself.
10. The prospective tenders should neither have abandoned any work nor should any of their contract have been rescinded during the last three years. Such abandonment or rescission will be considered as disqualification towards eligibility. They should not be on blacklist of any Central/State Government agency.
11. It will be responsibility of the successful bidder/vendor that the waste papers being lifted from the dumper near Ellerslie building H.P. Secretariat used only for recycling in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy and pollution free disposal.
12. The Earnest Money of all the unsuccessful tenderers, deposited in favour of the Under Secretary (SA R&I- 1) to the Government of Himachal Pradesh, will be refunded by the Department on receipt of application from tenderers in that respect with 30 days.
13. The successful bidder shall have to deposit Performance Security @ 5% of the value of contract in the form of a Account payee Demand Draft/pay order/fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the Under Secretary (SA R&I- 1) to the Government of Himachal Pradesh, H.P. Secretariat, Shimla-02. In case successful bidder fails to submit Performance Security Deposit, then he shall be treated as an unreliable firm and shall be governed as per existing guidelines on penalties issued by Government of H.P. and the contract shall be awarded to next bidder (H-2) on the similar rates, terms & conditions as offered by the successful bidder(H-1).
14. The successful bidder shall have to deposit whole amount of the price quoted by him in the form of DD in advance on quarterly basis as per quoted rates. The DD should be drawn in favour of Under Secretary (SA R&I-1) to the Government of Himachal Pradesh payable in Shimla. In case the successful bidder does not deposit quarterly advance payment, the performance security shall be forfeited and order shall be cancelled.

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(Signature of the Tenderer)

15. In case, the successful bidder/vendor fails to comply the terms & conditions, the Under Secretary(SA R&I-I) to the Government of Himachal Pradesh, may terminate the contract without assigning any reason and is free to dispose of the waste paper items in such a manner as may be deemed appropriate.

16. In case of any dispute, the decision of the Secretary(SA) to the Government of Himachal Pradesh shall be final and binding upon all.

I/We have carefully read the above terms & conditions and undertake to abide by the same.

Place:

Date:

Name:

Telephone No.

Address:

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(Signature of the Tenderer)

To

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


No. Per.(SA R&I-I)7(G)2-4/2018-Vol-I Dated: Shimla-02

10/01/2025

Copy to:-

✓ 1. The Dy. Dir. General & SIO, National Informatics Centre (NIC), 6<sup>th</sup> Floor, Armsdale Building, H.P. Secretariat, Shimla-02, with the request to upload the same on official website of SAD for wide publicity.

2. Notice Board H.P. Secretariat Shimla-02.

  
Under Secretary (SA) to the  
Government of Himachal Pradesh

**Financial Bid  
(in separate envelop)**

**Proforma for quoting the Rates (Annexure-“A”)**

I/We \_\_\_\_\_ hereby offer rates of Rs.-----,  
(Rupees ----- Only) inclusive  
of all taxes/duties for the disposal of used recyclable waste paper being collected in dumper near Ellerslie  
building H.P. Secretariat during period of 12 months commencing from the date of award of contract.

**Place:-**

**(Signature of the bidder with stamp)**

**Date:-**