Sub: Quotations for lifting / removal of waste papers for the calendar year 2015

Ref: ICSI/Waste Paper- 2015

Sealed Quotations are invited for lifting / removal of waste papers for the calendar year 2015 as per the details given in Annexure ‘A’. The terms and conditions are as under:

1. The sealed quotations are to be submitted in prescribed format duly stamped and signed and dated on each page. Details/supporting documents alongwith brochure attached with the quotation should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

2. The sealed quotations duly superscribed, “Quotation for lifting / removal of waste papers for the calendar year 2015 due on March 13, 2015”, should be addressed by name to Shri Sutanu Sinha, Chief Executive & Officiating Secretary, the ICSI and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at IIIrd floor of Institute’s Headquarter & should reach on or before March 13, 2015 by 3:00 PM.

Address:
Shri Sutanu Sinha, Chief Executive & Officiating Secretary
The Institute of Company Secretaries of India
ICSI House, 22, (IIIrd Floor: Tender Box)
Institutional Area, Lodi Road
New Delhi-110003

3. Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.

4. The quotations shall be opened on March 16, 2015, 2015 at 10:00 AM in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.

5. The tenderers are required to deposit an earnest money of Rs. 5,000/- (Rupees Five Thousand only) for lifting / removal of waste papers for the calendar year 2015 by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi. The quotation not accompanied
with earnest money shall be rejected summarily. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party. EMD amount of the successful tenderers/bidders will be returned without any interest/bank commission/collection charges after the completion of the contract.

6. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initiated, otherwise the quotation / proposal is liable to be rejected.

7. Prices quoted should be FOR Institute premises and should be inclusive of all charges viz i.e. labour, Cartage and material component, taxes, forwarding, packing charges and octroi etc.

8. After awarding of the job, The party is required to submit an undertaking, on a non-judicial stamp paper of 50/- (Rupees fifty only) for disposing off the **old answer books & old question papers by tearing each of the answer book & Question paper into 5-6 pieces and directly sending such destroyed answer sheet & question papers to paper mill for re-cycling and manufacturing fresh sheets paper after making pulp**.

9. The Institute reserves the right to reject any or all the offers without assigning any reason thereof.

10. Rates received from various vendors will be evaluated and the highest rates received will be considered.

11. The highest rate bidder will be awarded the contract.

12. The contract shall be initially be for a period of one year which may be extended further on mutually agreed terms and conditions.

13. The tender may be cancelled by the authority without describing any reason.

14. The tender committee may reject the quotation of any party in case of unsuitability or any other reason.

15. **GENERAL:**
   (a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.
   (b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.
   (c) For any details / clarifications, **Shri Sanjeev Dogra, Assistant Officer, (0120 – 4522 015)** may be contacted.

*(B PRADHAN)*

**DIRECTOR**
Rates Quoted should be Net Unit Rate (Unit Price + VAT + Cartage, if any)

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<tr>
<th>Sl. No.</th>
<th>Items</th>
<th>Rate per Kg. (In Rs.)</th>
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<tbody>
<tr>
<td>1</td>
<td>Old Answer Books (Inclusive Roll No. Slips)</td>
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<tr>
<td>2</td>
<td>OMR Sheets</td>
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<td>3</td>
<td>Old Question Papers</td>
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<td>4</td>
<td>Old Attendance Sheets</td>
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<td>5</td>
<td>Corrugated Boxes</td>
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<td>6</td>
<td>Old Registration Forms</td>
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<td>7</td>
<td>Exam. forms including envelopes</td>
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<td>8</td>
<td>News Paper</td>
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<td>9</td>
<td>Books, Magazine &amp; Suggested Answer Books</td>
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<td>10</td>
<td>Printed Material (Broachers, Pamphlets &amp; Banners etc.)</td>
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Terms & Conditions:

- Material will be lifted from the Institute’s Office at C-37 Sector-62 Noida and ICSI House, 22, Institutional Area, Lodhi Road, New Delhi

- Validity of Offer: __________________________

- Any Special Terms: (Please Specify)

Date: ________________________________
Name and Signature of Bidder with Corporate Seal and mobile number