



Government of India
Ministry of Home Affairs
Office of the Director Census Operations, Punjab
Janganana Bhawan, Plot No. 2-B, Sector 19-A,
Madhya Marg, Chandigarh- 160019.

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TENDER DOCUMENTS

1. TENDER NOTICE FOR SALE OF WASTE PAPER (OLD RECORDS FOR PULPING)

Sealed tenders are invited from Paper Manufacturing Industries/Firms/Parties/Govt. Contractors dealing with purchase of waste paper (old records) which should be used for pulping in the paper mills in the presence of official representatives of this office. Rates should be quoted as per Kilogram (as is where is). Tender documents containing terms and conditions can be obtained from this office on any working day on payment of **Rs. 100/- (Rupees One Hundred only)** latest by **22nd March, 2010**. The tender should be accompanied with an Earnest Money deposit of **Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of Demand Draft only to be drawn in favour of **Deputy Director, Census Operations, Punjab, Chandigarh**. Filled-in tenders must reach this office by **3:00 P.M. on 22nd March, 2010** and all the received tenders will be opened on the same day at **3:30 P.M.** in the presence of the willing contenders. The approximate quantity of the waste paper is **52 tonnes** and is lying mainly in our record room at Patiala some material at Chandigarh.

Joint Director
Directorate of Census Operations, Punjab
Janganana Bhawan, Plot No. 2-B, Sector 19-A,
Madhya Marg, Chandigarh – 160019.
Phones No. 0172-2541812, 2781803

Name of the Organization	:	Directorate of Census Operations, Punjab
Tender Title	:	Sale of waste paper (old records for pulping)
Location of materials	:	Central Record Office, Old Baghi Khanna, Patiala and Plot No. 2-B, Sector 19-A, Janganana Bhawan, Chandigarh.
Last Date of Submission of Tender Form	:	22 nd March, 2010 at 3:00 P.M.
Date of Opening Tender Form	:	22 nd March, 2010 at 3:30 P.M.
Venue of Opening Tender Form	:	Directorate of Census Operations, Punjab Janganana Bhawan, Plot No. 2-B, Sector 19-A, Madhya Marg, Chandigarh – 160019.

- Physical Inspection : The materials may be inspected by the intending contender at the CRO, Patiala and Chandigarh on any working day from 4th March, 2010 to 22nd March, 2010 within office hours.
- Contact Person at site : Shri Gurnam Singh, Central Record Office, Old Bagghi Khana, Patiala and Shri Amitabh Mitra, SI Grade- I at Chandigarh.

2. TERMS & CONDITIONS

1. The rates quoted should be valid up to 120 days from the date of closing the tender.
2. Material will have to be lifted from our Central Record Office, Old Bagghi Khana at Patiala and Chandigarh within a period of 25 days from the date of acceptance of tender for supplying to mills for pulping failing which a penalty of Rs. 5000/- (Rs. Five thousand only) per day will be charged.
3. Before loading the materials the empty trucks will be weighed on two electronic machines (Dhramkanta) in the presence of officers representative of the Directorate of Census. The same exercise will also be done after loading the trucks and the weights beneficial to government will be taken into account and the cost of weighing as well as pulping, loading unloading etc., will be borne by the successful bidder.
4. Incomplete offers or not confirming fully to tender enquiry requirements or to vague replies will not be considered.
5. In case the vendor fails to lift the entire material within the stipulated period or to meet the terms and conditions, the contract will be terminated and EMD/Security deposit etc. will be forfeited.
6. The tender committee reserves the right to reject any or all the tenders without assigning any reasons. It also reserves the right to decrease or increase the quantity of material or split in any manner.
7. Tender documents showing terms & conditions can be purchased on payment of Rs. 100/- (Non-refundable) from 11:00 A.M. to 5:00 P.M. on all working days (except Saturday & Sunday) till 22.03.2010.
8. Tenders received up to 3:00 P.M on 22.03.2010 will be accepted & opened at 3:30 P.M. on the same day. Tenders received after the due date & time will not be accepted.
9. Tenders should always be placed in a sealed cover with name of job on the top of the envelope.
10. All the tenders received within the due date & time will be opened in the presence of the willing tenderers or their authorized representatives who wish to be present on 17.03.2010 at 3:30 P.M.
11. All disputes are subject to the jurisdiction of Chandigarh, U.T.
12. Special care should be taken towards quoting rates both in words & figures, Quotation with over writing will be rejected straightway.
13. Earnest Money amounting to **Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of DD/BANKER'S CHEQUES/PAY ORDER drawn in favour of Deputy Director of Census Operations, Punjab payable at Chandigarh should accompany the tender.

14. The tenderers whose tender is accepted will deposit bank draft of Rs. 50,000/- (Rupees Fifty Thousand only) apart from earnest money in form of Demand Draft in favour of Deputy Director, Census Operations, Punjab payable at Chandigarh as security deposit. The bidder whose rates is accepted must comply with the terms & conditions otherwise the security money (Rs.50,000/-) will be forfeited.
15. The successful bidder will have to pay the value of the material being lifted in advance at the time of lifting only. No request for payment after lifting or any other condition shall be entertained.
16. Any tender received incomplete or without earnest money or security money or in any respect is liable to be rejected.
17. Canvassing in connection with tenders is strictly prohibited and the tender submitted by those who resort to canvassing will be liable for rejection
18. Full payment of the material will be made to the authorized officer of this office prior to before the lifting of material from the record room at Patiala/Chandigarh.

TENDER FORM

From

To

The Director,
Directorate of Census Operation, Punjab,
Janganana Bhawan, Plot No. 2-B, Sector 19-A,
Madhya Marg, Chandigarh – 160019.

Sir,

I / We hereby offer to purchase from the Directorate of Census Operations, Punjab, Chandigarh the waste paper (old records for pulping) kept at the Central Record Office, Old Bagghi Khana, Patiala.

I / We have thoroughly examined and understood the terms and conditions of the tender issued by the Directorate of Census Operations, Punjab as laid down in their tender document. I/We shall be bound by the terms and conditions laid down in the tender.

I/We enclose herewith an account payee bank demand draft/ Banker's cheque /pay order of Rs. _____ (Rupees _____ only) in favour of **"Deputy Director, Census Operations, Punjab payable at Chandigarh"** as earnest money. I/We agree to deposit the entire cost of waste paper (old records for pulping) before taking delivery of the materials.

I/We enclose copy of current electricity bill/Rent bill/Telephone bill as proof of office / residential address.

My/Our particulars are as follows:

1. Name :
2. Father's Name (in case of individual) :
3. Business Name :
4. Postal Address :

5. PAN (enclose photocopy):

6. Business Telephone No (if any):

7. Trade license No (enclose photo copy):

I/We hereby declare that the entries made in this tender form are correct to the best of my/our knowledge.