



हिमाचल प्रदेश ग्रामीण बैंक HIMACHAL PRADESH GRAMIN BANK

(भारत सरकार का उपक्रम)

(Govt of India undertaking)

Head Office: Jail Road, Mandi, Himachal Pradesh -175 001

www.hpgb.in, email - hogadhpgb@hpgbank.co.in

NOTICE INVITING TENDER FOR EMPANELMENT OF VENDORS FOR DISPOSAL OF OLD RECORDS, OLD JUNKS/SCRAP & UNUSABLE FURNITURES OF THE BANK

Sealed Bid Tenders are invited at HIMACHAL PRADESH GRAMIN BANK, Head Office, Jail Road Mandi (HP)-175001 on "As is where is basis and no complaint basis" from Paper waste dismantler/recycler/Scrap Vendors registered with Central/ State Pollution Control Board whose license is currently valid, for empanelment of vendors for purchase & disposal of old records & old junked, & unusable furniture of the bank.

All the interested parties are advised to go through the detailed Tender guidelines at Bank's website before submitting their proposals to Head Office, Mandi in sealed envelope super scribed as "**Tender for Disposal of Old records, Old Junks/Scrap & unusable furniture of the Bank**" should be addressed to the General Manager, Himachal Pradesh Gramin Bank, Head Office, Jail Road, Mandi (HP) 175001. Bank reserve its right to reject any or all the proposals without citing any reason. Corrections/ Corrigendum, if any, will be placed on Bank's website only. For more details visit our website www.hpgb.co.in.

Start of submission of Tender: 04.03.2025
Last date of submission of Tender: 19.03.2025 (upto 12:00 P.M.)
Date of opening of Tender: 19.03.2025 (12:30 P.M.)

**SD/-
General Manager**

Himachal Pradesh Gramin Bank is a leading Regional Rural Bank with more than **274** Branches/Offices located in 12 districts of Himachal Pradesh with its Head Office at Mandi. **Himachal Pradesh Gramin Bank** invites sealed tenders for disposal of old records, old junks/scrap & unusable furniture, Office equipment etc. kept at various branches/offices as per Bank's RBI guidelines regarding destruction of old records from time to time.

General Terms and Conditions

Annexure:I

1. The applicant must have a proven track record of waste paper management during last 3 financial years in Government Sector/Public Sector Undertakings/highly reputed private Sector Companies. The proofs thereof to be attached with application.
2. **The bidder should be waste paper recycler and scrap vendor registered with central /state Pollution control Board whose license is currently valid. A copy of valid license is to be submitted.**
3. The records like vouchers/slip bundles, Old files Registers, Old Computer Printout sheets/Ledgers, Newspapers, Wastepaper, etc should be **shredded in the premises of the branch/office** before removal. Firm shall weigh this record in the presence of Branch Head or authorized officer. No records should be allowed to be taken outside the premises without being torn into small shreds.
4. The rate quoted should be quoted per kilogram (exclusive of taxes) and should be in whole rupees. The Tenderer will be bound by the rate given by him in quotation filed with the Financial Bid, irrespective of the market price which may fluctuate during the period. It is a rate contract, and the Highest Bidders (H1) shall be decided according to the rate of waste paper per Kilogram quoted by Tenderers including GST @ 5% quoted by the eligible Tenderer.
5. For the purpose of this tender, the definition of eligible Tenderer is as under:
 - a. Tenderer should have valid PAN
 - b. Tenderer should have valid GST Registration Number
 - c. Tenderer should have valid proof of address in State of Himachal, Punjab or Haryana
 - d. Copy of Aadhar Card in case of individual should be submitted;
 - e. Tenderer should enclose the copy of acknowledgement of return of income filed for the last three financial years
 - f. Tenderer should provide proof of completion of project in Government Sector / Public Sector /Private banks
 - g. Every column of the Technical Bid and Financial should be duly filled in as well as duly signed and stamped.
 - h. Latest Paper mill certificate where materials will be sent for pulping purpose.
 - i. Registration Certificate of the Paper Mill.
6. The bidders have to deposit earnest money of Rs.10000.00 (Rupees Ten Thousand Only) in the shape of demand draft in the name of Himachal Pradesh Gramin Bank payable at Mandi. The successful bidder has to deposit Rs. 50,000/- as security money in shape of FDR in any branch of Himachal Pradesh Gramin Bank in the name of party under the bank lien of Himachal Pradesh Gramin Bank for the period of two years, within 15 days from issuance of letter, otherwise earnest money will be forfeited.

7. Arrangement for packing the papers in Gunny Bags shall have to be made by the purchaser at his own cost.
8. The vendor has to lift records from the branches/office irrespective of the quantity, within a period of One week from the date of branch letter requesting them to lift the records (Two weeks for Branches falling under remote areas in Himachal Pradesh).
9. The old record to be destroyed, will be identified/segregated by the firm or its representative at bank premises in the presence of bank official.
10. The vendor shall make payments of the sale value of the old record in Cheque/NEFT/Transfer to the branch/office on each occasion before release of said items on the basis of weight/ quantity and will certify in its letter head that **“Records so lifted from Branch will be taken to the paper factory at the cost of the firm and vendor will submit a certificate to the concerned branch within maximum period of 45 days of lifting of record, which would have been issued by the paper mill where the waste record has been destroyed by converting it into pulp. It cannot be used for any other purpose and other scraps items will be disposed off as per Government Guidelines on disposal of scrap items currently in force”**.
11. The validity of approved H-1 (Highest rates) and vendor will be for two years from date of approval subject to satisfactory work and bank reserves the right to discontinue the contract at any time without assigning any reason thereof.
12. Lifting of unserviceable items have to be done on working days and during office hours (10:00 am to 5:00 pm) only. However, it is advisable that the vendor fix the exact time of lifting the old record through prior consultation with Branch Manager/ Officer In-charge.
13. The tenderer shall not assign the contract to any other party. He shall not sublet any portion of the contract.
14. In case of any dispute arises, the decision of the Chairman of Himachal Pradesh Gramin Bank shall be final and binding.
15. Any litigation arises out of or in any way connected with this contract, shall be deemed to have arisen in Mandi (HP) and only Courts in Mandi (HP) shall have jurisdiction to determine the same.
16. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender document while quoting the rates. All erasures and alterations made while filling the tender document must be attested by initials of the tenderers.
17. The authorized person of the eligible firm/ company shall sign all the pages of the application with seal of the company/ firm. Each of documents should be signed by the contractors submitting the tender in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions etc as laid down. Any tender with any unsigned document will be rejected. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected.

18. No column of technical and financial bid should be left blank. Incomplete/ineligible tenders are liable to be rejected.
19. It would be the responsibility of the bidder for safe transit of the disposed records, scraps etc from Bank's Branch/Office premises to bidder location. In case of any untoward incident happened during transition/transportation, the bidder should be held sole responsible for the loss or consequences.
20. Bank reserves the right to blacklist the vendor in between on observance of unsatisfactory performance/ report.
21. Bank reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
22. The contractor shall make good and reimburse the bank any damage or loss sustained by reason of any inefficiency, incompetence, negligence or defect or delay in carrying the items or by reason of any act of dishonesty or fraudulent conduct on his part of staff engaged by him. The assessment of such loss by the Bank shall be final and after due notice to the contractor, it shall become payable /adjustable from security deposit kept with the Bank. In case the amount so payable exceeds the security deposit, same shall be recovered from the tender.
23. The successful vendor shall be bound to implement the contract by signing an agreement within 15 days from the receipt of intimation of acceptance of his tender by the Bank.
24. If for any reason the contractor fails in any manner to undertake the work assigned to him, the Bank shall levy a penalty of Rs. 50/- (Rupees Fifty only) per day for each such delay.
25. The vendor shall bear all the costs and expenses in respect of all charges, stamp duties etc. for executing the undertaking /agreement with the Bank.
26. The successful bidder/agency shall have to execute an agreement with the Bank (When Called upon by the Bank to do so) on a stamped paper of Rs.100/-. The contract will be started from the date of execution of agreement. Till Such Formal contract is prepared and executed, this bid shall constitute a binding contract between Vendor and The Bank.
27. In case of violation of any terms and conditions in notice and if the services are found unsatisfactory, security money is liable to be forfeited by the bank and the bank may terminate the contract at any time without giving any notice.
28. The approved vendor will visit the branch/office after receiving the information from the respective branch/office.
29. The vendor shall prepare list of the eligible items for destruction provided by Branches.
30. The vendor should be a permanent resident of the Himachal Pradesh/Punjab/Haryana or the firm of the vendor should be located in the Himachal Pradesh/Punjab/Haryana.

31. If technically qualified vendors agree to work at H1 rate in the tender, they may also be empaneled as per requirement of the bank.
32. Your offer (Technical & Financial) should reach to us by **19.03.2025, 12:00 pm**.
33. In case of any dispute arises, the decision of the Chairman of Himachal Pradesh Gramin Bank shall be final and binding.

Financial bid should be strictly submitted on the enclosed format (Annexure-IV) only.

Technical bid and General terms & Conditions (Annexure-I to Annexure IV) should be inserted in envelope 'B' and Financial bid (Annexure V) in envelope 'C'. Both the envelopes should be sealed and inserted into a third envelope 'A' which should also be sealed.

Envelopes should be marked as under:

- Envelope: A- Tender for Disposal of Old records.
- Envelope: B- Technical bid and General terms & Conditions for Disposal of Old Records Old Junks/Scrap & unusable furniture of the Bank
- Envelope: C - Financial bid for Old Records Old Junks/Scrap & unusable furniture of the Bank

The financial bids of only those vendors will be opened which will be technically found suitable for bank purpose.

(Envelope B & C shall be kept inside Envelope A).

Acceptance of Terms and Conditions:

We agree to abide by all the terms and conditions as laid down in the tender document unconditionally and shall execute the bank's jobs on the bank's terms and conditions.

(Signature of Bidder with Seal of Firm)

Name Designation.....

Address

.....

E-mail.....Mobile No.....

General Manager

Technical Bid

S.No	Particulars	Description	
1	Name of the Applicant/Organization		
2	Type of the Organization (whether Sole Proprietorship, Partnership, Private Ltd or Ltd. Co.etc.)		
3	Registration no. of firm with details of issuing authority, if any(submit photocopy of registration certificate, NOC from state/central pollution control Board)		
4	Permanent address Complete Address:- Land Line Phone Number:- Mobile Number:- E-Mail:- Website, if any:- (Photocopy of address proof must be submitted.		
5	Date & Year of establishment		
6	Documentary proof of track record of waste paper management during last 3 financial years along with name of organizations (such as govt./semi Govt. or any other public sector Banks etc.)	Year	Name of Institutions
		2021-22	
		2022-23	
		2023-24	
7	PAN Number (Submit Photocopy)		
8	GST Number (Submit Photocopy)		
9	Last 3 years turnover of the organization.	FY	
		2021-22	
		2022-23	
		2023-24	
10	Present empanelment with Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous Bodies	1. 2. 3.	
11	Whether Blacklisted/De-registered/Debarred by any Central Govt./State Govt./PSU/ Govt. Bodies / Autonomous Bodies /IBA	Yes/No	
	If Yes please furnish the details.		
12	Whether any relative in Himachal Pradesh Gramin Bank	Yes/No	
	If Yes please furnish the details.		
13	Latest Paper mill certificate where materials will be sent for pulping purpose	Yes/No	

I/We certify that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by the Bank, if it deems fit.

Signature and Seal of the Applicant

Annexure:III

Affidavit of Undertaking by Bidder for not being blacklisted

(On Rs 100/- non judicial stamp paper)

I/We _____ s/o _____ Director/prop _____ of
M/s _____ having its Registered Office at _____ (herein after referred as
Bidder) hereby affirm/s on oath, that:

We are Scrap waste dismantler or paper recycler registered with Central/State Pollution Control Board
and our registration is valid upto- Proof of registration with validity period
should be attached

As on date of submission of tender, we are not blacklisted by the Government/ any of the State
Governments in India or any Financial Institution in India.

We are not involved in any legal case that may affect the solvency / existence of our firm or in any other
way that may affect capability to provide / continue the services to bank.

There are no pending cases against us involving cheating/fraudulent activities. We
are not a defaulter in repayment of installment against credit with any Bank.

Yours faithfully,

(Authorised Signatory)

Name

Date

Seal of the firm

UNDERTAKING

All the terms and conditions given above are acceptable to me/us. I/We undertake to purchase vouchers/slip bundles, Old files Registers, Old Computer Printout sheets/Ledgers, Newspapers, Wastepaper etc against payment in case my/our rates are approved.

I/We also undertake that paper waste shall be used for preparation of pulp/lugdi only, and no paper shall be either sold in retail market or shall be used for making envelopes etc. In case of approval of my/our rates, all the term and conditions mentioned in this tender form will be executed for lifting the waste papers. I/we, further undertake to state that in case of violation of any terms and conditions by me/us, the Bank may initiate the legal action as per the relevant provisions of Criminal/ Civil Procedure Code and the cost of such legal action against me/us shall be borne by me/us.

Signature of Tenderer (s)
Address

Committed to Rural Development

Financial Bid

a) Name of vendor :

b) Address of Vendor :

(Amount in Rs.)

Sr. No.	Particulars	Qty	Rate per Kg (in figures.) (GST Extra if any)	Rate per Kg. (in words)
1	Computer Waste Paper	KG		
2	Magazine/ Journals	KG		
3	Newspapers	KG		
4	File Cover	KG		
5	Card Board	KG		
6	Register/ Ledger	KG		
7	Voucher	KG		
8	Wooden Furniture	KG		
9	Ferrous Metal	KG		
10	Non Ferrous Metal	KG		
11	Electrical (Wires / fittings)	Per unit		
12	Glass Material Scrap	KG		
13	Old Plastic Junk, unusable/broken Chairs, ,(other than e-waste) scrap etc.	KG		
14	Misc. Scrap	KG		

1. I/We have thoroughly examined and understood the terms and conditions of the tender issued by Bank.
2. I/ We shall be bound by the terms and conditions laid down in the tender and an undertaking to this effect, is enclosed.
3. I/ We agree to deposit the entire cost of paper waste immediately after weighing the material to the branch/office directly.
4. I/ We hereby declare that the entries made in this tender form are correct to the best of my/our knowledge.
5. I/ We hereby agree to forfeit the earnest money if the contract is abandoned by me/us after the contract is awarded to me/us.

(Signature of the Tenderer with seal)

Name of the signatory:**Name of the Firm:****Date :**