

File No.3-16/2019- RUSA(Admn.)
National Higher Education Mission
3rd Floor, Shri Ram Centre for Art & Culture,
4, Safadar Hasmi Marg, New Delhi-110001.

Date: 18.12.2019

NOTICE INVITING QUOTATIONS

Invitation of Sealed quotations for disposal of old newspapers & magazine and used cartridge & tonner of photocopier machine, etc. on annual contract basis in RUSA Resource Centre.

Sealed quotations are invited for the disposal of old newspapers, magazine and used cartridge and tonner of photocopier and UPS etc. on annual contract basis in the in RUSA Resource Centre located at 3rd Floor, Shri Ram Centre, 4 Safdar Hashmi Marg, Mandi House, New Delhi as per the terms and conditions given below:

1. The interested firms may quote their rates for purchase, as under:

Sl.No.	Particulars	Rates Quoted
1.	Old newspapers and raddi consisting of magazines books etc.	Rs.....per kg.
2.	Used toners and cartridge of computer and photocopier machine	Rs.....per kg.

2. Over-writing must be avoided; otherwise quotation is liable to be rejected.

3. The bidders must have GST registration and PAN (either in the name of firm or sole proprietor) to participate in the tender and must submit self-attested copies of the same.

4. Sealed quotations along-with a demand draft of - Rs.5,000/- as interest free earnest money in favour of Tata Institute of Social Sciences, Mumbai may be handed over at the Reception Counter of RUSA Resource Centre, New Delhi latest by 8th January, 2020 upto 01.00 p.m. Tender by post must reach by 8th January, 2020 upto 01.00 p.m. Sealed quotation should be properly super scribed as "Quotation for disposal of Old newspapers etc." with complete address of the firm on the sealed envelope.

5. Earnest Money will be refunded to the unsuccessful bidder. However, the earnest money deposited by the successful bidder will be kept as Security deposit. The same will be refunded without any interest after successful completion of the contract.

6. In case, the contractor fails to comply the terms and conditions, the National Programme Coordinator, RUSA Resource Centre, may terminate the contract after forfeiting the security deposit without assigning any reasons and in such case, RUSA Resource Centre will be free to dispose-off scrap etc. in such a manner as it may deemed appropriate.

7. Before lifting the waste material from RUSA Resource Centre the calculated money must be deposited in cash with the authorized person of RUSA Resource Centre.

8. The lifting and weighing of waste papers etc. will be done strictly on working days and during office hours under supervision of RUSA Resource Centre officials.
9. The waste material should be filed in the gunny bags every alternate working day during working hours and be accumulated in the store in the office.
10. The contractor is responsible for carrying out scrap materials by his own labourers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the contractor.
11. It will be the responsibility of the contractor to pack the said waste papers by his own labourers and the cost thereon will also be borne by the contractor himself.
12. In case of unsatisfactory service rendered by the contractor, the RUSA Resource Centre reserves the right to terminate the contract even during the period of the contract.
13. The duration of the contract will be initially for a period of one year, which can be extended up to three years on year to year basis. However, contract is liable to be cancelled at any time for unsatisfactory performance or for any other reason without assigning any reason.
14. Non-compliance of the terms and conditions will result in the forfeiture of the Security Deposit. Similarly, non-acceptance of the contract by the successful tenderer will also result in the forfeiture of the Earnest Money.
15. The contractor will abide by the terms & conditions of the contract strictly.
16. Tenders will be opened at 3.00 p.m. on 8th January, 2020 in the presences of authorized representatives of the firms in the RUSA Resource Centre office at 3rd Floor, Shri Ram Centre, 4 Safdar Hashmi Marg, Mandi House, New Delhi by a committee constituted for the purpose.
17. For any queries or more information, the undersigned may be contacted between 11 a.m. to 04.00 p.m. on all working days.



(Ramesh Chander Bhatt)
Office Manager, RUSA