



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

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Memo No. 615/ TENDER / SALE / WBSSC/ 2014

Dated 12/12/2014

NOTICE INVITING TENDER FOR SALE OF WASTE PAPERS

Sealed tenders are invited from reputed, resourceful and bonafide Paper Mills / Waste Paper Dealers / Firms / Agencies / Contractors for purchase of waste papers / old corrugated cardboard boxes to be sold by the West Bengal Staff Selection Commission from its worksite office at Ground Floor of Jalsampad Bhawan, Salt Lake, Kolkata – 700091:

1. Tender Submission Procedure and Closing date

- a) The tender for purchase of waste papers has to be submitted in prescribed Formats at Annexure-I and Annexure-II.
- b) Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- c) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- d) The rates quoted by the bidder shall be fixed for the duration of bid validity period and shall not be subject to adjustment on any account.
- e) Each bidder shall submit only one tender.
- f) The Prices shall be quoted in words as well as in figures in Indian Rupees only.
- g) **Earnest Money of Rs 2000/- (Rupees Two Thousand)** only in the form of a Bank Draft drawn in favour of the “**Secretary, West Bengal Staff Selection Commission**”, payable at “**Kolkata**” is to be paid along with the tender.
- h) The tender in the prescribed formats (**Annexure-I containing GENERAL INFORMATION and Annexure-II containing FORMAT FOR SUBMITTING tender**) shall be submitted in a sealed envelope superscribing “**Tender for Sale of Waste Papers**”.
- i) Tenderers may submit the offer in the prescribed formats (Annexure-I) and (Annexure-II) as mentioned in this Notice Inviting Tender on all working days between 11 AM to 3 PM, on or before the closing date, in the drop box kept at 3rd floor of Commission’s Office at Mayukh Bhawan, Salt Lake, Kolkata- 700091. **The closing date and time for submission of tender is 29.12.2014 (Monday) up to 3.00 PM.**

- j) Tender, received after closing time for submission of tender will not be taken into consideration.

2. Validity of Tender

Rate offered shall remain valid for a period of 120 days after the deadline date specified for submission. No claim for price adjustment will be entertained during the validity period.

3. Evaluation of Tender

- a) The Offers will be opened immediately after 3.00 PM on 29.12.2014 in presence of the tenderers or their authorized representatives at Commission's Conference Room at 3rd Floor of Mayukh Bhaban, Salt Lake, Kolkata – 700091.
- b) The West Bengal Staff Selection Commission will evaluate and compare the tenders determined to be substantially responsive i.e. which
 - (i) are properly signed ; and
 - (ii) conform to the terms and conditions, and specifications.
- c) Conditional offers are liable to be summarily rejected.
- d) The West Bengal Staff Selection Commission may reject any tender without assigning any reason and not necessarily accept the highest rate. It shall have also the right to accept the whole or any portion of the tender.

4. Sale Order & Payment Terms

- a. The West Bengal Staff Selection Commission will issue Sale Order prior to expiration of the validity period of the offer to the tenderer whose rate has been determined to be substantially responsive and who has offered the highest price.
- b. Before lifting of the waste paper materials the tenderer in whose favour Sale Order has been issued must deposit an amount to be intimated at the time of issue of Sale Order.

5. Conditions of Sale

- a. The materials will be delivered on “**As is where is basis**”. The tenderers are advised to inspect the lots at site before submitting their offers.
- b. No sale shall be invalid on account of fault / error in description, quantity or quality of waste papers and the tenderers shall not be entitled to claim any damages or compensation whatsoever on account of same.
- c. Waste papers will be sold on the assumption that the tenderer has inspected the materials at the Ground floor of Jalsampad Bhawan and knows what he is purchasing.

- d. The Payment of full purchase price can be made by the tenderer through Demand Draft (DD) of any Nationalized Bank drawn in favour of the **“Secretary, West Bengal Staff Selection Commission”**, payable at **“Kolkata”**. However it may be noted that the Money Receipt of the same will be issued on realization of Demand Draft and the date of Money Receipt shall be reckoned as the date of payment for the purpose of delivery.
- e. The material can only be removed from the premises of Jalsampad Bhawans on production of Sale Order.
- f. The tenderer whose rate is accepted will bring weighing machine for taking weight of the waste papers and the material will be weighed at the site from where the waste papers will be collected by the purchaser.
- g. The purchaser shall be bound to remove the material within 3 (three) working days from the date of the Sale Order. This includes the time involved in shredding etc. No extension of time will normally be granted. If the Purchaser fails to lift the materials within stipulated period he shall have to pay interest @ ½% per day of the sale value of the materials.
- h. All the confidential documents will be shredded at the collecting place itself. For this, the purchaser has to bring the shredding machine(s). No charge will be paid to the Purchaser for the shredding machine. The space and electric supply for the purpose of shredding etc. will be provided free of cost.
- i. The purchaser shall make his own arrangement of transport for removal of the materials sold to him from the Ground Floor of Jalsampad Bhawan.
- j. Loading/unloading of the material will be done by the purchaser at their own expenses. The following conditions shall apply for Private labourers:
 - i. All access to the premises at Ground Floor of Jalsampad Bhawan and Mayukh Bhawan, West Bengal Staff Selection Commission shall be subject to strict security procedures and confidentiality provisions. The West Bengal Staff Selection Commission reserves the right at its absolute discretion to exclude and / or refuse access to the premises to any personnel.
 - ii. The purchaser will be entirely responsible for any loss, damage etc. suffered by or injury sustained by labourers within the premises of the West Bengal Staff Selection Commission and in no circumstances shall the West Bengal Staff Selection Commission entertain any claim in the matter.

Sd/-

Secretary cum Controller of Examinations
West Bengal Staff Selection Commission

GENERAL INFORMATION

Sl. No.	Item	Description
1	Name of the Paper Mill / Waste Paper Dealer / Agency	
2	Address of the Paper Mill / Waste Paper Dealer / Agency (i) Head Office (ii) Branch in Kolkata (if any)	
3	E-mail address	
4	Telephone Number(s)	
5	Fax No	
6	Sale Tax/VAT Regn.No./ TIN No.	
7	Permanent Account No (PAN)	
8	Service Tax Registration Number i.e. TAN/SRIN	
9	Experience of the Firm	

FORMAT FOR SUBMITTING TENDER

Sl. No.	Description Waste papers	Rate / Per quintal (Both in figure and words) without shredding	Rate / Per quintal (Both in figure and words) with shredding
1	Old Corrugated Cardboard Boxes		
2	Used Old Envelopes		
3	Old Question Papers / Unused papers etc.		
4	Old Unused OMR answer scripts		

We agree to purchase the above waste papers at the rate quoted above in accordance with the terms and conditions specified in the **Notice Inviting Tender for Sale of Waste Papers** issued vide No. 615/ TENDER / SALE / WBSSC/ 2014 Dated, 12/12/2014.

Date: _____

Signature of Tenderer

Name of the Tenderer: _____

Designation: _____

Name of the Agency/ Firm: _____

Address: _____

Contact No. _____

E- Mail : _____