

DIRECTORATE OF PRINTING, STATIONERY & PUBLICATION, ODISHA  
MADHUPATNA, CUTTACK-753010

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**TENDER NOTICE NO. 01 / FOR DISPOSAL OF WASTE PAPER  
& SWEEP OFF MATERIALS TOGETHER FOR RECYCLING.**

Sealed tenders are invited on prescribed tender form from bona fide Contractors/Paper Mills/Industrial Units/Co-operative Societies Ltd., for disposal of Waste Paper and Swept Off Materials Together for recycling on “**as-is-where is**” basis available in the premises of Government Press, Cuttack and Secretariat Branch Press, Bhubaneswar.

2. The tender documents along with terms and conditions can be obtained from the office of the undersigned on any working day from **02.04.2024 to 22.04.2024**–at 11.00 A.M. to 4.00 P.M. on payment of Rs.1,500/- (Rupees one thousand five hundred) only excluding G.S.T. aggregating to **Rs.1,680/-** (non-refundable) in cash only. The tender should reach the undersigned by 1.30 P.M. on **23.04.2024** which will be opened at 3.00 P.M. on the same day in presence of the bidders or their representatives. The materials can be inspected by the intending bidders both in P.P. Unit, Forms Unit and Secretariat Branch Press, Bhubaneswar on any working day within 11.00 A.M. to 4.00 P.M. from **03.04.2024 to 20.04.2024** for which they may contact the concerned Unit Officers.

The tender documents can also be down loaded from Odisha Govt. Website i.e. [www.odisha.gov.nic.in](http://www.odisha.gov.nic.in) . In such cases the tender is to be submitted alongwith a bank draft of **Rs.1,680/- (Rupees one thousand six hundred eighty)** only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

3. Tender shall be accompanied by deposit of **Earnest Money of Rs.38,400/- (Rupees Thirty eight thousand four hundred) only** in shape of fixed deposit receipt of any Nationalised Bank in favour of the Director, Printing, Stationery and Publication, Odisha, Madhupatna,Cuttack-10/ Postal Savings Bank Pass Book/N.S.C. exclusively in the name of bidders duly pledged in favour of the Director, Printing, Stationery and Publication,Odisha,Madhupatna,Cuttack-10 (**except Bank Draft, Demand Draft & Cheque**) failing which the tender shall be rejected.

4. The tender shall remain valid for a period of one year from the date of execution of agreement or order issued thereon.

5. Tender shall be finalised by the Authority.

6. The undersigned reserves the right to reject any or all tenders and to alter/amend the terms and conditions of tender without assigning any reason thereof.

7. All disputes relating to this tender will come under the jurisdiction of the Courts situated at Cuttack.

Sd /-  
Director,  
Printing, Stationery & Publication,  
Odisha, Madhupatna, Cuttack-10.

**1. INVITATION TO TENDER:-**

The Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack (here-inafter referred to the “Director” on behalf of Government of Odisha) invites sealed tender in prescribed form from bonafide contractors/paper mills/Industrial Units/Co-oprative Societies Ltd., for disposal of waste papers and swept off materials together for recycling on “as is where is basis” available in the premises of Government Press, Cuttack and also Secretariat Branch Press, Bhubaneswar.

**2. SALE OF TENDER PAPER:-**

i) The tender documents along with terms and conditions can be obtained from the office of the undersigned on any working day from **02.04.2024 to 22.04.2024** at 11.00 A.M. to 4.00 P.M. on payment of Rs.1,500/- (Rupees one thousand five hundred) only excluding G.S.T. aggregating to Rs.1,680/- (non-refundable) in cash only.

ii) The tender documents can also be down loaded from Odisha Govt. Website i.e. www.odisha.gov.nic.in. In such cases the tender is to be submitted along with a bank draft of Rs.**1,680/- (Rupees one thousand six hundred eighty)** only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

**3. EARNEST MONEY DEPOSIT:-**

Tender shall be accompanied by deposit of Earnest Money of **Rs.60,000/- (Rupees sixty thousand)** only in shape of fixed deposit receipt of any Nationalised Bank in favour the (I) (I) (i) The tender shall be

i) Accompanied by deposit of Earnest Money of Rs.38,400/- (Rupees thirty eight thousand four hundred) only in shape of fixed deposit receipt of any Nationalised Bank in favour of the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10/Postal Savings Bank Pass Book/N.S.C. exclusively in the name of tendering firm duly pledged in favour of the Director, Printing, Stationery and Publication, Odisha, Cuttack-10 (except Bank Draft, Demand Draft & Cheque) failing which the tender shall be rejected.

(ii). Transfer of deposits of E.M.D. towards deposit of Security money shall not be permitted.

(iii) The tenderer shall not be entitled to any interest on the Earnest Money, except what may be allowed and passed by postal Authorities/Bank Authorities

(iv) E.M.D. deposit of a successful tenderers shall be retained for due fulfillment of the contract by the contractor i.e until the contractor furnishes prescribed security deposit. The E.M.D. of the unsuccessful tenderers will be refunded soon after expiry of the validity period of tender as possible and latest by the 60 days after the award of the contract.

(v) The E.M.D. is normally to remain valid for a period of 90 days beyond the date of completion of agreement period.

**4. THE UPSET PRICE:-**

The **upset price** of the Waste Paper is fixed at **Rs.16.00 (Rupees sixteen) only per K.G. excluding G.S.T.** The rate to be offered by the bidder should not be less than the upset price fixed for. Under no circumstances, rate less than the upset price will be taken into consideration.

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Rate should be quoted per “**Kilo Gram**” of waste papers and swept off materials together (not separately) which would accumulate up to the **31.03.2025** or for a period of one year from the date of execution of agreement whichever is later.

**5. PERFORMANCE SECURITY:-**

(i) Successful tenderers shall furnish security money deposit of **Rs.96,000/-(Rupees ninety six thousand)** only in shape of fixed deposit receipt of any Nationalised Bank in favour of the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10/ Postal Savings Pass Book/ N.S.C. exclusively in the name of the tendering firm duly pledged in favour of the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10 (except Bank Draft & Cheque). The performance Security shall be remained valid for a period of sixty days beyond the date of completion of all contractual obligations of the tenderer, security money shall be refunded to the successful bidder on receipt of performance security.

(ii) G.S.T. shall be charged extra on the cost of the sold waste paper and swept off materials together.

(iii) Income Tax as applicable shall be deposited by the selected bidder at the time of lifting of the Waste Paper. .

(iv) The bidders are required to clear up their Government (this Directorate) liabilities/dues, if any, before the last date of filling of tender paper, otherwise their tender paper shall be rejected. Submission of more than one tender by a particular bidder will be liable for rejection.

**6. INSTRUCTIONS TO TENDERER:-**

(i) The materials can be inspected by the Intending bidders both in P.P. and Forms Unit and also Secretariat Branch Press, Bhubaneswar on any working day from 11.00 A.M. to 4.00 P.M. from **03.04.2024 to 20.04.2024** for which they may contact the concerned Unit Officers.

(ii) The words “**Tender for Waste Paper and Swept Off materials together for recycling**” should be super scribed on the sealed cover of the tender.

(iii) After offer is accepted, the bidder has to execute agreement on stamp paper before he is allowed to lift the waste paper and swept off materials together on “**as is where is basis**”, failing which the total E.M.D. so deposited by the bidder shall be forfeited to Government and blacklisted.

(iv) The tenders received after stipulated date and time specified above and without Earnest Money deposit shall not be considered and liable for rejection. Late submission of the tender paper shall not acceptable in any circumstances.

(v) If any bidder finds any irregularity or omission or is in doubt, he should at once intimate the Director in writing and obtain clarification in writing prior to submission of the tender. Verbal clarification given by any officer or staff shall not be binding on the Director.

- (vi) Scoring, cutting, deleting etc., in the tender paper without attestation will be liable for rejection.
- (vii) Submission of more than one tender by a particular bidder under different names is strictly prohibited. Should it at any time be pointed out or found out, the tender submitted by the bidder would be rejected.
- (viii) The tender paper purchased by a bidder cannot be transferred or sold to others. Only the purchaser of the tender paper can submit the tender.
- (ix) Sealed tender may also be sent by **Regd. Post** addressed to Director so as to reach him by due date and time. A tender even if posted on or before the due date fixed for submission of tender, but received beyond due date and time will be liable for rejection.
- (x) A tender delivered or sent otherwise as stated above will be at the risk of the tenderer.
- (xi) Any request in respect of additions, alterations, modifications, corrections etc., of terms and conditions or rates after opening of the tender may lead to rejection of the tender.
- (xii) The legal address of the bidder shall be furnished in the tender paper for correspondence.
- (xiii) In the event of any dispute or difference arising in the disposal of waste paper and swept off materials together for recycling, the decision of the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack shall be final.
- (xiv) The tender shall remain valid for a period of one year from the date of execution of agreement or order issued thereon.
- (xv) **The Contractor shall remove the Waste Paper & Swept Off materials together on “as is where is basis” from the storing places of Press Proper Unit / Forms Unit / S.B.Press, Bhubaneswar at least twice every month.** In case the Contractor will not lift the waste paper & Swept off materials together regularly and allow them to pile up for long time, the Director will not be held responsible for any loss or damage to such waste paper and swept off materials. Under such circumstances the Director can suspend and refuse further sale and also can terminate the agreement.
- (xvi) The Director shall have the right to attach the entire security deposit or such portion thereof as may be considered adequate by the Director for any breach or breaches of the terms & Conditions of the contract by the bidder.
- (xvii) Each page of tender documents shall be signed by the bidder with his usual signature.

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**7. SUBMISSION OF DOCUMENTS/PARTICULARS ETC:-**

- (i) The complete tender documents duly signed with date in each page.
  - (ii) Proforma in duplicate duly filled in.
  - (iii) G.S.T. Clearance Certificate in Form-612
  - (iv) Copy of Income Tax PAN
  - (v) E.M.D. as prescribed in para-3 (i) of Invitation of tenderer.
  - (vi) In case of outside State firm the undertaking must be furnished in the form of Affidavit indicating therein that they are not registered under GST Act since they have no liability under the Act.
  - vii) AADHAR Card copy of the bidder.
  - viii) Full Quadruplicate signature with name of the authorized person of the bidder shall be furnished. Their AADHAR Card copy shall also be furnished.
- 8.** Director has the right to relax any or more conditions in the public interest as and when such circumstance arises.
- 9.** Correspondence should be made with the Director, Printing, Stationery & Publication, Odisha, Cuttack-10 in his official address not by name.
- 10.** The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.
- 11.** All disputes relating to this tender will come under the jurisdiction of the Courts situated at Cuttack.

Sd /-  
Director,  
Printing, Stationery & Publication,  
Odisha, Madhupatna, Cuttack-10

**PROFORMA**

**STATEMENT OF INFORMATION**

1. Name and address of the firm:-
2. Whether a Limited Firm or a Public or Private Undertaking Limited Company.
3. (a) The names and addresses of Prop./Partner/ Managing Director/ Manager/Authorised representative.  
(b) Is the place of business of the tenderer within the State of Odisha ?
4. Financial condition of the firm whether solvent or not, with details thereof.
5. (a) Whether a Manufacturer or an Authorised Distributor.  
(b) If a Distributor, name and address of the Manufacturer.
6. Varieties of articles dealt with and names of the items.
7. Is it a Small Scale Industry or Government Sponsored Cottage Industry ?
8. Is it a Registered Firm under the Partnership Act? If so, Registration No. and date and office of registration should be given.
9. Are you a Registered Dealer and if so, please quote both GST Registration Nos.
10. Name of the authorised representative who can hold discussion on your behalf at the time of necessity.
11. The names of the Prop. / Partners / Managing Director / Authorised representative with address or addresses as the case may be who is authorised to receive money in case of an endorsed bill on behalf of the Firm from Government Presses and their specimen signature in quadruplicate for each.
12. Are you an Income Tax Assessee? If so, the last Income Tax clearance Certificate to be furnished.

CERTIFICATE-- Certified that the above information furnished by me is true and correct to the best of our/my knowledge and belief. In case any or all the informations given above is/are found to be incorrect at any time, I undertake the liability to be proceeded with in any manner. Any change or changes in regard to the furnished information will be intimated by us/me as and when such changes occur.

Signature of the Prop./Partner  
Managing Director/Authorised representative.