



The West Bengal Central School Service Commission
ACHARYA SADAN
11 & 11/1, Block-EE, Salt Lake; Kolkata-700091

Memo. No.380 / 1179(II) /CSSC/ESTT/2017

Date:04.04.2017

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from bonafide and resourceful waste paper contractors/vendors for purchasing waste papers including hand written white papers from the Office of the Chairman, West Bengal Central School Service Commission, Acharya Sadan, EE - 11 & 11/1, Sector - II, Bidhannagar, Kolkata - 700091 on 'as is where basis'.

- A. The intending quotationers shall have to furnish the following information / documents along with the tender documents.
- ❖ Trade License for the current year
 - ❖ Professional Tax clearance certificate
 - ❖ Income Tax clearance certificate
 - ❖ Credentials of the firm
 - ❖ Measurement of the godown under possession
- B. Besides the above, the following terms and conditions are to be adhered to by the successful bidder rigidly --
- i) A Security Deposit of Rs.10,000/- (Rupees ten thousand) only in draft in favour of "The West Bengal Central School Service Commission" payable at Kolkata, which will be released after receipt of conversion/reformation certificate from the Mill/Manufacturing organization.
 - ii) After lifting of the waster papers, these are to be destroyed and recycled for manufacturing of papers by paper mill and a certificate declaring conversion of the waste papers lifted from this office to paper pulp is to be furnished within a fortnight from the date of lifting of waste papers from this office and initially the purchaser will have to deposit a certain amount by Bank Draft as will be calculated by the Commission.
 - iii) Full payment of the cost of waste papers duly drawn up Bank draft in favour of "**The West Bengal Central School Service Commission**" is to be deposited to the Cashier of this office before lifting the aforesaid materials and initially the purchaser will have to deposit a certain amount by Bank Draft as will be

- calculated by the Commission before starting shredding the papers.
- iv) Necessary arrangements are to be made by the selected contractor for shredding of waste paper into tiny strips in the Office premises before final lifting of the waste papers.
 - v) Weighing of the waste paper shall be done through Weighbridge located near-by this Office.
 - vi) The selected contractor has to lift the waste papers & other materials from the Office premises within the stipulated date failing which the security deposits will be forfeited and no correspondence in the matter will be entertained by the Commission.
 - vii) The rates quoted shall be final and cannot be revised and/or modified.
 - viii) Violation of any of the terms will attract criminal/civil proceedings.
 - ix) Intending Tenderers are required to produce requisite certificate from reputed paper mill located in West Bengal that the firm is a bonafide supplier of waste paper to the mill issuing certificate.
 - x) The successful contractor shall furnish an affidavit from any Court of Executive Magistrate/Notary or equivalent that he would supply the waste paper to the said mill (as declared by the Tenderers' against Sl.no.ix above) before lifting of the waste paper from this Office. The selected contractor in case of violation of this term will be liable to criminal/civil proceedings under IPC and would be turned as black listed by this Office.
 - xi) The successful contractor shall complete all formalities within five days from the date of issue of the work order.

The sealed quotation addressed to the Chairman, West Bengal Central School Service Commission, Acharya Sadan, EE - 11 & 11/1, Sector - II, Bidhannagar, Kolkata - 700091 super scribing the words "Quotation for waste paper lifting" on the envelope is to be dropped in the tender box kept in the Office of the Commission. The intending quotationers shall have to quote the rate of waste paper in the bidding sheet enclosed hereto.

The last date for submission of sealed quotation is 17/04/2017 up to 2.00 p.m. The sealed quotationers will be opened after 2.00 p.m. on the same day in presence of quotationers present at that time.

Before submitting quotation the intending organization(s) may visit the office of WBCSSC during office hours to see the materials to be disposed of.

The Commission reserves the right of accepting or rejecting any or all quotations without assigning any reason therefore.

Sd/-
Secretary
West Bengal Central School Service Commission

Bidding Sheet

<u>Description of the item</u>	<u>Rate per quintal</u> <u>(in figure & words)</u>	<u>Remarks if any</u>
1. Written waste paper Forms, Printed Booklets, etc.		
2. Damaged waste paper, sweepings, wastepaper, Newspapers, Magazines, Cartoon Board, Soiled papers etc.		

Dated

Signature of the quotationers
with seal

Address in full -

Telephone No. -

- a) Land Line:
- b) Mobile phone:

I agree to abide by the terms and conditions stipulated in the notice inviting quotation bearing No. dated

Signature of the quotationer

Enclosure: Demand Draft

Demand Draft No.

Date

for Rs.

- N.B.:**
- 1. The rate should be quoted both in figure and words
 - 2. No over writing will be allowed
 - 3. Conditional tender is not acceptable

4. Terms and Conditions are required to be signed and accepted while submitting the quotation
5. Correction if any should be duly authenticated.
6. Only bank draft will be accepted.

Distribution

1. Notice Board of WBCSSC.
2. Sub-Divisional Officer, Bidhannagar, Salt Lake with the request to make necessary arrangement for display of the Notice Inviting Quotation in the Notice Board of the SDO-Office.
3. Registrar, School Education Department Govt. of West Bengal, Bikash Bhavan with the request to make necessary arrangement for display of the Notice Inviting Quotation in the Notice Board of the School Education Department.
4. Shri Samarjit Acharya, Floor Supervisor (ITeS), with a request to upload the matter in the Commission's website.

Secretary
West Bengal Central School Service Commission