

	<p>प्रधान आयुक्त का कार्यालय : केंद्रीय वस्तु एवं सेवा कर आयुक्तालय: राजकोट</p> <p><b>OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL GST COMMISSIONERATE: RAJKOT</b></p> <p>"केंद्रीय वस्तु एवं सेवा कर भवन", रेसकोर्स रिंग रोड, राजकोट – 360001</p> <p><b>"CENTRAL GST BHAVAN", RACE COURSE RING ROAD, RAJKOT</b></p> <hr/> <p><b>Phone No.0281-2970481 email : admin.cgstrjt@gov.in</b></p>
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### TENDER NOTICE

**Subject:** Notice Inviting Tenders for disposal of Old files/waste paper in the O/o Central GST Commissionerate, Rajkot.

Sealed tenders are invited for disposal of old files & loose paper on "AS IS WHERE IS BASIS" in the Central GST Commissionerate, Rajkot. The Tender Documents can be downloaded from the website of CBEC i.e. [www.cbec.gov.in](http://www.cbec.gov.in) under link "Tender/Auctions". There is no fee for Tender Documents. Important dates of tender related activities are as under:

Sr. No.	Description of items	Details
1	Available items can be inspected at	Office of the Principal Commissioner of CGST, Central GST Bhavan, Race Course Road, Rajkot
2	Availability of Tender Document	Available Online
3	Cost of Tender Document	Free
4	Period & Time of Inspection	During the Office Working Hour before due date
5	Last Date of Submission of Tender/Bid	<u>27.10.2023</u> upto 17:00 Hrs
6	Opening of Tender/Bid	<u>30.10.2023</u> on 11:30 Hrs

The Tender/Bid should be completed in all respects, and placed in a sealed envelope. Such sealed tender should be addressed to "The Joint Commissioner of CGST, Central GST Bhavan, Race Course Ring Road, Rajkot-360001" on or before 27.10.2023 upto 17:00 Hrs.

The Competent Authority in CGST, HQ, Rajkot reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any

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reason.

Note: In the event of any of the above mentioned dates being declared as a holiday for the office, the tenders/bid will be received/opened on the next working day at the appointed time.

**(Raaja Sheelaa Raajaraajan)**  
**Joint Commissioner**

### **General Terms & Conditions**

1. The Central GST Commissionerate, Rajkot intends to undertake one-time disposal of old files/records which primarily includes file cover, file board, note sheet etc. The tentative number of such files are 220 or 200 kg (approx.) which may increase or decrease. The waste paper will be provided to the approved vendor 'on as is where is' basis. The prospective bidders are requested to visit this office and contact Administration Section Room No. 411, 4<sup>th</sup> floor, CGST Bhavan, Race Course, Rajkot from 17.10.2023 to 27.10.2023b between 10.30 am and 5.00 pm to inspect the waste paper, so as to satisfy themselves regarding the nature of mixed waste paper before quoting financial bid. No queries/clarifications in respect of the nature of the waste paper, proportion etc. would be entertained at any stage.
2. The Financial Bid should be submitted in a sealed envelope. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of contents of the documents before submitting
3. Each bidder has to certify that all the terms and conditions of NIT are acceptable to him.
4. The bidder will have to submit the financial bid in the prescribed proforma in Annexure-III in a sealed envelope.
5. The unit rate per kg. (inclusive of GST) should be quoted in the prescribed format and total Value may be derived on the basis of tentative weight. The quoted amount shall be paid by the successful bidder within 05 days from the date of issue of letter of intent.
6. The rates quoted must be clearly mentioned both in words & figures.
7. Arithmetical errors shall be rectified on the following basis: if there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If the purchaser does not accept the correction of the errors, his bid shall be rejected.
8. The successful bidder shall be bound to lift the waste paper even if the actual quantity is less or more than the tentative quantity indicated in the NIT.

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9. The waste paper will be provided to the approved vendor on the basis of approved rate (per Kg.) on the actual basis. The weight of the waste material will be measured before a Committee duly constituted for this purpose and thereafter it will be provided to vendor for disposal. The decision of Committee with regard to the procedure followed for weight measurement will be final and binding.
10. The waste paper will be lifted by the Contractor from their own arrangement and CGST Rajkot will not provide any manpower for this purpose. The stores mentioned above will be disposed of/mutilated by the firm at its own cost in the presence of committee constituted for the purpose.
11. The Contractor shall render a render certificate to the effect that security/confidentiality of the Government papers shall be maintained and shall arrange to grind the papers in the presence of committee to destroy the Govt. paper. The contractor has to mention the name and place where the waste paper will be grinded/destroyed in the presence of committee.
12. The Contractor will not be allowed to segregate the waste material within the office premises and has to lift the waste paper as a lot.
13. All the waste material disposed of through one-time auction will be lifted by the firm within 5 days from the date of letter of intent.
14. Conditional, ambiguous and incomplete bids will be summarily rejected.
15. The firm should not have been black-listed by any Government organization/PSU etc.

**Penalty Clause**

16. The bidders who do not fulfill the contractual obligations in part or whole are likely to be penalized by way of black listing in CGST, HQ, Rajkot.
17. The Additional/Joint Commissioner reserves the right to reject any or all the bids without assigning any reason thereof.

**(Raaja Sheelaa Raajaraajan)**

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**Joint Commissioner**

**ANNEXURE-I**

**FORMAT FOR FURNISHING BIDS FOR ONE TIME DISPOSAL OF OLD  
WASTE PAPERS GENERATED IN THE CGST OFFICE**

**(TO BE FURNISHED WITH TECHNICAL BID)**

1. Name and address of the firm
2. Telephone/Mobile Nos.
3. Names, Address, Tele. Nos. of some responsible persons who can be contacted in case of need
4. Name, Signature and Seal of the proprietor of the firm.  
Declaration

SIGNATURE:

NAME:

SEAL:

I \_\_\_\_\_ certified that all the terms & Conditions mentioned in the NIT are acceptable to me. I further certify that I have visited and inspected the nature of old files/waste paper.

(Signature with Name &  
Stamp)

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**ANNEXURE-II**

**CERTIFICATE**

We the (firm name)\_\_\_\_\_

Address \_\_\_\_\_

hereby certify that we have not been black listed at any time in the past  
by any of the Govt. Organization/Undertakings/PSU anywhere in the  
Country.

Signature of proprietor \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

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**ANNEXURE-III**

Format for Financial Bid for One -time Disposal of old files/ waste paper in the CGST, Rajkot.

Name of the Firm			
Sr. No	Item Description	Unit	Unit Rate (Per Kg)
A	B	C	D
	Mixed waste paper which primarily includes File cover A-4 sheet, legal paper sheet, Flap Board etc as disclosed in NIT	Per KG	

Please Note:

1. Tentative weight of the waste paper may increase/decrease.
2. The waste paper will be provided to the approved vendor on the basis of approved rate (per Kg.) on actual basis.
3. The unit rate per kg inclusive of GST should be quoted.

Signature

Name