

**Raja Rammohun Roy Library Foundation**  
**Ministry of Culture, Govt. of India**  
**BBlock-DD-34, Sector-1, Salt Lake, Kolkata-700 064**

F. No. 14-13/Admn(RM)/2018-19

Dated: July 15, 2021

**NOTICE INVITING TENDER**

Subject: Disposal of Old files/Records/old register of RRRLF.

Raja Rammohun Roy Library Foundation (hereinafter referred to as RRRLF) intends to undertake disposal of old files/records primarily including file covers, note sheets etc. following the terms & conditions as mentioned in the **Annexure-I**. The number of such files is around 8000 (eight thousand) which may fluctuate.

The interested bidders are requested to quote their -- (i) minimum rates for shredding all files and (ii) maximum rates for purchasing and lifting of shredded paper (briquettes) etc. The rates should be quoted in the prescribed format given at **Annexure-II** of the tender.

The tender document is to be collected from RRRLF, Kolkata or may be downloaded from RRRLF website : [rrrlf.gov.in](http://rrrlf.gov.in).

Quotation may be submitted in sealed cover superscribing "**Quotation for Disposal of Old files/Records of RRRLF**" to the office of the RRRLF on or before **July 26, 2021**.

The quotations will be unwrapped on **July 27, 2021 at 11.00 AM** in the presence of interested parties. Quotations received after the due date will not be entertained.

This office reserves the right to reject or accept any or all quotations without assigning any cogent reasons.

Inspection of items to be disposed should be carried out during the office hours (11.00AM to 5.00 PM) on any working day i.e. Monday – Friday.

SD/-  
(Subimal Mukhuty)  
Deputy Director (Administration and Accounts)

**Subject: Disposal of Old files/Records/Old Registers of RRRLF.**

**Terms & Conditions**

1. The records should be torn into small shreds and destroyed in presence of Authorized Officers. No record should be allowed to be taken out of the premises without being torn into small shreds.
2. It is advised that the tenderer may visit the office to have an idea of the work on any working day i.e. Monday to Friday between 11 a.m. to 3 p.m. on any working day (Monday – Friday) with a prior intimation.
3. The tender cover should be superscribed as “**Quotation for Disposal of Old files/Records of RRRLF**” and addressed to “Deputy Director (A&A), Raja Rammohun Roy Library Foundation, DD-34, Sector-I, Salt Lake City, Kolkata- 700 064.
4. No claim whatsoever with respect to the quantities/quality/condition of the material or otherwise will be entertained/payable after submission of bid by intending bidders.
5. The bidder will issue a certificate to the effect of number of files/records are disposed off along with a detailed list of such files (with File Nos. and subject of the file/records).
6. All disputes arising out of the said process will be settled under the Jurisdiction of Kolkata High Court.
7. The bidder will take all precautions at its own cost to safeguard its personnel during process of entire work including safety measure of COVID 19 protocol.
8. Bidders have to sign on each page of the entire documents affixing therein rubber stamp all the papers submitted by him. As acceptance of terms and conditions a signed copy of the same has to be submitted alongwith quotation.
9. All the aforesaid activities have to be carried out during the office hours (from 10.00 a.m to 5.30 p.m.).
10. The quoted price should be inclusive of all i.e., all sorts of overheads, statutory taxes, GST etc.
11. Income Tax and GST will be deducted as per applicable ratea.
12. The tenderer shall take full responsibility in case of any damage, loss or injury to any person/building or part thereof and shall repair/and make good the loss at its own cost.
13. The work should be completed within **seven (07)** days from the date of receipt of the award letter.

14. The successful bidder should produce the names and ID proofs of the persons to be engaged for the assigned works. A pass is to be issued to the personnel.
15. While executing the aforesaid tender, all SOPs relate to Covid-19 protocol is to be strictly adhered to.
16. The agency will not appoint any sub-vendor to carry out any obligations under the contract.
17. The agency should provide necessary materials i.e., shredding machine, gloves, masks and cleaning materials for their personnel.
18. Removal or material will be carried out in presence of RRRLF officials.
19. List of document provided alongwith the tender documents --
  - a) A copy of Registration Certificate of the Firm/Company.
  - b) A copy of PAN Number of the Firm/Company
  - c) A copy of GST Number of the Firm/Company
  - d) Each bidder has to certify that all the terms and conditions of NIT are acceptable to them.
20. On completion of work, agency will issue --
  - i. Certificate of disposal
  - ii. Shredding report within five (05) days.
21. The competent authority will have the right to not utilize the services or to terminate the contract without giving any notice or assigning any reasons thereto.
22. After the papers are shredded and resulting in formation of briquettes, the briquettes have to be sold by the executing agency. The rate of selling price should be quoted in the tender.

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Subject: Disposal of Old files/waste paper/old register of RRRLF.

**Basic Information about the Bidder ( to be furnished on letter head of the firm)**

Name of the Agency:

Address of the Agency (Attach Proof):

PAN/TAM No. of the Agency (Attach Proof):

GST No./Trade License (Attach Proof) (if available)

Price Bid for one time Disposal of old files/Records/old registers

<b>To be quoted for shredding the files</b>	
Items	Rates (per kg)
1.	Scrap of Files/File

<b>To be quoted for disposal (including GST)</b>	
Items	Rates (per kg.)
1.	Shredded Paper ( briquettes)

I certified that all the terms & conditions as mentioned in the NIT are acceptable to me.

Signature :

Name :

Seal :