


**HARYANA STAFF SELECTION COMMISSION  
BAYS NO. 67-70, SECTOR-2, PANCHKULA.  
(website 'www.hssc.gov.in')**

**TENDER NOTICE**

Sealed Tenders are invited for Sale of used Answer Sheet/Question paper, old Newspaper and other scrap paper. The last date of receipt of tender is 24.06.2016 upto 3.00 p.m. and shall be opened on the same date at 3.30 p.m. Other term and conditions can be downloaded from the commission's website i.e. 'www.hssc.gov.in'.

Dated 13.06.2016

  
Secretary,  
Haryana Staff Selection Commission,  
Panchkula.

## TENDER NOTICE

Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula call Tenders for Sale of used Answer Sheets/Question papers, old Newspaper and other scrap paper on the following terms and conditions:-

1. Tenderers must submit their bid in two separate envelopes. One envelope should contain technical bid and second envelope should contain financial bid. It must be noted that at first stage only the technical bids will be opened. And after the evaluation of technical bids, the financial bids will be opened only for the eligible bidders on the same day. The tenders of ineligible bidders shall be summarily rejected in the evaluation process and their financial bids will remain unopened.

### **Envelope-1 (Technical Bid)**

The sealed envelope with "Tender for disposal of old Answer Sheets/Question Papers, Old Newspapers and Other Scrap" clearly written on top of envelope, addressed to the Secretary, Haryana Staff Selection Commission, Bay. No. 67-70, Sector-2, Panchkula must reach up to 2.30P.M. on 24.06.2016.

This envelope of technical bid must contain the following:

- (i) Dully filled, signed & stamped tender document.
- (ii) Demand Draft/Pay Order of Rs.50000/- (Fifty thousand only) drawn in favour of the Secretary, Haryana Staff Selection Commission, Panchkula Payable at Panchkula, as earnest money.
- (iii) Self attested documentary proof of registration of Sole Proprietorship/Partnership firm/Mill or Company.
- (iv) Self attested Copy of Sale Tax return.
- (v) Self attested copy of the PAN.

Technical Bids shall be opened at 3.30 PM on 24.06.2016 in the presence of the bidders or their duly authorized representatives intending to attend the opening. Any technical bid received later than the time and date of receipt of the bids shall be rejected.

(Signature of the Tenderer)

### **Envelope-2 (Financial Bid)**

The financial bids (Annexure 'A') will be opened at later stage only after evaluation process of technical bids on the same day.

#### **2. Eligibility Criteria:**

Only such bidders, who are Registered Sole Proprietor/Partnership firm or Company and meet the following conditions, can participate in the tender:

- A. The bidder must be a registered Sole Proprietorship/Partnership firm/Mill or Company must be attached.
- B. The bidders must have a valid PAN to participate in the tender and must Submit self attested copy of the same.

#### **3. Terms & Conditions:**

1. Sealed bids are invited for disposal of Confidential Waste Paper (used Answer sheets/old newspaper/old question papers/other scrap paper) on as per whereas basis. Bid should be sealed in cover duly super scribed as "Tender for disposal of Waste Paper".

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2. Security deposit of Rs.50,000/- (Rupees Fifty Thousand only) to be submitted along with the tender in the form of bank draft drawn in favour of The Secretary, Haryana Staff Selection Commission, Panchkula payable at Panchkula.
3. The bidders should quote their highest rates based upon the Terms and Conditions forming part of tender document.
4. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/ opened on the next working day.
5. The Earnest Money Deposit (EMD) of bidders, whose rates are not approved, will be returned within 30 days upon finalization of the tenders. No interest will be paid on the amount of the security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance undertaking after completion of the entire job that the material has been received by them in full quantity, mentioning the weight of material? Only then the EMD will be released and adjustment of final account will be made.
6. The right to accept a bid will rest with the Chairman, Haryana Staff Selection Commission, Panchkula, who reserve the right to reject any or all the bids without assigning any reason thereof or call off the tender any time without assigning any reason.
7. The quoted rate should be valid till 90 days or till the material has been lifted out from the Commission after writing the letter to the bidder within 60 days of acceptance.
8. In case, the vendor fails to comply the terms & Conditions, the Commission may terminate the contract without assigning any reason and is free to dispose of the waste paper items in such a manner as may be deemed appropriate.
9. The successful bidder will be liable to complete the job of lifting the material from the Board Office within a period of 5 days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his EMD will be forfeited and the Commission shall have the right to cancel the order and give to another lower bidder at risk & cost of successful bidder.
10. It will be responsibility of the vendor to pack the material by his own laborers load it and the cost towards transportation, packing, loading, unloading weight etc. will also be borne by the vendor himself.
11. It will be responsibility of the vendor to take the loaded material direct to the paper mill and ensure that the waste paper being lifted from the Commission will be used only for recycling in paper mill or in pulp industry and will be destroyed in the presence of committee constituted by Commission in an appropriate manner to ensure official secrecy/confidentiality.
12. Bidder may visit the Board premises and inspect the quantity, condition and type of material being sold at his own cost before bidding. No query subsequently in this regard shall be entertained.
13. The weighing of the material shall be jointly witnessed by a committee of the Commission's authorized representative(s) and bidder or his authorized representative. All weighing shall be certified by this weighing committee appointed by commission. The weighing site for the purpose will be jointly decided by the successful bidder and the Board and weighing machine should be certified by the competent authority for the purpose.
14. The successful bidder shall have to deposit in advance by two days an amount equivalent to 100 percent of the total estimated cost of the materials planned to be lifted in one phase in the form of DD/cash. The DD should be drawn in favour of the Secretary, Haryana Staff Selection Commission, Panchkula payable at Chandigarh. In case, the successful bidder does not deposit the requisite money, Earnest Money Deposit shall be forfeited and order shall be cancelled. On final weighment the balance amount shall be deposited by the bidder or adjusted if there is excess in subsequent lot.

15. A technical bid without the document shall be rejected summarily.

Each page of the Tender document should be signed by the tenderer.

I/We have carefully read the above terms & conditions and undertake to abide by the same.

Place:


Date:

Name:

Telephone No.

Address:

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(Signature of the Tenderer)

  
Secretary,  
Haryana Staff Selection Commission,  
Panchkula.

**Annexure-‘A’**  
**Financial Bid**

I/We \_\_\_\_\_ hereby offer rates, to purchase Waste Paper items from the Haryana Staff Selection Commission, Panchkula on annual rates contract basis:

S.No.	Description	Purchase Price/KG
1.	Used Answer Books	Rs.
2.	Used Question Papers	Rs.
3.	Old Newspaper	Rs.
4.	Other Scrap Papers	Rs.

Place:

Date:

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(Signature of the party with Stamp)