

NOTICE INVITING TENDER

(No. 1/26/2020-SR Dated 23.12.2020)

Sealed tenders are invited for disposal of waste papers on annual contract basis in the Office of Staff Selection Commission (Southern Region), Chennai (Government of India).

Sealed tenders are invited for the disposal of waste papers through shredding & sale, on annual contract basis in the SSC office as per the terms and conditions given below:

1. Office located at the address indicated below:

Staff Selection Commission (SR),
2nd Floor, EVK Sampath Building,
DPI Campus, College Road,
Chennai – 600 006.

2. The interested firms may quote their rates and other required details in the proforma given at Annexure.
3. Over-writing must be avoided; otherwise tender is liable to be rejected.
4. The bidders must have GST registration and PAN (either in the name of firm or sole proprietor) to participate in the tender and must submit self-attested copies of the same.
5. Sealed tenders along-with a demand draft of - **Rs.1,000/-** as interest free earnest money in favour of The Regional Director, Staff Selection Commission, Chennai – 600 006 may be dropped in the tender box available at the Reception Counter of SSC office at the above mentioned address latest by **28.12.2020 upto 10.00 AM**. Tender by post must reach by **26.12.2020 on 3.00 p.m.**
6. **Reserve Price for this tender is Rs.9/- (Rupees Nine only) per kg payable by Vendor to Seller.** Sealed tender should be properly superscribed as "Tender for disposal of waste papers etc." with complete address of the firm on the sealed envelope.
7. Earnest Money will be refunded to the unsuccessful tenderers. However, the earnest money deposited by the successful tenderer will be kept as Security deposit. The same will be refunded without any interest after successful completion of the contract.
8. In case, the contractor fails to comply with the terms and conditions, the Regional Director, Staff Selection Commission, Chennai may terminate the contract after forfeiting the security deposit without assigning any reasons and in such case, SSC will be free to dispose-off waste materials in such a manner as may be deemed appropriate.
9. At the time of lifting the waste material from SSC the calculated money must be handed over to the Cashier, SSC.
10. The lifting and weighing of waste papers etc. will be done strictly on working days and during office hours under supervision of SSC officials.

11. The waste material should be filled in the gunny bags on working days during working hours and should not be accumulated in the office of SSC (SR).
12. The cost towards shredding the waste materials, their transportation, packing, loading, unloading etc. will also be borne by the vendor himself with his labourers.
13. It will be the responsibility of the contractor to shred the said waste papers by his own labourers by bringing his own shredding machine and the cost thereon will also be borne by the contractor himself.
14. The Contractor must start the shredding work within 5 days from the date of award of the contract.
15. In case of unsatisfactory service rendered by the contractor, the Regional Director, Staff Selection Commission, Chennai reserves the right to terminate the contract even during the period of the contract.
16. The duration of the contract will be for a period of one year extendable for further one year. However, contract is liable to be cancelled at any time for deficit service or for any other reason to be communicated in writing.
17. Non-compliance to the terms and conditions will result in the forfeiture of the Security Deposit. Similarly, non-acceptance of the contract by the successful tenderer will also result in the forfeiture of the Earnest Money.
18. The contractor will abide by the terms & conditions strictly.
19. Tenders will be opened at **10.30 a.m. on 28.12.2020** in presence of authorized representatives of the firms in the SSC Office by the committee constituted for the purpose.
20. For any queries or more information, the undersigned may be contacted between **11 a.m. to 04.00p.m.** on all working days.



(J. Nesamani)
Assistant Director
Phone No. 28251137

Annexure

TENDER NO.

Proforma

Name of the Tendering Company/ Firm/ Agency	
Name of the Director of the Company/ Active Partner of Firm/ Authorized Agent/ Proprietor	
Full Address & Tel. No.	
E mail Address	
Date of commencement of Business	
Status of the organization (i.e whether proprietorship, partnership,Pvt. Ltd., etc.)	
GST/PAN No. of the Organization (copy to be enclosed)	
Do you agree with the terms and conditions given	
Quoted Price for Admission Certificates (Commissions' Copies in half of A4 Size paper) / other post-examination materials in A4 size papers (to be mentioned both in figures and in words)	

Declaration:

It is certified that the information furnished above is correct to the best of our knowledge & belief. We have gone through the terms and conditions stipulated in Annexure-B and confirm to abide by same. We have seen the samples of the material to be lifted from SSC. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is submitted.

Place-----

Date.....

Signature.....

Name.....

Designation.....