

PRESIDENT'S SECRETARIAT
(General Admn Section)

No. D-17063/8/09-GA (II)

M/s -----

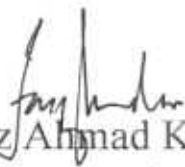
Subject :- Disposal of waste papers

This Secretariat intends to dispose of waste papers. Sealed quotations for disposal of waste papers are invited from dealers. In case any dealer is interested, he may submit his highest rates in the attached performa in a sealed cover addressed to the undersigned latest by **30th June, 2010 by 3:00 p.m.** The quotations should be superscribed as "QUOTATIONS FOR DISPOSAL OF WASTE PAPER". The quotations will be opened on **1st July, 2010 at 3:30 p.m.** The terms and conditions will be as under :-

- i. The delivery of the news papers etc will be given by the Secretariat between 3:00 pm to 4:30 pm. The contractor will have to make own arrangements for removing the material when called upon to do so.
- ii. The contractor will have to make his own arrangements for weighing and labour etc. The material will have to be weighed in presence of the undersigned or any officers deputed for this purpose. The standard and approved weighing scale has to be used for weighing the material. The contractor will be required to remove all the rubbish leaving the place neat and clean.
- iii. Payment for the entire quantity delivered shall have to be made in cash before the contractor is allowed to take waste papers etc. from the premises of this Secretariat.

- iv. The tenderers are required to submit Earnest money in the form of demand draft of Rs.500/-(Rupees five hundred only) payable to 'Pay and Accounts Officer, President's Secretariat'.
- v. Quotations received without EMD will not be entertained.
- vi. The Secretariat reserves the right to terminate the contract at any time if the contractor fails to abide by the conditions given in this letter.
- vii. The Secretariat reserves the right to reject any or all the quotations at any point of time without assigning the reasons.

Yours faithfully,


(Faiz Ahmad Kidwai)
Deputy Secretary
Tel No. 23015321/4353

ANNEXURE

QUOTATIONS FOR PURCHASE OF WASTE
PAPERS

Name and address of Tenderer :-

Telephone No. :-

I/We offer to purchase the stock of waste papers at the rate of -----
----- per quintal on the terms and conditions specified in the letter
No. D-17063/8/09-GA(II) dated ----- of President's Secretariat.

Signature

Date