

**TENDER DOCUMENT  
FOR  
SALE OF 'Raddi'**

**(Used & Old Information Brouchers other  
Scrap Papers and unuseful material)**



Rs. 150/-

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**JOINT DIRECTOR, TECHNICAL EDUCATION,  
REGIONAL OFFICE, MUMBAI.**

1st floor, New World Bank Building, Government Polytechnic Campus,  
49, Kherwadi, Aliyaware Jung Marg, Bandra (East) Mumbai - 400 051

Web site : [www.jdteromumbai.com](http://www.jdteromumbai.com)

## 1. TENDER NOTICE

Sealed tenders are invited for disposal of following items

Description of work	Approximate Value	Earnest Money
Disposal of used Information Broucher/kits and other scrap paper.	Approx Rs 100,000/-	Rs.2,000/- (Rs Two Thousand Only ) in form of Demand Draft of any nationalized Bank should be drawn in favour of Joint Director, Technical Education(ADM) Regional Office Mumbai.
Furniture /chair & other Scrap	Approx Rs 25,000/-	Rs.1,000/- (Rs One Thousand Only ) in form of Demand Draft of any nationalized Bank should be drawn in favour of Joint Director, Technical Education(ADM) Regional Office Mumbai

The tender document can be obtained from 10.00 AM to 04.00 PM on all working days from **18.04.2017 to 26.04.2017** from the office of the Joint Director, Technical Education Regional Office Mumbai, 1st floor, New World Bank Building, Government Polytechnic Campus, 49, Kherwadi, Aliywar Jung Marg, Bandra (East) Mumbai 400 051 on **payment of Rs. 150/- (Rupees One hundred fifty only), non-refundable, in cash, towards the cost of one tender document.** Tender document can also be downloaded from the Joint Director, Technical Education Regional Office Mumbai, website **www.jdteromumbai.com** and in such a case the bidder shall deposit the cost of tender documents along with submission of the tender, failing which his tender shall not be opened. The tender form complete in all respect should reach the office of the Joint Director, Technical Education Regional Office Mumbai, at above mentioned address, in duly sealed envelope superscribed with "**Tender for 1) disposal of used Information Broucher / kits and 2) Furniture /chair & other Scrap**" up to **4.00 p.m.** on **26.04.2017**. The tender will be opened on the same day at 04.00 p.m. by a committee in presence of tenderer who may wish to be present. The Joint Director, Technical Education Regional Office Mumbai, reserves the right to accept or reject any or all the Tenders without assigning any reason. Incomplete & conditional tenders are liable to be rejected.

2. **Tenderers must submit their bids 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. 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 used Information Broucher/kits and Furniture /chair & other scrap**" clearly written on top of envelope, addressed to Joint Director, Technical Education Regional Office Mumbai, 1st floor, New World Bank Building, Government Polytechnic Campus, 49, Kherwadi, Aliywar Jung Marg, Bandra (East ) must reach the Joint Director, Technical Education Regional Office Mumbai office up to 03.00 p.m. on 26.04.2017

**This envelope of technical bid must contain the following:**

- i. Duly filled, signed & stamped tender document.
- ii. Demand Draft/Pay Order of Rs. 150/- as cost of Tender Document (in case of downloaded document only).



- III. Demand Draft/Pay Order of Rs. 2000/- (Rs. Two thousand only) drawn in favour of **Joint Director, Technical Education Regional Office Mumbai** for disposal of used and old information Broucher/kits and other scrap paper.
  - IV. Demand Draft/Pay Order of Rs. 1000/- (Rs. One thousand only) drawn in favour of **Joint Director, Technical Education Regional Office Mumbai** for furniture /chair and other scrap
  - V. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm/Mill or Company.
  - VI. Self attested Copy of sale tax return.
  - VII. Self attested copy of the PAN.
- Technical Bids shall be opened at 16:30 hours on the same day i.e. 26.04.2017 in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the time and date of receipt of the bids shall be rejected.

#### Envelope-2 (Financial Bid)

The financial bids (Annexure 'A') (Annexure 'B') will be opened at later stage only after evaluation process of technical bids. Bider should itemmise rate.

#### 3. 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. Self attested Documentary proof of registration of 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.

#### 4. Terms & Conditions:

1. Sealed bids are invited for disposal of Raddi (used & old information Broucher/kits and other scrap papers) items. Bid should be sealed in a cover duly super scribed as "**Tender for disposal of used & old Information Broucher/kits and other scrap paper.**"
2. Sealed bids are invited for disposal of Furniture/Chair and other scrap items Bid should be sealed in a cover duly super scribed as "**Tender for disposal of Furniture/Chair and other scrap**"
3. Security deposit of Rs. 2,000/- (Rupees Two Thousand Only) For raddi items and Rs. 1000\/- for Furniture / Chair and other scrap to be submitted along with the tender in the form of Demand Draft of nationalized bank drawn in favor of The **Joint Director, Technical Education Regional Office Mumbai.**
4. The bidders should quote their **Highest Rates** based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful bidder (quoting highest rates of purchase) out of the eligible bidders.
5. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day
6. The security deposit (EMD) of bidders, whose rates are not approved, will be returned within 45 days after 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 the material. Only then the EMD will be released and adjustment of final account will be made.
7. The right to accept a bid will rest with the Joint Director, Technical Education Regional Office Mumbai, who reserves the right to reject any or all the bids without assigning any reason thereof.



8. The quoted rate should remain valid for a minimum period of one year from the last date for submission of the tender.
9. In case, the vendor fails to comply the terms & conditions, the Joint Director, Tech. Education Regional Office Mumbai may terminate the contract without assigning any reason, at any stage of work and is free to dispose of the raddi items in such a manner as may be deemed appropriate.
10. The successful bidder will be liable to complete the job of lifting the material from the Joint Director, Tech. Education Regional Office Mumbai office within a period of 3 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 joint Director, Tech. Education Regional Office Mumbai shall have the right to cancel the order.
11. It will be responsibility of the vendor to pack the required raddi material by his own labourers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
12. It will be responsibility of the vendor that the waste paper being lifted from the joint Director, Tech. Education Regional Office Mumbai will be used only for recycling in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy.
13. Bidders may visit the joint Director, Tech. Education Regional Office Mumbai premises and inspect the quantity, condition and type of material being sold.
14. The weighing of the material shall be jointly witnessed by a committee of the joint Director Tech. Education Regional Office Mumbai authorized representative(s) and bidder or his authorized representative. All weighing shall be certified by this weighing committee. The weighing site for this purpose will be jointly decided by the successful bidder and the joint Director, Tech. Education Regional Office Mumbai.
15. The successful bidder shall have to deposit an amount equivalent to 1.25 times 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 joint Director Technical Education (ADM) Regional Office Mumbai In case, the successful bidder does not deposit the requisite money, Earnest Money Deposit shall be forfeited and order shall be cancelled.

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

Place:

Date:

(Signature of the party with stamp)

Name :

Telephone No.

Address:

Annexure - 'A'

**Financial Bid**

I/We \_\_\_\_\_ hereby offer rates, to purchase raddi items from the Joint Director, Technical Education Regional Office Mumbai, 1st floor, New World Bank Building, Government Polytechnic Campus, 49, Kherwadi, Aliyaware Jung Marg, Bandra (East) Mumbai -51

Sr.No	Description	Purchase Price/KG
1	Broucher/kits	
2	Scrap Paper	
3	Old Newspaper	
4	Magazines	

Place:

Date:

(Signature of the party with stamp)

Annexure - 'B'

**Financial Bid**

I/We \_\_\_\_\_ hereby offer rates, to purchase furniture/chair & other scrap items from the Joint Director, Technical Education Regional Office Mumbai, 1st floor, New World Bank Building, Government Polytechnic Campus, 49, Kherwadi, Aliyaware Jung Marg, Bandra (East) Mumbai -51

S.No	Description	Purchase Price/KG
1	Furniture / Chair & other Scrap	

Place:

Date:

(Signature of the party with stamp)