

No. NEC /DOC/195/84
भारत सरकार /GOVERNMENT OF INDIA
उत्तर-पूर्वी परिषद सचिवालय / NORTH EASTERN COUNCIL SECRETARIAT
क्षेत्रीय प्रलेखन और सूचना केंद्र /REGIONAL DOCUMENTATION & INFORMATION CENTRE
नोंग्रिम हिल्स, शिलांग – 03 /NONGRIM HILLS, SHILLONG – 03
Website: <https://necouncil.gov.in>

**Notice Inviting Tender (NIT) for disposal of old newspapers, magazines, old journals,
and waste papers etc.**

Dated the 28 /07/2023

The Regional Documentation and Information Centre (RDIC), North Eastern Council, Shillong intends to dispose of old newspapers, old journals, magazines and waste papers etc. on “as is and where is” basis. Interested parties may submit their price quotations in the prescribed format indicating rate per kilogram for each category of the item. The application along with a security deposit for an amount of Rs. 1000/- (Rupees One Thousand only) in the form of account payee bank draft in favour of DDO, NEC, in sealed envelope must reach the undersigned latest by the 17/08/2023 (5.00 P.M.). The quotation will be opened on the 21/08/2023 at 3.00 PM.

TERMS AND CONDITIONS

1. Tender should be sealed and addressed to the Librarian, Regional Documentation and Information Centre (RDIC), North Eastern Council, Nongrim Hills, Shillong and on the top of the envelope should be super scribing “Tender for Disposal of Old Newspaper, Magazines, Old Journals, and Waste Papers etc”.
2. RDIC NEC, Shillong will not accept any quotation if it is not sealed properly.
3. With prior permission from the Librarian, interested parties may visit the Library between 07th Aug, 2023 to 11th Aug, 2023.
4. The physical inspection is permissible during office hours only, i.e. 10.30 A.M. to 4.30 P.M.
5. Bidders are advised to inspect the stock of old newspapers, old magazines, old journals, and waste papers etc. before submitting their tender.
6. Quotations may be sent to us, either by post or by hand delivery.
7. The highest quoted rates will be accepted.

8. The firms must quote the rates in INR in figure as well as in words for all items separately. The firms should quote the rates clearly without any over writing/cutting.
9. Quotation letter is non-transferable and vendor should invariably submit tender on the Firm's letter head duly signed by the competent and authorized signatory.
10. The tenders will be opened before a committee duly constituted for the purpose in the presence of the bidders who choose to be present. The date and time of opening of the tender will be intimated.
11. The security deposit of unsuccessful parties will be returned within 30 days after finalization of the tender. However, the security deposit for successful bidder will be returned only after successful completion of the contract. No interest will be paid on the amount of the security deposit. Tender without security deposit will not be considered.
12. Weighing of the old newspaper, old magazines, old journals, and waste Papers etc., shall be done in the presence of RDIC NEC Shillong representatives.
13. The bidder has to bring his own gunny bags, labourer for picking up and carrying the items.
14. All packing, loading and unloading of items sold will have to done by the successful bidder at his own cost. No extra charges will be paid.
15. The entire lot of old newspapers, old magazines, old journals, and waste papers etc, shall have to be lifted within 7 days from the date of the work order or as decided by the RDIC. Before lifting the item, the successful bidder shall have to deposit the entire sale proceeds through cash only. Any other mode of payment will not be accepted.
16. The right to acceptance of the vendors will rest with the competent authority of the NEC Shillong. The competent authority also reserves the right to reject any or all the tenders without assigning any reason thereof.
17. The quoted rates will be valid for a period of one year from the date of award.
18. In case the vendor fails to comply with the terms & conditions of the NEC, Shillong, the NEC reserves the right to terminate the contract and forfeit the security amount without assigning any reason thereof. In such circumstances, the NEC Secretariat, Shillong is free to dispose of the items in such a manner as may be deemed appropriate.
19. The sale will be on "as is where is" basis. Items once sold area not returnable under any circumstances.

FORM OF TENDER

(Tender No. NEC/DOC/195/84, dated 28/07/2023)

1. Name of the Firm:
2. Postal address:.....
3. Telephone and fax number (with PIN code):
4. E-mail ID:
5. Name and designation of the person authorized to make commitments:
6. Registration details of the Firm:
7. PAN/ TIN/ TAN details of the Firm:.....
8. Experience of the Firm:

RATES QUOTED

Sl. No.	Particulars	Rate per Kg (in Rs)	Amount in Words
1.	Rate of old newspapers		
2.	Rate of old magazines		
3.	Rate of old journals		
4.	Rate of waste papers		
	Total		

Authorized Signature

Name:

Designation

Address:.....

(Note: This form should be printed in the letter head of the Firm)

UNDERTAKING FROM THE FIRM

With reference to the NIT No. NEC/DOC/195/84, dated 28/07/2023, I/We undertake to purchase old newspaper, magazines, old journals etc. from RDIC NEC at our approved rates.

I/We undertake to lift the entire lot of items as and when directed by RDIC NEC, Shillong within the stipulated time failing which the NEC, Shillong reserves right to cancel the contract besides blacklisting the firm for further dealings.

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

Name:

(Signature with seal)

(Note: This undertaking should be printed in the letter head of the Firm)