

TENDER NO. 03/2025-26

Bihar Police Sub-ordinate Services Commission

5, Harding Road, Patna-800001. Fax No.- 0612-2500232/2500231.
<https://bpssc.bihar.gov.in>

Tender Document

For

Waste Paper Disposal

[PRICE RS.500/-]

SCHEDULE

Tender Reference	No. BPSSC/BIH-03/2025-26-, Dated-03.07.2025
Price of Tender Document	Rs.500/- (Rupees Five hundred Only) Non-refundable
EMD	Rs. 20,000/-(Twenty thousand only)
Last Date and Time for receipt of Tender offers	Date-25.07.2025 Time 15:00 hrs (Venue- 5, Harding Road, Patna- 800001)
Time and Date of Opening of Technical Offers	Date-25.07.2025 Time15:30 hrs (Venue- 5, Harding Road, Patna- 800001)
Place of Opening Tender Offers	Bihar Police Sub-ordinate Services Commission, 5 Harding Road, Patna-800001
Address for Communication	Officer-on-Special Duty, Bihar Police Sub-ordinate Services Commission, 5 Harding Road, Patna-800001
Contact Telephone & Fax Numbers	Telephone No.-0612-2500231/2500232, Fax No.-0612-2500232/2500231.

Introduction

The office of Bihar Police Sub-ordinate Services Commission (BPSSC) intends to **dispose of old confidential material (used/unused confidential material, Cardboard boxes etc.)**

2. Interested firms are requested to send the bids for the above mentioned work as per the terms and conditions of the Notice Inviting Tender (NIT) mentioned below which may be perused and understood before quoting the rates.

3 The tender document is available for download from the Official website of BPSSC i.e. <https://bpssc.bihar.gov.in>. Bidders will need to provide a Demand Draft of Rs.500 (Rupees Five Hundred Only) as Non-refundable Processing Fee drawn in favour of Chairman, Bihar Police Sub-ordinate Service Commission, Bihar, Patna payable at Patna at the time of submission of bid. Only those Tender offers shall be accepted for evaluation which are accompanied by non-refundable Tender Fee of Rs.500/- (INR Five Hundred Only) in the form of Demand Draft.

4. Instructions to Bidders and Terms & Conditions of this tender are given in **Annexure-1** and **Annexure-2** respectively.

5. The tender may be submitted in separate sealed covers in the format, as given in Annexure-3 (Technical Bid) and Annexure-4 (Financial Bid) duly filled in fully in all respect along with tender document, signed and stamped on each page up to 15:00 hrs on or before 25.07.2025, addressed to Officer-on-Special Duty, Bihar Police Sub-ordinate Services Commission,- 5, Harding Road, Patna-800001 (Bihar). The envelope containing the quotation may be superscripted as "QUOTATION FOR DISPOSAL OF old confidential examination material which includes used/unused confidential material, Cardboard boxes" and must be sealed separately. If both Annexure-3 (Technical Bid) and Annexure-4 (Financial Bid) are not sealed separately, the bid will be rejected without opening. The Technical bids will be opened the same day at 15:30 hrs in the presence of such of tenderers or their authorised representatives who may wish to be present on the occasion.

The materials offered for disposal is Ex-Godown and on 'AS IS WHERE IS & WHAT IS BASIS'.

The purchaser may inspect the materials (Old used/unused confidential material, Cardboard boxes) on any working day between 10:00 A.M. to 13:00 P.M. from 04.07.2025 to 25.07.2025 by prior appointment to satisfy themselves about the quality & condition of the materials offered. No complaint what so ever will be entertained after the tenders are submitted or before or after the materials are lifted. No request for inspection after submission of the tender will be accepted.

The bidders are requested to submit Tender in the Tender Box kept in the office of Bihar Police Sub-ordinate Services Commission, 5, Harding Road, Patna-800001 (Bihar) Tenders may be sent by Speed Post/Registered Post as well on the above mentioned address. **Quotation by fax and e-mail will not be accepted.**

6. Chairman, Bihar Police Sub-ordinate Services Commission reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

7. For any queries the potential buyers may contact the "Enquiry Cell" formed for this purpose in 05 Harding Road.

ANNEXURE-1

INSTRUCTION TO BIDDERS

- 1.1. The quotation should be accompanied by a Bid Security (Earnest Money Deposit) of Rs.20,000/- (Rupees Twenty Thousand only) and non-refundable Processing fee of Rs.500/- (Rupees Five Hundred Only) payable to "Chairman, Bihar Police Sub-ordinate Services Commission, Bihar, Patna "through two separate Demand Drafts respectively. Bid Security and Processing fee shall not be accepted by way of cheque, cash, money order or Bank Guarantee. The quotation without Demand Draft of Bid Security and Processing Fee will be summarily rejected.
- 1.2. Bid Security (Earnest Money Deposit) will be forfeited if the bidder withdraws his bid after the date of opening of quotation.
- 1.3. Quotations received late will not be considered and returned unopened.
- 1.4. Form of organisation, whether Partnership or Proprietary or Limited Company must be clearly mentioned in the quotation. If a Partnership firm, the Names & Addresses of the Partners and if a Limited Co., the names and addresses of the Directors and Registration Number may be expressly stated.
- 1.5. Sales Tax and/or other duties/levies/forms 'C' or 'D' for this sale are not available with the BPSSC.
- 1.6. Rates are required to be quoted as indicated in the Quotation form.
- 1.7. BPSSC shall be under no obligation to accept the highest quotation or any other quotation and reserves the right of acceptance of the whole or any part of the quotation or portion of the quantity offered and the bidder shall accept the same at the rates quoted.
- 1.8. BPSSC reserves the right to decrease or increase the quantity to be sold.
- 1.9. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.
- 1.10. The bidders shall supply along with his quotation the name of his bankers as well as the latest income tax certificate.
- 1.11. Bidder will have to provide the proper details of name and address of the persons deployed for packing and lifting of Confidential Waste Material in advance to BPSSC.
- 1.12. Canvassing in any form will disqualify the tenderer for the present tender or may be in future too.
- 1.13. Conditional, ambiguous and incomplete bids will be summarily rejected
- 1.14. Name and address of Dharam Kanta should be indicated in the offer.

ANNEXURE-2

TERMS AND CONDITIONS OF THE TENDER

2.1. DEFINITIONS:

- (1) The term 'Contractor' shall mean, the person, firm or Company with whom or with which the order for disposal of 'old confidential material (used/unused confidential material, cardboard boxes etc) is placed and shall be deemed to include the Contractor's successors, representatives, heirs, executors and administrators unless excluded by any express order.
- (2) The term 'Order' shall mean, the communication signed on behalf of BPSSC by an officer duly authorized intimating the delivery order on behalf of the Seller on the term and conditions mentioned or referred to in the said communication accepting the quotation or offer of the contractor for delivery of material.
- (3) The term 'BPSSC' or 'Commission' shall mean Bihar Police Sub-ordinate Services Commission.

2.2. PRICES

Bidders offering firm prices will be preferred The prices should be in Indian Rupees..

2.3. UNDERTAKING

- 2.4. The contractor shall furnish an undertaking that the confidential material purchased by them shall not be sold in open market but shall be used only for recycling (preparation of pulp/lugdi) at the paper Mill.

2.5. UTILISATION CERTIFICATE

A Utilization Certificate from paper Mill which used the waste paper of BPSSC stating that the confidential material purchased by the contractor from Bihar Police Sub-ordinate Services Commission has been converted into pulp for paper should be submitted within one month of the date of taking delivery of material from the seller. Failing which it would be termed as breach of contract

2.6. CLEARANCE

- 2.5.1. The contractor shall be responsible for the materials to be lifted within ten working days from the date of award letter.
- 2.5.2. In case the store is not lifted within the time specified as above, ground rent @ 0.2% of the total amount due will be charged per day from the purchaser for a further period of seven days. The material not so removed will be treated as abandoned lots and the EMD and other sums paid for the lot will be forfeited without any reference to the purchaser. For such abandoned lots, BPSSC reserves the right to re-sell.
- 2.5.3. The materials will be allowed to be lifted between 10:00 A.M. to 17:00 P.M. from the next day onwards of issue of the work order.
- 2.5.4. No packing, choosing or sorting will be allowed in the premises for the disposal lots.
- 2.5.5. The labour, transport and other arrangements for lifting the material from the premises of the Commission will have to be made by the purchaser at their cost and responsibility. Buyer, himself shall be responsible for pulping of Lot of sold papers directly in the Mill and no third party will be involved for this purpose. Representatives of BPSSC will accompany the Lorries carrying the sold material to paper Mill to witness the pulping.
- 2.5.6. The contractor shall be responsible for obtaining a clear receipt from the Transport Authorities specifying the goods dispatched. The consignment shall be dispatched with the clear railway receipt/lorry receipt/Consignment Note. If the consignment is sent by any other mode, it shall be at the risk of the contractor.
- 2.5.7. The Office of the Bihar Police Sub-Ordinate Services Commission is situated at 5, Harding Road, Patna-800001. The Vendor has to make arrangement for lifting of materials at Office situated at 5, Harding Road, Patna-800001.
- 2.5.8. The material will be escorted to Dharam Kanta/Weighing Machine by the authorized officers of the Commission in whose presence it will be weighed.

2.7. EXTENSION OF TIME

Extension of time may be granted only if failure on the part of the Contractor to lift the material in proper time shall have arisen from any cause which the Commission may consider to be justified by circumstances of the case.

2.8. PAYMENT

- (1) The Contractor shall have to deposit in advance by Demand Draft an estimated amount as the Commission may decide before lifting the materials.
- (2) The final payment as per weight determined at Dharam Kanta of material lifted is to be deposited within three days of the receipt of material.
- (3) Name and address of the Dharam Kanta should be submitted before lifting material.

2.9. ARBITRATION - All disputes in this regard are subject to jurisdiction of Patna Court.

2.10. Award Criteria

- (1) The highest Bidder shall be calculated based on the basis of total cost as per the bill of quantity mentioned in the Financial Bid Document (Annexure-4)
- (2) The bidder whose commercial offer has been determined to be highest will be selected and awarded the contract.

Sd/-
Officer-on-Special Duty,
Bihar Police Sub-ordinate Services Commission,
Bihar, Patna.

Dispatch No:- 527 / Bpssc Patna, Date-03.07.2025

**FORMAT FOR FURNISHING BIDS FOR THE DISPOSAL OF WASTE PAPERS ETC IN THE
COMMISSION'S OFFICE**

Annexure -3

(Technical Bid)

(To be sealed in a separate envelope)

Tender Reference No. and Date: BPSSC/BIH-03/2025-26, Dated-03.07.2025

(To be filled in by the Bidders)

1. Name of the Company/Organization:

2. Address:

3. Telephone Nos. :

1. Office:

2. Residence:

4. Names, Address, Telephone No., Mobile No.
e-mail of responsible persons who
can be contacted in case of need

5. Whether the Company/Organization is
Proprietorship/ Partnership/Pvt. Ltd./Other:

6. Name of the Authorized Signatory:

7. Registration No. (if any):

8. I.T.R. or PAN (Enclose a copy) :

9. Details of EMD deposited: (a) Amount: Rs.20,000/-

(b) DD No.

Dated

(c) Bank on which drawn:

10. Details of Non-refundable DD deposited: (a) Amount: Rs.500/-

(b) DD No.

Dated

(c) Bank on which drawn:

Declaration

I.....sole proprietor/Director/partner/authorized signatory having
registered office at..... do hereby solemnly affirm
and declare that I/We undertake to abide by all the rules and regulations of the State/Central Govt./Local
Govt. with regard to sale and disposal of waste paper material and shall be liable to any penalties that may
accrue due to non-adherence of Terms & Conditions of the Tender.

Signature

Dated:

Seal of the Company

- Enclosures:** (1) Tender document duly signed and stamped on each page
(2) Demand draft for Processing Fee
(3) Demand draft for EMD
(4) Last three-year income tax return
(5) Current GST Return
(6) The authority of the person signing the quotation
(7) Name and address of dharam kanta
(8) Name of Bankers of Bidder
(9) Certificate of non blacklisted

Annexure -4

QUOTATION

(Financial Bid)

(To be sealed in a separate envelope)

Sl. No.	Item	Rate per Kg	
		Rs.(In figures)	Rs.(In words)
1	Confidential Material(Used/Unused Question Booklet)		
2	Confidential Material(Answer Sheets)		
3	Empty Card Board Boxes		
4	Waste Paper (miscellaneous)		
5	Waste Plastic Packet		

Note:

- (1) All the costs should be quoted in Indian Rupees and should be fixed on lump-sum basis, no escalation of cost will be allowed under any circumstances.
- (2) The highest Bidder shall be calculated on the basis of average of the total cost as per the bill of quantity mentioned hereinabove.
- (3) The Rate should be inclusive of all charges/taxes/levies etc.
- (4) BPSSC shall not pay separately any specific statutory taxes/service charges to any authority.
- (5) No hidden charges will be allowed, if any.

Declaration

I.....sole proprietor/Director/partner/authorized signatory having registered office at do here by solemnly affirm and declare that I/we undertake to abide by all the rules and regulations of the State/Central Govt./Local Govt. with regard to sale and disposal of Waste paper and material and shall be liable to any penalties that may accrue due to non- adherence of Terms & Conditions of the Tender.

Signature

.....

Dated: Seal of the Company