

WESTERN RAILWAY



पश्चिम रेलवे
Western Railway

STORES DEPARTMENT


TENDER DOCUMENT COVER

Tender No. 01/G/E-Waste paper/21/03

DUE on 08/04/2021

**OFFICE OF THE DEPUTY CHIEF MATERIAL MANAGER
GENERAL STORES DEPOT, SHAKTI MILL LANE
MAHALAXMI, MUMBAI 400011.**

Tenderer 's signature



AMM(G-II)MX
For Dy.CMM/MX

WESTERN RAILWAY

TENDER DOCUMENT

1. **Tender No.** : 01/G/E-Waste paper/21/03
2. **Name of work** : Sale of Waste paper/time expired old records/ files/sketches/drawing/booklets etc. by recycling process arising in H.Q. office old building and New building of all department, EMU - Workshop Mahalaxmi, C&W Workshop-Lower Parel and Mahim Depot.
3. **Approximate Cost** : Rs.441500/-
4. **Contract Completion period** : 12 months
5. **Cost of Tender document** : NIL
6. **Earnest Money** : Rs.8830/-
7. **Name of Tenderer** : M/s. _____
8. **Validity** : 90 days
9. **Issued by** : Deputy Chief Material Manager,
General Stores Depot, Western Railway,
Mahalaxmi, Mumbai- 400 011.

Tenderer's signature


AMM(G-II)MX
For Dy.CMM/MX

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Tenderer 's signature



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WESTERN RAILWAY
Tender Notice

OPEN TENDER NOTICE No: 01/MX/e-Waste paper/21/03 dtd. 10/03/2021
Deputy Chief Material Manager, General Stores Depot, Western Railway, Mahalaxmi, Mumbai-400011, for and on behalf of president of India invites open tenders in sealed covers on the prescribed forms for the following work.

Name of the work : Sale of Waste paper/time expired old records/ files/sketches/drawing/booklets etc. by recycling process arising in H.Q. office old building and New building of all department, EMU - Workshop Mahalaxmi, C&W Workshop-Lower Parel and Mahim Depot.

Tender sale from : During working hours from 11/03/2021 at General Section, Office of Deputy Chief Material Manager, General Stores Depot, Shakti Mill lane, Western Railway, Mahalaxmi, Mumbai 400011.

The tender documents are also available on website in PDF format at www.wr.indianrailways.gov.in. Tenderers who prefer to download and submit tender will have to furnish DD's towards EMD .

Tender sale up-to	12.30 hrs on dt. 08/04/2021
Tender submission up-to and tender box sealed at	14.30 hrs on dt. 08/04/2021
Tender opening at	15.00 hrs on dt. 08/04/2021
Venue of Tender submission and Tender opening	The office of Deputy Chief Material Manager, General Stores Depot, Western Railway, Shakti Mill lane, Mahalaxmi, Mumbai 400011.

Quantity : 50000 Kgs.
Approximate cost : Rs.441500/-
Period of Contract : 12 months
Validity of offer : 90 days.
Earnest Money : @ 2% of estimated cost i.e. Rs.8830/- The submission of Earnest money can be in the form mentioned in the tender booklet. Tender unaccompanied with requisite Earnest money will be summarily rejected.

The Tenderer or their authorized representatives can remain present at the time of opening of the tenders. In case, 08/04/2021 (Tender opening day) happens to be holiday due to any reason the tender will be opened on the next working day at the same time and place. For any additional information / clarification contact in the office of Deputy Chief Material Manager, General Stores Depot, Mahalaxmi on any working day and during working hours.

RIGHTS ARE RESERVED TO REJECT ANY OR ALL TENDERS WITHOUT ASSIGNING ANY REASON THEREOF.

Tenderer's signature


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For Dy.CMM/MX

Start of Tender Document

Important Notes for Intending Tenderers:-

1. Sealed tender are invited for sale of waste paper. Address to drop the sealed tender is Office of Dy.Chief Materials Manager, Shakti Mill Lane. Western Railway, Mahalaxmi, Mumbai-11.
2. Tender Documents will be available on all working days between **10.30 hrs to 4.30 hrs.** at **General Section, Office of Deputy Chief Material Manager, General Stores Depot, Shakti Mill lane, Western Railway, Mahalaxmi, Mumbai 400011.**
3. **Earnest Money is to be paid in Demand Draft only.**
4. Offer validity required for a period of minimum 90 days.
5. This Sale Tender Notice is also available on the website of Materials Management of www.wr.indianrailway.gov.in.
6. The Dy.CMM/MX, Western Railway , Mumbai shall award to contract for disposal of mixed waste papers, torn pages, railway records, unserviceable publications, office sweepings, old newspapers and magazines etc. of all department of HQ Old building Churchgate, all department of HQ New Building Churchgate, EMU workshop Mahalaxmi, C&W Workshop Parel and Mahim Scrap Yard on As is Where is Basis.
7. The waste papers shall be collected by the Purchaser as and when called by the departments after generation of Waste paper.
8. The Tenderer shall not be permitted to withdraw its offer of modify the conditions of quotations. In case the Tenderer fails to observe and comply with the stipulations herein of backs out after quoting the rates, or imposes any additional conditions, the Tender shall be cancelled.
9. The successful bidder shall be determined based on the highest prices and related clearance of waste services and such Tenderer shall be informed of the acceptance of its Bid/Tender.
10. Particular Approx. Quantity Rate per KG in Figure Rate per KG in words Kgs Rs. Contract for sale of waste paper/time expired record disposal by re-cycling process 50000 Kgs.

Tenderer 's signature


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For Dy.CMM/MX

11. The Dy.CMM/MX, Western Railway reserves all rights to reject any bids without assigning any reason whatsoever. The decision of the DY. CMM/MX Western Railway shall be final and binding.
12. The Purchaser shall not sublet, transfer or assign the contract awarded or any other part thereof. In the event of the Purchaser contravening this condition, the Authority Dy. CMM/MX, Western Railway shall be entitled to pass on the contract to another Bidder.
13. **No Transportation will be provided by the Western Railway.**
14. **The Labors required for lifting the material shall be arranged by the Purchaser.**
15. The Waste Papers given should be sent to the factory for pulp making only and should not be used for any other purpose. The Awarded Purchaser shall have to furnish an undertaking that the material will be sent to the factory for recycling/pulp making only and shall not be disposed of in any other manner.

Please Ensure that - :

1. You have signed the offer page with full name, address and witness filling all the blanks.
2. You have filled in the required columns.
3. **Accept the validity period of 90 days.**
4. Do not quote special conditions of your own, as they are likely to vitiate your tender and make it prone to rejection.
5. All pages are signed, correction neatly scored out and initialed wherever required.
6. Please do not leave any lapses, which may lead to declaration of your offer as **INVALID**.
7. The successful Tenderer who have paid earnest money in any of the prescribed forms, should convert the same as part security deposit, having validity more the completion period. Balance S.D. for contract will also be furnished to the Railway by Purchaser.

Tenderer 's signature


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For Dy.CMM/MX

- 8 Tenders must be enclosed in a sealed cover super-scribed with the specified Tender number and must be deposited in the special box allotted for the purpose at the office of **Deputy Chief Material Manager, General Stores Depot, Shakti mill lane, Western Railway, Mahalaxmi, Mumbai 400011** Or can be sent by registered post to the above address so as to reach not later than the specified time of sealing the tender box on the day of tender opening. The tender box shall be sealed and opened at the specified timings on the day of opening as detailed in the tender notice and corrigendum if any thereof.
- a) A single person trading under a firm's name should sign first his firm's name and then underneath his name in full.
 - b) In the case of a firm of more than one person the names of the partners must be filled in above and the tender signed the partner who should sign the firm's name and then underneath his own name in full.
 - c) In case where a tender is signed by person or partner of a firm for and on behalf of the proprietors or other partners of a firm, the tenderer undertake the whole responsibility in respect of the authority in favour of such person as was referred to above signed the tender to bind the firm and he shall produce power of Attorney issued in favour of the signature as and when called upon to do so.
 - d) In the case of limited company one of the Director or Manager should sign therein.
 - e) Persons tendering must specify their business same of the constitution of the firm.
9. a) The Railway reserves the right to verify all statements, information and documents submitted by the bidder in his tender offer, and the bidder shall, when so required by the Railway, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by the railway shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of the railway there under.
- b) In case of any wrong information submitted by tenderer, the contract shall be terminated, Earnest Money Deposit (EMD) and Security Deposit (SD) of contract forfeited and agency barred for doing business on entire Indian Railways for 5(five)years.
10. The Tenderers should sign each page of the Tender documents and indicate on Tender form as to in which capacity & authority he/they sign/sign and submits/submit the tender and the authorization of power of Attorney should be submitted along with the tender.

Tenderer 's signature



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For Dy.CMM/MX

11. Tenderer are required to deposit Earnest money equivalent to 2% of the total value of the tender quoted subject to a maximum of **Rs. 8830/- (Eight thousand eight hundred thirty only)** along with the tender. The Earnest money may be deposited Demand draft drawn on the State Bank of India or any Nationalized Bank in favour of **Financial Adviser & Chief Account Officer, Western Railway Churchgate, Mumbai-20** giving reference of the **Tender No. and due date and to be submitted with the tender.**
12. Tenderer are required to furnish Earnest money in the accepted from indicated above otherwise their offers will not be considered and will summarily be rejected. The receipt the Chief Cashier must be attached with the tenders without which no tender will be considered.
- “No Interest shall be payable on the Cash Deposit, Earnest Money Deposit and Security Deposit in the acceptable forms indicated above will only be considered and Tenderers are hereby warned to be more careful on their own interest.”**
13. The Earnest Money of the unsuccessful Tenderer shall be refunded.
14. The successful bidder shall submit the Security Deposit (S.D.), amounting to 10% of the contract value within 14 days after the Letter of Acceptance (LOA) has been issued. The Security Deposit may be deposited Demand draft drawn on the State Bank of India or any Nationalized Bank in favour of **Financial Adviser & Chief Account Officer, Western Railway Churchgate, Mumbai-20.**
15. **Arbitration: As per GCC**
16. The tenderer should submit report in duplicate of similar contract executed by him/them on the Railway or on other Railways or with other departments and /or with other private undertaking with his/their offer showing full details as under :

S. N.	Contract No. & Date	Name of the organization	Quantity involved	Date & No. of completion certificate	Any other relevant remarks.

16. The end of tender document is indicated by **“END OF TENDER DOCUMENT”** marker.

Tenderer 's signature


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Schedule of Rate & Approximate Quantities (Offer Sheet) :

1. Tender No. : 01/G/E-Waste paper/21/03 Dtd. 10/03/2021.
2. Name of work : **Sale of Waste paper/time expired old records/ files/sketches/drawing/booklets etc. by recycling process arising in H.Q. office old building and New building of all department, EMU - Workshop Mahalaxmi, C&W Workshop-Lower Parel and Mahim Depot.**
3. Approximate estimated cost : **Rs. 8.83/- (Rs.8.41/- Per KG + GST @5%) Inclusive All Taxes.**
4. Approximate Estimate for 12Months (One Year) : **Rs. 441500 – (Four Lakhs forty one thousand five hundred only) Inclusive All Taxes.**

5. Schedule of rates :

Sr. No.	Description of Work	Quantity (Approx)	Rate per Kg in Rs.	Rate per Kg in words
1	2	3	4	5
1	Sale of Waste paper/time expired old records/ files/sketches/drawing/booklets etc. by recycling process arising in H.Q. office old building and New building of all department, EMU - Workshop Mahalaxmi, C&W Workshop-Lower Parel and Mahim Depot.	50000 Kgs		

PRICE VARIATION CLAUSE (PVC) :

The rates offered /quoted shall remain unchanged till finalization of tender and will also remain valid during the currency of contract. In case Government decided to increase / decrease the price of Petrol/Disel/CNG,the Railways reserves the right to increase/decrease as per the prescribed formula as indicated below :


- Note : i) The above rate is for loading of the material by Purchaser's labour only.
 ii) The conditional offers will be totally unacceptable to Railway Administrations.
 iii) The firm to quote rate for column No. 4 and 5 both in figures as well as words .

I/We agree to purchase the above material as the price quoted by me/us.

Purchaser's Signature

Rubber Stamp :

Tenderer 's signature


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V. Tender form (FIRST SHEET) : Declaration

Name of work: **Sale of Waste paper/time expired old records/ files/sketches/drawing/booklets etc. by recycling process arising in H.Q. office old building and New building of all department, EMU - Workshop Mahalaxmi, C&W Workshop-Lower Parel and Mahim Depot.**

To

**The President of India,
Dy.Chief Materials Manager, General Store Depot,
Western Railway, Shakti Mill Lane, Mahalaxmi, Mumbai-400011.**

1. I/We _____ have read the various conditions to tender attached hereto and hereby agree to abide by the said conditions.
2. I/We also agree to keep this tender open for acceptance for a period of **90 days** from the date fixed for opening the same and in default thereof, I/we will be liable for forfeiture of my /our Earnest Money.
3. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modification as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Witness.

(1) _____


Signature of Tenderer(s)

(2) _____

Date _____

Tenderer/s address _____

Tenderer 's signature


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Condition of Sales

1. The materials to be collected by the firm on "As is where is basis" from All departments of HQ Old Building churchgate, All departments of HQ New Building Churchgate, EMU workshop Mahalaxmi ,C&W Workshop Parel and Mahim depot under CDMS/ Mahim.
2. The waste papers shall be collected by the Firm as and when called by the departments after generation of Waste paper.
3. The Purchaser shall perform the sold work contained in the Schedule of Work set forth and shall execute the same promptly maintaining **confidentiality** and with due care in workman like manner to the satisfaction.
4. The descriptions and the quantity mentioned in the **SCHEDULE OF WORK** are meant only to give a rough idea of the quantity of the material expected to be available at places mentioned above in description. The above offices will offer quantities that may occur during the validity period of the contract. No guarantee for minimum quantity shall be given. The Purchaser shall be allowed to collect the materials in bags for which a deduction @ 1 kg/ bag will be made from the total gross weight at the time of the sale.
5. All the confidential papers will be torn off in minimum **03 numbers of pieces / shredded** at the collecting / lifting place only. This will not be chargeable by the Purchaser separately. The space will be provided free of cost. The representative of the concerned office shall decide which papers are to be treated confidential for the purpose of tearing off in number of pieces.
6. The Purchaser shall pay the full amount of disposal of old records. He will pay the amount of sale value as per the sale value of the material including IT charges to be lifted before lifting the material from the offices. The payment shall be deposited in the cash office in favour of by bankers cheque / DD/Cash and the receipt of the same to be provided before lifting the material in the concerned office.

Tenderer 's signature


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For Dy.CMM/MX

7. As per Railway Board letter No. 2018/RS(S)/709/14 dtd. 11/06/2020 “2(i) Income Tax (Tax Collection at Source, TCS) is to be paid by scrap buyer to the Railways at the time of remittance of Balance Sale Value (BSV) in terms of section 206C of Income Tax Act (ITA). The applicable rate of Tax Collection at source (TCS) from 14.02.2020 to 31.03.2021 on Sale of Scrap is @ 0.75%.) The applicable Income Tax, sales Tax or any other taxes/ duties, as applicable and revised from time to time shall be payable by the Purchaser
8. The water & cess charges, as per rates applicable shall be deposited by the Purchaser before taking the delivery, The concerned office reserves the right to enhance the water & cess charges as and when necessary.
9. The Purchaser will be entirely responsible for any loss / damages etc. suffered by or injury sustained by labourers within the office premises and in no circumstance office shall be liable for any claim in this respect. On no account the Purchaser or his labourers shall be permitted to reside in the offices premises after closing hour of the office.
10. The Laborers required **for lifting the material shall be arranged by the Firm.**
11. The Waste Papers given should be sent to the factory for pulp making only and should not be used for any other purpose. The Awarded Firm shall have to furnish an undertaking that the material will be sent to the factory for recycling/pulp making only and shall not be disposed off in any other manner.
12. The Purchaser shall ensure that exact weighing is done in respect of the Waste Papers to be disposed off in the office premises and a report of the weighing will be signed by the Firm and countersigned by the designated official of the concerned department, representative of department, RPF and stock verifier. **Arrangement for weighing machine/instrument shall be arranged by the Firm at its own cost with stamping by the State Government. The Certificate of stamping shall be produced by the Firm.. The Firm shall also ensure that weighing of the waste papers shall be done in the presence of a Representative nominated by the concerned department, RPF and stock verifier.**

Tenderer 's signature


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For Dy.CMM/MX

13. In case the waste papers/bundles are to be weighed and transported by tempo or truck due to some reason or more weight, the weight of such vehicle from a weighbridge shall be provided before loading the waste papers/bundles in the presence of a Representative from the concerned department, stock verifier and RPF and again produce the weighbridge challan with actual weight after loading the material in the presence of above officials.
- 14. The Firm shall provide sufficient gunny bags/boxes /ropes etc. for filling of waste papers**
15. The Firm shall arrange at its own cost to install paper shredder in the premises of Western Railway wherever required. **Western Railway shall not be responsible for any matter arising out of recycling of the waste papers.**
- 16. Sorting of waste papers such as files (NWR) Putta, Register covers (Putta), carbon shall be sorted out inside the offices of the W.Rly and they will not be weighed along with the waste materials which has zero value.**
17. No price variation shall be entertained during the tenure of the contract.
- 18. GST @ 5% OR as applicable to be paid by firm on Reverse charge basis to GST Authority whole responsibility of GST is lies with purchaser.**
- 19. The Firm should deposit the Money according to the actual weight of Waste Papers/Time expired Records to respective departments before lifting the delivery.**
20. The T&P articles brought by the labourers of the Purchaser will be recorded at the gate while the labourers are allowed in and will be subject to check with the particulars noted at the gate while going out. Any extra tools found will not be allowed to pass out.
21. The Purchaser shall at all times maintain good behavior and shall not allow the doing of any such act in the premises as might cause injury or annoyance to others or tend to cause a breach of peace.
22. If any dispute arises between the parties with respect to the agreement of any application or suit shall be instituted only in the court within the local limits of whose jurisdiction the **Deputy Chief Materials Manager, Mahalaxmi, Mumbai** is situated and both the parties shall be bound by this clause.

Tenderer 's signature


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For Dy.CMM/MX

23. The contract shall be governed by General Condition of Contract (G.C.C) of Western Railway as amended from time to time.
24. **The time for lifting waste papers will be from 10.30. a.m to 4.30 p.m.**
25. The Contract will be valid for One year(12 Months) from the date of Award or for an extendable period as per availability of Waste Papers.
26. Western Railway reserves the right for variation of quantity plus/minus 25% of contract.
27. Due to any natural calamity / or any other problem the contract will be extended further for Three months.
28. The purchaser shall not be entitled to any **FREE PASS** over the **WESTERN RAILWAY** or ANY OTHER RAILWAY.
29. Railway reserves the right to terminate the contract in case of violation without assigning any reason thereof by giving 15-days notice in advance. The contractor shall not be entitled for any compensation in case of such termination.

END OF DOCUMENT


READ AND ACCEPTED

Address: _____

**Deputy Chief Materials Manager,
General Stores Depot, Mahalaxmi,
Western Railway
For and on behalf of the
President of India**

Date: _____

Tenderer 's signature


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For Dy.CMM/MX