

Tender Auction id: 31858  
website : [www.niepid.nic.in](http://www.niepid.nic.in)  
email : [nimh.director@gmail.com](mailto:nimh.director@gmail.com)

Tele No. 040-27751741-745  
Fax No. 040-27750198



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSON  
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)**  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
(Ministry of Social Justice & Empowerment, Govt of India)  
Manovikas Nagar, Secunderabad – 500 009  
An ISO 9001-2015 Institution



NIEPID/Pur.10(487)/2025-26/

09.03.2026

National Institute for the Empowerment of Person with Intellectual Disabilities (Divyangjan) is an Autonomous Body under the administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India.

This institute invites online bid from reputed firms for the shredding of used paper through electronic auction process.

The details of E TENDER\_CUM\_AUCTION with complete terms and conditions are available on the Government e-Marketing (GeM) i.e., <https://gem.gov.in> and do read out carefully before applying the same. Bids received by offline mode are not acceptable.

#### **Critical Date Sheet**

Published Date	11.03.2026
EMD Start Date	11.03.2026 16:00
EMD End Date	16.03.2026 15:00
Bid Submission Start Date	As per GeM portal
Bid Submission End Date	As per GeM portal
Financial bid opening Date and e-Auction date	At the GeM portal

For any queries/clarification on content of e-Tender-Cum-Auction document, you may kindly contact Office Superintendent, NIEPID, Secunderabad and for any tender query, you may contact through email at [niepid.purchase@gmail.com](mailto:niepid.purchase@gmail.com), [nimh.dda@gmail.com](mailto:nimh.dda@gmail.com) or through telephone at 040-27751741 Extn..258 during working hours However, any queries relating to the process of online submission of bids/ eAuction relating to GeM portal in general may be directed to GeM portals email at [helpdeskgem@gov.in](mailto:helpdeskgem@gov.in) or Toll free numbers: 1800-419-3436; 1800-102-3436.

## TERMS & CONDITIONS

1. Used paper pertaining to NIEPID, Secunderabad will be sold on "As is where is, basis" to the highest offered bidder through electronic tender cum auction. The manpower and other facilities required for lifting the purchased items to be arranged by the bidder himself at his own cost.
2. The cost of the Earnest Money Deposit of **Rs.5000/-** (Rupees Five Thousand Only) the amount may be transferred through RTGS to "NIEPID Institution, A/c No. 3631010100000025, IFSC Code – PUNB0453800, Punjab National Bank, Manovikasnagar, Secunderabad – 500 009 on or before opening of the tender. The details of UTR No. is required to be submitted online.
3. EMD in the form of DD should reach above address before the date of opening of the Technical Bid failing which the bid will be considered as non-responsive. The EMD will be refunded to the unsuccessful bidders except first and second highest bidder after live GeM-Auction. No interest will be paid for the same.
4. The Used paper can be inspected on any working day from 09.03.2026 to 13.03.2026 between 10.30 am to 04.00 pm in the premises of NIEPID, Secunderabad. A prior information must be sent on [niepid.purchase@gmail.com](mailto:niepid.purchase@gmail.com) or phone **98664 90210** for inspection clearly indicating the date and time of arrival.
5. The entire sale/bid value with applicable taxes shall be deposited by the highest bidder within 10 days from the date of issue of intimation letter.
6. The possession of Used paper will be given to highest bidder on the receipt of full amount of bid value after completing all other required formalities.
7. The highest bidder/purchaser will have to remove the shredding of paper within **15 days** at their own cost from the date of issue of intimation letter.
8. In case, if the highest bidder does not lift the paper within 15 working days, the bid security/EMD deposited by him shall be forfeited without any communication. Thereafter, used paper will be offered to the second highest bidder at the price offered by highest acceptable bidder.
9. The highest bidder will have to deposit GST @ 5% or RATE as applicable on the entire auctioned amount with the concerned authority and the deposit slip shall be submitted in the purchase section before seeking for gate pass to lift the Unserviceable Store Items.
10. In case any dispute arises relating to any aspects of this contract between two parties, the decision of the Director NIEPID shall be final and binding on the successful/highest bidder.
11. In case the date of opening of bid is declared as a holiday on any account, the opening will be taken place on the next working day.
12. The Director NIEPID Secunderabad, reserves the rights to cancel the e-tender cum auction bids without assigning any reason there on.
13. Tender cum auction Process: The selection will be done in three stages i.e., Technical Bid, Financial Bid, and e-Auction relating to GeM portal.

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14. The auction will be for Unserviceable Store Items in single lots and the entire material i.e., Unserviceable Hardware Items will be disposed off in one lot to the successful bidder. No part quotation will be considered.
15. The EMD of the successful bidder shall be returned after depositing in full payment and removal of Unserviceable Store Items from the NIEPID Office premises.
16. The bidders should take into account any corrigendum published before submitting their bids.
17. No paper, once disposed off to the successful bidder, shall be taken back, on any condition whatsoever.
18. The board reserves the right to accept or reject any or all quotations without assigning any reason whatsoever. The decision of the board will be final and binding on the bidder.
19. The bidder who fails to lift the Used paper after awarding sale letter will be blacklisted by the competent authority and even all the firms of the related bidder will be blacklisted and the name of the bidder will be communicated to all the government organizations.
20. Bidder will solely be responsible for movement and proper behaviour of their deputies, agents and labourers within the NIEPID Office premises. If any damage is caused to the NIEPID office property, the buyer will be responsible to repair such damage to the satisfaction of the Director NIEPID and the decision of Director NIEPID in this regard shall be final and binding. Reselling Unserviceable Store Items will not be allowed in NIEPID office premises.
21. Before commencement of delivery operations, the buyer must take insurance for the workers under their control, which will not only cover fatal accidents, but also injuries, which may not result in partial or permanent disablement.
22. During the delivery period, the workers employed by the buyer within the NIEPID Office premises should be covered under the labour laws and Rules, Factory Act, Provisions of ESI/EPF Act.
23. NIEPID will not, at any point of time, be responsible for any injuries caused to the workers engaged by the buyer due to accident within the NIEPID premises and the buyer must arrange transport facility to the accident victims to shift them to the hospitals on his own expenses. It is the responsibility of the buyer to provide necessary safety appliances like hand gloves, helmets, boots etc., to the workers who are engaged for handling of the unserviceable goods.
24. NIEPID shall have the right to issue addendum to the e-Auction document to clarify, amend, modify, supplement or delete any of the conditions, clauses or items stated. Addendum so issued shall form part of original invitation to e-Auction.
25. Only online bids on GeM portal will be accepted. The bids received through speed post /courier/email etc., will not be considered. Financial bid of technically qualified bidders only will be considered.
26. The payment deposit by the L1 agency before lifting of paper only.
27. Shredding the used paper by the L1 agency in office premises before lifting of paper.

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**Following documents to be uploaded by the bidders on the GeM portal for the Bid.**

- a) EMD
  - b) GST registration certificate
  - c) Tender-cum-Auction acceptance letter (Annexure - A)
  - d) Under taking for non-blacklisting firm and non-registration of criminal cases
  - e) Scanned copy of latest ITR of the firm.
  - f) Financial Bid: The financial bid must be filled online as per GeM. The offline financial bids will not be accepted.
  - g) E-Auction: Auction will be done through the GeM portal as per scheduled date and time. The start price of the auction will be the price offered by H1 bidder in financial bid. After completion of auction final H1 bidder will be declared.
  - h) Authenticated documentary proof of address.
- II) Details of Bidder (Annexure- B)

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**  
**(Enclose with Technical Bid)**

FROM

M/s .....  
.....

To

The Director,  
NIEPID  
Secunderabad - 500009

**Sub: TENDER FOR shredding of used paper - REG.**

**Acceptance of Terms & Conditions of Tender**  
**Tender Reference No: NIEPID/Pur.10(487)/2025-26, dated 11.03.2026**

Dear Sir,

1. I/We have downloaded the tender document(s) for the above mentioned "Tender/Work" as per your advertisement given in the web site namely: <https://gem.gov.in>
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. 01 to 04 (including all documents like annexure(s), schedule(s) etc.) which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in it's totality/entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit (EMD) absolutely.

**Details of Bidder**

1 Name of the Participant	
2 Aadhar No. (Mandatory)	
3 PAN (Mandatory)	
4 GSTIN (Mandatory)	
5 Name of the Firm	<b><u>M/s</u></b>
6 Participant/ Firm Address	<p>.....</p> <p>.....</p> <p>.....</p> <p>District: _____</p> <p>State: _____ Pin code: _____</p>
7 Mobile Number	<b>+91</b>
8 Email Address	<p>UTR No : _____</p> <p>Date : ___/___/2026</p> <p>Bank Name : _____</p> <p>Branch Amount : 5,000/-</p>
9 Security Deposit (SD)	
<p><b><u>Bidders must submit the EMD as per the following details:</u></b>  Beneficiary Name: The Director NIEPID Secunderabad</p> <p>■ The bidder has to upload a scanned copy of the Payment along with the bid. The same will be refunded as per the policy mentioned in the bid document.</p>	

Yours Faithfully,

Date:

(Signature of the Bidder, with official seal)

Place: