



**National Green Tribunal/राष्ट्रीय हरित न्यायाधिकरण**  
**Western Zone Bench/ पश्चिमी क्षेत्र न्यायपीठ**  
**New Administrative Building, B-Wing/नया प्रशासनिक भवन, बी- विंग,**  
**1<sup>st</sup> floor, Opposite Council Hall / पहली मंजिल, परिषद हॉल के विपरीत**  
**Camp, Pune - 411 001/ कैंप, पुणे - 411 001.**  
(E-mail- [ngt-pune@gov.in](mailto:ngt-pune@gov.in) Ph. 020-26056030)

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**No. NGT/WZ/PUNE/431/2024**

**Dated: 27-05-2024**

**NOTICE INVITING QUOTATIONS FOR LIFTING OF WASTE PAPERS AND FILE COVERS/BOARDS (IN SHREDDED FORM) ETC.**

<b>Tender No.</b>	<b>NGT/WZ/PUNE/183/2024</b>
<b>Start Date:</b>	<b>27-05-2024 (Monday)</b>
<b>End Date:</b>	<b>29-06-2024 (Saturday) at 05:00 PM</b>
<b>Date of opening:</b>	<b>02-07-2024 (Tuesday)</b>
<b>Tender Description:</b>	<b>For lifting of waste papers and file covers/boards (in shredded form) etc.</b>
<b>Start Date of Selling of Tender:</b>	<b>27-05-2024 (Monday)</b>
<b>End Date of Selling of Tender:</b>	<b>29-06-2024 (Saturday) at 05:00 PM</b>
<b>Pre-bid Date:</b>	<b>01-07-2024 (Monday)</b>



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**PAPERS AND FILE COVERS/BOARDS**  
**(IN SHREDDED FORM) ETC.**

**ANNUAL CONTRACT**

Sealed Tenders as per enclosed Annexure-A are invited for removal/disposal of approximately **1000 kgs** or more Waste Papers (in Shredded form) and file covers/boards etc. (in shredded form), on "**As is where is & whatever there is basis**" from Record Room situated in the "National Green Tribunal, Western Zone Bench, New Administrative Building, B-Wing, 1<sup>st</sup> floor, opposite Council Hall, Camp, Pune-411 001". The Waste Papers and File Covers/Boards will be allowed to be removed at once on advance payment. Any inquiry regarding aforesaid matter/ inspection of above said items can be made by contacting this Bench on telephone No. 020-26056030 or can personally visit Registry for any clarification before quoting the rates on any working day between 11:00 A.M. to 04:00 P.M. except 2<sup>nd</sup> Saturday / Sunday.

## Terms and Conditions of the Tender

The firm or person fulfilling the entire requirement/terms and Conditions of NGT may submit the quotation. The highest rate will be considered. The quotations in sealed envelopes complete in all respect along-with name and address shall be dropped in the Tender Box placed at “National Green Tribunal, Western Zone Bench, New Administrative Building, B-Wing, 1<sup>st</sup> floor, opposite Council Hall, Camp, Pune-411 001” along-with **Earnest Money of Rs 2000/- (Two Thousand only)**-

1. The bids will be opened by the Tender Committee Nominated by the Competent Authority on the scheduled date & time. Separate notice will be issued in this regard on the website of the NGT. The link of the meeting, if so required, will be sent one day before the scheduled meeting. **Bids submitted without EMD will be rejected.**
2. The bid must be received not later than the date & time specified for submitting the same. In case the date of submitting the tender will be declared as holiday by the Govt. of India then next working day will be treated as due date of the tender.
3. The Registry will not be responsible for any particular quantum of waste paper etc. made available during the said period, as the quantity may increase or decrease.
4. The tenderer has to quote their highest rates in the format as given in Annexure-A.
5. **Terms and Conditions for the rates quoted per kg for waste papers and file covers/ boards separately (Annexure-A) quoted arc as follows:-**
  - (i). The rates quoted should be valid for 120 days from the date of opening of tender.
  - (ii). The tenderer will have to deposit the weightment slips issued by the respective Dharam Kanta/Mill at tenderer's expense on the date of lifting of waste papers and file covers/boards.
  - (iii). The tenderer shall deploy sufficient labour for removal of the waste papers as per the requirement of the NGT WZB immediately on demand

and in any case not later than three days of the receipt of intimation, failing which their engagement shall be liable to be terminated without giving them any further notice or opportunity.

6. Over-writing/ over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
7. Tender once submitted shall not be allowed to be withdrawn or altered.
8. The Tender Committee/Hon'ble Competent Authority of NGT in its discretion, reserves the right to reject or accept any or all the tenders partly or completely, at any time without assigning any reason thereof.
9. Each tenderer has to certify that all the terms and conditions are acceptable to him.
10. All the pages of quotations including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
11. Each Tender has to fill in the undertaking as mentioned in 'Annexure B' stating that whether firm has been blacklisted/banned by any Government Department/Public Sector Undertaking/Autonomous Body or not.
12. The successful tenderer/contractor shall engage his own transport and labour for the purpose of lifting the sacks containing shredded waste paper/file covers/boards, etc. only from the place earmarked for the purpose.
13. The Contractor will return the **Gunny bags/bongs/sacks** in proper condition within a week after collecting the Shredded paper; file covers/file boards etc. from the National Green Tribunal, WZB, Pune. Cost of torn or unreturned sacks, if any, shall be deducted from the amount payable to the Contractor.
14. The successful tenderer will have to deposit the advance payment by way of Demand Draft in favour of "**The Registrar, National Green Tribunal, New Delhi**" at least 3 days before the lifting of the waste papers and file covers/boards is to be done.
15. The successful tenderer will lift the shredded paper himself and not through proxy.
16. The successful tenderer will ensure that the said waste material does not accumulate more than a truck load in the Registry at a time and will have to

attend to the job of lifting the packed shredded waste paper/board and file covers etc. as and when called for.

17. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registrar, NGT, WZB, Pune.
18. The successful tenderer shall ensure that the personnel so deployed should maintain due decorum as well as prohibit its personnel on duty from smoking or lighting fire within the premises where they are deployed and also restrain them from collaborating or mixing up with any outside element or with the workers/ staff of the Advocates, etc.
19. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing of the work. Neither the successful tenderer nor its workers shall have any claim on this Registry for compensation or financial assistance on this account.
20. The successful tenderer shall be responsible for any injury or accident to the person deployed by them for performing the job.
21. Even after awarding the said contract, the Tender Committee/Hon'ble Competent Authority reserves the right to terminate the same, if the services of the successful tenderer are not found satisfactory and to entrust the work to another tenderer, and to recover from the successful tenderer, the loss if any, sustained to the NGT, WZB, Pune.
22. **The last date of submission of quotation complete in all respect is 29-06-2024 (Saturday) at 05:00 PM.**

-sd-  
(S. S. Oza)  
Registrar,  
NGT(WZB), Pune

**ANNEXURE- A**

**National Green Tribunal/राष्ट्रीय हरित न्यायाधिकरण**  
**Western Zone Bench/ पश्चिमी क्षेत्र न्यायपीठ**  
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**Annual Contract**

1. Name of the Tender :  
With address
2. Name of the Contact Persons with :  
Telephone/Mobile No./e-Mail Id/  
Fax No.
3. Details of Rates :
  - a) Rate per kg for waste paper :
  - b) Rate per kg for file covers/ boards
4. GST No. (with copy) :
5. PAN Card No. (with copy) :
6. Whether your firm has been blacklisted/ :  
banned by any Government Department/  
Public Sector undertaking/ Autonomous  
Body: Yes/No (Fill in the Undertaking as  
Mentioned in Annexure-B)
7. Whether all the terms and conditions of NIT are agreeable:

Dated:

Signature with stamp

**ANNEXURE- B**

No. NGT/WZ/PUNE/431/2024

Dated: 27-05-2024

I/we undertake that \_\_\_\_\_(Name of the Company) has not been Blacklisted/Banned by any Government Department/Public Sector Undertaking/Autonomous Body.

Signature of the Authorized  
Signature of the Firm/Company/  
Organisation/Official Stamp/Seal

Date:

Place: