

J&K Grameen Bank
Head Office, Narwal
Near Fruit Complex, Jammu.

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**GENERAL ADMINISTRATIVE DEPARTMENT****REG: TENDER FOR DISPOSAL OF BANK'S OLD STATIONERY ITEMS**

J&K Grameen Bank intends to dispose-off old Stationery Items i.e old registers, Passbooks, Statement pads etc. Reputed agencies/ vendors engaged in the business of waste paper management fulfilling criteria as per terms & conditions (attached as Annexure-1) may submit their price quotations in the prescribed format (attached as Annexure-2) on or before 03.04.2024 indicating rate per kilogram for the items proposed for disposal. The quotation will be opened on 04.04.2024 at 12 Noon. The items to be off disposed off may be inspected by the bidder at J&K Grameen Bank, Head Office, Narwal, Jammu during office hours (i.e. between 10:00 A.M. and 5:00 P.M.) from 22.03.2024 to 30.03.2024.

Schedule for Limited Tender Enquiry Process:

LTE Ref. No.	JKGB/GAD/STATIONERY/2023-24/ Dated : 19.03.2024
Scope of Work	Disposal of Bank's Stationery Items
Mode of LTE Submission	Offline
Contact details for correspondence regarding this LTE	Mr. Doger Lal Sharma & Mr. Vivek Bhardwaj General Administrative Department, J&K Grameen Bank Head Office, Narwal-180006, Jammu E-mail: stationery.hoj@jkgb.in Contact No. 7006175478/9797127377
Tender Type	Limited
Base Currency	INR (₹)
Last date and time for submission of LTE	03.04.2024, upto 5:00 PM
Address for submission of LTE	The General Manager, J&K Grameen Bank Head Office, Near Fruit Complex Narwal 180006, Jammu
Date of opening of Sealed Quotations	04.04.2024 at 12:00 Noon

(A) TERMS AND CONDITIONS:

The following terms and conditions will be binding on all the bidders:

1. The bidder must have a proven track record of waste paper management during last 3 financial years in Government Sector/Public Sector Banks/ Public Sector Undertakings/ reputed private sector Companies/reputed Corporates. Documentary proofs to be attached.
2. The tender for disposal of bank's old stationery items will be on "as is where is" basis. Items once sold are not returnable under any circumstances.
3. Bidders are advised to inspect the Bank's Stationery Items i.e old registers, Old Passbooks, Old Statement pads, old journals, damaged books and waste papers etc. before submitting their tender. The physical inspection of stationery items have to be done on working days and during office hours (10:00 am to 5:00 pm) from 22.03.2024 to 30.03.2024
4. The bidders have to deposit earnest money of **Rs. 5000.00 (Rupees Five Thousand Only)** in the shape of **CDR/TDR pledged to The GENERAL MANAGER, J&K Grameen Bank, Head Office, Jammu**. Any Tender without Security Deposit will be rejected by the bank. The CDR/TDR may be of any branch of J&K Grameen Bank or any branch of a Scheduled Commercial Bank.
5. Security Deposit of unsuccessful bidders shall be released within one month after opening of financial bids. The unsuccessful bidders have to collect the instrument (in original) from General Administrative Department, Head Office Jammu. Information regarding release of Security Deposit in favor of unsuccessful bidder shall be conveyed via e-mail (as mentioned in the tender document of the bidder). Loss of Security Deposit of unsuccessful bidders (if not collected by them within 01 month w.e.f. the date of communication) shall be the sole responsibility of the said bidder. The bank shall not be responsible for loss of instrument after the afore-mentioned period.
6. Security Deposits of the H-1 bidder will be released within 15 days after completion of the process and submitting a certificate of paper mill/ competent firm stating that the paper has been destroyed and cannot be used for any other purpose. Security Deposit of H-1 bidder shall be forfeited if H1 bidder does not submit the certificate within maximum period of 15 days after lifting of record
7. The bidders shall sign all the pages of the application with seal of the company/ firm. Each of documents should be signed by the bidders submitting the tender in token of their having acquainted themselves with the general conditions of contract, specifications, special conditions etc as laid down. Tender with any unsigned document will be rejected. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender shall be rejected.
8. Tender should be sealed and addressed to **The General Manager, J&K Grameen Bank, Head Office, Near Fruit Complex Narwal 180006, Jammu** and on the top of the envelope should be super scribing Tender for Disposal of Bank's Old Stationery Items. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender while quoting the rates. Sealed tenders should reach Head Office Narwal, Jammu on or before 03.04.2024 (upto 05:00 PM). Tender received after 03.04.2024 (05:00 PM) will be rejected. Tenders may be sent either by post or by hand delivery.
9. Bank reserves the right to accept or reject any or all the bids without assigning any reasons whatsoever. The right to acceptance of the bidders will rest with the Bank. Bank reserves the right to blacklist the bidder in between on observance of unsatisfactory performance/ report.

10. The tenders will be opened in the presence of the bidders who choose to be present on scheduled date and time of opening of bids.
11. The tender shall be allotted to H-1 bidder (Highest rates). The bidder shall not assign the contract to any other party and shall not sublet any portion of the contract.
12. The H-1 bidder shall be required to pay the entire bid amount within 5 working days of intimation by the Bank through cheque/NEFT/RTGS.
13. After clearance of the cheque/ confirmation of receiving NEFT/RTGS, H-1 bidder shall be intimated for collecting the materials. The H-1 bidder is required to collect the materials within 7 working days of intimation by the Bank. The lifting of stationery items have to be done on working days and during office hours (10:00 am to 5:00 pm).
14. The H-1 bidder shall arrange to weigh stationery items at its own cost in the presence of bank official.
15. The bidder has to bring his own gunny bags, labourer for picking up and carrying the proper transport at the time of weighing. All packing, loading, Weighing and unloading of items sold will have to done by the H-1 bidder at its own cost. No extra charges will be paid.
16. Stationery items so lifted be taken to the paper factory at the cost of the firm or destroy it at its own cost and bidder shall be required to submit a certificate within maximum period of 15 days of lifting of record, which would have been issued by the paper mill/ competent firm stating that the paper has been destroyed and cannot be used for any other purpose.
17. In the case of any dispute arising upon or in relation to or in connection with this agreement between parties, the disputes shall at the first instance be resolved through negotiations. If the dispute cannot be settled amicably within fourteen (14) days from the date on which either party has served written notice on the other, then any party can submit the dispute for arbitration under arbitration and conciliation Act, 1996. The sole Arbitrator shall be the Internal Dispute Resolution Committee of the Bank. The Place of Arbitrations shall be Jammu, India and the language of the arbitration proceedings and that of the documents and communication between the parties shall be English. The Decision of the Arbitrator shall be final and binding upon the parties. The parties shall continue to be performing their respective obligation under this Agreement, despite the continuance of the arbitration proceedings, except for the disputed part under arbitration.
18. The bidder shall make good and reimburse the bank any damage or loss sustained by reason of any inefficiency, incompetence, negligence or defect or delay in carrying the items or by reason of any act of dishonesty or fraudulent conduct on his part of staff engaged by him. The assessment of such loss by the Bank shall be final and after due notice to the bidder, it shall become payable /adjustable from security deposit kept with the Bank.
19. In case of violation of any terms and conditions in notice and if the services are found unsatisfactory, security money is liable to be forfeited by the bank and the bank may terminate the contract at any time without giving any notice.

DOCUMENTS REQUIRED:

All Documents (duly signed and stamped by the bidder) should be submitted in the same order as mentioned below:

1. Duly signed and stamped whole tender document.
2. Earnest Money Deposit in the form of CDR/TDR amounting Rs.5,000/-.
3. Copy of PAN & GSTIN.
4. Copy of GST Registration Certificate.
5. Copy of Work orders, Work Completion certificates & Experience Certificate issued by Govt. Organisations / Semi Govt. Organisations / PSU / Reputed Corporates / Banks / Financial Institutions in the three Financial Years i.e. FY 2021, FY 2022, and FY 2023 to till date.
6. Duly Filled Annexure -1 Basic Information of bidder.
7. Duly Filled Annexure -2 Financial Bid

MINIMUM ELIGIBILITY CRITERIA:

1. The bidder should be a sole proprietorship concern, partnership firm or a registered company engaged in the business of waste paper management.
2. The bidder must have a proven track record of waste paper management during last 3 financial years in Government Sector/Public Sector Banks/ Public Sector Undertakings/ reputed private sector Companies/reputed Corporates. Documentary proofs to be attached.

Annexure -1 (Basic Information of Bidder)

SN	Particular	Description	
1.	Name		
2.	Type of the organization :- (whether Sole proprietorship, Partnership, Private ltd. or Co-operative body etc.)		
3.	Registration no. of Firm with details of issuing authority, if any (submit photocopy of registration certificate)		
4.	Permanent address Complete Address:- Land Line Phone Number:- Mobile number:- E-Mail:- Website, if any:- (Photocopy of Address proof must be submitted.		
5.	DATE & YEAR OF ESTABLISHMENT (Enclosed documentary evidence)		
6.	Name, Addresses and designation of the persons alongwith contact nos who will represent the Agency while dealing with the Bank.		
7.	Documentary proofs of track record of waste paper management during last 3 financial years alongwith name of organizations (such as Government/ Semi-government or any other Public Sector Banks etc.)	Year	Name of institutions
		FY 2020-21	
		FY 2021-22	
		FY 2022 to Till date	
8.	Whether the firm is dis-empanelled/blacklisted by our Bank or any other Bank/ Financial Institution- Yes or No		
9.	Bank Account details i. Name of the Bank ii. Branch Name and address iii. Bank A/c No and nature of account iv. IFSC no		
10	GSTIN (Submit Photocopy)		
11	PAN No. (Submit photocopy)		
12	DETAIL OF CDR/TDR FOR EMD	CDR/TDR NO..... dated issued by bank.....	
13	Detail of litigation/civil suits against the firm if any		

PROFORMA OF TENDER FOR THE RATE OF DISPOSAL OF BANK'S OLD STATIONERY ITEMS

Annexure -2 (Financial Bid)

From: _____

Sir,

1. I/We hereby offer rate to purchase Bank's old stationery items from J&K Grameen Bank:

Rate/per Kg (Rs.)*	
Amount in figure	Amount in words

*Rates should be quoted on a **per kilogram** basis.

Yours truly,

Signature_____

Place:

Name_____

Date:

Seal/Stamp_____

UNDERTAKING

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

Signature and seal of the bidder