



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

**Quotations for disposal of mixed waste papers, office sweepings, old newspapers and magazines etc. on annual contract basis in the UGC office.**

**Sealed quotations for the disposal of waste papers, office sweepings, old News papers and magazines etc. on annual contract basis in the UGC and branch office as per terms and conditions given below:**

1. Our offices are located as per addresses indicated here under:
  - i) UGC Main Office at Bahadur Shah Zafar Marg, New Delhi – 110 002
  - i) UGC Branch Office at 35- Feroze Shah Road, New Delhi -110 001
2. The interested firms may quote their rates as under:

S.No.	Particulars	Rates Quoted
1	Mixed raddi consisting of office sweepings, used file boards and file covers etc.	Rs.....per kg.
2.	Newspapers raddi consisting of old magazines and books etc.	Rs.....per kg.

3. Over-writing must be avoided, otherwise quotation is liable to be rejected.
4. Sealed quotation properly superscribed as “Quotation for Waste Papers” addressed to Mr. Tapan Sarkar, Under Secretary (Genl.Admn.), University Grants Commission, Room No. 206, Bahadur Shah Zafar Marg, New Delhi-110 002

should reach **latest by 30<sup>th</sup> November, 2009.**

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5. A Demand Draft of Rs. 5,000/- (Rupees Five thousand only) in favour of the Secretary, UGC, New Delhi may be enclosed as Earnest Money. The quotation received without Earnest Money will not be considered.
6. The Earnest Money will be refunded to the unsuccessful tenderers without any interest. However, the Earnest Money deposited by the successful tender will be kept as Security Deposit. The same will be refunded without any interest after successful completion of the contract.
7. In case, the contractor fails to comply the terms and conditions, the Secretary, UGC may terminate the contract without assigning any reason and he is free to dispose off the waste papers etc. in such a manner as may be deemed appropriate.
8. At the time of lifting the waste papers etc. the calculated money must be deposited to the Cashier in R.No.301, UGC, Main Building.
9. The lifting and weighing of waste papers etc. will be done strictly on working days and during office hours.
10. The waste material should be filled in the gunny bags every alternate working day during working hours and be accumulated in the store in the office.
11. The work relating to sorting of mixed Raddi is not allowed in the UGC building.
12. It will be the responsibility of the contractor to pack the said waste papers by his own labourers and the cost thereon will also be borne by the contractor himself.
13. Non-compliance of the terms and conditions will result in the forfeiture of the Security deposit. Similarly, non-acceptance of the contract by the successful tenderer will result in the forfeiture of the Earnest Money.

14. The contractor will abide by the terms & conditions of the tender strictly.
15. The Secretary, University Grants Commission reserve the right to accept or reject any of the tenders without assigning any reason thereof.

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