



Notice

Reg: Approval of vendor/ rates for disposal of old record of branches/ offices.

Punjab Gramin Bank invites tenders from the reputed agencies/ vendors engaged in the business of waste paper management for the Disposal of Old records of its branches and Offices in the state of Punjab. The application complete in all respects in sealed envelope super scribed as "**Tender for Disposal of Old records**" should be addressed to the General Manager, Punjab Gramin Bank, Head Office, Jalandhar Road Kapurthala.-144601.

Last date of submission of tender: 30.09.2020 (upto 02:00 PM)

Date of opening of tender : 30.09.2020 (03:00 PM)

Place of opening of tender: Head office, Punjab Gramin Bank, Jalandhar Road, Kapurthala -144601.

General Manager

Place: Kapurthala

Date: 11.09.2020

General Terms and Conditions- Annexure-I

For Technical Bid- Annexure- II

For Financial Bid- Annexure-III.

General Terms and Conditions:-

1. The applicant must have a proven track record of waste paper management during last 3 financial years in Government Sector/Public Sector Banks/ Public Sector Undertakings/highly reputed private sector Companies. The certificates to be attached.
2. The old record to be destroyed will be identified/ segregated by the firm or its representative at bank premises in the presence of bank official.
3. The firm shall weigh such record in the presence of bank official.
4. The vendor shall make payments of the sale value of the old record in cash on the spot on each occasion before release of said items on the basis of weight/ quantity.
5. Record so lifted be taken to the paper factory at the cost of the firm and vendor will submit a certificate to the concerned branch within maximum period of 45 days of lifting of record, which would have been issued by the paper mill where the waste record has been destroyed by converting it into pulp. It cannot be used for any other purpose.
6. The validity of approved H-1 (Highest rates) and vendor will be for two years from date of approval subject to satisfactory work and bank reserves the right to discontinue the contract at any time without assigning any reason thereof.
7. The bidders have to deposit earnest money of Rs. 10000.00 (Rupees Ten Thousand Only) in the shape of demand draft in the name of Punjab Gramin Bank payable at Kapurthala. The successful bidder has to deposit **Rs. 25, 000/-** as security money in shape of FDR in any branch of PGB in the name of party under the bank lien of Punjab Gramin Bank for the period of two years, within 15 days from issuance of letter, otherwise earnest money will be forfeited.
8. Lifting of unserviceable items have to be done on working days and during office hours (10:00 am to 5:00 pm) only. However, it is advisable that the vendor fix the exact time of lifting the old record through prior consultation with Branch Manager/ Officer Incharge.
9. The tenderer shall not assign the contract to any other party. He shall not sublet any portion of the contract.
10. In case of any dispute arises, the decision of the Chairman of Punjab Gramin Bank shall be final and binding.
11. Any litigation arises out of or in any way connected with this contract, shall be deemed to have arisen in Kapurthala and only Courts in Kapurthala shall have jurisdiction to determine the same.
12. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender while quoting the rates. All erasures and alterations made while filling the tender must be attested by initials of the tenderers.
13. The authorized person of the eligible firm/ company shall sign all the pages of the application with seal of the company/ firm. Each of documents should be signed by the contractors submitting the tender in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions etc as laid down. Any 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 may be rejected.
14. No column of technical and financial bid should be left blank.
15. Sealed tenders should reach Head Office Kapurthala on or before 30.09.2020 (upto 02:00 PM). Tender received after 30.09.2020 (02:00 PM) will be rejected.
16. Bidder himself or can depute his representative to our office on 30.09.2020 at 03:00 PM to witness tender opening process along with the authority letter.
17. Bank reserves the right to blacklist the vendor in between on observance of unsatisfactory performance/ report.
18. Bank reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
19. The contractor 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 contractor, it shall become payable /adjustable from security deposit kept with the Bank.

20. The successful vendor shall be bound to implement the contract by signing an agreement within 15 days from the receipt of intimation of acceptance of his tender by the Bank.
21. If for any reason the contractor fails in any manner to undertake the work assigned to him, the Bank shall levy a penalty of **Rs. 50/- (Rupees Fifty only) per day** for each such delay.
22. The vendor shall bear all the costs and expenses in respect of all charges, stamp duties etc. for executing the undertaking /agreement with the Bank.
23. The successful bidder/agency shall have to execute an agreement with the Bank on a stamped paper of Rs.200/-.The contract will be started from the date of execution of agreement.
24. 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.
25. At present the Bank has total 428 offices (419 branch offices, 6 Regional Offices, 1 Stationery Centre,1 Training Centre and Head Office).
26. The approved vendor will visit the branch/ office after receiving the information from the respective branch/ office.

Financial bid should be strictly submitted on the enclosed format (Annexure-III) only.

Technical bid and General terms & Conditions should be inserted in envelope 'B' and Financial bid in envelope 'C'. Both the envelopes should be sealed and inserted into a third envelope 'A' which should also be sealed.

Envelopes should be marked as under:

Envelope: A- Tender for Disposal of Old records.

Envelope: B- Technical bid and General terms & Conditions for Disposal of Old records

Envelope: C - Financial bid for Old records.

The financial bids of only those vendors will be opened which will be technically found suitable for bank purpose.

(Envelope B & C shall be kept inside Envelope A).

Acceptance of Terms and Conditions:

We agree to abide by all the terms and conditions as laid down in the tender document unconditionally and shall execute the bank's jobs on the bank's terms and conditions.

(Signature of Bidder with Seal of Firm)

NameDesignation.....

Address

.....

E-mail.....Mobile No.....

General Manager

Technical Bid (for disposal of old record)

SN	Particular	Description
1.	Name of the Tenderer	
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 and Addresses and designation of the persons alongwith contact nos who will represent the Agency while dealing with the Bank.	
7.	Whether the firm has worked for the Government/ Semi-government or any other Public Sector Banks etc. if so, provide name of the organization and agreement copy. (Names, Addresses & Contact No.)	
8.	Experience (in years)	
9.	Whether the firm is de-empanelled/ blacklisted by our Bank or any other Bank/ Financial Institution- Yes or No	
10.	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	
11	GSTIN (Submit Photocopy)	
12	PAN No. (Submit photocopy)	
13	Detail of Demand Draft for EMD	DD No dated issued by bank.....
14	Any litigation / civil suits against the firm (Yes or No)	

Date:**(Signature of Bidder with Seal of the Firm)**

Financial Bid (for disposal of old record)

a) Name of vendor :

b) Address of Vendor :

c) Price quoted for old record

(Amount in Rs.)

SN	Name of items	Rate per Qntl. (in figures.) (GST Extra if any)	Rate per Qntl. (in words)
1.	Computer Waste Paper		
2.	Magazine/ Journals		
3.	Colored Waste Paper		
4.	File Cover		
5.	Card Board		
6.	Register/ Ledger		
7.	Voucher		
8.	Files		
9.	White Paper		
10.	Misc. Scrap		

(Signature of the Tenderer with seal)

Name of the signatory:

Name of the Firm:

Date :