



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

टेलीफोन: 22-25752040/1/2/3

9वीं मंजिल, बिटा बिल्डिंग / 9<sup>th</sup> floor, Beta Building

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आई थिंक टेक्नो कैम्पस / I - Think Techno Campus

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कांजुर मार्ग (पूर्व) / Kanjur marg (East)

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मुंबई / MUMBAI - 400 042

Web : [www.dgshipping.com](http://www.dgshipping.com)

No.15-Admn.(1)/2015

Dated: **07 November 2016**

### TENDER NOTICE

**8 NOV 2016**

Subject:- Quotations for sale of old papers /file cover /shredded paper...reg.

The Directorate intends to sale old papers including files/hard covers, loose-sheets lying in Nav Bhavan, R.K. Marg, Ballard Estate, Mumbai-400 001. Sealed quotations are invited from the paper scrap dealers for disposal of same as given in **annexure -II**.

The interested firms willing to comply with the terms and conditions are requested to submit their tenders/quotation and **Annexure I-IV** duly signed in sealed envelop marked "Tender Notice for sale of old paper including file, hardcover, loose sheets etc". The bidder will submit the rate/quote and the envelops should be submitted in single sealed cover addressed to " The Asstt. Director General of Shipping (Admn.), DIRECTORATE GENERAL OF SHIPPING, 9 floor, Beta Building , I- Think Techno Campus, Kanjur marg (East), MUMBAI - 400 042". The last date of receiving sealed tenders is on 17.11.2016 before 13.00 hrs. The sealed tenders shall be opened on 17.11.2016 at 15.00 hrs at the Administration Branch of the Directorate in the presence of the bidder who may wish to be present.

This is issued with the approval of Jt. Director General of Shipping.

(Surendera Kumar)

Asstt. Director General of Shipping

To

✓ Computer Cell with a request to place the tender on DGS Website.

Misc corr.



## **ANNEXURE- I**

### **TERMS & CONDITIONS**

The interested Agencies/Parties/firms must have the following eligibility criteria and will enclose the following documents with the bid as evidence. The Agencies/Parties/firms may inspect the disposable items before submitting the quotations and for inspection, query or clarification they are to approach to Asstt Director General of Shipping, DGS.

1. The bidders may inspect the items before bidding to satisfy themselves about the items they are bidding for.
2. The items shall be sold to the highest bidder as per bidding details (financial bid) in Annexure II.
3. The bidder is liable to pay all taxes and other levies/charges as applicable for the items that will be sold.
4. Copy of PAN Card of the Firm/Proprietor/Signing Authority must be submitted along with the bid.
5. Preference will be given to those firms/agencies that have experience in such type of work. Credentials regarding past experiences for such types of work along with details maybe submitted by the bidders along with the bid.
6. A single bidder must submit only 01(one) bid.
7. Bio-data of the bidders must be given in the format attached as per Annexure III & IV. Photocopy of all documents submitted must be attested.
8. The successful bidder will be intimated after finalisation of tenders and weighing calling upon them to deposit the entire cost of items allotted to them through Demand Draft within the period stipulated by this office.
9. The successful bidder shall take delivery of the items making his own arrangement of labour, bags, boxes, vehicles, etc from the premises of "Ground Floor, Nau Bhavan Premises, Ballard Estate, Mumbai-400 001 " at their own cost during working hours within 5 working days of payment of the bid amount.

Signature of bidder

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**ANNEXURE-II**  
**BIDDING PRICE**

Sl. No.	Items	Bidding Price per kg/- Rs. in figures and words
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- |    |  |  |
|----|--|--|
| 1. | Paper including loose Sheets/file covers<br>(Approx. 5 Tons) |  |
|----|--|--|

Signature of Authorized person  
Full Name:  
Seal:

**ANNEXURE-III**

- 01 Name of the Organisation/Firm/Agency
- 02 Name (s) of Proprietors/Directors
- 03 VAT No. (if applicable)
- 04 PAN No.
- 05 Registered Address
- 06 Telephone No.
- 07 Mobile No
- 08 Fax No
- 09 e-mail id (if any)

Signature of Authorized person  
Full Name:  
Seal:

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**ANNEXURE-IV**

**DECLARATION**

1.I,

.....

Son/Daughter/Wife

of

Shri.....

Proprietor/Director/authorized signatory of the agency/Firm mentioned above,  
am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions given in  
Annexure I of the tender and undertake to abide by them.

3. I also undertake that the items purchased through this bid will be recycled  
or used for preparation of pulp/lugdi /shredding etc, only as per provisions of  
existing laws.

4. The information / documents furnished along with the above application are  
true and authentic to the best of my knowledge and belief. I / we, am / are well  
aware of the fact that furnishing of any false/ misleading information /  
fabricated document would lead to rejection of my tender at any stage.

Date:

Place:

Signature of Authorized person

Full Name:

Seal:

Misc corrs.