

संख्या 3(3)/2019-B.M.  
No.....

दिनांक 19.8.2019

DUE DATE : 30.08.2019 AT 2.30 P.M.  
Date.....  
OPENING DATE : 30.08.2019 AT 3.00 P.M.

To

Subject : Invitation to quote for highest rate for one year w.e.f. 1.9.2019 to 31.8.2020 for the lifting of waste paper and from the premises of Electronics Niketan, 6 CGO Complex, Lodi Road, New Delhi-110 003.

Sir,

We have the pleasure to invite you to quote/offer for your **highest rates** for the under mentioned job(s):

Sl.No.	Job Description	Unit	Amount
1.	Weekly removal of waste paper, Plastic Kachra(empty water bottle etc.) and Cardboard (Gatta) (about 35-40 gunny bags per month) approximate 30 kg. each gunny bag from the premises of Electronics Niketan (Terms and conditions as per Annexure-I).	Annual amount	



(B.D.SHARMA)  
Joint Director

N.B.

1. The instructions given on page 2 & 3 should be carefully noted/complied with.
2. The bidders are welcome to attend the opening of quotations with permission on the date/time given above.


Signature of the Party \_\_\_\_\_

Name and Address of the Party \_\_\_\_\_



## INSTRUCTIONS

1. Quotation letter should be addressed by designation and the sealed envelopes with lac containing the quotations be addressed by name to the officer signing this inquiry with Superscribed the name of the work in the top of envelop "Removal of Waste Paper."
2. Security Deposit : The quotation must accompany Demand Draft for Rs.5,000/- in favour of Pay & Accounts Officers, MeitY as Security. The same will be adjusted/returned as the case may be.
3. The quotation complete in all respect must reach the undersigned or before the due date/time. The quotations will be opened on the same day in the presence of bidder(s) on request.
4. Rates should be quoted providing sufficient manpower for segregation of waste paper as and when required basis and ex-godown; including charges for packing and loading on truck for lifting from the premises of the Ministry.
5. The rates quoted should be inclusive of GST and/or any other charges.
6. The Ministry reserves the right to accept or reject any quotation without assigning any reason whatsoever.
7. Incomplete quotation not accompanying Security are liable to be rejected.
8. Quotation must be sealed with lac.
9. ID proof (Adhaar Card, Pan Card etc.) will have to be submitted by the vendor.

  
(B.D.SHARMA)  
Joint Director