

## **HIGH COURT OF JUDICATURE AT ALLAHABAD**

### **TENDER NOTICE**

“Tenders are invited in sealed quotation from the interested firm for disposal/sale of mixed Waste Papers (expenses of collection of Weeded Papers & Old Cause List and cutting of weeded out papers in to 4 pieces will be borne by the firm at the provided place) of this Court, on behalf of the Registrar General, High Court, Allahabad. Interested persons/ firm are required to submit their offer in sealed envelopes till 22.10.2018 along with Rs.5,000/- as earnest money in cash to be deposit in the High Courts' Treasury. Details, terms & conditions for the sale by auction is available at the office of Court Officer and website of High Court (**[www.allahabadhighcourt.in](http://www.allahabadhighcourt.in)**). In case of any dispute the decision of the Registrar General will be final.

**Registrar (P)**

### **Instructions to Bidders (ITB)**

1. The Learned Registrar General invites the sealed bids /quotation from the interested bidders for sale of mixed waste papers (expenses of collection of Weeded Papers, Old Cause List & AFR Judgement and cutting of weeded papers in to 4 pieces will be borne by the firm at the provided place). **The Bidder has to submit their rate for per quintle waste papers.**
2. Bids once submitted cannot be withdrawn.
3. The rate for sale of mixed waste papers will be valid for once.
4. Bids must be delivered to the office of the Deputy Registrar (Nazarat) till 22.10.2018 and the bids will be opened in the office by any officer of this Court so nominated by Learned Registrar General.
5. Before the deadline for submission of bid, the high Court may modify the bidding documents by issuing addenda. Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing by registered post or by Phone to all prospective bidders.
6. All documents relating to the Bid shall be in the language specified in English or Hindi.
7. The Bid submitted by the Bidder shall be in sealed envelope.
8. The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the Bid shall be signed by the person or persons signing the Bid.
9. The Bid shall contain no overwriting, alterations or additions, except those to comply with instructions issued by the Registrar (N).
10. The Bidder shall furnish, as part of the Bid, Earnest Money, of Rs.5,000/-. The Earnest Money shall be in the form of Cash Deposit in the Cash Section of the Allahabad High Court. Any bid not accompanied by an acceptable Earnest Money, shall be rejected as non-responsive.
11. The Earnest Money of unsuccessful bidders will be returned at the earliest after the announcement of successful bidder.
12. The Earnest Money may be forfeited, if the Bidder withdraws the Bid after bid opening or after the announcement of the successful bidder.
13. The Bidder shall submit his quoted rate in one sealed envelope along with the photocopy of the cash deposit receipt of Rs.5,000/-. The envelopes must be super scribed with the name, address, mobile number.
14. Complete Bids must be received at the office of the Registrar (N) not later than the date and time indicated in the tender notice. Any Bid received by the Registrar (N) after the deadline prescribed in the auction notice will returned unopened to the Bidder.
15. The nominated Officer will open the bids received (except those received late) in the presence of the bidders /bidders' representatives who choose to attend at the time, date and place finalized by nominated Officer. In the event of the specified date for the submission of bids declared a holiday for the Allahabad High Court, the Bids will be opened at the appointed time and location on the next working day.
16. The nominated officer will evaluate and compare only the bids determined to be substantially responsive. Information relating to the examination, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.

17. Notwithstanding the above Clause, the Learned Registrar General reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Learned Registrar General's action.
18. The bidder whose Bid has been accepted will be notified of the award by the Registrar (N) by phone and written letter.
19. The notification of award will constitute the formation of the Contract.
20. The successful bidder will allow to lift mixed waste papers at approved rate after weighting the all waste papers (by way of weighing empty truck and after loading the truck at Dharamkanta and fee of Dharamkanta will be borne by the awarded firm in this process) and depositing all sale realization amount in the High Court treasury in relevant head.
21. A successful bidder is required to submit photo copy of his Pan card and address proof.

**Name and Signature of the bidder with date:**