

HOOGHLY DISTRICT CENTRAL CO-OPERATIVE BANK LTD.



Netaji SubhasKoad : P.O. Chinsurah
Dist. Hooghly : Pin - 712 101
Phone : (033) 2680 2949 / 9131 / 2408
/ 6573 / 9303 (FAX)
E-mail : hooghlydccb@hooghlydccb.com
GSTN : 19AACFH9855Q1ZE

Memo No. 387/ EST-27/2/2022-23

Date:06.03.2022

NOTICE INVITING e-TENDER

E-Tender(both Technical & Financial) are invited by the Chief Executive Officer, Hooghly District Central Co-operative Bank Ltd ,Netaji Subhas Road, Chinsurah, Hooghly, 712101 from the qualified vendors who have the expertise and resources necessary to dispose of these materials in a safe, environmentally sustainable, and socially responsible manner for the procurement of disposable papers and condemn goods from different branch premises including Head Office in Hooghly.

Interested Vendors must be participated in requisite format (web form) only in the bank Website : www.hooghlydccb.com/tender by 27.03.2023 within 11:59pm positively. A single PDF file comprising all the details mentioned below has to be created for uploading the same with the e-tender. The rate chart should include the cost of each item of disposable paper and the cost for the disposal of each type of condemn goods. Bidders are requested to provide their rates in a clear and detailed manner.

The service provider will be responsible for the safe disposal of disposable papers and condemn goods as per the environmental regulations and laws.

The following are the requirements for the disposable papers:

Items	Rate /KG
Registers Ledgers etc	
Fresh clear waste white papers.	
Old yellow waste papers	
Torned waste paper	

The following are the requirements for the condemn goods disposal:

Items	Rate per/PC or Rate per/KG
Used stationery - papers, files, folders, pens, etc.	
Furniture - chairs, tables, cabinets, etc.	
Electricals – tube light, bulb, AC, fan, etc.	

Bidders are requested to provide their bids based on the above requirements. The selected bidder will be required to sign a contract for the duration of one year. The contract may be extended based on the performance of the service provider.

Terms & Conditions:

1. Eligibility Criteria:
Only registered and authorized vendors are eligible to participate in this tender. Vendors must provide all the necessary documents such as Trade License/ registration certificates as on date, PAN, GST, V-ID,P/L/Accounts for 2021-22, Income tax return for the year 2021-22 or 2020-21etc., while submitting their bids.
2. Declaration from the Vendor:

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A written declaration must be submitted by the vendor in this regard that waste papers should be given to the factory for pulp making only and not to be used for any other purpose. The selected L1 bidder shall have to furnish an under taking that the material will be sent to the factory for recycling/pulp making only.

3. Bid Submission:
All bids must be submitted through the e-tender portal by the deadline mentioned in the tender notice. Bidders are requested to provide all the required details, including their rate chart, while submitting their bids.
4. Bid Evaluation:
The bank will evaluate all the submitted bids based on their rate charts, the quality of materials provided, and the past performance of the vendors. The bank reserves the right to reject any bid without providing any reason.
5. Contract Award:
The selected bidder will be informed through email and will be required to sign a contract for one year. The contract may be extended based on the performance of the service provider. The bank has every right to issue work order in many phases till the validity of the contract.
6. Payment Terms:
7. Vendor should have made your own arrangements to lift the papers and goods under the supervision of the concerned branch manager or any person authorized by the branch manager. In case of Head Office authorizing person would be the undersigned. The branch manager must be satisfied with the weight number, quantity, etc before you lift the materials and you are bound to issue a certificate detailing the specific things you received from the office. One copy of this certificate must be signed by the branch manager and kept it with you for future reference. After finalization of weight in different categories of papers and others condemned goods total amount to be paid in cash or any other way to the bank branch is to be finalized for each branch and payment to be made before waste papers are taken by the L1 vendor.
8. Termination:
The bank reserves the right to terminate the contract in case of unsatisfactory performance, breach of contract terms, or any other reason deemed necessary by the bank and in that case the EMD will be forfeited.
9. Liability:
All work must be done in compliance with local regulations and with minimal disruption to the bank's daily operations. Vendors are encouraged to propose eco-friendly solutions for the disposal of paper waste and condemnation of goods. The selected vendor will be solely responsible for any damage caused to the bank premises, equipment, or property while providing the services. The times allowed for completion of work within 20 days is from the date of work order. This is the essence of contact.
10. Confidentiality:
All information related to the e-tender process and the contract will be kept confidential by both parties. The vendor must not disclose any confidential information to any third party without the prior written consent of the bank.
11. Tender Fee:

A. P. M.

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A non-refundable fee of ₹200/- (Rupees two hundred only) will be deposited as a Tender Fee at any branch of this bank on any working day between 10 a.m. and 4 p.m. Bidder must upload the scanned copy of the Tender Fees Receipt during the tender submission.

12. Earnest money deposit (E.M.D.)

The selected L1 bidder shall have to keep ₹20,000/- (Rupees twenty thousand only) as earnest money. EMD will be refunded after one year on completion of successful contract.

13. Work Order:

Work order will be issued on phase by phase basis.

The quoted rate should be both in figures and in words.

The Tender will be opened on **28th March, 2023** at 2.30p.m.

The bank has every right to increase or decrease the quantum of work and to fix the time of issuing work order or thereafter.

THE BANK AUTHORITY RESERVES THE RIGHT TO ACCEPT AND / OR REJECT ANY OR ALL THE TENDERS WITHOUT ASSIGNING ANY REASONS THERETO AND THE BANKS DECISION SHALL BE BINDING AND FINAL.


Chief Executive Officer,

Hooghly District Central Co-operative Bank Ltd.
Netaji Subhas Road, Chinsurah, Hooghly 712101.

Memo no- **3872/ EST-27/2/2022-23**, Dated: **06.03.2022**

Copy forwarded for information and necessary action to:

1. The Special Officer, Hooghly District Central Co-operative Bank Ltd.
2. Grade -1 Officers (All) Hooghly District Central Co-operative Bank Ltd.
3. Branch Manager (All) Hooghly District Central Co-operative Bank Ltd.


Chief Executive Officer,