



बड़ौदा यू.पी.बैंक
Baroda U.P. Bank

Baroda U.P. Bank
Head Office, Buddh Vihar
Commercial Scheme,
Taramandal,
Gorakhpur-273016(UP).

**Tender notice for Empanelment of Vendors for
purchase & disposal of old records & old junked,
& unusable furnitures of the Bank**

Start Date : <28.02.2024>
End Date : <20.03.2024> 4.00 pm
Date of Opening : <21.03.2024> 4.00 pm

Address for submission Tender/Bid/Proposal

The General Manager
Baroda U.P. Bank
Head Office, Buddh Vihar Commercial
Scheme, Taramandal, Gorakhpur-
273016(UP).

Mob : 9026402750

Tender notice for Empanelment of vendor for purchase & disposal of old records & old junked, & unusable furnitures of the Bank

Baroda U.P. Bank is a leading Regional Rural Bank with more than **2000** Branches/Offices located in 31 districts of Uttar Pradesh with its Head Office at Gorakhpur.

Baroda U.P. Bank invites sealed tenders for disposal of old paper records and old junked unusable furnitures, office equipments, batteries etc. kept at various branches/offices as per Bank's RBI guidelines regarding destruction of old records from time to time.

The following procedure shall be adopted for disposal of old records.

1. The applicant must have a proven track record of waste paper management during last 3 financial years in Government Sector/Public Sector Undertakings/highly reputed private Sector Companies. The proofs thereof to be attached with application.
2. The records should be torn into small shreds and destroyed in the presence of Branch Head or authorized officer. No records should be allowed to be taken outside the premises without being torn into small shreds.
3. After receiving the payment from the waste paper merchant, he should be asked to take away the shredded records.
4. The vendor has to lift records from the branches/office irrespective of the quantity, within a period of One week from the date of branch letter requesting them to lift the records.
5. 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.
6. The firm shall weigh such record in the presence of bank official.
7. The vendor shall make payments of the sale value of the old record in cash/NEFT/Transfer on the each occasion before release of said items on the basis of weight/ quantity.
8. 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.
9. 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.
10. 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 Baroda U.P Bank payable at Gorakhpur. The successful bidder has to deposit Rs. 50,000/- as security money in shape of FDR in any branch of Baroda U.P Bank in the name of party under the bank lien of Baroda U.P Bank for the period of two years, within 15 days from issuance of letter, otherwise earnest money will be forfeited.
11. 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 In-charge.
12. The tenderer shall not assign the contract to any other party. He shall not sublet any portion of the contract.

13. In case of any dispute arises, the decision of the General Manager of Baroda U.P Bank Gorakhpur shall be final and binding.
14. Any litigation arises out of or in any way connected with this contract, shall be deemed to have arisen in Gorakhpur and only Courts in Gorakhpur shall have jurisdiction to determine the same.
15. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender document while quoting the rates. All erasures and alterations made while filling the tender document must be attested by initials of the tenderers.
16. 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.
17. No column of technical and financial bid should be left blank.
18. Bank reserves the right to blacklist the vendor in between on observance of unsatisfactory performance/ report.
19. Bank reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
20. 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. In case the amount so payable exceeds the security deposit, same shall be recovered from the tender.
21. 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.
22. 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.
23. 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.
24. The successful bidder/agency shall have to execute an agreement with the Bank on a stamped paper of Rs.100/-.The contract will be started from the date of execution of agreement.

25. 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.
26. The approved vendor will visit the branch/office after receiving the information from the respective branch/office.
27. The vendor shall prepare list of the items eligible for destruction.
28. The vendor should be a permanent resident of the Uttar Pradesh or the firm of the vendor should be located in the Uttar Pradesh.
29. If technically qualified vendors agree to work at H1 rate in the tender, they may also be empaneled as per requirement of the bank.
30. Your offer (Technical & Financial) should reach to us by **20.03.2024, 4.00 pm**.

-Sd-
General Manager

Technical Bid (for disposal of old record)
Basic Information

S.No	Particulars	Description	
1	Name of the Applicant/Organization		
2	Type of the Organization (whether Sole Proprietorship, Partnership, Private Ltd or Ltd. Co.etc.)		
3	Registration no. of firm with details of issuing authority, if any(submit photocopy of registrationcertificate)		
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		
6	Documentary proof of track record of waste paper management during last 3 financial years alongwithname of organizations (such as govt./semi Govt. orany other public sector Banks etc.)	Year	Name of Institutions
		2020-21	
		2021-22	
		2022-23	
7	PAN Number (Submit Photocopy)		
8	GST Number (Submit Photocopy)		
9	Last 3 years turnover of the organization.	FY	
		2020-21	
		2021-22	
		2022-23	
10	Present empanelment with Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous Bodies	1. 2. 3.	
11	Whether Blacklisted/De-registered/Debarred by any Central Govt./State Govt./PSU/ Govt. Bodies / Autonomous Bodies /IBA	Yes/No	
	If Yes please furnish the details.		
12	Whether any relative in Baroda U.P Bank	Yes/No	
	If Yes please furnish the details.		

I/We certify that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by the Bank, if it deems fit.

Signature and Seal of the Applicant

Affidavit of Undertaking by Bidder for not being blacklisted

(On Rs 100/- non judicial stamp paper)

I/We _____ s/o _____ Director/prop _____ of
M/s _____ having its Registered Office at _____ (herein after referred as
Bidder) hereby affirm/s on oath, that:

As on date of submission of tender, we are not blacklisted by the Government/ any of the State Governments in India or any Financial Institution in India.

We are not involved in any legal case that may affect the solvency / existence of our firm or in any other way that may affect capability to provide / continue the services to bank.

There are no pending cases against us involving cheating/fraudulent activities.

We are not a defaulter in repayment of installment against credit with any Bank.

Yours faithfully,

(Authorised Signatory)

Name

Date

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.)

Sr. No.	Particulars	Rate per Qntl. (in figures.)(GST Extra if any)	Rate per Qntl. (in words)
1	Computer WastePaper		
2	Magazine/ Journals		
3	Colored WastePaper		
4	File Cover		
5	Card Board		
6	Register/ Ledger		
7	Voucher		
8	Files		
9	White Paper		
10	Old Junked, unusable Furnitures, Office equipments,(other than e-waste) scrap etc.		
11	Old Batteries		
12	Misc. Scrap		

(Signature of the Tenderer with seal)

Name of the signatory:

Name of the Firm:

Date :