

## HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

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### SHORT TENDER NOTIFICATION

**ROC.NO. 10/2024-ER SECTION**

**Dt. 24.10.2024**

Quotations in sealed covers are invited from the local agencies for shredding and purchase of **Shredded Material (Paper/covers/Pads)** with the following terms and conditions:

"The contract period is for a period of one year.

The successful bidder/agency shall have to pay an amount of Rs.25,000/- towards Earnest Money Deposit by way of Demand Draft taken in the name of Deputy Registrar-cum-Drawing Officer, High Court of Andhra Pradesh, Amaravati, before taking up of the said work.

The successful bidder/agency shall engage its own labour at shredding machines provided by the High Court at its own costs and maintain the machines with care and caution, for shredding the waste material kept in Six temporary Courts' Building in the High Court Premises. If the shredded machines go out of order in view of negligent operation of the machines, the successful bidder/agency is responsible, and the charges for repairs/replacement of parts of the machines shall be borne by the successful bidder/agency.

The successful bidder/agency shall bring its own gunny bags, store the shredded material and shall lift the shredded material only.

The successful bidder/agency shall lift the shredded material every week after making the payment for the said material with the agreed rate during the contract period.

The successful bidder/agency has to inform the Assistant Registrar, Incharge of E.R. Section, at the time of bringing the vehicle for loading, get the empty vehicle weighed in the nearby weighbridge in the presence of the authorized person of E.R. Section deputed for this purpose, and also weigh the vehicle loaded with shredded material in the weighbridge, in the presence of the said authorized person, and pay

the amount arrived at for the said load of shredded material immediately, by cash/ Demand Draft drawn in the name of the Deputy Registrar-cum-Drawing Officer, High Court of Andhra Pradesh, Nelapadu, Amaravati, and lift the shredded material.

The successful bidder, after expiry of the contract period, shall handover the shredding machines provided by the High Court in good working condition."

The intending bidders may submit sealed quotations to the undersigned superscribing "**Quotation for Shredding and purchase of Shredded Material**" during office hours i.e., from 10.30 a.m. to 5.00 p.m. on or before 04.11.2024 before the undersigned at 2<sup>nd</sup> Floor of High Court Buildings, Nelapadu, Amaravati-522237, either in person or through post. The quotations received after the said time and date will not be considered.

The intending bidder may verify the waste material in the High Court premises between 10.30 a.m. to 5.00 p.m. on all working days before submitting quotation.

The **REGISTRY** reserves the right to accept or reject any or all the quotations without assigning any reason.

  
**REGISTRAR (JUDICIAL)**  
24/10/24.