



**HIGH COURT OF ANDHRA PRADESH AT AMARAVATI**

**ENGLISH RECORDS SECTION**

ROC No. 02 Dated: 11-11-2023.

**Due Date: 22-11-2023**

**NOTICE INVITING TENDER FOR AWARDING OF CONTRACT FOR  
LIFTING OF WASTE PAPERS AND FILE COVERS/PAPER-PADS  
(IN SHREDDED FORM) ETC.**


**ACCUMULATED DURING THE SEPERATION OF DUPLICATE ENGLISH  
BUNDLE FROM THE DISPOSED OF CASES**

**FOR A PERIOD OF ONE YEAR**

Sealed Tenders as per enclosed **Annexure-A** are invited for entering into contract for removal/disposal of approximately **10,000** kgs (may vary). Waste Papers & file covers/Paper-Pads etc. (in Shredded form), on "**As is where is & whatever there is basis**" from Scrap located at different locations situated within the High Court at Nelapadu premises. The Waste Papers and File Covers/Paper-Pads will be allowed to be shredded and removed on regular basis on advance payment at each time of lifting for a period of one year from the next date of awarding of the contract of lifting of waste paper (in shredded form). Any inquiry regarding aforesaid matter/ inspection of above said items can be made by contacting the Deputy Registrar or Assistant Registrar-cum-Controlling Officer, English Records (ER) Section, Mobile Nos.**7901625300** and **7901625248** or can personally visit Registry for any clarification before quoting the rates on any working day between 10:30 A.M. to 04:00 P.M. except High Court Holidays or can view on <https://aphc.gov.in> in the tenders tab.

**A. TENDER**

1. Two separate Sealed envelopes should be used for submitting (i) Earnest Money and (ii) Tender document superscribing on the respective envelopes (a) "Earnest Money in respect of tender for contract for lifting of Waste Papers and File Covers/PAPER-PADS(in shredded form) etc. and (b) "Tender for contract for lifting of Waste Papers and File Covers/PAPER-PADS(In shredded form) etc.

  
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2. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the Registrar (Judicial) of the Registry through the Thappal Section of the High Court of Andhra Pradesh, Nelapadu and if sent through Messenger, an authority letter from the tenderer with proof of identity may also be given in the above Section so that he/she can show the same along with his own identity proof to the High Court Security Department for issuance of Entry pass.
3. The bid must be received not later than the date & time specified for submitting the same. In case the date of submitting the tender will be declared as holiday by the High Court then next working day will be treated as due date of the tender.
4. The Registry will not be responsible for any particular quantum of waste paper etc. made available during the said period, as the quantity may increase or decrease.

**B. TERMS AND CONDITIONS OF TENDER**

5. The tenderer has to quote their highest rates in the format as given in the **Annexure-A.**

**5A. Terms and Conditions for the rates quoted per kg for waste papers and file covers/Paper-Pads separately (Annexure-A) quoted are as follows:-**

- (i) The rates quoted should be valid for 120 days from the date of opening of tender.
- (ii) The rates approved by the Competent Authority should be valid for a period of one year from the date of awarding the contract.
- (iii) The successful tenderer will be required to install his own heavy duty

  
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shredding machine in the High Court premises and suitable space will be provided as per the choice of the Registry for the purpose of tearing/shredding of waste papers as per the rules, under the Supervision of Assistant Registrar-cum-Controlling Officer or as one of the Authorized Officer nominated by the Registrar (Judicial), High Court of Andhra Pradesh.

- (iv) The tenderer will have to deposit the weighment slips issued by the respective Dharam Kanta/ Mill at tenderer's expense on the date of lifting of waste papers and file covers/boards.
- (v) The tenderer shall deploy sufficient labour for removal of the waste papers as per the requirement of the High Court immediately on demand and in any case not later than three days of the receipt of intimation, failing which their engagement shall be liable to be terminated without giving them any further notice or opportunity.

6. Hypothetical or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, the earnest money deposited by him shall stand forfeited.

7. The tenderers are required to send their tender along-with Earnest Money of **Rs.5,000/-** (Rupees five thousand only) by way of Demand Draft addressed to **"The Registrar (Administration), High Court of Andhra Pradesh, Nelapadu"** which will be refunded to the unsuccessful tenderers on their written request / by speed post, at the risk of the tenderer. The name of item and the firm should be written on the back side of Demand Draft.

8. The Registry will deal with the tenderer directly and no middleman/ Commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.

9. Over-writing/ over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

10. The Registry in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason(s) thereof.

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11. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Earnest Money/Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
12. All the pages of quotations including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
13. Each Tenderer has to fill in the undertaking as mentioned in **Annexure 'B'** stating that whether the firm has been blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body or not.

### **C.TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

14. The successful tenderer will have to deposit Performance Security amount of **Rs. 25,000/- (Rupees fifty thousand Only)** after adjusting the amount of **Rs.5,000/- (Rupees five only)** already deposited as Earnest Money along-with the Tender. The Security deposit will be refunded upon written request after two months of successful completion of the contractual period. If the successful tenderer abandons the contract prematurely, or fails to perform tenderer's part of contract, the security deposit or any part thereof is liable to be forfeited.
15. The successful tenderer will have to deposit the advance payment by way of Demand Draft in favour of Registrar (Administration), High Court of Andhra Pradesh, Nelapadu at least 3 days before whenever the lifting of the waste papers and file covers/paper-pads is to be done.
16. The successful tenderer/contractor shall engage his/her own labour for the purpose of shredding of waste paper, packing loading and unloading the same only from the place earmarked for the purpose.
17. The successful tenderer will lift the shredded paper himself with his identified engaged laborers and not through proxy or third party.
18. The successful tenderer will ensure that the said waste material does not accumulate more than a truck load in the Registry at a time and will have to attend to the job of shredding waste paper and lifting the same as and when called for.

  
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19. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registrar (Judicial), High Court of Andhra Pradesh, Nelapadu, Amaravati.
20. The successful tenderer shall ensure that the personnel so deployed should maintain due decorum as well as prohibit its personnel on duty from smoking or lighting fire within the premises where they are deployed and also restrain them from collaborating or mixing up with any outside elementor with the workers/ staff of the Advocates, etc.
21. The successful tenderer shall undertake that the character and antecedents of each individual employee deployed by them have been got verified from the competent authorities and record maintained to this effect and the successful tenderer will further ensure that all personnel deployed by them in the premises of the Registry from time to time are duly verified by the Police authorities in so far as their character and antecedents are concerned.
22. Provide full details of the persons deployed for the job. Police verification of the deputed person with no criminal record and with ID proof shall also be carried out by the successful tenderer.
23. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing of the work. Neither the successful tenderer nor its workers shall have any claim on this Registry for compensation or financial assistance on this account.
24. The successful tenderer shall be responsible for any injury or accident to the person deployed by them for performing the job.

#### **D. PENALTIES**

25. Even after awarding the said contract, the Registry reserves the right to terminate the same, if the services of the successful tenderer are not found satisfactory and to entrust the work to another tenderer, and to recover from the successful tenderer, the loss if any, sustained to the High Court.
26. In case of default of any conditions stated in regard to, by the successful tenderer during the period of their engagement, the security deposit shall stand forfeited without any further notice of opportunity.


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### **E. INVITATION OF TENDER**

The Interested parties may send their sealed Tenders in two separate sealed envelopes containing (I) Earnest Money and (II) Tender superscribing on the respective envelopes (a) "Earnest Money in respect of tender for contract for lifting of Waste Papers and File Covers/PAPER-PADS (in shredded form) etc." and (b) "Tender for contract for lifting of Waste Papers and File Covers/Paper-Pads (in shredded form) etc." addressed to the Registrar (Judicial) so as to reach on or before **22.11.2023 by 3:00 P.M.** which may be opened at 3:30 P.M on the same day by a Committee of Officers constituted for the purpose before the tenderers or their authorised representatives who may wish to remain present. The tenders received after due date/time and/or without earnest money will not be entertained in any manner.

**// BY ORDER //**

Encl :- **Annexure-A & Annexure-B.**

  
**DEPUTY REGISTRAR**  
11.11.2023  
**DEPUTY REGISTRAR**  
**HIGH COURT OF A.P**  
**AT AMAREVATI**

HIGH COURT OF ANDHRA PRADESH

ENGLISH RECORDS SECTION

ROC No. \_\_\_\_\_ Dated: 11.11.2023.

**Due Date: 22-11-2023**

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LIFTING OF WASTE PAPERS AND FILE COVERS/PAPER-PADS  
(IN SHREDDED FORM ONLY) ETC.  
ACCUMULATED DURING THE SEPERATION OF DUPLICATE ENGLISH  
BUNDLE FROM THE DISPOSED OF CASES**

1. Name of the tenderer :  
with address
2. Name of the Contact Person :  
with Telephone/Mobile No./ e-Mail Id/  
Fax No.
3. Details of Rates :
  - a. Rate per kg for waste papers **(One Year)** :
  - b. Rate per kg for file covers/ Paper-Pads **(One Year)** :
4. GST No. (with copy) :
5. PAN Card No. (with copy) :
6. Whether your firm has been blacklisted/ banned by any  
Government Department/Public Sector undertaking/  
Autonomous Body : Yes/No (Fill in the undertaking as  
mentioned in **Annexure-'B'**) :
7. Whether all the terms and conditions of NIT are agreeable :

Dated:

Signature  
with stamp

  
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**ANNEXURE – 'B'**


**UNDERTAKING**

I/We undertake that (name of the company) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

Signature of the authorised  
signatory of the firm/ company/  
organisation/ Official Stamp/Seal.

Date:

Place:

  
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