



Office of the
Executive Engineer
Electrical Division, HP PWD Una
Tel: +911975223484, Fax: +911975223484
E-mail: ee-eleu-hp@nic.in

08-10-2025

No.PW/EDU/CB//TA/Tender/2025-26/-

4476-98

Dated

To

The Executive Engineer (IT) Cell,
Nirman Bhawan, Nigam Vihar
Shimla-171002


Subject: - Regarding publication of Auction Notice.

Sir,

“JAI HIND”


As per direction issued by the Engineer-in-Chief, HPPWD, Shimkla-02 vide his office letter no. PWE-94-82(Misc)27-ES-I- 25598-25708 dated 17/02/2025 and 26513-613 dated 24/02/2025 , the Auction Notice for the disposal of weed out records has been sent for uploading on Departmental website as per Notification no. PBW-(B)1/2020 dated 16.07.2021 as the work mentioned in the Auction Notice are urgent in nature and in Public interest. This is for your kind information and necessary action at your end please.

DA:-As above.


Executive Engineer,
Electrical Division,
HPPWD, Una.

Copy along with its enclosures is forwarded to the following for favour of information please:-

1. The Engineer-in-Chief, HPPWD, Shimla Nirman Bhawan, Nigam Vihar Shimla-02
2. The Superintending Engineer, 2nd Electrical Circle, HPPWD, Dharamshala.
3. The Assistant Engineer, Electrical Sub Division, HP PWD Una/Hamirpur & Bilaspur.
4. All the contractors working under the control of this Division.
5. All the Head of Branches in this office.
6. Notice Board.


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As per direction issued by the Engineer-in-Chief, HPPWD, Shimkila-02 vide his office letter no. PWE-94-82(Misc)27-ES-I- 25598-25708 dated 17/02/2025 and 26513-613 dated 24/02/2025, the Executive Engineer, Electrical Division, HPPWD, Una on behalf of Governor of H.P. invites sealed bids to engage bidders for disposal of weeded out records i.e. old files/documents pertaining of this office "as is where is" basis which is kept in office of Executive Engineer, Electrical Division HPPWD, Una on the following terms and conditions:-

1. That the sealed bid should accompany FDR duly pledged in favour of undersigned from any nationalized bank amounting to **Rs.10,000/- only** as security which will be returned to all participants after acceptance of highest paid. The security amount of highest qualifying bidder shall be refunded after completion of complete job and production of all required certificates.
2. The highest bidders will be required to collect and shred the weeded out records and finally dispose the same as per rules and regulations of pollution control board if any.
3. The highest bidder to whom work will be assigned is also required to bear all expenditure a shredding the old / weeded out record in the shredding machine at site, packing of shredded material gunny bags at site, carriage/transportation, loading/unloading of weeded out record providing of weight machine taxes or duties involved in the process and any other incidental expenditure. The bids should be net of all the expenditure and the amount payable to this department and the amount payable to this department will be the amount quoted by the bidder. The bidder who has quoted highest amount of rate of the weeded out records will be selected for award of contract. In case there is still a tie up the bidder having experience of working with Govt. PSU's will be preferred. In case there is still a tie, the work will be awarded proportionately.
4. The interested parties have to deposit the bid as per the bid documents-I, II & III enclosed with the notice in the tender box placed at the office of undersigned on or before **24/10/2025** up to 10:30 A.M. which will be opened on the same day. The bid documents may collected from the office of undersigned up to 10.00 P.M. to 5.00 P.M. from dated **16/10/2025 to 23/10/2025** in any working days.

It is also hereby informed that the sealed bids will be opened on **24/10/2025 at 11:00 AM** in presence of the undersigned. At the time of opening the bids, the bidder himself or one of his representative many remain present. The bid inviting authority, however, reserves the right to amend / cancel this bid notice at any time without assigning any reason whatsoever.

“HIM SUCHANA AVAM JANSAMPARK”


**Executive Engineer,
Electrical Division
HPPWD, Una**

"TERMS AND CONDITIONS"

1. The bids/bid should be in the form of per kilogram of the weight of weeded out record i.e. old file/documents. The bidder will be required to bear all the expenditure including shredding, providing & packing of shredded material in gunny bags at site weighing, loading & packing of shredded material in gunny bags at site weighing, loading, transportation to the disposal site. Unloading of the gunny bags at the disposal site, taxes or duties involved in the process and any other incidental expenditure. The bids should be net of all the expenditure and the amount payable to the department will be amount quoted by the bidder on per kilogram basis.
2. The bid/bids should be submitted considering the value of non-paper items also such as bidding covers, boards, file cover, no segregation will be allowed before the lifting of the materials.
3. The successful bidder will bring the weighing machine at his own cost the weigh material with the help of his own labour. While carrying out the work, the authorized person the department will supervise.
4. The successful bidder shall make his own arrangement for the security of materials sold to him under the sale order. This department shall not be responsible for any loss or theft of such materials already sold to the successful bidder. The successful bidder will be responsible for safe custody of his own tools, tackles and other material.
5. The bidder may inspect the old documents on any working day from 11:00 AM to 5:00 PM between **16/10/2025 to 23/10/2024** with prior intimation to the undersigned.
6. The successful bidder has to lift all the old documents after the work is awarded within 7 days and cannot deny lifting of any material on the pretext of bad quality of paper.
7. The bidder will be required to furnish profile of the bidder in bid document-I and bid for the disposal of old records in Bid documents-II.
8. The documents should not be used for any purpose other than making pulp and recycling and confidentiality of the documents must be ensured. A certificate in this regard is required to be submitted by the bidder in bid Document-III. The department reserves the right of inspection of the disposal site by the representative of the department.
9. Previous experience of similar kind of jobs in the Government Department or Public Sector Undertaking (PSU) offices is desirable.
10. The successful bidder will be required to weigh the material within 3 working days of award of work order. Thereafter, he will make the payment in the form of demand draft or banker's cheque in the favour of Executive Engineer, Electrical Division HPPWD, Una payable at Shimla and lift the material. It is emphasized here that the successful bidder will have to make the payments prior to lifting of material. The bidder is required to lift the material immediately after making the payment of materials.
11. The bid documents filed by the bidder shall be typed or written in indelible ink. No overwriting or cutting shall be permitted. The bidder shall sign its bid with the exact same of the concern to which the work is to be awarded.
12. Bidders sending their bids by post will do so department will be responsible for any loss in transit or postal delay. Bids by solely at their own risk and the fax will not be accepted.
13. The bidder may withdraw its bid after submission, provided written notice of the withdrawal is received by the Executive Engineer, Electrical Division HPPWD, Una on or before the last day of submission of bids. In case a bidder wants to resubmit his application, he shall submit a fresh application following all the applicable conditions on or before the last date of submission of bids.
14. The entry of the employees of the bidder shall be regulated through the valid gate passes issued by the office of Executive Engineer, Electrical Division HPPWD, Una. All rules enforced from time to time in this respect have to be followed by the bidder.
15. It is sole responsibility of the successful bidder to comply will all the rules, regulations, laws and conventions of the Government, Municipality and local bodies while carrying out the job in its entirety.
16. The Department shall have the right not to utilize the services or terminate the works without giving any notice or assigning any reason

Executive Engineer,
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PROFILE OF THE BIDDER FOR DOCUMENTS

Sr. No.	Particulars	To be filed by the bidder
1	Name of agency/firm/company	
2	Detailed office address of the agency with office telephone number/mobile number/e-mail address	
3	Date of incorporation	
4	PAN (Attached copy of the same duly signed)	
5	Previous expenditure of similar job at Govt. or PSU officers, if any.	
6	Whether the agency/firm/company has been blacklisted by any Central/state Govt. or PSU	
7	Details of Bank account:- Name of Bank:- Branch:- IFSC code:- Account type:- Account No. :-	

Date:-

Place:-

Signature of authorized person

Name:-

BID FOR DISPOSAL OF OLD RECORDS

Sr. No.	Particulars	To be filed by the bidder
1	Name of agency/firm/company	
2	Detailed office address of the agency with office telephone number/mobile number/e-mail address	
3	Rate quoted per Kilogram (net of all the expenditure)	

Date:-

Place:-

Signature of authorized person

Name:-

CERTIFICATE

This is to certify that the old records have been received by me on _____ from the O/O Executive Engineer, Electrical Division HPPWD, Una through M/s _____ (Successful Bidder) at my unit _____ (full address). I have all the facilities at my unit to make pulp out of waste papers. The whole records/materials received from the above authority have been converted into pulp and no loose records are at my unit. This certificate is being issued on the express request of M/s _____ (Successful bidder).

Name:

(Signature of the Authorized person)

Date: