

HIMACHAL PRADESH
PUBLIC WORK DEPARTMENT

No. PW.ED.II-CB.TA.NIT/2025-26 - 15/6-17

dated:- 15-10-25

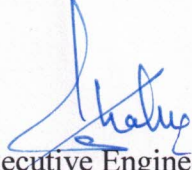
To

✓ The Executive Engineer (IT),
HPPWD, Nirman Bhawan,
Nigam Vihar, Shimla-2.

Subject:- Auction Notice.

Please find herewith enclosed tender notice for the disposal of weeded out records for uploading on department website as per notification of Principal Secretary (PW) to the Govt. of H.P. vide letter No. PBW(B)A(3)1/2020 dated 16th July 2021 as the work mentioned in the notice inviting tender is urgent / emergent nature of work in public interest.

DA:- As above.


Executive Engineer,
Electrical Division No-II
HPPWD, U.S Club, Shimla-01

Copy to The Superintending Engineer, 1st Electrical Circle, HPPWD, Kasumpti, Shimla-09 for information please.

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Executive Engineer,
Electrical Division No-II
HPPWD, U.S Club, Shimla-01

"NOTICE INVITING BIDS"

The Executive Engineer, Electrical Division No. II, HPPWD (U.S.) Club, Shimla-171001 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 to **Electrical Division No.II. HPPWD, U.S. Club, Shimla-01** on "**as is where is**" basis which is kept in this office and IGMC Shimla on the following terms and conditions:-

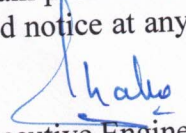
1. That the sealed bid should accompany FDR duly pledged in favor of undersigned from any nationalized bank amounting to **Rs.10,000/-only** as security which will be returned to all participants after acceptance of highest paid. The security amount of highest / qualifying bidder shall be refunded after 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 such as shredding the old / weeded out record in the shredding machine at site, packing of shredded material in 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 this notice in the tender box placed at the office of undersigned on or **before 28-10-2025 upto 10:30 A.M.** which will be opened on the same day. The bid documents may collected from the office as well as from the office of undersigned departmental website upto 4:00 P.M. from dated **16-10-2025 to 27-10-2025** in any working days.

It is also hereby informed that the sealed bids will be opened on **28-10-2025 at 11:00 A.M.** in the 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.


Executive Engineer,
Electrical Division No-II
HPPWD, U.S Club, Shimla-01

Copy to:-

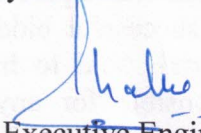
1. The Superintending Engineer, 1st Electrical Circle, HPPWD, Kasumpti, Shimla-09 for information please.
2. All the Assistant Engineers working under this Division.
3. The president contractor / association Shimla.
4. The HDM / DAO / Notice Board.


Executive Engineer,
Electrical Division No-II
HPPWD, U.S Club, Shimla-01

"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 labor. 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 27-10-2025** 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 No.II, HPPWD, U.S. Club, Shimla 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 solely at their own risk and the department will be responsible for any loss in transit or postal delay. Bids by 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 No.II, HPPWD, U.S. Club, Shimla 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 No.II, HPPWD, U. S. Club, Shimla. 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,
Electrical Division No-II
HPPWD, U.S Club, Shimla-01

Bid Document-I**PROFILE OF THE BIDDER FOR DOCUMENTS**

Sr.No.	Particulars	To be filled by the Bidder
	Name of Agency/Firm/Company	
	Detailed office address of the agency with office telephone number/Mobile Number/emails address	
	Date of Incorporation	
	PAN (Attach copy of the same duly signed)	
	Previous experience of similar job at Government or PSU officers, if any.	
	Whether the agency/firm/company has been blacklisted by any Central/State Govt. or PSU.	
	Details of Bank Account:- Name of Bank:- Branch:- IFSC Code:- Account Type:- Account No.	

(Signature of the Authorized
Person)

Bid Document-II

BID FOR DISPOSAL OF OLD RECORDS

Sr. No.	Particulars	To be filled by the Bidder
	Name of Agency/Firm/Company	
	Detailed office address of the agency with office telephone number/Mobile Number/emails address	
	Rate quoted per kilogram (net of all the expenditure).	

Bid Document-III

CERTIFICATE

This is to certify that the old records have been received by me on
.....from the O/O Executive Engineer,
Shimla Division No-II, HPPWD, U.S. Club, Shimla-1 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).

(Signature of the Authorized person)

Name:

Date:

Place: