



परमाणु ऊर्जा शिक्षण संस्था (पंजीकृत)  
(भारत सरकार के परमाणु ऊर्जा विभाग का स्वायत्त निकाय,)



**ATOMIC ENERGY EDUCATION SOCIETY (Regd.)**

(Autonomous Body Under Department of Atomic Energy, Govt. of India)

केंद्रीयकार्यालय, वेस्टर्नसेक्टर, पऊशिस-6, अणुशक्तिनगर, मुंबई-400 094

Central Office, Western Sector, AECS-6, Anushaktinagar, Mumbai- 400 094

दूरभाष/ Telephone : 2556 5049 / 2557 1501 /25503310 Ext. 222/225

वेबसाइट / website : aees.gov.in ई मेल आय. डी./Email id: osd@aees.gov.in

AEES/PC&GA/Raddi/2022-23/ 1715

28 February, 2022

Last date for receiving sealed quotation:  
11/03 /2022 up to 1500 hours.

M/s. \_\_\_\_\_

<b>Sub</b>	<b>:</b>	<b>Inviting sealed quotations to finalize Rate Contracts for :-</b>
	<b>1)</b>	<b>Sale of raddi &amp; disposal of waste paper by way of shredding</b>
	<b>2)</b>	<b>Sale of one time used cartridges (HP, Samsung make &amp; compatible cartridges)</b>

Sirs,

For and on behalf of the Atomic Energy Education Society, quotations are invited to finalize Rate Contracts for

- 1) Sale of raddi & disposal of waste paper by way of shredding
- 2) Sale of one time used cartridges for Central Office & AECS/JC at Anushaktinagar, Mumbai-400 094 as per Annexure- I & II.

**Terms and Conditions**

: Annexure- I

**Format for quoting rates for raddi , disposal of waste paper by way of shredding & Sale of one time used cartridges**

: Annexure-II

Please note that the quotation should be on your letter head as per the format given in Annexure-II. It should be clear and without ambiguity. Overwriting will not be permissible. Any incomplete offer or offer with insufficient details will not be considered. Quotation sent by fax/telephone/email will not be considered.

Quotations received against the above tender enquiry will be opened on 11.03.2022 at 1600 hours in the Purchase Section.

Yours faithfully,

*MH*  
28/2/22  
(Meena H Hingorani)  
AO - III

### TERMS AND CONDITIONS

- 1 Sealed Quotations superscribing on the envelope "Rate contract for sale of . Raddi, disposal of waste paper by way of shredding & sale of one time used cartridges" have to be submitted to Administrative Officer- III, Atomic Energy Education Society, Central Office, AECS-6, Western Sector, Anushaktinagar, Mumbai 400 094 on or before 11.03.2022 up to 1500 hours.
- 2 The tenderer should quote the rates in figures as well as in words according to the Tender Enquiry. Corrections of the rates, if any in the tender must be attested by the dated initials of the tenderer.
- 3 The tenderer shall submit the sealed quotation alongwith PAN while enclosing a copy of PAN card.
- 4 The decision to accept or reject any quotation without assigning any reasons, all rest with the Atomic Energy Education Society.
- 5 Incomplete quotations and quotations which do not fulfill all or any of the above conditions are liable to be summarily rejected.
- 6 **PERIODICITY OF DISPOSAL:**
  - 6.1 Waste paper generated in the office shall be segregated by the contractor for disposable for shredding purpose.
  - 6.2 Shredded papers shall be bundled and stacked by the Contractor in the respective premises of Central Office, AEES & AECS/JC.
  - 6.3 The quantity of other type of waste having 'NIL' value shall be shifted & dumped in the Garbage Bag.
  - 6.4 Contractor shall make his own arrangement to bring Paper Shredding machine/paper shredder for the purpose mentioned in clause 6.2 above.
  - 6.5 A person(s) shall be deputed by the Contractor at his own cost on each working day for the purpose of segregating/shredding/bundling/shifting/stacking/dumping of disposable waste papers/garbage of all kinds in the room(s) provided for the purpose.
  - 6.6 Arrangement will be made by AECS/JC & AEES to issue necessary entry permit for the persons(s) deputed by the Contractor for carrying out the above work.
  - 6.7 Immediate arrangement shall be made by the Contractor to lift the bundles of shredded waste.
  - 6.8 Accumulation of disposable waste paper/bundles under any circumstances will not be permitted.

- 07 **FOR DISPOSAL OF WASTE PAPER (SHREDDING)**:- The Waste paper shall be shredded by you/your representative with your machine in AECS/JC & AEES premises. The articles should be weighed by standard scale in the presence of a representative nominated by the Head of AECS/JC & Central Office, AEES. Digital Machine to be arranged for weighing the articles. **The collection of waste paper for shredding from AECS/JC & Central Office, AEES shall be on quarterly basis.**
- 08 **FOR SALE OF ONE TIME USED CARTRIDGES**: The quantity of cartridges should be counted by the contractor in the presence of a representative nominated by AECS/JC & Central Office of AEES. The quantity of one time used cartridges should be attested and certified by the representative nominated. **The collection of one time used cartridges for sale from AECS/JC & C.O. AEES shall be on quarterly basis**
- 09 **LOADING AND TRANSPORTATION**
- a Arrangement for loading & transportation of disposable waste paper & one-time used cartridges from the premises of AEES/AECS/JC shall be made by the contractor at his own cost.
  - b AEES/AECS/JC will not be responsible for any injuries occurring to the person(s) of the Contractor while carrying out the collection/ segregation/ bundling/ shredding jobs/ Lifting of disposable waste papers during the currency of this Contract.
  - c The disposable waste papers shall be taken only after making e-payment in the office of AECS/JC & Central Office of AEES
- 10 **SECURITY DEPOSIT:-**  
Security Deposit amounting to Rs. 5,000/- (Rupees Five thousand only) shall be collected from the successful Contractor in the form of Fixed Deposit Receipt (FDR) of Nationalized Bank. The same shall be released after the contract period i.e., 12 months of the completion of the contract.
- 11 **MODE OF PAYMENT:-**  
Payment shall be remitted in the form of e-transfer on the spot on the same day as per the actual quantity before taking the delivery and obtaining clearance from the AECS/JC & Central Office, AEES. The material will have to be lifted by you at your own cost immediately after the payment is received by AECS/JC & Central Office, AEES.
- 12 All Security regulations of the Department have to be followed by the Contractor.
- 13 Please note that in case your offer is considered by AECS/JC & AEES, the rates quoted by you will remain the same for a period of **one year** from the date of acceptance of Work Order.
- 14 **ARBITRATION**: - All disputes and differences arising out of or in any way concerning the Contract whatsoever (except as to any matter the decision of which is specially provided for these conditions) shall be referred to the sole arbitration of the Secretary, Atomic Energy Education Society or to the sole arbitration of such other person as is nominated by the said Secretary, AEES. The award of the Secretary or the arbitrator appointed by him shall be final and binding on the parties to this agreement.
- 15 AEES reserves the right to accept or reject any of the quotations in part or full irrespective of the status without assigning any reason

- 16 AEES P 11: All other Terms and conditions of Contract shall be as per purchaser's standard terms and conditions as contained in AEES-P-11.(copy enclosed)

MM  
28/2/22

**(Meena H Hingorani)**  
**AO - III**

Note: - Mentioned format to be printed in the letter head of your company/firm

**Quotation for sale of old raddi, disposal of waste paper  
by way of shredding & one-time used toners/cartridges**

1	Broken & unserviceable plastic Wares	Per kg.	
	Broken & unserviceable Metal/ Aluminium wares	Per Kg.	
	One time used Toners of HP & Samsung make	Per piece	
	One time used ink cartridges of HP make	Per Piece	
	One time used compatible Cartridges	Per piece	
2	Miscellaneous	Per kg.	
3	Shredding/Bundling/ Lifting of disposal waste papers/ old records for pulping purpose	Per kg.	
4	Validity		
5	Payment Terms		
6	PAN (with proof).		
7	Any other information		

Note: I / We agree upon the terms & conditions mentioned in the Annexure-I and the above rates are quoted as per the requirement of AECS/JC & Central Office, AEES.

Place:

Signature: \_\_\_\_\_

Date

Seal : \_\_\_\_\_