

No.G-39011/23/2021-GA
National Human Rights Commission
Manav Adhikar Bhawan, Block C,
GPO Complex, INA, New Delhi- 110023

Dated: the 12th September, 2025

Last Date for Submission of Tender is 22nd September, 2025 upto 5 PM

NOTICE INVITING TENDER

Subject: Annual contract for disposal of waste paper of the Commission for three years.

The Commission is interested for awarding a contract for waste paper disposal of the Commission for a period of three years from the date of award of the contract. The Complete tender documents have been e-published in CPP Portal. It can also be viewed & downloaded from CPP Portal and NHRC website www.nhrc.nic.in.

1. All interested firms may submit their bids (in Two Bid Form) for three years Contract for the above mentioned works addressed to the Under Secretary (GA), National Human Rights Commission, Manav Adhikar Bhawan, C-Block, GPO Complex, INA, New Delhi- 110023 in a sealed envelope super-scribed "**Annual contract for waste paper of the Commission for a period of three years**". The quotation must reach this office latest by **17:00 hrs on 22.09.2025** in the Tender Box installed at Reception at MAB, C- Block, GPO Complex, INA, Delhi. The quotations unsealed and received after due date are liable to be rejected.

2. **Bids:**

2.1 Technical Bid Requirements

The technical bid should contain the following mandatory documents:

i. **Registration.**

- The bidding firm must be registered and have a well-established office within the municipal area of Delhi/New Delhi.
- Operations should be confined to the National Capital Territory (NCT) of Delhi.
- Valid proof of registration should be enclosed.

ii. **Experience**

- The bidder/firm must have a minimum of 2 years of experience in providing similar services to Government offices.
- Experience certificates/documentary proof must be attached.

iii. **Performance**

- The firm must have provided services to Government Offices, departments and reputed organizations for a minimum of two years.
- A list of such clients must be enclosed, including:
 - Name of organization
 - Contact person's name
 - Telephone and mobile numbers
- Attach Performance Certificates from at least three (03) such clients.

iv. **Undertaking on Blacklisting**

- The firm must submit an undertaking declaring that it is not blacklisted by any government authority or organization.
- Documentary evidence must be provided.

v. **Statutory Documents**

- Self-attested copies of the following must be attached:
 - PAN Card
 - GST Registration Certificate

vi. **Acceptance of Terms & Conditions**

A signed copy of the terms and conditions of the tender must be enclosed, indicating unconditional acceptance by the bidder.

vii. **Important Notes**

- Conditional tenders will not be accepted.
- Late submissions or incomplete bids in any manner will be rejected outright.

2.2 Financial Bid: The Financial bid, in a separate envelop should be submitted strictly as per the Proforma given in Annexure –I. The rate quoted in the financial bid should be both in words and figures. In case of any discrepancies

between words and figures, the amount mentioned in figures will be considered. Quotation with any cutting in figures will not be entertained unless corrections are countersigned. The financial bid should also be properly sealed and signed. The financial evaluation will be done on the basic rates quoted.

2.3 Submission of Bids:-The bid must be submitted in two separate parts: (i) *Technical Bid* and (ii) *Financial Bid*. Each bid should be placed in its own sealed envelope, clearly super-scribed as "*Technical Bid*" and "*Financial Bid*" respectively. Both these envelopes should then be placed together in a third sealed envelope, super-scribed as: "Annual Contract for Waste Paper of the Commission". This outer envelope should be addressed to the under Secretary (GA), National Human Rights Commission.

2.4 Evaluation of Financial Bid Selection Criteria:- The entire contract shall be awarded to a single bidder for a period of three years, based on the highest total bid across all listed waste paper disposal items. The selected bidder must be the H1 (i.e., the highest bidder) for the total of all listed items. The Commission reserves the right to reject/accept any quotation either in part or full without assigning any reason.

Note: The bid should be valid for a period of 60 days from the last date of bid submission as per this NIT.

Performance Bank Guarantee:- The successful bidder will have to deposit Rs.10,000/- (Rupees Ten Thousand Only) in the form of Performance Bank Guarantee as security deposit from any commercial bank in favour of NHRC which shall remain valid for a period of 60 days beyond the date of completion of all the contractual obligations or extension period, if any. The Performance Guarantee shall be forfeited in case of any deviation of terms by the contractor or violation of instructions in this regard. Upon termination/expiring of contract, the Performance Guarantee shall be returned after deduction of dues, if any, without interest.

General Terms & Conditions

1. Rates once quoted shall be final and valid for the entire duration of the contract and cannot be reduced to the disadvantage of the Commission.
2. The contract shall be in force for the three years i.e. 2025-26, 2026-27 & 2027-28 and can be renewed further for a specific period on mutual consent basis subject to the satisfactory performance of the firm and approval of the Competent Authority.
3. The firm shall not engage the services of any sub-contractor or transfer the Contract to any other person.
4. The waste paper etc. will be sold by weight as per the approved rates.
5. Arrangements for weighing the paper shall be made by the contractor at his own cost at Manav Adhikar Bhawan in the presence of the authorized officer of the Commission.
6. The waste paper can be taken out of Manav Adhikar Bhawan only after

effecting the payment due to the Commission, in cash or through Demand Draft as the case may be.

7. It would be binding on the contractor to lift the waste paper whenever required by the Commission.

8. The contractor has to get the papers torn out in at-least four pieces at his own cost before taking it out of the premises of the NHRC.

9. In the event of any loss caused to the Department on account of negligence of the outsourced employee, the contractor service provider shall make good the loss sustained by the Commission either by replacement or on payment of adequate compensation.

10. In case of non-compliance of any of the clause/terms, the Commission will have the right to impose penalty as given below:

S.No.	Description	Deductions		
		1st Instance	2nd Instance	3rd Instance
1	Delay in providing services of waste paper disposal	Upto 02 day, a penalty of Rs. 100 per day per complaint and a warning to the Service Provider.	Upto 02 day, a penalty of Rs. 200 per day per complaint and a warning to the Service Provider.	Upto 02 day, cancellation of the Contract, forfeiture of the Bank Guarantee and Blacklisting of the firm
2	If the Service Provider is found responsible of any damage of Material/articles.	Payment in actuals, equivalent to the value of the article damaged within the period prescribed by the Commission.		
3	Violation of any terms and conditions	An appropriate penal action or cancellation of the contract as deemed fit by the commission will be under taken.		

11. The Contractor shall dispose-off the waste paper materials as per the relevant applicable laws and guidance of the concerned Authorities.

12. The Commission reserves the right to terminate the contract any time without assigning any reasons thereof. The decision of the Commission shall be final and binding on the Contractor.

Digitally signed by
MUKESH KUMAR
Date: 12-09-2025
10:09:53

(Mukesh Kumar)
Under Secretary (E)/
Link Officer-US-GA

Copy to: Notice Board

Annexure-I

DECLARATION

It is declared that our firm namely M/s _____ has not been blacklisted by any Government Ministry / Department, Public Sector Undertaking or Autonomous Body.

**(To be signed by authorized signatory
of the firm with seal of the firm)**

Annexure-II**TECHNICAL BID****PROFORMA FOR TECHNICAL BID**

Sl. No.	Documents to be furnished with the bid	Whether enclosed (the firm would write Yes or No and the Annexure No.)
1	Name of the agency	
2	Nature of the concern (i.e. sole proprietor or partnership firm or a company or a Government Department or a Public –Sector Organization)	
3	Full Address of Reg. Office with tel .no./fax no./ email address	
4	Full Address of operating/ branch office in Delhi with tel.no, fax no, email address	
5	Registration no. of the agency/firm	
6	PAN Number	
7	GST number	
9	Details of major contracts handled in last three years	
10	Certificate of satisfactory performance from the organization to whom the service was provided	
11	Certificate for not blacklisted	

NOTE -This declaration must be submitted along with the tender.

**To be signed by authorized signatory
Of the firm with seal of the firm**

List of items under Waste Paper Disposal in NHRC

S.No.	Item	Rate per Kg. (In Rs.)
1	Old English/Hindi Newspapers (without cutting)	
2	Old Magazines	
3	Paper (Torn/cut pieces)	
4	Gatta	