

Government of Goa  
Department of Printing and Stationery, Panaji-Goa  
Ph. Nos. 2426441, 2226528, 2426491, Fax. 2436837

**TERMS AND CONDITIONS GOVERNING THE TENDER FOR  
DISPOSAL OF WASTE OFFSET PLATES FROM GOVERNMENT  
PRINTING PRESS, PANAJI.**

1. Sealed Tenders superscribed as "Tender for disposal of waste aluminium Offset Plates" at an estimated weight of 2000 kgs during a period of 18 months will be accepted on behalf of the Governor of Goa by the Director, Department of Printing and Stationery, Panaji -Goa up to 3:00 p.m. on dated 25 /02/2026.
2. The Tenders received will be opened at 03:30 p.m. on the same day, in the presence of the tenderers or their representatives, if any, at the Department of Printing & Stationery, Panaji-Goa.
3. Tenders should be accompanied with an earnest money deposit of Rs. 8000/- by way of Demand Draft drawn on any scheduled bank payable at Panaji, in favour of the Director, Department of Printing and Stationery, Panaji-Goa, failing which the respective tender will not be considered. The successful tenderer shall have to submit Security Deposit of 5% of the quoted amount by way of Demand Draft valid for 18 months. The E.M.D. of unsuccessful tenderers shall be returned after finalization of tender and that of successful tenderer after receipt of Security Deposit.
4. GST as applicable from time to time will be charged extra on the accepted rate.
5. Rates shall be quoted per kilogram.
6. Tenders should be accompanied by a receipt slip at page 5 of this set for payment towards cost of tender forms (non- refundable). In case tender is downloaded from internet, the cost of the tender document Rs. 1000/- shall be enclosed by way of DD/ of any scheduled bank payable at Panaji, in favour of Director, Printing and Stationery, failing which the respective tender will not be accepted.

7. The tenderer whose tender is accepted, shall have to execute an agreement with the Director, Department of Printing and Stationery, Panaji-Goa, on a stamp paper of Rs. 100/- to be borne by the tenderer. If the tender is submitted by a Partnership Firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so and the Agreement thereunder should be executed by duly authorized person or by all the partners and the document granting power of attorney in original or by a notarized certified copy thereof attached to the Agreement. If the tenderer is a company, the Managing Director or his representative to be a party to the Agreement should be fully empowered to do so and the authority given there under should be attached to the Agreement which shall be retained by the Department.
8. In consideration to the sum of the money to be paid by the Contractor to the Government at the time and in the manner set hereinafter, the Contractor shall upon and subject to the terms and conditions hereinafter appearing, collect and remove all waste offset plates from the Government Printing Press, Panaj-Goa, as well as other godowns located in Panaji and shall provide and furnish all labour and material required for that purpose and perform all acts to be performed and completed in a workmanlike manner.
9. In no circumstances the accumulated waste offset plates should be left uncleared from the Press beyond 45 days from the date of the previous clearance, failing which an amount of Rs. 50/- (Rupees fifty only) per day shall be laid as "FINE" on the contractor payable to the Director, Department of Printing and Stationery, Panaji. However, the number of days to be imposed on the Contractor for the fine shall be at the discretion of the Director, Department of Printing and Stationery, Panaji. He shall also respond promptly to other calls of the Director relating to removal of the waste offset plates.
10. The Contractor shall collect the waste Offset Plates from the Government Printing Press within the stipulated period mentioned the clause 8 immediately after assigning the agreement and shall during the currency of the Agreement with all the due diligence promptness and care, collect and remove all the waste offset plates thereof to the entire satisfaction of the Director, Department of Printing and Stationery, Panaji-Goa.

11. The Contractor shall weigh the waste offset plates in the presence of official/ officials nominated for the purpose and pay amount by cheque only (no exceptions in any circumstances to be allowed in respect thereof to the Government before taking delivery of waste offset plates from the Government Printing Press.
12. On contractors failure to collect the waste offset plates as stipulated in clause 8, the Director, Department of Printing and Stationery, Panaji, may after serving notice on the contractor relating to the quantity by weigh of accumulated waste offset plates, dispose off the waste offset plates locally if necessary, when there is sufficient accumulation to be cleared during the validity period of his Agreement and the expenditure incurred and loss suffered thereon shall be recovered from the contractor.
13. The Contractor shall indemnify the Government Printing Press, against any loss which may result on account of delay on the part of the Contractor either in clearing or removing of the above mentioned waste offset plates or in not fulfilling any of the conditions of the Agreement and shall be responsible for any loss or damages caused to the Government on account of his default or negligence in the process of lifting the waste offset plates.
14. The Contractor shall not assign, sublet or transfer the work of collecting waste offset plates to any other person, persons or organizations on his behalf.
15. No. application or request will be entertained for the reduction of rates during the validity period of his Agreement.
16. In case the Contractor commits breach of any of these terms and condition, then without prejudice to any other remedy open to the Government, the Government may terminate his Agreement by forfeiting security deposit which will stand deposited in favour of the Government. Any sum payable by the Contractor shall be recovered from the Contractor as arrears of land Revenue under the law for the time being in force.

17. In case the performance of the Contractor during the period of Agreement is found to be satisfactory and upon receipt of application from the Contractor before one month of closure of Agreement for further extension, the Director, Printing and Stationery, shall be at liberty to extend the period of contract for further appropriate period upto six months.
18. The Government shall be at liberty to terminate the Agreement at any time by giving one month's notice of its intention to do so and on expiry of period of such notice, the agreement shall stand terminated.
19. Any dispute under the Agreement shall be subject to the jurisdiction of the Courts located in Panaji -Goa.



( Vivek K. Naik )  
Director

Printing and Stationery

(This slip is to be detached and produced with the tender)

Tender set No. \_\_\_\_\_

Price Rs. 1000/- (Non –refundable)

This tender set has been issued to \_\_\_\_\_ and  
an amount of Rs. 1000/- (Rupees One Thousand Only) is collected under Receipt  
No. \_\_\_\_\_ dated \_\_\_\_\_.

\_\_\_\_\_  
The Clerk in –Charge  
Government Printing Press

(Office copy to be detached before issue)

Tender Set No. \_\_\_\_\_ has been issued to \_\_\_\_\_  
\_\_\_\_\_ under Receipt No. \_\_\_\_\_ dated \_\_\_\_\_.

\_\_\_\_\_  
The Clerk in –Charge  
Government Printing Press

Received the Tender set in order

\_\_\_\_\_  
(Receiver signature with full Name & Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_