

**TENDER DOCUMENT**

**DISPOSAL OF UNSERVICEABLE ITEMS/ARTICLES/FURNITURE etc  
FROM GOVERNMENT PRINTING PRESS, PANAJI.**

1. Sealed Tenders/Quotations superscribed as “Disposal of Unserviceable items/articles/furnitures etc.” will be accepted by the Director, Department of Printing and Stationery, Panaji -Goa up to 3:00 p.m. on 12/06/2026 in accordance to pt.1(iii) of O.M. No.7/4/2013/FIN(Exp.)/139 dt.28/08/2024 issued by Dept. of Finance (Exp.) Secretariat Porvorim.
2. Upset value of the Unserviceable items/Articles/Furnitures etc. is fixed at Rs.9,60,955/-.
3. Only English text will be governing this Tender/Quotations and all information shall be submitted in English.
4. Unserviceable items/articles/furnitures etc. shall be available for inspection on all working days from 29/05/2026 to 12/06/2026 during working hours by prior appointment at least one day in advance, as per details of locations mentioned in the Tender/Quotation.
5. The Tender/Quotation should be valid for 45 days from the date of opening of the same.
6. All scoring eraser, overwriting etc. on the document should be initialed by the competent authority failing which Tender/Quotation is liable to be rejected.
7. The Tenders/Quotations received will be opened at 04:00 p.m. on the same day, in the presence of the bidders or their representatives, if any, at the Department of Printing & Stationery, Panaji-Goa.
8. Tenders/Quotations should be accompanied with an EMD amounting to 25 % of the bid value 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 quotation will not be

considered. The E.M.D. of unsuccessful bidders shall be returned after finalization of the highest bidder.

9. The successful bidder shall pay the balance 75 % of the bid amount by Demand Draft within 7 days of intimation by this Office failing which his EMD shall be forfeited.
10. GST Registration Certificate shall be furnished along with the bid.
11. Tenders should be accompanied by a receipt slip at page 3 of this set for payment of Rs.1,000/- towards cost of tender forms (non- refundable).
12. The Contractor shall collect and remove all Unserviceable items/articles/furniture etc. from the Godown at Junta House of Government Printing Press, Panaji-Goa, within 15 days from receipt of order and furnish all labour and material required for that purpose.
13. The Contractor shall not assign, sublet or transfer the work of collecting Unserviceable items/articles/furniture etc., to any other person, persons or organizations on his behalf.
14. Bidders should mandatorily submit the following documents:
  - i. Copy of valid Consent to Operate of valid Authorization Certificate issued by SPCB's.
  - ii. Copy of GST Registration.
  - iii. Photo Identity Proof (Aadhar Card/Driving License/Passport etc.).
  - iv. Address Proof (Aadhar Card/Driving License/Passport etc.).
  - v. Copy of PAN Card.
15. The decision of head of this Office shall be final and binding on the bidders.
16. The right to reject any or all the quotations without assigning any reason shall be reserved with the undersigned.



( Vivek K. Naik )  
Director

Printing and Stationery

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

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

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