

TENDER FORM NO.: _____
Name of the Applicant: _____
Address: _____
Date of Issue: _____
Receipt No: _____ dated _____

**DETAILED TENDER DOCUMENTS
FOR
DISPOSAL OF WASTE PAPER (Magazines, Old Records, News Papers)
ON ANNUAL RATE CONTRACT**

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30310

No.7/26/2021-GPS/89
Government of Goa,
Dept. of Printing & Stationery,
Panaji – Goa
Ph.No.2426441

Dated: - 29 / 05/2026

TENDER NOTICE

Sealed tenders are invited from the Contractors by the Director, Dept. of Printing and Stationery, Govt. Printing Press, Panaji-Goa, on behalf of the Governor of Goa for disposal of waste paper (magazines, old records and news papers) .The tender should be submitted in a sealed cover superscribed as “Tender for disposal of waste paper ^{Press cuttings,} (magazines, old records & news papers) on Annual Rate Contract” which shall be opened at 4.00 p.m. on 18.06.2026 in the presence of tenderers or their authorized representatives, if any present at that period of time. The tender forms dully filled in all respects should be submitted to this office by 3.00 p.m. on 18.06.2026.

Tenders should be accompanied with an Earnest Money Deposit (EMD) of Rs. 5,000/- in the form of demand draft/deposit at Call receipt drawn in favour of 'The Director, Dept. of Printing and Stationery' payable at Panaji – Goa.

The detailed tender form can also be downloaded from the website www.goa.gov.in and www.goaprintingpress.gov.in by the respective tenderers for which a fee of Rs. 500/- shall be charged and can be paid by way of Demand Draft drawn in favour of the Director, Printing and Stationery, payable at Panaji – Goa.

Further, the tender forms can also be obtained from the Office of the Asstt. Accounts Officer at Government Printing Press, Panaji-Goa on payment of Rs. 500/- in cash on all working days till 18.06.2026. The amount paid towards the cost of tender documents shall be non-refundable.



(Vivek K. Naik)
Director
Printing and Stationery

Government of Goa
Printing and Stationery Department
Panaji – Goa

TENDER CATALOGUE DETAILS

1.	Tender Notice	No. 7/26//2021-GPS/ 89
2.	Date of issue of tender document	29.05.2026
3.	Last date of receipt of tender	18.06.2026 up to 3.00 p.m.
4.	Date and time of opening of tender	18.06.2026 at 4.00 p.m.
5.	Venue of opening of tender	Govt. Printing Press, Panaji - Goa
6.	Address of correspondence	Director, Dept. of Printing and Stationery, Mahatma Gandhi Road, Near Azad Maidan, Panaji – Goa
7.	Cost of tender documents	Rs. 500/- (Rupees Five hundred only) per set to be paid in cash/Demand draft/Deposit at Call receipt drawn on Nationalized Bank payable at Panaji in favour of Director, Printing and Stationery, Panaji. Without tender cost the documents will be rejected without going on merit of the tender papers.

Government of Goa

Department of Printing and Stationery, Panaji-Goa.

TERMS AND CONDITIONS GOVERNING THE TENDER FOR DISPOSAL OF WASTE PAPER FROM GOVERNMENT PRINTING PRESS, PANAJI

1. Sealed tenders superscribed as "Tender for disposal of waste paper" at an estimated value of Rs. 2,00,000/- (Rupees two lakhs only) during a period of 18 months will be accepted on behalf of the Governor of Goa by the Director, Printing and Stationery, Panaji – Goa upto 3.00 p.m. on 18.06.2026.

The tenders received will be opened at 4.00 p.m. on 18.06.2027, in the presence of tenderers or their authorized representatives, if any, at the Government Printing Press, Panaji – Goa.

Tenders should be accompanied with an earnest money deposit of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft/Deposit at call receipt drawn on any Nationalized Bank payable at Panaji, in favour of the Director, Printing & Stationery, failing which the respective tender will not be considered. The successful tenderer shall have to submit Security Deposit of Rs. 20,000/- (Rupees Twenty thousand only) by way of Deposit-at-Call Receipt or Bank Guarantee duly valid for 18 months in the similar manner and shall enter into agreement with the Director, Printing & Stationery, for and on behalf of the Governor of Goa, for a period of Eighteen months within fifteen days from the date of receipt of acceptance order, failing which the earnest money deposit shall stand forfeited to the Government. The E.M.D. of unsuccessful tenderers shall be returned after finalisation of tenders and that of successful tenderer after receipt of Security Deposit.

2. The upset rate of the waste paper for disposal is Rs. 15,000/- (Rupees Fifteen thousand only) per metric tonne, which shall be prevalent in the entire period of contract.
3. On the accepted rate, local Sales Tax/GST as applicable from time to time will be charged extra.
4. Tenders in case of defaulters and who were black listed on the previous occasions will not be considered.
5. Tenders should be accompanied by a receipt slip at page `11 of this set for payment towards cost of tender forms (non-refundable).
6. The tenderer whose tender is accepted, shall have to execute an agreement with the Director, Government Printing Press, Panaji-Goa, on a stamp paper of Rs. 100/- to be borne by the tenderer along with registration. If the tender is submitted by a Partnership Firm, it must be signed separately by each member thereof or in the event of the absence of any partner, it must be

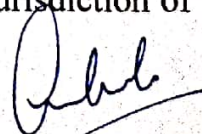
signed on his behalf by a person holding a power of attorney authorizing him to do so and the Agreement thereunder should be executed by duly authorized person or by all the partners and the documents granting power of attorney in original or a notorized certified copy thereof should be attached to the Agreement. If the tenderer is a Company, the authorized Officer or his representative to be a party to the Agreement who should be fully empowered to do so and the authority given thereunder should be attached to the Agreement which shall be retained by the Government Printing Press.

7. 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 papers from the Government Printing Press, Panaji-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 and completed in a workmanlike manner.
8. The Contractor shall make regular visit at his own cost to the Government Printing Press every month for collection of waste paper under intimation. In no circumstances the accumulated waste paper 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 paid as "FINE" by the Contractor to the Director, Government Printing Press, Panaji. However, the number of days to be imposed on the Contractor for the Fine shall be at the discretion of the Director, Government Printing Press, Panaji. He shall also respond promptly to the calls of the Director, Government Printing Press, Panaji.
9. The Contractor shall collect the waste paper from the Government Printing Press within the stipulated period mentioned in clause 7 as above immediately after signing the Agreement and shall during the currency of the Agreement with all the due diligence, promptness and care, collect and remove all the waste paper thereof to the entire satisfaction of the Director, Printing & Stationery, Government Printing Press, Panaji-Goa.
10. The Contractor shall weigh the waste paper in the presence of official/officials nominated for the purpose and pay amount through Cheque only in the name of the Director, Govt. Printing Press, Panaji - Goa (no exceptions in any circumstances to be allowed) before taking delivery of waste paper from the Government Printing Press.
11. On contractors failure to collect the waste paper as stipulated in clause 7, the Director, Government Printing Press, Panaji, may after serving notice on him Contractor relating to the quantity by weight of accumulated waste paper, dispose off the waste paper locally or by burning if necessary, when there are sufficient accumulations to be cleared during the validity period of his Agreement and the expenditure incurred and loss suffered thereon shall be recovered from the Contractor.

- 12. 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 paper or in not fulfilling any of the conditions of the Agreement and shall be responsible for any loss or damage caused to the Government on account of his default or negligence in the process of lifting the waste paper.
- 13. The Contractor shall not assign sublet or transfer the work of collecting waste paper to any other person, persons or organizations, on his behalf.
- 14. No application or request will be entertained for the reduction of the rates, during the validity period of his Agreement.
- 15. In case the Contractor commits breach of any of these terms and condition, then without prejudice to any other remedy open to the Government, which 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 as arrears of Land Revenue under the law for the time being in force.
- 16. 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 close of Agreement for further extension, the Director, Printing & Stationery, shall be at liberty to extend the period of contract for further period upto six months.
- 17. The "WASTE PAPER" consists of a) printing paper cuttings; paper wrappings of printing paper/paperboard bales/reams; cuttings of paper board; cuttings of strawboard; office sweepings in assorted sizes and all colours (all mix). pertaining to Government Printing Press;
 - b) Old Records of all Government Departments, Corporations, Govt. Undertakings etc.
 - c) Newspapers and magazines/ Journals etc. of all Government Departments, Corporations, Govt. Undertakings etc.

The Government shall be at liberty to terminate the Agreement at any time by giving one month's notice or on expiry of period of such notice as per the agreement shall stand terminated.

Any dispute under the Agreement shall be subject to the jurisdiction of the Courts in Panaji Goa.



(Vivek K. Naik)
 Director
 Printing and Stationery

DOCUMENTS TO BE SUBMITTED ALONGWITH THE TENDER

- a) Acceptance of terms and conditions
- b) Copy of receipt of purchase of tender documents or if tender is downloaded from the internet, tender documents cost of Rs. 500/- in the form of Demand Draft drawn on any Nationalized Bank payable at Panaji, drawn in favour of the Director, Printing and Stationery, Panaji
- c) E.M.D. of Rs. 5,000/- in the form of Demand Draft drawn on any Nationalized Bank payable at Panaji, drawn in favour of Director Printing and Stationery, Panaji.

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

Tender Set No.....

Price Rs. 500.00 (Non-refundable)

This tender set has been issued to.....

..... and an amount of Rs.500/- (Rupees five hundred 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

.....
(Receivers signature with full name and address)

.....
.....

Items to be Quoted for

Sr.No.	Item	Rate
1.	Government Printing Press (Paper Cuttings)	
2.	Government Office (Old Records)	
3.	Government Office (Magazines)	
4.	Government Office (News Papers)	

**** SUGGESTION : TENDER SHALL BE AWARDED TO THE HIGHEST BIDDER FOR GOVT. PTG. PRESS (PAPER CUTTINGS)**