ALL INDIA INSTITUTE OF PHYSICAL MEDICINE AND REHABILITATION


SEALED QUOTATIONS ARE INVITED FOR SHREDDING OF OLD RECORDS AND PURCHASE OF SHREDDED MATERIAL

The undersigned reserves the rights to reject or accept the tenders, without any reason being assigned.

The bidder should deposit the Security Deposit in the form of a Crossed Demand Draft of `5,000/- (Rs. Five Thousand Only) drawn in favour of “The Pay and Accounts Officer, Ministry of Health and Family Welfare, Mumbai- 400 008 “. The same will be returned after obtaining the clearance certificate from the undersigned.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Rate for purchasing (Rs/ Per Kg)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Shredding of paper/patta/white/other than white</td>
<td>कागज की कतरन</td>
</tr>
<tr>
<td>2</td>
<td>Shredding and purchase of Slim Files/black paper/hard board etc. file cover/soft cover/</td>
<td>कागज की कतरन और कतरन के अभिकत्तम</td>
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<tr>
<td>3</td>
<td>X-ray films (Digital)</td>
<td>एक्स-रे फिल्म (डिजिटल)</td>
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</table>

The rates quoted shall be inclusive of shredding and disposal of all old records and documents from AIIPMR site including loading and transportation from its stored location inside AIIPMR.

The rates shall be quoted separately for 1) white papers and 2) others papers/hard cardboards/box files/flat files and colour papers.

The rates shall be inclusive of shifting of old records and documents from its present location to the area indentified for shredding. Shredding of papers and transportation of shredded papers waste from inside AIIPMR site to your works/pulping mill.

Additional Terms and conditions on page No.2.
**Terms and Conditions**

1. **Shredding Machine and Weighing Machine** shall be provided by the contractor and shall be operated by the contractor’s personnel.

2. Power supply for the work will be provided by AIIPMR.

3. Shredding of the material and weighing of the same shall be done in the presence of the authorised personnel and shredded material shall be packed in gunny bags after inspection by the authorised personnel before weighing.

4. Details of material weighed shall be submitted to Establishment Section AIIPMR along with signature of Authorised Committee Member to assess the value of the shredded paper and deposit the amount into Government account by the contractor.

5. Payment may be made by means of demand draft drawn in the favour “The Pay and Account Officer, Ministry of Health & Family Welfare, Mumbai - 400 008”.

6. It shall be ensured by the contractor that the shredded machine should be able to shred the material in such a way that the shredded materials become illegible. For this purpose shredding machine with appropriate size, capacity may be brought for the work.

7. The Contractor will also provide pulping certificate of disposal of waste papers used as pulping purpose and recycling for making new paper.

8. Transport Facility for bringing and taking back the shredding Machine and Shredded Material shall be arranged by the contractor himself.

9. Shredding of record can be done only between 9.00 a.m. to 3.00 p.m. from Monday to Friday. The party will not be allowed to take away Shredded material after 3.00 p.m. in any circumstances.

10. Kindly note that without Security Deposit of ₹ 5,000/- the quotation will not be valid & will be not considered.

Sd/-

Specialist Gr.I (Radio Diagnosis)/
Chairperson Condemnation Committee