GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF STATIONERY AND PRINTING
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No.4625/DSP/EDP/2026-27 /889 **. Puducherry, dated:** 23 OCT 2026

e-Tender Notice

Subject: Inviting e-Tenders for annual contract towards Sale / Disposal of Waste Paper / Board cuttings from the premises of Government Central Press, Puducherry - Reg.

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The Director of Stationery and Printing, Puducherry, for and on behalf of the President of India invites e-tenders for Annual Contract towards Sale / Disposal of Waste Paper / Board cuttings lying in the premises of Government Central Press, Thattanchavady, Puducherry-9, as per the details mentioned below:-

Sl. No.	Brief description of stores put for Sale / disposal	Quantity (Approx.)	Earnest Money Deposit
1	Waste paper / board cuttings (Mixtures of all cuttings which include white jelly / colour jelly papers, straw boards, brown kraft, packing boxes/papers, other miscellaneous cuttings, etc.)	30,000 Kgs.	₹ 30,000/-

2. Tender Documents can be downloaded from the website "https://pudutenders.gov.in" and is also available for reference purpose on the websites "http://www.py.gov.in and https://styandptg.py.gov.in".

3. The interested firms may submit the tenders online "https://pudutenders.gov.in" in two bid system in the prescribed proforma. All the documents in support of eligibility criteria should be scanned and uploaded through online. Tenders sent by any other mode will not be accepted. The interested firms can inspect the waste paper / board cuttings at Government Central Press, Puducherry on any working days from **27/10/2026 to 06/11/2026 at 10.30 a.m. to 04.00 p.m**. except Saturday and Sunday.

4. The online technical tender and other documents will be evaluated only on receipt of Earnest Money Deposit in the form of Demand Draft drawn in favour of The Director, Directorate of Stationery and Printing, Puducherry in sealed cover superscribed as 'EMD for e-tender for Annual Contract for Sale / Disposal of Waste Paper / Board cuttings" which will be received upto **11/11/2026 at 5.00 P.M.** in the Directorate of Stationery and Printing, Puducherry.

Schedule of Important Dates:

1	Bid submission start date	27.10.2026 at 09.00 A.M.
2	Last date for submission of EMD at the Department in sealed cover	11.11.2026 at 05.00 P.M.
3	Last date and time for online submission of Technical Bid and Financial Bid	11.11.2026 at 05.00 P.M.
4	Date and time of opening of online Technical Bid	12.11.2026 at 11.00 A.M.
5	Address for Communication	Director, Directorate of Stationery and Printing, Thattanchavady, Puducherry-9.

{If these days happen to be a holiday, the next working day will be the date for Sl.No. 2, 3 and 4}

5. Tenderers are requested to stick on to the date and time specified in the tender document. Tenders will be accepted, only, if submitted in the prescribed manner. Tenderers are requested to read the 'Instructions Help for Contractor, information about Digital Signature Certificate, resources required and Bidder's Manual Kit' at the home page of the website https://pudutenders.gov.in before submission of tender through online.

Phone No. : 0413 - 2250482
Fax No. : 0413 - 2250357
Helpdesk@eprocurement : 0413 - 2220225
Toll free : 1800 233 7315

Director
Directorate of Stationery and Printing,
Puducherry

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF STATIONERY AND PRINTING
* * *

No.4625/DSP/EDP/2026-27/889 Puducherry, dated: 23 OCT 2026

SCOPE OF WORK, ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS:

A. SCOPE OF WORK:-

Clearance of waste papers on monthly / bimonthly basis or as and when directed by this Office periodically during the period of contract by Contractor / Firm from the Government Central Press, Thattanchavady, Puducherry.

B. Eligibility Criteria of Technical Bid:

All the following documents should be scanned and uploaded online in PDF format in the Technical Bid:-

i) **Earnest Money Deposit** (Scanned copy of the Demand Draft to be uploaded).

ii) Self attested Undertaking (**in the letter heads with GSTIN No**.) as mentioned in **para. K**.

iii) **GST Registration Certificate** in the name of the Proprietor/Owner/Firm/Company.

Note: The documents to be uploaded should be legible. In case the uploaded documents are not readable, the tender cannot be examined and the bid can be rejected, thereby rejecting the tender of that firm.

C. THE FINANCIAL BID (BOQ) :

The Financial Bid has to be submitted online in the Tender Offer Form (BOQ) only. A standard BOQ format has been provided online. Bidders are requested to enter the **Basic price per Kg. and the amount of GST / IGST (5%)** in the prescribed said excel sheet (BOQ Form). The Tenderers shall quote the rates in the said financial bid (BOQ) only. Any discrepancy in this regard will cause the rejection of Financial Bid.

D. Earnest Money Deposit:

i) The Earnest Money of E 30,000/- in the form of Demand Draft from any Nationalised Bank drawn in favour of "The Director, Directorate of Stationery and Printing, Puducherry" has to be physically submitted / sent in a sealed cover to this Directorate within the date and time specified in the Schedule of important dates. The scanned copy of the EMD (in PDF format) must be uploaded as stated in para. B (i).

ii) The tender submitted without EMD will be summarily rejected.

E. Bid Evaluation Criteria:

i) After opening of EMD in sealed cover by the e-procurement Committee, the online technical bids will be opened and examined at the scheduled date and time in the premises of the Directorate of Stationery and Printing, Puducherry. The online Financial Bid of technically qualified bidders will be opened thereafter.

ii) The Highest Bidder (H1) will be provided AOC (Award of Contract) by the Competent Authority.

NOTE: The Director of Stationery and Printing is not bound to accept the highest Tender and may accept or reject the highest tender or any tender at his sole discretion and go for re-tendering in case the highest rate obtained in the tender is considered as low.

F. General Terms and Conditions :-

i) The rates should be quoted both in words and figures.

ii) Tender(s) incomplete in any aspect is / are liable to be rejected without assigning any reasons thereof. The Director, Directorate of Stationery and Printing, Puducherry reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reason thereof.

iii) The Earnest Money Deposit of unsuccessful bidders will be released after finalization of tender. The Earnest Money Deposit of successful Firm / Tenderer shall be converted as Security Deposit and shall be returned after satisfactory completion of the sale order / contract period. **In the event of non-removal / non-lifting of waste paper / board cuttings in time, entire amount of the Security Deposit shall be forfeited to Government Account.**

iv) The tenders submitted by those who have been blacklisted by any Government Departments/Organizations/Undertaking will be rejected.

v) Conditional rates will be rejected out rightly. In case of any dispute arise, the decision of the Director of Stationery and Printing, Puducherry will be treated as final.

vi) The Firms / Tenderers may nominate their authorized representative to be present at the time of opening of bids if bidder required.

vii) Bidders should take into account any corrigendum published on the tender document before submitting their bids.

viii) Any dispute arising out of the sale shall be referred to the sole arbitration of the Secretary (Sty. & Ptg.), Puducherry. The decision of the Secretary shall be final binding on the parties.

ix) **Cancellation of Agreement and Penalty to be imposed:**

In the event of not taking delivery of waste materials in time, Director of Stationery and Printing reserves the right to dispose of the materials as deems fit at his own discretion to any person and recover the loss if any due to this, from the original tenderer / firm. Also in the event of unsatisfactory performance, the Director of Stationery and Printing reserves the right to cancel the order. In the event of such cancellation, the Security Deposit will be forfeited. In addition to that, the Director of Stationery and Printing also reserves the right to recover any loss to Government from the tenderer towards breach of contract and due to unsatisfactory performance. Further, the firm / tenderer shall be liable for blacklisting from participation of tender in the Directorate of Stationery and Printing, Puducherry for a subsequent period of 2 years. The decision of Director of Stationery and Printing will be the final and binding.

x) **Agreement:**

The successful tenderer shall be required to execute an agreement stipulating all the conditions mentioned herein within 10 days from the date of communication of the work order by the Director of Stationery and Printing, Puducherry. Failure to sign the agreement within the period specified shall amount to withdrawal of the work order and will lead to forfeiture of EMD amount. Director of Stationery and Printing is free to take further necessary action for entering into agreement with other tenderers and to recover the loss if any due to this, from the original tenderer / firm.

G. **Other Conditions**:-

i) The EMD shall be stand forfeited if a bidder withdraws or amends the bid / tender or impairs or derogates from the tender in any respect during the contract period. No interest will be payable on the EMD amount. The EMD shall also be stand forfeited in the event of premature withdrawals of the tenders by and of the tenderers.

ii) The firms intending to participate in the tender process with their offer of tender are expected and also advised to read and understand the terms and conditions of the contract before sending their tender, as no change or violation of the aforesaid terms and conditions shall be permissible, once the tender is accepted by the Director of Stationery and Printing, Puducherry.

H. Validity:

The duration of contract will be for a period of one year from the date of entering into contract. However, contract is liable to be cancelled at any time for unsatisfactory performance or delay in lifting of the waste paper. The rate offered by the highest tenderer will remain valid for one year from the date of entering into contract. It would cover the entire quantity of waste paper / board cuttings that will be available for disposal in the Government Central Press, Puducherry during the period of Contract.

I. **Payment:**

The Tenderer shall be allowed to lift the material only after pre-payment for the quantity available including the applicable taxes. **If the Government introduces any fresh taxes or increases the present rates of taxes, the same has to be paid by successful Tenderer.**

J. **Disposal schedule :**

i) The time schedule is to be strictly adhered to, since this is time bound work, a serious view will be taken towards delay in removal / disposal of waste paper/ board cuttings.

ii) **Sort out of waste paper will not be allowed**.

iii) The waste paper will be lifted on monthly / bimonthly basis or as and when directed by this Office periodically during the period of contract by Contractor / Firm from the Government Central Press, Thattanchavady, Puducherry.

iv) Buyer must make their own arrangement for transporting the waste materials from the premises of Govt. Central Press. Loading shall be arranged by buyer himself.

DIRECTOR
DIRECTORATE OF STATIONERY
AND PRINTING, PUDUCHERRY

K. Undertaking & Papers required to be furnished by the Bidder

i) I .....(The proprietor / partner / Designation of the managerial Official) of the firm M/s.....has clearly understood the terms and conditions mentioned in the e-Tender Notice and uploaded the Technical Bid and Financial Bid as per the requirement. I / We are agreed to abide by the conditions imposed by the Department.

ii) It is certified that my firm / company has never been black-listed or debarred from any Government Departments / Organization/Undertaking, etc.

iii) I will also abide by the decision of the Department regarding the acceptance / non-acceptance of my tender.

PHONE NO.		**SIGNATURE OF TENDERER**	
CELL NO.			
E-MAIL ID			
PAN NO.		**NAME AND ADDRESS WITH SEAL**	
GSTIN NO.			
DATE			
PLACE			