

### सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ़ इंडिया

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार नं 5, तीसरी मंजिल, राजीव गांधी सालै, तरमणि, चेन्नै - 600 113

Software Technology Parks of India Ministry of Electronics & Information Technology, Govt, of India No.5, 3<sup>rd</sup> Floor, Rajiv Gandhi Salai, Taramani, Chennai – 600 113. Tel (044) 39103525, 22541201, Fax(044) 39103506 Website: www.chennai.stpi.in

Ref No: STPIC/PUR/010/2021-22/1380

Date:23.08.2021

To

#### Call for quotation

#### Sub: Sale of shredded paper at STPI-Chennai - reg

Software Technology Parks of India (STPI), an autonomous society under, Govt. of India, Ministry of Electronics and Information Technology (MeitY), Govt. of India invites quotations towards "Sale of shredded paper at STPI-Chennai" as per the scope of work given below:

#### Scope of work:-

Sale of shredded paper at STPI-Chennai

S.No	Particulars	Rate Per Kg	Approx. weight (Kgs)
1.	Shredded paper		450 **

\*\* The mentioned weight is approximate quantity.

The terms and conditions for the quotation are as follows:

- 1. The validity of the quote must be for 30 days.
- The details of the taxes prevalent on the date of quotation should be clearly indicated in the quotation. If it is not mentioned, it will be treated as inclusive.
- The prices quoted should be inclusive of transportation, removal of debris and insurance charges etc.,
- 4. Quotations should be free from correction/erasures. Corrections if any should be attested,
- 5. Enclose the self attested copy of PAN card.
- 6. Enclose the self attested copy of GST Registration Certificate.
- The bidder has to carry out the site survey for the bidder's better understanding of the work at STPI-Chennai and enclose the duly filled in site visit / inspection form signed by the bidder as per Annexure – I and STPI-Officials along with the quotation
- 8. Delivery will be given only after payment of the full amount.
- No Cheque / Cash will be accepted. Payment will be only in the form of Demand Draft / Bankers Cheque or through NEFT / RTGS payment.
- 10. Non-disclosure agreement to be submitted as per the format enclosed in Annexure -II

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- 11. Intimation will be given by this office and the job to be completed within 15 days from the date of intimation by this office. Bidder will leave storage place of the materials quite clear.
- 12. If the material has not been removed within 15 days, the contractor has to pay a ground rent of 0.5% of quoted rates in actual number of the kilo grams weighed for each day of delay up to one week.
- 13. The quotes should reach this office on or before 13.09.2021 11.30 a.m and the quotations will be opened on 14.09.2021 at 11.30 a.m.
- 14. Bidders are requested to submit the quotes as per enclosed format.

With regards Admin Officer (AV) For Director

Name of the Vendor Address

Telephone

e-mail ID

Sale of shredded paper at STPI-Chennai.

S.No	Particulars	Rate Per Kg.
1.	Shredded paper	
1.	Shredded paper	

(Rupees \_\_\_\_

only)

a)	Bid Validity is 30 days		Yes / No
b)	ENCLOSED, Copy of the PAN card		Yes / No
c)	ENCLOSED, Copy of the GST Registration Certif	icate	Yes / No
d)	Delivery will be taken only after payment of the fu	ll amount	Yes / No
e)	Site visit / inspection form duly filled by the bidden	as	105 / 100
	per Annexure - I		Yes / No
f)	Enclosed Non disclosure agreement as per Annexu	Yes / No	
g)	The work will be completed within 15 days from the of work order at STPI-Chennai.	Yes / No	
h)	The prices quoted is inclusive of transportation, ren	noval	
	of debris and insurance etc		Yes / No
	Signature	:	
	Designation	:	

:

Designation : Seal of the company : Date :

## SITE VISIT/INSPETION FORM

1. Department/Group Name: Admin Group

- 2. Tender No/Call for quotation No:
- 3. Name of company and contact details:
- 4. Nature of work:
- 5. Discussion held with STPI Official (Name & Signature):
- 6. Site/Premises inspection activity(Describe at least in 100 Words):

Vendor's Name

Signature.

Admin Head

Signature.

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# NON - DISCLOSURE AGREEMENT

Date:

STPI	SUPPLIER
SOFTWARE TECHNOLOGY PARKS OF INDIA, NO.5, 3 <sup>RD</sup> FLOOR, RAJIV GANDHI SALAI, TARAMANI, CHENNAI 600 113	

We \_\_\_\_\_\_hereby agree to keep all information confidential about <u>STPI-Chennai</u> learnt by below signed persons from this date \_\_\_\_\_\_ onwards, and at all times in future, in which \_\_\_\_\_\_ (the supplier) has an interest.

We hereby agree and undertake to maintain such information as confidential and undertake not to use any part or the whole of such information, directly or indirectly learnt about STPI-Chennai, for any other purpose other than removal of the shredded paper at STPI-Chennai.

We further agree that our personnel will only disclose confidential information on a need to know basis with the consent of <u>STPI- Chennai</u>.

Signed by:-(Supplier)

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