

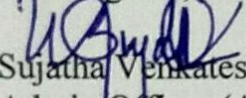






11. Intimation will be given by this office and the job to be completed within 15 days from the date of intimation by this office. Bidder will leave storage place of the materials quite clear.
12. If the material has not been removed within 15 days, the contractor has to pay a ground rent of 0.5% of 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,

  
Sujatha Venkatesh  
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	

(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 Certificate Yes / No
- d) Delivery will be taken only after payment of the full amount. Yes / No
- e) Site visit / inspection form duly filled by the bidder as per Annexure - I Yes / No
- f) Enclosed Non disclosure agreement as per Annexure-II Yes / No
- g) The work will be completed within 15 days from the date of work order at STPI-Chennai. Yes / No
- h) The prices quoted is inclusive of transportation, removal of debris and insurance etc Yes / No

Signature :

Designation :

Seal of the company :

Date :



## **SITE VISIT/INSPECTION FORM**

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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):

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Vendor's Name

Admin Head

Signature.

Signature.



## 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 STPI-Chennai 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 STPI- Chennai.

Signed by:-  
(Supplier)