NOTICE FOR INVITATION OF QUOTATION FOR DISPOSAL OF OLD NEWSPAPERS, BOOKS, MAGAZINES & OTHER WASTE MATERIALS

F. No.MAC/5-1/MiscDis.Obs/147 **Dated: 27.08.2026**

Sub: Invitation of Quotations for Disposal of Old Newspapers, Books, Magazines and Other Waste Materials of the Library.

Sealed quotations/bids in the prescribed format are invited from reputed and eligible firms/scrap dealers (Kabadiwalas) based in Delhi & NCR for the disposal of old newspapers, books, magazines, cartons, waste papers and other scrap materials of the Library, Maharaja Agrasen College (MAC), , Vasundara Enclave, Delhi-110096 on the terms and conditions specified below.

1. Important Dates:

- **Date of Publishing of Bid: 27.08.2026**
- **Inspection of Materials: 28.08.2026 to 03.09.2026**
  (11:00 AM to 05:00 PM, excluding holidays)
- **Last Date & Time for Submission of Bids: 08.09.2026 up to 05:00 PM**
- **Date & Time of Opening of Bids: 09.09.2026 at 11:00 AM**

2. Description of Items:

- Old Newspapers, Books, Magazines, Waste Iron, Plastic, Cartons and Waste Papers.
- Bidders are advised to physically inspect the materials before quoting their rates. Successful bidders will be required to arrange electronic weighing machines in the presence of the designated Committee of MAC and make necessary arrangements for packing, loading and transportation of materials at their own cost within 7 days of acceptance of bid.

3. Submission of Bids:

- Bids shall be submitted strictly in the format prescribed at **Annexure–1**. Incomplete or conditional bids will be rejected.
- The quotation form must be placed in a sealed envelope, clearly superscribed: "**Quotation for Disposal of Old Newspapers, Books, Magazines, Waste Iron, Plastic, Cartons and Waste Papers in Maharaja Agrasen College (MAC), Vasundara Enclave, Delhi"**
- The name, address and contact details of the bidder must be mentioned on the envelope.
- Bids may be submitted either:
  - **i.** By Speed Post addressed to "The Principal, Maharaja Agrasen College (MAC), Vasundara Enclave, Delhi"; **or**
  - ii. By hand to the Section Officer (Admin), Room No. 12, Ground Floor against proper acknowledgement.

3. Bid Security

- Each bid must be accompanied by a Bid Security (EMD) of **₹2500/-** in the form of a Demand Draft issued by any Nationalized/Commercial Bank, drawn in favour of "The Principal, Maharaja Agrasen College, Vasundara Enclave, Delhi".
- Bids without Bid Security will be summarily rejected.
- For successful bidders, the Bid Security will be retained as Performance Security and released only upon successful completion of the contract. For unsuccessful bidders, EMD will be refunded within 7 working days after award of work.

- ❖ Firms Registered with NSIC/MSME/startups are exempted from EMD as per GFR provisions, subject to submission of valid certificate.

4. Eligibility Criteria

- ❖ The firm must have a valid GST Registration Certificate (copy to be enclosed).
- ❖ Experience in similar work in Government Departments/Universities/colleges is desirable (attach copies of work orders, if available).

5. Selection Process

- ❖ Bids will be evaluated by a Committee constituted for this purpose.
- ❖ Selection will be based on the Highest Rate offered on a Weighted Average Basis (as per **Annexure–1**).
- ❖ In case of tie, preference shall be given to the bidder with higher relevant experience.

6. Terms & Conditions

a) The bid document must be signed by the Authorized Signatory of the firm on each page as a mark of acceptance.

b) The successful bidder shall collect and lift materials strictly on an "As is Where is" basis, from the college campus.

c) Materials must be weighed, packed in gunny bags and lifted within 7 days from the date of award or whenever MAC representative will call the vendor for collection of material. Delay will attract penalty or cancellation of work at the discretion of the MAC.

d) The full payment, as per the accepted rates, shall be deposited with the Accounts Division of the MAC before lifting the material.

e) Rates once approved will remain valid for **one year** from the date of agreement, extendable at the discretion of the University. That is, in case such accumulation of obsolete/unserviceable items occur during the year, will be lifted by the vendor on the same approved/accepted rates.

f) Late or incomplete bids will not be accepted. No revision of rates will be allowed after opening of bids.

g) The MAC reserves the right to:

- ❖ Accept or reject any/all bids, wholly or partly, without assigning any reason.
- ❖ Award the contract to more than one bidder at approved rates, if required.

h) In case of unsatisfactory performance, violation of terms, or delay in lifting material, the Performance Security shall be forfeited.

i) The decision of the Competent Authority of the MAC shall be final and binding in all matters related to this tender.

j) In case of disputes, the jurisdiction shall be Delhi Courts Only.

ANNEXURE-1

No.----------

Disposal of Old Newspapers, Books, Magazines, Waste Iron, Plastic, Cartons and Waste Papers (Contract for a period of one year from the date of the Agreement)

Basic Information about the Quotation/Bidder (to be furnished on Letter Head of the firm)

1	Name of the Agency:	
2	Address of the Agency (Attach Proof):	
3	PAN No. of the Agency (Attach Proof):	
4	GST No. of the Agency (Attach Proof):	
5	Work Experience (If Any) (Attach Proof):	
6	Any Other Information, Bidders would like to submit:	

Bid Security:

Details of Demand Draft No.: ---------- Amount. --------

issued by (Bank Name):

Quotations /Bid:

I agree to take away old newspapers/Books/magazines/waste iron/plastic/ papers etc. of MAC, Vasundra Enclave, Delhi during the validity for the contract at under mentioned rates:

Item	Estimated Quantity (KG)	Rates in Rs/kg.
Newspapers of all types	150	
Magazines		
Books		
Cartons		
Waste papers		
Waste Iron	300	
Plastic		
	Grand Total*	

***Highest bidder will be decided on Weighted Average principle**.

I also undertake that all terms and conditions of Tender are acceptable to our firm.

Sd/-

(Signature of authorized signatory)

Name and Designation Stamp of the firm