



Public Web Notice
(For All Reputed Authorized Dealers
& Vendors)

CGB/CO/INFRA/27/2026-27
Date: 04.05.2026

Madam/ Dear Sir,

Inviting Application and Quotations for Empanelment of Vendors for Disposal of Old/ Obsolete Papers & Records

Sealed Bid Tenders are invited on "As is where is basis and no complaint basis" from Paper Waste Dismantler /Recycler/ Scrap Vendors registered with Central/ State Pollution Control Board whose license is currently valid, for empanelment of vendors for purchase & disposal of old records of the Bank.

The Bids shall be placed in sealed envelopes super scribed as:

"Application for Paper Waste Dismantler/ Recycler/ Scrap for CHHATTISGARH GRAMIN BANK"
(Private & Confidential)

Should be submitted to the

**General Manager (Admin),
Chhattisgarh Gramin Bank
Corporate Office, Sector-24
Plot No-47, Atal Nagar,
Nava Raipur, Chhattisgarh- 492018**

Please arrange to submit your best offer with complete Details/ Brochure by 19.05.2026 by 17:00 Hours sharp.

Yours Faithfully

---sd---
General Manager (Admin)



"Empanelment for Disposal of Old/ Obsolete Papers & Records"

Bid Schedule and Address:

Tender Reference No.	CGB/CO/INFRA/27/2026-27
Tender Fee	Nil
Earnest money deposit (EMD)	₹ 10,000.00 (Rupees Ten Thousand Only)
Performance Security Deposit	₹ 25,000.00 (Rupees Twenty-Five Thousand Only)
Start Date of submission of Tender	04.05.2026
Last date and Time of submission of Tender	19.05.2026 (17:00 Hours)
Date of opening of Tender	21.05.2026
Website for Online Tender Applications	www.cgb.bank.in
Address of Communication	Infra Department, CHHATTISGARH GRAMIN BANK Corporate Office, Sector-24, Plot No-47, Atal Nagar, NAVA RAIPUR (C.G) 492018
Email address	infra.ho@cgb.bank.in
Contact Telephone/Mobile No.	62320 33020
Note: Bank reserves the right to accept or reject in part or full, any or all tenders without assigning any reason whatsoever and without any cost and compensation, therefore. Any decision of Bank in this regard shall be final, conclusive and binding on all the Tenderers	

"Empanelment for Disposal of Old/ Obsolete Papers & Records"

1. Scope of Work

The empaneled vendors should take care of following points, while disposing off the old and obsolete records/waste papers

- Collection, shredding, transportation, and disposal of old/obsolete papers/stationery items from designated bank premises.
- No charges to be paid to the vendor for weighing, shredding, loading, uploading and transportation etc.
- Weighing and valuation of obsolete and old stationery items at site, in presence of bank officials.
- Sale proceeds should be deposited to charges account of branch before delivery of wastepaper to the vendor.
- Submission of certificate regarding conversion of wastepaper in to pulp to be obtained from the reputed paper mill within 30 days if lifting.
- Ensuring disposal follows applicable environmental and waste disposal laws.

2. General Terms and Conditions

1. The applicant must have a proven track record of wastepaper management during last 2 financial years in Government Sector/Public Sector Undertakings/highly reputed private Sector Companies. The proofs thereof to be attached with application.
2. The bidder should be wastepaper recycler and scrap vendor registered with central/ State Pollution control Board whose license is currently valid. A copy of valid license is to be submitted.
3. The records like vouchers/slip bundles, Old files Registers, Old Computer Printout sheets/Ledgers, Newspapers, Wastepaper, etc. should be **shredded in the premises of the branch/office** before removal. Firm shall weigh this record in the presence of Branch Head or authorized officer. No records should be allowed to be taken outside the premises without being torn into small shreds.
4. The rate quoted should be quoted per kilogram (exclusive of taxes) and should be in whole rupees. The Tenderer will be bound by the rate given by him in quotation filed with the Financial Bid, irrespective of the market price which may fluctuate during the period. It is a rate contract, and the Highest Bidders (H1) shall be decided according to the rate of wastepaper per Kilogram quoted by Tenderers including GST as per rule quoted by the eligible Tenderer.
5. For the purpose of this tender, the definition of eligible Tenderer is as under:
 - a. Tenderer should have valid PAN
 - b. Tenderer should have valid GST Registration Number
 - c. Tenderer should have valid proof of address in State of Chhattisgarh
 - d. Copy of Aadhar Card in case of individual should be submitted
 - e. Tenderer should enclose the copy of acknowledgement of return of income filed for the last three financial years

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- f. Tenderer should provide proof of completion of project in Government Sector / Public Sector / Private banks
 - g. Every column of the Technical Bid and Financial Bid should be duly filled in as well as duly signed and stamped.
 - h. Latest Paper mill certificate where materials will be sent for pulping purpose.
 - i. Registration Certificate of the Paper Mill.
6. All the eligible Bidders shall have to submit an **EMD of ₹ 10,000/- (Rupees Ten Thousand Only)** preferably by NEFT to below mentioned account details:

Beneficiary Name : Chhattisgarh Gramin Bank
Account No. : 30106271297
Bank Name : State Bank of India
Branch Code & Name : Code-00461, Raipur Main Branch, Jai Stambh Chowk, Raipur
IFS Code : SBIN0000461

Note: No interest would be paid on the Earnest Money Deposit.

Forfeiture of EMD. The EMD may be forfeited if,

- i. A Bidder withdraws Bid during the period of Bid validity specified in this BID; or
- ii. A Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of Contract; or
- iii. In case of successful bidder, if the bidder dishonors its bidding commitments or fails to sign the Contract or fails to accept the work order or fails to furnish Performance Security Deposit within 20 (Twenty) days from date of award of the contract.

Refund of EMD : EMD will be refunded to the unsuccessful bidders within 30 days from the date of issue of letter of intimation to the successful bidder. EMD will be refunded to the successful bidder after the execution of the agreement/acceptance of the work order and submission of Performance Security Deposit (PSD).

7. **PERFORMANCE SECURITY DEPOSIT (PSD):**

The successful bidder to whom the work is awarded shall submit a Performance Security Deposit (PSD) of ₹ 25,000/- (Rupees Twenty-Five Thousand Only) within 20 days from issuance of letter, in the form of a Fixed Deposit or Performance Bank Guarantee, otherwise earnest money will be forfeited. No interest shall be payable on the Performance Security Deposit (PSD) under any circumstances. The said PSD shall be forfeited as a compensation for major loss resulting from the failure to perform the obligations under the contract (viz. services/ Poor workmanship/ successive delays etc.) or in the event of termination of the contract due to aforesaid reasons. The Bank shall issue a notice to Bidder for each major failure to comply with the contractual terms. Upon issuance of such notice, continued non-compliance shall result in forfeiture of the entire Performance Security Deposit (PSD) and termination of the contract.

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8. Arrangement for packing the papers in Gunny Bags shall have to be made by the purchaser at his own cost.
9. The vendor has to lift records from the branches/office irrespective of the quantity, within a period of 10 days from the date of branch letter requesting them to lift the records (20 days for Branches falling under remote areas in Chhattisgarh).
10. The old record to be destroyed, will be identified/segregated by the firm or its representative at bank premises in the presence of bank official.
11. The vendor shall make payments of the sale value of the old record in Cheque/ NEFT/ Transfer to the branch/ office on each occasion before release of said items on the basis of weight/ quantity and will certify in its letter head that **"Records so lifted from Branch will be taken to the paper factory at the cost of the firm and vendor will submit a certificate to the concerned branch within maximum period of 30 days of lifting of record, which would have been issued by the paper mill where the waste record has been destroyed by converting it into pulp. It cannot be used for any other purpose and other scraps items will be disposed off as per Government Guidelines on disposal of scrap items currently in force"**.
12. Highest total for all items will be declared H 1 bidder and empaneled accordingly for a period of two (2) years from date of approval subject to satisfactory work contract may be extended to the bank's discretion and bank reserves the right to discontinue the contract at any time without assigning any reason thereof
13. Lifting of unserviceable items have to be done on working days and during office hours (10:00 am to 5:00 pm) only. However, it is advisable that the vendor fix the exact time of lifting the old record through prior consultation with Branch Manager/ Officer In-charge.
14. The tenderer shall not assign the contract to any other party. He shall not sublet any portion of the contract.
15. In case of any dispute arises, the decision of Chhattisgarh Gramin Bank shall be final and binding.
16. Any litigation arises out of or in any way connected with this contract, shall be deemed to have arisen in Raipur (CG) and only Courts in Raipur (CG) shall have jurisdiction to determine the same.
17. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender document while quoting the rates. All erasures and alterations made while filling the tender document must be attested by initials of the tenderers.
18. The authorized person of the eligible firm/ company shall sign all the pages of the application with seal of the company/ firm. Each of documents should be signed by the contractors submitting the tender in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions etc. as laid down. Any tender with any unsigned document will be rejected. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise, the tender may be rejected. No column of technical and financial bid should be left blank. Incomplete/ineligible tenders are liable to be rejected.

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19. It would be the responsibility of the bidder for safe transit of the disposed records, scraps etc. from Bank's Branch/Office premises to bidder location. In case of any untoward incident happened during transition/transportation, the bidder should be held sole responsible for the loss or consequences.
20. Bank reserves the right to blacklist the vendor in between on observance of unsatisfactory performance/ report.
21. Bank reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
22. The contractor shall make good and reimburse the bank any damage or loss sustained by reason of any inefficiency, incompetence, negligence or defect or delay in carrying the items or by reason of any act of dishonesty or fraudulent conduct on his part of staff engaged by him. The assessment of such loss by the Bank shall be final and after due notice to the contractor, it shall become payable /adjustable from security deposit kept with the Bank. In case the amount so payable exceeds the security deposit, same shall be recovered from the tender.
23. The successful vendor shall be bound to implement the contract by signing an agreement within 15 days from the receipt of intimation of acceptance of his tender by the Bank.
24. If for any reason the contractor fails in any manner to undertake the work assigned to him, the Bank shall levy a penalty of Rs. 50/- (Rupees Fifty only) per day for each such delay.
25. The vendor shall bear all the costs and expenses in respect of all charges, stamp duties etc. for executing the undertaking /agreement with the Bank.
26. The successful bidder/agency shall have to execute an agreement with the Bank (When Called upon by the Bank to do so) on a stamped paper of Rs.100/-. The contract will be started from the date of execution of agreement. Till Such Formal contract is prepared and executed, this bid shall constitute a binding contract between Vendor and The Bank.
27. In case of violation of any terms and conditions in notice and if the services are found unsatisfactory, security money is liable to be forfeited by the bank and the bank may terminate the contract at any time without giving any notice.
28. The approved vendor will visit the branch/office after receiving the information from the respective branch/office.
29. The vendor shall prepare list of the eligible items for destruction provided by Branches.
30. The vendor should be a permanent resident of the Chhattisgarh/ Madhya Pradesh/ Maharashtra/ Orissa/ Jharkhand/ Uttar Pradesh, or the firm of the vendor should be located in same state.
31. If technically qualified vendors agree to work at H1 rate in the tender, they may also be empaneled as per requirement of the bank.
32. Your offer (Technical & Financial) should reach to us by **19.05.2026 (Till 17:00 Hours)**.
33. In case of any dispute arises, the decision of the Chairman of Chhattisgarh Gramin Bank shall be final and binding.

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Financial bid should be strictly submitted on the enclosed format (Annexure-II) only.

Technical bid (Annexure I) and General terms & Conditions should be inserted in envelope 'B' and Financial bid (Annexure II) in envelope 'C'. Both the envelopes should be sealed and inserted into a third envelope 'A' which should also be sealed.

Envelopes should be marked as under:

- **Envelope: A** - Tender for Disposal of Old records.
- **Envelope: B** - Technical bid and General terms & Conditions for Disposal of Old Records & Old Junks/Scrap of the Bank
- **Envelope: C** - Financial bid for Disposal of Old Records & Old Junks/Scrap of the Bank

The financial bids of only those vendors will be opened which will be technically found suitable for bank purpose.

(Envelope B & C shall be kept inside Envelope A).

Acceptance of Terms and Conditions:

We agree to abide by all the terms and conditions as laid down in the tender document unconditionally and shall execute the bank's jobs on the bank's terms and conditions.

(Signature of Bidder with Seal of Firm)

Name

Designation.....

Address.....

.....

.....

E-mail.....

Mobile .No.....



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Annexure : I

Technical Bid

S.No	Particulars	Description	
1	Name of the Applicant/Organization		
2	Type of the Organization (whether Sole Proprietorship, Partnership, Private Ltd or Ltd. Co.etc.)		
3	Registration no. of firm with details of issuing authority, if any(submit photocopy of registration certificate, NOC from state/central pollution control Board)		
4	Permanent address Complete Address:- Land Line Phone Number:- Mobile Number:- E-Mail:- Website, if any:- (Photocopy of address proof must be submitted.		
5	Date & Year of establishment		
6	Documentary proof of track record of wastepaper management during last 2 financial years along with name of organizations (such as govt./semi-Govt. or any other public sector Banks etc.)	Year	Name of Institutions
		2023-24	
		2024-25	
		2025-26	
7	PAN Number (Submit Photocopy)		
8	GST Number (Submit Photocopy)		
9	Last 3 years turnover of the organization.	FY	
		2022-23	
		2023-24	
		2024-25	
10	Present empanelment with Central Govt./ State Govt./ PSU/ Govt. Bodies/ Autonomous Bodies	1. 2. 3.	

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11	Whether Blacklisted/De-registered/Debarred by any Central Govt./State Govt./PSU/ Govt. Bodies / Autonomous Bodies /IBA	Yes/ No
	If Yes please furnish the details.	
12	Whether any relative in Chhattisgarh Gramin Bank	Yes/ No
	If Yes please furnish the details.	
13	Latest Paper mill certificate where materials will be sent for pulping purpose	Yes/ No

I/We certify that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by the Bank, if it deems fit.

Signature and Seal of the Applicant



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Annexure-II
(TO BE SUBMITTED SEPARATELY IN A SEALED COVER)

Financial Bid

Name of Vendor :

Address of Vendor :

(Amount in ₹ and GST Exclusive)

Sr. No.	Particulars	Qty	Reserve Price	Quoted Price (in figures)	Quoted Price (in words)
1	Computer Paper	Per KG	20.00		
2	Magazine/ Journals	Per KG	10.00		
3	Cardboard/ File Cover	Per KG	10.00		
4	Register/ Ledger	Per KG	25.00		
5	Voucher/ Slip	Per KG	20.00		
Total					

(Highest total for all items will be declared H 1 bidder)

- I. I/We have thoroughly examined and understood the terms and conditions of the tender issued by Bank.
- II. I/ We shall be bound by the terms and conditions laid down in the tender and an undertaking to this effect, is enclosed.
- III. I/ We agree to deposit the entire cost of paper waste immediately after weighing the material to the branch/office directly.
- IV. I/ We hereby declare that the entries made in this tender form are correct to the best of my/our knowledge.
- V. I/ We hereby agree to forfeit the earnest money if the contract is abandoned by me/us after the contract is awarded to me/us.

(Signature of the Tenderer with seal)

Name of the signatory:

Name of the Firm:

Date :



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Annexure- III

Undertaking by the Bidder: Non-Blacklist Certificate
(To be submitted by all Bidders on their letter head)

To,
General Manager (Admin)
Chhattisgarh Gramin Bank
Plot No. 47, Sec-24
Atal Nagar, Nava Raipur
Raipur (CG)- 492018

UNDERTAKING

Dear Sir,

I/ We, _____ (Bidder name), hereby undertake that-

As on date of submission of tender, we are not blacklisted by the Central Government / any of the State Governments/ PSUs in India or any Financial Institution in India.

We also undertake that, we are not involved in any legal case that may affect the solvency / existence of our firm or in any other way that may affect capability to provide / continue the services to bank.

Yours faithfully,

Date:

Place:

Authorized Signatory
(Name, Designation and Seal of the Company)



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Annexure-IV

UNDERTAKING

All the terms and conditions given above are acceptable to me/us. I/ We undertake to purchase vouchers/slip bundles, old files Registers, Old Computer Printout sheets/ Ledgers, Newspapers, Wastepaper etc against payment in case my/our rates are approved.

I/We also undertake that paper waste shall be used for preparation of pulp/ lugdi only and no paper shall be either sold in retail market or shall be used for making envelopes etc. In case of approval of my/our rates, all the term and conditions mentioned in this tender form will be executed for lifting the waste papers. I/we, further undertake to state that in case of violation of any terms and conditions by me/us, the Bank may initiate the legal action as per the relevant provisions of Criminal/ Civil Procedure Code and the cost of such legal action against me/us shall be borne by me/us.

Signature of Tenderer (s)

Address:



"Empanelment for Disposal of Old/ Obsolete Papers & Records"

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