

HIGH COURT OF DELHI NEW DELHI*Auction 80.3016 7*

No. 04/RKD/DHC/2026

Dated: 29.01.2026

Auction Notice**General Detail**

Office/Zone	Autonomous Body (Delhi High Court)
Seller/Auctioneer	
Name	Nisha Rani Sharma – Auctioneer
Reference No.	04/RKD/DHC/2026

Category Non-Metallic

Auction Brief: Forward auction through GeM Portal for awarding of contract for lifting of Waste Papers, File Covers, File Boards, Cardboard Boxes, Calendar, Thick Paper Cards, Diaries, Newspapers etc (in shredded form), accumulated/to be accumulated in the premises of the Delhi High Court for a period of two years.

Auction Detail: Online Bids are invited through Forward Auction via GeM Portal, for awarding of contract for removal/disposal of Waste Papers, File Covers, File Boards, Cardboard Boxes, Calendar, Thick Paper Cards, Diaries, Newspapers etc to be shredded/destructed by a heavy duty Industrial Shredding Machine on 'As is where is basis' from the Weeding Room situated in Delhi High Court. The Waste Papers, File Covers, File Boards, Cardboard Boxes, Calendar, Thick Paper Cards, Diaries, Newspapers etc (in shredded form) on regular basis on advance payment at each time of lifting, for a period of two years from the date of awarding of the contract.

Approximate Quantities of Different Categories of Waste to be lifted during two years:

Sl. No.	Category of Waste	Tentative annual quantity (In Kilograms)	Rates to be quoted per Kg. (in Indian Rupees)
1.	White Waste papers (After Shredding)	50,000	One consolidated rate for all the categories
2.	Coloured Waste papers/Old paper (After Shredding)	10,000	
3.	File Covers (After Shredding)	15,000	
4.	Other Misc. paper e.g., Newspapers, File Boards, Calendars, Diaries etc (After Shredding)	100	

THE QUANTITY IS TENTATIVE AND MAY VARY SIGNIFICANTLY.

Project Location – Pin Code

#	Pin Code	City	District	State
1	100503	Delhi	New Delhi	Delhi

Bid Submission Rule

Bidding Access : Open

Item wise Time : No

Set PQ Validation : No

PQ Submission Start :
Date and Time

PQ Submission End
Date and Time

PQ Assessment End
Date and Time

EMD/Post Event Deposit

Allow EMD : Yes
EMD 75000

EMD Mode : Offline
EMD Payment Start
Date} as per schedule attached

EMD Payment End
Date: as per schedule attached

Auction Timing rule

Auction Start Date &
Time: as per schedule attached

Auction End Date &
Time: as per schedule attached

Auto Extension.Not Applicable

Bidding Template Non-Metallic

The period of validity of rates should not be less than two years from the date of award of contract.



(Nisha Rani Sharma)
Deputy Registrar
RKD Branch
for Registrar General

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HIGH COURT OF DELHI, NEW DELHI

RKD Branch

**F. No. 04/ RKD/ 2026/DHC
Dated : 29.01.2026**

FORWARD AUCTION NOTICE THROUGH GeM PORTAL FOR AWARDING OF CONTRACT FOR LIFTING OF WASTE PAPERS, FILE COVERS, FILE BOARDS, CARDBOARD BOXES, CALENDAR, THICK PAPER CARDS, DIARIES, NEWSPAPERS ETC (IN SHREDDED FORM), ACCUMULATED/ TO BE ACCUMULATED IN THE PREMISES OF THE HIGH COURT OF DELHI FOR A PERIOD OF TWO YEARS.

THE QUANTITY IS TENTATIVE AND MAY VARY SIGNIFICANTLY.

Online Bids are invited through Forward Auction via GeM Portal, for awarding of contract for removal/disposal of Waste Papers, File Covers, File Boards, Cardboard Boxes, Calendar, Thick Paper Cards, Diaries, Newspapers etc to be shredded/destructed by a heavy duty Industrial Shredding Machine on 'As is where is basis' from the location situated at the Delhi High Court premises. The Waste Papers, File Covers, File Boards, Cardboard Boxes, Calendar, Thick Paper Cards, Diaries, Newspapers etc., will be allowed to be shredded and removed/lifted on regular basis on advance payment at each time of lifting, for a period of two years from the date of awarding of the contract.

Approximate Quantities of Different Categories of Waste to be lifted during two years:

Sl. No.	Category of Waste	Tentative annual quantity (In Kilograms)	Rates to be quoted per Kg. (in Indian Rupees)
	Waste papers White(₹) (After Shredding)	50,000	
2.	Waste papers Coloured(₹) (After Shredding)	10,000	
3.	File Covers(₹) (After Shredding)	15,000	
4.	Other Misc. paper e.g., Newspapers, File Boards, Calendars, Diaries etc(₹) (After Shredding)	100	One consolidated rate for all the categories

The contract would be awarded to the bidder quoting the highest consolidated rate for all the categories.

The Critical Date Sheet pertaining to Forward Auction is as under:

FORWARD AUCTION CRITICAL DATE SHEET:-

Forward Auction Notice Publishing Date and Time	30.01.2026	1100 hrs
Forward Auction Notice Download Start Date and Time	30.01.2026	1100 hrs
EMD Submission Start Date and Time	30.01.2026	1100 hrs
EMD Submission End Date and Time	05.02.2026	1600 hrs
E-Auction Start Date and Time	06.02.2026	1000 hrs
E-Auction End Date and Time	07.02.2026	1100 hrs
Bid Opening Date	07.02.2026	1200 hrs

INFORMATION RELATED TO THE CONTRACT

1. The bidders are expected to examine all the instructions, proforma, terms & conditions and specifications in the bid documents. Failing to furnish all information required by the bid documents in every respect will be at the bidders' risk and may result in rejection of the bid.
2. The Registry will not be responsible for any particular quantum of waste paper, etc., made available during the contract period.
3. The bidders are required to deposit Demand Draft in the name of The Registrar General, Delhi High Court for a sum of **Rs.75,000/-** as Earnest Money Deposit on or before **05.02.2026 at 16.00 hrs.** which shall be non-interest bearing and the EMD deposited by the successful bidder/vender will be refundable at completion of the contract period, and a signed/ stamped copy of the same has to be uploaded in GeM Portal. The envelope containing EMD shall be addressed to the undersigned in **Room no. 501-B, 5th Floor, Admn. Block, High Court of Delhi, New Delhi.** If the firm is exempted from depositing the EMD, a copy of the Certificate to this effect has to be uploaded on the GeM Portal, on or before aforementioned date and time.



(Nisha Rani Sharma)
Deputy Registrar (RKD)
for Registrar General

THE HIGH COURT DELHI AT NEW DELHI

ADDITIONAL TERMS AND CONDITIONS (ATC) FOR DISPOSAL OF WASTE PAPERS, FILE COVERS, FILE BOARDS, CARDBOARD BOXES, CALENDAR, THICK PAPER CARDS, DIARIES, NEWSPAPERS ETC. ARE SPECIFIED BELOW:

1. Confidentiality Undertaking
 - Bidder shall ensure absolute confidentiality of judicial records.
 - No copying, photographing, scanning or misuse of records shall be permitted.
 - Any breach shall result in termination and forfeiture of security deposit (EMD).
2. The Bidder shall submit the Hard Copy of the EMD with the Registry of this Court on or before 05.02.2026 at 1600 hrs and shall upload the scanned copy of the EMD along with his/ her bid.
3. One consolidated highest rate for all the categories of waste material shall be accepted.
4. The approved rates will remain static during the period of contract.
5. The Bidder shall have registered office based in Delhi /NCR Region only.
6. This Court reserves the right to relax/waive or alter any of the terms & conditions at any stage if it finds sufficient reasons to do.



(Nisha Rani Sharma)
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for Registrar General

TERMS AND CONDITIONS OF THE CONTRACT

Terms and Conditions for the rates quoted for Waste Papers, File Covers, File Boards, Cardboard Boxes, Calendar, Thick Paper Cards, Diaries, Newspapers etc are as follows:-

1. The bidders are required to quote **one highest consolidated rate for all categories of waste material for awarding of the contract for a period of 2 (two) years**. The approved rate will remain static during the period of contract.
2. The Vendor shall have the weight done on the weighing machine owned by this court, in the presence of Officers of the RKD Branch who shall certify the net weight of Waste Papers, File Covers, File Boards, Cardboard Boxes, Calendar, Thick Paper Cards, Diaries, Newspapers etc.
3. The Vendor shall deposit an advance payment by way of Demand Draft in favour of 'The Registrar General, Delhi High Court, New Delhi', before the lifting of the Weighed material.
4. Earnest Money Deposit of unsuccessful bidders shall be returned without interest after the contract has been finally awarded to the successful bidder.
5. The Registry, in its discretion, reserves the right to reject or accept any or all the bids, partly or completely, at any time without assigning any reason thereof.
6. Registry reserves the right to make any change, at any time, in the terms and conditions of the Contract and accept or reject any or all bids, wholly or partly, without assigning any reason thereof.
7. Each bidder has to certify that all the terms and conditions are acceptable to him/ her. (**Annexure 'A'**)
8. All the pages of the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
9. The bidders shall give an undertaking that the Firm/Partners/ Director/ Proprietor has/have not been blacklisted and their business dealings with Central/ State Government/ Public Sector Units/ Autonomous Bodies have not been banned/terminated on the account of poor performance. (**Annexure 'B'**)
10. (i) The rates approved by the Competent Authority shall be valid for a **period of 2 (two) years** from the date of awarding the contract.
(ii) The successful bidder will be required to install his/her own **heavy duty Industrial shredding machine** in the Delhi High Court premises and suitable space will be provided by the Registry for the purpose of tearing/shredding of waste papers, etc. as mentioned hereinbefore, as per the rules.

(iii) The vendor shall **deploy minimum 5 (Five) labourers** on regular basis for shredding and packing of the waste papers, etc., at the premises of this Court and for weighing/ lifting of the waste papers, etc., from this Court, under supervision of Officers of the Registry.

11. The vendor will lift the shredded waste material himself / herself and not through any proxy.
12. The Vendor will ensure that the said waste material does not accumulate more than a truck load in the Registry at a time and will have to attend the job of shredding/ lifting Waste Papers, File Covers, File Boards, Cardboard Boxes and Newspapers, as and when called for.
13. The Vendor shall ensure that the personnel so deployed should maintain due decorum as well as prohibit its personnel on duty from smoking or lighting fire within the premises where they are deployed.
14. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred to the manpower deployed by the Vendor in the course of performing the work. Neither the Vendor nor its workers shall have any claim on this Registry for compensation or financial assistance on this account.
15. The Vendor shall be responsible for any injury or accident to the person deployed by him/ her for performing the job.
16. If the bid is withdrawn or altered by the concerned party at any time after it is submitted, the earnest money deposited by the bidder shall stand forfeited.
17. The Performance Security/Earnest Money Deposit of successful bidder shall stand forfeited in case of breach / default of any of the conditions mentioned hereinbefore.
18. Even after awarding the said contract, the Registry reserves the right to terminate the same, if the services of the Vendor are not found satisfactory.



(Nisha Rani Sharma)
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ANNEXURE – 'A'

HIGH COURT OF DELHI, NEW DELHI

FORWARD AUCTION NOTICE THROUGH GeM PORTAL FOR AWARDING OF CONTRACT FOR LIFTING OF WASTE PAPERS, FILE COVERS, FILE BOARDS, CARDBOARD BOXES, CALENDAR, THICK PAPER CARDS, DIARIES, NEWSPAPERS ETC (IN SHREDDED FORM), ACCUMULATED/TO BE ACCUMULATED IN THE PREMISES OF THE HIGH COURT OF DELHI, NEW DELHI, FOR A PERIOD OF TWO YEARS.

[To be filled in by the bidder/s with reference to Forward Auction for awarding of contract for two years for lifting of Waste Papers, File Covers, File Boards, Cardboard Boxes, Calendar, Thick Paper Cards, Diaries, Newspapers etc (in shredded form) to be accumulated in the premises of the High Court of Delhi, New Delhi.]

1.	Name of the Bidding Firm with address	
2.	Name of the Contact Person with Telephone/Mobile No./ e-Mail Id	
3.	GST Registration No. (signed/ stamped copy to be attached):	
4.	PAN Card (signed/ stamped copy to be attached)	
5.	Whether your firm has been blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body (Yes/No)	(Fill in the undertaking as : mentioned in Annexure-'B')
6.	Whether all the terms and conditions of NIT are agreeable : (Yes or No)	

Signature of the Authorised
Signatory of the firm/ company/
organisation

Official Stamp/Seal

Dated:

ANNEXURE - 'B'

UNDERTAKING

I/We undertake that (Name of the bidding firm) _____,
have not been blacklisted/ banned by any Government Department/ Public Sector
Undertaking/ Autonomous Body.

Signature of the authorised signatory of
the firm/ company/organisation

Official Stamp/Seal

Date :

Place :