

**DELHI DEVELOPMENT AUTHORITY  
(LIBRARY)  
C-2, 3<sup>rd</sup> FLOOR VIKAS SADAN, INA  
NEW DELHI-110023**

**Tender Notice**

**FOR DISPOSAL OF OLD NEWSPAPERS, MAGAZINES, AND BOOKS FROM DDA LIBRARIES**

1. Quotations are invited by Library (Main), Delhi Development Authority under single bid system from reputed firms for lifting of old Newspapers, Magazines and Books etc., from Library (Main) Vikas Sadan and Library (Technical) Vikas Minar. Performa for Technical and Financial Bids are at Annexure-I and II. The contract will be for one-time clearance for eligible bidder.
2. The estimated total weight of material to be disposed is approx 3000 Kgs. However, the same will be measured at the time of disposal and lifting by the successful bidder.
3. The tender document can be downloaded from the DDA website [www.dda.gov.in](http://www.dda.gov.in) from **08.10.2025**.
4. The interested bidders may submit the quotations at Main Library, DDA, C-2 Block 3<sup>rd</sup> Floor, Vikas Sadan in sealed cover envelopes on or before **31.10.2025 by 4 PM**.
5. No quotations will be accepted after expiry of stipulated date and time under any circumstances.
6. The bids will be opened by the Committee on **03.11.2025 at 11 AM** in the chamber of Director(Communications), B-17, Vikas Sadan, INA, New Delhi-110023.
7. The cost of magazines, newspapers and books at the accepted rates will have to be deposited in advance (on the spot) in form of Demand Draft after weighing and before physically removing the same. The successful bidder will be bound for immediate removal of old Newspapers, Magazines/ Waste papers etc., within office hours after weighing.
8. The Committee after evaluation of the Bids will give its specific recommendation (s) regarding the highest responsive bid (H-1), which is to be selected along with a comparative statement duly signed by members of the Committee.
9. The competent authority reserves the right to cancel the tender amend/withdraw any of terms and conditions contained in the tender Document, without assigning any reason.
10. For any queries and assistance you may contact the Library In charge on **011-24661718** between 9:30 AM to 4 PM on working days (Monday to Friday) or drop a mail at [avneesh.dagar215@dda.gov.in](mailto:avneesh.dagar215@dda.gov.in).

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**Library In-Charge**

**Annexure-I**

**PERFORMA FOR TECHNICAL BID**

Sl. No	Item Head	
1	Name of Bidder	
2	Address and Contact Details of the Bidder	
3	PAN of the Bidder	

Signature of Authorized Person

Name :

Seal:

**PERFORMA FOR FINANCIAL BID**

Rate quoted for Lifting of old Newspapers, Magazines/Wastepapers, Books etc. from Library DDA Vikas Sadan and Vikas Minar, New Delhi.

Sl. No	Service Provided for:	Rate Quoted by the Firm/ Bidder (Rs/Kg)
1.	Rate quoted for lifting of old Newspapers, Waste Papers etc.	
2.	Rate quoted for lifting of old Magazines & Books	
<b>❖ <u>Bidders with the highest responsive bid in total of Sr. No 1 &amp; 2 will be selected for the award of contract.</u></b>		
Note: Overwriting or cutting on rates quoted will be not be accepted and will be liable for cancellation of tender.		

Signature of authorized person.

Date:

Name:

Place:

Seal:

## DECLARATION

1. I, .....son/daughter/wife of Shri ..... mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/ am/are well aware of the facts that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Date:

*Place:*