

HIGH COURT FOR THE STATE OF TELANGANA AT HYDERABAD

No. O1/ER Section/2026

Date: 01.05.2026

Due Date: 08.05.2026

TENDERS FOR AWARDING OF CONTRACT FOR SHREDDING, WEIGHING AND LIFTING OF WASTE PAPER ACCUMULATED DUE TO REMOVING OF DULPLICATE BUNDLES FROM DISPOSED OF CASE RECORD IN ENGLISH RECORDS SECTION OF HIGH COURT.

Sealed Tenders, as per enclosed Annexure – A (in English language only), are invited for entering into contract for shredding, weighing and lifting of waste papers emanated due to removal of duplicate bundles from the disposed of case records in the English Records Section of the High Court for the State of Telangana, Hyderabad, on “As is where is & whatever there is basis” from the dump room of the English Records Section, situated at H-Block in the premises of the High Court.

The intending tenderers/firms are requested to send their “Tender document in Annexure-A and the Earnest Money Deposit” in a sealed cover addressed to the Registrar (Judicial), High Court for the State of Telangana at Hyderabad superscribing on the envelope “Tender-document and the Earnest Money deposit for contract of shredding, weighing and lifting of Waste paper, so as to reach on or before 08.05.2026.

The Waste Paper will be allowed to be shredded, weighed, and lifted, daily on payment of cash in the Accounts Section, High Court of Telangana or Demand Draft drawn in favour of the Registrar, High Court of Telangana as per value of the quantity to be lifted.

Any inquiry regarding the aforesaid matter can be made by contacting the Section Officer, Telephone No.040-23688336 / 7337356444 or Controlling Officer/Assistant Registrar, Telephone No.040-23446155 / 7382931526 of the English Records Section of the High Court or the authorized person of the agency can personally visit the English Records section of the High Court for any clarification before quoting the rates on any working day between 11:30 a.m. to 04:00 p.m.

(A) **TENDER**

1. The sealed tender may be submitted early so as to reach the Registrar (Judicial) within time, or may be delivered in the Office of the Registrar (Judicial), High Court for the State of Telangana at Hyderabad, under proper acknowledgement.
2. The bid/tender must be submitted not later than the date & time specified for submitting the same. In case the date of submitting the tender is declared as holiday by the High Court, then next working day will be treated as due date of the tender.
3. The interested parties may, if so desire, before submitting the Tender, inspect the above mentioned waste paper in the dump room located in H-Block of High Court premises on any working day between 11:00 AM and 4:00 PM, on a written requisition by contacting the Section Officer or Controlling Officer/ Assistant Registrar in charge of English Records Section, High Court for the State of Telangana at Hyderabad. The High Court will not be responsible for quantity of waste paper etc., made available during the said period, as the quantity may increase or decrease.

B) **TERMS AND CONDITIONS OF TENDER**

4. The tenderer has to quote the highest rate payable to the High Court, **"PER KG OF THE WASTE PAPER TO BE LIFTED"** in the format as given in Annexure-A. The tender has to bear the expenses for shredding, weighing (Dharma Kanta), packing, and lifting (labour) charge, GST etc.
5. Hypothetical or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, the Earnest Money Deposited by him shall stand forfeited.

6. The tenderers are required to send their Tender document along-with Earnest Money Deposit of Rs.15,000/- (Rupees fifteen thousand only) by way of a Demand Draft drawn in favour of "Joint Registrar-cum-Drawing and Disbursing Officer, High Court for the State of Telangana at Hyderabad", which will be refunded to the unsuccessful tenderers on their written request.
7. The High Court will deal with the tenderer directly and no middlemen/ Commission agents etc., should be asked by the tenderer to represent the cause and they will not be entertained by the High Court.
8. Over-writing/over-typing or erasing of the figures in the tender documents, which render it doubtful or ambiguous, are not allowed and shall render the tender invalid.
9. The High Court, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
10. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Earnest Money/Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
11. All the pages of quotations including the documents submitted therein must be duly signed and stamped by the tenderer, failing which the offer shall be liable for rejection.
12. The rate quoted by the tenderer shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.
13. The High Court reserves the right to conduct negotiations with all or any of the tenderers.

(C) ELIGIBILITY CRITERIA: -

14. The Tenderer/Firm should be in existence for over 2 years in the business of lifting waste paper material for recycling.
15. The Tenderer/Firm should have a previous experience of shredding and lifting waste papers for at least two years with a Government Department/Public Sector undertaking and it should furnish copies of the said contract documents, for two years, along with Tender.
16. The Tenderer/Firm shall have to furnish an undertaking that the shredded material will be sent for recycling/pulp making only and shall not be disposed of in any other manner.

(D) TERMS AND CONDITIONS FOR SUCCESSFUL TENDERS:

17. The successful tenderer/bidder shall have to pay the Performance Security deposit of Rs. 30,000/- (Rupees thirty thousand only) including an amount of Rs. 15,000/- (Rupees fifteen thousand only) already deposited as Earnest Money Deposit along-with the Tender document (Annexure-A), by the way of a Demand Draft drawn in favour of "The Joint Registrar-cum-Drawing and Disbursing Officer, High Court of Telangana. The performance Security deposit will be refunded upon written request after two months from the date of expiry of the contractual period satisfactorily. If the successful tenderer abandons the contract prematurely, or fails to perform his part of contract, the security deposit or any part thereof is liable to be forfeited.
18. The successful tenderer, at his cost, shall have to bring the shredding machine(s), weighing machine(s), gunny bags/containers and transport vehicles and also engage his own labour for the purpose of shredding, weighing, packing and lifting of the waste papers from the place earmarked for the purpose by the High Court. Further, the successful tenderer shall bring his own sub-meter for recording the number of units consumed for shredding

the records and shall pay for the same in the Accounts Section of Registry of High Court.

19. No charges/expenses will be paid by the High Court with regard to shredding, weighing (Dharma Kanta), packing and lifting (labour) of the waste paper from the High Court premises. The successful tenderer shall bear all those expenses and has to quote only the "Rate per-KG of the Waste Paper" payable to the High Court, for the material to be lifted from the premises of the High Court.
20. After lifting the shredded waste paper in the lorry, the successful tenderer shall get it weighed at the nearest Dharma Kanta, in the presence of one of the staff members of the English Records Section, and submit the weighing slip to the undersigned through the Controlling Officer/Section Officer of the English Records Section, to check the correctness of the waste paper lifted. The successful tenderer shall bear the weighing charges for the Dharma kanta.
21. The successful tenderer shall lift the shredded material by himself and not through proxy, after dally obtaining the prescribed gate pass from the Registrar (Judicial) or the Officer authorized by him in this regard. If any shredded material is kept in the premises of the High Court without lifting the same, the contractor will be doing so at his peril and responsible for the loss, if any, sustained by him.
22. The successful tenderer shall complete the entire work, during office hours between 10.30 am and 5.00 pm, within 30 (thirty) clear working days from the date of awarding of the contract and take away the men and machinery deployed by him immediately on the date of completion of the entire work from the High Court premises. The High Court is not responsible for its safety and upkeep during the period of work or beyond the date of completion of work.

23. The successful tenderer shall ensure that the personnel deployed by him should maintain due decorum and prohibit them from smoking or lighting fire within the premises where they are deployed and also restrain them from collaborating or mixing up with any outside element or with the workers/staff of the Advocates, etc.
24. The successful tenderer shall not utilize the services of criminals/antisocial elements for the purpose of shredding, weighing and lifting the waste papers and shall provide the full details of the persons deployed by him for the said job.
25. The High Court shall have no civil, criminal and financial liability for any harm/damage/injury incurred by the men and machinery deployed by the successful bidder during the course of performing the terms and conditions of the contract and the successful tenderer shall only be responsible for any such injury/accident/damage to the men and machinery deployed by him. Neither the Contractor nor his workers shall have any claim on the High Court for compensation or financial assistance on this account.
26. The successful tenderer shall bear all statutory payments - like taxes payable to the State or Central Governments or the Local Bodies as applicable, i.e., GST etc., minimum wages prescribed for the labour, compensation in case of accident or loss to the workers employed by him to fulfil the terms and conditions of the contract.
27. The disputes, if any, arising out of this tender notice shall be subject to Hyderabad jurisdiction only.

(E) PENALTIES:

28. Even after awarding the said contract, the High Court reserves the right to terminate the same, if services of the successful tenderer/contractor are not found satisfactory; and to entrust the work to another contractor and to

recover the loss, if any, sustained to the High Court from the successful tenderer/contractor.

29. In cases of default of any of the aforesaid conditions by the successful tenderer/contractor, during period of their engagement, the Security Deposit shall stand forfeited without any further notice or opportunity.

(F) INVITATION OF TENDER:

The Interested parties shall send their "Tender document in Annexure-A and the Earnest Money Deposit" by way of a Demand Draft for Rs.15,000/- (Rupees fifteen thousand only) drawn in favour of the Joint Registrar-cum-Drawing and Disbursing Officer, High Court for the State of Telangana at Hyderabad in a sealed envelope super-scribing envelope "Tender document and the Earnest Money Deposit for contract of shredding, weighing and lifting of Waste Papers", to the Registrar (Judicial), High Court of Telangana, Hyderabad as to reach on or before 08.05.2026. The tenders received after due date/time without earnest money will not be entertained. After opening the tenders, there will be negotiation to finalise the Price per KG of the Waste Paper" payable to the High Court.

Hyderabad:


01-05-2026
REGISTRAR (JUDICIAL-II)

ANNEXURE - A

HIGH COURT FOR THE STATE OF TELANGANA AT HYDERABAD

Dated:

**TENDER FOR AWARDING OF CONTRACT FOR SHREDDING, WEIGHING, AND LIFTING OF
WASTE PAER ACCUMULATED DUE TO REMOVING OF DUPLICATE BUNDLES FROM DISPOSED
OF CASE RECORDS BY THE ENGLISH RECORDS SECTION OF THE HIGH COURT FOR THE
STATE OF TELANGANA**

S.NO.	PARTICULARS	INFORMATION	REMARKS
1.	Name of the tenderer (With address)		
2.	Name of the Contract Person with Telephone/Mobile No./email ID/ Fax No.		
3.	Date of commencement of Business:		
4.	Status of the organization (i.e., whether proprietorship, partnership, Private Limited etc):		
5.	Name of the CEO/Proprietor with Contact number:		
6.	Annual Turn-over for 2025-26 and 2026-27		
7.	GST No.		
8.	Traders Identification No.(TIN)		
9.	PAN No. of the Organization: (Furnish photocopies of relevant documents)		
10.	Details of Rate Payable to the High Court:(Rate per KG of waste papers to be lifted):		
11.	Do you agree with the terms and conditions stipulated)		
12.	Details of EMD (enclosed DD):	DD No. _____ dated: _____ for Rs. _____/- drawn on _____ Bank in favour of Joint Registrar-cum- Drawing and Disbursing Officer, High Court for the state of Telangana at Hyderabad.	

DECLARATION

It is certified that the information furnished above is correct to the best of our knowledge & belief.

I/We have read the Terms & Conditions to BIDDERS and accepted the same.

I/We have made my/our offer keeping in view of all these conditions forming part of the tender inquiry.

We have seen the samples of the material to be lifted from the High Court premises.

I/We have remitted an EMD of Rs. _____/- (Rupees _____ only) vide DD.No. _____ dated _____ drawn on _____ Bank, _____ Branch.

A copy of the Tender Document, along with the terms and conditions, with all pages duly signed in token of acceptance of the same, is enclosed herewith.

Place: Hyderabad

Signature.....

DATE:

Name:.....

Designation.....