

Jharkhand Rajya Gramin Bank
Head Office, Ranchi

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

1. Introduction:

JHARKHAND RAJYA GRAMIN BANK is a Regional Rural Bank, established under Regional Rural Bank Act, 1976 sponsored by State Bank of India and jointly owned by Government of India, Government of Jharkhand and State Bank of India. The Bank has 450 branches as of now and are operating under eight Regional Offices across the state of Jharkhand viz. Ranchi, Singhbhum, Gumla, Palamu, Hazaribagh, Giridih, Deoghar & Godda. The locations of the Bank in Jharkhand State are:

S.No.	Region	Districts covered
1	Ranchi	Ranchi & Khunti
2	Singhbhum	East Singhbhum, West Singhbhum & Seraikella -Kharsawan
3	Gumla	Gumla, Simdega, Latehar & Lohardagga
4	Palamu	Palamu & Garhwa
5	Hazaribagh	Hazaribagh, Chatra, Ramgarh & Koderma
6	Giridih	Giridih, Dhanbad & Bokaro
7	Deoghar	Deoghar, Jamtara & Dumka
8	Godda	Godda, Sahebganj & Pakur
9	Head Office	Ranchi

Jharkhand Rajya Gramin Bank (JRGB), invites Application along with sealed quotations from reputed and eligible scrap vendors for empanelment for disposal of scrap items and old & obsolete records (Registers/Voucher/paper/file cover etc.) available at its branches and offices across the state of Jharkhand.

Bid Schedule and Address:

Tender Reference	RFP Ref No: ACCT-2025-26/7
Tender Fee	Rs.2000/- (Rupees Thousand Only)
Date of commencement of RFP	01.09.2025
Pre bid Meeting Date and Venue	09.09.2025 AT HEAD OFFICE, RANCHI
Last Date and Time for receipt of applications	23.09.2025
Opening of Eligibility and Quotations	24.09.2025
Website for Online RFP/Applications	Jrgbank.in
Address of Communication	Accounts Department, 3 rd Floor, Zila Parishad Market Complex, Kutchery Chowk, Ranchi-834001
Email address	hoaccount@jrgb.in
Contact Telephone/Mobile No.	9939560992
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	

2. 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 waste paper to the vendor.
- Submission of certificate regarding conversion of wastepaper into pulp to be obtained from the reputed paper mill within 30 days of lifting.
- Ensuring disposal follows applicable environmental and waste disposal laws.

3. Eligibility Criteria

Vendors must:

- Be registered with the relevant municipal/local authorities for scrap trading.
- Have valid GST registration. (if applicable)
- Have PAN issued by Income Tax Department.
- Be in business for at least 3 years.
- Not be blacklisted by any government organization or PSUs.

*Documents Required (to be enclosed): **along with Annexure I and Annexure II***

- Copy of trade license/registration certificate.
- Copy of GST registration. (if applicable)
- Copy of PAN card/Adhar Card (If vendor is individual)
- Work experience certificates or purchase orders from reputed organizations. (Bank/LIC/other Govt. offices)
- Declaration on letter head stating non-blacklisting.

4. Empanelment Process

- The bank will evaluate all applications based on eligibility, experience, and financial offer.
- Bidders will have to quote rates above the reserve price for all items in annexure II.
- Highest total for all items will be declared H 1 bidder and empaneled accordingly for a period of two (2) years which may be extended to the bank's discretion.

5. Submission of Application & quotation

Interested vendors should submit their sealed applications with quotation and relevant documents in the prescribed format to the following address:

The General Manager (Administration)

Jharkhand Rajya Gramin Bank
Head Office, 3rd Floor, Zila Parishad
Market Complex Kutchery Road, Ranchi – 834001

*Envelope should be clearly marked: "**Application for Empanelment of Scrap Vendors** –*

6. Terms & Conditions

- The bank reserves the right to accept or reject any or all applications without assigning any reason.
- No advance payment will be made.
- The vendor shall quote price per kg or item as per intimation during actual disposal.
- Empanelment does not guarantee allocation of work.
- All disputes shall be subject to Ranchi jurisdiction.

Annexure: I

Application for Empanelment of Vendor for disposal of old/obsolete papers/stationery items (To be printed on Vendor letterhead)

SL No.	Particulars	Details
1	Name of the Vendor	
2	Address	
3	Contact Person	
4	Phone/Mobile	
5	Email	
6	Year of Establishment/ Experience	
7	GST No.:(If applicant is a firm)	
8	PAN No/Adhar No.	
9	Details of past clients (attach copy)	
10	Declaration of non-blacklisting (attach separately	

Authorized Signatory

(Signature with Seal)

Date: _____

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

FORMAT OF FINANCIAL QUOTE

(To be printed on Vendor letterhead)

Name of the Vendor/ Firm: _____

Sl.No .	Description of Item	Unit	Reserve price in Rs.	Quoted Price in Rs.
1	Register	Per KG	25	
2	Voucher/Pay in slip/Paper	Per KG	20	
3	Computer paper	Per KG	30	
4	Card Board /File Cover	Per KG	10	
Total for all items				

Authorized Signatory

(Signature with Seal)

Date: _____