



Tender for Selection of Service Provider for Pulping of Documents

Reference number: PSeGS/Pulping/2024/1

Punjab State e-Governance Society,
O/o Department of Governance Reforms & Public Grievance
Government of Punjab
Plot D-241, Industrial Area, Phase – 8B,
Sector – 74, Mohali – 160071

Table of Contents

1. Notice inviting Tender	4
2. Document control sheet	5
3. Definitions	6
4. Introduction	7
5. Instructions to bidders	8
5.1. Bid evaluation process	8
5.2. Eligibility / pre-qualification criteria	8
5.3. Earnest Money Deposit (EMD)	10
5.4. Clarification on Tender document	10
5.5. Preparation of bid	10
5.6. Deviations	11
5.7. Validity of bids	12
5.8. Amendment to the Tender document	12
5.9. Bid opening	12
5.10. Financial bids	13
5.11. Disqualifications	13
5.12. Issue of Letter of Intent (LoI)	14
5.13. Performance Bank Guarantee (PBG)	14
5.14. Signing of contract	15
5.15. Fraud and corrupt / malpractices	15
5.16. Work Order	16
6. General Contract Conditions	17
6.1. Standards of performance	17
6.2. Confidentiality	17
6.3. Termination of contract for default	17
6.4. Termination of contract for insolvency, dissolution etc.	18
6.5. Termination for convenience	18

6.6.	Force Majeure -----	18
6.7.	Resolution of disputes-----	19
6.8.	Legal Jurisdiction -----	19
6.9.	Amendment to the contract-----	19
7.	<i>Scope of Work</i> -----	20
8.	<i>Roles & Responsibility</i> -----	21
8.1.	<i>For work orders of Sewa Kendra</i> -----	21
8.1.1.	Roles of District Commissioner -----	21
8.1.2.	Role of PSeGS -----	21
8.1.3.	Role of Service Provider -----	21
8.2.	<i>For work orders of other organizations of Govt. of Punjab</i> -----	22
8.2.1.	Roles of concerned organization -----	22
8.2.2.	Role of Service Provider -----	22
9.	<i>Contract Period</i> -----	22
10.	<i>Exit Management</i> -----	22
11.	<i>SLA and Penalties</i> -----	23
12.	<i>Payment Terms</i> -----	23
12.1.	General -----	23
12.2.	Prices -----	24
13.	<i>Bid formats</i> -----	25
13.1.	Covering letter -----	25
13.2.	Format for Performance Bank Guarantee -----	28
13.3.	Format for Undertaking -----	30
13.4.	Letter of Authorization-----	31
13.5.	Financial Bid Format -----	32
13.6.	List of Sewa Kendra with address-----	33
13.7.	Certificate of Pulping -----	47

1. Notice inviting Tender

Government of Punjab

Tender Reference Number: PSeGS/Pulping/2024/1

PSeGS (Punjab State e-Governance Society) invites online bids for selection of Service Provider for Pulping of Documents of Sewa Kendras and other government offices. Closing date and time is 10.04.2024 at 3:00 PM. For details log on to <https://dgrpg.punjab.gov.in/> and <https://eproc.punjab.gov.in/>.

CEO, Punjab State e-Governance Society (PSeGS)

2. Document control sheet

SN	Particulars	Details
1.	Document reference number	PSeGS/Pulping/2024/1
2.	Date & time for the start of sale of Tender online	14.03.2024 17:00 PM
3.	Date and time for submission of queries through email	21.03.2024 11:00 AM
4.	Date and time for pre-bid meeting	22.03.2024 11:00 AM to 12:00 PM
5.	Date and time for submission of bids	10.04.2024 03:00 PM
6.	Date and time of opening of pre-qualification bids	12.04.2024 10:00 PM
7.	Date of opening of financial bids	To be intimated later
8.	Cost of Tender document (online)	Rs. 1,000(Rs. One thousand only)
9.	Earnest Money Deposit (EMD) through online mode	Rs.1,00,000 (One lakh only)
10.	Contact details	Mr. Navgeet Singh, Assistant Manager Mobile : +91 98152 16964 Email: navgeet.singh@punjab.gov.in
11.	Address for communication/Pre-bid meeting	Punjab State e-Governance Society, O/o Department of Governance Reforms & Public Grievance, Plot D-241, Industrial Area, Phase – 8B, Sector – 74, Mohali (S.A.S Nagar) – 160071
12.	Website for Tenderreference	https://dgrpg.punjab.gov.in/ and https://eproc.punjab.gov.in/
13.	Selection Method	Highest Cost Based Selection (H1)

Note: All corrigendum / addendums / clarifications regarding this Tendershall be posted on the above-mentioned websites only. No other communication or advertisement will be given.

3. Definitions

3.1. Unless the context otherwise requires, the following terms whenever used in this Tender and contract have the following meanings:

- 3.1.1. "PSeGS" means Punjab State e-Governance Society O/o Department of Governance Reforms and Public Grievances, Punjab.
- 3.1.2. "Client" refers to PSeGS / any office of Government of Punjab.
- 3.1.3. "Site Office" may refer to
 - 3.1.3.1. Various government offices across Punjab and Chandigarh.
 - 3.1.3.2. Sewa Kendra in 23 districts of Punjab (List attached Annexure 13.6)
- 3.1.4. "Bidder" means a firm / company / business entity who submits a bid in response to this Tender.
- 3.1.5. "Bid" means proposal submitted by bidders in response to this Tender issued by PSeGS for selection of "Service Provider".
- 3.1.6. "Committee" means the committee constituted by PSeGS for evaluation of bids.
- 3.1.7. "Similar work" means document pulping services to central/state government/private entity in India.
- 3.1.8. "Service Provider" means the firm / company / business entity, selected through competitive bidding process in pursuance of this Tender.
- 3.1.9. "EMD" means "Earnest Money Deposit".
- 3.1.10. "PBG" means "Performance Bank Guarantee".
- 3.1.11. "Contract" refers to the contract entered between PSeGS and the Service Provider.
- 3.1.12. "SLA" refers to "Service Level Agreement"
- 3.1.13. "Day" refers to calendar day of 24 hours.
- 3.1.14. "Month" refers to 30 days.

4. Introduction

- 4.1. Department of Governance Reforms and Public Grievances, Punjab through its implementation agency. Punjab State e-Governance Society administers the implementation of e-Governance projects for the overall benefit of the public by setting up the necessary administrative, financial, legal and technical framework, implementation mechanism and resources in the State of Punjab.
- 4.2. Through this tender, PSeGS invites proposals from interested bidders for providing document pulping services for Sewa Kendras and other government offices across Punjab and Chandigarh.

5. Instructions to bidders

5.1. Bid evaluation process

5.1.1. The bid evaluation will be carried out in a two-stage process as under:

5.1.1.1. Pre-qualification / eligibility evaluation

5.1.1.2. Financial bids evaluation

5.1.2. During the process of evaluation of the bids, PSEGS may, at its discretion, ask bidders for clarifications on their bids. The bidders are required to respond within the prescribed time frame given for submission of such clarification otherwise the Committee shall make its own reasonable assumptions at the total risk and cost of the bidder and the bid may lead to rejection.

5.2. Eligibility / pre-qualification criteria

5.2.1. The evaluation of the bidders will be carried out by the Committee as per the pre-qualification / eligibility criteria defined in the Tender document. Only the bidders who fulfill the given pre-qualification eligibility criteria shall be eligible for next round of evaluation i.e. Financial Evaluation. Non-conforming bids will be rejected and will not be eligible for any further processing.

5.2.2. The eligibility criteria are given as below:-

SN	Eligibility Criteria	Supporting documents
1.	<p>Bidder should be either:</p> <ul style="list-style-type: none"> ● A company registered under the Indian Companies Act, 2013/1956 OR ● A partnership firm registered under the Indian Partnership Act, 1932 OR ● A Proprietorship firm registered under the Shops & Commercial Establishments Act or a similar Act of any other State/ Union, as applicable. <p>Note: Joint Venture/ Consortium is not allowed</p>	Relevant document to prove that the bidder is a legal entity like Certificate of Incorporation, Certificate of Registration, Partnership deed, etc.
2.	The bidder should be in the business for at least 3 years as on last date of bid submission.	Certification from statutory auditor/ practicing Chartered Accountant/work order.

SN	Eligibility Criteria	Supporting documents
3.	The bidder should have completed at least 3 projects in "Similar work" during the last five years from the last date of bid submission.	Project Citation supported with Work order/Client Certificate/Work order along with certificate from practicing Chartered Accountant(CA)/Statutory Auditor
4.	The bidder should have a minimum annual average turnover of Rs. 30 lakhs., in any three out of last 5 financial years i.e.(2018-19, 2019-20, 2020-21, 2021-22, 2022-23).	Audited Financial Statements OR Certificate from statutory auditors clearly certifying the turnover requirements. OR CA certificate clearly certifying the turnover requirements
5.	The bidder shall submit an undertaking of not being blacklisted, insolvent and convicted of any criminal offense in the last 5 years from the last date of bid submission.	Self-Certified letter as per the format given
6.	The bidder should have a valid GST registration certificate and PAN in the name of the bidder.	Self-certified copy of relevant valid certificates

Note: All the above-mentioned documents have to be scanned and uploaded on the State e-Procurement portal i.e. eproc.punjab.gov.in only.

5.2.3. Bidders registered as a startup with Department of Industries & Commerce, Government of Punjab as per chapter 16.1 of Detailed Scheme & Operational Guidelines, 2018 of Industrial and Business Development Policy 2017, issued by Department of Industries & Commerce, Government of Punjab, shall be exempted from eligibility criteria mentioned at Sr. No. 2 to 4 in the above table. Registered startups are required to submit the self-attested copy of the registration in order to avail themselves of relaxations.

5.2.4. The compliance against the above criteria is to be submitted as per below format: -

SN	Particulars	Eligibility Criteria	Supporting Documents	Page No.	Compliance (Yes/No)
----	-------------	----------------------	----------------------	----------	---------------------

...
-----	-----	-----	-----	-----	-----

5.3. Earnest Money Deposit (EMD)

- 5.3.1. The bidder shall furnish EMD through online mode, as part of the Eligibility Criteria, as per detail provided in the Document Control sheet.
- 5.3.2. EMD of the successful bidder will be released after the successful bidder signs the final agreement and furnishes the Performance Bank Guarantee (PBG) as performance security.
- 5.3.3. EMD of all unsuccessful bidders would be refunded by PSeGS as promptly as possible after signing of the agreement with the successful bidder.
- 5.3.4. The EMD submitted shall be interest free and will be refundable to the bidders without any accrued interest on it.
- 5.3.5. The EMD will be forfeited on account of one or more of the following reasons:-
- 5.3.5.1. Bidder withdraws its bid during the validity period specified in the Tender.
 - 5.3.5.2. Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
 - 5.3.5.3. In case of a successful bidder, the said bidder fails to sign the Agreement in time; or furnish Performance Bank Guarantee in time.
 - 5.3.5.4. If a bidder makes misleading or false representations in the forms, statements and attachments submitted in the bid documents.

5.4. Clarification on Tender document

- 5.4.1. The bidders requiring any clarification on the bid document may submit his queries by the due date and time as mentioned in the Document Control Sheet in the following format in a MS Excel file:

SN	TenderClause No.	Pg. No.	TenderClause detail	Amendment Sought / Suggestion	Justification
...

5.5. Preparation of bid

- 5.5.1. The bidder is expected & deemed to have carefully examined all the instructions, guidelines, forms, requirements, appendices and other information along with all terms and conditions and other formats of the bid. Failure to furnish all the

necessary information as required by the bid or submission of a proposal not substantially responsive to all the requirements of the bid shall be at bidder's own risk and may be liable for rejection.

- 5.5.2. The bidders can visit Sewa Kendra (List attached in Annexure 13.6) to assess the quantum of work involved before submitting the bid. Once the bid is submitted, it will be presumed that the bidder has seen and understood the complete Scope of Work.
- 5.5.3. The bid shall be uploaded on the www.eproc.punjab.gov.in website by the bidder or duly authorized person(s) to bind the bidder to the contract.
- 5.5.4. The bidder shall be responsible for all costs incurred in connection with participation in the bid process.
- 5.5.5. The bids submitted by fax / e-mail / envelope etc. shall not be accepted. No correspondence will be entertained on this matter.
- 5.5.6. Consortium & Sub-contracting is not allowed.
- 5.5.7. The bids submitted by a consortium of companies / firms or any subcontractors will be rejected.
- 5.5.8. All correspondences between the bidders and PSeGS shall be written in the English language.
- 5.5.9. All information supplied by bidders shall be treated as contractually binding on the bidders on successful award of the assignment by PSeGS on the basis of this Tender.
- 5.5.10. Failure to comply with the below requirements shall lead to the bid rejection
 - 5.5.10.1. Comply with all requirements as set out within this Tender.
 - 5.5.10.2. Submission of the forms and other particulars as specified in this Tender and respond to each element in the order as set out in this Tender.
 - 5.5.10.3. Submission of all supporting documentations specified in this Tender, corrigendum or any addendum issued.

5.6. Deviations

- 5.6.1. Bids submitted with any deviations to the contents of the Tender will be considered as non-responsive. No deviation(s) / assumption(s) / recommendation(s) shall be allowed with the bid. Bidders must ensure that the pre-bid meeting is attended by their concerned senior people so that all clarifications and assumptions are resolved before bid submission.

5.7. Validity of bids

- 5.7.1. Bids shall remain valid till 90 (ninety) days from the date of submission of bids. PSeGS reserves the right to reject a proposal valid for a shorter period as non-responsive.
- 5.7.2. If required, PSeGS may solicit the bidder's consent to extend the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional. A bidder may refuse the request without forfeiting the Earnest Money Deposit. A bidder granting the request will not be permitted to modify its bid.
- 5.7.3. PSeGS reserves the right to annul the bidprocess, or to accept or reject any or all the bids in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.
- 5.7.4. PSeGS may, at its own discretion, extend the date for submission of proposals.

5.8. Amendment to the Tender document

- 5.8.1. Amendments / corrigendum / addendums / clarifications necessitated due to any reasons, shall be made available on the website only as provided in the document control sheet. No separate communication either in writing or through email will be made to any interested/ participating bidders. It shall be the responsibility of the bidders to regularly visit the website to amend their bids incorporating the amendments so communicated through the website <https://eproc.punjab.gov.in>
- 5.8.2. In order to provide prospective bidders reasonable time for taking the corrigendum(s) or addendum(s) into account, PSeGS, at its discretion, may extend the last date for the receipt of bids.

5.9. Bid opening

- 5.9.1. PSeGS will constitute a committee to evaluate the bids submitted by bidders. No correspondence will be entertained outside the process of evaluation with the Committee.
- 5.9.2. The bids submitted will be opened at time & date as specified in the document control sheet by Committee or any other officer authorized by Committee, in the presence of bidders or their representatives who may wish to be present at the time of bid opening.

5.10. Financial bids

- 5.10.1. The Bidder as part of its Financial Bid shall account for all out of pocket and other expenses including all permits, approvals, travel cost etc. to be deployed during the currency of the Contract.
- 5.10.2. The Financial Proposal shall include all the GST/Service Tax, other Taxes, Duties, Cess etc.
- 5.10.3. The prices/rates quoted by the Bidder shall remain firm (fixed) during the entire Contract Period and shall not be subject to any variation on any account. A Bid submitted with variable price quotation will be treated as non-responsive and hence shall be liable to be rejected.
- 5.10.4. Financial e-Bid shall be submitted on the State e-Procurement portal i.e. <https://eproc.punjab.gov.in> as per the format attached at **Annexure 13.5**. The rate per Kg for pulping should be quoted.
- 5.10.5. Financial bids would be opened for only those bidders who qualify the pre-qualification criteria as explained above on the prescribed date in the presence of bidder's representatives, who may wish to be present.
- 5.10.6. The bidder quoting the highest total amount including GST shall be declared as the successful bidder or H1 bidder. The next highest bidder shall be called as H2 bidder and so on.
- 5.10.7. Failure to abide by the bid conditions may result in forfeiture of EMD & PBG.
- 5.10.8. Any conditional financial bid will lead to disqualification of the entire bid and forfeiture of the EMD.
- 5.10.9. The bidders quoting negative charges in the financial bid will be treated as non-responsive and their EMD may be forfeited in case it is due to gross negligence of bidder.
- 5.10.10. Errors & Rectification:
 - 5.10.10.1. If there is a discrepancy between words and figures of the cost, the amount in words will prevail.
 - 5.10.10.2. If the bidder doesn't accept the correction of error(s) as specified, their bid will be rejected.

5.11. Disqualifications

- 5.11.1. PSeGS may at its sole discretion and at any time during the evaluation of bids, disqualify any bidder, if the bidder has:

- 5.11.1.1. Made misleading or false representations in the forms, statements and attachments submitted in bid documents. The EMD of the bidder will be forfeited in such cases.
- 5.11.1.2. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- 5.11.1.3. Failed to provide clarifications related thereto, when sought;
- 5.11.1.4. Submitted more than one bid (directly / indirectly);
- 5.11.1.5. Declared ineligible by the Government of India / State / UT Government for corrupt and fraudulent practices or blacklisted.
- 5.11.1.6. Submitted a bid with price adjustment/variation provision.
- 5.11.1.7. Documents are not submitted as specified in the Tenderdocument.
- 5.11.1.8. Suppressed any details related to bid.
- 5.11.1.9. Submitted incomplete information, subjective, conditional offers and partial offers submitted.
- 5.11.1.10. Not submitted documents as mentioned in this Tender.
- 5.11.1.11. Submitted bid with lesser validity period.
- 5.11.1.12. Any non-adherence/non-compliance to applicable Tender content.

5.12. Issue of Letter of Intent (LoI)

- 5.12.1. PSeGS will issue a Letter of Intent (LoI) to notify the successful bidder in writing about acceptance of their bid. The LoI will constitute the formation of the contract after submission of PBG to PSeGS as performance security by the successful bidder.

5.13. Performance Bank Guarantee (PBG)

- 5.13.1. The successful bidder shall furnish performance security to PSeGS valuing Rs. 10 lakhs within 15 days of release of LoI as Bank Guarantee in electronic form.
- 5.13.2. Permanent Account Number (PAN) and email id of PSeGS for generation of e-PBG through NeSL portal is AAATP9562E and ceo.psegs@punjab.gov.in respectively.
Note: In case the partner bank of the successful bidder is not on boarded on the NeSL platform, then the successful bidder may submit PBG instead of ePBG.
- 5.13.3. (e)PBG shall remain valid for a period of 180 (one hundred eighty) days beyond the expiry of the contract. Whenever the contract is extended, the Service Provider will have to extend the validity of PBG proportionately.

- 5.13.4. In case the successful bidder fails to submit performance security within the time stipulated, PSeGS at its discretion may cancel the award of contract to the successful bidder without giving any notice and the EMD of the concerned bidder will be forfeited.
- 5.13.5. The Service Provider will not be entitled for any interest on the PBG submitted.
- 5.13.6. PSeGS shall forfeit the PBG in full or in part in the following cases:
 - 5.13.6.1. When the terms and conditions of contract are breached/ infringed.
 - 5.13.6.2. When the contract is being terminated due to non-performance of the Service Provider.
 - 5.13.6.3. The Clients (PSeGS or other Clients) incur any loss due to Service Provider's negligence in carrying out the project implementation as per the agreed terms & conditions.

5.14. Signing of contract

- 5.14.1. The successful bidder will sign the contract with PSeGS within 15 days from the date of the issue of LoI. After signing of the contract, no variation in or modification of the term of the contract shall be made except by mutual written amendment signed by both the parties.

5.15. Fraud and corrupt / malpractices

- 5.15.1. All the bidders must observe the highest standards of ethics during the process of selection of Service Provider and during the performance and execution of contract.
- 5.15.2. For this purpose, definitions of the terms are set forth as follows:
 - 5.15.2.1. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the Client or its personnel in contract executions.
 - 5.15.2.2. "Fraudulent practice" means a misrepresentation of facts, in order to influence a selection process or the execution of a contract and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive the Client of the benefits of free and open competition.
 - 5.15.2.3. "Unfair trade practice" means supply of services different from what is ordered or change in the Scope of Work.

- 5.15.2.4. “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.
- 5.15.3. PSeGS will reject a proposal for award, if it determines that the bidder recommended for award, has been determined to have been engaged in corrupt, fraudulent or unfair trade practices.
- 5.15.4. PSeGS will declare a bidder ineligible, either indefinitely or for a stated period of time, for award of contract, if bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.

5.16. Work Order

- 5.16.1. The work order for documents lying at Sewa Kendra will be placed immediately. This will be the 1st work order. The approximate quantity is 6.44 lakhs Kg.
- 5.16.2. The work order for recurring documents will be placed from time to time as per requirement by the Client.
- 5.16.3. All other organizations of Government of Punjab can place work order at the rate quoted by bidder in the tender.
- 5.16.4. The work order for point 5.16.1 and 5.16.2 above will be additional work order.

6. General Contract Conditions

6.1. Standards of performance

- 6.1.1. The Service Provider shall deliver the services and carry out its obligations under the contract with due diligence and efficiency in accordance with generally accepted professional standards and practices. The Service Provider shall always act in respect of any matter relating to this contract as a faithful Service Provider to the Client. The Service Provider shall always support and safeguard the legitimate interests of the Client, in any dealings with a third party. The Service Provider shall conform to the standards laid down in the Tenderin totality.

6.2. Confidentiality

- 6.2.1. Confidential information shall mean and include any and all confidential or proprietary information furnished, in whatever form or medium, or disclosed verbally or otherwise by the Service Provider and/ or the Client to each other including, but not limited to, the services, plans, financial data and personnel statistics, whether or not marked as confidential or proprietary by the parties.
- 6.2.2. The Service Provider shall ensure that while providing services, all the details and information are kept confidential.
- 6.2.3. During the execution of the project except with the prior written consent of the Client, the Service Provider or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.
- 6.2.4. The Service Provider will maintain the confidentiality of the data. The Service Provider will be required to take appropriate actions with respect to its personnel to ensure that the obligations of non-use & non-disclosure of confidential information are fully satisfied. In case of failure, the Client has the right to take legal action against the firm or terminate the contract.
- 6.2.5. The Service Provider shall sign a Non-Disclosure Agreement (NDA) for maintaining the confidentiality of the records handed over for pulping.

6.3. Termination of contract for default

- 6.3.1. The PSeGS or the Service Provider can terminate the contract in the event of default of terms and conditions of this Tenderor the subsequent contract by the other party by giving 30days written notice. In such a case, the provisions under the Exit Management clause shall apply.

6.4. Termination of contract for insolvency, dissolution etc.

- 6.4.1. The PSeGS may at any time terminate the Contract by giving written notice to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to Client. In such a case, the provisions under the Exit Management clause shall apply.

6.5. Termination for convenience

- 6.5.1. The PSeGS reserves the right to terminate, by prior written notice of 30 days, the whole or part of the contract, at any time for its convenience. The notice of the termination shall specify that the termination is for the PSeGS's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective. In such a case, the provision under Exit Management clauses shall apply.

6.6. Force Majeure

- 6.6.1. The PBG of the Service Provider shall not be forfeited or the contract shall not be terminated for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 6.6.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, and quarantine restrictions.
- 6.6.3. If a Force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by Client in writing, the Service Provider shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

6.7. Resolution of disputes

6.7.1. If any dispute arises between parties, then these would be resolved in following ways:

6.7.1.1. Amicable Settlement: Either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, then the second Sub-clause (6.7.1.2) of resolution of disputes shall become applicable.

6.7.1.2. Arbitration: In case of dispute arising between the Client and the Service Provider, which has not been settled amicably, the Service Provider can request the Client to refer the dispute for Arbitration under Arbitration and Conciliation Act, 1996 and amendments thereof. Such disputes shall be referred to the Arbitrator which shall be appointed by Hon'ble Punjab and Haryana High Court. The Indian Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings will be held at Mohali. The decision of the arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrator shall be borne equally by the client and the Service Provider. However, the expenses incurred by each party in connection with the preparation, presentation and litigation shall be borne by the party itself.

6.8. Legal Jurisdiction

6.8.1. All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Mohali(S.A.S Nagar), Punjab only.

6.9. Amendment to the contract

6.9.1. The contract signed thereof can be amended by mutual consent of both the parties, provided such amendment is made in writing and signed by both the parties.

7. Scope of Work

- 7.1. More than 400 citizen services are provided through 535 Sewa Kendra to the citizens. For the purpose of delivering services to the citizen, physical application forms and required documents are collected. Approximately 8 lakh applications are received every month and each application consists of an average of 4 pages. All these physical application forms contain personal information of the citizens and needs to be safely and securely disposed. Documentpulping is one of the best practices to dispose these types of records.
- 7.2. Documents that may require to be pulped are as under:
 - 7.2.1. Currently approx. 14 crores pages are lying at various Sewa Kendras across Punjab which weigh about 6,44,000 Kgs i.e. 644 tons which will have to be pulped by the Service Provider. Work order for this activity shall be placed after signing of contract.
 - 7.2.2. Further, every month 32 lakhs pages are printed at Sewa Kendras which weigh about 15,000 Kgs. These will require pulping at regular intervals as per requirement of the PSeGS. Additional work orders shall be placed from time to time for this activity.
 - 7.2.3. Additionally, any office of Government of Punjab may place a work order for pulping of their documents. Additional work orders shall be placed from time to time for this activity.
- 7.3. The Service Provider shall make all arrangements for collecting and transporting the documents to the pulping site as per time and convenience of client office.
- 7.4. For 7.2.1, the pickup of the document shall be done by the Service Provider irrespective of the amount of documents to be disposed.
- 7.5. For 7.2.2 and 7.2.3 above, the pickup of the document shall be done by the Service Provider only if the minimum quantity at the respective Site Office is 200 Kgs or more.
- 7.6. The Service Provider will provide document pulping service.
- 7.7. The representative of PSeGS or nominated personnel may be present at site of pulping during pulping activity. The Service Provider shall allow the presence of the representatives of the PSeGS or its nominated personnel and handover the pulping certificate as per annexure 13.7. The cost of tour/visit shall be borne by Client.
- 7.8. The Service Provider will share address of site where pulping shall be done at the time of submitting bid documents. In case there is any change in the pulping site during implementation, an approval from PSeGS shall be taken in advance.

- 7.9. For existing documents lying at Sewa Kendras, the collection of documents shall be completed within 30 days from receiving 1st work order and pulping activity and certificate thereof shall be completed within 60 days from collection.
- 7.10. For additional work orders, the collection of documents and the pulping shall be completed as per the time timelines mutually decided at time of placing work order date of collection of documents.
- 7.11. Weighing of documents:
- 7.11.1. The weighing of documents shall be done at the respective Site Office in presence of representative of the Client.
- 7.11.2. The arrangement of weighing machine capable and suitable for weighing such quantity shall be the responsibility of Service Provider.

8. Roles & Responsibility

8.1. For work orders of Sewa Kendra

8.1.1. Roles of Deputy Commissioner

- i. Appointment of nodal officer to supervise the handover process of records.
- ii. To ensure handover of documents to be disposed to the Service provider as per the format in annexure 13.9.
- iii. To maintain records of weight of the documents hand overed for disposal.

8.1.2. Role of PSeGS

- i. To facilitate coordination between District administration and Service Provider in disposal process.
- ii. To issue necessary guidelines/SOPs with respect to the project.

8.1.3. Role of Service Provider

- i. To takeover of all the documents to be disposed.
- ii. To maintain records of weight with a lot number of the documents handed over for disposal.
- iii. To transportation of documents to the pulping site.
- iv. To carry out pulping activity.
- v. To issue pulping certificate to the department.
- vi. To share Certificate for Compliance with Confidentiality in the Disposal of Records after every pulping activity as per annexure 13.8

8.2. For work orders of other organizations of Govt. of Punjab

8.2.1. Roles of concerned organization

- i. Appointment of one representative to supervise the handover process of records.
- ii. To ensure handover of documents to be disposed to the Service provider as per the format in annexure 13.9.
- iii. To maintain records of weight of the documents handed over for disposal.
- iv. To ensure the documents are safe and are not accessed by unauthorized person.
- v. To share a report which consists information of weight of document handed over for pulping, date of pulping, pulping certificate received and any SLA related to performance with PSeGS after completion of the work.

8.2.2. Role of Service Provider

- i. To take over of all the documents to be disposed.
- ii. To maintain records of weight with a lot number of the documents handed over for disposal.
- iii. To transportation of documents to the pulping site.
- iv. To carry out pulping activity.
- v. To issue pulping certificate to the department.
- vi. To share Certificate for Compliance with Confidentiality in the Disposal of Records after every pulping activity as per annexure 13.8

9. Contract Period

- 9.1.1. This contract shall be valid for a period of 24 months initially from the date of signing of contract.
- 9.1.2. PSeGS reserves the right to extend the contract for a period of 3 years, one year at a time, subject to satisfactory services by Service provider at same price, terms and conditions at its sole discretion.

10. Exit Management

- 10.1.1. On expiry or premature termination of the contract, the Service Provider shall complete the pulping of all the documents that have been already picked up for pulping. The Service provider shall also share pulping certificates for all the work orders executed till date.

11. SLA and Penalties

11.1.1. The SLA and penalties are as under:

SN	Activity	Target / Service Level	Penalty for delays beyond target level
1.	Submission of PBG	15 days from the date of issue of LoI	Rs. 200 per day delay
2.	Signing of contract	15 days from the date of issue of LoI	Rs. 200 per day delay
3.	For 1st work order: Collection of documents	30 days from date of work order	Rs. 200 per day per Site Office
4.	For 1st work order: Providing certificate of pulping	60 days from date of collection	Rs. 1 per kg per week
5.	For Additional work order: Collection of documents	As per timelines decided order placing organization	Rs. 100 per day per site office
6.	For Additional work order: Providing certificate of pulping	As per timelines decided order placing organization	Rs. 1 per kg per week
7.	Non compliance to confidentiality clause	Zero instance	10% of the work order and legal action

The maximum penalty for service contracts shall be 15% of the contract value / work order value. After this limit is reached, a letter of warning shall be issued and the Client reserves the right to terminate the contract for default. The Client may waive off the penalties for justified reasons submitted by the Service Provider in writing.

12. Payment Terms

12.1. General

- 12.1.1. Payment by the Service Provider shall be made in Indian Rupees through account payee cheque / NEFT / RTGS as per actuals.
- 12.1.2. Payment by the Service Provider shall be made within 2 working days from date of transportation of the documents from the pickup site to pulping site.
- 12.1.3. All payments shall be made subject to deduction of TDS (Tax Deduction at Source) at the rate applicable from time to time as per the Income-Tax Act, 1961 and any other applicable deductions/ taxes.

- 12.1.4. All taxes, duties and any statutory levies etc. payable by the Service Provider during the contract tenure shall be the sole responsibility of the Service Provider.

12.2. Prices

- 12.2.1. The rates quoted in the financial bid shall be inclusive of all taxes. However, the taxes shall be paid as applicable from time to time.
- 12.2.2. The prices shall remain fixed for the complete contractual period. No price change request will be accepted after opening of the bids and during the validity of the contract.

13. Bid formats

[Note: Italicized comments in rectangular brackets of formats have been provided for the purpose of guidance/ instructions to bidders for preparation of the bid formats. These should not appear in the final bids to be submitted by the bidders]

13.1. Covering letter

Bid Reference No. : PSeGS/Pulping/2024/1

[Bidders are required to submit the covering letter as given here on their letterhead]

To
CEO,
Punjab State e-Governance Society,
O/o Department of Governance Reforms and Public Grievances,
Plot No. D-241, Industrial Area, Phase 8B, Sector – 74, Near Quark City,
Mohali - 160071

Sub: Submission of bid for selection of service provider for Pulping of Records of Sewa Kendras

Dear Sir,

1. We, the undersigned, have carefully examined the above referenced Tender and submit our bid in full conformity with the said Tender.
2. We have read all the provisions of Tender & corrigendum and confirm that these are acceptable to us.
3. We further declare that additional conditions, deviations, if any, found in our bid shall not be given effect to.
4. We agree to abide by this bid, consisting of this letter and financial bid, and all attachments, till 90 days from the date of submission of bids as stipulated in the Tender and any additional documents submitted, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
5. Until the formal final contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.
6. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.

Pulping of Records of Sewa Kendras

7. We understand you are not bound to accept any bid you receive, not to give reason for rejection of any bid and that you will not reimburse any expenses incurred by us in bidding.
8. We declare that this is our sole participation in this bid and we are not participating / co-participating through any of the other related parties or channels.
9. We have not been blacklisted or barred by any State Govt. / Central Govt. / Board, Corporations and Government Societies / PSU for any reason.
10. Tender document cost and EMD has been paid online and the details are as below:-
[Insert the details as applicable].
11. The proposed site of Pulping is:
12. Our details have been filled below:-

SN	Particulars	Details
1.	Name of the bidder	
2.	Address with telephone numbers, email, etc.	
3.	Date of incorporation and/or commencement of business	
4.	Registration Number	
5.	PAN Number	
6.	GST Registration Number	
7.	Name, designation, postal address, e-mail address, phone numbers (including mobile) etc., of Authorized Signatory of the bidder with power of attorney.	
8.	Details of individuals who will serve as the point of contact/communication with the Client in case of the award of the contract. <i>[The details must include Name, designation, postal address, e-mail address, phone numbers (including mobile) etc.]</i>	

13. Details of Similar Works that are in progress or have been completed (Proofs attached) :-

SN	Name of the Service	Name of the	Number of	Value of	Contract	Contract
----	---------------------	-------------	-----------	----------	----------	----------

Pulping of Records of Sewa Kendras

	Contract	Client	persons deployed	Contract	start date	completion date

Signature

Full Name

In the capacity of

Duly authorized to sign Proposal for and on behalf of

Date.....

Place.....

[*: Strike off whichever is not applicable]

13.2. Format for Performance Bank Guarantee

CEO,
Punjab State e-Governance Society,
O/o Department of Governance Reforms and Public Grievances,
Plot No. D-241, Industrial Area, Phase 8B, Sector – 74, Near Quark City,
Mohali - 160071

Whereas, <<name of the Service Provider and address>> (hereinafter called “the applicant”) has undertaken, in pursuance of TenderNo: / Contract no. <<insert Tender/ contract no.>> dated. <<insert date>> to provide consulting services for <<name of the assignment>> to <<Client>> (hereinafter called “the beneficiary”)

And whereas it has been stipulated in the said contract that the applicant shall furnish you with a irrevocable and unconditional bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<Name of the Bank>> a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> have agreed to give the Client such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider, upto a total of Rs. <<Insert Value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <<Insert Value>> (Rupees <<insert value in words>> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

Notwithstanding anything contained herein:

1. Our liability under this bank guarantee shall not exceed Rs <<Insert Value>> (Rupees <<insert value in words>> only).
2. This bank guarantee shall be valid up to <<insert expiry date>>.
3. It is a condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>> failing which our liability under the guarantee will automatically cease.

13.3. Format for Undertaking

[On the letterhead of the organization]

No.

Date:

To,

CEO,
Punjab State e-Governance Society,
O/o Department of Governance Reforms & Public Grievances
Plot No. D-241, Industrial Area, Sector - 74,
Sahibzada Ajit Singh Nagar, Punjab-160071

Subject: Self Declaration of not being blacklisted, insolvent and convicted of any criminal offense.

Ref: Your Bid Ref. No.: <xxx> dated <xxx>

Dear Sir/ Madam,

We confirm that our company or firm, <Name_of_the_company/firm>, is as on the date of submission of this bid: -

- A. Has not been ever under a declaration of ineligibility for corrupt or fraudulent practices and has not been blacklisted by any State Govt. / Central Govt. / Board, Corporations and Government Societies / PSU for any reason.
- B. Has not ever been insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and has not been the subject of legal proceedings for any of the foregoing reasons.
- C. And our directors, partners and officers have not been convicted of any criminal offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications within a period of three years as on date of submission of bid or not have been otherwise disqualified pursuant to debarment proceedings.

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

13.4. Letter of Authorization

[On the letterhead of the organization]

To,

CEO,
Punjab State e-Governance Society,
O/o Department of Governance Reforms & Public Grievances
Plot No. D-241, Industrial Area, Sector - 74,
Sahibzada Ajit Singh Nagar, Punjab-160071

Dear Ma'am/ Sir,

Sub: Letter of Authorization

<Name>_____<Designation>_____ is hereby authorized to sign & stamped relevant documents on behalf of the<Company>___ in dealing with this Tender Document published vide No. ____dated_____. He is also authorized to attend meetings and submit Technical and Commercial information as may be required by you in the course of processing above said Tender.

Thanking you,

Authorized Signatory (s) of the Company <Name> <Designation> <Seal>	Signature of the person authorized by the Bidder <Name> <Designation> <Seal>
--	---

13.5. Financial Bid Format

For Pulping of Records		
Sr. No.	Prices Quoted per kg	Prices Quoted per kg
	Rs. (in figure)	Rs. (in words)
1		

All the prices quoted should be inclusive of applicable taxes. If the quoted prices is in decimal, prices shall be round off up to two decimal places for all purposes.

13.6. List of Sewa Kendra with address

Sr.No.	District	Sewa Kendra's Address
1	Amritsar	Abadi Harnam Singh Wala
2	Amritsar	Ajnala
3	Amritsar	Baba Bakala
4	Amritsar	Bal Khurd
5	Amritsar	BudhaTheh
6	Amritsar	Bundala
7	Amritsar	Butala
8	Amritsar	Chabba
9	Amritsar	Chamrang Road (Park)
10	Amritsar	Chawinda Devi
11	Amritsar	ChhajalWaddi
12	Amritsar	Chogawan
13	Amritsar	Gehri
14	Amritsar	Gurnam Nagar/Sakatri Bagh
15	Amritsar	Jasrur
16	Amritsar	Jethuwal
17	Amritsar	Jhander
18	Amritsar	Kartar Singh Nagar
19	Amritsar	Khalchain
20	Amritsar	Kot Moti Ram
21	Amritsar	Lahori Gate
22	Amritsar	Market Committee Rayya Office
23	Amritsar	Matewal
24	Amritsar	Mc Jandiala Near Bus Stand
25	Amritsar	Mc Majitha Near Telephone Exchange
26	Amritsar	Mehta Chowk
27	Amritsar	Merran Kot Kalan
28	Amritsar	Nangali
29	Amritsar	Nawa Pind
30	Amritsar	Pakharpora/Talwandi Khumana
31	Amritsar	Rajasansi
32	Amritsar	Ramdass
33	Amritsar	Sewa Kendra, Ajnala
34	Amritsar	Sewa Kendra, Attari
35	Amritsar	Sewa Kendra, Dto Office, Ram Tirath Road, Amritsar
36	Amritsar	Sewa Kendra, Ho, Kitchlu Chownk, Amritsar
37	Amritsar	Sewa Kendra, Lopoke
38	Amritsar	Wadala Viram

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
39	Amritsar	Zone No 6 - Basant Park, Basant Avenue
40	Amritsar	Zone No 7 - Pwd ,B And R Office Opp. Celebration Mall
41	Amritsar	Zone No 8- Japani Mill (Park), Chherata
42	Barnala	DC Office Barnala
43	Barnala	Dhaura
44	Barnala	I.T.I. (Boys), I.T.I Chowk Barnala
45	Barnala	Mehal Kalan
46	Barnala	Pirtha Patti Dhurkot
47	Barnala	Prem Pardhan Mkt.
48	Barnala	Sdm Office, New Grain Mkt. Tapa
49	Barnala	Sehna
50	Barnala	Sub-Tehsil, Bhadaur
51	Barnala	Tubewell No. 1 (Water Tank), Adjacent To Civil Hospital Dhanaula
52	Barnala	Veterinary Hospital, Handiaya
53	Barnala	Veterinary Hospital, Tapa
54	Barnala	Water Works, Near G.S.S School Sanghera, Barnala
55	Bathinda	Balian Wali
56	Bathinda	Balloh
57	Bathinda	Balluana
58	Bathinda	Bhagiwander
59	Bathinda	Bhagta
60	Bathinda	Bhai Rupa
61	Bathinda	Bhucho
62	Bathinda	Chauke
63	Bathinda	Community Center Model Town Ph-3, Bathinda
64	Bathinda	Deaddiction Centre Suchha Singh Nagar, Bathinda
65	Bathinda	Disposal Near Bikaner Bypass, Amarpura Basti, Bathinda
66	Bathinda	Gobindpura
67	Bathinda	Goniana
68	Bathinda	Govt. Polytechnic College. Bibi Wala Road, Bathinda
69	Bathinda	Gumti Kalan
70	Bathinda	I.T.I Iti Chowk, Mansa Road, Bathinda
71	Bathinda	Kotshamir
72	Bathinda	MaiserKhana
73	Bathinda	Mandi Kalan
74	Bathinda	Maur I
75	Bathinda	MehmaSarja
76	Bathinda	Mehraj

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
77	Bathinda	Nathana
78	Bathinda	Natheha
79	Bathinda	Pathrala
80	Bathinda	Phul
81	Bathinda	Raiya
82	Bathinda	Raman - I
83	Bathinda	Rampura
84	Bathinda	Sangat
85	Bathinda	Sewa Kendra, D.C. Office Bathinda
86	Bathinda	Talwandi - I
87	Bathinda	Tungwali
88	Bathinda	Urban Community Health Center, Jogi Nagar, Bathinda
89	Faridkot	Bargari, Ran Singh Wala Road At Taxi Stand
90	Faridkot	Bhaja Khana, Near Patwarkhana In Sub Yard Bhajakhana
91	Faridkot	Chief Agriculture Office Circular Road Faridkot
92	Faridkot	Dashmesh Nagar (Panjgrain Kalan)
93	Faridkot	Dhiman Wali
94	Faridkot	Gole Wala
95	Faridkot	Kotsukhia
96	Faridkot	Near Dear Sacha Sauda
97	Faridkot	Sadiq
98	Faridkot	Sewa Kendra, Mini Secretariat, Faridkot
99	Faridkot	Tehsil Complex, Municipal Park Kotkapura
100	Faridkot	Tehsil Complex, Opp. Dsp Office
101	Fatehgarh Sahib	Dadiana
102	Fatehgarh Sahib	VpoBadali Ala
103	Fatehgarh Sahib	Nabipur
104	Fatehgarh Sahib	Jakhwali
105	Fatehgarh Sahib	Chanarthal Khurd
106	Fatehgarh Sahib	Roorkee Near Works
107	Fatehgarh Sahib	Sanghol
108	Fatehgarh Sahib	SDM Amloh
109	Fatehgarh Sahib	M.C.Mandigobingar
110	Fatehgarh Sahib	Rest House Gobindgarh
111	Fatehgarh Sahib	SDM BassiPathana
112	Fatehgarh Sahib	Khamanon
113	Fatehgarh Sahib	Bara Sirhind
114	Fatehgarh Sahib	SDM Office Fatehgarh Sahib
115	Fazilka	ChakKhere Wala
116	Fazilka	Azimgarh
117	Fazilka	Balluana

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
118	Fazilka	ChakSuhele Wala
119	Fazilka	District Adm. Complex Fazilka
120	Fazilka	Fazilka Malout Road Arniwala
121	Fazilka	Ghallu
122	Fazilka	Ghubaya
123	Fazilka	Grain Market Abohar
124	Fazilka	Ladhuka
125	Fazilka	Mandi Amin Ganj
126	Fazilka	Market Committee Office, Jalalabad
127	Fazilka	Municipal Council Office Fazilka
128	Fazilka	PanjKosi
129	Fazilka	Sappanwali
130	Fazilka	SittoGunno
131	Fazilka	Tehsil Complex Abohar
132	Fazilka	Tehsil Complex Jalalabad
133	Fazilka	Wahabwala
134	Fazilka	Kerian
135	Fazilka	Tahli Wala Bodla
136	Ferozepur	Civil Hospital, Nh-15, Near Main Bus Stand Mudki
137	Ferozepur	Lohke Kalan
138	Ferozepur	Market Committee Office, Mallan Wala
139	Ferozepur	Municipal Council, The Mall, Ferozepur City
140	Ferozepur	New Judicial Court Complex, Zira
141	Ferozepur	Nr. Sdm Residence, Zira
142	Ferozepur	Sewa Kendra, D.C Office, Ferozepur Cantt
143	Ferozepur	Sewa Kendra, Tehsil Complex Guruharsahai
144	Ferozepur	Sub Tehsil Office, Mamdot
145	Ferozepur	Sub Tehsil Office, Near Exchange, Talwandi Bhai
146	Ferozepur	Tehsil Office, Makhu
147	Ferozepur	Village Attari
148	Ferozepur	Village Bareke
149	Ferozepur	Village Ferozeshah
150	Ferozepur	Village Jiwan Arian
151	Ferozepur	Village Kari Kalan
152	Ferozepur	Village KhaiPHEMEKe
153	Ferozepur	Village Khosa Dal Singh
154	Ferozepur	Village LakhaHazi
155	Ferozepur	Village MalwalKadim
156	Ferozepur	Village Megha Rai Uttar
157	Ferozepur	Village MorKusu Wala
158	Ferozepur	Village PanjeKe Uttar

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
159	Ferozepur	Village RuknaBegu
160	Ferozepur	Village Shah Abu Bukar
161	Ferozepur	Village Sher Khan Wala
162	Gurdaspur	Abul Khair
163	Gurdaspur	Awankha
164	Gurdaspur	Bhagowal
165	Gurdaspur	Bhaini Mian Khan
166	Gurdaspur	Bidhipur
167	Gurdaspur	ChuharChak
168	Gurdaspur	D.C. Office Gurdaspur
169	Gurdaspur	Dalla
170	Gurdaspur	Dhariwal 655
171	Gurdaspur	Dhianpur
172	Gurdaspur	DicBatala
173	Gurdaspur	Dinanagar Local
174	Gurdaspur	Dorangla
175	Gurdaspur	Dostpur
176	Gurdaspur	Fateh Nangal
177	Gurdaspur	Ghoman
178	Gurdaspur	GhotPokhar
179	Gurdaspur	Harchowal
180	Gurdaspur	Hardarwal
181	Gurdaspur	Hayat Nagar
182	Gurdaspur	Kahnuwan
183	Gurdaspur	Kala Afgana
184	Gurdaspur	KalanaurPurani
185	Gurdaspur	Market Committee ShrihargobindPur.
186	Gurdaspur	Municipal Council FatehgarhChurian
187	Gurdaspur	Municipal Council Qadian
188	Gurdaspur	Near Library And Fish Park, Gurdaspur.
189	Gurdaspur	Office Drainage Batala
190	Gurdaspur	Office Market CommitteBatala
191	Gurdaspur	Peer Di Sain Old Dhariwal
192	Gurdaspur	Rangar Nangal
193	Gurdaspur	Ranjit Bagh
194	Gurdaspur	Shahpur Goraya
195	Gurdaspur	Talwandi Rama
196	Gurdaspur	Taragarh
197	Gurdaspur	Tehsil Complex Dbn
198	Gurdaspur	Tibber
199	Gurdaspur	Veela Teja
200	Gurdaspur	Veterinary Hospital Batala

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
201	Gurdaspur	Wadala Granthian
202	Hoshiarpur	Bhawanipur
203	Hoshiarpur	Chabbewal
204	Hoshiarpur	DAC Complex, Hoshiarpur
205	Hoshiarpur	Dana Mandi
206	Hoshiarpur	Garhshankar
207	Hoshiarpur	Hariana
208	Hoshiarpur	Langarpur Tehsil Complex
209	Hoshiarpur	Mahilpur
210	Hoshiarpur	Maili
211	Hoshiarpur	Miani
212	Hoshiarpur	Near Community Centre, Hajipur
213	Hoshiarpur	Near Patwarkhana, Bhangala
214	Hoshiarpur	Near Sub-Tehsil Complex, Talwara
215	Hoshiarpur	Panchayat Ghar, Budhabar
216	Hoshiarpur	Panchayat Land, Opposite Community Health Centre (Chc), Beh Nangal (Kamahi Devi)
217	Hoshiarpur	Passi Kandi
218	Hoshiarpur	Phabhran
219	Hoshiarpur	Saila Khurd
220	Hoshiarpur	Sewa Kendra Dhol Baha
221	Hoshiarpur	Sewa Kendra Ghogra
222	Hoshiarpur	Sewa Kendra Panam
223	Hoshiarpur	Sewa Kendra Sham Churasi
224	Hoshiarpur	Sewa Kendra, Allowal
225	Hoshiarpur	Sewa Kendra, Iti College Hoshiarpur
226	Hoshiarpur	Sewa Kendra, Sub-Divisional Complex Mukerian
227	Hoshiarpur	Sub Tehsil Complex Garhdiwala
228	Hoshiarpur	Sub Tehsil Complex Tanda V.P.O Dala
229	Hoshiarpur	UchiBassi
230	Jalandhar	Adampur Near Bdpo Office
231	Jalandhar	Alawalpur Near Bus Stand
232	Jalandhar	Back Side Patwarkhana, Phillaur
233	Jalandhar	Backside Bus Stand, Nakodar
234	Jalandhar	Bara Pind Road Goraya-Ii
235	Jalandhar	Basti Mithu, Opp. Gurudwara Bachitter Singh Ji
236	Jalandhar	Bhogpur
237	Jalandhar	Dc Office, Jalandhar
238	Jalandhar	Dushera Ground, Shahkot
239	Jalandhar	EocpNoormehal
240	Jalandhar	GpBilga, Near Panchayat Ghar
241	Jalandhar	Guru Amardass Colony, Near Vashiat House

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
242	Jalandhar	Jamsher
243	Jalandhar	Jandiala
244	Jalandhar	Jandu Singha
245	Jalandhar	Kartarpur
246	Jalandhar	Khurmpur
247	Jalandhar	Major Rohit Sharma Govt. School
248	Jalandhar	Near Tubewell No.2, Phillaur
249	Jalandhar	New Sabzi Mandi, Maqsudan
250	Jalandhar	Opp. Parminder Hospital, Hoshiarpur Road
251	Jalandhar	Phull Road, Lohian
252	Jalandhar	Primary Health Centre Mehatpur
253	Jalandhar	Punjab Institute Of Medical Sciences, Garha Road
254	Jalandhar	Rurka Kalan
255	Jalandhar	Sewa Kendra Chomo
256	Jalandhar	Sewa Kendra Kalyanpur
257	Jalandhar	Sewa Kendra, SDM Office, Phillaur
258	Jalandhar	Suwidha Centre, SDM Office, Nakodar
259	Jalandhar	Under Rob Domoria Bridge
260	Jalandhar	Village Dhilwan,
261	Jalandhar	Village KhurlaKingra Road, T.V. Tower Road B/C Baba FalahiKhurlaKingra
262	Jalandhar	Village Kot Sadiq, Opp. Govt. High School Kala Singha
263	Jalandhar	Village Ladhewali, Near McjTubewell
264	Jalandhar	Wariana
265	Kapurthala	Backside School (Kapurthala Sultanpur Road, VillKhiranwali)
266	Kapurthala	Diet College Shiekhupur Sultanpur Road
267	Kapurthala	Nadala To Tanda Road Ward No. 1 Old Police Station Building Begowal
268	Kapurthala	Near Baba Gaddia Stadium Phagwara
269	Kapurthala	Near Govt. Primary School Badshahpur
270	Kapurthala	Near New Tehsil Complex (Talwandi Chaudhrian)
271	Kapurthala	Old Octroi Post Hadiabad, Phagwara
272	Kapurthala	Old Office Nagar Panchayat NadalaDhilwan Road
273	Kapurthala	Old Sub Division Office Khassan Road, Bholath
274	Kapurthala	Open Space Sub Tehsil Office, Dhilwan
275	Kapurthala	Sewa Kendra, SDM Office Phagwara
276	Kapurthala	Sewa Kendra, Dc. Office, Kapurthala
277	Kapurthala	Sewa Kendra, SDM Office Bholath
278	Kapurthala	Sewa Kendra, SDM Office Sultanpur Lodhi
279	Kapurthala	Shalimar Garden Eomc Office, Kapurthala
280	Kapurthala	Veterinary Hospital Complex (Kapurthala -

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
		Kularan Road) Sidhwan Dona
281	Kapurthala	Veterinary Hospital Sultanpur Lodhi Near Hath Sahib Gurudwara, Sultanpur Lodhi
282	Kapurthala	Vill. Narur, Near Dispensary
283	Kapurthala	Village Dudwindi, Bus Stand Duwindi To Kapurthala Road
284	Kapurthala	Village ThattaNawan, Near School
285	Ludhiana	Ishru
286	Ludhiana	Koom Kalan
287	Ludhiana	Dehlon
288	Ludhiana	Rattan
289	Ludhiana	Hambran
290	Ludhiana	Sudhar
291	Ludhiana	Pakhowal
292	Ludhiana	Manuke
293	Ludhiana	Sidhwan Bet
294	Ludhiana	Land Vacant On National Highway & Adjoining New Sabzi Mandi,KarabaraChowk,National Highway
295	Ludhiana	Abandoned Laboratory Building,Old Civil Hospital Near Red Cross Office
296	Ludhiana	Pspcl Sunder Nagar Division Office,Kakowal Road
297	Ludhiana	Govt. High School Mundian,Chandigarh Road
298	Ludhiana	Pspcl Janta Nagar, Ludhiana
299	Ludhiana	PspclGiaspuraDivisonOffice,Main Road Giaspura
300	Ludhiana	Dugri
301	Ludhiana	Land Adjoining Sub Tehsil Sahnewal
302	Ludhiana	Suwidha Center Tehsil Samrala
303	Ludhiana	Mc Office Samrala
304	Ludhiana	Tehsil Complex Machhiwara
305	Ludhiana	Municipal Council Doraha
306	Ludhiana	Tehsil ComplxPayal
307	Ludhiana	Maloudh (Near Bus Stand)
308	Ludhiana	Jal Ghar, Narotam Nagar, Khanna
309	Ludhiana	Suwidha Center Municipal Committee Office Jagraon
310	Ludhiana	Municipal Corporation Office Sub Zone B-4 Near Sherpur Chowk
311	Ludhiana	Adjoining Mcl Office Zone-D In Leisure Valley
312	Ludhiana	Opposite Police Station Haibowal
313	Ludhiana	For Village Dhaba(At Giaspura Side)
314	Ludhiana	Municipal Corporation Office Sub Zone A-1, Daresi Road
315	Ludhiana	Municipal Corporation Office Sub Zone D-2 Near

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
		SanjhKender
316	Ludhiana	Adjoining Park Near Police Chowky On Tajpur Road
317	Ludhiana	Vacant Space Near Rakh Bagh At Squash Court Road
318	Ludhiana	Suwidha Center At MullanpurDakha At Stadium On Nh-95, Opp. Govt. School, MullanpurDakha
319	Ludhiana	Suwidha Center Tehsil Complex, Opposite Bus Stand Jagraon
320	Ludhiana	Raikot (Suwidha Center At Tehsil Complex Already Exist)
321	Ludhiana	Municipal Council Khanna, Amloh Road, Khanna
322	Ludhiana	Municipal Corporation Office Zone-B, Backside Shingar Cinema
323	Ludhiana	Mcl Subzonal Office, Dholewal Chowk Opp. Sandhu Auto Mobile, Zone C-I
324	Ludhiana	Mini Secretariat, Suvidha Center, Office Of Deputy Commissioner Ludhiana
325	Malerkotla	Jalwana
326	Malerkotla	Sandaur
327	Malerkotla	Bhurthala Mander
328	Malerkotla	Kanganwal
329	Malerkotla	Near 786 Chowk Pwd Store
330	Malerkotla	Tubewell No. 16 Kacha Darwaza Jamalpura
331	Malerkotla	Malerkotla Raikot Road Malerkotla
332	Malerkotla	Tubewell, No 3, Bajrang Aakhara Road, Ahmedgarh
333	Malerkotla	Back Side Co-Operative Society Amargarh
334	Mansa	Chhinda Member Wali Gali, Gadarpatti Boha
335	Mansa	Dodra
336	Mansa	Dulowala
337	Mansa	Electricity Board Office, Joga
338	Mansa	Fatehgarh Sahnewali
339	Mansa	Kulrian
340	Mansa	Matti
341	Mansa	Raipur
342	Mansa	Sewa Kendra BDPO Office Bus Stand Road Budhlada
343	Mansa	Sewa Kendra Govt. Primary School (Boys), Sardulgarh
344	Mansa	Sewa Kendra Water Works, Mansa
345	Mansa	Sewa Kendra, Near DAC, Mansa
346	Mansa	Sewa Kendra, SDM Office Budhlada
347	Mansa	Sewa Kendra, SDM Office, Sardulgarh
348	Mansa	Ward No. 1, Opposite Shani Mandir, Near New Water Works, Bhikhi

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
349	Mansa	Water Works, Bareta
350	Moga	Ajitwal
351	Moga	Circular Road, Near Bablu M.C. Road Junction, Moga (Old Disposal Site)
352	Moga	FathegarhPanjtoor
353	Moga	In Office Bdpo Office, Kot Isse Khan
354	Moga	Jalalabad East
355	Moga	Mari Mustafa
356	Moga	Muglu Patti, Baghapurana
357	Moga	Municipal Corporation Building, Moga
358	Moga	Office Nagar Council, Dharamkot Near OHSR
359	Moga	Samalsar
360	Moga	Sewa Kendra, DAC Complex, Moga
361	Moga	Sub Tehsil Badhni Kalan
362	Moga	Tehsil Office Nihal Singh Wala
363	Pathankot	Bamial
364	Pathankot	Bhoon
365	Pathankot	Bungal
366	Pathankot	Civil Hospital, Pathankot
367	Pathankot	DuneraJhikla
368	Pathankot	Fathepur
369	Pathankot	Gharota
370	Pathankot	Ghiala
371	Pathankot	Jugial
372	Pathankot	Kanwan
373	Pathankot	Mamoon
374	Pathankot	Mirthal
375	Pathankot	Nangal
376	Pathankot	Sewa Kendra, Malikpur Chowk, District Administrative Complex Pathankot
377	Pathankot	Sujanpur
378	Pathankot	Tara Garh
379	Patiala	Kakralla
380	Patiala	Chaunth
381	Patiala	Arno
382	Patiala	Hariau Kalan
383	Patiala	Shuttrana
384	Patiala	Ugoke
385	Patiala	Village Kaidupur
386	Patiala	Village Mansurpur (Chhintanwala)
387	Patiala	Village Gurditpura
388	Patiala	Village Mallehwal
389	Patiala	Lout

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
390	Patiala	Lachkani
391	Patiala	Rakhra
392	Patiala	Village Chaura
393	Patiala	Jahlan
394	Patiala	Balbera
395	Patiala	Devigarh
396	Patiala	DudhanSadhan
397	Patiala	Panchayat GharChapar
398	Patiala	Ajrour
399	Patiala	Closed Govt.Girl School Nararu
400	Patiala	General Dharamshala Mardanpur
401	Patiala	KheraGajju
402	Patiala	Shamlat Land Near Rajpura Delhi Highway Ghagar Sarai
403	Patiala	DC Office, Patiala
404	Patiala	Rose Garden, Patiala
405	Patiala	New Green Park Colony, Patiala
406	Patiala	Model Town Community Center, Patiala
407	Patiala	Sanaouri Adda, Patiala
408	Patiala	M.C Office, Patiala
409	Patiala	Old Building Of Main Octroi Office, Near Old Bus- Stand Rajpura To Be Demolished
410	Patiala	Guru Nanak Library Municipal Office
411	Patiala	Bhoglan Road Near Community Centre
412	Patiala	Near Civil Hospital, Harimajra Road, Ghanour
413	Patiala	Municipal Council Office, Samana
414	Patiala	S.D.M. Office, Samana
415	Patiala	Bras Road Ghagga
416	Patiala	Gadda Stand Grain Market, Patran
417	Patiala	Old Tehsil Office, Patran
418	Patiala	Sewa Kendra Bhadson
419	Patiala	New Mc Office Patiala Gate, Nabha
420	Patiala	Sewa Kendra Nabha
421	Rupnagar	KahanpurKhuhi
422	Rupnagar	Dumewal
423	Rupnagar	Ganguwal
424	Rupnagar	Mini Sect Complex Deputy Commissioner Office , Rupnagar
425	Rupnagar	SDM Office Chamkaur Sahib
426	Rupnagar	Mc Office ,Kainor Bazar Morinda
427	Rupnagar	SUB Tehsil Morinda
428	Rupnagar	Village Latha Main Road Kiratpur Sahib
429	Rupnagar	Community Centre, NurpurBedi

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
430	Rupnagar	Court Complex, Anandpur Sahib
431	Rupnagar	Sub Tehsil Nurpur Bedi
432	Rupnagar	Tehsil Complex, Nangal
433	Rupnagar	Nangran
434	Rupnagar	Brahmpur
435	Rupnagar	Bharatgarh
436	Rupnagar	Thali Kalan
437	Rupnagar	Purkhali
438	Rupnagar	Bhagwantpura
439	Rupnagar	Balamgarh Mandwara
440	Rupnagar	Behrampur Bet
441	Rupnagar	Bhaliyaan
442	Rupnagar	Chaklan
443	Rupnagar	Dhangrali
444	Sahibzada Ajit Singh Nagar	Gharuan
445	Sahibzada Ajit Singh Nagar	Majri
446	Sahibzada Ajit Singh Nagar	Village Handesra
447	Sahibzada Ajit Singh Nagar	Suwidha Centre, Zirakpur
448	Sahibzada Ajit Singh Nagar	Suwidha Centre Municipal Corporation Sec-68
449	Sahibzada Ajit Singh Nagar	Opp Community Centre Tehsil Road Derra Bassi
450	Sahibzada Ajit Singh Nagar	Park Back Side Fruit Market Lalru Mandi, Np Lalru
451	Sahibzada Ajit Singh Nagar	Near Old Hospital Building, W No 7, Banur
452	Sahibzada Ajit Singh Nagar	Lohgarh Sport Complex
453	Sahibzada Ajit Singh Nagar	Primary Health Centre, 3b-1, Mohali
454	Sahibzada Ajit Singh Nagar	Pond Naya Gaon W No 12
455	Sahibzada Ajit Singh Nagar	Market Committee, Rly - Road, Kurali
456	Sahibzada Ajit Singh Nagar	Sunny Enclave Opp - Gurudwara Sahib At Fatehullanpur
457	Sahibzada Ajit Singh Nagar	Suwidha Centre, Kharar
458	Sahibzada Ajit Singh Nagar	Suwidha Centre Phase-1, DC Office Complex
459	Sangrur	Village Sherpur
460	Sangrur	Meemsa
461	Sangrur	Channo
462	Sangrur	Gharachon
463	Sangrur	Dhadrian
464	Sangrur	Village - Shadi Hari
465	Sangrur	Village - Ganduan
466	Sangrur	Village Chhajli
467	Sangrur	Haryau
468	Sangrur	Bhai Ki Pisore
469	Sangrur	Mandvi
470	Sangrur	Sst Nagar Trust Scheme, Water Tank Site, Near

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
		Community Hall, Sangrur
471	Sangrur	Near Bdo Office, Adjoining Police Station, Bhawanigarh
472	Sangrur	Ward No 10, A.P. Colony, Dhuri
473	Sangrur	Rose Garden
474	Sangrur	SDM Office, Sunam
475	Sangrur	Cheema
476	Sangrur	Dirba
477	Sangrur	Lehra
478	Sangrur	Sub Tehsil Complex, Longowal
479	Sangrur	Tehsil Complex, Dhuri
480	Sangrur	Tehsil Complex Moonak
481	Sangrur	Sub Tehsil Complex Khanauri
482	Sangrur	D.C Complex Suwidha Centre, Sangrur
483	Shahid Bhagat Singh Nagar	Aur
484	Shahid Bhagat Singh Nagar	Behram
485	Shahid Bhagat Singh Nagar	Bhaddi
486	Shahid Bhagat Singh Nagar	Katarian
487	Shahid Bhagat Singh Nagar	Kathgarh
488	Shahid Bhagat Singh Nagar	Khatkar Kalan
489	Shahid Bhagat Singh Nagar	Khurdan
490	Shahid Bhagat Singh Nagar	Mirpur Jattan
491	Shahid Bhagat Singh Nagar	Mohalla Jagotian Rahon
492	Shahid Bhagat Singh Nagar	Mukandpur
493	Shahid Bhagat Singh Nagar	Pandora Mohalla, Nawanshahr
494	Shahid Bhagat Singh Nagar	Saroya
495	Shahid Bhagat Singh Nagar	Sewa Kendra, Balachaur
496	Shahid Bhagat Singh Nagar	Sewa Kendra, Banga
497	Shahid Bhagat Singh Nagar	Sewa Kendra, Nawanshahr
498	Shahid Bhagat Singh Nagar	Tonsa
499	Shahid Bhagat Singh Nagar	Urapar
500	Sri Muktsar Sahib	Badal, Village Badal Tehsil Malout
501	Sri Muktsar Sahib	Bariwala, C/O Sub Tehsil Bariwala
502	Sri Muktsar Sahib	Bhange Wala, Tehsil Sri Muktsar Sahib
503	Sri Muktsar Sahib	DC Office, DC Office Sri Muktsar Sahib
504	Sri Muktsar Sahib	Doda, C/O Sub Tehsil Doda Tehsil Gidderbaha
505	Sri Muktsar Sahib	Lakhiwala, C/O Sub Tehsil Lakhiwala Tehsil Sri Muktsar Sahib
506	Sri Muktsar Sahib	Lambi, C/O Sub Tehsil Lambi Tehsil Malout
507	Sri Muktsar Sahib	Maha Bhadhar
508	Sri Muktsar Sahib	Mc Office Gidderbaha, Tehsil Gidderbah
509	Sri Muktsar Sahib	Mc Office Malout, Tehsil Malout
510	Sri Muktsar Sahib	Mehmud Kera, Tehsil Malout

Pulping of Records of Sewa Kendras

Sr.No.	District	Sewa Kendra's Address
511	Sri Muktsar Sahib	Old Grain Market, Tehsil Sri Muktsar Sahib
512	Sri Muktsar Sahib	SDM Office Gidderbaha , Tehsil Gidderbaha
513	Sri Muktsar Sahib	SDM Office Malout, Tehsil Malout
514	Sri Muktsar Sahib	SukhanaAblu ,Village SukhanaAblu Tehsil Gidderbaha
515	Tarn Taran	DC Office Complex
516	Tarn Taran	Near Baba Budha Shah, Pucca Bazar,Chohla Sahib
517	Tarn Taran	Near Civil Hospital, Khalra Mandi
518	Tarn Taran	Near Community Center, Fatehbad
519	Tarn Taran	Near Community Center, Mehmoodpura
520	Tarn Taran	Near Community Center, Sabhra
521	Tarn Taran	Near Community Hall, Jhabal Khurd
522	Tarn Taran	Near Main Road, Algon Kothi
523	Tarn Taran	Near Panchayat Ghar (Baba Surjan Singh Park), Shahbazpur
524	Tarn Taran	Near Panchayat Ghar , Sarai Amant Khan
525	Tarn Taran	Near Panchayat Ghar, Jalalabad
526	Tarn Taran	Near Panchayat Ghar, NausheraPannuan
527	Tarn Taran	Near Panchayat Ghar, Sursingh
528	Tarn Taran	Near Sub Tehsil, Goindwal Sahib
529	Tarn Taran	Near Sub Tehsil, Harike
530	Tarn Taran	Near Sub Tehsil, Khemkaran
531	Tarn Taran	On Main Road, Ghariala
532	Tarn Taran	Sub Tehsil, Bhikhiwind
533	Tarn Taran	Tehsil Office, Khadur Sahib
534	Tarn Taran	Tehsil Office, Tarn Taran
535	Tarn Taran	Veterinary Hospital, Lahore Road, Patti
536	Tarn Taran	Near Community Health Center, Mianwind
537	Barnala	Sewa Kendra Kurar
538	Ludhiana	SK Sarabha

13.7. Certificate of Pulping

Certificate of Pulping

Certification:

This is to certify that all materials received from the below listed customer have been destroyed by pulping and will be recycled. We further warrant that reasonable precautions were taken to prevent any unauthorized third party from gaining access to the pulping materials while it was in our possession until final disposition.

Method of destruction: Pulping

Received from:

Lot Number:

Date:

Destruction Certified By:

Certified Total Weight:

Seal and signed by Pulping site authorized designatory: _____

Seal and signed by Authorized designatory : _____

Note: Any other format may be accepted as per the discretion of PSeGS.

13.8. Certificate for Compliance with Confidentiality in the Disposal of Records

I, [Service Provider's Full Name], representing [Service Provider Company Name], hereby certify as under:-

1. We assure that all records of Lot No., date of collection.... entrusted to us during the provision of services to your office have been treated with the utmost confidentiality. We understand the sensitive nature of the information and have taken all necessary measures to maintain its confidentiality.
2. We confirm that the disposal of records has been conducted in a safe and secure manner to prevent any unauthorized access or disclosure. Our disposal methods comply with industry standards and legal requirements.
3. We affirm our commitment to comply with all relevant laws and regulations governing the confidentiality and secure disposal of records.
4. We affirm that no copies or duplicates of the records provided by your office have been retained by us after the completion of our services.
5. In the unlikely event of any breach of confidentiality, we will promptly notify the concerned office to take appropriate corrective actions.

Seal and signed by Authorized designatory : _____

13.9. Format of Document Handover for Pulping

Document Handover for Pulping

Date of Collection	:		
Lot Number	:		
Office Name	:		
Office Address	:		
Weight of Document (in kg)	:		
Handed Over By	:		
Name of Official		Designation	Signature
Received By	:		
Name of Official		Designation	Signature