

Department of SOCIAL JUSTICE & EMPOWERMENT  
Directorate for the Empowerment of SCs, OBCs, Minorities & the Specially Abled, Himachal Pradesh, Shimla-9.

No. 8-1/2007-Well-record-1-~~RS 22~~-523 Dated:

Auction Notice

29 MAY 2026

Sealed bids/rates are hereby invited from the interested firms on the prescribed format (Annexure-A) for shredding of office records into small bits, including their lifting and disposal. The quotation should reach the office of the Director, for the Empowerment of SCs, OBCs, Minorities & the Specially Abled, Himachal Pradesh, Shimla-9 on or before 12.06.2026 up to 12:05 PM. The bids shall be opened on the same day at 1:00 PM in the presence of the bidders who wish to remain present during the opening process.

Terms and Conditions:

1. In order to ensure secrecy and prevent misuse of the records, the records put to auction shall only be used for recycling purposes and only pulp can be extracted from them. The bidder shall ensure that the entire record is processed for pulp extraction in the recycling plant in the presence of an authorized officer of the Directorate, ESOMSA. The bidder submit a certificate to the effect that the whole record has been recycled in him presence, failing which the security deposit shall not be released.
2. Since the exact quantity of the records can only be ascertained after weighing, the firms shall submit their bids/rates on a per kilogram basis only in the prescribed format (Annexure-A). The successful bidder shall arrange weighing of the records at his own cost in the presence of the authorized officer.
3. The auction bids shall be accompanied by a security deposit of Rs. 5,000/- (Rupees Five Thousand only) in the shape of a Demand Draft drawn on any scheduled bank in favour of the Director, ESOMSA, Kasumpti, Shimla-9, failing which the bid shall be rejected outright. The auction shall be finalized on the basis of the highest financial bid.
4. The successful bidder shall lift the records within 10 days from the date of allotment, failing which the bid shall be deemed cancelled, the security deposit shall be forfeited, and the next eligible bidder may be offered the work.
5. The successful bidder shall deposit the full amount before lifting the records. No lifting of records shall be permitted without full payment.
6. Details of the firm along with copies of the GST Number, PAN Card, Aadhaar Card of the authorized person, and requisite affidavit regarding maintaining secrecy, preventing misuse of the official records, and using the material only for recycling purposes shall be attached with the bid.



Director,  
Empowerment of SCs, OBCs, Minorities &  
the Specially Abled, Himachal Pradesh

1. The Director, Public Relations Department, Himachal Pradesh, Shimla-171002 for wide publicity of the auction notice and publication in two widely read newspapers.
- ✓ The I.T. Programmer, Directorate of ESOMSA, for uploading the auction notice on the departmental website.



Director,  
Empowerment of SCs, OBCs, Minorities &  
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ANNEXURE-A

Department of SOCIAL JUSTICE & EMPOWERMENT  
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Himachal Pradesh, Shimla-9.

Sr. No.	Name of the Firm with Address	GST No.	PAN No.	Particulars	Rate Per Kilogram (in Rs.)
1.				Shredding, lifting and disposal of office records	

Signature of the authorized person of the firm with Seal

(Name of the Authorized Person)

