



ENVIRONMENTAL PLANNING & COORDINATION ORGANISATION

(An Autonomous Body of Government of Madhya Pradesh)

Notice Inviting Expression Of Interest (Eoi)

Environmental Planning and Coordination Organization (EPCO), a Government of MP registered society under Housing and Environment Department manufactures Recycled Paper at Paryavaran Parisar, E-5 Arera Colony Bhopal.

EPCO invites applications in prescribed form from promising and potential buyers of this chlorine free eco friendly recycled paper, which is useful for making file covers, file pads, carry bags, envelopes, file folders and conference writing pads etc .

Interested persons/agencies/firms may send in their applications in writing in prescribed format on or before **10th May 2011** to the Executive Director, EPCO at the address mentioned above along with a demand draft of Rs. 1000/- (Rupees One Thousand only) payable as non refundable registration fee. Executive Director reserves all the rights to reject any offer or cancel the EOIs without assigning any reasons.

Executive Director



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Application form for the registration

1. Name of the Buyer firm/individual.....
2. Correspondence Address of Buyer firm/individual
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- Telephone (Office)
- Telephone (Residence)
- Mobile
- E-mail Id
3. Detail of present business of Buyer firm/Individual.....
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4. Registration fee DD No. Date..... Rs. 1000/-
- Name of bank.....

Signature of Buyer firm/Individual



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A- General Information

1. Introduction

The Environmental Planning & Coordination Organisation (EPCO) is a registered society of Government of M.P. under Housing and Environment Department, is working in the field of environment since last 30 Years. EPCO has established a unit of recycled paper. The stationery products like file covers, file pads, carry bags; envelopes, file folders etc can be made from recycled paper.

In the production of recycled paper of bleaching agent or chlorine is not used. It is an Eco-friendly product. About 80% of waste paper and 20% hosiery waste is used in paper production.

2. Product

Recycled paper is being made from recycling of waste paper in Waste Paper Recycling Unit. The items mentioned above can be produced from recycled paper. Product details are given below.

- Sheet size of recycled paper is 20x30 inches.
- The weight of the sheet is about 200 gm, which is useful for making file cover.
- Sheet of 100 gm weight are also being produced by the unit, which is useful for writing paper, envelopes, carry bags etc.
- The products can be seen at the plant site during office hours from 10.30 AM to 5.30 PM.
- If need be, paper size and quality of products can be changed on request of buyers.
- All sheets are made by hand mould so there may be slight change in the thickness of sheets.

3. Quantity of product and quality-

Monthly production estimate is given below.

- 3000 sheets of 22x30 inches (weight 200 gm/sheet).
- 1000 sheets 22x30 inches (weight 100 gm/sheet).

4. Place of product supply-

The procurer shall make its own arrangement to collect/procure the product from production unit located at EPCO.

B- General Conditions of sale-

1. Applicants will be registered with EPCO.
2. On regular basis applicants will be informed about the stock availability in the Unit.
3. At such intervals as EPCO considers, registered applicants will be asked to inspect stock & submit their bids along with appropriate Earnest Money Deposit/EMD (which shall be determined by EPCO on the basis of available stock) in two separate sealed cover (one for EMD & another for bid).
4. Applicants are requested to regularly visit the website (www.epco.in) for updates and corrigendum.
5. Product shall be supplied to the buyer who will quote the highest rate. The right of rejecting the bid shall be reserved with EPCO in this regard.
6. The Buyer has to deposit 100% amount within 7 days of receiving Letter of Acceptance (LoA).
7. EPCO shall reserve all the rights of canceling any order at any stage.
8. In the case of dispute the decision of Executive Director shall be final and acceptable.

C- Special Provision-

Any registered person can request EPCO to manufacture recycled paper/product according to their special needs. He shall also quote the price that he offers for such product.

If EPCO find the price justified, it will ask all other registered persons if they wish to buy the product at a higher price than that quoted by the person demanding special product. Accordingly on the basis of response, EPCO will take appropriate decision.