

BID PARTICULARS AND INSTRUCTIONS

TENDER NOTICE

FOR

Sales of Old Answer Books of Exam. Waste etc.
and other Materials in V.K.S. University, Ara and
its Colleges.

V.K.S. UNIVERSITY, ARA

VIDE NOTICE No. 02/2022 / dt. 01.06.2022

V.K.S. UNIVERSITY
Katira, Bhojpur/Zero Mile, Ara

Website: vksu.ac.in



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Issued by


Registrar



V.K.S. UNIVERSITY, ARA
KATIRA, ARA / ZIRO MILE, ARA – 802301 /
E-mail-registrar-vksu-bih@nic.in

Sealed tenders are invited for disposal. of following items:

Description of Work	Earnest money	Period of Sale of Tender form	Date of Opening the Tender	Price of Form (Non-refundable)
Sale of Old. Answer Books of Exam, and other waste Material etc in VKSU, Ara and its Colleges.	Rs. 75000/- (Seventy five thousand) in form of Bank Draft drawn in favour of the Registrar, V.K.S.University payable at Ara.	8.6.2022 to 16.06.2022 (10:00 AM to 1:00 PM) On all working days	17.06.2022 at 3.00 PM	Rs. 300/-

The tender documents can be obtained from at 10:00 to at 1:00 PM on all working days from 08.06.2022 to 16.06.2022 from office of Registrar, Veer Kunwar Singh University, Ara (Bihar) on payment of Rs. 300/- (Rupees three thousand only) Non refundable by demand draft towards the cost of one tender document. Tender document can be downloaded from vksu.ac.in and in such a case the bidder shall deposit the cost of tender documents along with submission of the tender, failing which tender shall not be opened. The tender form complete in all respect should reach the office, at above mentioned address, in duly sealed envelope Super scribed with 'TENDER FOR SALE OF OLD ANSWER BOOKS of EXAM. AND OTHER WASTE MATERIAL etc. up to 01.00 PM on or before 16.06.2022.

The tender will be opened on the next day i.e. 17.06.2022 at 3.00 PM by a committee in presence of tenderer who may wish to be present. The Competent Authority of VKSU reserves the right accepts or rejects any or alt the tenders without assigning any reason. incomplete & conditional tenders are liable to be rejected.

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Tenderers must submit their bids in two separate envelopes.

One envelope should contain technical bid. and second *envelope* should contain financial bid. It must be noted that at first stage only the technical bids will be opened. And after the evaluation of technical bids, the financial bids will be opened only for the eligible bidders. The tenders of ineligible bidders shall be summarily rejected in the evaluation process and their financial bids will remain unopened.

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INSTRUCTION TO BIDDERS

1. Documents/Certificate

The Tendering firms/ agencies are required to submit the photocopies of following documents, failing which their bids. will be summarily/out lightly rejected and will not be considered any further.

- i. Registration certificate as per existing norms (indicating the legal status-company/partnership .firm/ proprietorship concem etc.)
- ii. Copy of GST Registratioin Certificates
- iii. Copy of PAN Card
- iv. Proof of experience for disposal of raddi paper (used Answer Books, OMR Sheets and used Question Booklets) & Newspapers for at least one Deptt/Ministry of the Govt. of India/ Public .Sector undertaking (PSU) Autonomous Bodies/ University etc. & other Govt. Department (a copy of,at least one order received during each of last 3 years has to be attached).
- v. Declaration regarding blacklisting or otherwise Bid Security/Earnest Money Deposit (EMD)

2. Bid Security

- a. EMD of Rs. 75000/- in the mode of demand draft of Registrar; V.K.S. University, and Payable at Ara shall a company the bid.
- b. Performance Security of Rs. 1,50,000/- (Rs. One laky fifty thousand only) in the form of demand draft in favour of "Registrar, VKSU payable at Ara should be deposited before lifting the material and it should be valid for 60 days beyond the date of completion of all. the contractual obligations of the firm". The bid security (EMD) shall be refunded on receipt of Performance Security.
- c. A bid received Bid security (EMD,) shall be rejected as non-responsive at the bid opening stage and financial bill shall be returned to the bidder opened.

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d. The Bid security of the unsuccessful bidder will be discharged/returned to them after finalization and award of the contract without any interest.

3. Mode of submission of Tenders and last date

a. The tender bids, complete in all respects, should be submitted in the prescribed form along the supporting documents in a sealed envelope super scribing "TENDER FOR SALE OF OLD ANSWER BOOKS OF EXAM AND OTHER WASTE MATERIALS etc. FOR EXAMINATION" addressed to the Registrar, 'Veer Kunwar Singh University, Ara must be dropped in the Office of Registrar before 16.06.2022 up to 01:00 PM sharp.

J. Signing of the bids

- i. The bid shall be typed or printed. All pages of the bid documents shall be numbered consecutively and shall be signed and sunnped by bidder as ptoof of having read the contents therein and in acceptance thereof.
- ii. All entries in the bid form should be legible and filled. If, the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.
- iii. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shaft be signed by the person/persons signing the bid.

5. **Rejection of incomplete and conditional tenders.**

- i. The incomplete and conditional tenders will be rejected.. Quoting unreal istic rates will be treated as disqualification..

6. **Non acceptance of the tenders received after the last date**

- i. Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

7. **Envelope-1 (Technical Bid)**

The sealed envelope with TENDER FOR SALE OF USED OLD ANSWER BOOKS OF EXTRA AND OTHER WASTE MATERIAL etc. clearly written on top of

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paper envelope, addressed to Veer Kunwar Singh University, Katira, Bhojpur, Ara must reach the Board office up to 01 .00 PM on 16.06.2022. This envelope of technical bid (Annexure-I) must contain the fo11owing:-

- i. Duly filled, sighed & stamped tender document.
- ii. Demand Draft of, Rs. 300/- (Rupees three hundred) in favour of Registrar, Veer Kunwar Singh University, payable at Ara.
- iii. Demand Draft of Rs. 75,000/- as EMD drawn in favour of the Registrar, Veer Kunwar Singh University, payable at Ara.
- .iv. Self-attested documentary proof of registration' of Sole Proprietorship firm or Company .
- v. Self-attested copy of sale tax return.
- vi. Self-attested copy of the PAN.

Technical Bids shall be opened at 3.00 PM on 17/06/2022 in the presence of the bidders or IN their authorized representatives intending to attend the opening. Any tender received later than the time and date of receipt of the bids shall be rejected.

8. Envelope-2 (Financial Bid)

The financial bids (Annexure-III) will be opened at later stage only after evaluation process of technical bids.

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ELIGIBILITY CRITERIA

Only such bidders, who are Registered Sole Proprietor/ Partnership firm or company and meet the following Conations, can participate in the tender:-

- (a) The invitation is open for competent vendors.
- (b) The bidder must be a registered Sole Proprietorship/ Partnership firm/ company. Self-attested documentary proof of registration of Sole Proprietorship/ Partnership firm/ Company must be attached.
- (c) The bidders must have a valid PAN to participate in the tender and must submit self-attested copy of the same.
- (d) The tenderer should have at least 03 years' experience of disposal of raddi paper (used Answer Books, OMR Sheets and used Question Booklets) & Newspapers.
- (e) List of organizations to which such work done! by the firm should be enclosed.
- (f) All the relevant documents must be signed/ attested by the tender.

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TERMS AND CONDITIONS

1. Sealed bids are invited for disposal of Raddi items (used/unused Answer sheets & other waste material etc. Bid should be sealed in a cover duly super scribed at "Tender for disposal of Old Answer Books of Examination & Blank mutilated old Answer Books & other waste materials etc."
2. On qualifying the tender Earnest Money deposited by the agency shall be converted into Security Deposit. In case of any deviation/breach of contract it shall be forfeited.
3. The bidders should quote their highest rates based upon the Terms and conditions forming part of tender document. Order will be placed to the successful bidder (quoting highest rates of purchase) out of the eligible bidders.
4. In case, the date of submission/ opening of tenders happen to be holiday, the tenders shall be received/opened on the next working day.
5. The Earnest Money (EMD) of bidders, whose rates are not approved, will be returned within 30 days upon finalization of the tenders. No interest will be paid on the amount of the EMD, However, the EMD of the bidder, whose rates are accepted, will be returned on submission of performance security.
6. The right to accept a bid will rest with the Registrar, Veer Kunwar Singh University, who reserve the right to reject any or all the bids without assigning the reason thereof.
7. The quoted rate should remain valid for a minimum period of 1 year from the last date for submission of the tender.
8. In case, the vendor fails to comply the terms & conditions, the Board may terminate the contract without assigning any reason and is free to dispose of the raddi items in such a manner as may be deemed appropriate.
9. The successful bidder will be liable to complete the job of lifting the material from the Board office within a period of 15 days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work

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altogether, his performance security will be forfeited and the Board shall have the right to cancel the order.

10. If the material is not lifted within the stipulate period given in the work order, a penalty of Rs. 1000/- per day will be imposed maximum for delay of 30 days which will be recovered from the performance guarantee and in case of delay by more than 30 days the entire amount of Earnest Money will stand automatically forfeited and work will be awarded to the second highest bidder or decision of the Competent Authority of the Board shall be final in this situation.
11. The bid shall remain valid and open for acceptance for a period of 90 days from the date fixed for receiving the same. A bid valid for a shorter period shall be rejected as non-responsive.
12. No bidder will be allowed to withdraw after submission of bids/opening of the tender, otherwise the EMD Submitted by the firm is liable to be forfeited.
13. The vendor is responsible for raddi material by his own labourers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
14. The waste paper being lifted from the Board will be used only for recycling in paper mill or in pulp industry. or will be, destroyed in an appropriate manner to ensure official secrecy.
15. Bidders may visit the Board premises and inspect the quantity, condition and type of material being sold.
16. The weighing of the material shall be jointly witnessed by a committee of the Board authorized representative (s) and bidder or his authorized representative. All weighing shall be certified by this weighing committee. The weighing site for this purpose will be jointly decided by the successful bidder and the Board.
17. Rates/Prices
 - i. The rates should be quoted in Indian Rupees only in words as well as in figures Excise duty, sales tax, GST, Service Tax as applicable should be quoted

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separately if these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.

- ii. Quote should be valid for at least 90 days. Quotes valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained during the period of contract.
- iii. Rates should be quoted for free pickup from the store of V.K.S. University, Ara.

1ä. Penalty

- i. It will be the responsibility of the Bidder to pick up Raddi item in accordance with stipulated time frame, otherwise, the VKSU may impose penalty.
 - ii. If the Bidder/Firm stop the pickup without completing it, the VKSU may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred.
19. All disputes, differences and questions arising out of or in any way touching or concerning this tender or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitrator appointed by the Hon'ble Vice Chancellor of the Veer Kunwar Singh University, Ara.
20. Right of the Board:-
- i. Board reserves the right to accept/reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the highest tender.
 - ii. Board reserves the right to award the tender to more than one Bidder.
 - iii. Board reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Documents so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

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iv. If a firm after award of the contract violates any of the terms & conditions it shall be liable to be blacklisted and its EMD shall be forfeited

21. Mode of Payment

The Payment against dispose-Off of Raddi shall be deposited, through cross, demand draft/Electronic transfer in favour of the Registrar, Veer Kunwar Singh University payable at Ara before lifting the waste materials from the office premise.

22. Shredding/melting or raddi papers of confidential work

The raddi contains, confidential material. used by the Examinations. Therefore, the vendor will shred/melt the raddi papers pertaining to the confidential work or directly transport it to the factory in the presence of representative from VKSU, Ara.

23. General/others

- i. The bidder will be bound by the details furnished by him/her to the Board while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
- ii. In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and EMD will be forfeited
- iii. All taxes and levies will be paid by the bidder only. Other charges such as Octroi, Packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be borne by the tenderer only.
- iv. At the time of lifting of raddi items, the approximate calculated money on this account should be deposited in advance.
- v. It will be responsibility of the vendor to pack the required raddi material by his own labourers and the cost thereon will be also borne by the vendor himself.

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vi. If the successful Tenderer fails to lift the material within 15 days of receipt of intimation from the Board, the Board reserves the right to impose forfeiture of the EMD, without prejudice to any other right available to the VKSU, Ara, as per Law of Nation.

I/We have carefully read the above terms & conditions and understand to abide by the same.

Place

Date:

(Signature of the party with stamp)

Name

Telephone No.

Address.

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TECHNICAL BID

Sl. No	Particulars	
1	Name of bidder	
2	Address of the bidder	
3	Contact Details of the bidder	Tel.-Nd Mobile No Email
4	Name of proprietor/ partners/Directors of the firm/Agency	
5	Registration and incorporation particulars of the bidder indicating legal status such as company, partnership/ proprietorship concern, etc. (Pl attach copies of the relevant documents/certificates)	
6	GST/Excise duty registration details (Pl attach copies of the relevant documents/ certificates)	
7	Copy of Permanent Account Number (PAN) of the bidder	
8.	Declaration regarding 'blacklisting' or otherwise by the Govt. Departments/ Autonomous Body etc. private institutions.	

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9	The tender documents (all pages duly signed and stamped as proof of having read the contents therein and .in acceptance thereof should be enclosed	
10	Details of Award/Certificates of merit etc., if any received from any organization (please attach copy of the certificates, if any)	
11	Bidders !to ensure that all (i) Pages have been signed and stamped .by the authorized persons. (ii) Pages have been numbered (iii) Documents are legible (clearly) readable	
12	Details of EMD Amount Bank. .Name, Bank Draft No., Amount, Demand Draft in favour of Registrar, V.K.S.U., Payable at Ara.	

I/We certify that the information furnished above is true and Correct. The terms and conditions are acceptable to us.

Date

Signature & Authorised persons

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(To be submitted with Technical Bid)

UNDERTAKING

It is certified that my firm/agency/company has never been black listed by any of the Department/Autonomous' Intuitions /Universities/Public Sector Undertakings of the Government of India or Government of Bihar or any other State Government or reputed educational institutions and no criminal case is pending against the said firm/ agency as on

(A uthorised Signature)

Name of the Authorized person :

Name of the Company :

Address of the Company:

Contact No :

Email Id:

Seal of the company:

Place: Date:

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V.K.S. UNIVERSITY, ARA
Katira, Ara/Ziro Mile, Ara – 802301 /
E-mail-registrar-vksu-bih@nic.in

FINACIAL BID

-Annexure-III

Registrar
V.K.S. University
Ara

Subject: - Regarding Financial Bid for lifting of Raddi & other Waste material.

Sir,
I/We have gone through the tender documents, understood it fully and declare that I/We shall abide by the tenus and conditions mentioned therein for supply of the items required., My/our rates are as under:-

Ser No	Description	Tentative quantity of raddi papers	Cost per Kg (inclusive of all taxes and charges)
1	Used Answer Books including continuation sheets, graphs maps etc.		
2	Other waste materials slips including examiner proforma, award list acceptance letter etc.		
3	Old unused question paper		
4	Empty cloth line envelopes		
5	Used Drawing sheets		
6	Books & Magazine		
7	OMR sheets		
8	Newspaper		

Note: - The above quantity is purely tentative and the same may vary at the time of actual weighing. The vendors may visit the VKSU to see the raddi paper, if they so desire, before quoting the rates, If, I certify that this information finished above is true and correct. The terms and conditions are acceptable to us.

Date:

(Authorised Signature)

Name of the Authorized person :

Name of the Company :

Address of the Company!

Contact No:-

Email Id:

Seal of the company:

Place:

Date:

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