



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR -16-C, DWARKA , DELHI -110 078

Dated 02.06.2016

Tender No.:- 02/PUR/GGSIPU/2016-17

E-Tender (NIQ)

Sealed quotation for tender is invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi **from eligible Waste Paper Merchant** for rate contract for **weeding out of waste paper (Confidential Records) of Examination for a period of two years (further extendable for one year on mutual agreement on satisfactory completion of same)** as per details given below:-

| | | |
|----|---|--|
| 1. | Name of work:- | Weeding out of waste paper (Confidential Records) of Examination |
| 2. | Last date, time and venue for submission of EMD and Technical bids documents | 23.06.2016 Upto 02.00 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078 |
| 3. | Date and time for opening of technical bid | 23.06.2016 at 02.30 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078 |
| 4. | EMD | Rs.1,00,000/- (Rupees One Lacs Only) in favour of Registrar, GGSIP University payable at Delhi |
| 5. | Estimate Cost of the Works | Rs.20 Lacs in a year (approximately) |
| 5. | Financial bid shall be opened after evaluation of technical bid/time notified thereafter on e-tender website www.govtprocurement.delhi.gov.in | |

The bids shall be submitted in two stages viz.(i) *Technical bid* (ii) *Financial bid*. **The Technical & Financial bid should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in.** Further copy of Technical bid along with original EMD of Rs.1,00,000/- in favour of Registrar, GGSIP University payable at Delhi along with following document should also be submitted in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078 latest by 23.06.2016 at 2.00 pm.

1. Undertaking by the agency in its Letterhead that:-
 - a. it has not been barred or blacklisted by any of the Central/State Government/Departments/Organizations/Central or State PSU.
 - b. it will ensure fair trade practice.
 - c. the proprietor/partners of the agency do not have any relative employed with GGSIP University.
2. Should have valid PAN Card.
3. Should have minimum average annual turn over of Rs.20 Lakh during the financial year 2012-13, 2013-14 & 2014-15 duly certified **by Chartered Accountant and a copy of Balance Sheet to be enclosed.**
4. Should have executed at least 03 (Three) similar work for any public educational institutions including University, public sector undertakings, Govt. departments (central or state) in India **for the financial year 2012-13, 2013-14 & 2014-15 details of the work orders must be attached with technical bid.**
5. Bidders should have authorized dealership of any reputed mill (attach self attested copy) and he should submit a certificate from the concerned paper mill that the paper shall be delivered to them and the same shall be converted into pulp.

Terms & Conditions:

1. The firm finally selected for this purpose will be required to execute an Indemnity Bond to the effect that the material purchased by them from the University shall be sold directly to the paper mills to convert it into pulp. They will also submit a certificate from the concerned paper mill to the University that the paper has been delivered to them and has been converted into pulp. The material will not be utilized/ sold to any one in any shop in open market for any other purpose. The confidential information related to the Examination shall not be divulged to any one by the Vendor.
2. The bidder shall place his bid in the envelop marked "Technical Bid". All documents in support of eligibility as well as another envelop containing DD/Pay order for EMD shall be placed in the envelope marked "Technical Bid".
3. Bids without EMD will be summarily rejected.
4. Conditional Bids will be summarily rejected.
5. Bids received after due date & time shall be summarily rejected.
6. The rates should be quoted in figures and words.
7. Vendor must quote consolidated rates (single rate) per kg.
8. It will be the responsibility of the vendor to pack the material by his own laborers and the cost towards Transportation, packing, Handling, Loading, Unloading, Weighing, etc. shall be borne by the successful bidder.
9. The weighing of the material shall be jointly witnessed by a committee to be constituted by the competent authority GGSIP University and the bidder or his authorized representative. All weighing shall be certified by the weighing committee. The weighing site for this purpose will be decided by the University.
10. The successful bidder will be responsible for collecting the aforementioned quantities of Papers/Used/Answer Books etc. from GGSIP University Dwarka or any other institute as designated by the University in Delhi and NCR.
11. The successful bidder will deposit a sum of Rs.3,00,000/- (Rupees Three Lac Only) in the form of DD/FDR drawn in favour of Registrar, GGSIP University, Dwarka, New Delhi as performance security within 15 days of issue of work order and should be valid for a period of 30 months from the date of issue of work order.
12. **In case the successful bidder fails to lift the waste paper within fifteen days from the date of issue of written communication by the Examination Branch, a sum of Rs.1000/- per day shall be charged as a penalty from the successful bidder against non compliance of University order. However, this clause does not forbid the university to get the waste paper lifted even before fifteen days in case of emergency/circumstances prevailing at particular point of time.**
13. The waste papers etc. can be inspected during office hours prior to last date of submission of bid while collecting the tender documents.
14. The successful bidder has to submit in advance 75% of approximate amount in form of DD the DD should be drawn in favour of Registrar, GGSIP University, Dwarka and balance Amount to be submitted within five days of weighing the material at Dharma Kanta. In case the successful bidder does not deposit the requisite amount, performance security deposit shall be forfeited and order shall be cancelled
15. For any unforeseen issues arising, and not covered by this NIQ, or in the event of differences of interpretation, the decision of the Vice-Chancellor shall be final.
16. The rate contract for weed out the waste material for a period of **two year (further extendable for one year on mutual agreement on satisfactory completion of same)**.
17. The bidder will take out the material in the bags and lift the same with his own arrangement.
18. Any damages to the material in case of any accident/fire/theft, the responsibility will be levied upon the vender.
19. The rates quoted by the firm inclusive of empty sacks/bags used for filling waste material and nothing will be deducted from the total weight calculated through Dharma Kanta.
20. The "Financial bid" of those bidders whose technical bids have qualified will only be opened.
21. All disputes are subject to the jurisdiction of the Delhi Courts only.

(Sunita Shiva)
Dy. Registrar (Purchase)

FINANCIAL BID

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**WEEDING OUT OF WASTE PAPER (CONFIDENTIAL RECORDS) OF
EXAMINATION**

Name of the Vendor :

| Description | Qty. available (Approximate) two year | Kg. for | Amount Rs. (in figures) Per kg. | Amount Rs. (in words) Per kg. | Total Amount |
|---|---|------------|------------------------------------|----------------------------------|--------------|
| Used Exam Copy/Answer sheet, Record (OMR Sheets), Weight Card Board, Weight Road sweep and Shredded Khaki & Cardboard Envelope Cutting & Envelops & Shredded Khaki (Rates are to be quoted as consolidated material) (Single Rate) | 1,60,000 Kg. | | | | |

1. I have inspected the material to be disposed off before submitting the bid.
2. I hereby agree to all the terms & conditions quoted in the tender document.
3. I hereby agree that the rate quoted above includes the weight of empty sacks/bags also.
4. Nothing will be deducted for empty sacks/bags from the total weight of Dharma Kanta.

SEAL, SIGNATURE & NAME OF THE BIDDER