



F. No. GGSIPU/Weedout/2026-27/04

Dated : 11.08.2026

GEM FORWARD AUCTION NOTICE

Forward Auction Notice through GeM portal for award of contract for Weeding out the Waste Paper (including confidential records) comprising of exam answer sheets, Files, Files Covers, Card board, paper, envelope, newspapers, books, Magazines and any other documents, etc. of the University for two years and extendable for another one year on mutual consent on same terms & conditions

Registrar, Guru Gobind Singh Indraprastha University invite online bids through **Forward Auction on GeM Portal** from reputed and eligible contractors/firms for Weeding out of **Waste Paper (including confidential records) comprising of exam answer sheets, Files, Files Covers, Card board, paper, envelope, newspapers, books, Magazines and any other documents, etc.** including shredding, loading, lifting, unloading, transportation, packing, unpacking besides processing for creation of pulp as per directions of University and complete with Labour and incidental expenses **for two years and extendable for another one year on mutual consent on same terms & conditions.**

THE QUANTITY IS TENTATIVE AND MAY VARY SIGNIFICANTLY. PLEASE REFER CLAUSE 3 AT PAGE NO. 2 .

Estimated Quantity of the Waste Paper (including confidential records) of the University to be lifted during two years:

Sl. No.	Category of Waste	Tentative Annual Qty.
1.	Waste Paper (including confidential records) comprising of exam answer sheets, Files, Files Covers, Card board, paper, envelope, newspapers, books, Magazines and any other documents, etc.	3.0 Lacs Kgs. (for two years) [approximately]

Rates to be quoted in “₹ (Rupees) per Kg”.

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The contract will be awarded to the bidder with the highest **Consolidated Total Price**. The Critical Date Sheet pertaining to Forward Auction is as under:

FORWARD AUCTION CRITICAL DATE SHEET:-

PQ Submission Start Date and Time <i>Pre-Bid Meeting Date and Time</i>	13.08.2026 17.08.2026	16:00 Hrs. 12:00 Hrs.
PQ Submission End Date and Time	19.08.2026	17:00 Hrs.
PQ Assessment End Date and Time	21.08.2026	15:00 Hrs.
Offline EMD Payment Start Date and Time	21.08.2026	16:00 Hrs.
Offline EMD Payment End Date and Time	25.08.2026	11:00 Hrs.
E-Auction Start Date and Time	25.08.2026	14:00 Hrs.
E-Auction End Date and Time	26.08.2026	17:00 Hrs.

The tender document can also be viewed on University website i.e. www.ipu.ac.in **(for reference only)**.

INFORMATION RELATED TO THE CONTRACT/BIDDERS

- 1 The estimated cost of the contract is **Rs. 56.70 Lacs (Rs. Fifty Six Lacs Seventy Thousand) (inclusive of 5% GST)** for Two Years.

Estimated Cost = Base Price + 5% GST

Estimated Cost = 5400000 + 270000 = 5670000/-

- 2 **H1" Determination:** The H1 (Highest Bidder) will be determined based on the **Consolidated Total Price (Aggregate Value)**, with a view to have a single point of contact (SPOC) for all the waste to be lifted on the basis of prices quoted for Estimated Quantity of waste.
- 3 The actual quantity may turn out to be more or less than the estimated quantity. In the event of quantity turning out to be less than the estimated quantity, the successful bidder shall not be entitled to claim any damages, loss of interest or compensation, on this ground.

4 **IMPORTANT INFORMATION:**

Bidders are advised to contact GeM Helpdesk directly in the following circumstances:

- (i) Functionality/ User Interface of GeM Portal/ GeM Forward Auction Portal.
- (ii) Technical Issues at any stage of the Forward Auction.
- (iii) Any other issues/ grievance/ query related to the GeM Portal.

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EARNEST MONEY DEPOSIT (EMD)

- 5 The qualified bidders are required to deposit an amount of **Rs. 2.70 Lacs only (Rupees Two Lacs Seventy Thousand Only)** in form of Demand Draft in the favour of Registrar, GGSIP University payable at New Delhi, in sealed envelope through offline in the office of Controller of Examination -II, Room No. 25 Admin Block GGSIP University, Dwarka, New Delhi 110078. The envelope containing EMD shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive. University bank account details are as below for submitting EMD, through online mode:

RTGS/ECS Details		
1.	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2.	Account No.	927860555
3.	IFSC Code	IDIB000G082
4.	Bank Name	Indian Bank
5.	MICR Code	110019071
6.	Account type	SB (Saving)
7.	CBS Code/ Branch Code	02029
8.	Branch Name & Address	GGSIU, Sector-16C, Dwarka, New Delhi -110078
9.	Banker's Phone No.	011-28035244

- 6 Earnest Money Deposit of unsuccessful bidders shall be returned as per the terms and conditions of GeM Portal/ University Norms.
- 7 The prospective bidders are required to upload the following documents during PQ-Submission Stage:

Sr. No	<u>Details of Documents</u>	
	All the pages of technical bid/ documents as per this checklist must be sequentially numbered and uploaded in chronological order in a single merged PDF file	
1.	Signed and stamped copy of Letter of Transmittal	Annexure – 1
	Signed and stamped copy of Declaration by the Bidder	Annexure – 2
	Signed and stamped copy of Compliance to Bid Requirement	Annexure – 3
	Signed and stamped copy of that the bidder/ organization has not been blacklisted/debarred by any of the government/ public sector agencies in India. A declaration of fair business practice by the Bidder.	Annexure – 4
2.	Signed and stamped copy of duly filled Organizational Structure: - Legal status of the company/ organization with legal proof along with certified copies.	Annexure – 5
3.	Signed and stamped copy of Income Tax Registration (PAN No.)	Attach certified copies
	Signed and stamped copy of valid GST Registration Certificate	
4.	Undertaking	Annexure-6
5.	Average financial turnover of Rs. 37 lacs Only (Rupees Thirty Seven Lacs only) during the last financial year i.e. F.Y. 2024-25, duly audited, signed & stamped by a Chartered Accountant.	Annexure- 7

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- C. If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.
- D. **Joint Venture/ Consortiums traders are not accepted.**

TERMS AND CONDITIONS OF THE CONTRACT

- 12 The University will not be responsible for any particular quantum of **Waste Paper (including confidential records) comprising of exam answer sheets, Files, Files Covers, Card board, paper, envelope, newspapers, books, Magazines and any other documents**, made available during the said period, as the quantity may increase or decrease.
- 13 Rates must be exclusive of all taxes, duties and cess, which are payable or may become payable by the Contractor under existing or future laws or rules of the country, during the course of execution of the contract. The contract will be awarded to the bidder who will quote the consolidated highest rates.
- 14 Rates should be quoted exclusive of all taxes in Indian Rupees. The taxes will be extra as applicable from time to time. The rates quoted should be excluding of all taxes but should be inclusive of labour charges, cess, conveyance, insurance etc. The taxes should be indicated separately
- 15 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.
- 16 Sales Tax, purchase Tax, turnover tax or any other tax on material applicable during the currency of this contract shall be payable by the contractor and University will not entertain any claim whatsoever in respect of the same.
- 17 The prospective bidders are also advised to regularly visit the GeM Portal and University website to keep themselves updated about any change or modification, as any change or modification in the tender will be intimated through these websites only by corrigendum/ addendum/ amendment. No individual responses shall be communicated in this regard.
- 18 The bidders are expected to examine all the instructions, proformas, terms & conditions and specifications in the bid documents to be furnished. Failing to furnish all information required by the bid document in every respect will be at the bidders' risk and may result in rejection of the bid.
- 19 The bidders are required to quote their **best rates for being awarded the contract for a period of 2 (two) years**. The approved rates will remain static during the period of contract.

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Per 11/3/26

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Validity of Tender:

- 20 **One Hundred and Eighty Days (180)** from the date of opening of tender. During this period no bidder shall be allowed to withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained on this regard.
- 21 If the Bidder refuses to execute the job after excepting the condition of the tender at any point of time during the contract period, the security deposited will be forfeited in full or in part which is at the sole discretion of the GGSIPU. Further any action as deemed fit will also be taken.
- 22 University reserves the right to make any change, at any time, in the terms and conditions of the Contract and accept or reject or cancel any or all bids, wholly or partly, without assigning any reason thereof.
- 23 Each bidder has to certify that all the terms and conditions are acceptable to him/ her as per **Annexures enclosed**. The Earnest Money Deposit shall stand forfeited in case of breach of any of the conditions mentioned in the tender.
- 24 All the pages of the documents submitted must be duly signed and stamped, failing which the bid shall be liable for rejection.
- 25 The bidders shall fill all the information/ details as per **Annexure enclosed**.
- 26 During the PQ Submission period as per the "Critical Date Sheet", signed/ stamped copies of the documents listed at **Clause 7** must be uploaded by all the bidders in GeM Portal.
- 27 The University will deal with the bidder directly and no middle-men/agents/commission agents etc., should be asked by the bidder to represent their cause and they will not be entertained by the University.
- 28 Hypothetical or conditional bids will not be entertained. Bids once submitted shall not be allowed to be withdrawn or altered. If the bid is withdrawn or altered by the concerned party at any time after it is submitted, the Earnest Money deposited by him shall stand forfeited or/and the bidder may be debarred to participate in the tender process of the University in future.

TERMS AND CONDITIONS FOR SUCCESSFUL BIDDER

- 29 The successful bidder will be required to install his/her own heavy duty shredding machine in the University premises and suitable space will be provided by the University for the purpose of tearing/shredding of **Waste Paper (including confidential records) comprising of exam answer sheets, Files, Files Covers, Card board, paper, envelope, newspapers, books, Magazines and any other documents**, under the supervision of Dy. Registrar (Examination). The successful bidder may visit the premises for visual inspection of the scrap area.

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- 30 The successful bidder shall **permanently deploy minimum 4 (Four) laborers** and sufficient labour at his own cost, on immediate basis, for removal of the accumulated **Waste Paper (including confidential records) comprising of exam answer sheets, Files, Files Covers, Card board, paper, envelope, newspapers, books, Magazines and any other documents**, as per the requirement of the University immediately on demand and in any case not later than fifteen days of the receipt of intimation, failing which contract awarded shall be liable to be terminated without giving any further notice or opportunity.
- 31 The successful bidder shall segregate and pack the **Waste Paper (including confidential records) comprising of exam answer sheets, Files, Files Covers, Card board, paper, envelope, newspapers, books, Magazines and any other documents** and shall have the weighment done on the weighing machine, in the presence of Committee of Officers of the University who shall certify the net weight of answer sheets, waste papers, files/file covers, file boards, cardboard, newspapers, Magazine etc., being lifted.
- 32 Before every instance of lifting, the successful bidder shall have to visually ascertain the approximate quantity of **Waste Paper (including confidential records) comprising of exam answer sheets, Files, Files Covers, Card board, paper, envelope, newspapers, books, Magazines and any other documents** to be lifted and deposit an advance of **Rs. 15 lacs (Rupees Fifteen Lacs Only)** (on the basis of the approximate quantity of the category/ categories of waste to be lifted) by way of demand draft in favour of 'The Registrar, GGSUP University', before the lifting of the waste.
- 33 The successful bidder shall engage his/her own labour for the below mentioned purposes:
- a. Collection of the **Waste Paper (including confidential records) comprising of exam answer sheets, Files, Files Covers, Card board, paper, envelope, newspapers, books, Magazines and any other documents** from various branches/ sections of the University and accumulating the same in the waste paper scrap area allotted by the University.
 - b. Segregation, shredding and packing of the waste material at the waste papers scrap area.
 - c. Lifting of the packed waste material from the waste papers scrap area under supervision of Committee of Officers of the University.
- 34 The successful bidder will manage the lifting of the shredded and unshredded waste himself/ herself and not through any proxy.
- 35 The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by the University.

- 36 The successful bidder shall ensure that the personnel so deployed should maintain due decorum as well as prohibit its personnel on duty from smoking or lighting fire within the premises where they are deployed and also restrain them from collaborating or mixing up with any outside element or with the workers/ staff of the Advocates, etc.
- 37 The successful bidder shall undertake that the character and antecedents of each individual employee deployed by him/ her, have been got verified from the competent authorities and record maintained to this effect and the successful bidder will further ensure that all personnel deployed by him/ her in the premises of the University, from time to time, are duly verified by the Police authorities insofar as their character and antecedents are concerned.
- 38 The successful bidder shall provide full details of the persons deployed for the job. Police verification of the deputed person with no criminal record and with identity proof shall also be carried out by the successful bidder.
- 39 The University shall have no liability, financial or otherwise, for any harm/damage/injury incurred to the manpower deployed by the successful bidder in the course of performing the work. Neither the successful bidder nor its workers shall have any claim on this University for compensation or financial assistance on this account.

TERMS AND CONDITIONS FOR SUCCESSFUL BIDDER

General:

- 40 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a "Nil" or "No Such Case" entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as "not applicable". The bidders are cautioned that Supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.
- 41 The bid document should be legibly **written and serially numbered with proper tagging and binding**. The bidder should sign each page of the bid.
- 42 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. Bid should be submitted as a package with signed letter of transmittal.
- 43 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization with name & designation.

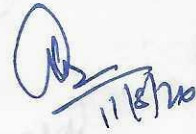
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42. The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. The bidder is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.
43. Any information furnished by the bidder found to be incorrect either immediately or at a later date/stage would render him liable to be debarred from tendering/taking up of any work in GGSIPU. In such case contract/agreement will be closed forthwith and the EMD/ performance security shall stand forfeited to University absolutely.
44. The successful bidder shall have to work in co-ordination and co-operation with any other agencies appointed by the University to work simultaneously in the same or adjoining area. The decision of the University in case of any dispute between the different agencies appointed by the University shall be final and binding.
45. The bidder will have to enter into regular agreement **within 10 days** from the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied in the tender.
46. Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.
47. Sales Tax, purchase Tax, turnover tax or any other tax on material applicable during the currency of this contract shall be payable by the contractor and University will not entertain any claim whatsoever in respect of the same.
48. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the University shall be communicated in writing to the Registrar.
49. If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the contractor. In such instance the performance security shall stand forfeited to University absolutely.
50. Without prejudice to any of the rights or remedies under this contract if the contractor dies, the University shall have the option of terminating the contract without compensation to the legal heir of the contractor.
51. The successful bidder will have to sign an agreement within stipulated time period as mentioned in the letter of intent. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.

Safety and Security

52. Safety and Security of workers/staff, material, equipments, etc. will be the responsibility of the contractor. The university will not be held responsible on this account.







53. The University reserves the right, without being liable for any damages or obligation to inform the bidder, to:
- (a) Amend the scope and value of contract to the bidder.
 - (b) Reject any or all the applications without assigning any reason.
54. Any effort on the part of the bidder or his agent to exercise influence or to pressurize the University would result in rejection of his bid. Canvassing to any kind is prohibited.
55. Rates should be quoted exclusive of all taxes in Indian Rupees. The taxes will be extra as applicable from time to time. The rates quoted should be excluding of all taxes but should be inclusive of labor, conveyance, insurance etc. The taxes should be indicated separately.
56. The service contract must be quoted by the Manufacturer, individual, proprietary firm, partnership firm, limited company private or public or corporation. Incomplete quote shall be summarily rejected.

Final decision making authority

57. The University reserves the right to accept or reject any bid and to annul the process and reject any or all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the University to the bidder (s).

Rejection of the tender.

- The bid without bid security (EMD) will summarily be rejected.
- The bid without the documents required as mentioned in the technical bid are likely to be rejected.
- Late tender(s) will not be accepted.
- There should not be two prices for the same item, which will summarily be rejected.
- No separate covers other than the consolidated sealed cover for tender will be accepted.
- Conditional bids will summarily be rejected.

Particular provisions

58. The University reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.
59. The University has the power to make alteration in, omission from, addition of or substitution for the original specifications.
60. Variation in the quantity of work order will be up to 25% from the proposed quantity and must be acceptable to the bidder for a period of two years from the date of acceptance of the work order.

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Amendment of tender document:

61. Before the deadline for submission of tender, the University may modify the tender document by issuing addenda.
62. Any addendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.ipu.ac.in). Prospective bidders must visit the website before filling and submission of Tender Document for such information.

Performance Guarantee:

63. The successful bidder shall have to deposit the **Performance Security amount @ 5% of the contract value** within the 10 days after the letter of intent. The Performance Guarantee shall be accepted in the form DD/Online/Bank Guarantee (As per **Annexure-10**) (26 months validity) only and shall be in favor of "**Registrar, GGSIPU**", payable at New Delhi. University bank account details are as below for submitting EMD, through online mode:

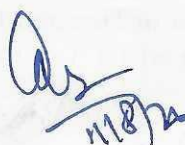
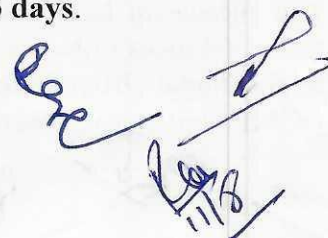
RTGS/ECS Details		
10.	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
11.	Account No.	927860555
12.	IFSC Code	IDIB000G082
13.	Bank Name	Indian Bank
14.	MICR Code	110019071
15.	Account type	SB (Saving)
16.	CBS Code/ Branch Code	02029
17.	Branch Name & Address	GGSIPU, Sector-16C, Dwarka, New Delhi -110078
18.	Banker's Phone No.	011-28035244

64. The Performance Guarantee will be refunded without any interest after the successful completion of the work as per the agreement.
65. In case of non submission of Performance Guarantee within specified time, the earnest money will be forfeited and the University may consider to black list/debar the bidder.
66. In case a Bank Guarantee of any bank are furnished by the bidder to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the University to make good the deficit.

Location

67. The weed out material items covered under this tender are required to be lifted from University Campus at Examination Division, Ground Floor, Administrative Block, Sector 16C, Dwarka, New Delhi in working days **10.00 AM to 04.00 PM** prior intimation to office of Examination Branch within **15 days**.



Arbitration and Settlement of Disputes:

68. University and the contractor shall make every effort to resolve amicably by direct information negotiation by difference or dispute arising between them under or in connection with the University order.
69. If after thirty (30) days from the commencement of such informal negotiations, University and the contractor have been unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:
- Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGS Indraprastha University.
 - The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by University to desist from working in this behalf.
 - The venue of arbitration shall be Delhi/ New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India. **All disputes are subject to the jurisdiction of the Delhi Courts only.**
 - It is also a term of that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

Force Majeure

70. For purpose of this Clause, "**Force Majeure**" means an event beyond the control of the contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.
71. If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Bidders shall continue to perform its obligations under the Work Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Modalities (Terms & Conditions):

72. The successful bidder shall deposit an advance of Rs. 15,00,000/- with applicable taxes. (Rupees Fifteen Lacs plus applicable taxes) within fifteen days of issue of order by the Nodal Office in the form of Demand Draft (to be drawn in favour of Registrar, GGSIP University, Dwarka) or NEFT Transfer in the University Account. This

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amount will be adjusted subsequently against the material lifted by the Successful Bidder. In case the value of the material is more than deposited advance, the successful bidder will deposit the additional amount within seven days. In case the value is less than deposited advance, the University will refund the balance amount to the successful bidder. This amount of Rs. 15,00,000/- plus taxes, will be required to be deposited by the successful bidder each time after the order is issued by the Nodal Office. The balance amount is to be transferred within 07 (seven) days of weighing the material at Dharma Kanta along with a copy to Finance and Accounts Branch. The Nodal Office will also be required to communicate to Finance and Accounts Branch the actual quantity and value of the material lifted by the successful bidder. Thereafter the Finance & Accounts Branch shall generate the invoice. In case the successful bidder does not deposit the requisite amount, performance security deposit shall be forfeited and order shall be cancelled. No interest shall be payable, in any case, on refunded amount.

73. The work of weeding out the waste material will be for a period of two years (from the date of issue of Letter of Intent) with the extension of another one year on mutual consent and satisfactory performance on same terms & conditions.
74. The bidder will take out the material in the bags and lift the same with his own arrangement. The empty bags will remain in the custody of University Central Store.
75. Any damages to the material in case of any accident/fire/theft, the responsibility will lie upon the vendor.
76. 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.
77. The compliance of all applicable laws shall be sole responsibility of the bidder. The bidder will have to comply with all applicable laws, rules, stipulation of NGT etc. on the matter of weeding out, pulping by mill and laws related to mill. The University shall not be responsible for violation of any law, in this regard.
78. 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 within 03 days 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.
79. All the Work related to execution of the tender shall be carried out by the Nodal Office i.e. Controller of Examination-II.
80. 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.
81. The weighing of the material at GGSIPU and weighing site shall be monitored jointly by the a committee to be constituted by the competent authority of GGSIP University and the bidder or his authorized representative. The process shall only be done during







working days of the University between 10:00 AM to 04:00 PM. All weighing shall be certified by the weighing committee on the same day. The weighing site at GGSIPU and outside for this purpose will be decided by the University.

82. The Successful bidder will be responsible for collecting the aforementioned quantities of Paper / Used / Answer Books/ Files etc. From O/o COE-II, GGSIP University, Dwarka, New Delhi. The material shall be collected, weighed and shredded at GGSIPU to 1/4th size of A4 paper by the successful bidder before loading on the truck and weighed at site by O/o COE-II in the presence of nominated staff of GGSIPU. The successful bidder will be required to complete the work within the time frame given by the University.

- 82(A)** The successful bidder shall provide a certificate from Recycler, Registered with Central Pollution Control Board/State Pollution Control Board to pulp the waste paper lifted by the bidder from the University. The Quantity of the waste paper converted into pulp shall be specifically mentioned in the certificate.

If the bidder fails to provide such certificate, Performance Bank Guarantee submitted by him/her will be forfeited and the bidder will be Black Listed.

Penalty Provision

83. In case the successful bidder fails to lift the waste material within fifteen days from the date of issue of written communication by the University, a sum of Rs.2,000/- 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 material lifted even before fifteen days in case of emergency/circumstances prevailing at particular point of time.
84. The waste papers etc. can be inspected during office hours prior to last date of submission of bid while collecting the tender documents.
85. Even after awarding the said contract, the University reserves the right to terminate the same, if the services of the successful bidder are not found satisfactory.
86. The Performance Security/Earnest Money Deposit of successful bidder shall stand forfeited in case of breach / default of any of the conditions mentioned in the tender.
87. If the bid is withdrawn or altered by the concerned party at any time after it is submitted, the earnest money deposited by the bidder shall stand forfeited

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LETTER OF TRANSMITTALFrom:

To

The Registrar
GGSIP University
Sector 16C, Dwarka,
New Delhi

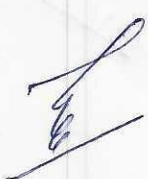
Sub: Submission of Tender Document for Weeding Out the Waste Paper (including confidential records) comprising of exam answer sheets, Files, Files Covers, Card board, paper, envelope, newspapers, books, Magazines and any other documents of the University at GGSIPU Campus, Sector 16C, Dwarka, New Delhi".

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexures / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information on **Weeding out of waste paper.**
3. I/we submit the requisite certified solvency certificate and authorize the Registrar, GGSIPU to approach Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize the GGSIPU to approach individuals, employers, firms and corporation to verify our competence and general reputation.

Name & Signature(s) of Bidder(s) with seal

DECLARATION BY THE BIDDER

We _____ (Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which in two parts) in Part-I (Commercial Section & Technical Section) and Part-II (Schedule of Quantities) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting a copy of Bidding Document marked "Original" as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Part-I and Part-II of the Bidding Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Contract Agreement. Further, we shall sign and stamp each page of this Part-I and Part-II as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

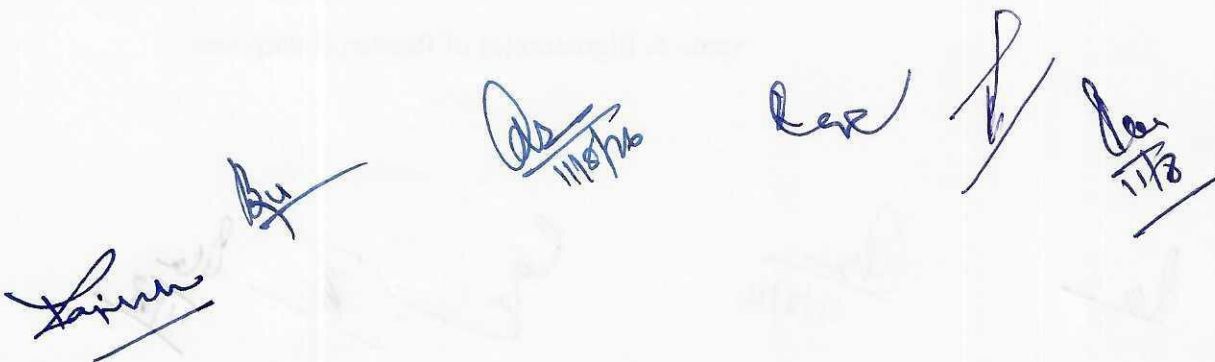
We further confirm that we have indicated prices in Schedule of Quantities and submitted in Price Bid in separately sealed envelope. We confirm that rate quoted by us includes price for all works/activities/supply etc. as mentioned in item description of the items in Schedule of Quantities.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Note : This declaration should be signed by the Bidder's representative who is signing the bid.



COMPLIANCE TO BID REQUIREMENT

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by GGSIPU.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

SIGNATURE OF BIDDER : _____
NAME OF BIDDER : _____
COMPANY SEAL : _____

Signature for As 11/8/16 for 11/7/16

DECLARATION FOR FAIR BUSINESS BY THE BIDDER

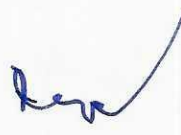
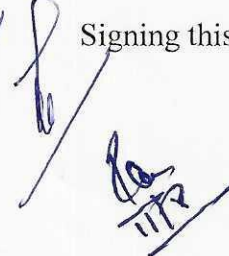
(Affidavit on Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary / Magistrate)

This is to certify that We, M/s _____ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and business dealings will be banned.
- vii) We have not been punished / penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted /debarred by any of the Government/Public Sector Agency in last three years.

SEAL, SIGNATURE & NAME OF THE BIDDER

Signing this document

ORGANISATION STRUCTURE

1. Name & Address of the Bidder :
2. Telephone No./Fax No./ e-mail :
3. Legal status of the Bidder (attach copies of original document defining the legal status)
 - a) An Individual
 - b) A proprietary firm
 - c) A firm in partnership
 - d) A limited company or Corporation
 - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photo Copy)
Organization /Place of registration & Registration No.
5. PAN No. -----
6. Names and Titles of Directors & Officers with designation to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization:
(Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Was the Bidder ever required to suspend work for a period of more than six months continuously after you Commenced the construction? If so, give the name of the Project and reasons of suspension of work. :
9. Has the Bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
10. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :
11. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. :
13. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Bidder)

UNDERTAKING

I _____ S/o _____
 _____ prop. M/s. _____ R/O _____
 _____ having business at _____
 _____ hereby indemnifies the University and undertakes that in case of receipt of purchase/supply order by M/s. _____ undersigned shall be bound to get regd. With GST department, GNCT of Delhi and provide the TIN to the University. I further undertake to raise the bills and fulfill the supply/purchase order form my Delhi office. I understand that non compliance of these mandatory conditions entails non release of any payment against bills raised and also these will be no interest liability on the part of university on related payment.

Besides, non acceptance of the supply/ purchase order entails forfeiture of EMD without further notice.

Name & Signature
 (prop/ Authorized signatory)
 Address:- _____

Telephone No. _____ Tel. No. (M) _____

11/8/20 *are* *11/8*

11/8

DETAILS OF ANNUAL TURNOVER**A. FINANCIAL DETAILS**

Financial Year	Gross Annual Turnover (In Lacs)
2024-25	

(Stamp, Name & Signature of Bidder)

By
[Signature]

As
11/8/24

Per
[Signature]
11/8

**DETAILS OF SIMILAR WORKS COMPLETED IN ANY OF THE LAST THREE
(03) FINANCIAL YEARS I.E. F.Y. 2023-24, 2024-25 and 2025-26**

S. No.	DESCRIPTION OF WORK	POSTAL ADDRESS OF CLIENT WITH CONTACT NUMBERS	CONTRACT VALUE	COMPLETED VALUE	STARTING DATE	SCHEDULED COMPLETION DATE	ACTUAL COMPLETION DATE	REASONS FOR DELAY, IF, ANY

(Stamp & Signature of Bidder)





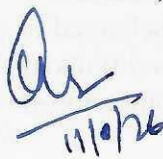
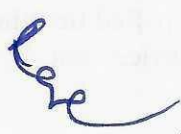

FINANCIAL BID**WEEDING OUT THE WASTE PAPER (INCLUDING CONFIDENTIAL RECORDS) OF THE UNIVERSITY FOR TWO YEARS AND EXTENDABLE FOR ANOTHER ONE YEAR ON MUTUAL CONSENT ON SAME TERMS & CONDITIONS****Name of the Vendor :**

Description	Estimated quantity available for two years	Rates Per Kg. (Without GST) (in Rs.)	GST Amount (in Rs.)	Total Amount Including GST (in Rs.)
Weeding out of Waste Paper (including confidential records) comprising of exam answer sheets, Files, Files Covers, Card board, paper, envelope, newspapers, books, Magazines and any other documents including shredding, loading, unloading, transportation, packing, unpacking besides processing for creation of pulp as per directions of University all complete with Labour and incidental expenses.	3,00,000 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






Form of Performance Guarantee**Bank Guarantee Bond**

1. In consideration of the GGSIPU (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between ----- and ----- (hereinafter called "the said Contractor(s)") for the work ----- (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs.----- (Rupees ----- only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, ----- (indicate the name of the Bank) ----- (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.

2. We, ----- (indicate the name of the Bank) ----- do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.----- (Rupees ----- only).

3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We, ----- (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We, ----- (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be

relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. We, ----- (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.

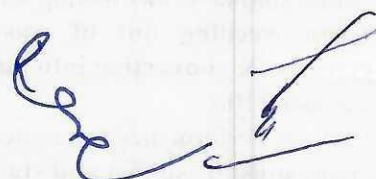
8. This guarantee shall be valid up to ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. ----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of ----- for ----- (indicate the name of the Bank)











CHECK LIST FOR SUBMISSION OF BID

The Bidder is requested to fill this check list and ensure that all details/documents have been furnished as called for in the Bidding Document along with duly filled in, signed & stamped checklist with each copy of the "Un-priced bid (Part – I)".

Sr. No	Details of Documents
	All the pages of technical bid/ documents as per this checklist must be sequentially numbered and uploaded in chronological order in a single merged PDF file
1.	Signed and stamped copy of Letter of Transmittal Annexure – 1
	Signed and stamped copy of Declaration by the Bidder Annexure – 2
	Signed and stamped copy of Compliance to Bid Requirement Annexure – 3
1.	Signed and stamped copy of that the bidder/ organization has not been blacklisted/debarred by any of the government/ public sector agencies in India. A declaration of fair business practice by the Bidder. Annexure - 4
2.	Signed and stamped copy of duly filled Organizational Structure: - Legal status of the company/ organization with legal proof along with certified copies. Annexure - 5
3.	Signed and stamped copy of Income Tax Registration (PAN No.) Attach certified Signed and stamped copy of valid GST Registration Certificate copies
4.	Undertaking Annexure-6
5.	Average financial turnover of Rs. 37 lacs Only (Rupees Thirty Seven Lacs only) during the last financial year i.e. F.Y. 2024-25, duly audited, signed & stamped by a Chartered Accountant. Annexure- 7
6.	Firm should have executed at least one of the following in any of the last three financial years (2023-24, 2024-25 & 2025-26). One single order of similar work having value of Rs. 43.2 Lacs the tender cost. OR Two single order of similar work having value of Rs. 32.4 Lacs the tender cost. OR Three similar works having value of Rs. 21.6 Lacs each (Similar work shall mean weeding out of waste paper/ material (including confidential records) & converting into pulp) Annexure 8
7.	Financial Bid Annexure-9
8.	Form of Performance Guarantee Annexure-10
Every page must be signed and stamped by the authorized official of the bidder/tenderer firm, failing which, it is liable to be rejected.	

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____
