

**NOTICE INVITING TENDER FOR DISPOSAL OF USED
EXAMINATION ANSWER PAPERS AT CENTRAL UNIVERSITY
OF TAMILNADU, THIRUVARUR**

Tender No.2022-23/10

Date of Issue: 08.07.2022

Date of closing: 29.07.2022



Central University of Tamil Nadu
Neelakudi Campus
Kangalancherry-Post
Thiruvavur-610 101

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तमिलनाडु केन्द्रीय विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)
CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडीपरिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvavur- 610 101.
☎:04366-277359 / email: purchase@cutn.ac.in

No. 2022-23/10

08.07.2022

Notice Inviting Tender Enquiry for Disposal of Used Exam Answer Booklets at Central University of Tamil Nadu

Central University of Tamil Nadu, an institution setup by an Act of Parliament, invites sealed Tender from the authorized distributors/dealers/resellers under Two-Bid System **for Disposal of Used Exam Answer Booklets at Central University of Tamil Nadu**. The tender documents can be downloaded from www.cutn.ac.in.

1. Two Bid System:

The Technical Bid (**Annexure-B**) and the Commercial Bid (**Annexure-C**) shall be sealed by the bidder in separate covers duly super scribed as **Tender for Disposal of User Answer Booklets at CUTN– Technical Bid** and **Tender for Disposal of User Answer Booklets at CUTN – Commercial Bid** respectively and both the sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed as **Tender for Disposal of User Answer Booklets at CUTN - Tender Notice No.2022-23/10**.

A declaration as per prescribed format – Annexure –A should be kept inside the Technical Bid Envelope along with EMD of Rs.5000/- and sealed. The tender must reach to **The Registrar, Central University of Tamil Nadu, Neelakudi Campus, Thiruvavur 610 005** by post or by hand on or before **29.07.2022, 15:00 hours**. **The Technical Bid will be opened on 29.07.2022 at 16.00 Hrs.**

Tenders received after due date/time will not be considered under any circumstances. Canvassing in any form will result in the disqualification of the bidder. Tenders sent by fax/email will not be considered. To avoid any complications with regard to Late Receipt/Non Receipt of Tenders, it may please be noted that responsibility rests with the bidder to ensure that the tenders reach the above mentioned address on or before the due date.

2. ELIGIBILITY CRITERIA

- 2.1. Companies/Bidder should be in existence for over 2 years in the business of lifting waste paper material for pulp making.
- 2.2. The firm/company should have a previous contract for lifting waste papers for at least two years with a Government Department/Public Sector Undertaking. The company should furnish its contract documents with a Govt. office for the last two years.
- 2.3. The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cut-off date and time will be rejected forthwith.
- 2.4. The Vendor should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India and no criminal case is pending against the said firm on the date of submission of this bid (Prescribed Proforma as per Annexure D).
- 2.5. The vendor must furnish details of GST No/PAN No. and copy of these documents should enclosed along with bid document.
- 2.6. In case of any difference / discrepancy between the rates quoted in figures and words, the later shall prevail.
- 2.7. A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid),
- 2.8. The bidder shall quote the Technical and Commercial bids only as per the format enclosed at Annexure-‘B’ and Annexure- ‘C’.
- 2.9. Conditional bids shall not be considered and will be rejected out-rightly at the first instance.

3. EARNEST MONEY DEPOSIT (EMD):

The Bidder shall furnish, as part of its bid, an EMD of Rs.5000/- by Demand draft drawn in favour of Central University of Tamil Nadu payable at Thiruvarur

- 3.1. The firms who are registered with National Small Industries Corporation (NSIC) / Small Scale Industries (SSI)/ Micro, Small and Medium Enterprises (MSMEs) are exempted to furnish the EMD. Self-attested photocopy of valid registration certificate issued by competent authority for disposal of Waste Papers must be enclosed with the technical bid.
- 3.2. Any bid not accompanied with the EMD shall be rejected by the Purchaser as nonresponsive.

4. PROCEDURE FOR SUBMISSION OF THE BID

The vendors desirous of participating in the tender process shall have to submit their bids in two parts, viz., Technical Bid as per Proforma at Annexure -B and Commercial Bid as per Proforma at Annexure- C. Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.

a. **Technical Bid** - All the columns, in the proforma of Technical Bid (Annexure- B) should be duly filled and supporting documents must be enclosed with this Bid. Incomplete Bid shall not be considered and will be summarily rejected.

b. **Commercial Bid**- The Commercial bid format is provided along with this tender document. All columns of the proforma should be correctly and clearly filled.

The vendors will have to quote for all items included in Annexure- 'C'

In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited. CUTN reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever. Incomplete quotations are liable to be rejected. In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.

Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.

Any attempt of direct or indirect negotiation on the part of the bidder with the authority who is competent to finally accept it after the submission of the tender; or any other endeavor to secure any interest or any influence by the bidder by any means for acceptance of a particular tender will render the bidder liable to be excluded from consideration.

The Bids must be submitted on or before the due date. Bids submitted after the due date & time will be rejected.

5. **Bid Evaluation Criteria:**

In the first instance the Technical Bids shall be opened by the authorized representatives of CUTN in the presence of representatives of bidders, if available.

The date and time for opening of the Technical Bids is given on the first page of this document.

The Bidders may depute their representatives for the Technical Bid opening event.

The Technical Bids will then be evaluated by CUTN, internally

Once the Technical Bids are accepted, the Commercial Bids of the vendors (whose Technical Bids have been accepted) shall be opened, the date for which shall be communicated to the vendors through e-mail/University Website.

If any vendor so desires, it may depute its representative for Commercial Bid opening event also.

The H1 bidders will be arrived at by calculating the total cost of all the Waste/ Scrap material. The H1 bidder will be awarded the contract for lifting of the Waste/ Scrap material. H1 shall be evaluated on total amount inclusive of taxes as mentioned in the Commercial BidFormat.

The decision of the Competent Authority, CUTN shall be final and binding.

6. **TERMS AND CONDITIONS**

1. The contract will be for period of one year from the date of award and may be extended further two more years on yearly basis based on the performance and satisfaction of the University.
2. Bid document should be submitted within the last date and time specified in the tender document.
3. The quoted price, item-wise, shall be submitted in the Price Format at Annexure 'C', forming part of the Tender.
4. The tender shall remain open for acceptance for a period of sixty (60) days from the date of opening the bids. In case of withdrawal of tender within this period, the EMD remitted by the bidder will be forfeited.
5. The bidders are required to indicate their GST/PAN Number in their offer.
6. The used Answer booklets should be weighed in the presence of the Committee member by the vendor.
7. The material should be taken after shredding in the presence of officials nominated by the CUTN at the University Campus itself by the vendor without any additional cost.
8. The required manpower for shredding, categorizing, weighing, bundling, loading etc., are to be borne by the vendor.
9. The weighed waste shredded materials shall be allowed to be transported only after the remittance of the cost of the weighed material along with GST in the University account.
10. Tenders submitted without fulfilling the above term & conditions and in contravention to the tender notice are liable to be rejected summarily.
11. The items to be sold can be inspected on any working day with prior appointment.
12. The successful bidder (H1) evaluated on the basis of sum of rates quoted in respect of Item of Annexure –C, would be awarded the contract for removal/lifting the waste papers and shall remit the sale price of the items before taking delivery of the items from CUTN.
13. The awardees should remove all items at his/her own cost from CUTN with a proper Gate Pass (non-returnable Gate pass will be issued by Admin Section) during working hours within 7 days from the date of award of contract. Those who fail to do so will forfeit their EMD besides cancellation of the order.
14. All statutory payments, like minimum wages prescribed, compensation in case of accident or loss, etc., to the workers employed by the bidder for the removal of the items shall be borne by the bidder.
15. The sale is subject to all terms and conditions prescribed in the tender document and resultant sale order.
16. Any clarification required may be obtained before submission of the tender. CUTN reserves the right to cancel the sale at any time without assigning any reason before issue of the sale order. BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.
17. Any dispute arising out of this document will be subject jurisdiction of Thiruvavur Court
18. The rate quoted by the bidder shall be final and no change in the same shall be allowed.
19. Commercial bids of only those Firms who are technically qualified shall be evaluated.
20. You are accordingly requested to quote your highest rates for lifting the waste papers. The proposal should be uploaded in two parts viz. "Technical Bid" and "Commercial Bid" in the Proforma enclosed at Annexure-B and Annexure-C, respectively.
21. CUTN reserves the right to accept/reject any/all tender(s) without assigning any reason whatsoever.

DECLARATION

I/We have read the Terms & Conditions to BIDDERS and accepted the same. I/We have made my /our offer keeping in view of all these conditions forming part of the tender inquiry.

I/We have submitted an EMD of Rs. 5,000/- (Rupees Five thousand only) vide demand draft no. _____ dated _____ Bank: _____ Branch: _____. A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is also enclosed. I/We confirm that we have our own Pulp making facility.

OR

I/We will make arrangement for handing over of the materials for pulp making with M/s. _____
_____ (name and address of the pulp making facility) at
the premise of CUTN, Thiruvarur.

GST/PAN No. of the Bidder:

(Mandatory) Mobile No. :

Telephone No.:

Place:

Date:

Signature, Name and Address of the
Bidder with Seal

TENDER NO.2022-23/10**Proforma for Technical Bid**

Sl.No	Particulars	Details (Documentary Proof to be enclosed)		Pg. No
1.	Name of the Tendering Company/Firm/Agency			
2.	Name of the Director of the Company/Active Partner of Firm/Authorized Agent/Proprietor			
3.	Full Address & Tel. No.			
4.	E mail Address			
5.	Date of commencement of Business			
6.	Status of the Company/Firm (i.e whether proprietorship,partnership,Pvt. Ltd., etc.)			
7.	GST/PAN No. of the Company/firm (enclose copy)			
8.	Details of prominent Government Department/Public Sector Undertaking served/ being served with similar services (Also attach a comprehensive list of the organizations served in the recent past two years, from where the waste papers are lifted)	Name and Address	Annual Cost of Contract	
9.	Do you agree with the terms and conditions stipulated in Tender Document (Annexure-B)			
10.	EMD of Rs.5000/- as Demand Draft (or) Valid NSIC/SSI/MSME Certificate for EMD exemption (proof to be enclosed)			
11.	Name of the sub-contractor for pulp making(if any) with full address			
12.	Available number of shredding Machine for Pulp making			
13.	Self Declaration for not been blacklisted by any State/Central Government/PSU/Autonomous Body (As per Annexure –D)			

Declaration:

It is certified that the information furnished above is correct to the best of our knowledge & belief.

We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by same. We have inspected the samples of the waste material to be lifted from CUTN. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is enclosed.

Signature.....

Place-----

Name.....

Date.....

Designation.....

TENDER NO.2022-23/10**Proforma for Commercial Bid**

Srl. No.	Item Name/description	Quoted Price (In figures)/per kg (Cost including all taxes)	Quoted Price (In words)/per kg (Cost including all taxes)
1	Old Answer Booklets/Papers: Used for various Examinations or any other purposes.		
2.	Waste Cloth Line Covers		
3.	Waste Brown Covers		

Note:

The bidder will have to quote for all of the above items.

CUTN reserves the right to accept or reject any offer without assigning any reasons whatsoever.

CUTN reserves the right to cancel this tender in case the proposal received is not satisfactory.

The material should be taken after shredding at the University Campus itself by the vendor without any additional cost.

It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place.....

Date.....

Seal of the Company/Firm

Signature.....

Name.....

Designation.....

SELF – DECLARATION - NON BLACKLISTING

To

Registrar

In response to this Tender No.2022-23/10, I/We hereby declare that presently our Company/firm M/s_____is having unblemished record and is not declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

We further declare that presently our Company/firmM/s_____is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our EMD deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

Place: _____

Date: _____

Signature: