



# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Vivekananda Street, Cooch Behar-736101

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Website:- [www.cbpbu.ac.in](http://www.cbpbu.ac.in)

Ref. No. F27.V4/REG/911-18

Date: 12/07/2018

## TENDER NOTICE

Sealed tenders are invited for disposal of following items:

Description of Work	Approximate Value	Earnest Money
Disposal of used Answer Sheets/ old Newspaper/magazines and other scrap paper.	Approx. 1.5 Lakh	Rs. 30,000/- (Rs Thirty thousand only) in form of Bank Draft drawn in favour of Cooch Behar Panchanan Barma University Payable at Cooch Behar

Tender document can be downloaded from the University's website [www.cbpbu.ac.in](http://www.cbpbu.ac.in) and in such a case the bidder shall deposit the cost of tender documents along with submission of the tender, failing which his tender shall not be opened. The tender form complete in all respect should reach the Registrar, Cooch Behar Panchanan Barma University, Vivekananda Street, Cooch Behar – 736101, West Bengal, India, in duly sealed envelope super scribed with "Tender for disposal of Waste Paper" up to 2.30 p.m on 26/07/2018. The tender will be opened on the same day at 3.30 p.m by a committee in presence of tenderer who may wish to be present. The Registrar Cooch Behar Panchanan Barma University reserves the right to accept or reject any or all the Tenders without assigning any reason. Incomplete & conditional tenders are liable to be rejected.

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.

1. Demand Draft/Pay Order of Rs. 2000/- (Two thousand only) drawn in favour of Cooch Behar Panchanan Barma University Payable at Cooch Behar, as cost of Tender Document.
2. Demand Draft/Pay Order of Rs. 30,000/- (Thirty thousand only) drawn in favour of Cooch Behar Panchanan Barma University Payable at Cooch Behar, as earnest money.
3. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm/Mill or Company.
4. Self attested Copy of GST Registration Certificate.
5. Self attested copy of the PAN.

Registrar

REGISTRAR  
Cooch Behar Panchanan  
Barma University

Verified by



Prepared by

12/07/18



**TENDER DOCUMENT**  
**FOR**  
**SALE OF 'WASTE PAPER'**  
**(Used Answer Sheets/Old Newspaper/  
Magazines and other Scrap Paper)**



**Rs. 2000/-**

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COOCH BEHAR PANCHANAN BARMA UNIVERSITY, Vivekananda Street, Cooch Behar – 736101, West Bengal, India

**(Signature of the Tenderer)**



## 1. TENDER NOTICE

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2. 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.

### Envelope-1 (Technical Bid)

The sealed envelope with "Tender for disposal of Waste Paper" clearly written on top of envelope, addressed to The Registrar, Cooch Behar Panchanan Barma University, Vivekananda Street, Cooch Behar – 736101, West Bengal, India must reach the University office up to 2.30 p .m on 26/07/2018.

This envelope of technical bid must contain the following:

Duly filled, signed & stamped tender document.

Demand Draft/Pay Order of Rs. 2000/- (Two thousand only) drawn in favour of Cooch Behar Panchanan Barma University Payable at Cooch Behar, as cost of Tender Document.

Demand Draft/Pay Order of Rs. 30,000/- (Thirty thousand only) drawn in favour of Cooch Behar Panchanan Barma University Payable at Cooch Behar, as earnest money.

Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm/Mill or Company.

Self attested Copy of GST Registration Certificate.

Self attested copy of the PAN.

Technical Bids shall be opened at 3:30 PM on the same day i.e. 26/07/2018 in the presence of the bidders or 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.

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(Signature of the Tenderer)

**Envelope-2 (Financial Bid)**

3. The financial bids (Annexure 'A') will be opened at later stage only after evaluation process of technical bids.
4. Eligibility Criteria:
  - i. Only such bidders, who are Registered Sole Proprietor /Partnership firm or Company and meet the following conditions, can participate in the tender:
  - ii. The bidder must be a registered Sole Proprietorship/Partnership firm/Mill or Company.
  - iii. Self attested documentary proof of registration of Sole Proprietorship/Partnership firm/Mill or Company must be attached.
  - iv. The bidders must have a valid PAN to participate in the tender and must submit self attested copy of the same.
5. Terms & Conditions:
  - i. A undertaking to be given that the waste paper being lifted from the University 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.
  - ii. Sealed bids are invited for disposal of Waste Paper (used Answer sheets/old newspaper/magazines and other scrap paper) on as per whereas basis. Bid should be sealed in a cover duly super scribed as "Tender for disposal of Waste Paper."
  - iii. Security deposit of Rs. 30,000/- (Rupees Thirty Thousand Only) to be submitted along with the tender in the form of bank draft drawn in favour of The Registrar, Cooch Behar Panchanan Barma University Payable at Cooch Behar.
  - iv. 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.
  - v. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
  - vi. The Earnest Money Deposit (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 security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance undertaking after completion of the entire job that the material has been received by them in full quantity, mentioning the weight of the material. Only then the EMD will be released and adjustment of final account will be made.
6. The right to accept a bid will rest with the Registrar, Cooch Behar Panchanan Barma University, who reserve the right to reject any or all the bids without assigning any reason thereof.
7. The quoted rate should be valid till the material has been lift out from the University.
8. In case, the vendor fails to comply the terms & conditions, the University may terminate the contract without assigning any reason and is free to dispose of the waste paper 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 University office within a period of 3 days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his EMD will be forfeited and the University shall have the right to cancel the order.

\_\_\_\_\_  
(Signature of the Tenderer)

10. It will be responsibility of the vendor to pack the material by his own laborers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
11. It will be responsibility of the vendor that the waste paper being lifted from the University 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.
12. Bidders may visit the University premises and inspect the quantity, condition and type of material being sold.
13. The weighing of the material shall be jointly witnessed by a committee of the University's 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 University.
14. The successful bidder shall have to deposit an amount equivalent to 1.25 times the total estimated cost of the materials planned to be lifted in one phase in the form of DD. The DD should be drawn in favour of Cooch Behar Panchanan Barma University, payable at Cooch Behar. In case, the successful bidder does not deposit the requisite money, Earnest Money Deposit shall be forfeited and order shall be cancelled.
15. Each Page of the Tender document should be signed by the tenderer.

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

Place:

Date:

Name :

Telephone No.

Address:

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(Signature of the Tenderer)

**Annexure - 'A'**

**Financial Bid**

I/We \_\_\_\_\_ hereby offer rates, to purchase Waste Paper items from the Cooh Behar Panchanan Barma University, Cooh Behar on annual rate contract basis:

<b>Sl. No.</b>	<b>Description</b>	<b>Purchase Price/KG</b>
1.	Used Answer Books	
2.	Scrap Paper	
3.	Old Newspaper	
4.	Magazines	

**Place:**

**Date:**

**(Signature of the party with stamp)**