

# **TENDER DOCUMENT**

**FOR  
DISPOSAL OF OLD/ USED  
ANSWER SHEETS  
LYING  
AT  
PUNJAB TECHNICAL UNIVERSITY**

**June-2012**

**PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY  
PUNJAB**

**PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY  
Kapurthala (PUNJAB)  
(Established By Punjab Government)**

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**NOTICE INVITING TENDER**

- 1.0 On behalf of Punjab Technical University hereinafter referred as PTU, sealed tenders are invited from Registered Sole Proprietor/Partnership firm or Company for the following work:

<b>S. No.</b>	<b>Name of Work</b>	<b>Approx. Value</b>	<b>Earnest Money</b>
1.	Disposal of old/used answer sheets lying at PTU Campus, Jalandhar-Kapurthala Road, Kapurthala, Punjab.	Rs. 15.0 lacs	Rs. 30,000/- (Rs thirty Thousand only)

- 2.0 The tender document can be downloaded from PTU website [www.ptu.ac.in](http://www.ptu.ac.in) from **26.06.2012 to 10.07.2012**, the bidder shall deposit the cost of tender documents alongwith submission of the tender, failing which his tender shall not be considered/opened. The cost of tender documents i.e. Rs. 1000/- (one thousand only) and earnest money deposit (EMD) shall be deposited in the form of two separate demand draft/pay order in favour of 'The Registrar, Punjab Technical University, Jalandhar, and to be submitted in the same envelope with particular of mentioned on the back side of each demand draft/ pay order.

- 3.0 The bidders are advised not to make any corrections, additions, alterations in the downloaded tender documents. In case, any corrections, additions, alterations are made in the downloaded tender documents, such tender shall not be considered.

**4.0 Eligibility Criteria:**

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

- A) The bidder must submit attested documentary proof of registration of Sole Proprietorship/Partnership firm or Company.
- B) The bidder must be having minimum annual turnover of Rs. Five Lacs for each of the last two financial years and must submit attested documentary proof for the same.
- C) The bidders must have a valid PAN to participate in the tender and must submit attested documentary proof for the same.

- 5.0 The bidders are requested to quote their rates based upon the Terms and Conditions forming part of these documents and after carefully inspecting the materials being disposed off and any other factor affecting the lifting or other costs of the materials.
- 6.0 The sealed envelopes(**with “Tender for disposal of old/used answer sheets” clearly written on top of envelope**) addressed to The Registrar, Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala and containing the following documents must reach the university before **14.30 hours of 10.07.2012:**
- I. Duly filled, signed & stamped tender document.
  - II. Demand Draft/Pay Order of Rs. 1000/- drawn in favour The Registrar, Punjab Technical University, payable at Jalndhar as cost of Tender Document. (Please note that only DD/Pay Order will be accepted. Payment through cheque or cash or any other means will not be accepted.
  - III. Demand Draft/Pay Order of Rs. 30000/- drawn in favour The Registrar, Punjab Technical University, payable at Jalndhar as EMD. (Please note that only DD/Pay Order will be accepted. Payment through cheque or cash or any other means will not be accepted.
  - IV. Attested documentary proof of registration of Sole Proprietorship/Partnership firm or Company.
  - V. Attested documentary proof having minimum annual turnover of Rs. Five Lacs for each of the last two financial years.
  - VI. Attested documentary proof of a valid PAN card of bidder.

Tenders shall be opened at **15:00 hours** on the same day i.e. 10/7/12 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 deposit of the bids shall be rejected and returned to the bidder unopened.

**However the order will be placed to the successful bidder( the one quoting highest rates of purchase out of the eligible bidders) within a week of opening of tenders as per the recommendations of tender evaluation committee.**

- 7.0 In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
- 8.0 Any tender received without Earnest Money & the cost of tender document in the form as specified in tender documents shall not be considered and shall be summarily rejected.
- 9.0 PTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reasons thereof.
- 10.0 PTU reserves the right to make split order of the total disposal in two or more parts depending upon the equality of the rates received from different bidders.
- 11.0 After getting the order from PTU, the successful bidder shall start the work within 10 days of getting the order. Also he will be liable to complete the job within a period of 30 days from start of work. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his EMD shall be forfeited and the university shall have the right to cancel the order.

12.0 The transfer of tender documents purchased by one intending bidder to another bidder is not admissible. Bidder can submit tenders only on the documents purchased/downloaded from PTU's website.

Registrar  
Punjab Technical University

***AGREED AND ACCEPTED***

***SIGN. AND STAMP OF BIDDER.***

## TERMS AND CONDITIONS

### **DISPOSAL OF OLD/ USED ANSWER SHEETS LYING AT PUNJAB TECHNICAL UNIVERSITY, JALANDHAR-KAPURTHALA ROAD**

1. Tenders are invited for sale of old/used answer sheets lying at PTU Campus, Jalandhar-Kapurthala Road, Kapurthala, Punjab from the Registered Sole Proprietor/Partnership firm or Company.
2. Only such bidders, who are Registered Sole Proprietor /Partnership firm or Company and meet the following conditions, can participate in the tender:
  - A) The bidder must submit attested documentary proof of registration of Sole Proprietorship/Partnership firm or Company.
  - B) The bidder must be having minimum annual turnover of Rs. Five Lacs for each of the last two financial years and must submit attested documentary proof for the same.
  - C) The bidders must have a valid *PAN* to participate in the tender and must submit attested documentary proof for the same.
3. Rates are to be quoted in the enclosed Bill of Quantity for the item. Bidders may note that it is mandatory to quote rate for the item included in Bill of Quantity, failing which tender shall not be considered as valid and will be rejected.
4. The approximate quantity for the material is indicated in Bill of Quantity. The quantity indicated in the Bill of Quantity is tentative and may vary to any extent during actual lifting/weighing. The amount payable to PTU will be based upon the actual quantity lifted and the accepted rates.
5. Bidders are requested to visit PTU campus and inspect the quantity, condition and type of material being sold.
6. The rates quoted should be inclusive of all costs including material movement from actual place of storage which may be from stores/ upper floors/basement etc, loading/unloading of materials, weighing charges, transportation to destination etc.
7. The rates quoted should be inclusive of all taxes and duties.
8. The packing of the material will be arranged by the bidder at his own expenses only. University will not supply any bags/bora/cartons/other items for packing the material.
9. The successful bidder shall ensure that the above material shall only be recycled for production of papers/allied products etc. and shall not be used for any other purpose. An affidavit duly attested by Ist class Magistrate shall be furnished by the successful bidder in this regard before start of lifting of material.

10. After completion of the entire job, the successful bidder will submit an undertaking from the paper mill owner/production unit that this material has been received by them in full quantity (mentioning the weight) and have been recycled. Such undertaking must be submitted on the letter head of the said unit. Only then the EMD will be released and adjustment of final account will be made.
11. The rates accepted by PTU shall remain valid for a period of one year from the date of issue of letter of acceptance by PTU. The Earnest money deposit of the successful bidder shall remain with PTU as a Security Deposit and shall be released on satisfactory completion of the contract. For unsuccessful bidders EMD will be released by way of electronic transfer only in the respective bank account No. of the bidders. All bidders will have to submit the copy of cancelled cheque showing account no. and IFS code in which the amount of EMD will be deposited.
12. PTU shall issue instructions to the successful bidder for lifting of materials and deposit of the requisite amount in advance in phases, as and when such materials will be available for lifting. In case, the successful bidder does not deposit the requisite money within a period of ten days from the date of issue of letter by PTU for lifting of materials and depositing the money, Earnest Money Deposit shall be forfeited and order shall be cancelled. The successful bidder shall have to deposit an amount equivalent to 1.10 times the total cost of the materials planned to be lifted in one phase in the form of DD/Cash deposited at PTU cash counter only. The DD should be drawn in favour of Registrar PTU payable at Jalandhar only.
13. The lifting of materials ordered shall be started within 10 days from the date of issue of letter by PTU and completed within 30 days from the start of work.
14. The weighing of the material shall be jointly witnessed by a committee of PTU's authorised representative(s) and bidder or his authorised representative. All weighing shall be certified by this weighing committee. The weighing bridge for this purpose will be jointly decided by the successful bidder and PTU.
15. After completion of the entire job i.e when the total material has been lifted, the final adjustment will be made of the amount received from the successful bidder in phases and actual amount due. This adjustment will be based upon actual quantity lifted as certified by the weighing committee as well as accepted rates. The balance payment, if any, shall be released to the successful bidder by PTU within 7 days of submission of final account duly certified by the PTU Officials.
16. EMD of the successful bidder shall be released within 7 days of submission of a certificate by PTU official that the contract has been satisfactory executed and completed.
17. The rates quoted by the bidders shall be based upon the above terms and conditions only.

18. The bidders are requested to submit their rates in the Bill of Quantities enclosed. The bidders are requested to submit the complete tender documents and Bill of Quantities with rates filled in, duly stamped and signed as a token of their acceptance to these terms and conditions.
19. **All bidders are requested to submit their highest rates for lifting of various materials.**
20. PTU reserves the right to split the total sale in two or more parts depending upon the rates received for the item from various bidders. In such a case, the bidders shall have to lift/purchase the particular material(s) for which order has been placed with them failing which EMD deposited by such bidder(s) shall be forfeited.

*Agreed and Accepted*

*Signature of the Bidder with Stamp and date.*

**DISPOSAL OF OLD/ USED ANSWER SHEETS, LYING AT PUNJAB  
TECHNICAL UNIVERSITY, JALANDHAR-KAPURTHALA HIGHWAY**

**BILL OF QUANTITIES**

<b>S.No.</b>	<b>Description of Item</b>	<b>Unit</b>	<b>Quantity (Tentative)</b>	<b>Rate of Purchase (Rs./Kg) (to be quoted in figures and words)</b>
1	Sale of old/used answer sheets lying at PTU Campus, Jalandhar-Kapurthala Road, Kapurthala, Punjab.	Kg	108000.00	

**(Stamp and Signature of the Bidder)**