

# **TENDER DOCUMENT**

**FOR SALE OF OLD /USED ANSWERS  
SHEETS/LOOSE/OMR SHEETS SALE OF CARD  
BOARD, FILE COVER, QUESTION PAPERS  
BOOKLETS, PROSPECTUS ETC LYING AT PUNJAB  
TECHNICAL UNIVERSITY**

**September – 2014**

**PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR – KAPURTHALA HIGHWAY,  
KAPURTHALA  
PUNJAB 144603**



## Tender Document

FOR

Sale of old/used answer sheets/ Loose /OMR sheets, Card board, File Cover, Question paper booklets,  
Prospectus etc lying at Punjab Technical University, Jalandhar

---

### Table of Contents

Item	Page No.
Notice inviting Tender.....	3-4
Technical Bid (Envelope-1).....	5-8
Financial Bid (Envelope -2).....	09



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

**NOTICE INVITING TENDER**

1. On behalf of Punjab Technical University hereinafter referred as PTU , sealed tenders are invited from Registered Sole Proprietor/Partnership firm/Mill or Company under 'Two Packet System' (Technical Bid – Unpriced & Financial Bid – Priced) for the following work:

S. NO.	Name of Work	Approx. Value	Earnest Money
1.	Sale of old/used answer sheets, Loose /OMR sheet, Card board, File Covers, Question paper booklets ,Prospectus etc lying at PTU Campus, Jalandhar-Kapurthala Highway, Kapurthala, Punjab	Rs. 15.0 lacs	Rs.30,000/- (Rupees Thirty thousand Only)

2. The Tender document can be obtained from 10.00AM to 04.00PM on all working days from 16/10/14 to 04/11/14 from the office of 'The Registrar, Punjab Technical University, Jalandhar-Kapurthala Highway, Punjab on Payment of Rs. 1000/- (rupees One Thousand Only), Non-refundable, in cash or demand draft/Pay order drawn in favour of 'The Registrar, Punjab Technical University Payable at Jalandhar towards the cost of one tender document. Tender document can also be downloaded from PTU's website [www.ptu.ac.in](http://www.ptu.ac.in) and in such a case, the bidder shall deposit the cost of tender document along with submission of the tender, failing which his tender shall not be opened. The cost of tender documents in this case shall be deposited in the form of demand draft/pay order.

3. The sealed envelopes (Envelope-1 for Technical bid , EMD & Tender Cost fees and Envelope -2 for financial bid) addressed to The Registrar, Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala Must reach the University before 11.00 hours on dated 05/11/14.

**Technical Bids** shall be opened at 12.00 hours on the same day i.e. 05/11/14 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 financial bids will be opened at later stage only, after evaluation process of technical bids .Financial Bid should be opened in Presence of bidders.**





4. The EMD of above mentioned amount must be submitted in the form of DD/pay order only drawn in favour of 'The Registrar, Punjab Technical University Payable at Jalandhar.
5. Tenders must submit their bids in two separate envelopes only. One envelope should contain Technical bid, EMD& Tender Cost Fees and second envelop 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.

6. **Eligibility Criteria:**

Only such bidders, who are Registered Solo proprietor/partnership firm or company and meet the following conditions, can participate in the tender:

- A) The bidder must be a registered Sole Proprietorship/ Partnership firm /mill or Company. Self attested Documentary Proof of registration of Sole Proprietorship/ Partnership firm /Mill or company must be attached.
- B) The bidder must be having minimum annual turnover of Rs.five Lacs for the last financial year i.e. 2013-14 and must submit copy of sale tax return/balance sheet for the year 2013-14 duly attested by CA, as documentary proof. The return/balance sheet must be exactly in the name that applicant as under clause 'A'.
- C) The bidders must have a valid PAN to participate in the tender and must submit self attested copy of the same. The PAN must be exactly in the name that applicant as under clause 'A'.



## Envelope -1

### (Technical Bid)

Sale of old/used answer sheets, Loose /OMR sheets, Card board, File Covers, Question paper booklets ,Prospectus [REDACTED] etc lying at PTU Campus , Jalandhar-Kapurthala Highway , Kapurthala, Punjab.

---

The sealed envelope (With " Envelope -1 Technical Bid of Tender for Sale of old/used answer sheets Loose /OMR sheets, Card board, File Covers, Question paper booklets ,Prospectus [REDACTED] etc 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 1100 hours on 05/11/2014.

This envelope of technical bid must contain the following:

- i) Duly filled, signed & stamped tender document.
- ii) Cash receipt/Demand Draft/Pay order of RS.1000/- drawn in favour of The Registrar, Punjab Technical University, payable at Jalandhar as cost of tender documents. Payment through any other mode will not be accepted.
- iii) Demand Draft/Pay order of Rs.30000/-drawn in favour of The Registrar, Punjab Technical University, Payable at Jalandhar 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) Self attested Documentary Proof of registration of sole Proprietorship/Partnership firm /Mill or company.
- v) Copy of sale tax return/balance sheet for the year 2013-2014 duly attested by CA, as a documentary proof.
- vi) Self attested copy of the PAN.



## **TERMS AND CONDITIONS**

1. The bidders are requested to quote their highest rates based upon the Terms and Conditions forming part of tender document and after carefully inspecting the materials being sold off and any other factor affecting the lifting or other costs of the materials.
2. Order will be placed to the successful bidder (the one quoting highest rates of purchase out of the eligible bidders).
3. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received /opened on the next working day.
4. Any tender received without Earnest Money & without the cost of tender document in the form as specified in tender documents, shall not be considered and shall be summarily rejected.
5. 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.
6. PTU reserves the right to make split order of the total sale in two or more parts depending upon the equality of the rates received from different bidders.
7. After getting the order from PTU, the successful bidder shall start the work within 15 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 will be forfeited and the university shall have the right to cancel the order.
8. The transfer of tender documents purchased by one intending bidder to another bidder is not permissible. Bidder can submit tenders only on the documents purchased/downloaded from PTU's website.
9. Rates are to be quoted in financial Bid only in the enclosed Bill of Quantity therein. Bidders may note that it is mandatory to quote rate for the item in separate sealed envelope of financial bid, failing which tender shall not be considered as valid and will be rejected.





10. The approximate quantity of 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.
11. Bidders are requested to visit PTU campus and inspect the quantity, condition and type of material being sold.
12. 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.
13. The rates quoted should be inclusive of all taxes and duties.
14. 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.
15. **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 1st class Magistrate shall be furnished by the successful bidder in this regard before start of lifting of material.**
16. **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 Based on the performance of the party, the rate contract may be extended further for a period of one year.**
17. 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. However the EMDS of Unsuccessful bidders will be released back.
18. As the material will be lifted in Phases, the successful bidders must deposit advance money of every lot before taking out that lot. PTU shall issue instructions to the successful bidder for lifting of materials and deposit of the requisite amount in advance. In case, the successful bidder does not deposit the requisite advance money within a period of ten days from the date of issue of letter by PTU for lifting of materials. Earnest Money Deposit shall be forfeited and order shall be cancelled.
19. The weighing of the material shall be jointly witnessed by a committee of PTU's authorized representative (s) and bidder or his authorized 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.

20. After completion of the entire job i.e when 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 accordingly to the successful bidder by the PTU.
21. EMD of the successful bidder shall be released / adjusted after satisfactory completion of the work.

I/ we hereby undertake to abide by the terms and conditions of the tender documents.

I/ we further state that all the information submitted in the technical as well as financial bid is true and correct to the best of my/our knowledge & belief.

**Agreed and Accepted**

**(Signature of the Bidder with stamp and date)**





## Envelope -2 Financial Bid

Sale of old/used answer sheets Loose /OMR sheet, Card board, File Cover, Question paper booklet ,Prospectus [REDACTED] etc lying at PTU Campus , Jalandhar-Kapurthala Highway , Kapurthala, Punjab.

The sealed envelope (with “ Envelope-2 Financial Bid of tender for sale of old/ used answer sheet loose OMR, card board, question paper booklets, prospectus [REDACTED] etc” clearly written on top of envelope) addressed to The Registrar, Punjab Technical University, Jalandhar- Kapurthala Highway, Kapurthala and containing the following completely filled information must reach the University before 11.00..... hours on 05/11/2014

### BILL OF QUANTITIES

S.No.	Description of Items	Unit	Quantity(Tentative)	Rate of Purchase (Rs./Kg) (to be quoted in figures and words)
1	Sale of old/ used answer sheets	Kg	65000KG	
2	Sale of Loose/ OMR sheets	Kg	5000 KG	
3	Sale of card- board , file cover	Kg	500 KG	
4	1) Question paper booklets 2) Instruction Booklets 3) Examination Forms 4) Prospectus	Kg	500KG	

(Stamp and Signature of the Bidder)

