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# TENDER DOCUMENT

FOR SALE OF OLD/USED ANSWER SHEET LYING

AT

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

December – 2015

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

JALANDHAR – KAPURTHALA HIGHWAY,

KAPURTHALA-144603

PUNJAB



Tender Document

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FOR

Sale of old/used answer sheets lying at I.K.Gujral Punjab Technical University

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## I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

## JALANDHAR-KAPURTHALA HIGHWAY

## KAPURTHALA (PUNJAB)

## NOTICE INVITING TENDER

1. On behalf of I.K. Gujral Punjab Technical University hereinafter referred as IKGPTU, 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. Qty. | Earnest Money                                    |
|--------|---|--------------|--|
| 1.     | Sale of old/used answer sheets lying at IKGPTU Campus, Jalandhar-Kapurthala Highway, Kapurthala, Punjab | 180 Tons     | Rs. 75,000/-<br>(Rs. Seventy five thousand only) |

2. The Tender document to be downloaded from IKGPTU's website [www.ptu.ac.in](http://www.ptu.ac.in) and 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 document shall be deposited in the form of demand draft/pay order of Rs. 1000/- (Rs. One thousand only) in favour of Registrar, IKGPTU payable at Jalandhar.
3. The sealed envelopes (Envelope-1 for Technical bid , EMD & Tender Cost fees and Envelope -2 for financial bid) addressed to The Registrar, I.K. Gujral Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala, Must reach the University before 11:00 hours on dated 23 Dec 2015 2015.

**Technical Bids** shall be opened at 12.00 hours on the same day i.e. 23 Dec 2015 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. Successful parties will be informed accordingly. Financial Bid should be opened in presence of bidders.



(H)

The EMD of above mentioned amount must be submitted in the form of DD/pay order only drawn in favour of 'The Registrar, I.K. Gujral Punjab Technical University Payable at Jalandhar.

5. Tenderers must submit their bids in two separate envelopes only. One envelope should contain Technical bid, EMD & Cost of tender document 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. Outer envelope must be superscribed as "TENDER FOR SALE OF OLD/USED ANSWER SHEETS Oct- 2015, TO BE OPENED BY COMMITTEE ONLY".

7. **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 be a registered Sole Proprietorship/ Partnership firm /Company. Self attested Documentary Proof of registration of Sole Proprietorship/ Partnership firm /Company must be attached.
- B) The bidder must also submit a self attested of satisfactory completion of the work.
- C) The bidder must be having minimum average turnover of Rs. five Lacs in last three financial years and must submit copy of sale tax return/balance sheet for the corresponding period duly attested by CA, as documentary proof. The return/balance sheet must be exactly in the name that applicant as under clause 'A'.
- D) 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'.



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Envelope -1

(Technical Bid)

Sale of old/used answer sheets lying at IKGPTU Campus, Jalandhar-Kapurthala Highway, Kapurthala, Punjab.

The sealed envelope (With "Envelope -1 Technical Bid of Tender for Sale of old/used answer sheets Clearly written on top of envelope) addressed to The Registrar, I.K.Gujral Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala-144603, Punjab and containing the following documents must reach the university before 11:00 hours on 23 Dec 2015.

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/- (Rupees one thousand only) drawn in favour of The Registrar, I.K. Gujral 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.75000/- (Rs. Seventy five thousand only) drawn in favour of The Registrar, I.K. Gujral 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) Self attested copy of sale tax return/balance sheet for last three financial years dully attested by CA, as a documentary proof.
- vi) Self attested copy of the PAN.
- vii) Name, address, email id & phone no. of the owner of the firm.



## 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 an any other factor (s) affecting the lifting or other costs of the materials.
2. University reserves the right to constitute a panel of three (3) bidders on the basis of highest rates.
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. IKGPTU 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. IKGPTU reserves the right to make split order to the sale in 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 IKGPTU, the successful bidder shall start the work within 21 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 IKGPTU'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 indicative 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 IKGPTU will be based upon the actual quantity lifted and the accepted rates.
11. Bidders are requested to visit IKGPTU campus and inspect the quantity, condition and type of material being sold



- The rates quoted should be inclusive of all costs including packing material (gunny bags etc) movement from actual place of storage which may be store/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/boras/cartons/other items for packing the material. The weight of packing material (gunny bags) will not be deducted from the actual weight.
  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. A self declaration shall be furnished by the successful bidders in this regard before start of lifting of material.
  16. The rates accepted by IKGPTU shall remain valid for a period of one year from the date of issue of letter of acceptance by IKGPTU 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 IKGPTU as a Security Deposit and shall be released on satisfactory completion of the contract. However the EMDS of Unsuccessful bidders/parties not willing to be empanelled will be released after completion of the tender process.
  18. As the material will be lifted in Phases, the successful bidder must deposit advance money of every lot before taking out that lot. IKGPTU shall issue instructions to the successful bidders 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 IKGPTU 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 a IKGPTU'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 IKGPTU.
  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 IKGPTU.

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)



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## Envelope -2 Financial Bid

Sale of old/used answer sheets lying at IKGPTU Campus, Jalandhar-Kapurthala Highway, Kapurthala, Punjab.

The sealed envelope (with "Envelope-2 Financial Bid of tender for sale of old/ used answer sheets" clearly written on top of envelope) addressed to The Registrar, I.K. Gujral Punjab Technical University, Jalandhar- Kapurthala Highway, Kapurthala and containing the following completely filled information must reach the University before 11:00 hours on 23 Dec 2015.

### BILL OF QUANTITIES

| Description of Items            | Unit | Quantity(Tentative) | Rate of Purchase (Rs./Kg) (to be quoted in figures and words) |
|---------------------------------|------|---------------------|---|
| Sale of old/ used answer sheets | Kg   | 180000 Kg           |   |

(Stamp and Signature of the Bidder)

