

**THE I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
JALANDHAR JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA**

**E-TENDER DOCUMENT
2022**

FOR

FOR SALE OF OLD/USED ANSWER SHEET

LYING AT

THE I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

**THE I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR
JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA**

E-Tender Document 2022 for Sale of old/used answer sheets lying at IKGPTU

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E-TENDER NOTICE

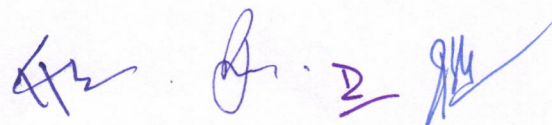
E-Tender No. -

E-tenders are invited as per details below: -

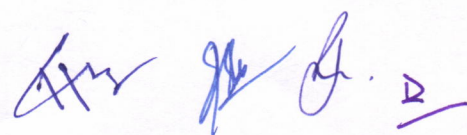
Name of Work	Sale of old/used answer sheets lying at IKGPTU Campus, Jalandhar-Kapurthala Highway, Kapurthala, Punjab
The Currency in which payment shall be made	Indian Rupees (INR)
Date of Publishing	22 / 11 / 2022 at 02:00 PM 03:00 PM
Document Download Start Date	22 / 11 / 2022 at 04:00 PM
Start Date for uploading of Bids	22 / 11 / 2022 at 11:00 AM 05:00 PM
Last Date for uploading of Bids	08 / 12 / 2022 at 10:00 PM 05:00 PM
Date of Opening of Technical Bids	09 / 12 / 2022 at 03:00 PM 11:00 AM
Date of Opening of Financial Bids	To be intimated later to the bidders who will qualify technical bid.
Venue for Opening Bids	The IKGPTU Jalandhar, Jalandhar-Kapurthala Highway, Kapurthala.
Processing fee	Processing fee (as mentioned on the web portal) shall be paid through online mode only as Punjab Government e-procurement.
Bid document Fee	INR 1180/- Inclusive of GST (Non Refundable) Mode of payment: online Net banking /RTGS/NEFT in HDFC account Number: 50100236047556 IFSC: HDFC0003402
Earnest Money	INR 40,000/- Mode of Payment: Online(http://eproc.punjab.gov.in)

The tender document can be downloaded from website **etender.punjabgovt.gov.in**. For participating in the above e-tendering process, the suppliers/bidders shall have to get themselves registered with **etender.punjabgovt.gov.in** and get user ID and password Class Three Digital signatures is mandatory to participate in the e- tender process. For any clarification/difficulty regarding e-tendering process flow, please contact us on 8146699878 (District Coordinator, Jalandhar) or E-procurement Helpdesk Nos. 8054628821, 0172-3934667, 9257209340.

E-Tender Document 2022 for Sale of old/used answer sheets lying at IKGPTU



1. The cost of tender document to be deposited separately as mentioned in the tender document. The E.M.D. as mentioned in this document should be deposited online as mentioned in the **e-portal etender.punjabgovt.gov.in**. No other modes will be accepted.
2. **Corrigendum/Addendum /Corrections/Notice**, if any will be published on the university website (**www.ptu.ac.in**).
3. Bids (Technical and Financial) must be submitted online through **e-portal etender.punjabgovt.gov.in** before the time specified in the above table (**as per system clock**). Department/Service provider does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic for online bids.
4. Uploaded documents of valid successful bidder(s) may be verified with the original documents. The valid successful bidder has to provide the originals to the concerned authority on demand, which will be sent back through registered post or handed over to successful bidder(s).
5. Bid(s) once submitted online, can be resubmitted before last date and time of submission.
6. There is no limit to data that can be uploaded on <http://eproc.punjab.gov.in>, however, for ease of uploading and downloading, vendors are advised to compile data into files and upload.
7. Prospective vendors are advised to start uploading process well on time and not leave it to the last minute as same shall take time because of the data involved.
8. If the date of opening of tenders happens to be a holiday, then the tenders will be opened on next working day at the same time and place.
9. Corrigendum/Addendum/Correction/notice, if any will be published on the website of IKGPTU. The bidders should keep checking the website for any **addendum/corrigendum** to the notice/bidding documents till the date of online submission of bids, and the bidder should incorporate the same in their bid documents.
10. Bidders shall upload scanned copy of all the papers i.e. proof of PAN Card, GST no. and other documents mentioned in the subsequent pages.



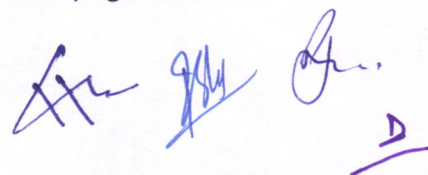
I. K. Gujral Punjab Technical University

NOTICE INVITING TENDER FOR SALE OF OLD/USED ANSWER SHEET

Online tenders are invited from registered sole Proprietor/Partnership firm/Company under for the following work:

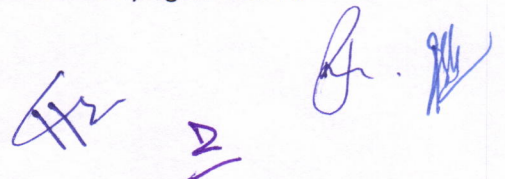
S. No.	Name of work	Approx. Qty.	Earnest Money
1.	Sale of old/used answer sheets 15 to 20-A4 white Pages (Approx.) of 70 GSM per Answer sheets are used for online exam	170 Quintal (Approx)	Rs. 40,000/- (Rs. Fifty thousand only)
2.	Sale of old/used answer sheets 32 pages of 70 GSM cross ruled printed A/sheets are used for offline Exam	160 Quintal (Approx)	

The work is to be performed strictly as per specified terms and conditions mentioned in the documents forming part of this tender. **The special terms and conditions have been mentioned in Part-II of Annexure-II.** The proforma for submission of tender has been given in **Annexure-III (for Technical Bid)** and **Annexure-IV (for Financial Bid)** to this Notice Inviting Tender.



General Guidelines

1. The terms and conditions, of tender along with technical specifications **(part I & II)**, technical information Performa and undertakings etc. must be signed & stamped by authorized signatory and scanned & uploaded on the website. The Financial Bid only submitted by online and not to send hard copy. Financial bids of only those tenderers will be opened who will qualify in technical bid.
2. Technical bid Performa to be filled online.
3. Technical bid will be opened on the due date and time as notified,
4. Rates should be exclusive of all types of taxes, surcharges, GST, Govt. levies etc. Bills to be raised by successful bidder on award of work must reflect the GST amount separately. Tax if any shall be deducted as per norms.
5. The EMD is liable to be forfeited in case the supplier fails to execute the order in time.
6. IKGPTU shall not be responsible if it is not possible to upload / submit the tender online due to any fault or malfunctioning of the internet tender site.
7. The tender should be submitted with the tender document available on e-tender website (<http://eproc.punjab.gov.in>) and can be seen on University website i.e. (**www.ptu.ac.in**).
8. IKGPTU Jalandhar reserves the right to change the order quantity or specification without assigning any reason(s), whatsoever.
9. Authorized signatory should sign on all the pages. Bids without signatures of authorized signatory on all the pages will be out rightly rejected.



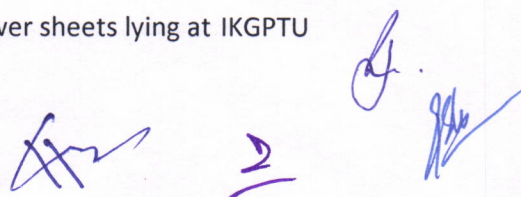
I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

GENERAL TERMS AND CONDITIONS

SUB: THE TENDER FOR SALE OF OLD/USED ANSWER SHEET

1. **Parties:** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and I.K. Gujral Punjab Technical University Jalandhar.
2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Registrar, I.K. Gujral Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala, Punjab, PIN 144603. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 3 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the University in respect of any previous work will be entertained.
- 3.1 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD will be forfeited.
- 3.2 The tenders without Earnest Money will be summarily rejected.
- 3.3 The Earnest money deposit of the successful bidder shall remain with IKGPTU 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.
- 3.4 The EMD is liable to be forfeited in case the supplier fails to execute the order in time.
- 4 **Signing of Tender:**

The tenderer to sign all the pages of tender document and upload on <http://eproc.punjab.gov.in> portal. He should have authority to do so the tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be



deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.

- 4.1 In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- 4.2 In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- 4.3 A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the University may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal legal remedies available.

5. Technical Bid:

- 5.1 The Technical bid should be submitted ONLINE in forms given in **Annexure-III** along with Copy of PAN issued in favour of the firm or as applicable, Provident Fund number/ESI/GST number etc. and any other information sought for in the last section of the **Annexure-III**.

6. Financial Bid:

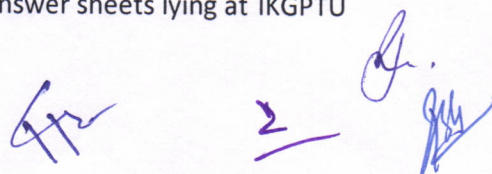
- 6.1 The Financial Bid should be submitted ONLINE in the form given in **Annexure-IV**.
- 6.2 Financial Bids of those tenderers who are found technically qualified, will be opened on a specified date and time to be intimated to the respective tenderer.

7. Validity of the Bids:

The bids shall be valid for a period of 120 days from the date of opening of technical bid.

8. Evaluation of Tender:

The evaluation of the tender documents will be made on the basis of technical information furnished in form given in **Annexure-II & III**. The financial bids of only those firms will be opened who will qualify the technical evaluation criteria. The rate contract shall be awarded to the firm who has quoted the highest rate.

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9. Right of Rejection:

- 9.1** The Registrar, The I. K. Gujral Punjab Technical University, reserves all rights to amend/reject the routes specified in tender document. The Registrar also reserves all rights to reject tender not fulfilling the criteria mentioned in the tender document, without communicating any reason whatsoever and does not bind itself to accept any specific tender. The decision of Registrar, The I. K. Gujral Punjab Technical University shall be final and binding.
- 9.2** Any failure on the part of the contract or to observe the prescribed procedure/ conditions and any attempt to canvass for the work will prejudice the contractor's quotation.

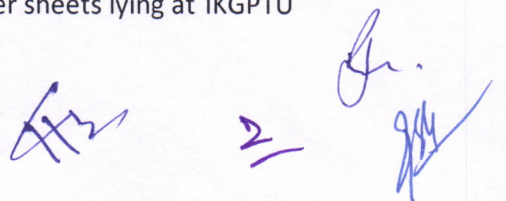
10. Award of Work:

The Registrar, I. K. Gujral Punjab Technical University will award the work to successful contractors at **Highest Rates (H1)** as stated above.

11. Penalty:

- (a) The powers of the Registrar, I. K. Gujral Punjab Technical University under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor for feature of deposit mentioned in the tender document.
- (b) In case of breach of any of terms and conditions mentioned above, the Registrar, IKGPTU will have the right to cancel the work order (without any reason thereof) and nothing will be payable by the University in that case and the security deposit shall be forfeited.

- 12. Period of Contract:** Subject to other conditions appearing herein after, the contract shall be for a **period of Two (02) years** from the date of entering in to contract and extendable to another year on same terms and conditions based on the satisfactory performance. The contract can also be terminated by the contractor with a notice of one month to the IKGPTU on the grounds of failure of obligations on the part of the IKGPTU. For operation of this clause a Consultative committee may be constituted on services of four representatives, one from contractor and three from IKGPTU which shall meet from time to time and submit their deliberations to the Registrar. The Registrar of IKGPTU or any other person authorized by the VC, IKGPTU will be Chairman of the Committee.



13. Subletting of Work:

The firms shall not assign or sublet the work or any part of it to any other person or party.

The tender is non-transferable.

14. Advance Deposit Terms:

14.1 The contractor shall be deposit advance amount in University designated account before lifting the desired quantity from the University.

14.2 All deposit shall be made in the University in online Net banking /RTGS/NEFT in HDFC account Number: **50100236047556 IFSC: HDFC0003402.**

14.3 Registrar, The IKGPTU shall be at liberty to withhold any of the advance deposit/lifting of materials in full or in part subject to recovery of penalties mentioned in the tender

14.4 The term "deposit" mentioned in this para includes all types of deposit made by the contractor arising on account of this contract excluding Earnest Money Deposit governed by the separate clauses of the contract.

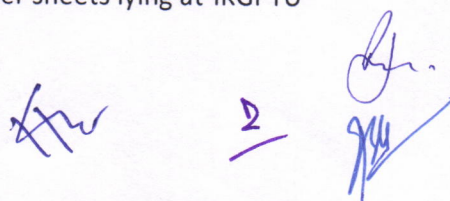
14.5 Deposit will be made in advance in specified account of University as per the lifting schedule provided by examination branch.

15. Arbitration:

All disputes between the IKGPTU and the contractor arising out of this agreement entered into or in relation thereto or regarding the interpretation of any clause, terms and conditions thereof shall be referred to the Registrar, IKGPTU acting as such at the time of reference who will be the sole arbitrator and his decision will be final and binding. In case the nominated Arbitrator is unable to commence or continue Arbitral proceedings for any reason whatsoever, the Registrar shall nominate/appoint another officer of IKGPTU who shall then decide the reference. The provision of Arbitration and Conciliation Act 1996 shall apply.

16. Jurisdiction:

All disputes arising out of the rate contract or terms of tender shall be subject to Kapurthala, jurisdiction courts.



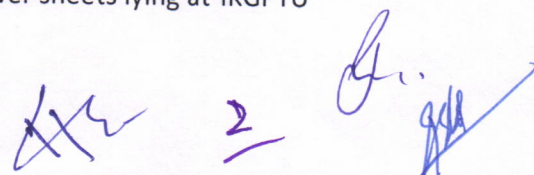
I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
NOTICE INVITING TENDER FOR SALE OF OLD/USED ANSWER SHEET

(TECHNICAL SPECIFICATIONS)

PART-I

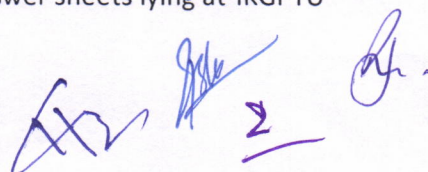
Pre-Qualification Criteria

1. Experience of successfully completed at least similar one work of value Rs. 5 lakh with Central Govt./ Pb.Govt./ Autonomous Body/ Semi-Govt./Public Sector/University/Boards/Pvt. Ltd. Co. etc. during last 03 years ending last day of month of March FY 2021-22
Please enclose copies of satisfactory completion certificate issued by client for similar work completed as applicable above.
2. On an average last three year turnover of bidder should be minimum 10 lacs. In Context to Annual Income for the relevant years the CA Certificate (with UDIN no. of ICAI) must be attached.
3. The bidder should not have been blacklisted or debarred from bidding or declared as a non-performer by any Govt/Semi Govt/ Pvt. Ltd. Co /Autonomous body. There should not be any case pending with the police against the Proprietor/Firm/Partner of the company.
4. The bidder should have the following registration(s): -
 - i. Provident Fund Registration.(if applicable)
 - ii. ESI Registration as per Govt. provisions.(if applicable)
 - iii. GST. No.(if applicable).
 - iv. Valid PAN in the name of the bidder.
 - v. Valid Address proof.Enclose the proof (self-attested) of the same. It is mandatory.



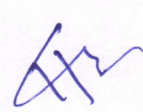
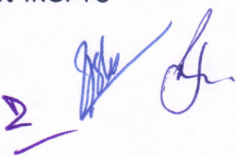
I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
PART-II
SPECIAL TERMS AND CONDITIONS

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. 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.
3. After getting the order from IKGPTU, 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 will be forfeited and the university shall have the right to cancel the order.
4. 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.
5. 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.
6. Bidders are requested to visit IKGPTU campus and inspect the quantity, condition and type of material being sold.
7. The rates quoted should be inclusive of all cost 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.
8. The rate quoted should be exclusive of all taxes. GST/Taxes/TCS shall be levied as applicable.
9. 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.
10. The successful bidder shall ensure that the above the paper material / Recyclable material shall only be recycled for production of papers/ allied products etc. and shall not be used for any

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other purpose. A self-declaration shall be furnished by the successful bidders in this regard before start of lifting of material.

11. The rates accepted by IKGPTU shall remain valid for a period of Two 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 on similar terms and conditions.
12. 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 will be released after completion of the tender process.
13. 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 of Rs 1 lakh within a period of ten days from the date of issue of letter by IKGPTU for lifting of materials then Earnest Money Deposit shall be forfeited and order shall be cancelled.
14. The weighing of the material shall be jointly witnessed by a committee authorized representative (s) by University 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.
15. 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 as certified by the weighing committee as well as accepted rates. The payment, if any, shall be released accordingly to the successful bidder by the IKGPTU.
16. EMD of the successful bidder shall be released /adjusted after satisfactory completion of the work.
17. The bidder should ensure that Answer sheet / recyclable material shall only be recycled for production of paper/ related material etc and shall not be used for any other purpose. Further all material lifted under this tender shall be disposed off /used as per the statutory laws Self-declaration shall be furnished by bidder in this regard before start of the lifting of materials.
18. The materials should be lifted between 09.30 AM to 04:00 PM on working days (Monday to Friday only except gazetted holidays).

1  2 

ANNEXURE-III

I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
NOTICE INVITING TENDER FOR SALE OF OLD/USED ANSWER SHEET

TENDER FORM-I TECHNICAL INFORMATION AND UNDERTAKING

Sub: The tender for Sale of old/used answer sheets lying at IKGPTU Campus, Jalandhar-Kapurthala Highway, Kapurthala, Punjab

1. Name of the Tenderer: _____
2. Address (with Tel., email & Mob. No.): _____
3. Nature of the concern _____ (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Pvt. Ltd. Co. or a Public Sector Organization.) (Attach Proof.)
4. The bidder to quote the following registration numbers:
 - a) PAN
 - b) PF/
 - c) ESI/
 - d) GST/(Self-Attested copy should be attached)
5. Whether each page of Tender & Annexure have been signed and stamped. (YES/NO)
6. Proof of Average Annual turnover certificate (with UDIN no.) duly attested by the CA for last three financial years (Attached) (YES/NO)
7. Proof of Experience of similar work to Central Govt./Pb.Govt./ Pvt. Ltd. Co./ Autonomous Body/Semi-Govt./Public Sector during last 03 years ending last day ending last day of month of March FY 2021-22 . (YES/NO)
8. List of Organizations with address and Telephone number to whom similar work carried out during the last three years and also **successful work completion certificate** issued by concerned dept/organization/Pvt. Ltd .Co.
9. Any other information important in the opinion of the tenderer.

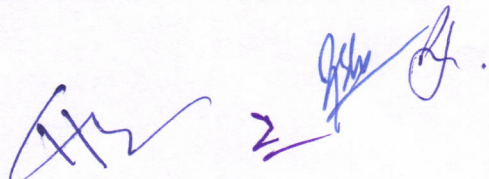
Dated:

(Signature of Tenderer

Place:

With stamps of the firm)

E-Tender Document 2022 for Sale of old/used answer sheets lying at IKGPTU



UNDERTAKING

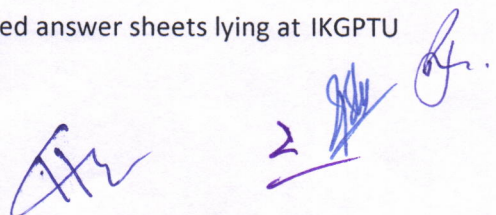
1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the I. K. Gujral Punjab Technical University Campus and its other campuses and shall abide by them.
2. I/We also undertake that I/we have understood "Parameters and all specifications for the Work" mentioned in this tender document and shall conduct the work strictly as per the parameter.
3. I/We further undertake that the information given in this tender is true and correct to the best of my/our knowledge and belief in all respects and nothing has been concealed. I/we hold the responsibility for the same.
4. I/We undertake to the effect that the firm is neither black listed by any Govt organization, Universities, Pvt. Ltd. Co. or autonomous bodies etc. nor any court case/police complaint is registered against the firm.
5. I/ we hereby undertake to abide by the terms and conditions of the tender documents.
6. 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.

Dated:

(Signature of Tenderer

Place:

With stamps of the firm)



I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

**The tender for Sale of old/used answer sheets lying at IKGPTU Campus,
Jalandhar-Kapurthala Highway, Kapurthala, Punjab**

Financial Bid

DETAILS OF QUANTITIES

S. No.	Name of work	Approx. Qty.	Rate of purchase exclusive of GST/Taxes (Rs/Kg) (to be quoted in figures and words)
1.	Sale of old/used answer sheets 15 to 20-A4 white Pages (Approx.) of 70 GSM per Answer sheets are used for online exam	170 Quintal (Approx)	
2.	Sale of old/used answer sheets 32 pages of 70 GSM cross ruled printed A/sheets are used for offline Exam	160 Quintal (Approx)	

Dated:

Place:

**(Signature of Tenderer
With stamps of the firm)**

*Note:- 1. Applicable GST/Taxes will be taken extra as per Govt. Norms
2. It is compulsory that every bidder should fill the rates for the both items otherwise bid for single item will be considered cancelled.*