

INVITATION TO TENDER

GENERAL CONDITIONS OF CONTRACT

FOR
SALE OF CONFIDENTIAL WASTE
MATERIAL

ADDRESS: THE REGISTRAR,
JIWAJI UNIVERSITY,
UNIVERSITY ROAD,
GWALIOR

JIWAJI UNIVERSITY, GWALIOR

No.F./Store/10/ 171

DATED:30.12.10

**SUB: TENDER FOR ANNUAL RATE CONTRACT FOR
SALE OF CONFIDENTIAL WASTE MATERIAL**

Dear Sir

Please find enclosed herewith the Tender Document for quoting your rates for entering into Annual Rate Contract for the disposal of waste material as per the terms and conditions mentioned in the enclosed document.

Yours faithfully,

Registrar
Jiwaji University,Gwalior

Encl:as above

JIWAJI UNIVERSITY, GWALIOR
TENDER DOCUMENT FOR ANNUAL RATE CONTRACT RATES
FOR SALE OF CONFIDENTIAL WASTE MATERIAL

TENDER NO. No.F./Store/10/

-	DUE DATE FOR SUBMISSION OF TENDER DOCUMENT UP TO	13.01.2011 (5.30 PM)
-	DATE OF OPENING (AT ROOM NO. 16, ADMIISTRATIVE BLOCK, JIWAJI UNIVERSITY, GWALIOR)	14.01.2011 (3.30 PM)
-	COST OF THE TENDER FORM	Rs. 500/-
-	TENDER TO BE SUBMITTED AT	THE REGISTRAR JIWAJI UNIVERSITY, GWALIOR.

AWARDING OF CONTRACT FOR LIFTING OF WASTE PAPER (RADDI) TO BE ACCUMULATED FOR THE PERIOD FROM 1.1.2011 TO 31.12.20112.

Sealed tenders are invited for entering into contract for removal/disposal of waste paper, news paper, magazine etc. On AS IS WHERE IS & WHATEVER THERE IS BASIS from godown situated in the JIWAJI UNIVERSITY, GWALIOR.

PRICE BID

TENDER DOCUMENT

JIWAJI UNIVERSITY, GWALIOR

No. F./Store/10/

DATED:

TENDER DOCUMENT FORM FOR DISPOSAL OF CONFIDENTIAL
WASTE MATERIAL
ON ANNUAL RATE CONTRACT BASIS

We are interested for disposal of the following items as waste material as per detail given below. Rates may please be quoted per quintal on Annual Rate Contract basis.

Sl. No.	Name of items of waste material	Rates per Quintal (in fig.) दरें प्रति क्विंटल	Rates per Quintal (in words) दरें प्रति क्विंटल
1	Used Answer Books (लिखित व कोरी उत्तर-पुस्तिकाएँ)		
2.	Unused Question Papers (with Envelopes) (अनुपयुक्त प्रश्न पत्र लिफाफे सहित)		
3.	Other Official Records अन्य कार्यालयीन रिकार्ड		
4.	Newspaper, Magazines समाचार पत्र/पत्रिकायें		
5.	Loose papers (कचरा रद्दी)		

Seal and signature

JIWAJI UNIVERSITY, GWALIOR

Name of the Bidder/Tenderer : -----

Office Address : -----
with Telephone No. -----

Residential Address : -----
with Telephone No. -----

Sales Tax Certificate details : -----
(enclose certificate)

Shop Registration No. : -----
(enclose certificate)

PAN No. : -----
(enclose photocopy of PAN
along with last 3 yrs returns)

Date and Time on or before which the tenders in sealed covers superscribed 'WASTE MATERIAL' should reach the office of The Registrar, JIWAJI UNIVERSITY, GWALIOR.

The earnest Money of Rs. 50,000/- (Rupees Fifty thousand) to be given along with the tender through a Bank Draft No. dated drawn in Bank in favour of The Registrar, Jiwaji University, Gwalior.

I _____ proprietor/director/authorized signatory having registered office at _____ do hereby solemnly affirm and declare that I undertake to abide by all the rules and regulations of the Jiwaji University, Gwalior/ liable to any penalties that may occur due to non adherence of terms and conditions of the contract state/central/local government with regard to sale and disposal of confidential waste material and shall be.

Date

Seal and signature

TERMS & CONDITIONS WITH INSTRUCTIONS FOR THE BIDDERS

1. The tender should be submitted in sealed cover.
2. The bidder shall supply photocopy of PAN, SALES TAX REGISTRATION CERTIFICATE, SHOP REGISTRATION CERTIFICATE along with the certified copy of LAST 3 YEARS INCOME TAX RETURNS, PROFIT & LOSS ACCOUNT and BALANCE SHEET.
3. Tenderers should clearly quote their rates valid for one year from the date of Award of Contract as per items in Table as asked for both in figures and in words. Any overwriting in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken for consideration.
4. Two separate sealed envelopes should be used for submitting (i) tender form and (ii) Earnest money superscribing on the respective envelopes for the above period.
5. Tenders should be valid upto 31.12.2011 from the date of opening of the tender.
6. Tenders so received will be opened in the presence of the bidders, if any on the date and time mentioned in tender document.
7. The successful tenderer will have to deposit the 1st advance installment by way of bank draft/Cash Receipt by Challan (Central Bank of India) in favour of THE REGISTRAR, JIWAJI UNIVERSITY, GWALIOR within 1 week of the receipt of the letter for awarding of the contract.

8. Atleast 3 tenderes are required for successful bidding. Incase if it is found that less than 3 tenders have been received due to any reason, the same may not be opened and more tenders may be called for.

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9. Earnest money deposited Rs.50,000/- is to accompany the bids in the shape of Demand Draft in favor of THE REGISTRAR, JIWAJI UNIVERSITY, GWALIOR. Tenders not accompanied by EMD will be rejected. No interest will accrue on the EMD so deposited.
10. EMD of successful bidders will be kept with us and will be returned after satisfactory completion of contract and work after 2 months. In case of non-completion of work and deviation of terms and conditions the recovery shall be made out of the EMD amount.
11. The earnest money of Rs.50,000/- will be refunded to the unsuccessful tenderers on their return request. The name of the firm shall be written at the back of the demand draft.
12. The materials offered for disposal is on AS IS WHERE IS & WHATEVER THERE IS BASIS" in JIWAJI UNIVERSITY, GWALIOR in unpacked condition. Taxes & duties that may be levied by the Government will be extra as applicable. The waste material will have to be collected from the godown, JIWAJI UNIVERSITY, GWALIOR.
13. The purchaser may inspect the sample of waste materials on any working day between 11.00 AM to 4.00 PM by prior appointment to satisfy themselves about the quality and condition of the materials offered. No complaint in this regard whatsoever will be entertained after the tenders are submitted before or after the materials are lifted. No request for samples or inspection after submission of the tender will be accepted.
14. The waste materials will be allowed to be lifted between 11.00 AM to 4.00 PM as per our award letter. Sorting out from different types of waste material kept at one place will be done by the successful Bidder(s) before weighing and liftings at his cost and risk.

15. In case the material is not lifted within the time specified ground rent of Rs. 500/- will be charged from the purchaser for a further period of 15 days. The materials not so removed will be treated as abandoned material and the EMD and other sums paid for the waste material will be forfeited without any reference to the purchaser. For such abandoned material, THE REGISTRAR, JIWAJI UNIVERSITY, GWALIOR reserves the right to re-sell.
16. The labour, transport and other arrangement will have to be made by the purchaser at their risk, cost and responsibility.
17. The contractor will ensure that the said waste material does not accumulate more than a truck.
18. The university will deal with the tenderor directly and no middle men/commission agent etc. Should be asked by the tenderor to represent the cause and they will not be entertained.
19. The person authorized by the purchaser will be allowed to take delivery.
20. The address given in the tender shall be deemed to be the Purchaser's address and correspondence sent on the address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered.
21. Any loss or damage if occurred to the JIWAJI UNIVERSITY'S property during the course of removing the items, will be made good at the cost of concerned purchaser.

22. The validity of the contract will be upto 31.12.2011 from the date of award of the contract which can be extended with the approval of the competent authority, if mutually agreed upon between the university and the contractor.

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23. The tenderer will have to deposit the weighment slip issued by the respective dharma kanta to The Registrar, Jiwaji University, Gwalior . All the readings regarding the weight of the confidential waste material shall be taken in front of the tender weighing committee
24. The tenderer shall ensure that the confidential waste material taken over by him shall be shredded/sent to the mill for recycling process. The tenderer shall also produce the certificate from the Paper Mill for proof for the same, then only earnest money will be returned back.
25. THE REGISTRAR, JIWAJI UNIVERSITY, GWALIOR reserves the right of withdrawing from the sale of any material or lots at any stage and also in his discretion, reserves the right to reject or to accept and/or the tenders partly or completely at any time without assigning any reason thereof.

Stamp & Signature