



**SCIENCE COLLEGE (AUTONOMOUS)**

**HINJILICUT-761102, GANJAM, ODISHA**

**TENDER FOR DISPOSAL OF (1) USED & UNUSED ANSWER BOOKS OF EXAMINATION (2) USED & UNUSED QUESTION PAPERS IN SEALED PACKETS, (3) OLD NEWSPAPERS (4) OLD APPLICATION FORMS AND (5) OLD FILES & WASTE PAPERS/WASTE MATERIALS, ETC. AS IS WHERE IS BASIS FOR REPULPING**

**Tender No: SCH/2022-23/1**

**Dated: 24/06/2022**

**Issued by;**

Principal

Science College (Autonomous),

Hinjilicut-761102,

Ganjam, Odisha

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## 1. General Instructions

Sealed Tenders are invited by Principal, Science College (Autonomous), Hinjilicut for disposal of (1) Used & unused Answer books (2) used & unused Question Papers (3) Newspapers and (4) Old files & Waste papers/Waste materials, etc. as is where is basis for repulping/recycling. The interested firms/agencies may download the tender document from college website [www.sch.edu.in](http://www.sch.edu.in) on the date & time given above. The approximate quantity of answer booklets and other material to be disposed under this tender is about 10 to 20 tonnes.

Sealed tenders superscribed as “Tender for disposal of (1) Used & unused Answerbooks (2) used & unused Question Papers (3) Newspapers and (5) Old files & Waste papers/Waste materials, etc. as is where is basis for repulping/ recycling” along with a Bank Draft of a lump sum amount of Rs. 10,000/-- (Rupees Ten Thousand Only) drawn in favour “ The Principal, Science College (Autonomous), Hinjilicut” towards Earnest Money Deposit addressed to the “The Principal, Science College (Autonomous), Hinjilicut, Ganjam, Odisha-761102 should reach in the office by **Registered Post/ Speed Post only on or before 18-07-2022.**

Firms must submit their tenders in two separate envelopes. One envelope should contain Technical Tender and Second envelope should contain Financial Tender. The Technical tender/bid shall be **opened on 20.07.2022 at 1.00 p.m. and the financial tender/bid shall be opened on 21.07.2022 at 1.00 P.M** by the duly constituted Committee at office of the Principal in the presence of the interested tenderers who wish to be present. In case, the dates of opening of tenders happens to be holiday, the tenders shall be opened the next working day. Tender without EMD shall be rejected automatically.

It may be noted that after the evaluation of technical tenders, the financial tenders will be opened only of the eligible Firms. The ineligible Firms shall be summarily rejected in the evaluation process and their financial tenders will remain unopened. The Interested parties are requested to quote their competitive highest rates per Kilo Gram for each item in the prescribed financial tender pro-forma appended at Annexure - II for lifting the above items from the College campus located at the above mentioned address.

## 2. Eligibility Criteria

The Firm who fulfills the following eligibility conditions can participate in the tender process.

- (i) Firm should be registered under Company Act/Partnership Or an Individual Junk Dealer
- (ii) The Firm should have minimum three years' experience in the disposal of waste materials.
- (iii) The Firm should have a minimum Annual turnover of about Rs. 50 Lakhs (Rupees Fifty only) per year Or total Rs. 1Crore (Rupees OneCrore only) during last three years i.e. 2019-20, 2020-21 & 2021-22. A proof from the Chartered Accountant must be enclosed along with the technical bid of tender.

- v) Copy of GST Registration.
- vii) Copy of PAN No/TAN No.

### **3. Terms and Conditions:**

1. The disposal of the items would be on “As is where basis is”.
2. Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand draft of any nationalised bank drawn in favour of “ The Principal, Science College (Autonomous), Hinjilicut” shall be required to be enclosed along with the technical bid of tender appended at Annexure-I.
3. A tender received without EMD shall be rejected as non-responsive at the tender openingstage.
4. The Earnest Money Deposit (EMD) of the unsuccessful firms will be discharged/returned tothem without any interest only after finalization and award of the contract to the successful firm.
5. The firm shall be required to make 100% advance payment of the estimated value of materials to be lifted through in the form of Demand draft of any nationalised bank drawn in favour of “The Principal, Science College (Autonomous), Hinjilicut” before lifting the waste materials.
7. Before lifting the waste materials, the firm shall also be required to make an advance Payment plus 5% GST (HSN Code 4707-Rate of tax 5%) extra of the total cost of waste materials to be lifted as per the GST Act, 2017.
8. The successful firm shall have to lift entire materials within (15) fifteen days after receipt of the workorder.
9. If the material is not lifted within the stipulated period given in the work order, a penalty of Rs.500/- per day will be imposed from 16<sup>th</sup> day onwards till the end of 30<sup>th</sup> day. In case of delay by more than 30 days the entire amount of Earnest Money will stand automatically forfeited and work will be awarded to the second highest Firm/company/individual. The decision of the Principal shall be final and binding in this situation. However, in exceptional case as per merits of matter, the Principal can accord extension of time for lifting the waste materials.
10. The firm shall have to weigh the waste materials from authorized “Dharam Kanta” in the presence of college authorized Officers/Officials at its own cost after making full payment to the college through Bank Draft.
11. The arrangement of labourers for loading/unloading and truck, etc. shall have to be made by the firm at his own cost. The college will not bear any type of expenditure incurred for Cartage charges, Lifting charges and other freight charges, transportation, packing, loading, unloading charges etc.
12. The firm shall be required to furnish an undertaking at the time of lifting the materials that the wastes including Used/Unused Answer books and other confidential materials will not be used for other purposes before recycling the same.

13. Tenders received after the closing date and time prescribed in the tender document shall NOT be accepted under any circumstances. No tenders shall be received through by hand.
14. The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will also be treated as disqualification.
15. The successful firm shall be awarded the work contract of lifting of waste materials initially for a period of one year. On the basis of satisfactory performance of the firm, the contract can be further extended for a period of two more years on mutual consent on the same rates/revised rates, terms and conditions of the tender document.
16. The Principal reserves the right to accept or reject any or all the tenders received by it without assigning any reason whatsoever.
17. The Firm should quote their highest rates based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful Firm (quoting highest rates of purchase) out of the eligible Firms.
18. The quoted rate should remain valid for a minimum period of 1 year from the last date for submission of the tender.
19. In case, the firm fails to comply the terms & conditions, the Principal may terminate the contract without assigning any reason and is free to dispose of the Waste materials in such a manner as may be deemed appropriate.
20. No Firms will be allowed to withdraw after submission of tender/at the time of opening of the tender. In such case, the EMD submitted by the firm shall liable to be forfeited.
21. The waste materials being lifted from the college will be used only for repulping in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy. A certificate to this effect shall be required to be submitted by the Firm to this office after completion of the work.
22. Firms may visit the college premises and inspect the quantity, condition and type of waste materials to be disposed off on any working days from 11.00 a.m. to 4.00 p.m.
23. The weighing of the waste materials shall be jointly witnessed by a Committee of the college authorized representatives(s) and Firm or his authorized representatives. Weighing of waste materials shall be certified by this Committee. For this purpose the weighing site to visit will be jointly decided by the successful Firm and the college.
24. If the Firm stops the pickups without completing it, the college may get the work completed from another firms and the Firm shall have to reimburse the expenditure incurred.
25. The Principal reserves the right to award the tender to more than one Firm.

26. The principal reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the Firms and also during the course of the execution of the contract.
27. If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its performance security/EMD shall be forfeited.
28. Canvassing in any form will be viewed seriously and if any Firm is found to be resorted to such practice, the tender of such firm will be rejected.
29. All kinds of disputes will be subject to Jurisdiction of Odisha Courts only.
30. All disputes, differences and questions arising out or in any way touching or concerning this tender or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitrator appointed by the Principal.

PRINCIPAL

SCIENCE COLLEGE (AUTONOMOUS), HINJILICUT

**TECHNICAL BID**

TENDER FOR DISPOSAL OF (1) USED & UNUSED ANSWER BOOKS OF EXAMINATION (2) USED & UNUSED QUESTION PAPERS IN SEALED PACKETS, (3) OLD NEWSPAPERS (4) OLD APPLICATION FORMS AND (5) OLD FILES & WASTE PAPERS/WASTE MATERIALS, ETC. AS IS WHERE IS BASIS FOR REPULPING

To

The Principal,

Science College (Autonomous), Hinjilicut

Sub: Submission of Technical Bid

Ref: Your Tender No: SCH/2022-23/1

Sir/Madam,

I submit hereby the technical bid for tender given under reference:

Sl. No.	Particulars	Information to be provided by the Firm/Individual Owner
1)	Name of the Firm/Agency or Individual Junk Dealer & Complete Address of the Firm/Individual Junk Dealer with his/her Tel Numbers (O) (R) Email ID	
2)	Name of Proprietor/Partners /Directors of the Firm/Agency & his/her Mobile Number	
3)	Whether registered under Company Act OR an individual Junk Dealer? (please attach copy of Registration Certificate/Ownership)	
4)	Experience of the Firm in the disposal of waste materials. (The Firm should have minimum three years' experience in the disposal of waste materials).	

5.	<p>Annual turnover of the Firm.</p> <p>(The Firm should have a minimum Annual turnover of about Rs. 50 Lakhs (Rupees Fifty only) per year <u>OR</u> total Rs. 1 Crore (Rupees One Crore only) during last three years i.e. 2019-20, 2020-21 &amp; 2021-22.</p> <p>(A proof from the Chartered Accountant must be enclosed along with the technical bid of tender.)</p>	
6)	<p>Whether the firm is registered with GST? If yes, provide GST Registration number &amp; date (Please attach copy of GST Registration).</p>	
7)	<p>Whether the firm is having Permanent Account Number (PAN). If yes, Please provide PAN number  (Please attach copy of PAN Card)</p>	
8)	<p>Whether the firm has been black listed by the Govt. Departments/ Autonomous Body/ Private Institutions, etc.</p>	
9)	<p>Earnest Money Deposit(EMD) of Rs. 10,000/- (Rupees Ten thousand only) to be remitted by way of Demand Draft in favour of "The Principal, Science College (Autonomous), Hinjilicut" Payable at Hinjilicut.</p>	<p>Draft No. Date Amount Bank Name</p>

I/we certify that the information furnished above is true and correct to the best of my/our knowledge and belief. No facts has been concealed. The Terms and conditions are acceptable to us.

Date

Signature & seal of Authorized person

**FINANCIAL BID**

TENDER FOR DISPOSAL OF (1) USED & UNUSED ANSWER BOOKS OF EXAMINATION (2) USED & UNUSED QUESTION PAPERS IN SEALED PACKETS, (3) OLD NEWSPAPERS (4) OLD APPLICATION FORMS AND (5) OLD FILES & WASTE PAPERS/WASTE MATERIALS, ETC. AS IS WHERE IS BASIS FOR REPULPING

To

The Principal,

Science College (Autonomous), Hinjilicut

Sub: Submission of Financial Bid

Ref: Your Tender No: SCH/2022-23/1

Sir/Madam,

I submit hereby the technical bid for tender given under reference. I/We have gone through the tender document of tender no SCH/2022-23/1. I understood it fully and declare that I/We shall strictly adhere to the terms and Conditions mentioned therein the tender document.

My/ our rates are as under:

Sl.No.	Description	Cost per K.g (Excluding GST)
1)	Used & unused Answer books Including continuation sheets.	Rs..... per K.g In Words:
2)	used & unused Question Papers in sealed packets (As is where is basis)	Rs..... per K.g In Words:
3)	Application Forms (A4 size)	Rs..... per K.g In Words:
4)	News papers	Rs..... per K.g In Words:
5)	Waste papers/Waste Materials, etc.	Rs..... per K.g In Words:

\*\* The firm shall also be required to make an advance payment plus 5% GST extra of the total cost of waste materials to be lifted as per the GST Act, 2017.

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Date

(Signature of the Authorised person with stamp)

Name:

Telephone No