



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Website: <http://ipu.ac.in>

Phone No. 011-25302149

011-25302150

Dated:27.09.2019

TENDER NO.02/PUR/GGSIPU/2019-20

E-TENDER (NIT)

Registrar, Guru Gobind Singh Indraprastha University invites e-tender from reputed and eligible bidder/firms in two bid system (Technical & Financial) for annual rate contract (further extendable for one year on mutual agreement on satisfactory completion of same) for **Weeding out of waste paper (including Confidential Records) of Examination Branch**, at Sector 16C, Dwarka, New Delhi-110078. Tender document can be downloaded from Delhi Govt. e-procurement website i.e. www.govtprocurement.delhi.gov.in and University Website <http://ipu.ac.in>.

1.	Name of work:-	Weeding out of waste paper (including Confidential Records) of Examination Branch
2.	Estimate Cost of the Works	Rs.36 Six Lacs (Thirty Six Lakhs) in a year (approximately)
3.	EMD	Rs.1,80,000/- (Rupees One Lac Eighty Thousand Only) in favour of Registrar, GGSIP University payable at Delhi
4.	Last date, time and venue for submission of EMD and Technical bids	11.11.2019 Upto 01.00 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
5.	Date and time for opening of technical bid	11.11.2019 at 02.30 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
6.	The bids shall be submitted in two bid system viz.(i) <i>Technical bid</i> and (ii) <i>Financial bid</i> . The Technical & Financial bid should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in.	
7.	Financial bid shall be opened after evaluation of technical bid and the date & time will be notified thereafter on e-tender website www.govtprocurement.delhi.gov.in	

(REGISTRAR)

TENDER DOCUMENT

FOR

**Weeding out of waste paper
(including Confidential Records) of Examination Branch**

AT

Guru Gobind Singh Indraprastha University
[A state University under Govt. of NCT of Delhi]
Sector 16 C, Dwarka, New Delhi 110 078

*Dy. Registrar (Purchase)
Room No. L 010, Ground Floor, Library Block,
GGSIPU, Sector 16C, Dwarka, New Delhi 110078
Contact Nos.011 25302149-150
Email :purchasebranch@ipu.ac.in*

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NOTICE INVITING TENDER

Registrar, Guru Gobind Singh Indraprastha University (GGSIPU) invites e-tender (in two bid system – Part I- Technical & II-Financial) from reputed and experienced bidder dealing in management of waste:-

1. **Particulars of Items:** Details of the items with specification is mentioned at annexure-G
2. **Completion period:** Annual Rate Contract. However, weeding out within 15 days from the date of issue of order to weed out.
3. **Availability of Tender Document:** Tender Documents with detail terms & conditions can be downloaded from Delhi govt. e-procurement website as well as University website.
4. **Qualification of the Tenderer:** The bidder must upload the document on e-procurement website as per the tender clause 14.
5. **Validity Period of Offer:** The rates offered in Part II (Financial bid) should be valid for Ninety (90) days from the date of opening of Part I (Technical bid) of the Tender.
6. **Receipt and opening of Tenders:** The Technical bid should be uploaded on or **before 01.00 PM on 11.11.2019**. The Technical Bid will be opened on the same day at 02.30 pm.
7. The required EMD as mentioned at Annexure-G in the form of FDR /DD must be submitted by the due time and date of the submission of technical bid failing which the offer will be treated as non-responsive. EMD can also be deposited in online shape, in that case, physical submissions is not required.
8. GGSIPU reserve the right to accept or reject any or all the tenders wholly or partially without assigning any reason thereof.

SECTION-I
INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

1.0 Scope

The work consists of:

- 1.1 **Weeding out of waste paper (including Confidential Records) of Examination** of University Campus at Sector-16C, Dwarka, New Delhi as per specification in **Section-III, Annexure-G.**

2.0 Definitions:

- 2.1 **GGSIPIU** means Guru Gobind Singh Indraprastha University, Delhi
- 2.2 **University** means Guru Gobind Singh Indraprastha University, Delhi
- 2.3 **Employer** means the Registrar, GGSIPU and his successor
- 2.4 **Bidder** means the Manufacturer or his direct authorized distributor (dealing at first point), proprietary firm, partnership firm, limited company private or public or corporation
- 2.5 **“Year”** means “Financial year” unless stated otherwise.

3.0 Who can apply:

- 3.1 If the bidder is a proprietary firm, the application shall be signed by the proprietor with his full typewritten name and the full name of his firm with its current address, contact details etc.
- 3.2 If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
- 3.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The bidder should also furnish a certified copy of the Memorandum and Articles of Association duly attested by a Public Notary.
- 3.4 Joint Venture/ Consortiums are not accepted.

3.0 Submission of Bids

- 3.1 Technical bid must be uploaded on e-procurement website and EMD in FDR/DD only should be submitted in the office.
- 3.2 The bidder shall submit **“Earnest Money Deposit”** alongwith covering letter in original (No other documents need to be submit in hard copy) in an envelope addressed to Dy. Registrar (Purchase), Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078 only in case of EMD is in shape of FDR/ DD.
- 3.3 The envelope containing EMD shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.
- 3.4 In case of submission of EMD online, there is no requirement of physical submission.
- 3.5 Original documents of technical bid are to be submitted by highest bidder within one week of opening of financial bid.

4.0 Eligibility Criteria for Technical Bid

4.1 The prospective bidder should fulfill the following eligibility criteria forming part of technical bid:-

1. Undertaking by the agency on its Letterhead that:-
 - a. it has not been debarred or blacklisted by any of the Central/State Government/Departments /Organizations/Central or State PSU in last 3 years. In case the debarment or blacklisted has been revoked by the department or court then it shall not be considered as blacklisting or debarment.
 - b. it will ensure fair trade practice.
 - c. the proprietor/partners of the agency do not have any relative employed with GGSIP University in Examination or Purchase or Accounts branch.
2. Should have valid PAN and GST registration.
3. Should have average annual turn over not less than Rs.18 Lakhs (Eighteen Lakhs only) during last three financial years 2016-2017, 2017-2018 & 2018-19 duly certified by **Chartered Accountant**.
4. Should have executed at least 03 (Three) similar work of value not less than Rs.14.40 lacs or two similar work of value not less than Rs.21.60 lacs or one similar work of value not less than Rs.28.80 in last seven years ending last day receipt of bid. Similar work shall mean weeding out of waste paper/ material including converting into pulp. A performance certificate of similar work completed to be submitted for evaluation issued by office equivalent to Assistant Registrar/ Administrative Officer/ Examination Officer. The completed value shall be brought to current position by enhancing the value @7% per annum at simple rate from date of completion to last date of receipt of tender.

5.0 The bidder should upload the following documents on e-procurement website:-

- 5.1 Copy of EMD in shape of DD/FDR or copy of online transaction with UTR No. or MSME certificate.
- 5.2 Copy of PAN card.
- 5.3 Copy of GST Registration
- 5.4 Copy of CA certificate for Financial Turnover
- 5.5 Copy of Performance certificate for experience of similar work.
- 5.6 Copy of undertaking for Blacklist/ fair trade practice etc.
- 5.7 Copy of consent of Mill and documents of mill /factory.

All the documents should be self attested by the bidder. University reserves the right to independently verify the documents submitted by the bidder from issuing authority.

6.0 Technical Evaluation:-

- 6.1 The details submitted by the bidders will be evaluated in the following manner:
- 6.2 The “eligibility criteria” prescribed in clause 4 above in respect of experience in similar class of works completed, financial turnover, profitability and valid registrations & other document, etc. will first be scrutinized.
- 6.3 Even though any bidder may satisfy the above requirements, he/she would be liable to disqualification if he/she has:-

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
- (b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

6.4 Those fulfilling the eligibility criteria set out in 4.0 above will be considered for opening of financial bid.

7.0 Financial bid and evaluation:

7.1 After the Technical evaluation of the bids, the University will open the ‘Financial Bids’ of all the bidders who have qualified in the Technical Eligibility Criteria as per Clause 4, at notified time, date and place, if any. The highest financial bidder shall only be considered for award of work.

7.2 The bidder shall quote unit item rates in INR in the Financial Bid only. The rates should be inclusive of all loads and lifts for all materials for the completed items and also include all taxes, insurance, royalties etc. as applicable. The rates shall remain fixed for a period of one year during annual rate contract.

8.0 Earnest Money Deposit:

8.1 The Earnest Money Deposit (.) alongwith covering letter must be submitted in hard copy as per date and time mentioned above (see annexure-G). The Earnest money shall be accepted in the following forms and shall be in favour of “Registrar, GGSIPU”, payable at Delhi **with validity of 135 days:-**

- 1. Fixed deposit receipt (FDR) / DD
or

EMD can also be deposited in online mode in University bank account as per details below:-

RTGS/ECS Details		
1.	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2.	Account No.	927860555
3.	IFSC Code	IDIB000G082
4.	Bank Name	Indian Bank
5.	MICR Code	110019071
6.	Account type	SB (Saving)
7.	CBS Code/ Branch Code	02029
8.	Branch Name & Address	GGSIU, Sector-16C, Dwarka, New Delhi -110078
9.	Banker’s Phone No.	011-28035244

8.2 Tenders with no earnest money deposit will summarily be rejected. In case of successful bidder of the financial bid, the earnest money will be returned after obtaining the required 10% Performance Security in the form of FDR/BG (FDR/BG should be valid for a period of 40 months) from the date of installation.

8.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

8.4 Those firms/ bidder which are registered with MSME /MSE for the items mentioned in the tender document, are exempted for submission of EMD only and are required to submit a copy of valid registration certificate in place of EMD as per GFR 170(i).

9.0 General:

9.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a “Nil” or “No Such Case” entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that incomplete information called for in the tender document or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.

9.2 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization with name & designation.

- 9.3 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.
- 9.4 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU **which may also result in forfeiture of EMD/performance security.**
- 9.5 The successful bidder shall have to work in co-ordination and co-operation with any other agencies appointed by the University to work simultaneously in the same or adjoining area. The decision of the University in case of any dispute between the different agencies appointed by the University shall be final and a binding.
- 10.6 *GST and any other tax at the rates in force during the progress of contract / award of work that will be in force from time to time shall be recovered / deducted from successful bidder (H1 bidder) by the University from the released payment amount of bidder.***
- 10.7 *GST or any other tax on material applicable on the date of submission of bid in respect of this contract shall be payable by the bidder and University will not entertain any claim whatsoever in respect of the same.***
- 9.8 On acceptance of the tender, the name of the accredited representative(s) of the bidder who would be responsible for taking instructions from the University shall be communicated in writing to the Dy. Registrar.
- 9.9 If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the bidder, which may also result to forfeiture of EMD/performance security.
- 9.10 Without prejudice to any of the rights or remedies under this contract if the bidder dies, the University shall have the option of terminating the contract without compensation to the legal heir of the bidder.
- 9.11 Escalation: Increase in rates of material / Labour shall not be payable on any account. Price quoted shall be firm and no escalation will be allowed on any account.
- 10.0 Scope of Works**
Tender for annual rate contract for **Weeding out of waste paper (including Confidential Records) of Examination**, at Sector 16C, Dwarka, New Delhi-110078 with estimated quantity of 1,80,000 Kg.
- 10.1 Specification for Work and Quality**
Weeding out of waste material comprising of exam copy/answer sheet, card board, paper, shredded envelope/ paper / card board and any other waste paper including loading, unloading, transportation, packing, unpacking besides processing for creation of pulp as per directions of University all complete with labour and incidental expenses.
- 10.2 Safety and Security**
Safety and Security of workers/staff, material, equipments, etc. will be the responsibility of the bidder. The university will not be held responsible on this account
- 10.3 The University reserves the right, without being liable for any damages or obligation to inform the bidder, to:
(a) Amend the scope and value of contract to the bidder.
(b) Reject any or all the applications without assigning any reason.
- 10.4 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the University would result in rejection of his bid. Canvassing to any kind is prohibited.

11.0 Final decision making authority

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the university to the bidder (s).

12.0 Summary Rejection of tender:

12.1 The tenders not accompanied with Earnest Money Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

13.0 Particular provisions

13.1 The University reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.

13.2 The University has the power to make alteration in, omission from, addition of or substitution for the original specifications, drawings, designs, etc.

14.0 Amendment of tender document:

14.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addenda.

14.2 Any addendum thus issued shall be a part of the tender document and shall be uploaded on the e-procurement website (www.govtprocurement.delhi.gov.in). Prospective bidders must visit the website before filling and submission of Tender Document for such information.

15.0 Validity of Tender:

Ninety days from the date of opening of **Technical Bid** of the tender. During this period no bidder shall be allowed to modify/withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained on this regard.

16.0 Performance Guarantee:

16.1 The successful bidder shall be required to furnish a Performance Guarantee of 10% of the total tendered value. The Performance Guarantee should be valid up to 60 days after date of completion. The Performance Guarantee shall be accepted in the following form and shall be in favour of "Registrar, GGSIPU", payable at Delhi with a validity of months as under:-

- i. Fixed deposit receipt (FDR) of a nationalized bank (14 months validity)
- ii. Bank Guarantee (As per Annexure-F) (14 months validity)

16.2 Performance Guarantee will be refunded after completion of the warrantee period as per clause 26.

16.3 In case of non submission of Performance Guarantee within specified time, the earnest money will be forfeited and the University may consider to black list/de-bar the bidder.

16.4 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the bidder to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument. The loss caused thereby shall fall on the bidder and the bidder shall forthwith on demand furnish additional security to the University to make good the deficit.

17.0 Duration

The work covered under this tender are required to be completed **within 15 days** of any order for weeding out during the currency of annual rate contract.

18.0 Insurance

18.1 The bidder shall make his own arrangements towards safe and complete insurance, freight, state level permits etc. as applicable at the designated locations indicated by University in the Order.

19.0 Arbitration and Settlement of Disputes:

- 19.1 University and the bidder shall make every effort to resolve amicably by direct information negotiation by difference or dispute arising between them under or in connection with the University order.
- 19.2 If after thirty (30) days from the commencement of such informal negotiations, University and the bidder are unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:
- 19.2.1 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGS Indraprastha University.
- 19.2.2 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the bidder is specifically directed by University to desist from working in this behalf.
- 19.2.3 The venue of arbitration shall be Delhi/ New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to the jurisdiction of the Delhi Courts only
- 19.2.4 It is also a term of that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

20.0 Force Majeure For purpose of this Clause, Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Supply Order.

If a Force Majeure situation arises, the bidder shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the bidder shall continue to perform its obligations under the Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Terms & Conditions:

1. The firm finally selected for this purpose will be required to execute an Indemnity Bond to the effect that the material purchased by them from the University shall be sold directly to the paper mills to convert it into pulp. They will also submit a certificate from the concerned paper mill to the University that the paper has been delivered to them and has been converted into pulp. The material will not be utilized/ sold to any one in any shop in open market for any other purpose. The confidential information related to the Examination shall not be divulged to any one by the Vendor.
2. It will be the responsibility of the vendor to pack the material by his own laborers and the cost towards Transportation, packing, Handling, Loading, Unloading, Weighing, etc. shall be borne by the successful bidder.
3. The weighing of the material shall be jointly witnessed by a committee to be constituted by the competent authority GGSIP University and the bidder or his authorized representative. All weighing shall be certified by the weighing committee. The weighing site for this purpose will be decided by the University.
4. The successful bidder will be responsible for collecting the aforementioned quantities of Papers/Used/Answer Books etc. from GGSIP University Dwarka or any other institute as designated by the University in Delhi and NCR from time to time.
5. *In case the successful bidder fails to lift the waste paper within fifteen days from the date of issue of written communication by the Examination Branch, a sum of Rs.2000/- per day shall be charged as a penalty from the successful bidder against non compliance of University order. However, this clause does not forbid the university to get the waste paper lifted even before fifteen days in case of emergency/circumstances prevailing at particular point of time.*
6. The waste papers etc. can be inspected during office hours prior to last date of submission of bid while collecting the tender documents.
7. *The successful bidder has to submit in advance of Rs.8 lacs in form of DD to be drawn in favour of Registrar, GGSIP University, Dwarka and balance Amount to be submitted within 07 (seven) days of weighing the material at Dharma Kanta. In case the successful bidder does not deposit the requisite amount, performance security deposit shall be forfeited and order shall be cancelled. In case of the value of weeded out material amounts to be less than Rs.8 lacs, the balance amount will be refunded. No interest shall be payable, in any case, on refunded amount.*
8. The rate contract for weed out the waste material will be for a period of **one year (further extendable for one year on mutual agreement on satisfactory completion of same)**.
9. The bidder will take out the material in the bags and lift the same with his own arrangement.
10. Any damages to the material in case of any accident/fire/theft, the responsibility will lie upon the vendor.
11. The rates quoted by the firm inclusive of empty sacks/bags used for filling waste material and nothing will be deducted from the total weight calculated through Dharma Kanta.
12. The compliance all applicable laws shall be sole responsibility of the bidder. The bidder will have to comply with all applicable laws, rules, stipulation of NGT etc. on the matter of weeding out, pulping by mill and laws related to mill. The University shall not be responsible for violation of any law, in this regard.

SECTION II
INFORMATION REGARDING TECHNICAL ELIGIBILITY
(Annexure A to F)

LETTER OF TRANSMITTAL

From:

To

The Registrar
GGS IPU
Sector 16C, Dwarka,
Delhi

Sub: Submission of Tender Document “**for annual rate contract for Weeding out of waste paper (including Confidential Records) of Examination**” at GGSIPU Campus, Sector 16C, Dwarka, New Delhi”.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexure / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to Supply & Installation.

Name & Signature(s) of Bidder(s) with seal

DECLARATION BY THE BIDDER

We _____ (Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which in two parts) in Part-I (Commercial Section & Technical Section) and Part-II (Schedule of Quantities) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting a copy of Bidding Document marked “Original” as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Part-I and Part-II of the Bidding Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Contract Agreement. Further, we shall sign and stamp each page of this Part-I and Part-II as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have indicated prices in Schedule of Quantities and submitted in Price Bid in separately sealed envelope. We confirm that rate quoted by us includes price for all works/activities/supply etc. as mentioned in item description of the items in Schedule of Quantities.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Note : This declaration should be signed by the Bidder’s representative who is signing the Bid.

COMPLIANCE TO BID REQUIREMENT

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by GGSIPU.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

DECLARATION BY THE BIDDER

We _____ (Name of the Bidder) hereby declare that the work for which we have quoted our price in the Financial Bid would not be an item used so far for demo/any other purposes and will be unused (brand new).

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Note: This declaration should be signed by the Bidder's representative who is signing the Bid.

ORGANISATION STRUCTURE

1. Name & Address of the Bidder :
2. Telephone No./Fax No./ e-mail :
3. Legal status of the Bidder (attach copies of original document defining the legal status)
 - a) An Individual
 - b) A proprietary firm
 - c) A firm in partnership
 - d) A limited company or Corporation
 - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photo Copy)

Organization /Place of registration	Registration No
-------------------------------------	-----------------
5. A. PAN No. -----
B. GST No. -----
6. Names and Titles of Directors & Officers with designation to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization :
(Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Has the Bidder ever required to suspend work for a period of more than six months continuously after you commenced the business? If so, give the name of the project and reasons of suspension of work. :
9. Has the Bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
10. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :
11. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. :
13. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Bidder)

DETAILS OF ANNUAL TURNOVER

A. FINANCIAL DETAILS

Financial Years	Gross Annual Turnover (In Lakhs)
2018-2019	
2017-2018	
2016-2017	

B. Must be attested by the Chartered Accountant.

Signature & stamp by Chartered Accountant

(Stamp, Name & Signature of Bidder)

DETAILS OF SIMILAR WORK COMPLETE IN LAST 7 YEARS

S. No.	POSTAL ADDRESS OF CLIENT WITH CONTACT NUMBERS	STARTING DATE	SCHEDULED COMPLETION DATE	ACTUAL COMPLETION DATE	REASONS FOR DELAY, IF, ANY

(Stamp, Name & Signature of Bidder)

DECLARATION FOR FAIR BUSINESS BY THE BIDDER

This is to certify that We, M/s _____ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and business dealings will be banned.
- vii) We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.

SEAL, SIGNATURE & NAME OF THE BIDDER

Signing this document

**Form of Performance Guarantee
Bank Guarantee Bond**

1. In consideration of the GGSIPU (hereinafter called “The University”) having offered to accept the terms and conditions of the proposed agreement between ----- and ----- (hereinafter called “the said bidder(s)”) for the work ----- (hereinafter called “the said agreement”) having agreed to production of a irrevocable Bank Guarantee for Rs.----- (Rupees ----- only) as a security/guarantee from the bidder (s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, ----- (indicate the name of the Bank) ----- (hereinafter referred as “the Bank”) hereby undertake to pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.

2. We, -----(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said bidder (s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.----- (Rupees ----- only).

3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the bidder (s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the bidder (s) shall have no claim against us for making such payment.

4. We, -----(indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said bidder (s) and accordingly discharges this guarantee.

5. We, -----(indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said bidder (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said bidder (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said bidder (s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said bidder (s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the bidder (s).

7. We, -----(indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.

8. This guarantee shall be valid upto ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of ----- for ----- (indicate the name of the Bank)

SECTION III

TECHNICAL SPECIFICATIONS FOR ANNUAL RATE CONTRACT FOR WEEDING OUT OF WASTE PAPER (INCLUDING CONFIDENTIAL RECORDS) OF EXAMINATION, AT SECTOR 16C, DWARKA, NEW DELHI-110078

S. No.	Specification/ Description	Qty. in Kg.	Estimated cost (in Lacs) of the work	EMD Amount in Rs. (in lacs)
1.	Weeding out of waste material comprising of exam copy/answer sheet, card board, paper, shredded envelope/ paper / card board and any other waste paper including loading, unloading, transportation, packing, unpacking besides processing for creation of pulp as per directions of University all complete with labour and incidental expenses.	1.80 lakhs Kg.	Rs.36,00,000/-	Rs.1,80,000/-

SECTION IV

FINANCIAL BID

WEEDING OUT OF WASTE PAPER

(CONFIDENTIAL RECORDS) OF EXAMINATION

Name of the Vendor :

Description	Estimated Qty. available in Kg. per year	Amount Rs. (in figures) Per kg.	Amount Rs. (in words) Per kg.	Total Amount
Weeding out of waste material comprising of exam copy/answer sheet, card board, paper, shredded envelope/ paper / card board and any other waste paper including loading, unloading, transportation, packing, unpacking besides processing for creation of pulp as per directions of University all complete with labour and incidental expenses.	1,80,000 Kg.			

1. I have inspected the material to be disposed off before submitting the bid.
2. I hereby agree to all the terms & conditions quoted in the tender document.
3. I hereby agree that the rate quoted above includes the weight of empty sacks/bags also.
4. Nothing will be deducted for empty sacks/bags from the total weight of Dharma Kanta.

SEAL, SIGNATURE & NAME OF THE BIDDER