



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

Date: 01.02.2019

Tender No.:- 6(21)/2016-IGDTUW-EXAM/

Limited-Tender Enquiry

Sealed quotation is invited on behalf of Registrar, Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi-110006 from eligible Waste Paper Merchant/ Scrap Dealers for rate contract for weeding out of old record pertaining to Examination Division (As per retention policy) like used/unused question paper/ End Term Answer Sheets/ Minor Exam Answer sheets/ OMR award Sheets/Practical files/ Practical Answer booklets etc (Confidential Records) for a period of one year (further extendable for one year on mutual agreement on satisfactory completion of same) as per details given below:

1	Name of Work	Weeding out of waste paper (Confidential Records) of Examination
2	Last date, time and venue for submission of EMD and Technical bids documents	28.02.2019 Up to 02.00 p.m. in the office of Dean (Examination Affairs), Second Floor, Examination Division, IGDTUW, Kashmere Gate, Delhi – 110006
3	Date and time for opening of technical bid	28.02.2019 Up to 02.30 p.m. in the office of Dean (Examination Affairs), Second Floor, Examination Division, IGDTUW, Kashmere Gate, Delhi – 110006
4	EMD/Bid Security	Rs.10,000/- (Rupees Ten Thousand Only) in favour of Registrar, IGDTUW payable at Delhi
5	Estimate Cost of the Works	Rs.1.8 Lacs in current (approximately)

The bid shall be submitted along with original EMD/Bid Security of Rs.10,000/- in favour of Registrar, IGDTUW payable at Delhi along with following document should also be submitted in the office of Dean (Examination Affairs), Second Floor, Examination Division, IGDTUW, Kashmere Gate, Delhi – 110006 latest by 28.02.2019 at 2.00 pm.

1. Undertaking by the agency in its Letterhead that:-
 - a) It has not been barred or blacklisted by any of the Central/State Government/Departments/Organizations/Central or State PSU.

- b) It will ensure fair trade practice.
 - c) The proprietor/partners of the agency do not have any relative employed with IGDTUW.
2. Should have valid PAN Card and GST no.
 3. Bidders should submit a certificate that the paper shall be converted into pulp and due to the nature of confidentiality of the material, the residual (if any) of the material will not be misused in any case.

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.
2. Bidder should submit a pulping certificate in the **Letter head of the Mill (Within three days of lifting the shredded material for pulping from the University Campus)** that, the paper shall be converted into pulp and due to the nature of confidentiality of the material, the residual (if any) of the material will not be misused in any case.
3. The successful bidder has to submit the pulping certificate in the letter head of Mill (Within three days of lifting the shredded material for pulping). In case the successful bidder does not deposit the pulping certificate within the prescribed time period, the successful bidder will be blacklisted and University will follow legal procedure against the successful bidder.
4. 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.
5. Bids without EMD will be summarily rejected.
6. Conditional Bids will be summarily rejected.
7. Bids received after due date & time shall be summarily rejected.
8. The rates should be quoted in figures and words.
9. Vendor must quote consolidated rates (single rate) per kg.
10. 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.
11. The weighing of the material shall be jointly witnessed by a committee to be constituted by the competent authority IGDTUW 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.

12. The successful bidder will be responsible for collecting the aforementioned quantities of Papers/Used/Answer Books etc. from Examination Division IGDTUW or Teaching Department/blocks of IGDTUW as designated by the University in Delhi .
13. The successful bidder will deposit a sum of Rs.20,000/- (Rupees Twenty Thousand Only) in the form of DD/FDR drawn in favour of Registrar, IGDTUW, Kashmere Gate, Delhi -110006 as performance security within 15 days of issue of work order and should be valid for a period of 30 months from the date of issue of work order.
14. 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.1000/- 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.
15. The waste papers etc. can be inspected during office hours prior to last date of submission of bid while collecting the tender documents.
16. The successful bidder has to submit the advance 75% of approximate amount in form of DD(Demand Draft) and the DD should be drawn in favour of Registrar, IGDTUW, Kashmere Gate, Delhi-110006 and balance amount to be submitted in the next day of final weighing the material at Dharma Kanta in the form of DD. In case the successful bidder does not deposit the balance 25% amount, the order shall be cancelled and the advance of 75% along with performance security deposit shall also be forfeited. The successful bidder will be blacklisted and University will follow legal procedure against the successful bidder.
17. For any unforeseen issues arising, and not covered by this limited tender enquiry, or in the event of differences of interpretation, the decision of the Vice-Chancellor, IGDTUW shall be final.
18. The rate contract for weed out the waste material for a period of one year (further extendable for one year on mutual agreement on satisfactory completion of same).
19. The bidder will take out the material in the bags and lift the same with his own arrangement.
20. Any damages to the material in case of any accident/fire/theft, the responsibility will be levied upon the vender.
21. 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.
- 22. The material shall be further shredded (1/8th size of A4 paper) by the successful bidder and loaded on the truck. 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.

23. The successful bidder shall have to weigh the material by the following procedure

- I. First the bidder shall weigh the empty truck/lorry in the presence of jointly witnessed by a committee to be constituted by the competent authority IGDTUW and the bidder or his authorized representative.
- II. Then the material shall be loaded on the truck
- III. The loaded truck shall be weighted again in the presence of jointly witnessed by a committee to be constituted by the competent authority IGDTUW and the bidder or his authorized representative.
- IV. The above procedure will be repeated at two authorized **DHARMAKANTA** centre as decided by the committee to ensure the correctness of weight of the material.
- V. If there is any difference in the weight of the total material found by the committee, the average weight of the total weight shall be taken into consideration as final total weight of the records to be disposed.

24. All disputes are subject to the jurisdiction of the Delhi Courts only.

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BID DOCUMENT

**WEEDING OUT RECORDS OF EXAMINATION DIVISION BEYOND THE RETENTION PERIOD
(AS PER RETENTION POLICY OF IGDTUW)**

1. Name of the Vendor:
2. Address:
3. PAN No:
4. GST No:
5. Details of EMD/Bid Security:

Description	Qty. Available Kg.(Approximately) for Two Year	Amount Rs.(In Figures) Per Kg	Amount Rs.(In Words) Per Kg	Total Amount
used/unused question paper/ End Term Answer Sheets/ Minor Exam Answer sheets/ OMR award Sheets/Practical files/ Practical Answer booklets/ Record (OMR Sheets), Weight Card Board, Weight Road sweep and Shredded Khaki & Cardboard Envelope Cutting & Envelops & Shredded Khaki (Rates are to be quoted as consolidated material) (Single Rate)	10,000kg for Current year			

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