



CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

Newai, P.O. Newai Disstt. Durg, PIN 491107
Ph. No. : 0788-2200062, Fax No. : 0788-22445020,
Website: www.csvtu.ac.in,
E-mail : registrar@csvtu.ac.in

Tender form for the “Disposal of old Answer Books of the
exams conducted by the CSVTU, Bhilai”

Issued

To

Tender form price Rs. 2000/-



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IMPORTANT EVENTS AND DEADLINES

Issue of tender document from

Date : 07.04.18 to 06.05.18

Time : 12:00 PM

Deadline for submission of tender bids at the issuing office

Date : 07.05.18

Time : 3: 00 PM

Time for opening of bids received

Date : 07.05.18

Time : 4: 00 PM

Venue : Conference Hall of Chhattisgarh Swami Vivekanand Technical University, Bhilai. Newai, P.O. Newai Disstt. Durg, PIN 491107



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TENDER NOTICE

Tender No.: 72/CSVТУ/Exam/2018

dt. 28.03.18

Sealed tenders are invited in two covers (Technical bid and commercial bid) from disposal of old answer books and waste paper (other than old Answer Books) after shredding, weighing about 200 quintals, pertaining to the exams conducted by CSVТУ, Bhilai. **The terms & conditions are available on website www.csvtu.ac.in Interested parties may download the tender form (along with terms & conditions) from the website** or collect the same from office of the Registrar CSVТУ, Bhilai by paying Rs. 2000.00 each. The application fee shall accompany with downloaded form in the form of Demand Draft drawn in favour of Registrar, CSVТУ, Bhilai . The demand Draft shall be prepared from a nationalized bank & shall be payable at Bhilai. **The DD has to be prepared on or before the last date for sale of tender document form.**

The rates obtained shall be compared with the "**Reserve Rate**" **determined by the University**, which is kept in a sealed envelope and will be disclosed immediately after all the tenders are opened in the presence of tenderers. The rates tendered which fall below the reserve rate will not be considered. Tenders must be accompanied by Earnest Money Deposit of Rs 30,000/- by means of Demand Draft drawn in favour of Registrar Chhattisgarh Swami Vivekanand Technical University, Bhilai.

**Registrar
CSVТУ, Bhilai**



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ELIGIBILITY

1. The agency bidding for this tender should have minimum annual turnover of Rs 10 lakhs for last financial year.
2. The bidding agency should have a minimum turn-over of Rs. 30 lakhs in the last three years Audited Balance Sheet and must attached IT return copies for the last three year as.
3. Bidder must have serviced or executed similar jobs for a minimum 3 years experience in at least one state / Central University.
4. The bidder should pay **Rs. 30,000** as **EMD**.
5. The bidder must submit the details of GST/PAN (Photo copy) .
6. The bidder must be a registered company under the Indian Companies Act 1956 or the Partnership Act 1932.
7. **Must declare personal solvency on financial status & must enclose banker's certification on satisfactory banking**

Tender Document

A. SCOPE OF WORK :-

- ❖ To dispose old answer books of the exams conducted by CSVTU and waste paper (other than old answer books) and lying at the University office, Govt. Polytechnic Colleges at Durg, Raigarh and Raipur.

B. SPECIFIC TERMS & CONDITIONS :-

- ❖ The waste old answer books shall be sold to paper mills only. Successful tenderer shall execute an indemnity bond to this effect on a stamp paper of Rs 100/- (Rs Hundred Only)
- ❖ The Bidder should quote their rates per Quintal of old answer books and waste paper. The rates quoted shall be compared with the "Reserve Rates" fixed by the university and the/offers falling below the reserve rate are likely to be rejected.
- ❖ CSVTU keeps the right to accept/ reject any tender without assigning any reasons.
- ❖ All bids shall be accompanied by EMD of Rs 30,000/- (Rs thirty Thousand Only) by means of DD drawn in favour of Registrar Chhattisgarh Swami Vivekanand Technical University, Bhilai.
- ❖ The EMD shall be refunded to the unsuccessful bidders after finalization of contract with the successful Bidder. No interest on EMD is payable.



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- ❖ The EMD of successful Bidder shall be converted into Security Deposit and the same shall be refunded after completion of the job without considering any interest there on.
- ❖ The successful Bidder shall deposit, the total sale value determined for the estimated quantity of old answer books and waste paper at the rate quoted by him, in the university in the form of Bank Draft drawn in favour of Registrar CSVTU, Bhilai, after accepting his tender.
- ❖ The weighment of old answer books and waste paper shall be arranged by the appointed Bidder at his own cost. The weight determined jointly shall be final and no disputes and this account shall be entertained at any time. On actual weighment being finalized, on difference of actual weighment and estimated weight shall be recorded jointly by the party & designated officer of the University.
- ❖ The amount calculated at the highest accepted rate for the difference of weighment, if it comes positive, will have to be deposited in CSVTU's office by a DD as aforesaid before the materials are shifted.
- ❖ In case of negative situations, amount on account of above calculation shall be refunded to the party within a period of one month depending on the certificates & debit note submission of the party.
- ❖ The work should be completed within 03 working days from the date of intimation, for sifting the materials, given by the university from time to time.
- ❖ The contract is for a period two year and may be extended for one more year depending upon the circumstances prevailing at that time.

C. OTHER GENERAL TERMS & CONDITION

1. The time allowed for completion of work is 03 working days from the date of written order. The site for the work available can be visited/inspected.
2. Tender form will be issued only to the eligible firms or their authorized representative.
3. Only parties who have purchased the tender document are eligible to submit tender. The tender document is non-transferable. Tenders submitted by parties other than those purchasing the tender document, or submitting the tender in the form other than the prescribed form sold as part of this tender document, would be ineligible to compete for award of the tendered work.
4. Tenders will be opened in this office and the bidders or their authorized representatives may be present at the time of opening of the tenders. The number of authorized representatives that may be present for any bidder is limited to a maximum of two.
5. Tenders should be submitted in two parts in separate sealed covers indicating:
 - a. Part I: Technical bid along with EMD & form fee



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b. Part II: Commercial bid

Both the parts should be kept in the main sealed cover.

6. Tenders received after due date and time would be ineligible to compete for award of the tendered work.
7. The payment made for purchase of tender document is non-refundable.
8. Tenders submitted telegraphically or by fax or by e-mail would be ineligible to compete for award of the tendered work.
9. The techno-commercial bid and the Earnest Money Deposit should be superscripted with the Tender Document Serial Number and addressed to **Registrar, Chhattisgarh Swami Vivekanand Technical University, Bhilai**. Covers prepared should also indicate clearly on their face the name and address of the bidder to enable the bid to be returned unopened to the bidder in case it is received late.
10. The bidder will bear all costs associated with the preparation and submission of tender.
11. Overwriting should be avoided. Overwriting, erasures and other changes should bear the dated initials of the person signing the tender.
12. For evaluation of the commercial bid, the amount indicated in words would be taken as the correct financial bid in case there is any discrepancy between the amounts indicated in figures and in words. Bidders are required to quote a fixed/firm commercial bid inclusive of all costs.
13. The successful Bidder shall furnish a copy of purchase order placed on him by the respective owner of the Paper Mills.
14. **Technical bid should confirm all the document & certificates pertaining to the eligibility criteria, EMD, form fee, & duly signed tender document.**
15. **The commercial bid of the bidder not found eligible as per eligibility criteria or not deposited EMD, form fee or can not submitted signed tander document shall not be open.**

D. PREPARATION ON BIDS

1. English/Hindi would be the language of tenders submitted, but numeric should be in English only, as well as all correspondence and documents relating to the tender.
2. Bidder should submit earnest money deposit of Rupees thirty thousand only in the form of a Demand Draft valid for 90 days drawn in favour of Registrar **Chhattisgarh Swami Vivekanand Technical University, Bhilai**.
3. **The rates quoted by Bidder shall be valid for a period of 03 years.**
4. Tender document duly signed (on each page) shall be submitted along with the Rate Quotation.



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E. INSTRUCTIONS TO THE CONTRACTORS

1. Rates should include transportation, handling, of old answer books and waste paper.
2. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to CSVTU in kind or cash will be viewed seriously and CSVTU will have the right to levy damages or fine and / or even terminate the Contract forthwith. In case of such termination of the contract the amount of damage shall be decided by the university & CSVTU will have an absolute right to decide such damages. Any amount deposited may be refunded to the party after adjusting the amount & value of damages.
3. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, CSVTU reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount(s) from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.
4. If any dispute arises on any matter concerning this Contract, the decision of the CSVTU shall be final and binding.
5. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
6. The workmen employed by the Contractor should abide by the Rule and Regulation maintained by the CSVTU in the premises, interpersonal relation with the occupants, etc.
7. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of CSVTU.
8. The Contract can be terminated by CSVTU on a short notice if services are found to be unsatisfactory.
9. CSVTU reserves the right to accept / negotiate/reject/revise the quotations/ tenders either in whole or in part, without assigning any reasons therefore, whatsoever.
10. All the pages of the Tender Documents shall be signed by the tenderers.
11. The envelope containing Tender/Quotation should be properly sealed, addressed, duly super scribed with name of work and due date of opening and should be submitted in the prescribed Tender Box in the Office of Chhattisgarh Swami Vivekanand Technical University, Newai, P O Newai Disstt. Durg PIN 491107. The last date of receipt of tender is on or before **15.00 hours on 07.05.18** The Tenders will be opened on the same date i.e. on **07.05.2018 at 16.00** hours or at a later date convenient to Chhattisgarh Swami Vivekanand Technical University.
12. Bids made by Agents and FAX / Telex / Telegraphic bids shall not be entertained / considered.



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13. If last date of receipt of Tender / Quotation and opening date is a closed holiday for CSVTU then submission and opening of Tenders / Quotations shall be shifted to next working day without change of time and venue.
14. The Bidders should quote their rates strictly adhering to terms and conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / deviational Tenders may be rejected without making any reference to the tenderers.
15. The Tenders will be opened in the presence of such tenderers or their authorised representatives who choose to be present. (Not more than 2 persons)
16. No Bidder will be allowed to withdraw his Tender during the validity period. Sub-letting of the Contract is not permitted. In case of such an event, the tenderer will not have any claim for the refund of E.M.D. amount.
17. Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. The rates quoted should be written legible in words and figures. If on check, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.
 - a. When the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figure or in words, then the rate quoted by the Contractor in words shall be taken as correct.
 - b. When the rates quoted by the Contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Contractor shall be taken as correct and not the amount.
18. The Contractor shall engage necessary qualified and experienced supervisory staff at his cost during the execution of the work for attending to day-to-day affairs.
19. Notwithstanding anything stated above, CSVTU reserves the right to assess the Bidder capability and capacity to perform the Contract, should the circumstances warrant such assessment in the overall interest of CSVTU.
20. The decision of CSVTU in awarding the work shall be final and cannot be subjected to arbitration.



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F. FORMAT FOR PROVIDING COMMERCIAL RATES

Name of the work to be executed	Rate per Quintal
(A) Disposal of the old answer books of the exams conducted by Chhattisgarh Swami Vivekanand Technical University, Bhilai which are stored at Sector 08 Campus & Newai campus Newai	
(B) Disposal of waste paper (other than old Answer Books)	

Note: Rate quoted should be shown in figures as well as in words.

(Signature of the Tenderer)

