

**TENDER DOCUMENT
FOR
SALE OF 'WASTE PAPER'
(Used Answer Sheets/Old Newspaper/
Magazines and other Scrap Paper)**



Rs. 2000/-

COOCH BEHAR PANCHANAN BARMA UNIVERSITY
Panchanan Nagar, Vivekananda Street, Cooch Behar – 736101, West Bengal, India

(Signature of the Tenderer)

E-TENDER NOTICE

Online tenders are invited for disposal of following items:

Description of Work	Approximate Value	Security Deposit
Disposal of used Answer Sheets/ old Newspaper/magazines and other scrap paper.	Approx. 5 Lakh	The Successful Tenderer will have to deposit Rs. 50,000/- (Rs. Fifty Thousand Only)

Tender document can be downloaded from the University's website <https://cbpbu.ac.in/> or <https://wbtenders.gov.in/nicgep/app>. The bidder shall deposit the cost of tender (Rs. 2000/-) along with documents of the tender, failing which his tender shall not be opened.

The tender form complete in all respect should submit “**e-Tender Portal**” up to **as per schedule**.

The Registrar, Cooch Behar Panchanan Barma University reserves the right to accept or reject any or all the Tenders without assigning any reason. Incomplete & conditional tenders are liable to be rejected.

Tender Fee: Rs. 2000/- (RUPEES TWO THOUSAND ONLY) in the shape of NEFT, in favour of Cooch Behar Panchanan Barma university payable at Cooch Behar. [NEFT Details: NAME OF THE A/C: COOCH BEHAR PANCHANAN BARMA UNIVERSITY, SB A/C NO. 32741316141, IFSC: SBIN0000058.

(Signature of the Tenderer)

1. The financial bids will be opened at later stage only after evaluation process of technical bids.
2. Eligibility Criteria:
 - i. Only such bidders, who are Registered Sole Proprietor /Partnership firm or Company and meet the following conditions, can participate in the tender:
 - ii. The bidder must be a registered Sole Proprietorship/Partnership firm/Mill or Company.
 - iii. Self-attested documentary proof of registration of Sole Proprietorship/Partnership firm/Mill or Company must be attached.
 - iv. The bidders must have a valid PAN and GST to participate in the tender and must submit self-attested copy of the same.
3. Terms & Conditions:
 - i. A undertaking to be given that the waste paper being lifted from the University will be used only for recycling in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy.
 - ii. E-tender are invited for disposal of Waste Paper (used Answer sheets/old newspaper/magazines and other scrap paper) on as per where as basis. Bid should be sealed in a cover duly superscribed as Tender for disposal of Waste Paper.”
 - iii. The bidders should quote their highest rates based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful bidder (quoting highest rates of purchase) out of the eligible bidders.
 - iv. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
 - v. The security deposit of the bidder, whose rates are accepted, will be returned after submission a Pulping / Recycle Certificate from concerned Authority and submission of performance undertaking after completion of the entire job that the material has been received by them in full quantity, mentioning the weight of the material.
4. The right to accept a bid will rest with the Registrar, Cooch Behar Panchanan Barma University, who reserve the right to reject any or all the bids without assigning any reason thereof.
5. The quoted rate should be valid till the material has been lift out from the University.
6. In case, the vendor fails to comply the terms & conditions, the University may terminate the contract without assigning any reason and is free to dispose of the waste paper items in such a manner as may be deemed appropriate.
7. The successful bidder will be liable to complete the job of lifting the material from the University office within a period of 7 working days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his Security Deposit will be forfeited and the University shall have the right to cancel the order.

(Signature of the Tenderer)

8. It will be responsibility of the vendor to pack the material by his own laborers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
9. **It will be responsibility of the vendor that the waste paper being lifted from the University will be used only for recycling in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy.**
10. Bidders may visit the University premises and inspect the quantity, condition and type of material being sold.
11. The weighing of the material shall be jointly witnessed by a committee of the University's authorized representative(s) and bidder or his authorized representative. All weighing shall be certified by this weighing committee. The weighing site for this purpose will be jointly decided by the successful bidder and the University.
12. Each Page of the Tender document should be signed by the tenderer.

I/We have carefully read the above terms & conditions and undertake to abide by the same.

Place:

Date:

Name:

Telephone No.

Address:

(Signature of the Tenderer)

TECHNICAL BID

1. Name of the Company :
2. Address (with Tele No. fax No. & e-mail):
3. Contact person Name and mobile number:
4. The number of years of experience in the business:
5. (a) Registration Number:
(b) GST Number:
(c) PAN Number:
6. Whether owned/rented.
7. Bank details:

8. Confirm the Attachment: -

S. No.	Document	Whether attached	Page No.
1.	Whether the firm is in existence for two years or more in the business. If yes, necessary supportive document should be attached?	Yes/ No	
2.	Attach the copies of two similar or related Work Order each of value of at least Rs. 2.5 lakhs.	Yes/ No	
3.	Copy of I Tax Return Acknowledgement , GST Registration Certificate and PAN Certificate.	Yes/ No	
4.	Attach the copy of complete address of the Company Office Along with the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers.	Yes/ No	
5.	Attach a letter that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/ University in India in last two years.	Yes/ No	
6.	Attach tender acceptance letter.	Yes/ No	

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

**Authorized Signature
with Seal of Company**

Dates & Information:

Sl. No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC: https://wbtenders.gov.in	29.04.2025
2	Documents download (Online)	30.04.2025 (from 09.00 a.m.)
3	Bid Submission Start Date(Online)	30.04.2025 (from 09.00 a.m.)
4	Bid Submission Closing Date (Online)	10.05.2025 (up to 06.00 p.m.)
5	Bid Opening Date (Online) – Technical Bid	13.05.2025 (from 10.30 a.m.)
6	Date of uploading list for technically qualified bidder (Online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified