



Himachal Pradesh Technical University

(A State Government University)

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TENDER DOCUMENT

FOR

SALE OF USED ANSWER SCRIPTS & OLD NEWS PAPER LYING IN HPTU HAMIRPUR

Schedule of Tender

Tender No.	13/2023 - 5758
Date of Publication /Issue of Tender	04-11-2023
Last Date for Receipt of Tender Document	21.11-2023 up to 2.00 PM
Date of Opening of Tender	21.11-2023 at 3.30PM

Tender Fees 200/- (Two Hundred)

Earnest Money Deposit 10,000/- (Ten Thousand)

Document can be downloaded from www.himtu.ac.in


Purchase Officer

Himachal Pradesh Technical University Hamirpur

**Tender Document
for
Sale of used answer scripts & Old News Paper lying at HPTU Hamirpur H.P.**

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**HIMACHAL PRADESH TECHNICAL UNIVERISTY
HAMIRPUR (H.P)**

NOTICE INVITING TENDER

1. On behalf of Himachal Pradesh Technical University, Hamirpur hereinafter referred as HPTU, sealed tenders are invited from Registered Sole Proprietor/Partnership firm/Mill or Company under 'Two Packet System' Technical Bid – Un priced & Financial Bid – Priced) for the following work:

Sr. No.	Name of Work	Approximate Value	Earnest Money
1.	Sale of used answer scripts & Old News Paper lying at HPTU Daurhi, Hamirpur	Rs. 2. lakh	Rs. 10,000/- (Rs. Ten Thousand only)

2. The tender document can be obtained between 10:00 AM to 04:00 PM on all working days from 04-11-2023 to 21-11-2023 from the office of 'The Finance officer, Himachal Pradesh Technical University on the payment of Rs. 200/- (Rupees Two Hundred only), non-refundable, in cash or demand draft/pay order drawn in favour of 'The Finance Officer, Himachal Pradesh Technical University payable at Hamirpur towards the cost of one tender document. Tender document can also be downloaded from HPTU's website www.himtu.ac.in and in such a case, the bidder shall deposit the cost of tender documents along with submission of the tender, failing which his tender shall not be opened. The cost of tender documents in this case shall be deposited in the form of demand draft/pay order.

3. The sealed envelopes (Envelope-1 for technical bid & Envelope-2 for financial bid) addressed to The Finance Officer cum Purchase officer, Himachal Pradesh Technical University, Hamirpur must reach the university before **14:00** hours on dated 21-11-2023.

Technical Bids shall be opened at 15:00 hours on the same day i.e., 21-11-2023 in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the time and date of deposit of the bids shall be rejected and returned to the bidder unopened.

However the financial bids will be opened at later stage only after evaluation process of technical bids.

4. The EMD of above mentioned amount must be submitted in the form of DD/pay Order only drawn in favour of 'The Finance Officer, Himachal Pradesh Technical University Hamirpur payable at Hamirpur.

5. Tenderer must submit their bids in two separate envelopes only. One envelope should contain technical bid and second envelope should contain **financial bid**. It must be noted that at first stage only the technical bids will be opened. And after the evaluation of technical bids, the financial bids will be opened only for the eligible bidders. The tenders of ineligible bidders shall be summarily rejected in the evaluation process and their financial bids will remain unopened.

6. Eligibility Criteria :

Only such bidders, who are Registered Sole Proprietor/Partnership firm or company and meet the following conditions, can participate in the tender:

- A. The bidder must be a registered Sole Proprietorship/Partnership/firm/Mill or Company. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm/Mill or Company must be attached.
- B. The bidders must have a valid PAN to participate in the tender and must submit self attested copy of the same. The PAN must be exactly in the name that applicant as under clause 'A'
- C. The bidders must have GST No. and must submit self attested copy of the same.



TERMS AND CONDITIONS

1. The bidders are requested to quote their highest rates based upon the Terms and Conditions forming part of tender document and after carefully inspecting the materials being sale off and any other factor affecting the lifting or other costs of the materials.
2. Order will be placed to the successful bidder (the one quoting highest rates of purchase out of the eligible bidders).
3. In case, the date of submission/opening of the tender happens to be holiday, the tenders shall be received/opened on the next working day.
4. Any tender received without Earnest Money and without the cost of tender document in the form as specified in tender documents shall not be considered and shall be summarily rejected.
5. HPTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reason thereof.
6. HPTU reserves the right to split order of the total sale in two or more parts depending upon the equality of the rate received from the bidders.
7. After getting the order from HPTU, the successful bidder shall start the work within 10 days of getting the orders. Also he will be liable to complete the job within a period of 20 days from start of work. If the successful bidder does not start work in time or stop the work midway or leaves the work altogether, his EMD will be forfeited and the University shall have the right to cancel the order.
8. The transfer of the tender documents purchased by one intending bidder to another bidder is not admissible. Bidder can submit tenders only on the documents purchased/downloaded from HPTU website.
9. Rates are to be quoted in the **Financial Bid** only in the enclosed Bill of Quantity therein. Bidders may note that it is mandatory to quote rate for the item in separate sealed envelope of Financial Bid, failing which tender shall not be considered as valid and will be rejected.
10. The approximate quantity of the material is indicated in the Bill of Quantity. The quantity indicated in the Bill of Quantity is tentative and may vary to any extent during actual lifting/weighing. The amount payable to HPTU will be based upon the actual quantity lifted and the accepted rates.



12. Bidders are requested to visit HPTU campus and inspect the quantity, condition and type of material being sold.
13. The rates quoted should be inclusive of all costs including material movement from actual place of storage which may be from stores/upper floors/basement etc, loading/unloading of materials, weighing charges, transportation to destination etc.
14. The rates quoted should be exclusive of (GST). GST shall be charged by HPTU as applicable rates.
15. The packing of the material will be arranged by the bidder at his own expenses only. University will not supply any bags/bora/cartons/other items for packing the material.
16. The successful bidder shall ensure that the above material shall only be recycled for production of papers/allied products etc. and shall not be used for any other purpose. An affidavit shall be furnished by the successful bidder in this regard before start of lifting of material.
17. The rates accepted by HPTU shall remain valid for a period of one year from the date of issue of letter of acceptance by HPTU. The university may extend the approved rates on year to year basis upto three years including base year.
18. The Earnest money deposit of the successful bidder shall remain with HPTU as a Security Deposit and shall be released on satisfactory completion of the contract. However the EMDs of unsuccessful bidders will be released back.
19. As the material will be lifted in phases, the successful bidders must deposit advance money of every lot before taking out that lot. HPTU shall issue instructions to the successful bidder for lifting of materials and deposit of the requisite amount in advance. In case, the successful bidder does not deposit the requisite advance money within a period of ten days from the date of issue of letter by HPTU for lifting of materials and depositing the money, Earnest Money Deposit shall be forfeited and order shall be cancelled.
20. The weighing of the material shall be jointly witnessed by a committee of HPTU's authorised representative(s) and bidder or his authorised representative. All weighing shall be certified by the committee. The weighing bridge for this purpose will be jointly decided by the successful bidder and HPTU.



21. After completion of the entire job i.e., when the total material has been lifted, the final adjustment will be made of the amount received from the successful bidder in phases and actual amount due. This adjustment will be based upon actual quantity lifted as certified by the weighing committee as well as accepted rates. The balance payment, if any, shall be released accordingly to the successful bidder by the HPTU.
22. EMD of the successful bidder shall be released/adjusted after satisfactory completion of the work.

I/we hereby undertake to abide by the terms and conditions of the tender document.

I/we further state that all the information submitted in the technical as well as financial bid is true and correct to the best of my knowledge & belief.

Agreed and Accepted

Signature of the bidder with date



**Envelope-1
(Technical Bid)**

Sale of used answer scripts lying at HPTU Daruhi Hamirpur H.P.

The sealed envelope (with “Envelope-1 Technical Bid of Tender for sale of used answer scripts” clearly written on top of envelope) addressed to The Purchase Officer, Himachal Pradesh Technical University, Hamirpur and containing the following documents must reach the university before 14:00 hours of 21-11-2023:

This envelope of technical bid must contain the following:

- I. Duly filled, signed & stamped tender document.
- II. Cash receipt/Demand Draft/Pay Order of Rs. 200/- drawn in favour The Finance Officer, Himachal Pradesh Technical University, Hamirpur, payable at Hamirpur as cost of Tender.
- III. Demand Draft/ Duly pledged FDR of a commercial Bank of Rs. 10,000/- drawn in favour The Finance Officer, Himachal Pradesh Technical University, Hamirpur, payable at Hamirpur as EMD. (Please note that only DD/Pay Order will be accepted. Payment through cheque or any other means will not be accepted.
- IV. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm/Mill or Company.
- V. Self attested copy of the PAN.
- VI. Self attested copy of GST registration.

Envelop-2 Financial Bid

Sale of used answer scripts, lying at Himachal Pradesh Technical University, Hamirpur

The sealed envelope (with “Envelope-2 Financial Bid of Tender for sale of used answer scripts” clearly written on top of envelope) addressed to The Purchase Officer, Himachal Pradesh Technical University, Hamirpur and containing the following completely filled information must reach the university before 14:00 hours of 21-11-2023

BILL OF QUANTITIES

Sr. No.	Description of Items	No. of Answer Scripts (Tentative Quantity)	Rate of Purchase (Rs. /Kg) (to be quoted in figures and words.
1.	Sale of used answer scripts Lying at HPTU Daruhi, Hamirpur	2,15,000	
2.	Sale of used answer scripts (with Black Tape for Secrecy) Lying at HPTU Daruhi, Hamirpur	12,000	
3.	Old News Papers		
GST 5 % Extra			

I/we hereby undertake to abide by the terms and conditions of the tender document.

I/we further state that all the information submitted in the technical as well as financial bid is true and correct to the best of my knowledge & belief.

Signature of the Bidder

