



BABA FARID UNIVERSITY OF HEALTH SCIENCES

FARIDKOT-151203

Phone: 01639-256232, 256236

e-mail: upfdbfuhs2022@gmail.com , Website: www.bfuhs.ac.in

TENDER DOCUMENT

SALE OF WASTE PAPER (TORN), USED ANSWER SHEETS AND SPINE CUTTING OF USED ANSWER BOOKS ETC.

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab. i.e. https://eproc.punjab.gov.in
Nature of work :	Sale of waste paper (torn), used Answer Sheets and Spine cutting of used answer books etc of the University and its constituted colleges.
Cost of the tender document:-	Rs. 2360/- (Two Thousand Three hundred sixty Only) inclusive of GST (Non refundable, under any circumstances)
Tender Processing fee:-	To be charged by Punjab Government as per their norms. (Non refundable, under any circumstances)
EMD Amount :	Rs. 50,000/- only (Rupees Fifty Thousand Only) (through online mode only) (Refundable to the un-successful bidders, without any type of interest or other charges). However, It will be converted in Performance security in case of successful bidder and will be refunded after successful completion of the contract period without any interest. <i>It should be clearly noted that no bidder will be allowed any type of exemption from the deposit of the EMD under any circumstances.</i>
Advance Money:	The successful bidder will have to deposit a sum of Rs. 1,00,000/- only within 07 days from the issue of the work order in the shape of a bank demand draft issued by any commercial bank in the favour of the <u>"Registrar, Baba Farid University of Health Sciences, Faridkot"</u> . The said amount as well as the amount of the Earnest Money Deposit will be adjusted against the actual sale value of the old / scrap materials.
Website for downloading of the tender document:-	The Tender Document having detailed Instructions and Terms and Conditions are available at e-procurement portal of Government of Punjab i.e. https://eproc.punjab.gov.in and also at University website i.e. www.bfuhs.ac.in
Last date for downloading of the tender document:-	30.01.2024 up to 12.30 pm
Last date & Time for submission of the tender documents:-	30.01.2024 up to 1.30 pm (through online mode only)



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Date of opening of the Tender documents (Technical bids) :-	Technical bids shall be opened online through e-procurement site of the Government of Punjab i.e. https://eproc.punjab.gov.in on any working day After, due permission of the competent authority.		
Date of opening of the Tender documents (Financial bids) :-	Financial bid of the technically qualified bidders shall be opened online through e-procurement site of the Government of Punjab i.e. https://eproc.punjab.gov.in on any working day.		
Bid Submission :	Bids shall be submitted online only at e-procurement portal of Government of Punjab i.e. https://eproc.punjab.gov.in		
Who can be contacted for obtaining more information about the tender	Sr. No.	Nature of Information	Name of the concerned Official with contact No:-
	1	About the tenders and allied information:-	University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot. Phone:- 01639-250267, 256232, 256236 Email id:- upfdbfuhs2022@gmail.com (on all working day from 9.00 am to 5.00 pm)



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SCOPE OF WORK

Online Bids are invited under Two Bid Systems viz. Technical Bid and Financial Bid from Paper Mills/ Printing Presses/ Printing Houses/ Suppliers/ firms/ experienced and established contractors for purchase and lifting of Sale of waste paper (torn), used Answer Sheets and Spine cutting of used answer books etc of the University and its constituted colleges.

Sr. No.	Material	Approximate Quantity
1.	Old/ used Answer Books of 70 GSM approx.	500 quintal
2.	Old Phemplets/ loose papers etc	02 tons
3.	Spine cutting of the answer books	50 quintal

Note:- *Sample of waste material can be checked on any working day between 10.00 to 1.30 p.m.*



INSTRUCTIONS/ GUIDELINES TO THE TENDERERS

1. Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document.
2. Upload an **AFFIDAVIT REGARDING NON-BLACK LISTING** as per Performa given at ([Annexure-II](#)) on Non- Judicial Papers of appropriate value, duly attested by an Executive Magistrate or a Notary Public may also be uploaded on the website.
3. Upload Technical Bid Proforma ([Annexure-III](#)).
4. Upload a signed copy of the terms and conditions ([Annexure-IV](#)).
5. Detail of Bank Account for refund of EMD ([Annexure – V](#))
6. In addition to this, following documents are to be attached with Technical Bid:-
 - i) **Tender Fee:** The tender document fee of **Rs. 2360/-** (Rs. 2000/- (Tender Fee) + Rs 360 (GST) only may be submitted through online mode only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will be Non- refundable under any circumstances.
 - ii) **Earnest Money Deposit (EMD)** of **Rs. 50,000/-** (Rs. Fifty Thousand Only). The Earnest Money Deposit must be submitted in the shape of Online Payment.
 - iii) Details of registration as Company / Shop / Establishment. The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
 - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT (as applicable). The supporting document should be uploaded on the e- procurement website of the Govt. of Punjab along with the tender document.
7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms ([Annexure-VI](#)). The said copy must be signed and duly stamped. A scanned copy of the same may be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
8. It should be clearly noted that this tender will be accepted though e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances



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ANNEXURE-I

NOTICE INVITING E-TENDER

SCOPE OF WORK

Online Bids are invited under Two Bid Systems viz. Technical Bid and Financial Bid from Paper Mills/ Printing Presses/ Printing Houses/ Suppliers/ firms/ experienced and established contractors for purchase and lifting of Sale of waste paper (torn), used Answer Sheets, Spine cutting of used answer books and old cardboards etc of the University and its constituted colleges.

Sr. No.	Material	Approximate Quantity
1.	Old/ used Answer Books of 70 GSM approx.	500 quintal
2.	Old Phemplets/ loose papers etc	02 tons
3.	Spine cutting of the answer books	50 quintal

Note:- Sample of waste material can be checked on any working day between 10.00 to 1.30 p.m.

The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government i.e. <https://eproc.punjab.gov.in> and its details may also be seen at the University website i.e. www.bfuhs.ac.in

TERMS AND CONDITIONS:-

1. **The Earnest Money Deposit of Rs. 50,000/- only** (Rs. Fifty Thousand Only). The Earnest Money Deposit must be submitted **in the shape of Online Payment.**
2. The tenders will be opened by the next day from the last date of submission of tender (by 5.00 PM) on the e-procurement portal of the Punjab Government in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.
3. The Price bid (Financial Bids) will be opened after the opening of Technical Bid. The Price Bid (Financial Bids) of the technical qualified bidders will be opened by the University.
4. The Registrar, Baba Farid University of Health Sciences, Faridkot reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



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ANNEXURE-II

(To be furnished on non-judicial stamp papers Worth Rs.50/- duly attested by Executive Magistrate or Notary Public).

AFFIDAVIT

I/We _____ partner/sole proprietor (Strike out which is not applicable) of (Name & Address of Firm) _____ do hereby declare and solemnly affirm:-

- That the individual/firm/ companies are **not debarred or black- listed** by any department of Union/ State Government or any autonomous institute.
- That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- That the terms and conditions for **“Purchase of Old / Scrap Materials from the BFUHS or its constituent colleges”** are acceptable to me/us. I/We will abide by them in letter and spirit.
- That I will supply and install the required material within the stipulated delivery period of the tender document/ supply.

Date: _____

Place: _____

DEPONENT

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: _____

Place: _____

DEPONENT



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ANNEXURE-III

TECHNICAL BID

- 1 Name of the applicant (tenderer/ bidder). _____
- 2 Constitutional Status of the tenderer/Bidder
i.e. Proprietor/ Partnership firm/ Pvt. Limited
Company/ Public Limited Company/ Co-op
Society etc _____
- 3 Address of the tenderer/ bidder

- 4 Name of the Dealing Person _____
- 5 Position of the dealing person in the
tenderer firm/ company/ society :- _____
- 6 E mail id:- _____
- 7 Fax No:- _____
- 8 Mobile No _____
- 9 PAN Number _____
- 10 GST No. _____



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CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II The original document must be submitted in the university before the last date (Scanned copy uploaded on the e-procurement portal or not?) (The original document must be submitted in the university before the last date)	Yes/No
3.	Technical Bid Proforma attached – Annexure – III (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Annexure – V) for refund of EMD attached (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Annexure – VI) (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs. 2360/- on account of Tender Fee has been submitted through online mode or not?	Yes/No
8.	Whether an EMD of the appropriate value i.e. Rs.50,000/- only has been submitted online mode or not?	Yes/No
9.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted? (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN/PAN/ GST attached. (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No



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11.	Whether a copy of Audited Balance Sheet of last two financial years have been uploaded on the website along with technical bid or not?	Yes/ No
12.	Whether a copy of the Income tax return of last two financial years have been uploaded on the website along with the technical bid or not?	Yes/ No

Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected out-rightly and Price bid of the firm will not be opened.

Dated:-_____.

Place:-_____.

Signature_____

Name:-_____

Address:-_____

Contract No:-_____ E-mail

id:-_____

With Seal



ANNEXURE-IV

TERMS AND CONDCTIONS

1. The bidders are requested to quote their highest rates based upon the terms & conditions forming part of tender document and after carefully inspecting the materials being sold off and any other factor affecting the lifting or other costs of the materials.
2. Tenders must be submitted on the prescribed Tender Form which may be downloaded from e-procurement portal of the Govt of Punjab. The tender complete in all aspects must be submitted on the said e-procurement portal only.
3. The Tender Document fee of **Rs. 2360/-** will be submitted through online mode only. The tender document fee once paid will not be refunded, transferred or adjusted under any circumstances.
4. **SECURITY DEPOSIT:**
 - i) The EMD of **Rs.50,000/-** only (Rupee Fifty Thousand Only) submitted with the Tender considered as Security Deposit.
 - ii) The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of finalization of tender, without any type of interest.
 - iii) The above said amount of the security deposit of successful bidder will be retained by the University and will be refunded after completion of rate contract.
5. **The successful bidder will have to deposit a sum of Rs. 100000/- only within 07 days from the issue of the work order in the shape of a bank demand draft issued by any commercial bank in the favour of the "Registrar, Baba Farid University of Health Sciences, Faridkot". The said amount as well as the amount of the Earnest Money Deposit will be adjusted against the actual sale value of the old / scrap materials.**
6. In case, the date of opening of tenders happens to be holiday, the tenders shall be opened on the next working day, at the same time and same place.
7. Tenderer can check the scrap material on any working day before between 10:00 am to 1.30 pm.
8. In case of any dispute between the tenderer and University, Registrar will have the power to settle the case of dispute and his decision will be final and binding.
9. **The weighing of answer books will be done at two Dharam kada's in the presence of tenderer and University nominees. Highest weight of Answer Books will be considered.**
10. After the completion of weighing, the successful bidder will deposit full amount of total cost of the material, calculated on the agreed amount, in the shape of a demand draft, before taking the delivery of the material. The amount of security deposited by bidder will be refunded separately, through RTGS mode, in the bank account of the concerned firm, after obtaining a certificate from the general/University Procurement and Facility Department branch that the entire agreed amount has been deposited in the University accounts and nothing is pending against the firm.
11. **The Rates should be quoted per Kg.**



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12. BFUHS reserves the right to make split order of the total sale in two or more parts depending upon the equality of the rates received from different dealers.
13. The approximate quantity of the material is indicated in this tender form which may vary to any extent during actual lifting/weighing. **The amount payable to BFUHS will be based upon the actual quantity lifted/weighing at approved rates.**
14. The rates quoted should be inclusive of all costs including material movement from actual place of storage, loading/unloading of materials, weighing charges, transportation charges to destination etc.
15. **The rates should be inclusive of all taxes and duties.**
16. The packing of materials, if any, will be arranged by the bidder at his own expenses only. University shall not provide any bags/bora/cartons/other items for packing the material.
17. Any tender received without Earnest Money & without the cost of tender document in the form as specified in the tender document, shall not be considered and shall be summarily rejected.
18. The Tenderers are required to strictly submit all the required documents and all annexure with the tender document.
19. The transfer of tender is not permissible.
20. The Earnest Money Deposit of the successful bidder shall remain with BFUHS as a Security Deposit and shall be adjusted in the final settlement of the sold articles. However, the EMD of unsuccessful bidders will be released in due course of time, without any type of interest amount.
21. If the material is lifted in phases, the successful bidders shall deposit advance money of every lot before taking out that lot. If the bidder fails to deposit advance money, the EMDS/security money shall be forfeited and order shall be cancelled.
22. The weighing of the material shall be jointly witnessed by a committee of BFUHS's authorized representative (s) and bidder or his authorized representative. All weighing shall be certified by this weighing committee. The weighing bridge for this purpose will be jointly decided by the successful bidder and BFUHS committee.
23. If the Contractor fails to comply with any of the conditions given above, Registrar, Baba Farid University of Health Sciences, Faridkot shall have the right to impose additional penalty in lum-sum, cancel the agreement and sell the goods in any manner, he deems fit. The contractor shall be bound to make good the loss sustained and incurred to the University in this connection.
24. The clearance to the contractor shall be giving only after obtaining **a certificate from Controller of Examinations** that entire material has been lifted.
25. 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 on non judicial paper of 100/- shall be furnished by the successful bidder stating that **"the old marked answer sheets lifted from university premises shall be sent directly to the paper mill for pulping and making of papers/allied products and also mentioned that he will be responsible for deposit all applicable Tax of Punjab & Center Government."**
26. The Contractor shall not sell the above Old Evaluated Answer Books in any other



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- way/anywhere else.
27. The Registrar, Baba Farid University of Health Sciences, Faridkot reserves the right to accept or reject any tender without assigning any reason and his decision in all matters concerning the tender shall be final.
28. All disputes shall be settled at Faridkot jurisdiction only.

Dated:-_____.

Place:-_____.

Signature_____

Name:-_____

Address:-_____

Contract No:-_____

E-mail id:-_____

With Seal

Accepts all the terms & conditions of the Tender Under hand and seal of the authorized person

Accepted

Dated:-_____.

Place:-_____.

Signature_____

Name:-_____

Address:-_____

Contract No:-_____

E-mail id:-_____

With Seal



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ANNEXURE- V

DETAILS ABOUT BANK ACCOUNT OF THE FIRM WHO HAS DEPOSITED EMD

Name of the firm: M/s _____

SR. NO.	PARTICULARS	DETAIL
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator	_____

Dated:-_____.

Place:-_____.

Signature_____

Name:-_____

Address:-_____

Contract No:-_____

E-mail id:-_____

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ANNEXURE- VI

TENDER/CONDITIONS ACCEPTANCE LETTER

Date: _____

To

The Registrar

Baba Farid University of Health Science,

Sadiq Road, Faridkot - 151203.

Subject: Acceptance of Terms & Conditions of Tender

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (Including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signature

Name: _____

Address: _____

Contact No: _____



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FINANCIAL BID

Rates should be quoted on the e-procurement
portal of the Government of Punjab only