



## THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: registrar@nujs.edu <> Website: www.nujs.edu

Tender Ref. No.: WBNUJS/Paper Waste/004/2022-23

Date: 14.06.2022

### TENDER NOTICE

The West Bengal National University of Juridical Sciences, an Autonomous Law University established by the Act No. IX of 1999 of Govt. of West Bengal is invites sealed tenders/ quotations from the reputed and experienced firms for Removal/ Disposal/ Lifting of Waster Paper/ Unusable Items on “**As is where is and wherever there is basis**” from the University premises situated at Dr. Ambedkar Bhavan, 12, LB Block, Sector-III, Salt Lake City, Kolkata- 700106

The potential and eligible bidders are required to visit the University website (<https://www.nujs.edu/home/tenders/>) for submission the bid with proper documentation with in bidding schedule. Interested Bidders are also requested to check the detailed corrigendum time to time through the University Tenders Portal which may be uploaded against this tender.

#### **Critical Dates of Tender**

Sl.No.	Particulars	Date	Time
1.	Date of Publication/ Download of Tender	14.06.2022	10.00 am
2.	Bid Submission Start Date	14.06.2022	10.00 am
3.	Bid Submission Close Date	27.06.2022	3.00 pm
4.	Opening of Bids	29.06.2022	3.00 pm

### INSTRUCTION TO THE BIDDER

As per the decision of the University Authority, this tender document has been published on the University website (<https://www.nujs.edu/home/tenders/>). The bidders are required to submit hard copies of their bids at the respective section of the University.

The bidders shall submit in one sealed envelope super scribing “**TERDER FOR REMOVAL OF WASTE PAPERS/ UNUSABLE ITEMS**” which should be submitted in the respective section of The W.B. National University of Juridical Sciences.

Address for the submission:

**The Registrar (Acting)**

**The W.B. National University of Juridical Sciences**

**“Dr. Ambedkar Bhavan”**

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### PROCEDURES FOR SUBMISSION OF TENDER/ BID :

- i) The Tenders/ Bid are invited under single bid system i.e. **Financial Bid**.
- ii) The tender should be type-written or printed with indelible ink and submitted in sealed cover. It is the responsibility of the bidder to assess the items properly before quoting the rate. No further claims will be entertained after opening the bids.
- iii) The tender/ bid document can be submitted by Post, Speed Post, Courier or By Hand. The office will not be responsible for any delay, loss or non-receipt of the bid sent by Post/ Courier. A bid sent through any other mode except as mentioned above will not be accepted.
- iv) The bidder shall ensure that each page of the tender and all other enclosures appended to it are signed and stamped by the authorised signatories, as a token of having read and understood the terms and conditions contained therein before filing the tender document for bid process.

### TERMS AND CONDITIONS AND GENERAL INFORMATION :

- i) The tenderers are required to quote their highest rates for awarding of the contract as per the enclosed Proforma '**Annexure- II**'. The approved rates will remain static during the period of contract. The tenderer shall quote rates both in figures and words with blue/black ball pen. In case of any discrepancy, the price mentioned in words will be considered.
- ii) The rates quoted shall be valid for **30 days** from the date of opening of tender. No enquiry of bidder shall be entertained once the material is lifted by them.
- iii) The rates approved by the Competent Authority shall be valid for a period of one year from the date of awarding the contract.
- iv) The tenderer shall weigh the waste paper etc. on weighing machine as per instruction by the University and shall have the weighment done in the presence of Officers of the University who will certify the net weight of waste paper etc.
- v) The tenderer shall **deploy sufficient labours** on immediate basis for removal of the waste papers as per the requirement of the University immediately on demand and in any case not later than seven days of the receipt of intimation, failing which their contract shall be liable to be terminated without giving them any further notice or opportunity. The personnel deployed for disposal action (jobs) shall strictly obey the safety rules in force while working in the office.
- vi) The tenderers are required to send their tender along with a **Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand)** only which will be deposited through **SBI Collect Payment Gateway**. If the firm is exempted from depositing the EMD, a Certificate to this effect has to be submitted along with the tender document

Online receipt of EMD through SBI Collect Payment Gateway as per instruction given below-



## THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

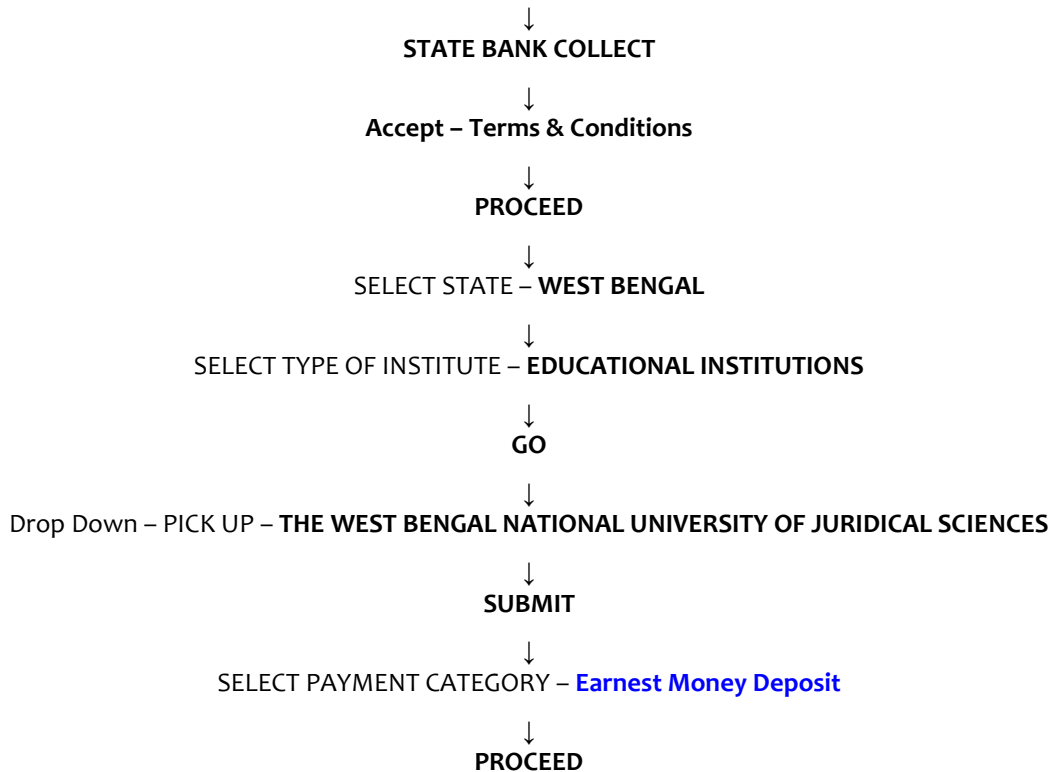
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Go to > <https://www.onlinesbi.com/sbicollect/icollecthome.htm>



Please share the **SBI Collect Reference Number** with a copy of fees receipt with bidding documents for proof of payment or reconciliation of fees.

- vii) Earnest Money Deposit of tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancel cheque is required to facilitate refund of EMD amount.
- viii) Hypothetical or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, the earnest money deposited by him shall stand forfeited.
- ix) The University will deal with the tenderer directly and no middleman/ Commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the University.
- x) Over-writing/ over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
- xi) The University in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
- xii) The University is not bound to accept the lowest tender and reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.



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- xiii) Each tenderer has to certify that all the terms and conditions are acceptable to him. The Earnest Money Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
- xiv) The tenderers shall give an undertaking (as per Annexure-III) that the Firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/Public Sector Units/Autonomous Bodies have not been banned/terminated on the account of poor performance.
- xv) The job shall be done without damaging floors / roads/ drains etc. The buyer shall make good the damages, loss etc. in the event of any occurrence otherwise.
- xvi) The successful bidder will have to pay an advance deposit equal to 20% of the bid, after the bid is acceptable and the balance 80% amount and applicable tax shall have to be paid within Seven (7) days in the form Demand Draft/ Accounts Transfer.
- xvii) In case the bidder fails to pay the full amount within 7 days of receipt of sale order, his advance deposit payment is liable to be forfeited and his bid will be cancelled and the tender will be consider to awarded the tender to the 2<sup>nd</sup> highest bidder.
- xviii) The entire lot should be cleared as directed by the Officer in-Charge and no other material should be removed from this site.
- xix) The disputes, legal matters, court matters, if any shall be subject to Kolkata jurisdiction only.

### **PENALTIES :**

- i) Even after awarding the said contract, the University reserves the right to terminate the same, if the services of the successful tenderer are not found satisfactory and to entrust the work to another tenderer, and to recover from the successful tenderer, the loss if any, sustained to the University.

### **CONTACT INFORMATION:**

The items can be inspected at our office on working hours between **10.00 am to 5.00 pm**. The contact point for visit or any inquiry would be with the following official -

Designated Officer: **Mr. Nabendu Dam, Campus Supervisor**  
Department: **The W.B. National University of Juridical Sciences, Kolkata**  
Email ID: **cs@nujs.edu**  
Telephone No: **+91- 33-2569 4700**  
Mobile No: **+91- 8240395763**



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## ANNEXURE-I

### BIDDER INFORMATION FORM

Company Name : \_\_\_\_\_  
Registration Number : \_\_\_\_\_  
Registered Address : \_\_\_\_\_

Name of Partners /Director : \_\_\_\_\_  
City : \_\_\_\_\_  
Postal Code : \_\_\_\_\_  
Company's Establishment Year : \_\_\_\_\_  
Company's Nature of Business : \_\_\_\_\_

Company's Legal Status : 1) Limited Company;  
(tick on appropriate option) 2) Undertaking; 3) Joint Venture; 4) Partnership  
5) Others (In case of others please specify)

Company Category : 1) Micro Unit as per MSME; 2) Small Unit as per MSME  
3) Medium Unit as per MSME  
4) Ancillary Unit; 5) SSI; 6) Others (In case of others please specify)

#### **CONTACT DETAILS**

Contact Name : \_\_\_\_\_  
Email Id : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Phone No : \_\_\_\_\_  
Mobile No : \_\_\_\_\_

#### **BANK DETAILS**

Name of Beneficiary : \_\_\_\_\_  
A/c No. CC/CD/SB/OD : \_\_\_\_\_  
Name of Bank : \_\_\_\_\_  
IFSC No. (Bank) : \_\_\_\_\_  
Branch Address and Branch Code : \_\_\_\_\_

#### **OTHER DETAILS**

Vendor's PAN No. : \_\_\_\_\_  
Vendor's GST : \_\_\_\_\_

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:



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## ANNEXURE- II

### FORMAT FOR FINANCIAL BID FOR ONE TIME DISPOSAL OF WASTE PAPER/ UNUSABLE ITEMS

Details of EMD Deposited: Amount  
SBI Collect Reference Number  
Date of Remittance:

#### PRICE SCHEDULE FOR GOODS - INR

Sl. No.	Item Description	Qty.	Units	Basic Rate	GST Rate	GST Amt.	Total Amount (without Taxes)	Total Amount (with Taxes)
1.	Study Material							
2.	English Newspaper							
3.	Journal							
4.	Answer Sheet etc.							

Total Bid price in \_\_\_\_\_ in words

#### Declaration

I \_\_\_\_\_ certified that all the terms and conditions mentioned in the NIT are acceptable to me. I further certify that I have visited and inspected the nature of Waste Paper/ Unusable Items.

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:



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### ANNEXURE- III

#### DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(to be provided on letter head of the firm)

I hereby certify that the above firm namely \_\_\_\_\_ is neither blacklisted by any Central/ State Government/ Public Undertaking/ Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

**(Signature of the Authorized Person with Organization Seal)**

**Designation with Contact No:**

**Company Name:**





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### ANNEXURE- IV

#### ACCEPTANCE OF TENDER

(TO BE PRINTED ON ORGANIZATION LETTER HEAD)

To

The Registrar (Acting)

The West Bengal National University of Juridical Sciences

"Dr. Ambedkar Bhavan"

12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

I/ We \_\_\_\_\_ (name and designation of the bidder) on behalf of \_\_\_\_\_ (name of the organization/company) have downloaded / obtained the tender document(s) for the above mentioned 'Tender from the University website (<https://www.nujs.edu/home/tenders/>). I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), specification terms and condition etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms / conditions / clauses contained therein. The corrigendum(s) issued from time to time by your organization have also been taken into consideration, while submitting this acceptance letter.

I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety. I/ We do hereby declare that our organization/company has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking etc. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract.

**(Signature of the Authorized Person with Organization Seal)**

**Designation with Contact No:**

**Company Name:**





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### ANNEXURE- V

### CHECK LIST

PARTICULAR	BIDDER REMARKS
Proof of SBI Collect Reference Receipt on account of Earnest Money Deposit of <b>Rs.5,000/-</b>	
Details of Firms and Declaration in <b>Annexure-I &amp; IV</b>	
Format for Financial Bid for one time disposal of waste paper/ unusable items in <b>Annexure-II</b>	
The firm has not been blacklisted by any Government Department/ Undertaking/ PSU anywhere in the country in <b>Annexure-III</b>	
Copy of Registration of Firm	
Copy of PAN of the Firm	
Copy of GST Registration of the Firm	
All pages of the bid being submitted by the firm have been signed and sequentially number	

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name: