

PATLIPUTRA UNIVERSITY, PATNA
NOTICE INVITING TENDER

For

Sale of used answer book/waster papers/obsolete stationery items "As is where is Basis"

Tender Notice No 16

Sealed tenders are invited under two bid systems through registered/Speed Post/Courier Services from reputed registered professional and experienced agencies/firms/contractor/vendor for Sale of used answer books/waste Papers/obsolete stationery items at Patliputra University, Patna. The interested agencies are required to submit their technical and financial bids separately containing full information along with supporting documents in the office of the undersigned so as to reach on or before 21.07.2025 upto 03:00 P.M.

Details are as under:


Sl.	Name of the Work	Cost of Tender Documents/BOQ (Non-Refundable)	Earnest money Deposit (EMD Refundable)	Last Date & Time of closing of Tenders	Opening Date & Time of Tenders (Technical Bid)
1.	Sale of used answer book/waste Papers/obsolete stationery items at Patliputra University, Patna	Rs. 10,000/-	Rs. 2,00,000/-	21.07.2025	23.07.2025

Details of Tender related information along with terms and conditions can be viewed/downloaded from the website: www.ppup.ac.in

The Competent authority of the University reserves the right to accept/award or cancel the tender any or all without assigning reasons thereof.

Amendment/Corrigendum of NIT if any would be published on website: www.ppup.ac.in Tender document shall be available for sale w.ef 15.07.2025 to 18.07.2025 from the office of the undersigned during working hours on submission of the requisite tender cost.

By the order of Hon'ble Vice Chancellor


11.07.2025
(Prof. N.K. Jha)

Registrar


Patliputra University, Patna
11/07/25
REGISTRAR
PATLIPUTRA UNIVERSITY
PATNA

PATLIPUTRA UNIVERSITY, PATNA
KANKARBAGH, PATNA

Tender Notice for Sale of Used Answer Book/Waste Papers/obsolete stationery items.

The Patliputra University, Patna intends to sell/dispose of its Unserviceable/used answer books, Paper Card Boards and Other obsolete stationery items. Thus invites the Quotation/bid from the interested vendors/Party/Agency for tendering in Two Bid system in One lot/Separated Lot on "AS IS WHERE IS BASIS" upto 03:00 P.M. of The Bid document consists of the following Sections shown in the index.

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Section	Sections/Subject
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6	Details of Materials

Section 1: Notice for Participation in Two bid Tender for Sale of waste papers/used answer books.

Sl.	Items	Details
1	Bid Details	Invitation of the Quotation/Bid from the interested Person/Party/Vender/Agency in Two Bid System for selling/Disposing its Unserviceable/Obsolete stationery items/used answer books/ Paper Card Boards and Other Similar Materials in Single Lot/Separated Lot-As is where is Basis
2	Period of the Disposal	Within 7 Working day after issue of Bid Acceptance Letter.
3	Earnest Money Deposit (EMD)	Rs. 2,00,000/- Only (Rs. Two Lakh Only) The EMD Shall be in the form of Banker's Cheque/Demand Draft of scheduled Bank issued/ drawn in favor of "The Registrar" Patliputra University, Patna (Please refer details in the Bid Documents)
4	Bid Document	May be received from the office of Registrar, PPU during office hour on submission of Bid Document cost from 15.07.2025 to 18.07.2025 Duly completed signed Bid document along with required document in prescribed manner can be sent through registered post/ courier at the given address. Bid submitted through any other mode shall not be entertained.
5	Cost for Bid Document	Rs. 10,000/- (Non-refundable) in shape of D.D. issued in favor of The Registrar, Patliputra University, Patna"
6	Address for Submission of Bid	REGISTRAR, PATLIPUTRA UNIVERSITY, PATNA Kankarbagh, Opp. Rajendera Nagar, Terminal, Patna 800020, Bihar
7	Any Other query	Please contact Registrar office at above address during working hours. Any subsequent changes will be notified on the university website: www.ppup.ac.in

Please Note:

This advertisement details is available at university website www.ppup.ac.in (Bid Tab). Any subsequent changes will be notified on above website only.

Section 2: ELIGIBILITY CRITERIA (Technical)

The interested Bidder should fulfill following criteria with their supporting documents/under takings for participating in Open Auction Process.

- A. (i) The bidder should possess a registration as a firm under Proprietorship/Partnership or a firm, with any Government Authority.
(ii) Must be registered under shops and Establishment Act, Bihar.
- B. Valid Bank Account.
- C. IFSC code
- D. Branch Name of the Bank
- E. PAN No.
- F. GST registration (GSTIN Number)
- G. The applicant must have a proven track record of waste paper management during last 3 Financial Years in Govt. Sector/ Public Sector undertaking/ highly reputed private sector companies/ universities.
- H. The bidder should not have abandoned any work or rescinded any part of their contract or been disqualified by the client during the last 5 years.
- I. The Vender should have valid certificate of registered paper mills on the pad with their recent and correct address with mobile/Phone number for purchase of waste paper and making arrangement for their conversion into pulp.
- J. The applicant/ bidder must have sound financial capacity/credit worthiness to be supported by a solvency Certificate issued from Nationalized or other Scheduled Commercial Bank up to the extent of Rs. 5 Lacs.
- K. Certified Copy of latest Income Tax Clearance Certificates for last 3 years 2021-22, 2022-23 & 2023-24
- L. The minimum turnover of the company/ firm should be Rs. 25 Lacs during each last 03 (Three) Years which shall be duly Certified by C A.

Section 3: General Information and Instructions of Bidders**A. For Submission of Bid Document along with necessary attachments**

- 1. Bidders who are interested to participate in bidding are advised and requested to note that:-
 - I. To study carefully the various clauses contained in the terms and conditions before submitting their Bid.
 - II. To visit the University and physically inspect the site and acquaint themselves with the nature and quantum of the materials referred for Sale and Disposal before submitting their bid.
 - III. All articles/items will be sold as "AS IS WHERE IS BASIS" (Single Lot/ Separated Lot) will be deemed to have been on the clean understanding that they have satisfied themselves full in regard to the conditions, quality and quantity of the articles/items proposed to be sold.

2. Bid Document along with all Certificates or Testimonials as applicable and EMD are to be submitted in sealed envelope as instruction given here under Sr. No. 3.
3. The set of document should be prepared in following manner of submission:-
 1. Each and Every page of the Bid documents should bear the signature and stamp of the bidder/vendor or person authorized to deal with all matters relating to the tender is token of acceptance of terms and conditions of the tender documents.
 - II. All Bid documents should accompany the requisite amount of EMD in the form as asked for.
 - III. The agencies/vendors should submit the two bids in two separate sealed envelopes duly super scribed as "Technical Bid for sale of waste paper" and "Price Bid for sell/management of waste papers".
 - IV. In case the Vendor fails to submit Technical Bid and Price Bid in separate sealed envelope, the Tender will be outright rejected.
4. All the document should be tagged properly, numbered, stamped, signed and packed in proper envelope with sealing.
5. The Bid Documents incomplete in any form or manner or conditional Bid will be rejected out rightly.
6. Sealed envelope should be super scribed" Tender for Sale of Waste paper"
7. The Bid completed in all respect should be reached to the office of Registrar, Patliputra University, Patna, by registered/Speed Post or Courior Service on or before the stipulated date and time.

B. Bidding Process Schedule:

As per the Notice Inviting Bid details.

C. Manner of Bid Evaluation for Finalization to award for the lifting the Materials

- (a.) The Bid will be opened as per given schedule date & time by the committee members nominated by the Vice-chancellor, Patliputra University, Patna in the presence of the authorized representative of the Bidder, who wish to be present at that time.
- (b)
 - (i) First of all, Technical Bids parts will be scrutinized by the evaluation committee constituted by the Vice-chancellor to check all relevant documents for their authenticity and relevance.
 - (ii) Financial bid of declared successful bidders in technical bid will be opened by the committee later on.
- (c) Conditional and Bids without crucial information/documents will be rejected out rightly.

D. After scrutiny and evaluation of offers in all aspects and fulfillment of all documents, the Bid Acceptance letter will be issued to the Best and Highest quoted rate responsive Bid. (H-1)

- E.** In case of Failure of H-1, the H-2 will be given opportunity to lift the Material with same terms and conditions as well as the clauses reflected in the Bid Document at the Rate of H-1 or H-2 as the case may be on Negotiation.
- F.** In case of above E, H-2 Bidder failed to execute the Lifting of Material as per the rate of H-1/negotiation rate, the selection of the Bidder will be at the sole discretion of the Vice-chancellor of the University.
- G.** The Bidder, on receipt of the Bid Acceptance letter, has to arrange for the weighing the item in presence of the representative of the University, Patna at his own costs.
- H.** On arrival of the approved weight of the materials, the Full Amount of waste paper is to be deposited as per the manner given for EMD or by Electronically before lifting the waste materials.
- 1. The Sr. No. G and Sr. No. H must be completed within 7 Days, failing which shall lead to forfeiture of the EMD.
- J.** The Vendor will have to submit certificate within 30 days from the date of purchase from the paper mill that the purchased waste/obsolete stationary have been converted into pulp otherwise EMD/SD will be forfeited.
- K.** The Vendor should make own arrangement for shredding/cutting the purchased waste papers in to pieces and its conversion into pulp by the paper mill at his own cost. It can not be used for other purpose.
- L.** The Financial Bid of only those vendors will be opened who are found technically suitable on the basis of technical bid.
- M.** The authorized representatives should bring necessary authority letter on an official letter head.

Section 4: GENERAL TERMS AND CONDITIONS

- I.** Sufficiency of Bid submission with:
 - 1. The Bidder shall be given full assistance and information as may be required in connection with the Bid by the University Authority as per Schedule.
 - 2. The Bidder shall be deemed to have based his Bid on the data made available by the University and on his own inspection and examination of this site. The bidder is deemed to have visited the site and made themselves conversant the all type of materials and Situation as well as the condition incorporated in this Bid document.
 - 3. The BID shall be valid for a period of 90 days from the opening of the offers.

II. Period of the Lifting:

07 (Seven) working Days, including all formalities of weighing and deposits of full amount of the waste. If failed to Complete within the said period the Penalty Clause shall be applicable.

III. Earnest Money Deposit (EMD):

1. EMD is payable in the form of account payee Banker's cheque or Demand Draft drawn on any Nationalized Bank/ Scheduled Bank in favor of "REGISTRAR" Patliputra university, Patna payable at Patna.
2. No other mode like Cheque or cash will be accepted.
3. Earnest money of Rs.2,00,000/- (Rupees Two lakh Only) is to be deposited along with Bid.
4. In the absence of EMD or non submission of EMD or not as per the prescribed manner the Bid shall be summarily rejected at the opening stage.
5. EMD shall remain valid for a period of 90 days from the opening of Financial Bid.
6. The Earnest Money of unsuccessful Bidder shall be refunded after finalization of the Tender Process, and after full-filling all terms and conditions.
7. The Bid security (EMD) may be forfeited. If,
 - i) A bidder withdraws his bid during the specified period of bid validity of 90 days as specified above.
 - ii) In case the H-1/H-2 Bidder backout or failed to complete the work for the reason whatsoever.
8. Any Default or Deviation from the Terms and Conditions may lead to forfeiture of EMD in full or partially. No interest is payable on EMD.

IV. Submission of the Bid Amount:

The Full Amount should be deposited on arrival of Weight of the items in the form of A/C payee Banker's Cheque/Demand draft or by electronic manner within the three days before lifting of waste as per the instructions.

V. Related with Consequential Responsibilities. Risks, Liquidated damages and Penalty Clauses:

- a. Any tax is leviable shall be paid by the successful bidder.
- b. The University authority will be not liable for providing Container/carriage/Weighing formalities, if any. It will be managed by bidder only on his own cost & discretion. The cost of carriage/container/weighing formalities will not be deducted from the total cost of bid amount. It is to be paid by the bidder.
- c. Proper permission will be taken from the competent authority of the University and a gate pass will be issued at the time of lifting of the items/material from the University premises. The contractor shall be fully responsible for transporting/disposing of the items/materials as per the rules.
- d. The University shall not be responsible financially or otherwise for any injury to the bidder or person deployed by the bidder in the course of performing the full Disposal Activity.
- e. Child Labour Restricted.

- f. In case of non lifting in schedule time, the Penalty will be of Rs. 1000/- per day for addition 7 (Seven) Days. Further delay will lead forfeiture of EMD and the University Authority will dispose of the rest materials as per his discretion and nothing will be considered for EMD Release or Relaxation in this matter.

VI. Subletting or Subcontract:

1. Bid forms are not transferrable.
2. Contractor shall not be allowed to carry out whole or part of the lifting through sub-contract(s), which may lead to forfeiture of the EMD

VII. Revisions or Reduction of Bid Amount:

A Bidder shall be deemed to have full knowledge of the site whether he inspects it or not and Quantum of Materials. No Discount/reduction or extra charges consequent upon any misunderstanding or otherwise shall be paid.

VIII. Dispute settlement.

1. All the disputes and differences arising out of in connection with open Auction (except for which specific provisions has been made herein) shall be referred to the Competent Authority ie. The Vice-Chancellor Patliputra University, Patna or any person appointed by him and his decision in this regard will be full and final which should be binding on the Participant.
2. All disputes are subject to Patna District-Patna Jurisdiction.

IX. Rights of Acceptance/Rejection/Relaxation:

1. The Patliputra University, Patna reserves the right to amend terms & conditions without notice and reject any or all or any part of the Bid without assigning any reason thereof.
2. In case sufficient number of responses are not received by closing date, the closing date may be extended as per decision of the University Authority. The tender will be finalized after waiting for responses till the date so extended and the Decision of the University administration will be final.

Section 5: Bid APPLICATION/DECLARATION/QUOTATION FORM (TECHNICAL. BID)

ANNEXURE-A

1	A	Earnest Money Deposit Detail	Mode of submission (DD/Bankers Cheque)	
	B		EMD Rupees	
	C		DD/Bankers Cheque No.	
	D		Date of Issue	
	E		Issuing Bank	
	F		Branch of the Issuing Bank	
2	A	Firm and Ownership Details	Name of the firm	
	B		Full Postal Address	
	C		Telephone No	
	D		Fax No.	
	E		E-Mail Address	

	F		Type of the firm (Proprietorship/Partnership/Pvt. Ltd./Any other	
	G		Name of director/Prop./Partner (s)	
	H		Cell Phone No.	
	I		Residential Address of Director/Prop./Partner (s)	
3	A	Firm Registration	Registration Authority	
	B	Details	Registration No.	
4	A	PAN Details	PAN No.	
	B		Name of the PAN Holder	
5	A	GST Details	GST Registration no.	
	B		Name of GST/Registration Certificate	
6	A	Aadhar No.		
7	A	Name & Address of paper mill to whom the waste paper will be sold and who have given you authority to purchase waste paper (Copy of authority letter to be enclosed)		
8	A	Bank Details	Name of A/C Holder	
	B		Bank Name	
	C		Branch	
	D		Account No.	
9	A	Income Tax Return Details (ITR of 2020-21, 2021-22, 2022-23 in to be enclosed)	2020-21	
			2021-22	
			2022-23	
10	A	Working experience with university/Govt. Sector/Public Sector undertaking/Highly reputed private companies (Minimum experience of 3 years required)		
11	A	Solvency Certificates (Rs. 5 Lakh) from any nationalized/Schedule Commercial Bank.		
12	A	A declaration on letter head that the firm has not been abandoned/Blacklisted or disqualified by a client during the last 5 years.		
13	A	Annual Turnover Certificate signed by CA (Min Rs. 25 Lakh) during each last 3 years.		

PRICE BID FORM (ANNEXURE-B)

A. Name of the Vender/bidder :

B. Address of the Vender/bidder :

C. Contact No.

D. Price quoted for waste papers/used answer books/obsolete stationery.

Sl. No.	Items	Offered rate Per KG. (In figure & word)
1.	Used Answer Book	
2.	Card Board File Cover	
3.	Obsolete Stationery	

Date.....

Signature of the Vender with Seal

ANNEXURE –C
UNDERTAKING

(To be submitted by The Bidder on non-judicial stamp of Rs. 100/-)

To,

The Registrar,
Patliputra University,
Patna.

Subject: Tender for sale of used Answer Books/Obsolete waste papers.

Dear Sir,

- (i) I hereby confirm having read and understood the Tender documents and the requirement of work under this tender.
- (ii) I agree to abide by all the terms and conditions of the tender documents in case the job is assigned to me.
- (iii) I, further declare that no any criminal proceeding is pending against me and my/our firm has never been blacklisted for participating in tender process.
- (iv) I agree to cancel the work order/contract and to debar me from any future participation in the tender, in case any concealment of facts on my part is detected at any stage after the award of the job.
- (v) I shall have no objection to the forfeiture of EMD & Security deposit amount, in case I fail to execute the work as per tender conditions.
- (vi) I have fully acquainted myself/ourselves with the work conditions at the work place and have been fully satisfied.
- (vii) I/We have quoted the workable rates keeping in view the due Considerations of the incidence of the labour and all the factors for constitution of Costs.
- (viii) I hereby certify that the information furnished above in full and correct to the best of my knowledge and belief.


Yours faithfully,

Date.....

(Bidder's Signature)

Date.....

Along-with seal


11.07.2021
REGISTRAR
PATLIPUTRA UNIVERSITY
PATNA

