

## **B.R.A. Bihar University, Muzaffarpur**

### **Auction Notice For Sale of Used Answer Books/Waste Papers/obsolete stationery items, iron, Computer, Car, Battery, Scorpio, Inverter, printers, Almirah etc.**

B.R.A. Bihar University, Muzaffarpur intends to sell/dispose off its Unserviceable / used answer books paper Card Boards and Other obsolete stationery items. Thus invites the Quotation / Bid from the interested / Venders / Part / Agency for tendering in Two Bid system in One lot / Separated Lot on “AS IS WHERE IS BASIS” The Bid Document consists of the following Sections shown in the Index.

#### **INDEX**

<b>Sl.No.</b>	<b>Sections / Subject</b>
1.	Notice for Sale of Answer Books/Waste Papers/obsolete stationery items, iron, Computer, Car, Battery, Scorpio, Inverter, printers, Almirah etc.
2.	Eligibility Criteria
3.	General Information and Instruction to the bidders
4.	General Terms and Conditions of Contract
5.	Bid Application / Declaration / Quotation Form
6.	Details of Materials

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

<b>Sl.No.</b>	<b>Items</b>	<b>Details</b>
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 <b>Single Lot/Separated Lot – As is where is Basis</b>
2.	Period of the Disposal	Within 7 working day after issue of Bide Acceptance Letter.
3.	Earnest Money Deposit (EMD)	Rs. 5,00,000/- Only (Rs. five Lakh Only). The EMD shall be in the form of Banker's Cheque/Demand Draft of scheduled Bank issued / drawn in favor of “ <b>REGISTRAR</b> ” <b>B.R.A.B.U.,MUZ.</b> (Please refer details in the Bid Documents)
4.	Bid Document	May be received from the Administration Branch/Registrar Cell of the University at following Address. Download from Our Head Quarters Website- <a href="http://www.brabu.ac.in">www.brabu.ac.in</a> and required to send the duly signed all pages of Bid document along with necessary documents in prescribed manner sent to Address: <b>REGISTRAR, B.R.A. Bihar University, Muzaffarpur-842001</b> , Bihar. Bid submitted through any other mode shall not be entertained.
5.	Cost for Bid Document	Rs. 5,000/- (Non-refundable) in favor of “ <b>REGISTRAR</b> ” <b>B.R.A.B.U.,MUZ.</b> (Please refer details in the Bid Documents)
6.	Address for Communication	Speed post/courier REGISTRAR, B.R.A. Bihar University, Muzaffarpur-842001, Bihar
7.	Bid Schedules	DateTime
	Bid Document Issuing or hand Submission from	04/03/202411 : 60 Hours
	Inspection of items	05/03/2024 to 06/03/202411 : 30 Hours To 12 : 30 Hours

	Closing of the Bid Document website	012/03/2024	13 : 00 Hours
	Closing of Bid Box	012/03/2024	*13 : 00 Hours (*The Envelope received after this Schedule either Postal delay or any other reason will not be considered for scrutinizing.)
	Opening of Bid Envelopes	012/013/2024	14 : 30 Hours (Any authorized Representative who has submitted Bid in time may remain present on the Schedule of the opening of the Bid Envelopes / Technical Bid.)
	In case of Holiday the next working date deemed to be scheduled date.		

Please Note:

This Advertisement Details is available at university H.Q. website [www.brabu.ac.in](http://www.brabu.ac.in) (Bid Tab). Any subsequent changes will be notified on above website only.

For any other query, please contact Registrar at above address during working hours of the University.

## **Section 2: ELIGIBILITY CRITERIA (Technical):**

The interested Bidder should fulfill following criteria 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 Number
- C. IFSC Code.
- D. Branch Name of the Bank
- E. PAN No./Adhar Number
- F. GST registration (GSTIN Number)
- G. The applicant must have a proven track record of waste paper management during last 3 Financial years is Govt. Sector/Public Sector undertaking/highly reputed private sector companies.
- H. The bidder should not have abandoned any work or rescinded any part of their contract of 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.

## **ELIGIBILITY CRITERIA (FINANCIAL)**

- A. 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.
- B. Certified Copy of lates Income Tax Clearance Certificates for last 3 years 2020-21, 2021-22 & 2022-23,
- C. The minimum turnover of the unit should be Rs. 10 (ten) Lacs during last 03 (Three) years duly Certified by CA.

**Section 3: General information and Instruction to Bidders**  
**For Submission of Bid Document along with necessary Documents in Bid Box**

Bidders who are interested to participated in bidding are advised and requested to note :-

- 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 on “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.

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.

The set of documents should be prepared in following manner for submission: -

- i. Each any 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 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 separate sealed envelopes duly superscribed 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 envelopes, the Tender will be outright rejected.

**All the document should be tagged properly, numbered, stamped, signed and packed in paper envelope with sealing.**

The Bid Documents incomplete in any form or manner or conditional Bid will be rejected outrightly. Sealed envelope should be super scribed “Auction for Sale of waste paper”

The completely filled Bid should be dropped in the Bid Box kept in the Administration Branch/Registrar Cell B.R.A. Bihar University, Muzaffarpur at the stipulated date and time.

It may also be accepted by Registered Post subject to reach at this office before the scheduled of Bid Box Closing.

**Bidding Process Schedule:**

As per the Notice Inviting Bid Sr No. 7.

**Tender of Bid Evaluation and Finalization for Award of Lifting the Materials.**

- A. The Bid Box will be opened as per given Schedule date & time by the Committee members nominated by Vice-chancellor, B.R.A. Bihar University in the presence of the authorized representatives of the Bidder, who wish to be present at that time.
- B. All the Bids will be scrutinized by the evaluation committee constituted by the Vice-Chancellor to check all relevant documents for their authenticity and relevance.

- C. Conditional and Bids without crucial Information / documents will be rejected out rightly.
- D. The bidder, who quoted the rate lower than the reserve/base price, will not be entertained.
- E. 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)
- F. In case of Failure of H-1, The H-2 will be given Opportunity to lift the Material with same term and conditions as well as the clauses reflected in this Bid Document at the Rate of H-1 or H-2 as the case may be on Negotiation.
- G. In Case of above F, H-2 Bidder failed to execute the Lifting of Material as per the rate of H-1/negotiated rate the selection of the Bidder will be at the sole discretion of Vice-Chancellor of the University.
- H. The Bidder on receipt of the Bid Acceptance letter has to arrange for the weighing the items in present of the representative of the University, Muzaffarpur at his own costs.
- I. On arrival of the weight/weighing of the materials the Full Amount of waste paper is to be deposited as per the manner given for EMD and has to lift waste materials.
- J. The Sr. No. H and Sr. No. 1 must be completed withing 3 Days. Failing which shall lead to forfeiture of the EMD.
- K. The Vendor will have to submit certificate within 30 days from the date of purchase from the paper will that the purchased waste/obsolete stationery have been converted into pulp otherwise EMD/SD will be forfeited.
- L. The Vendor should make arrangement for shredding/cutting the purchased waste papers into pieces and its conversion into pulp by the paper mill at his own cost. It can not be used for other purpose.
- M. The Financial Bid of only those vendors will be opened who are found technically suitable on the basis of technical bid.
- N. 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 term and 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:**

03 (Three) 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 Bankers Cheque or Demand Draft drawn on any Nationalized Bank / Scheduled Bank in favor "REGISTRAR" payable at Muzaffarpur.
- 2) No other mode like Cheque or cash will be accepted.
- 3) Earnest money of Rs. 5,00,000/- (Rupees Five 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.
- 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 backs out 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 of Scrap should be deposited on arrival of Weight of the items in the form of A/C Payee Banker's cheque/Demand draft 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 not be liable for providing Container/carriage/Weighing formalities, if any. It will be managed by bidder only on his won 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 Disposal Activity.
- e. Child Labour Restricted.
- f. In Case of non-lifting in schedule time, the Penalty will be Rs. 1000/- per Day for addition 4 (Four) Days. Further delay will lead forfeiture of EMD. 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-contractor(s), which may lead to forfeiture of the EMD.

#### **VII. Revisions or Reduction of Bid Amount:**

1. The rate quoted will be higher than the Reserve Price/Upset Value fixed by this office.
2. 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 i.e. The Vice-Chancellor B.R.A. Bihar University, Muzaffarpur 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 Muzaffarpur District-Muzaffarpur Jurisdiction.

#### **IX. Rights of Acceptance/Rejection/Relaxation:**

- 1) The B.R.A. Bihar University, Muzaffarpur 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 by another 15 days which will be treated as Re-tender. The tender will be finalized after waiting for responses till the date so extended or 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 Details	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 Details	Registration Authority		
	B		Registration No.		
4	A	PAN Details	PAN No.		
	B		Name of the PAN Holder		
5	A	GST Details	GST Registration No.		
	B		Name on 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 2019-20, 2020-21, 2021-22 in to be enclosed)	2020-21		
			2021-22		
			2022-23		
10	A	Working experience with Gove. Sector/Public Sector Undertaking/Highly reputed private companies (Minimum experience of 3 years required)			
11	A	Solvency Certificates (Rs. 2.00 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. 500000.00 Lakh) during last 3 years.			
14	A	<b>DD of Rs. 5000 (five thousand) is enclosed along with the Bid (cost of auction paper)</b>			

**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	Reserve Price Per KG	Offered rate Per KG
1	Used Answer Books	Rs. 17/-	
2	Card board/File Cover	Rs. 15/-	
3	Iron	Rs. 30/-	
4	Batteries	Rs. 90/-	
5	Inverter Computer	300 per piece	
6	Wood	Negotiation by the Vendor	
7.	Ambassdor Scorpio, Bulero	Negotiation by the Vendor	

Signature of the Vender with Seal

Date:.....

(ANNEXURE-C)

**UNDERTAKING**

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

The Registrar,  
B.R.A. Bihar University,  
Muzaffarpur

Auction for sale of **For Sale of Used Answer Books/Waste Papers/obsolete stationery items, iron, Computer, Car, Battery, Scorpio, Inverter, printers, Almirah etc..**

Sir,

- i. I hereby confirm having read and understood the Tender document 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 proceedings in pending again me and my/our firm has never been blacklisted for participating 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 of 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 of the work place and have been fully satisfied.
- vii. I/We have quoted the workable rates keeping in view the duly considerations of the incidence of the labour and all the factors for constitution of Cost.
- viii. I agree that the decision taken by the University will be final and it will not be challenged in any hon'ble court.
- ix. I agree that the final decision will be under the control of auction committee/authority
- x. I hereby Certify that the information furnished above in full and the best of my knowledge and belief.
- xi.

Yours faithfully

Date:

Place:

(Bidder's Sign along with seal)



**B.R.A. Bihar University, Muzaffarpur**  
**NOTICE INVITING AUCTION**

For Sale of used answer book/waste Papers/obsolete stationery items “As is where is Basis”  
Short Term Tender Notice No.:-

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, iron, Computer, Car, Battery, Scorpio, Inverter, printers, Almirah etc. at B.R.A. Bihar University, Muzaffarpur. 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 to reach on or before 01/01/2024 up to 1:00 PM.

**Details are as under:**

Sl.No.	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
01	<b><u>For Sale of Used Answer Books/Waste Papers/obsolete stationery items, iron, Computer, Car, Battery, Scorpio, Inverter, printers, Almirah etc.</u></b> at B.R.A. Bihar University, Muzaffarpur	Rs. 5,000/-	Rs. 500,000/-	12-03-2024 at 012:02 PM	12-03-2024 at 2:30 PM

- Details of tender related information along with terms and condition can be viewed/downloaded from the website: - [www.brabu.ac.in](http://www.brabu.ac.in)
- The Competent authority of the University reserves the right to accept/award or cancel the Tender without assigning reasons thereof.
- Amendment/Corrigendum to NIT if any would be published on website: - [www.brabu.ac.in](http://www.brabu.ac.in)
- Tender documents shall be available for sale w.e.f. 01-01-2024 from the office of the undersigned on submission of the requisite tender cost.

By the order of Vice-chancellor

**Note:- This is a computer-generated document. No signature is required.**