



GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY

**Guru Gobind Singh Indraprastha University**  
("A State University Established by Govt. of NCT of Delhi")  
Sector 16-C, Dwarka, New Delhi-110 078  
(Purchase Branch)  
Ph: 011-25302149-150 Email: [purchasebranch@ipu.ac.in](mailto:purchasebranch@ipu.ac.in)  
Website: [www.ipu.ac.in](http://www.ipu.ac.in)



Dated: 15.01.2026

**TENDER NO. 11/PUR/GGSIPU/2025-26**

**E-TENDER (NIT)**

Registrar, Guru Gobind Singh Indraprastha University invites e-tender from reputed and eligible contractors/firms in two bid system (Technical & Financial) for **Weeding Out the Waste Paper (including confidential records) of the University for two years and extendable for another one year on mutual consent on same terms & conditions.** Tender document can be downloaded from Delhi Govt. e-procurement website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in). The tender document can also be viewed on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

1.	Name of work	Weeding Out the Waste Paper (including confidential records) of the University for Two Years and extendable for another one year on mutual consent on same terms & conditions.
2.	Estimate Cost	Rs. 54.0 Lacs (Fifty Four Lacs) for two years
3.	EMD	Rs.1,62,000/- (Rupees One Lakh Sixty two Thousand only) in favour of Registrar, GGSIP University payable at New Delhi.
4.	Pre-Bid Meeting	<b>22.01.2026 at 11.30 A.M.</b> in the office of Controller of Examination-II, Ground Floor, Administration Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
5.	Last date, time and venue for submission of EMD and Technical bids	<b>04.02.2026 Upto 2.00 P.M.</b> in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078.
6.	Date and time for opening of technical bid	<b>04.02.2026 at 03:00 P.M.</b> in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078.
7.	The bids shall be submitted in two bid system viz.(i) <i>Technical bid</i> and (ii) <i>Financial bid</i> . <b>The Technical &amp; Financial bid should be uploaded on e-procurement website i.e. <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a>.</b>	
8.	Financial bid shall be opened after evaluation of technical bid and the date & time will be notified thereafter on e-tender website <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a>	

**(REGISTRAR)**



TENDER DOCUMENT  
FOR

**Weeding Out the Waste Paper (including confidential records) of the University  
for two years and extendable for another one year  
on mutual consent on same terms & conditions  
AT**

**Guru Gobind Singh Indraprastha University**  
[A state University under Govt. of NCT of Delhi]  
Sector 16 C, Dwarka, New Delhi 110 078

*Dy. Registrar (Purchase)*  
Room No. L 010, Ground Floor, Library Block,  
GGSIPU, Sector 16C, Dwarka, New Delhi 110078  
Contact Nos.011 25302149-150  
Email :[purchasebranch@ipu.ac.in](mailto:purchasebranch@ipu.ac.in).

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## NOTICE INVITING TENDER

The Registrar, Guru Gobind Singh Indraprastha University (GGSIPU) invites e-tender (in two bid system –Part I & II) from reputed and experienced contractors for the following works:

1. **Particulars of Items:** Weeding Out the Waste Paper (including confidential records) of the University for two years and extendable for another one year on mutual consent on same terms & conditions.
2. **Quantity: 1,50,000 Kg per year.** There may be increase or decrease in the projected quantity up to 25% depending upon the actual quantity.
3. **Earnest Money Deposit (EMD) in DD/Online mode:** Rs.1,62,000/- (Rupees One Lakh Sixty Two Thousand Only) in the favour of Registrar, GGSIP University payable at New Delhi.
4. **Completion period:** The quantity mentioned at point no. 2 is for one year. The University shall issue Work Order for the requisite quantity (in installments of the total quantity) for weeding out from time to time during the contract period. The lifting of weeded out material is to be made within 15 days from the date of issue of work order.
5. **Availability of Tender Document:** Tender Document with detailed terms & conditions can be downloaded from e-procurement website of Govt. of NCT of Delhi.
6. **Qualification of the Tenderer:** To qualify for award of the work, the intending tenderer must have in its name as a prime contractor experience of having successfully completed at least three similar nature of works in Government sector/ University in India during last 3 (three) years.
7. **Validity Period of Offer:** The rates offered in Part II (Financial bid) should be valid for one hundred and twenty (180) days from the date of opening of Part I (Technical bid) of the Tender.
8. **Receipt and opening of Tenders:** The Covering letter along with EMD should reach to this office on or before 04.02.2026 at 2:00 P.M. The Technical Bid will be opened on 04.02.2026 at 03:00 PM.
9. The EMD along with covering letter must be submitted as per the last date, time and venue for submission (**No other documents need to be submitted in hard copy**) failing which the offer will be treated as non-responsive. EMD can also be deposited in online shape, in that case, physical submissions is not required
10. GGSIPU reserve the right to accept or reject any or all the tenders wholly or partially without assigning any reason thereof.
11. The e-tenders are invited in two Bid System – (Technical & Financial Bid) on behalf of the Registrar, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, Delhi – 110078 from reputed & eligible agencies for “**Weeding Out the Waste Paper (including confidential records) of the University for Two Years**”

## Section-I

### **INSTRUCTIONS TO BIDDERS**

#### **12. Scope:**

Weeding Out the Waste Paper (including confidential records) of the University for Two Years at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi-110078 as per requirement given in **Section-III**.

#### **13. Definitions:**

- 13.1 **GGSIPU** means Guru Gobind Singh Indraprastha University, Delhi
- 13.2 **University** means Guru Gobind Singh Indraprastha University, Delhi
- 13.3 **Employer** means the Registrar, GGSIPU and his successor
- 13.4 **Bidder** means the Direct Manufacturer or individual, proprietary firm, partnership firm, limited company private or public or corporation who participate in this bid/tender.
- 13.5 **“Year”** means “Financial year” unless stated otherwise.
- 13.6 Indenter: The office Controller of Examination-II shall coordinate the execution as per the scope of work, will place the order and will maintain the relevant records.
- 13.7 The firm finally selected for this purpose will be required to execute an Indemnity Bond to the effect that the material purchased by them from the University shall be sold directly to the paper mills to convert it into pulp. They will also submit a certificate from the concerned paper mill to the University within 03 days that the paper has been delivered to them and has been converted into pulp. The material will not be utilized/ sold to any one in any shop in open market for any other purpose. The confidential information related to the Examination shall not be divulged to any one by the Vendor.
- 13.8 All the Work related to execution of the tender shall be carried out by the indenting department i.e. Controller of Examination-II.
- 13.9 It will be the responsibility of the vendor to pack the material by his own laborers and the cost towards Transportation, packing, Handling, Loading, Unloading, Weighing, etc. shall be borne by the successful bidder.
- 13.10 The weighing of the material shall be jointly witnessed by a committee to be constituted by the competent authority GGSIP University and the bidder or his authorized representative. All weighing shall be certified by the weighing committee. The weighing site for this purpose will be decided by the University.
- 13.11 The material shall be further shredded (1/8<sup>th</sup> size of A4 paper) by the successful bidder before loading on the truck. The successful bidder will be responsible for collecting the aforementioned quantities of Papers /Used Answer Books etc. from GGSIP University, Dwarka, New Delhi. The successful bidder will be required to complete the work within the time frame given in the order.

#### **14. Who can apply:**

- 14.1 If the bidder is a proprietary firm, the application shall be signed by the proprietor with his full typewritten name and the full name of his firm with its current address, Contact details etc.
- 14.2 If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
- 14.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.
- 14.4 **Joint Venture/ Consortiums traders are not accepted.**

#### **15. Sealing and Marking of Bids**

- 15.1 Technical bid must be submitted on e-procurement website and the respective EMD only should be submitted in the office.
- 15.2 The bidder shall submit “**Earnest Money Deposit**” alongwith covering letter in original (No other documents need to be submit in hard copy) in an envelope addressed to Dy. Registrar (Purchase), Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078. The Earnest money shall be accepted in the form of Demand Draft/Online mode only. The Demand Draft should be in favour of Registrar, Guru Gobind Singh Indraprastha University and payable at New Delhi.
- 15.3 The envelope containing EMD shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.

#### **16. Bid Submission:**

- 16.1 All the documents as per the **Clause-17** must be uploaded on the e-tender website.
- 16.2 The envelope named “**Earnest Money Deposit**” shall comprise of EMD amount of the tender document and the document comprises of the technical bids should be uploaded on e-procurement website Govt. of NCT of Delhi i.e. [www.govtprocurement.delhi..gov.in](http://www.govtprocurement.delhi..gov.in) only (Not to be submitted in hard copy)
- 16.3 The “**Financial Bid**” shall comprise of the price bids uploaded on e-tender website i.e. [www.govtprocurement.delhi..gov.in](http://www.govtprocurement.delhi..gov.in)
- 16.4 Each page of the Technical Bid, Tender Document must be signed by the authorized signatory of the bidder.
- 16.5 Conditions other than those laid down in the Tender document will not be entertained.

16.6 A pre-bid meeting shall be held on **22.01.2026 at 11:30 AM** in the office of Controller of Examination-II, Ground Floor, Administration Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078 with the interested and prospective bidders to resolve their queries and issue clarifications, if any.

## 17. Eligibility Criteria for Technical Bid

**All eligibility documents with EMD must also be submitted in hard copy as per the date and time mentioned above.**

The formats/Annexure for the documents to be submitted, with Technical bids are placed at **Section –II (Annexure-A to Annexure-F):**

17.1	<p>Letter of Transmittal Declaration by Bidder Compliance to Bid Requirement</p> <p>That the bidder/ organization has not been blacklisted/debarred by any of the government/ public sector agencies in India. A declaration of fair business practice by the Bidder.</p>	<b>Annexure – A</b> <b>Annexure – A1</b> <b>Annexure – A2</b> <b>Annexure - B</b>
17.2	Organizational Structure: - Legal status of the company/ organization with legal proof along with certified copies.	<b>Annexure - C</b>
17.3	<p>Income Tax Registration (PAN No.) Supplier must have valid GST registration</p>	Attach certified copies <b>Annexure D</b>
17.4	Average financial turnover of <b>Rs. 40.50 lacs (Rupees Fifty Lacs only)</b> during the last financial year (one year) i.e. F.Y.2024-25, duly audited, signed & stamped by a Chartered Accountant.	<b>Annexure E</b>
17.5	<p>Firm should have executed at least one of the following in <b>any of the last three financial years i.e. F.Y. 2022-23, 2023-24 and 2024-25:</b></p> <p>One single order of similar work having value of <b>Rs.43.20 Lacs.</b> OR Two similar works having value of <b>Rs. 32.40 Lacs</b> each OR Three similar works having value of <b>Rs. 21.60 Lacs</b> each (Similar work shall mean weeding out of waste paper/ material (including confidential records) &amp; converting into pulp)</p>	<b>Annexure F</b>
17.6	Bidders may be registered Recyclers with Central Pollution Control Board/ State Pollution Control Board.	Attach certified copies

## **18. Evaluation Criteria:**

### **18.1 Technical Evaluation:-**

- 18.1.1 The details submitted by the bidders will be evaluated in the following manner:
- 18.1.2 The “technical eligibility criteria” as prescribed in the clause 17 of the tender document will first be scrutinized/ evaluated by the University.
- 18.1.3 Even though any bidder may satisfy the above requirements, he/she would be liable to disqualification if he/she has:-
  - (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
  - (b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.
- 18.1.4 Those fulfilling the eligibility criteria set out in clause 17 of the tender document will be considered eligible for opening of financial bid.

### **19. Earnest Money Deposit:**

- 19.1 The Earnest Money Deposit (EMD) of Rs. **1,62,000/- (Rupees One Lakh Sixty Two Thousand only)** must be attached and must be submitted in hard copy as per date and time mentioned in the tender document. The Earnest money shall be issued in favour of “Registrar, Guru Gobind Singh Indraprastha University” and payable at New Delhi. The EMD shall normally remain valid for a period of 45 days beyond the final Tender Validity period. The Earnest money shall be accepted in the following forms:

**Demand Draft**

OR

Through online mode in University bank account as per details below:

<b>RTGS/ECS Details</b>					
1.	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University			
2.	Account No.	927860555			
3.	IFSC Code	IDIB000G082			
4.	Bank Name	Indian Bank			
5.	MICR Code	110019071			
6.	Account type	SB (Saving)			
7.	CBS Code/ Branch Code	02029			
8.	Branch Name & Address	GGSIPU, Sector-16C, Dwarka, New Delhi -110078			
9.	Banker's Phone No.	011-28035244			

- 19.2 Tenders with no earnest money deposit will summarily be rejected irrespective of their registration status with NSIC/ MSME. In case of successful bidder of the financial bids, the earnest money will be returned after obtaining the required 3% Performance Security in the form of FDR/ Bank Guarantee alongwith the agreement on non-judiciary stamp paper of Rs.100/-.

19.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

**20. Financial Bid:**

20.1 The bidder shall quote unit item rates in Indian rupees (INR), both in words and figures in the Schedule quantities only. No alterations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed. The rates quoted in schedule of quantity are for finished and completed items and no extra amount for carting or transporting material, unloading material, labour etc. shall be paid unless specifically so mentioned or provided for in tender. The rates should be inclusive of all loads and lifts for all materials in the completed items and also include all, duties, royalties etc. including Work Contract Tax, labour cess, ESI, EPF etc. as applicable. No extra payment on this account will be made. The rates should be quoted exclusive of taxes. The taxes will be extra as applicable from time to time.

20.2 The rates will be valid for 24 months from the date of issue of acceptance letter.

20.3 The contract will be valid for Two Years from the date of issue of first purchase order by the University and extendable for another one year on mutual consent.

**21. General:**

21.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a “Nil” or “**No Such Case**” entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that Supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.

21.2 The bid document should be legibly **written and serially numbered with proper tagging and binding**. The bidder should sign each page of the bid.

21.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. Bid should be submitted as a package with signed letter of transmittal.

21.4 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization with name & designation.

21.5 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. The bidder is,

however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.

- 21.6 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU. In such case contract/agreement will be closed forthwith and the EMD/ performance security shall stand forfeited to University absolutely.
- 21.7 The successful bidder shall have to work in co-ordination and co-operation with any other agencies appointed by the University to work simultaneously in the same or adjoining area. The decision of the University in case of any dispute between the different agencies appointed by the University shall be final and binding.
- 21.8 The bidder will have to enter into regular agreement **within 10 days** from the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein.
- 21.9 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.
- 21.10 Sales Tax, purchase Tax, turnover tax or any other tax on material applicable during the currency of this contract shall be payable by the contractor and University will not entertain any claim whatsoever in respect of the same.
- 21.11 On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the University shall be communicated in writing to the Registrar.
- 21.12 The contractor shall furnish a list of University employees related to him, if any.
- 21.13 If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bona fide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the contractor. In such instance the performance security shall stand forfeited to University absolutely.
- 21.14 Without prejudice to any of the rights or remedies under this contract if the contractor dies, the University shall have the option of terminating the contract without compensation to the legal heir of the contractor.
- 21.15 Escalation: Change in the Price quoted shall not be allowed on any account.
- 21.16 The successful bidder will have to sign an agreement within stipulated time period as mentioned in the letter of intent. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.
- 21.17 **Safety and Security**

Safety and Security of workers/staff, material, equipments, etc. will be the responsibility of the contractor. The university will not be held responsible on this account.

21.18 The University reserves the right, without being liable for any damages or obligation to inform the bidder, to:

- Amend the scope and value of contract to the bidder.
- Reject any or all the applications without assigning any reason.

21.19 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the University would result in rejection of his bid. Canvassing to any kind is prohibited.

21.20 Rates should be quoted exclusive of all taxes in Indian Rupees. The taxes will be extra as applicable from time to time. The rates quoted should be excluding of all taxes but should be inclusive of labor, conveyance, insurance etc. to supply up to Store Department of GGSIP University, Dwarka, New Delhi. The taxes should be indicated separately.

21.21 All items of the Tender must be quoted by the Manufacturer, individual, proprietary firm, partnership firm, limited company private or public or corporation. Incomplete quote shall be summarily rejected.

## **22. Final decision making authority**

The University reserves the right to accept or reject any bid and to annul the process and reject any or all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the University to the bidder (s).

## **23. Rejection of the tender.**

- The bid without bid security (EMD) will summarily be rejected.
- The bid without the documents required as mentioned in the technical bid are likely to be rejected.
- Late tender(s) will not be accepted.
- There should not be two prices for the same item, which will summarily be rejected.
- No separate covers other than the consolidated sealed cover for tender will be accepted.
- Conditional bids will summarily be rejected.

## **24. Particular provisions**

24.1 The University reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.

24.2 The University has the power to make alteration in, omission from, addition of or substitution for the original specifications, drawings, designs.

24.3 Variation in the quantity of work order will be up to 25% from the proposed quantity and must be acceptable to the bidder for a period of one year from the date of acceptance of the work order.

**25. Amendment of tender document:**

- 25.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addenda.
- 25.2 Any addendum thus issued shall be a part of the tender document and shall be uploaded on the University website ([www.ipu.ac.in](http://www.ipu.ac.in)). Prospective bidders must visit the website before filling and submission of Tender Document for such information.

**26. Validity of Tender:**

- 26.1 **One Hundred and Eighty Days** from the date of opening of tender. During this period no bidder shall be allowed to withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained on this regard.
- 26.2 If the Bidder refuses to execute the job after accepting the condition of the tender at any point of time during the contract period, the security deposited will be forfeited in full or in part which is at the sole discretion of the GGSIPU. Further any action as deemed fit will also be taken.

**27. Performance Guarantee:**

- 27.1 The Performance Guarantee of 3% of the total tendered value will be deposited by the tenderer within the 10 days after the letter of intent. The Performance Guarantee shall be accepted in the following form and shall be in favour of "**Registrar, GGSIPU**", payable at New Delhi with a validity of months as under:-
  - i. Fixed deposit receipt (FDR) of a nationalized bank (26 months validity)
  - ii. Bank Guarantee (As per Annexure-I) (26 months validity)
- 27.2 The Performance Guarantee@3% will be refunded without any interest after the successful completion of the work as per the agreement.
- 27.3 In case of non submission of Performance Guarantee within specified time, the earnest money will be forfeited and the University may consider to black list/debar the bidder.
- 27.4 In case a fixed deposit receipt/ Bank Guarantee of any bank are furnished by the bidder to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the University to make good the deficit.

**28. Location**

The weed out material items covered under this tender are required to be lifted from University Campus at Examination Division, "A" Wing, First Floor, Administrative Block, Sector 16C, Dwarka, New Delhi in working days **10.00 AM to 04.00 PM** prior intimation to office of Examination Branch within **15 days**, as specified in delivery schedule submitted by bidder.

## **29. Arbitration and Settlement of Disputes:**

29.1 University and the contractor shall make every effort to resolve amicably by direct information negotiation by difference or dispute arising between them under or in connection with the University order.

29.2 If after thirty (30) days from the commencement of such informal negotiations, University and the contractor have been unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:

29.2.1 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGS Indraprastha University.

29.2.2 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by University to desist from working in this behalf.

29.2.3 The venue of arbitration shall be Delhi/ New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to the jurisdiction of the Delhi Courts only.

29.2.4 It is also a term of that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

## **30. Force Majeure**

For purpose of this Clause, "**Force Majeure**" means an event beyond the control of the contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Supplier shall continue to perform its obligations under the Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **31. Modalities (Terms & Conditions):**

31.1 At the time of award of the tender, the Successful Bidder will be required to deposit Performance Guarantee @ 3% of the tender value. This amount will be in form of Bank Guarantee which will be refunded in full after successful completion of tender.

31.2 The successful bidder shall deposit an advance of Rs. 10,00,000.00 (Rupees Ten Lacs) within seven days of issue of order by the Nodal Office in the form of Demand Draft (to be drawn in favour of Registrar, GGSIP University, Dwarka) or NEFT Transfer in the University Account. This amount will be adjusted subsequently against the material lifted by the Successful Bidder. In case the value of the material is more than Rs.10,00,000.00, the successful bidder will deposit the additional amount within seven days. In case the value is less than Rs.10,00,000.00, the University will refund the balance amount to the successful bidder. This amount of Rs. 10,00,000.00 will be required to be deposited by the successful bidder each time after the order is issued by the Nodal Office. The balance amount is to be transferred within 07 (seven) days of weighing the material at Dharma Kanta alongwith a copy to Finance and Accounts Branch. The Nodal Office will also be required to communicate to Finance and Accounts Branch the actual quantity and value of the material lifted by the successful bidder. Thereafter the Finance & Accounts Branch shall generate the invoice. In case the successful bidder does not deposit the requisite amount, performance security deposit shall be forfeited and order shall be cancelled. No interest shall be payable, in any case, on refunded amount.

31.3 The work of weed out the waste material will be for a period of two years (from the date of issue of Letter of Intent) with the extension of another one year on mutual consent and satisfactory performance on same terms & conditions.

31.4 The bidder will take out the material in the bags and lift the same with his own arrangement. The empty bags will remain in the custody of University Central Store.

31.5 Any damages to the material in case of any accident/fire/theft, the responsibility will lie upon the vendor.

31.6 The rates quoted by the firm inclusive of empty sacks/bags used for filling waste material and nothing will be deducted from the total weight calculated through Dharma Kanta.

31.7 The compliance all applicable laws shall be sole responsibility of the bidder. The bidder will have to comply with all applicable laws, rules, stipulation of NGT etc. on the matter of weeding out, pulping by mill and laws related to mill. The University shall not be responsible for violation of any law, in this regard.

31.8 The firm finally selected for this purpose will be required to execute an Indemnity Bond to the effect that the material purchased by them from the University shall be sold directly to the paper mills to convert it into pulp. They will also submit a certificate from the concerned paper mill to the University within 03 days that the paper has been delivered to them and has been converted into pulp. The material will not be utilized/ sold to any one in any shop in open market for any other purpose. The confidential information related to the Examination shall not be divulged to any one by the Vendor.

31.9 All the Work related to execution of the tender shall be carried out by the Nodal Office i.e. Controller of Examination-II.

31.10 It will be the responsibility of the vendor to pack the material by his own laborers and the cost towards Transportation, packing, Handling, Loading, Unloading, Weighing, etc. shall be borne by the successful bidder.

- 31.11 The weighing of the material shall be jointly witnessed by a committee to be constituted by the competent authority GGSIP University and the bidder or his authorized representative. All weighing shall be certified by the weighing committee. The weighing site for this purpose will be decided by the University.
- 31.12 The material shall be further shredded (1/8th size of A4 paper) by the successful bidder before loading on the truck. The successful bidder will be responsible for collecting the aforementioned quantities of Papers /Used/Answer Books etc. from GGSIP University, Dwarka, New Delhi. The successful bidder will be required to complete the work within the time frame given in the order.
- 31.13 Penalty Provision: In case the successful bidder fails to lift the waste paper within fifteen days from the date of issue of written communication by the University, a sum of Rs.2,000/- per day shall be charged as a penalty from the successful bidder against non-compliance of University order. However, this clause does not forbid the university to get the waste paper lifted even before fifteen days in case of emergency/circumstances prevailing at particular point of time.
- 31.14 The waste papers etc. can be inspected during office hours prior to last date of submission of bid while collecting the tender documents.

**SECTION II**

**INFORMATION REGARDING TECHNICAL ELIGIBILITY**  
**(Annexure A to F)**

**LETTER OF TRANSMITTAL**

From:

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To

**The Registrar**  
GGSIP University  
Sector 16C, Dwarka,  
New Delhi

**Sub: Submission of Tender Document for Weeding Out the Waste Paper (including confidential records) of the University at GGSIPU Campus, Sector 16C, Dwarka, New Delhi”.**

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexures / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information on **Weeding out of waste paper**.
3. I/we submit the requisite certified solvency certificate and authorize the Registrar, GGSIPU to approach Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize the GGSIPU to approach individuals, employers, firms and corporation to verify our competence and general reputation.

Name & Signature(s) of Bidder(s) with seal

**DECLARATION BY THE BIDDER**

We \_\_\_\_\_ (Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which in two parts) in Part-I (Commercial Section & Technical Section) and Part-II (Schedule of Quantities) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting a copy of Bidding Document marked “Original” as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Part-I and Part-II of the Bidding Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Contract Agreement. Further, we shall sign and stamp each page of this Part-I and Part-II as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have indicated prices in Schedule of Quantities and submitted in Price Bid in separately sealed envelope. We confirm that rate quoted by us includes price for all works/activities/supply etc. as mentioned in item description of the items in Schedule of Quantities.

**SIGNATURE OF BIDDER :** \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**Note :** This declaration should be signed by the Bidder’s representative who is signing the bid.

**COMPLIANCE TO BID REQUIREMENT**

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by GGSIPU.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**DECLARATION FOR FAIR BUSINESS BY THE BIDDER**

(Affidavit on Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary / Magistrate)

This is to certify that We, M/s \_\_\_\_\_ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be fortified and business dealings will be banned.
- vii) We have not been punished / penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted /debarred by any of the Government/Public Sector Agency in last three years.

SEAL, SIGNATURE & NAME OF THE BIDDER

Signing this document

**ORGANISATION STRUCTURE**

1. Name & Address of the Bidder : .....
2. Telephone No./Fax No./ e-mail : .....
3. Legal status of the Bidder (attach copies of original document defining the legal status)
  - a) An Individual
  - b) A proprietary firm
  - c) A firm in partnership
  - d) A limited company or Corporation
  - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photo Copy) Organization /Place of registration & Registration No. ....
5. PAN No. -----
6. Names and Titles of Directors & Officers with designation to be concerned with this work. : .....
7. Name & Designation of individuals authorized to act for the organization: (Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Was the Bidder ever required to suspend work for a period of more than six months continuously after you Commenced the construction? If so, give the name of the Project and reasons of suspension of work. : .....
9. Has the Bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. : .....
10. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. : .....
11. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. : .....
12. Any other information considered necessary but not included above. : .....

(Stamp, Name & Signature of Bidder)

**UNDERTAKING**

I \_\_\_\_\_ S/o \_\_\_\_\_  
prop. M/s. \_\_\_\_\_ R/O \_\_\_\_\_  
having business at \_\_\_\_\_

hereby indemnifies the University and undertakes that in case of receipt of purchase/supply order by M/s. \_\_\_\_\_ undersigned shall be bound to get regd. With GST department, GNCT of Delhi and provide the TIN to the University. I further undertake to raise the bills and fulfill the supply/purchase order from my Delhi office. I understand that non compliance of these mandatory conditions entails non release of any payment against bills raised and also these will be no interest liability on the part of university on related payment.

Besides, non acceptance of the supply/ purchase order entails forfeiture of EMD without further notice.

Name & Signature  
(prop/ Authorized signatory)  
Address:- \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_ Tel. No. (M) \_\_\_\_\_

**DETAILS OF ANNUAL TURNOVER**

**A. FINANCIAL DETAILS**

<b>Financial Year</b>	<b>Gross Annual Turnover on Printing (In Lacs)</b>	<b>Profit/Loss (In Lacs)</b>
2024-25		

**(Stamp, Name & Signature of Bidder)**

**DETAILS OF SIMILAR WORKS COMPLETED IN ANY OF THE LAST THREE (03) FINANCIAL YEARS I.E. F.Y. 2022-23, 2023-24 and 2024-25**

S. No.	DESCRIPTION OF WORK	POSTAL ADDRESS OF CLIENT WITH CONTACT NUMBERS	CONTRACT VALUE	COMPLETED VALUE	STARTING DATE	SCHEDULED COMPLETION DATE	ACTUAL COMPLETION DATE	REASONS FOR DELAY, IF, ANY

(Stamp & Signature of Bidder)

## CHECK LIST FOR SUBMISSION OF BID

The Bidder is requested to fill this check list and ensure that all details/documents have been furnished as called for in the Bidding Document along with duly filled in, signed & stamped checklist **with each copy of the "Un-priced" bid (Part – I)"**.

Clause	Particulars	Annexure	Enclosed (Yes/ No)
17.1	Letter of Transmittal	Annexure – A	
	Declaration by Bidder	Annexure – A1	
	Compliance to Bid Requirement	Annexure – A2	
	That the bidder/ organization has not been blacklisted/debarred by any of the government/ public sector agencies in India. A declaration of fair business practice by the Bidder.	Annexure - B	
17.2	Organizational Structure: - Legal status of the company/ organization with legal proof along with certified copies.	Annexure - C	
17.3	Income Tax Registration (PAN No.) Supplier must have valid GST registration	Attach certified copies	
17.4	Average financial turnover of <b>Rs. 40.50 lacs (Rupees Fifty Lacs only)</b> during the last financial year (one year) i.e. F.Y.2024-25, duly audited, signed & stamped by a Chartered Accountant.	Annexure E	
17.5	Firm should have executed at least one of the following <b>in any of the last three financial years i.e. F.Y. 2022-23, 2023-24 and 2024-25</b> : One single order of similar work having value of <b>Rs.43.20 Lacs</b> .  OR Two similar works having value of <b>Rs. 32.40 Lacs</b> each OR Three similar works having value of <b>Rs. 21.60 Lacs</b> each (Similar work shall mean weeding out of waste paper/ material (including confidential records) & converting into pulp)	Annexure F	

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**SECTION III**

**TECHNICAL SPECIFICATIONS FOR ANNUAL CONTRACT FOR WEEDING OUT OF WASTE PAPER (INCLUDING CONFIDENTIAL RECORDS) OF UNIVERSITY, AT SECTOR 16C, DWARKA, NEW DELHI-110078**

S. No.	Specification/ Description	Quantity for Two Years	Estimated cost of the work for Two Years	EMD Amount (in Rs.)
1.	Weeding out of waste material comprising of exam copy/answer sheet, card board, paper, shredded envelope/ paper / card board and any other waste paper including loading, unloading, transportation, packing, unpacking besides processing for creation of pulp as per directions of University all complete with labour and incidental expenses.	3.0 Lacs Kg.	Rs.54,00,000/-	Rs.1,62,000/-

**SECTION IV**

**FINANCIAL BID**

**WEEDING OUT OF WASTE PAPER (INCLUDING CONFIDENTIAL RECORDS) OF  
UNIVERSITY FOR TWO YEARS**

**Name of the Vendor :**

<b>Description</b>	<b>Estimated quantity available for two years</b>	<b>Rates Per Kg. (Without GST) (in Rs.)</b>	<b>GST Amount (in Rs.)</b>	<b>Total Amount Including GST (in Rs.)</b>
Weeding out of waste material comprising of exam copy/answer sheet, card board, paper, shredded envelope/ paper / card board and any other waste paper including loading, unloading, transportation, packing, unpacking besides processing for creation of pulp as per directions of University all complete with labour and incidental expenses.	3,00,000 Kg.			

1. In the event of tie in the financial bids, the bidder who has the highest annual turnover will be selected as successful bidder.
2. I have inspected the material to be disposed off before submitting the bid.
3. I hereby agree to all the terms & conditions quoted in the tender document.
4. I hereby agree that the rate quoted above includes the weight of empty sacks/bags also.
5. Nothing will be deducted for empty sacks/bags from the total weight of Dharma Kanta.

**SEAL, SIGNATURE & NAME OF THE BIDDER**

**Form of Performance Guarantee**  
**Bank Guarantee Bond**

1. In consideration of the GGSIPU (hereinafter called “The University”) having offered to accept the terms and conditions of the proposed agreement between ----- and ----- (hereinafter called “the said Contractor(s)”) for the work ----- (hereinafter called “the said agreement”) having agreed to production of a irrevocable Bank Guarantee for Rs.----- (Rupees ----- only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, -----(indicate the name of the Bank) ----- (hereinafter referred as “the Bank”) hereby undertake to pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.

2. We, ----- (indicate the name of the Bank) ----- do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.----- (Rupees ----- only).
3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We, ----- (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We, ----- (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be

relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, ----- (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid up to ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. ----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of ----- for ----- (indicate the name of the Bank)