



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110 025**

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E-Tender for Disposal of EXAMINATION MATERIAL

No.NIT-01/COE/JMI/2020

Date: 06.03.2020

On behalf of the Vice-Chancellor, Jamia Millia Islamia (JMI), New Delhi, India, online bids are invited from registered Recycler/manufacturer of paper for disposal of old examination material such as used answer scripts, examinations forms, question papers, award lists, admission test booklets and copies of results etc as mentioned in **Annexure-B** on “**AS IS WHERE IS**” basis. The company/firm should produce a certificate stating that the firm is a recycler/ manufacturer of paper.

Bid documents with other terms & conditions can download from Website: <https://mhrd.euniwizarde.com> and be uploaded along with notified EMD as per following:

EMD (Refundable)	Last date & time for online submission of bids	Venue for submission of EMD	Date/Time for opening of Bid
Rs.25,000/-	20/03/2020 by 5.00 p.m.	Asstt. Registrar (Exams) Office of the Controller of Examinations Jamia Millia Islamia, New Delhi-110025	23/03/2020 at 3.30 p.m.

Eligibility of Bidders-Pre Qualification

- (i) EMD Fees
- (ii) Copy of Registration as recycler/manufacturer of paper or authorized dealer of manufacturer.
- (iii) Copy of PAN/GST/Aadhar Card
- (iv) Copy of certificate/undertaking that all the examination material shall be used for the purpose of making pulp by the paper manufacturer.
- (v) The bidder should not have been black listed at anytime in the past by any of the Departments/Autonomous Institutions/Universities/PSUs of Govt. of India. Affidavit in this regard may be submitted.

Note: - All the scanned documents should be readable and visible, same should be uploaded by the bidders in Tender.

Terms & Conditions

1. All bidders shall be required to deposit an EMD amounting to Rs.25,000/- in the shape of DD in favour of **Registrar, Jamia Millia Islamia, New Delhi** to **Asstt. Registrar (Exams), Office of the Controller of Examinations**, Jamia Millia Islamia, Jamia Nagar, New Delhi 110025. The EMD amount will be returned to the unsuccessful bidders, after the finalization of tender.
2. The successful bidder should submit a Demand Draft as Security Money @ 90% of the award value (approx.) immediately at the time of acceptance of offer. JMI shall forfeit the EMD in the event of breach of contract by successful bidder. The balance amount is to be paid immediately after the removal of scrap.
3. Only registered Recyclers/paper manufacturers or authorized dealer of manufacturer are required to participate. They will have to submit the copy of valid registration certificate to this effect along with tender documents.
4. The items shall be sold to the bidder quoting Highest Price for entire lot on per kg. rates basis.
5. Immediately after award of the contract, following activities must be carried out:-
 - (a) The successful bidder shall be required to lift all the items from the disposal site i.e. **Basement Old Examination Building, Office of the Controller of Examinations**, Jamia Millia Islamia, Jamia Nagar, New Delhi 110025 to his premises within 5 (five) working days after payment of total money.
 - (b) The successful tenderer shall take the responsibility to set right any damages caused during lifting of materials to the satisfaction of the concerned authority. On failure to do so, the entire EMD shall stand forfeited and items will be disposed to the second highest bidder.
6. **Incomplete and unsigned quotations will be rejected.**
7. Rates should be quoted on weight basis in Rupees.
8. A penalty of Rs.1,000/- per day will be applicable if the material is not removed from the site within time frame.
9. Tender documents sent by post will not be entertained.
10. **Over-writing, if any, should be supported by signatures.**
11. The Weed-out Committee reserves the right to reject any or all the bids, if the prices are not found suitable without assigning any reason.
12. Bidders can visit the site (**Basement Old Examination Building, Office of the Controller of Examinations**, Jamia Millia Islamia, Jamia Nagar, New Delhi 110025) on all working days from **11.03.2020 to 16.03.2020 from 10.00 a.m. to 1.00 p.m.**
13. The Vice Chancellor, Jamia Millia Islamia is the final authority for settlement of any dispute.

TECHNICAL BID
(For Reference Only)

TENDER FOR DISPOSAL OF USED EXAMINATION MATERIAL

CHECK LIST

<u>Sl.No.</u>	<u>Particulars</u>	
1.	Name of the Tenderer	
2.	Address of the Tenderer with e-mail address	
3.	Telephone No./Mobile No.	
4.	Registration as recycler of paper/ paper manufacturer or authorized dealer of manufacturer	
5.	PAN No./GST No./Aadhar Card No.	
6.	Copy of tender document with each page duly signed	
7.	Copy of certificate/undertaking that all the examination material shall be used for only making pulp by the paper manufacturer.	
8.	EMD Details	

We have inspected the used EXAMINATION MATERIAL for disposal and interested to purchase the same on "AS IS WHERE IS" basis. Our offer for items is enclosed.

Note: - Technical Bid will be download and upload by the bidders online only in the prescribed excel format available on the system

FINANCIAL BID
(For Reference only)

List of items to be disposed off

PRICE SCHEDULE

S.No.	Item Description	Rate per kg (weight-wise)	GST	Total rate per kg (weight-wise) inclusive of GST (in Indian Rupees)
1.	Old examination material such as used answer scripts, examinations forms, question papers, award lists, admission test booklets and copies of results etc			

Note: - Financial Bid will be downloaded and uploaded by the bidders online only in the prescribed excel format available on the system.

For E-Tendering Help/Support in participation or guidance: -

Helpdesk No. – 01149606060 or you may contact to below persons for any clarifications

Navneet Mishra – 9560364871

(In Office Hours Only)