



THIRUVALLUVAR UNIVERSITY
SERKADU, VELLORE – 632 115.

TENDER NOTIFICATION

Dt. 15.03.2024

Tender Notice No.TVU/R/F4/Disposal of Old Answer Scripts/Tender/2023-24/

Sealed tenders for Disposal of Old Answer Scripts etc., from Thiruvalluvar University, Vellore.

The tender documents and other details can be downloaded from the University Website: www.tvu.edu.in from 15.03.2024 to 02.04.2024.

Encl: Tender Schedule

REGISTRAR



THIRUVALLUVARUNIVERSITY

SERKKADU, VELLORE- 632 115.

LIMITED TENDER NOTICE [LTI]

Limited Tender Notice for disposal of Old Answer Scripts etc.,

Sealed tenders for the disposal of old answer scripts etc., as per the terms and conditions given below:

1. Our office address indicated below:

Thiruvalluvar University, NH4-Chennai-Chittor Highway, Serkkadu, Vellore – 632 115.

2. The interested approved waste paper dealers may quote their rates as under in Tender form.

**TENDER DOCUMENT For the
Disposal of Old Answer Scripts:**

Note:

- I. The details of terms and conditions are prescribed in tender documents, which can be downloaded from Thiruvalluvar University website. www.tvu.edu.in. The tender document & GST fee are non refundable.
- II. The tender should be sent only in the given prescribed form. Applying in any other format will be liable for summary of rejection.
- III. The tenderers are informed to enclose the required particulars given in the tender form and the “**Terms and Conditions of Tender**” should be carefully read before furnishing the particulars required in the Tender Form.
- IV. **The Registrar, Thiruvalluvar University, Vellore – 632 115** reserves himself the right to accept or reject any or all the tenders without assigning any reason. Therefore, the tenders will be received only under these conditions.

DUE DATE AND TIME:

Sealed tenders are invited by the **Registrar, Thiruvalluvar University , Serkkadu, Vellore** from interested approved waste paper dealers, for the Purchase of old answer scripts etc., as per the categories indicated in the Appendix– II. The Demand Draft towards Application Fee including GST for **Rs. 1770** /- (cost of Application Rs. 1500 + GST (18%) Rs. 270) (Rupees One Thousand Seven Hundred and Seventy only) drawn in favour of **The Registrar, Thiruvalluvar University, Vellore** or remitted through NEFT/RTGS to the University A/c **NO. 24840100000001, Indian Overseas Bank, Serkkadu Branch, IFSC : IOBA0002484** and should enclose the remitted challan.

The tenders should reach the Registrar, Thiruvalluvar University, Serkkadu, Vellore, **on or before 02.04.2024 at 3.00 P.M.** Tenders received after the due date and time will be summarily rejected.

The Tender Bid duly filled in with all the required details and supporting documents along with **EMD** amount of **Rs. 5,000/-** (Rupees Five Thousand Only) in the form of Demand Draft drawn in favour of **The Registrar, Thiruvalluvar University, Vellore** or remitted through NEFT/RTGS to the University A/c **NO. 24840100000001, Indian Overseas Bank, Serkkadu Branch, IFSC : IOBA0002484** and enclose the remitted challan should be submitted to the office of the Registrar, Thiruvalluvar University on or before the above mentioned scheduled date & time.

Appendix – I

Sl. No.	Particulars Required	Particulars to be correctly furnished by the Waste Paper Dealer
1.	Name of the Dealer	
2.	<u>Head Office:</u>	
	[a] Address	
	[b] Telephone number	
	[c] Mobile number	
	[d] Email Id	
3.	Name and Residential Address of the Proprietor of the dealer with Telephone Number.	
4.	Name and Residential Address of the partners / Directors with their Telephone Numbers.	
	[i]	[ii]
	[iii]	[iv]
5.	Registration Number and Date, Month & Year of Registration of the dealer	
6.	Details of approval obtained from Director of Stationery & Printing Department, Chennai for 2022 – 2023	
7.	Income – Tax returns for the past 3 years	
8.	Income – Tax PAN No:	
9.	GST No and Filing Certificate	
10.	The price per Metric Ton [1000 kgs.] for various Waste Paper Categories offered in the tender by the Paper Mill should be clearly furnished against each item in the column specified for the purpose in the statement below. The Paper Mill should STRIKE OUT the item which are not offered by them.	
Sl. No.	Waste Paper Category	Price per Metric Ton
[i]	Answer Script with cloth lined covers	Rs.
[ii]	M.Phil., Dissertation and Ph.d Thesis	Rs.
11.	Each tender should be accompanied by Earnest Money Deposit Rs. 5,000/- (Rupees Five Thousand only) by Demand Draft drawn in favor of The Registrar, Thiruvalluvar	

	University, Serkkadu, Vellore.	
12.	The list of enclosures sent by the Dealer along with their Sealed tender. [**] [TICK an appropriate word and STRIKE OUT which is not applicable]	
[i]	Demand Draft towards E.M.D Remittance	Enclosed / Not enclosed
[ii]	The Solvency Certificate for the current year	Enclosed / Not enclosed
[iii]	Notary Public Certificate	Enclosed / Not enclosed
[iv]	The up-to-date Income-Tax Clearance Certificate	Enclosed / Not enclosed
[v]	The up-to-date GST-Tax clearance Certificate	Enclosed / Not enclosed
[vi]	Any other Certificate / Document is enclosed. If so, furnish details.	Enclosed / Not enclosed
[**]	The dealer should note specifically that the tenders received without the above enclosures will not be considered and will be summarily rejected.	

Note: The tender form should be signed by the proprietor (or) any one of the partners in the case of partnership / proprietorship of paper mill.

DECLARATION BY THE DEALER

I/We, declare that the particulars furnished in our tender form are true to the best of my/our knowledge and belief.

I/We, will abide to the terms and conditions of the tender stipulated by Thiruvalluvar University with regard to the disposal of waste paper categories from the University.

SIGNATURE

Name:
Designation:
Office Seal:

Station:

Date :

Encl: As mentioned in Sl.No.12 above



THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE – 632 115

TERMS AND CONDITIONS OF LIMITED TENDER
DISPOSAL OF VARIOUS USED PAPER CATEGORIES
Appendix - II

The “**Terms and Conditions**” for the disposal of various used paper categories accumulated in the Thiruvalluvar University, Serkkadu, Vellore-632 115 are detailed below.

Tenders in sealed covers are invited exclusively from the approved wastepaper dealers through the Director of Stationeries and Printing, Chennai of Universities should be received by **3.00 P.M** as on **02.04.2024** for the disposal of the following categories of used papers from the Thiruvalluvar University, Vellore.

- [i] Answer Script with cloth lined covers
- [ii] M.Phil., Dissertation and Ph.d Thesis

[I] - SUBMISSION OF TENDER:

Tenders sent in sealed covers addressed to **THE REGISTRAR, THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE – 632 115** should to be written on the cover as “**TENDER FOR DISPOSAL OF OLD ANSWER SCRIPTS etc., – Due by 3.00 P.M as on 02.04.2024.** Tender should be signed by the **PROPRIETOR**. The tender should be sent only in the “TENDER FORM” prescribed for the purpose by the University. Applying in any other format will be summarily rejected.

The tenderers or representatives of the firms will be permitted for the participating during the time of opening the sealed Tender, provided submission of authorization and specimen signature / attested letter obtained from the firms concerned, to the committee constituted for the purpose of opening the sealed tender.

[II] - PRICE INDICATION:

The price per metric ton [i.e., 1000 Kg.] for purchase of each item should be given separately in words and in figures against the following items:

- [i] Answer Script with cloth lined covers
- [ii] M.Phil., Dissertation and Ph.d Thesis

[III] - REMITTANCE OF EARNEST MONEY DEPOSIT [E.M.D]:

The tenders should be accompanied by an **EARNEST MONEY DEPOSIT** of **Rs.5,000/-**. (Rupees Five Thousand Only). The **EARNEST MONEY DEPOSIT [E.M.D]** should be remitted in the form of **DEMAND DRAFT** drawn in favour of **THE REGISTRAR, THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE – 632 115** or **enclose the** remitted challan paid through NEFT/RTGS to the University A/c **NO. 24840100000001, Indian Overseas Bank, Serkkadu Branch, IFSC : IOBA0002484**. Tenders accompanied by E.M.D. only in the form of Demand **Draft or NEFT/RTGS** will be accepted. Any other mode of payment such as Cheque, Money order, Postal order, Cash, etc., will not be accepted and will lead to rejection of the tender. The E.M.D. amount of the successful tenderer will be refunded after the fulfillment of the contract. The E.M.D. paid by the unsuccessful tenders will be refunded after finalization of the tenders.

[IV] - REMITTANCE OF ADDITIONAL SECURITY DEPOSIT [A.S.D.]:

- a). The successful tenderer will be required to remit the Security Deposit equivalent to **5% (five percent)** of the value of the purchase order within fifteen days from the date of receipt of communication/intimating them of the acceptance of the tenders. If the accepted tenderer fails to remit the security deposit within the above said period, the earnest money deposit remitted by him will be forfeited to the Thiruvalluvar University and his tender will be held void. Purchase order will be released after the execution of the above contract by the successful tenderer and after remitting the security deposit in the form of demand draft drawn in favor of the Registrar, Thiruvalluvar University, Vellore- 632 115.
- b). The security deposit furnished by the tenderer, in respect of his tender will be returned to him only at the end of the warranty period subject to the satisfaction of the University.
- c). In the case of successful tenderer, the earnest money deposit if paid may be adjusted towards security deposit to be remitted by the tenderer.
- d). If the tenderer fails to act according to the tender or backs out when his tender is accepted, his security deposit mentioned above will be forfeited to the University.

[V] – CERTIFICATE REQUIRED:

The following Certificates should be sent along with tender:

- [a]. The SOLVENCY CERTIFICATE for the current year obtained from the revenue authorities concerned [Not below the rank of [TAHSILDAR]]
- [b]. NOTARY PUBLIC CERTIFICATE in regard to the Ownership of Paper mill
- [c]. The up-to-date INCOME TAX CLEARANCE CERTIFICATE from the prescribed form obtained from the Income-Tax Officer of the Circle/Ward or District concerned.
- [d]. The up-to-date GST CLEARANCE CERTIFICATE from the Government.

It is hereby specifically informed that the tenders received without the above certificates will not be considered.

- [a]. THE REGISTRAR is under no obligation to accept the lowest or any tender and reserves to himself the right to accept or decline or any tender in whole or in part without assigning any reason.
- [b]. It is left to the discretion of the Authorities of the University to accept or reject the highest rate without assigning any reason.

[VI] EXECUTION OF AGREEMENT:

The approved tenderer should EXECUTE AN AGREEMENT in a Non-Judicial Stamped Paper at his own cost WITH IN A WEEK TIME from the date of University Orders communicating the tenderer about the selection of his tender. The ADDITIONAL SECURITY DEPOSIT should be remitted immediately on receipt of the University Orders [i.e.,] prior to executing the agreement with the University within the stipulated period of a week time for the purpose. The tenderer who has signed the “Tender” should also sign the agreement in the presence of the authorities in person [i.e.,] by the PROPRIETOR in the case of PROPRIETORSHIP of the firm [OR] any one of the PARTNERS in the case of PARTNERSHIP firm [OR] by the CHAIRMAN/MANAGING DIRECTOR [OR] any one of the DIRECTORS in the case of PRIVATE/PUBLIC LIMITED company concerned. Otherwise, it will be considered that the tenderer has no interest to execute the agreement and to purchase their tender items and on such events their tender and the subsequent orders of the University thereon will be cancelled and the amount of EARNEST MONEY DEPOSIT [E.M.D.] remitted by the tenderer be fortified.

The Specimen Agreement to be executed can be seen on any working day between 11.00 A.M and 4.00 P.M. at the Registrar Office, Thiruvalluvar University.

[VII] – REMOVAL OF TENDER ITEMS:

The approved tenderer should remove the approved used paper items from the

premises of the Thiruvalluvar University, Serkkadu, Vellore – 632 115 at their own cost as and when directed to do so. On no account, charges for the removing etc., will be met by the University. The successful tenderer who is selected should arrange to appoint their own labour and to bring gunny bags for packing at their own cost for removing the materials after weighment in the weighing machine provided by the University, approved by the weigh machine centres by the Committee constituted by Thiruvalluvar University. The entire accumulated materials should be removed on “AS IS WHERE IS” condition.

[VIII] PAYMENT:

The cost of each lot for the sale of various waste paper categories, etc., should be paid in full through DEMAND DRAFT drawn in favour of THE REGISTRAR, THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE – 632 115 or remitted through NEFT/RTGS to the University A/c NO. **248401000000001, Indian Overseas Bank, Serkkadu Branch, IFSC : IOBA0002484** and enclose the remitted challan by the selected tenderer to the University after weighment (before the committee constituted by Thiruvalluvar University) before removing the lot from the University. Any other mode of payment such as Cheque, Money Order, Postal Order, Cash etc., will not be accepted.

[IX] GST:

The GST Payable to Government for the purchase of various wastepaper categories etc., from the University should be paid by the selected tenderer directly to the Government on each occasion separately and proof of remittance should be produced to the Committee constituted for the purpose by Thiruvalluvar University for verification prior to removal of subsequent lot.

[X] The actual quantity for each item as are available in Thiruvalluvar University premises at Serkkadu, Vellore.

[XI] WEIGHMENT:

The weighment should be made at the spot where the paper items are accumulated, using scale provided by the University (or) with the standard weights for weighing the paper item accumulations in the presence of the committee constituted by the Thiruvalluvar University, Serkkadu, Vellore – 632 115.

[XII] STIPULATED PERIOD OF THE CONTRACT:

The duration of contract period with regard to the removal of various wastepaper categories from the University by the selected tenderer shall be one month from the date of execution of agreement with the University.

[XIII] MODE OF PURCHASE AND CLEARANCE OF WASTEPAPER CATEGORIES:

The selected tenderer should purchase and clear the selected items approved by Thiruvalluvar University directly and no transaction should be made through any dealers or agents.

[XIV] CANCELLATION OF TENDER AND CONSEQUENCES THEREON:

The selected tenderer should purchase and clear the items of their tender approved by Thiruvalluvar University subject to the above conditions of the tender and other conditions of the agreement within the stipulated period without any violation or deviation. Otherwise, it will be considered that the tenderer has no interest to purchase their tender items and on such events their tender and the subsequent orders of the University thereon will be cancelled and the amount of EARNEST MONEY DEPOSIT [E.M.D.] as well as ADDITIONAL SECURITY DEPOSIT [A.S.D.] remitted by the tenderer be fortified.

[XV] ACCEPTANCE OR REJECTION OF ANY OR ALL TENDERS:

It is specifically noted that THE REGISTRAR, Thiruvalluvar University, Vellore reserves all rights to accept or reject any or all tenders without assigning any reason thereof. The tenders will be received only under these conditions. The legal jurisdiction will be the District of Vellore.

**REGISTRAR.,
Thiruvalluvar University,
Serkkadu, Vellore – 632 115.**

