



BID FORM

WEEDING OUT THE WASTE PAPERS

Tender	WEEDING OUT THE WASTE PAPERS
Opening Date of Bid	29.09.2025
Last date & Time of Bid Submission	13.10.2025 upto 3.30 p.m.
Bid Opening Date, Time & Place	13.10.2025 at 04.30 p.m. Venue : Conference Room of the Registrar Office, 1st Floor, Administrative Building, G.B.U., Gr. Noida. (Bidder/authorized representative of bidders may attend the bid opening proceedings on the above mentioned day and time).
Earnest Money Deposit Tender Fee	Rs.20,000.00 (Rupees Twenty Thousand only)- (Refundable) Rs. 1,500.00 + @18% GST = Rs.1,770/- (Rupees One Thousand Seven Hundred Seventy Only – incl. of GST) - (Non-refundable)
Bid System	One Tier
Bank Account Detail for submission of Processing Fee and Earnest Money Deposit (through NEFT/RTGS only)	Punjab National Bank, Gautam Buddha University, Greater Noida (U.P.) A/C No. 6660000100000681, IFSC Code: : PUNB0666000

“BIDDER’S PROFORMA”

Name of the Organization/Person	
Specify the number of years in this line of activity by the company/Person	
PAN registration Number	
GST / IGST registration Number	
Provide the postal address, telephone & fax numbers, and email address of the nearest office	
Whether your firm has been blacklisted by any Government Organization including Universities, Institutions and Colleges during last four financial years.	(Yes / No)

DECLARATION

I/We hereby declare that the information given in the technical bid by the undersigned is correct and fulfill all conditions as published in the tender document.

ACCEPTANCE

I/We accept the above terms and conditions and shall comply with them strictly.

(SIGNATURE OF THE BIDDER)
WITH SEAL

NAME:

ADDRESS :

Tel./Mobile No.: Email ID :

BANK DETAILS OF VENDORS, in case of refund of EMD

Bank A/c Name :

Bank Name :

Bank Account No. :

IFSC Code :

GENERAL TERMS AND CONDITIONS OF THE BID

1. Detailed information about the items, specifications etc. are available in tender document which can be downloaded from the University website www.gbu.ac.in.
2. Offer should be submitted in a sealed envelope and addressed/sent to “**The Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar -201312 (U.P.)**” super scribing “**Tender against Tender Advt. GBU/S&P/5/2025 dated 28.09.2025, Name of Work: Weeding out the Waste Papers**” so as to reach us on or before last day of submission.
3. The Bid should be duly filled up.
4. The following Documents to be submitted by tenderer to qualify the Eligibility Criteria :
 - i. The tenderer shall have to pay tender document fee of **Rs. 1,500.00 + @18% GST = Rs.1,770/- (Rupees One Thousand Seven Hundred Seventy only – incl. of GST)** through NEFT/RTGS only payable in favour of Gautam Buddha University in the A/C No 6660000100000681, IFSC Code: PUNB0666000, Punjab National Bank, Gautam Buddha University, Greater Noida. The copy of NEFT/RTGS with transaction ID must be enclosed along with the bid. This tender document fee will be non-refundable. Bid without tender fee in the prescribe form will not be accepted.
 - ii. The tenderer shall have to furnish, as part of its bid, a bid security/EMD of **Rs.20,000.00 (Rupees Twenty Thousand only)** through NEFT/RTGS only in favour of Gautam Buddha University in the A/C No. 6660000100000681, IFSC Code: : PUNB0666000, Punjab National Bank, Gautam Buddha University, Greater Noida. The copy of NEFT/RTGS with transaction ID must be enclosed along with the bid.
 - iii. Duly filled up bidder’s proforma appended with the tender.
 - iv. PAN Certificate of the individual/Company/Firm.
 - v. Aadhar Certificate.
 - vi. The tenderer should submit the G.S.T. /I.G.S.T registration certificate, in case of firm.
 - vii. The vendor shall submit an affidavit (duly notarized) on Rs.10/- stamp paper as per below format only (***the affidavit issues date/notarize date should not be earlier then the tender advertisement date***):

***“I/We hereby confirm and declare that M/s.
proprietor/partner(s) is/are not blacklisted/de-registered/debarred by any
Government department/Public Sector Undertaking, Universities, Institution
and College or any other repute organization for which we have
executed/undertaken the works/services during the last four financial years***

Deponent Signature”

5. Offer should be sent in a sealed envelope, submitted either in person or by post on which name and address of the supplier/firm shall be written. Tenders received through E-mails or FAX will not be considered.
6. The bids will be opened on scheduled date and time in the presence of the bidders/authorized representatives of bidders. Bidders intending to attend the tender opening should intimate in advance.
7. The bidders will not be allowed to withdraw their bids and if they do so their earnest money will be forfeited.
8. The EMD of the successful bidder will be refunded after getting the “Bid Amount”. The Bid Amount shall be deposited in the form of Demand Draft/Pay Order only, pledged in favour of “Gautam Buddha University” and payable at Delhi/Noida/Gr. Noida within seven days from the date of acceptance of the bid. The EMD of the unsuccessful bidders will be returned to the firm(s) immediately after finalization of the tenders. No interest will be paid on EMD in any case.

9. Offered prices should be valid for at least 180 days from the last date of receipt of tenders.
10. The GBU reserves the right to award job between the multiple bidders based on the item-wise H-1 firm for the Condemnation and Disposal of Stores items.
11. The delivery of the auctioned items will be arranged by the University Committee/Stores & Purchase Department only after the successful bidder submits documentary evidence in support of residential status (Voter ID, PAN/Aadhar Card etc.) in case of individual and registration certificate/GST certificate, in case of firm.
12. No decrease in price will be allowed after our order(s) are placed.
13. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
14. Conditional tenders will not be accepted.
15. GBU reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
16. All legal proceedings, if necessity arises to the University may be any of the parties (University or Contractor/Supplier) shall have to be lodged in the courts situated at Distt. Gautam Budh Nagar and not elsewhere.

SCOPE OF WORKS:

The terms & condition to carry out bid works are as enumerated hereunder:-

- a. Subletting of the contract is not allowed in any case.
- b. The contractor shall be required to lift all the waste papers from the Gautam Buddha University, Greater Noida within two months during the working hours after written intimation for lifting of waste papers.
- c. The contractor shall be responsible for proper shredding of waste papers/rags/old newspapers/magazines/folders before the same is taken out of the premises. No waste papers/rags/old newspapers/magazines/folders will be allowed to be lifted without proper shredding. The size of shredded pieces should be lesser than 0.5 CM x 0.5 CM. The contractor shall submit a valid certificate in connection with the shredding and convert into pulp of the materials.
- d. The waste paper/rags for picking and cutting into small pieces will be provided on **as is where is**.
- e. No damage shall be caused to the property of this University while removing the materials from the site. Any loss/ damage to the University property or injury or personal accident suffered during removing or other action will be borne by contractor and Loss will be recovered from contractor.
- f. All the charges i.e. cutting, loading, unloading, transportation, weighting etc.to be incurred in course of lifting of waste papers from the University shall be borne by the contractor.
- g. The approximate quantity of the waste paper/rags/folder is 20000 kg. However, the University does not assured the availability of any minimum or maximum quantity of waste paper.
- h. Before lifting of the scrap (Raddi) from this office, the same will be weighed by contractor in presence of authorized representative of the University.
- i. No space for storage of any things will be provided by the University. It is the sole responsibility of the contractor to store the machine/waste paper in safe custody.

- j. Lifting of Raddi/ Scrap shall only be allowed after successful realisation of the payment for the lot in contention.
- k. In case violation of any terms and conditions on the part of the firm is noticed and/ or the services are found unsatisfactory, EMD can be forfeited at the discretion of the Competent Authority of the University. In this regard the decision of the Competent Authority shall be final and binding on the contractor
- l. Contractor shall be responsible for the proper and orderly conduct of his staff/workers while performing their duties as a part of this contract.

REGISTRAR

FINANCIAL BID

WEEDING OUT THE WASTE PAPERS

Sr. No.	PARTICULAR	Unit	Price/ Per Kg.	<u>GST/IGST</u> <u>@...../</u> <u>Per Kg.</u>	TOTAL Price/ Per Kg. incl. of GST/IGST
1	2	2	4	5	6 (4+5)
1.	WASTE PAPERS	KG.			

Total cost of the offer is Rs. _____ in words (Rupees _____)

_____. I abide
by all the terms & conditions of the tender.

(SIGNATURE OF THE BIDDER)
WITH SEAL

NAME: