

Date and time for downloading of tender document (free of cost) from the website of NIOS Regional Centre, Kolkata i.e. www.rckolkata.nios.ac.in: From 20.05.2022 at 10.00 AM. till 22.06.2022 at 2.00 PM.

Last date and time for submission of Sealed Tender in the tender box kept at NIOS Regional Centre, Kolkata, CL-18A, Sector-2, Salt Lake City (Near C K Market), Kolkata- 700091: 22.06.2022 up to 2.00 PM

Date, time and venue for opening of the Tenders:
22.06.2022 at 2.30 PM at NIOS Regional Centre, Kolkata, CL-18A, Sector-2, Salt Lake City (Near C K Market), Kolkata- 700091



REGIONAL CENTRE KOLKATA

(An Autonomous Institution of the Ministry of Education,
Department of School Education & Literacy, Government of India)

NIOS Regional Centre, Kolkata, CL-18A, Sector-2, Salt Lake City (Near C K Market),
Kolkata- 700091

TENDER FOR DISPOSAL OF (1) USED & UNUSED ANSWER BOOKS INCLUDING CONTINUATION SHEETS, GRAPHS, MAPS AND USED & UNUSED QUESTION PAPERS IN SEALED PACKETS, (2) ASSIGNMENT COPY, ADMISSION FORM, OLD PAPER CARTOONS, FILE COVER, USED OMR SHEETS, NEWSPAPERS, BOOKS, OLD FILES & WASTE PAPERS/WASTE MATERIALS INCLUDING USED DRAWING SHEETS, ETC. AS IS WHERE IS BASIS FOR REPULPING

Notice for inviting Quotation for disposing Group-I and Group-II materials

On behalf of National Institute of Open Schooling, Regional Centre Kolkata sealed Quotations (sealed in double cover) as per Annexure - I along with an earnest money of Rs. 3,00,000/- (Rupees Three Lakhs Only) are hereby invited for lifting of above items for pulping, on the following terms and conditions:

1. GENERAL INSTRUCTIONS:

Sealed Tenders are invited by Regional Director, NIOS Kolkata on behalf of the Secretary, NIOS for disposal of (1) Used & Unused Answer Books Including Continuation Sheets, Graphs, Maps And Used & Unused Question Papers In Sealed Packets, (2) Assignment Copy, Admission Form, Old Paper Cartoons, File Cover, Used OMR Sheets, Newspapers, Books, Old Files & Waste Papers/Waste Materials Including Used Drawing Sheets, Etc. As Is Where Is Basis for Repulping.

The interested Firms/Junk Dealers may download the tender document from the Website of NIOS Regional Centre, Kolkata i.e. www.rckolkata.nios.ac.in on the date & time specified above.

Sealed envelopes containing Technical Bid (Annexure - I) and Financial Bid (Annexure- II) in separate sealed covers superscribed as Technical Bid and Financial Bid and both the sealed covers together should be put in a sealed envelop should be superscribed in block letters as "Tender for disposal (1) Used & Unused Answer Books Including Continuation Sheets, Graphs, Maps And Used & Unused Question Papers In Sealed Packets, (2) Assignment Copy, Admission Form, Old Paper Cartoons, File Cover, Used OMR Sheets, Newspapers, Books, Old Files & Waste Papers/Waste Materials Including Used Drawing Sheets, Etc. As Is Where Is Basis for Repulping along with a Bank Draft of a lump sum amount of Rs. 3,00,000/- (Rupees Three Lakhs Only) drawn in favour of Secretary, NIOS payable at Kolkata towards Earnest Money Deposit addressed to the Regional Director, National Institute of Open Schooling Regional Centre, Kolkata, CL-18A, Sector-2, Salt Lake City (Near C K Market), Kolkata- 700091 . The tenders should be put in the Sealed tender box available in the office by hand only on the date & time specified above. The tenders received shall be opened on the same day at 2.30 p.m. by the duly constituted Committee at NIOS Regional Centre Kolkata in the presence of the interested parties. Tender without EMD shall be rejected automatically.

It must be noted that at first only the technical Bid of tenders will be opened. After the evaluation of technical Bid of tenders, the financial Bid tenders will be opened only of the eligible Firms/Junk Dealers. The ineligible Firms shall be summarily rejected in the evaluation process and their financial Bid will remain unopened. Interested parties are requested to quote their competitive highest rates per Kilo Gram for each item in the prescribed Financial Bid proforma appended at Annexure - II for lifting the above waste materials from the NIOS Regional Centre Kolkata located at the above mentioned address.

2. ELIGIBILITY CRITERIA:-

The Firm/Junk Dealer who fulfills the following eligibility conditions can participate in the tender process.

- (i) The Firm/Junk Dealer should be registered under Company Act 2013.
- (ii) The Firm/Junk Dealer should have minimum three years experience for the disposal of waste materials.
- (iii) The Firm/Junk Dealer should have a minimum Annual turnover of about Rs. 01 Crore (Rupees One Crore only) per year OR total Rs. 2 Crore (Rupees Two Crore only) during last three years i.e. 2018-19, 2019-20 & 2020-21. A proof from the Chartered Accountant must be enclosed along with the technical bid of tender.
- iv) Copy of GST Registration.
- v) Certificate from the Mill to whom the waste materials are to be sold for pulping.
- vi) Trade License from the State Municipal Corporation in the name of the Firm/Junk Dealer.
- vii) Copy of PAN No. / TAN No.

All the above required documents must be enclosed along with the Technical Bid of the tender.

3. TERMS AND CONDITIONS:

1. The disposal of the waste materials would be on "As is where is basis".
2. Earnest Money Deposit of Rs.3,00,000/- (Rupees Three Lakhs Only) lump sum in the form of Demand Draft in favour of "Secretary, NIOS, payable at Kolkata" shall be required to be deposited along with the technical bid of tender appended at Annexure-I. A tender received without EMD shall be rejected as non-responsive at the tender opening stage. The Earnest Money Deposit (EMD) of the unsuccessful Firms/Junk Dealers will be discharged/returned to them without any interest only after finalization and award of the contract to the successful Firm/Junk Dealer.
3. Performance Security of Rs. 25,00,000/- (Rupees Twenty Five lakhs only) in the form of Demand Draft in favour of Secretary, NIOS, payable at Kolkata shall also be required to be deposited before lifting the waste materials and it shall be valid for 90 days beyond the date of completion of all the contractual obligations of the Firm/Junk Dealer. On receipt of Performance Security, the Earnest Money Deposit (EMD) shall be refunded to the Firm/Junk Dealer without any interest.

4. The Firm/Junk Dealer shall be required to make 100% advance payment of the estimated value of materials to be lifted through online mode (NEFT/RTGS) in favour of the Secretary, National Institute of Open Schooling before lifting the waste materials (A/c number will be provided to the successful bidder).
5. Before lifting the waste materials, the Firm/Junk Dealer shall also be required to make an advance payment plus 5% GST extra of the total cost of waste materials to be lifted as per the GST Act, 2017 as revised in the GST council meet held in October, 2017.
6. The Firm/Junk Dealer shall have to lift entire waste materials within (05) five days after receipt of the work order. If the waste materials are not lifted within the stipulated period, the Firm/Junk Dealer will be liable to pay penalty of Rs. 500/- per day from 6th day till the date of lifting the waste materials or till 30 days and the amount of penalty will be recovered from the performance guarantee and in case of delay by more than 30 days the entire amount of Earnest Money will stand automatically forfeited and the work will be awarded to the second highest quoted rates Firm/Junk Dealer and decision of the Regional Director, NIOS Kolkata shall be final and binding in this situation. However, in exceptional case as per merits of matter, the Regional Director, NIOS Kolkata can accord extension of reasonable time to the Firm/Junk Dealer for lifting the waste materials.
7. If a Firm/Junk Dealer after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its performance security shall be forfeited. If the Firm/Junk Dealer stops to pick up the waste materials without completing it, the NIOS shall be at its liberty to get the work completed from another Firm(s)/Junk Dealer(s) and obtain the payment through it for sale of waste materials.
8. The Firm/Junk Dealer shall have to weigh the waste materials from authorized "Electronic Weigh Bridge (Dharam Kanta)" in the presence of NIOS authorized Officers/Officials at its own cost after making full payment in advance to NIOS through Bank Draft in favour of Secretary, NIOS payable at Kolkata.
9. The arrangement of labourers for loading, unloading, truck & freight charges, etc. shall have to be made by the Firm/Junk Dealer at his own cost. NIOS will not bear any type of expenditure incurred on Cartage charges, Lifting charges and other freight charges, etc.

10. Before lifting successfully Firm/Junk Dealer will have to give an undertaking on RS. 100/- stamp paper that the Firm/Junk Dealer will convert the Used & Unused Answer books including continuation sheets, graphs, maps, used & unused Question papers in sealed packets, into pulp before reuse in any form and will provide the pulping certificate of the same.
11. Tenders received after the closing date and time prescribed in the tender document shall not be accepted under any circumstances. No tenders shall be received through post.
12. The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will also be treated as disqualification.
13. The Firm/Junk Dealer should quote their highest rates based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful Firm/Junk Dealer (quoting highest rates of purchase) out of the eligible Firms/Junk Dealers.
14. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened the next working day or on the date fixed by the Regional Director, NIOS Kolkata.
15. The contract will be awarded to the selected Firm/Junk Dealer initially for a period of one year from the date of award of contract. However, the contract can be extended for a further period of two more years on year to year basis on the same rates, terms and conditions of the tender document subject to mutual consent by both the parties as well as the performance of the Firm(s)/Junk Dealer(s) is/are found satisfactory during the period of contract.
16. In case, the Firm/Junk Dealer fails to comply the terms & conditions of the tender document, the NIOS may terminate the contract without assigning any reason and is free to dispose of the waste materials in such a manner as may be deemed appropriate.
17. The successful Firm/Junk Dealer will be liable to complete the job of lifting the waste materials from NIOS Regional Centre, Kolkata (kept at CWC, Taratala, Kolkata) within a period of 05 days after getting the work order. If the successful Firm/Junk Dealer does not start work in time or stops the work midway or leaves the work altogether, his Earnest Money Deposit amount will be forfeited and NIOS shall have the right to cancel the order.

18. No Firms/Junk Dealers will be allowed to withdraw after submission of tender or at the time of opening of the tender. In such case, the EMD submitted by the Firm/Junk Dealer shall liable to be forfeited.
19. The Firm/Junk Dealer shall be fully responsible for disposal of waste materials by its own labourers as well as to bear the cost towards transportation, packing, loading, unloading, etc. The waste materials being lifted from the NIOS Regional Centre, Kolkata will be used only for repulping in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy. A certificate to this effect shall be required to be submitted by the Firm/Junk Dealer to this office after completion of the work.
20. Firms/Junk Dealers may visit the NIOS Regional Centre, Kolkata premises at the above mentioned address and inspect the quantity, condition and type of waste materials to be disposed of on any working days between 11.00 a.m. to 1.00 p.m.
21. The weighing of the waste materials shall be jointly witnessed by a Committee of the NIOS authorized Officers/Officials and the Owner of the Firm/Junk Dealer or his authorized representatives. Weighing of waste materials shall be certified by this Committee. For this purpose the weighing site to visit will be jointly decided by the successful Firm/Junk Dealer and the NIOS Regional Centre, Kolkata.
22. The NIOS reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the Firms/Junk Dealers and also during the course of the execution of the contract.
23. All taxes, levies and other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo etc. will be borne by the Firm/Junk Dealer only.
24. Canvassing in any form will be viewed seriously and if any Firm/Junk Dealer is found to be resorted to such practice, the tender of such Firm/Junk Dealer will be rejected.
25. At the time of lifting of Waste materials, the approximate calculated money on this account shall be required to be deposited in advance to NIOS Regional Centre, Kolkata.
26. The NIOS reserves the right to award the tender to more than one Firm/Junk Dealer. NIOS also reserves the right to accept or reject any or all the tenders received by it without assigning any reason whatsoever.

27. All disputes, differences and questions arising out or in any way touching or concerning this tender or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole Arbitrator appointed by the Regional Director, NIOS Regional Centre, Kolkata.

Jurisdiction:

28. Any dispute arising out of this tender shall be under the jurisdiction of Calcutta High Court only.

Regional Director

ANNEXURE-I

To be admitted by the firm/tenderers on letter head and inserted in NIOS Tender Box Only (Sealed in double cover)

Letter No.

Dated:

To
The Regional Director
Regional Centre - Kolkata,
National Institute of Open Schooling,
CL-18A, Sector-II,
Salt Lake City,
Near CK Market,
Kolkata - 700091.

SUBJECT: TECHNICAL BID OF TENDER FOR DISPOSAL OF (1) USED & UNUSED ANSWER BOOKS INCLUDING CONTINUATION SHEETS, GRAPHS, MAPS AND USED & UNUSED QUESTION PAPERS IN SEALED PACKETS, (2) ASSIGNMENT COPY, ADMISSION FORM, OLD PAPER CARTOONS, FILE COVER, USED OMR SHEETS, NEWSPAPERS, BOOKS, OLD FILES & WASTE PAPERS/WASTE MATERIALS INCLUDING USED DRAWING SHEETS, ETC. AS IS WHERE IS BASIS FOR REPULPING

Sl. No.	Particulars	Information to be provided by the Firm/Junk Dealer
1)	Name of the Firm/Junk Dealer & Complete Address of the Firm/Junk Dealer with his/her Tel Numbers (O) (R) Email ID	
2)	Name of Proprietor/Partners /Directors of the Firm/Junk Dealer & his/her Mobile Number	
3)	Whether the Firm/Junk Dealer is registered under Company Act 2013? (please attach copy of Registration Certificate/Ownership)	

4)	Experience of the Firm/Junk Dealer in the disposal of waste materials. (The Firm/Junk Dealer should have minimum three years experience of the disposal of waste materials).	
5)	Annual turnover of the Firm/Junk Dealer (The Firm/Junk Dealer should have a minimum Annual turnover of about Rs. 01 Crore (Rupees One Crore only) per year <u>OR</u> total Rs. 2 Crore (Rupees Two Crore only) during last three years i.e. 2018-19, 2019-20 & 2020-21) (A proof from the Chartered Accountant must be enclosed along with the technical bid of tender).	
6)	Whether the Firm/Junk Dealer is registered with GST? If yes, Please provide GST Registration number & date (Please attach copy of GST Registration).	
7)	Certificate from the Mill to whom the waste materials are to be sold for pulping.	
8)	Whether the Firm/Junk Dealer has got Trade License from the State Municipal Corporation? (Please attach copy of Trade License).	
9)	Whether the Firm/Junk Dealer is having Permanent Account Number (PAN). If yes, Please provide PAN number. (Please attach copy of PAN Card)	
10)	Whether the Firm/Junk Dealer has been blacklisted by the Govt. Departments/Autonomous Body/Private Institutions. etc. during the past three years?	
11)	Earnest Money Deposit(EMD) of Rs. 3,00,000/- (Rupees Three Lakhs only) to be remitted by way of Demand Draft in favour of Secretary, NIOS, payable at Kolkata.	Draft No.: _____ Date : _____ Amount : Rs. 3,00,000/- Bank Name _____ & _____ Address _____

I/we certify that the information furnished above is true and correct to the best of my/our knowledge and belief. No facts has been concealed. The Terms and conditions are acceptable to me/us.

Date: _____

Signature & seal of Authorized person

ANNEXURE-II

To be admitted by the firm/tenderers on letter head and inserted in NIOS Tender Box Only (Sealed in double cover)

Letter No.

Dated:

To
The Regional Director
Regional Centre - Kolkata,
National Institute of Open Schooling,
CL-18A, Sector-II,
Salt Lake City,
Near CK Market,
Kolkata - 700091.

SUBJECT:FINANCIAL BID OF TENDER FOR DISPOSAL OF (1) USED & UNUSED ANSWER BOOKS INCLUDING CONTINUATION SHEETS, GRAPHS, MAPS AND USED & UNUSED QUESTION PAPERS IN SEALED PACKETS, (2) ASSIGNMENT COPY, ADMISSION FORM, OLD PAPER CARTOONS, FILE COVER, USED OMR SHEETS, NEWSPAPERS, BOOKS, OLD FILES & WASTE PAPERS/WASTE MATERIALS INCLUDING USED DRAWING SHEETS, ETC. AS IS WHERE IS BASIS FOR REPULPING

I/We have gone through the tender document, understood it fully and declare that I/We shall strictly adhere to the terms and Conditions mentioned therein the tender document.

My/ our offered rates are as under:

Sl. No.	Description	Cost per Kg (Excluding GST)**
1)	Used & Unused Answer Books Including Continuation Sheets, Graphs, Maps And Used & Unused Question Papers In Sealed Packets (As Is Where Is Basis)	Rs._____per k.g. In words_____
2)	Assignment Copy, Admission Form, Old Paper Cartoons, File Cover, Used OMR Sheets, Newspapers, Books, Old Files & Waste Papers/Waste Materials Including Used Drawing Sheets	Rs._____per k.g. In words_____

**** the Firm/Junk Dealer shall also be required to make an advance payment plus 5% GST extra of the total cost of waste materials to be lifted as per the GST Act, 2017 as revised in the GST Council meet held in October, 2017.**

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to me/us.

Date_____

(Signature of the party with stamp)

Name:_____

Telephone No_____