



e-TENDER NOTIFICATION FOR THE DISPOSAL OF OLD ANSWER BOOKLETS, OLD RECORDS AND OTHER ITEMS.

e- Tender Notice for the disposal of old answer booklets of Vikrama Simhapuri University, Nellore is invited under Two Bid system (Part –I Earnest Money Deposit and Technical Bid & Part –II Financial Bid) from the interested parties /firms for the purchase of disposal of above mentioned material shall be done in a single lot. For more details contact through <http://www.eprocurement.gov.in> or <https://tender.eprocurement.gov.in>. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.

Detailed description and Terms & Conditions of Tender Document may be seen and downloaded from Vikrama Simhapuri University, Nellore, Andhra Pradesh website www.vsu.ac.in or <https://tender.apecurement.gov.in> from 17.04.2023 to 03.05.2023 on paying cost of e-Tender Document (i.e., **Rs. 2,000/-** (Non Refundable) in the form of DD, drawn from any nationalized bank in favour of the “**Registrar, Vikrama Simhapuri University, Nellore**” payable at Nellore. Last date for online submission of e- tenders is **03.05.2022** and submit the hard copies through Post or directly in the office of the undersigned.

REGISTRAR

VIKRAMA SIMHAPURI UNIVERSITY
Nellore -524 324, A.P.

SCHEDULE OF e- TENDER



VIKRAMA SIMHAPURI UNIVERSITY::NELLORE
NELLORE, ANDHRA PRADESH-524324

Vikrama Simhapuri University, Nellore -524 324 invites Online (e-Tendering) tenders under **“TWO BID (TECHNICAL & FINANCIAL) SYSTEM”** for “Disposal of valued answer booklets of Vikrama Simhapuri University, Nellore, SPSR Nellore, Andhra Pradesh”.

1.	Department Name	Vikrama Simhapuri University, Nellore, A.P
2.	e-Tender Subject	Disposal of valued answer booklets, etc.,
3.	e-Tender Type	Open
4.	Cost of e-Tender Document	Rs.2000/- (Rupees two thousand only) Non-Refundable
5.	EMD Amount (INR)	E.M.D @ 2.5% on total value of quoted price by way of DD drawn in favour of the “Registrar, Vikrama Simhapuri University payable at Nellore is to be enclosed” . Without E.M.D's the quotation will not be considered at any cost. In respect of successful bidder it will be returned after the submission of Security Deposit to VSU, Nellore and The Security Deposit amount will be returned only after the successful completion of contract . Any other dues outstanding shall also be recovered from the Security Deposit. In the case of unsuccessful Bidders, the EMD shall be refunded within 30 days of award of contract to successful bidder /bidders.
6.	EMD payable	Demand Draft Drawn in favour of the “Registrar, Vikrama Simhapuri University, Nellore” payable at Nellore
7.	Bid Document Downloading Start Date	17.04.2023
8.	Bid Document Downloading End Date	03.05.2023
9.	Last Date & Time for Receipt of Bids	03.05.2023 & 05:00 PM
10.	Date & Time for opening of Technical Bid	04.05.2023 @ 11:00 AM at the O/o Registrar, VSU Office (SPSR Bhavan) Nellore, Andhra Pradesh, India PIN: 524324
11.	Date & Time for opening of Financial Bid	Only those bidders, who have qualified in the Technical Bid (i.e., whose bids found “Technical Responsive”.) on 04.05.2023 @ 12:00 PM .
12.	Bid Validity Period	90 days
13.	e-Tender Inviting / Opening authority	Registrar, Vikrama Simhapuri University, Nellore
14.	Address/E-mail id	registrar@vsu.ac.in
15.	Contact Details/Telephone	Ph: 6305168818, 9100058607



VIKRAMA SIMHAPURI UNIVERSITY::NELLORE
NELLORE, ANDHRA PRADESH-524324

16.	Eligibility Criterion	<p>The Tenderer should possess all requisite licenses, registrations etc., as per R&B regulations and A.P. state Govt., and the same should be obtained invariably before transacting business with Vikrama Simhapuri University. The tenderer should inform Vikrama Simhapuri University, the correct address from where the supplies are going to be made to Vikrama Simhapuri University. The tenderer should possess an experience certificate and other Certificates like Registration of Firm if applicable, GST registration, Latest Income Tax Assessment order, Agmark Registration Certificate if applicable should be enclosed invariably along with the tender schedule. In case of non-submission of these certificates, the Vikrama Simhapuri University authorities reserve the right to take any appropriate action including the cancellation of tender of the respective tenderer. In this regard the decision of the Tender Opening Authority/Registrar, Vikrama Simhapuri University is final and binding on the tenderers without any recourse.</p>
-----	-----------------------	--



VIKRAMA SIMHAPURI UNIVERSITY::NELLORE
NELLORE, ANDHRA PRADESH-524324

17.	Payment of Transaction fee	<p>It is mandatory for all participant bidders to electronically pay EMD online by utilizing the “payment Gateway” Service on E-Procurement platform” The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking/NEFT payment modes through ICICI Bank, HDFC and / or Axis Bank payment gateways to facilitate the transaction. This is in compliance as per G.O.Ms. 058 dated 08.05.2016. A GST of 18% + Bank Charges on the transaction amount payable to A.P.T.S, Hyderabad shall be applicable. In addition to this, bidders can also pay the EMD through download of PDF format of RTGS challan for respective payment gateway and pay the EMD through their Parent Bank account. Once the EMD is received by the E-Procurement application, Bidders can automatically continue with their Bid submission online.</p> <p>1. <u>Corpus Fund</u>: As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value) <u>with a cap of Rs.10,000</u> (Rupees ten thousand only) for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 crores, from successful bidders on e-Procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favor of Managing Director, A.P.T.S, HYDERABAD.</p> <p><u>NOTE:</u> There shall not be any charge towards e-Procurement fund in case of works, goods and services with ECV less than and up to Rs. 10 lakhs</p>
18	Transaction Fee	0.03% of ECV + 14.50% service tax Rs. 2075/- Payable to A.P.T.S , Hyderabad (ON LINE)
19	General Terms and Conditions	AS PUBLISHED IN THE NOTICE INVITING TENDER
20	Place of opening of Tenders	O/o Registrar, Vikrama Simhapuri University, Administrative Building (SPSR BHAVAN) Kakatur, Nellore -524324, A.P.
21	Quantity	12 Tones (Approximately)



**PROCEDURE FOR BID SUBMISSION ON E-PROCUREMENT PLATFORM
(E-TENDERING)**

The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at www.e-procurement.gov.in by following the procedure given below. The bidder would be required to register on the e-procurement market place <http://www.eprocurement.gov.in> or <https://tender.eprocurement.gov.in> and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform. The bidders shall submit their eligibility and qualification details, Technical Bid, Financial Bid etc., in the online standard formats displayed in e-Procurement website. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement website. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

1. Registration with e-Procurement Platform

For any help, registration and online bid submission bidders or technical support on e-procurement, bidders may contact M/s. VUPADHI Techno Services, Pvt, Ltd. Over phone or in person or their helpdesk at:

e-Procurement help desk
M/s. VUPADHI TECHNO SERVICES PVT. LTD
1st floor, Ramky Grandiose,
Sy. No : 136/2&4, Gachibowli,
Hyderabad – 500 032
Phone Nos: 9140 – 39999700, 39999701
Fax 9140-39999702
Email id: contact@vupadhi.com

2. Digital Certificate Authentication

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by Digital Certificate of the bidder will not be accepted on the e-Procurement platform. For obtaining Digital Signature Certificate, you may please Contact:

Andhra Pradesh Technology Services Limited
BRKR Bhavan, B-Block
3rd Floor, R & B Building
M.G. Road, Labbipet
Vijayawada – 500 010
Tel: 0866-2479417; 2489417
(OR)

You may please Contact Registration Authorities of any Certifying Authorities in India. The list of CAs are available by clicking the link <https://tender.ap.eprocurement.gov.in>.

3. Submission of Hard Copies



After submission of bid online, the bidders are requested to submit the originals of DD towards EMD bid processing fee to the Tender Inviting Authority “**Registrar, Vikrama Simhapuri University, Nellore -524324**” before opening of the Price Bid and other uploaded documents at the time of concluding agreement. The bidder shall invariably furnish the original DD to the tender inviting authority before opening Price Bid either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. The University shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/fabricated/bogus, the bidder is liable for black listing, forfeiture of the EMD cancellation of work and criminal prosecution.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as a proof of Hardcopies submission to avoid any discrepancy. The bidder has to attach the required documents after uploading the same as required by Tender Inviting Authority in its tender conditions.

4. Payment of Transaction Fee

It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a non-refundable Transaction Fee to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms. 13 dated 07.05.2006. A service tax of 14.50% + Bank Charges for Credit Card Transaction of 2.09%(inclusive of service tax) on the transaction amount payable to APTS. shall be applicable.

5. Corpus Fund

As per GO MS No.4 User departments shall collect 0.04% of ECV (Estimated Cost Value) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 crores, from successful bidders on e-Procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favour of Managing Director, APTS. There shall not be any charge towards e-Procurement fund in case of works, goods and services with ECV less than and up to Rs. 10 lakhs.

6. Tender Document

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification, if any, from the Tender Inviting Authority “**Registrar, Vikrama Simhapuri University, Nellore 524324**”. Any offline bid submission clause in the tender document could be neglected.

The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority on time-to- time basis in the e-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.

7. Bid Submission Acknowledgement

The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for



processing the bids. The Government of AP and M/s APTS is not responsible for incomplete bid submission by users.

For obtaining Digital Signature Certificate, you may please Contact:

Andhra Pradesh Technology Services Limited
BRKR Bhavan, B-Block
Tankbund Road , Hyderabad-500022
Phone: +91-40-23220305
Fax: +91-40-23228057

8. Hard Copies

- a) Attested copies of all original hard copies of the uploaded scanned copies of D.D towards EMD by participating bidders must submit along with sample of the product / commodity to the Tender Inviting Authority before scheduled date and time of the opening of the Technical Bid, otherwise the tender will be rejected on online.
 - b) All the bidders shall invariably upload the scanned copies of DD in e-Procurement system and this will be the primary requirement to consider the bid responsive.
 - c) The University shall carry out the technical evaluation solely based on the uploaded certificates/documents, DD towards EMD in the e-Procurement system and open the Price Bids of the responsive bidders after evaluation of Technical Bids and results of the samples.
 - d) The University will notify the successful bidder for submission of original hardcopies of all the uploaded documents DD_towards EMD/_prior to entering into agreement.
 - e) The successful bidder shall invariably furnish the original DD towards EMD, Certificates/ Documents of the uploaded scan copies to the Tender Inviting Authority “**Registrar, Vikrama Simhapuri University, Nellore 524324**” before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The University will not take any responsibility for any delay in receipt/non-receipt of original DD towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuinity of the DD_towards EMD and all other certificates/documents uploaded by the bidder in e-Procurement system. In support of the qualification criteria before concluding the agreement.
9. The G.O. Ms. No. 174 –I & CAD dated: 1-9-2008 Deactivation of Bidders If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the University shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.
10. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.



NOTICE INVITING TENDER

Disposal of valued answer booklets of Vikrama Simhapuri University, Nellore SPSR Nellore Dist, Andhra Pradesh

1. Tenders are invited under two bid system (**Part-I Earnest Money Deposit and Technical Bid & Part-II Financial Bid**) from prominent manufacturers & whole-sellers.
2. The cost of Tender Document is Rs.2,000/- (Rupees two thousand only) (Non Refundable). The Tender Document can be downloaded from e-procurement. In this case it is necessary for the Tender to pay the cost in the form of Demand Draft drawn in favour of “the **Registrar, Vikrama Simhapuri University, Nellore**”, payable at Nellore and is kept in separate envelop covers in the Technical Bid Envelop. The reference of the DD is to be superscribed on the main envelop of Technical Bid.
3. The amount of Earnest Money Deposit (EMD) is @ 2 ½ % on total value of quoted price by way of DD drawn in favour of the “**Registrar, Vikrama Simhapuri University payable at Nellore**” is to be enclosed. Without E.M.D. the **e-tender** will not be considered. In respect of successful bidder it will be returned after the submission of Security Deposit to VSU, Nellore. This Earnest money deposit is compulsory and equal to all the prospective bidders, whether they are bidding for minimum 60% items or all the items as per the recruitment list given in chapter-7 of this Tender Enquiry Document by any bidder want to participate in this Tender. The bidder is required to deposit earnest money along with their Technical Bid document in Technical bid Envelop.



4. The hard copies of the e-tender have to send / submit at the O/o Registrar, Vikrama Simhapuri University Office, (SPSR Bhavan), Kakatur, Nellore on or before 03.05.2023 @ 05:00 PM.
5. The Technical bid will be opened on **04.05.2023 at 11:00 AM** by a Committee constituted by the competent authority of VSU, Nellore. **The date and time for opening of Financial bid of the technically qualified tenderers shall be communicated later as per convenience of this office.**
6. The Authority reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the tender will not be entertained.
7. **Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying Tenderers. If any tenderer approaches for EMD, it will be forfeited at the discretion of the competent authority of VSU, Nellore. The offer is should remain valid for a minimum period of 90 days. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidders /bidders.**
8. Vikrama Simhapuri University, Nellore, reserves the full rights to increase/decrease the quantity of items in the tender as per requirement.
9. Any dispute is subject to the jurisdiction of Nellore, Andhra Pradesh.
10. The tender Document has been divided into the following chapters:-

Chapter-1 : General Instructions to Bidders

Chapter-2 : Terms and Conditions of Contract

Chapter-3 : Schedule of Requirements

Chapter-4 : Technical Bid

Chapter-5 : Check List

Chapter-6 : Contract Form

Chapter-7 : Financial Bid
(to be utilized by the bidders for quoting their prices and price bid should be kept in separate sealed envelope superscripted as Financial Bid for Old Answer Booklets / Scripts)

CHAPTER I - GENERAL INSTRUCTIONS TO BIDDERS

1. The Tenders must fulfill the following specifications/conditions:uld have its own bank Account, PAN, GST registration and other Tax Number, Payment will be made electronically only.
2. The Tenderer should be a reputed supplier having at least three years dealing experience with the government departments. Certificate in token of proof of experience, of the concerned department should be enclosed for ready reference.
3. The rates are to be quoted up to Destination basis only. However, their breakup is necessary.



4. The offer of Tenderers quoting rates as per specifications laid down in **Financial Bid (Chapter-7) separately for valued answer booklets, records and others**
5. The tenders should submit self-attested copies of the Income Tax returns for the last three years (i.e. for 2020-2021, 2021-2022, 2022-2023).
6. The Tenderer should give an affidavit duly nationalized on stamp paper worth Rs.50/- in clear and un-ambiguous language that it has never been black listed/ no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply.
7. Old answer scripts and old records etc., shall have to be segregated and lifted within 15 days from the date of signing of contract agreement.
8. Scheduled period of lifting is within 15 days of receiving work order from the Registrar, VSU
9. The Purchaser shall have to make advance payment of **Rs. 3,00,000/-** (50%) to the Registrar, VSU, Nellore in the form of Demand Draft **before lifting the papers.** Remaining amount should be paid after the luggage vehicles are weighed through demand draft in favour of the "Registrar, Vikrama Simhapuri University, Nellore" depending on the value of the material.
10. **Lifting of papers shall only be allowed by the authorized person of the purchaser, if sufficient amount is already deposited with Registrar by the Purchaser. Payment shall have to be made in Indian Rupees.**
11. The bidder quoting **highest rate for "valued answer script"** shall be selected as the successful bidder for carrying out the work mentioned in this document.
12. Bidder quoting **highest rate for valued answer script shall have to match the highest rate quoted for old records and other items by any other bidder.**
13. **It's mandatory for all the bidders to quote rate for all the items.**
14. **Any bidder not quoting rate for any of the item shall be treated disqualified irrespective of the rate quoted for other item.**
15. Performance of the Services shall be made by the Purchaser in accordance with the requirement of the University and complete the work within the stipulated time provided to complete the work.
16. If at any time during performance of the Contract, the Purchaser should encounter conditions impeding timely performance of Services, the Purchaser shall promptly notify the delay and number of days of delay along with the reasons.
17. A delay by the Purchaser in the performance of its delivery obligations shall render the Purchaser liable to the imposition of liquidated damages pursuant waive off is extended by the University after ascertaining the reasons proposed by the purchaser.
18. No additional cost will be paid for any delay or damage to the purchaser, however attract penalty as appropriately fixed by the University depending on the default and the damage done to the examination work.
19. The agreement entered into between the Registrar and the Purchaser, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
20. "The Contract Price" means the price payable by the Purchaser under the Contract for the full and proper performance of its contractual obligations.
21. Supply of the Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Purchaser covered under the Contract.



Note: Where ever has been mentioned as "services" shall be considered as "sale and disposal of valued old answer scripts, old records and other items.

CHAPTER 2 - TERMS & CONDITIONS

1. The entire work is confidential in nature and the material sold and to be lifted is related to examination work. Hence the absolute confidentiality should be maintained in the disposal of the papers.
2. The lifted materials shall have to be transported out of Andhra Pradesh and the Purchaser shall be solely responsible for the safe disposal of this material.
3. The purchaser shall have to make his own arrangements for segregation of materials into answer scripts and news papers and old records prepare.
4. Materials are dumped in VSU Office, Examination Branch, VSU College, Nellore & VSU College, Kavali. The Purchaser shall have to make his own arrangements in lifting all the materials to ground floor and transport them.
5. Vehicles not weighing less than 6 tons shall have to be arranged for the lifting of material.
6. Vehicles shall be weighed before and after loading in the presence of the Condemnation Committee / Officials and in the weigh bridges selected by the University.
7. If required, the Condemnation Committee/ Officials shall weigh the same vehicles twice, to take assurance of the weight measured. All such expenses shall have to be borne by the Purchaser.
8. The Purchaser shall be ready with the vehicle for weight, before 9.00 A M in the morning and loaded vehicle by 5.00 PM in the evening on the same day. Any delay in loading and taking vehicles to weigh bridges shall attract penalty to the purchaser or shall be asked to unload the material and wait for another day, as the material cannot be left unattended after loading, for security reasons.
9. The allotted quantity shall be lifted within stipulated period (15 working days) from the date of issue of delivery order or the extended period as notified by the University. In the event of failure to lift the material, within the originally allowed or extended time as the case may be, penalty will be levied as per directions of the Committee.
10. The University will have the powers to extend the delivery period due to unforeseen circumstances at its discretion.
11. The responsibility of the University ends once the material is made available to the successful bidder.
12. Purchaser shall be entirely responsible for all taxes (including Sales tax), GST, duties, license fee, road permits, etc., incurred until delivery of the contracted services to the Board. This is not part of the rates quoted but shall have to be remitted separately. Purchaser should produce the receipt of taxes paid depending on the value of the material.



13. Successful bidder / Sale awardees shall be responsible for any claims arising out of negligent actions/ damages on the part of sale awardee (s) on any property belonging to the Company and to their personnel, or in an accident involving any personnel or labour, during loading, transportation and unloading.
14. The Registrar, VS University reserves the right of rejection of all or any of the bids without assigning any reasons thereof.
15. The Registrar, VS University reserves the right to cancel the bid even after acceptance or during performance of the contract.

CHAPTER 3 - ELEGIBILITY / EVALUATION CRITERIA

The tender must fulfill the following specifications (all documentary proofs self-attested and stamped (seal), are required to be submitted along with the technical bid):

1. The tender should have its own Bank Account, PAN, GST Registration and other Tax Number. Self attested Photostat of all should be enclosed.
2. The Tender should be a reputed & financially sound in dispose of waste papers of the Government, purchaser having minimum experience of three years and expertise in disposal to Central Government Institutes / Ministries / Departments / Public Sector & undertakings etc. Proof of experience in the form of copy of certificates obtained from Govt. Dept. etc., should be enclosed. Copy of income tax returns for the last three years may also be enclosed with technical bid.
3. **The tender should have an annual turnover of not less than Rs.30.00Lakhs.** Copy of relevant stipulated proof may also be enclosed with Technical bid.
4. The tendering Firm/Agency / Company are advised in their own interest to quote their rates for all the items as per the specifications laid down in financial bid (chapter-7). The offer of tenderers quoting rates for less than 75% items shall not be entertained.
5. The Technical Responsive bidders Financial Bid shall only be opened and H-1 bidder shall be decided on the basis of each item wise highest rate quoted by any of the bidder and the bidder, who have quoted maximum number of items in H-1 rate shall be given opportunity by the competent authority of VSU, Nellore and ask him in writing to match L-1 price of other items quoted by him in comparison of other bidders, where his quote has not found L-1.
6. The EMD @ 2¹/₂% is refundable (without interest), should be necessarily accompanied with the technical bid in the form of Demand Draft drawn from any nationalized bank in favour of "Registrar, Vikrama Simhapuri University, Nellore, failing which tender shall be declared un-responsive. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidders within 30 days of award of contract to the successful bidder/bidders.
7. Successful Tenderer shall be required to pay security deposit of 5% on CIP or Free on Road (FOR) value inclusive of the taxes by way of Demand Draft within 15 days from the date of placement of purchase orders and shall execute an agreement for faithful and satisfactory performance of contract. Specimen copy of the agreement is enclosed. The Security Deposit amount will be returned only after the successful completion of warranty period.
8. If the Successful Tenderer fails to lodge security deposit within the period of 15 days as



specified above, such failure shall constitute a breach of terms and conditions of the tender and the Earnest Money deposited by him shall be withheld in addition to recovery of any loss sustained by the Institute.

9. The tenderer shall forfeit the Security Deposit for any non-performance of the equipment or default during warranty period.
10. The tenderer should give an affidavit duly notarized on stamp paper worth Rs.50/-, Therein clearly and un-ambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Government Institute/Ministries/Departments/PSU with whom, it had contract for disposal of **old answer booklets etc.**, during last five years nor has been penalized by such organization on account of poor/spurious quality.
11. In his own interest the tenderer is advised to submit the desired papers/documents with their technical bid as per the specifications indicated in chapter -5(Checklist) failing which their bids shall be declared un-responsive.

CHAPTER 4 - TECHNICAL BID

- 1 For the disposal of valued answer booklets, old news papers and old records of Vikrama Simhapuri University, Nellore-524324
- 2 Name of the supplier : _____
Company/Firm/Agency
- 3 Name of Proprietor/Director of the : _____
company/Firm/Agency
- 4 Full Address of Reg. Office (A copy of : _____
Company/Firm/Agency registration
must be enclosed) _____

- Telephone Nos. : _____
- Fax Nos. : _____
- E-mail ID : _____
- 5 Details of Banker of the Firm with full : _____
address _____

- Telephone Nos. Banker : _____
- Fax Nos. of Banker : _____
- E-mail Id of Banker : _____
- 6 Bank Ac/s No. of firm for ECS : _____
payments
- 7 PAN, GST Registration No. of the firm : _____
(Enclosed a copy of the same)



VIKRAMA SIMHAPURI UNIVERSITY::NELLORE
NELLORE, ANDHRA PRADESH-524324

- 8 Details of cost of Tender : _____
- 9 Details of EMD : _____
- 10 Un-Priced duly signed stamped list of items for all the items mentioned in financial bid (Chapter-7), Bidder interested to be participated under this tender must be accompanied a **list of those items with Technical Bid without indicating price**
11. Financial turnover of the tendering company/Firm Agency for the last three financial years:

(Attach separate sheet if space provided insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2020-2021		
2021-2022		
2022-2023		

12. Give details of major contracts handled by the tendering Company/Firm/Agency for the last three years in the following format (enclose the self-attested copies): (if the space provided is insufficient, a separate sheet may be attached)

S.No.	Details of client along with address, telephone numbers and fax numbers	Amount of Contract (Rs.in Lakh)	Duration of contract	
			From	To
1				
2				

(Signature of authorized person)

Date:_____ Full Name:_____

Place:_____ Seal:_____

CERTIFICATE

- I _____ Son / Daughter / Wife of Shri _____ Proprietor / Director / authorized signatory of the agency /Firm, mentioned above, is competent to sign this declaration and execute this tender document;
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;



3. The rates of disposal valued answer booklets, old news papers and old records of VSU, Nellore have already been quoted in the Financial Bid kept in Financial Bid envelop.
4. The information/documents furnished along with the above application are true and authentic to the best of my Knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I, do hereby declare that the our firm has neither been blacklisted/no criminal case pending against him (attach an affidavit duly notarized on stamp paper worth of Rs.50/-) stating that no criminal /Black listing case is pending against the firm) by any of the Government Institute/Ministries/Departments/PSUs with which the firm had contracted for disposal valued answer booklets, old news papers and old records during the last five years nor has been penalized by such offices/organizations for purchase of poor/spurious **waste paper**.

(Signature of authorized person)

Date:_____ **Full Name:**_____

Place:_____ **Seal:**_____

CHAPTER 5 CHECK LIST

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID AND FINANCIAL BID

5.1. DOCUMENTS REQUIRED TO BE SUBMITTED WITH TECHNICAL BID

1. **The cost of Tender Document** enclosed in the form of Demand Draft of **Rs.2,000/-** (two thousand only) **(Non-Refundable)** from any nationalized Bank in favour of **“Registrar, Vikrama Simhapuri University, Nellore”** payable at Nellore and must accompanied with Technical Bid if the tender document downloaded from the website.
2. **EMD @ 2¹/₂%** on total value of quoted price in the form of Demand Draft from any Nationalized Bank in favour of **“Registrar, Vikrama Simhapuri University, Nellore”**, payable at Nellore and must accompanied with Technical Bid.
3. Technical bid form duly filled, signed & stamped.
4. Un-priced duly signed stamped list of items is must be kept in Technical Bid envelop.
5. Tender document each page duly signed stamped and page numbering done.
6. Proof of Office Address.(Form No.4)
7. Proof of Bank Account Number.
8. Attested copy of PAN,GST Registration Number etc.;
9. Self –attested copies of the IT Returns for last 3 years (2019-20, 2020-21, 2021-22)
10. The rates quoted items shall have quoted in the format given in financial Bid envelop separately.
11. Attested copy of three year experience certificate obtained from Govt. Dept./PSU.
12. An affidavit duly Notarized on stamp paper worth of Rs.50/- in clear and un-ambiguous language that the Tenderer has never been black listed/no criminal case pending by any of



the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply must be accompanied with Technical Bid Envelop.

5.2. DOCUMENTS REQUIRED TO BE SUBMITTED WITH FINANCIAL BID

1. The tendering Firm/Agency/Company may quote their rates for all the items of items as per the list and specification laid down in Financial Bid (Chapter-7), failing which their bids shall be out rightly rejected. Financial Bid must be kept in separate sealed super-scribed envelop "Financial Bid for **disposal of waste paper**".
2. The Tender should be submitted under Two Bid System. The interested Firms/agencies are advised to submit two separate envelopes super-scribing **TECHNICAL BID FOR "DISPOSE OF WASTE PAPER"** & **"FINANCIAL BID FOR DISPOSE OF WASTE PAPER"** Both sealed envelopes should be kept in third bigger sealed envelope super-scribe with the words **"TENDER FOR SUPPLY OF DISPOSE OF WASTE PAPER"**.

CHAPTER 6 - CONTRACT FORM

(To be made on Rs.100.00 Non-Judicial Stamp/E Stamp Paper)

DRAFT AGREEMENT FORMAT

This agreement is made at Nellore on the _____ day of Two thousand nineteen -between _____acting through Sri _____, Vikrama Simhapuri University, Nellore (hereinafter called **"client"** which expression shall, unless repugnant to the context or successors, legal representatives and assigns) of the **First part**.

SECOND PART

M/s _____, having its registered office at _____(herein after called the **"Agency"** which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part**.

WHEREAS the **"Client"** is desirous to engage the **"Agency"** for disposal of valued old answer booklets, old news papers and old records of Vikrama Simhapuri University, Nellore-524 324 (A.P as per the terms and conditions stated below:-

1. The selected Agency Services would be required to disposal of valued old answer booklets, old news papers and old records on regular basis to on all working days between 10:00 AM to 5:00 PM No separate charges for booking of goods would be paid by this office.



2. The Agency shall be bound by the details furnished by him/her to the VSU, Nellore while submitting the tender or at subsequent stage. Upon selection of the Agency, if at any stage, the documents furnished by him/her is found to be false it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be forfeited.
3. The Selected Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ies without prior written consent of the VSU, Nellore. If it is found that the firm has given sub-contract for disposal of valued old answer booklets, old news papers and old records on the basis of procurement/work order, the contract shall stand cancelled & the performance security shall stand forfeited.
4. Vikrama Simhapuri University, Nellore, shall not be responsible for any financial loss or other damaged injury to any item or person deploy by the successful bidder in the course of their performing the duties to this office in connection with disposal of waste paper.
5. The Competent Authority of VSU, Nellore reserves the Right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of VSU, Nellore.
6. Any discounts offered by the manufacturer / firm shall be provided to the VSU, Nellore only.

THIS AGREEMENT will take effect from _____day _____of _____Two Thousand Nineteen.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto set their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Nellore in the presence of the witness:

For and on behalf of the **“Agency”**

For and on behalf of the **“Registrar”, VSU, Nellore**

Signature of the authorized official	Signature of the authorized officer
Name of the official	Name of the Officer
Stamp/Seal of the “Agency”	By the said _____Name on behalf of the
SIGNED, SEALED AND DELIVERED	“Registrar, VSU, Nellore” in presence of
By the said _____Name on behalf of	Witness:_____
the “Agency” in presence of	Name:_____
Witness:_____	Address:_____
Name:_____	
Address:_____	



CHAPTER 7 - FINANCIAL BID

e-Tender/ for the disposal of valued answer booklets, old news papers and old records _____ of Vikrama Simhapuri University, Kakatur, SPSR Nellore— 524 324. The price bid should be kept in separate sealed envelope superscripting “Financial Bid for **“VSU/e-TENDER / DISPOSAL of OAB/ 23 Dated: 17.04.2023) *VSU, NELLORE** authorities reserve the full rights to increase/decrease the quantity of paper in the time of award of tender as per its actual requirement. The quantities mentioned below in this tender against each item are only indicative/tentative nature.

NOTE: All the rates should be quoted strictly in accordance with the following table:-

S.No.	Details	Approximate quantity offered for sale (in Ton)	Taxes, if any please specify	Maximum Rate per Ton (excluding all applicable taxes) Rs.	Total Amount
1	Valued Old Answer Booklets (Grade-I)	10.00 Tons	Extra		
2	Old Records (Grade-II)	2 tons	Extra		
3	Any other Item (Grade III)	2 tons	Extra		

DATE:

PLACE:

SIGNATURE OF THE TENDERER
NAME, ADDRESS & SEAL



FORMAT OF EXPERIENCE CERTIFICATE

Project Name	Name of the Employer	Description of Work	Contract No.	Value of Contract (Rs. in Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed

*Attach certificate (s) of payments.

**Immediately proceedings the financial year in which bids are received.



DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 3 (THREE) YEARS

Name of the Agency.....

1	2	3	4	5	6	7
Contract No. /Supply No.	Name of Organization	Description Contract/ Supply	No. of Items Supplied	Value	Year of contract	Continuing (YES/NO)



**Format for Undertaking
(On the letter head of the successful bidder)**

Dated:

To
The Registrar
Vikrama Simhapuri University
Nellore - 524324

Sir,

Sub:-Tender invited by Vikrama Simhapuri University Tender No. **(No: VSU/e- Tender / DISPOSAL OF OAB Date: 17.04.2023) for the disposal of Valued Old Answer Booklets- Reg.**

We confirm that we are not barred by Government of Andhra Pradesh , any other State Government in India (SG) or Government of India (GOI), or any of the agencies of GOAP/SG/GOI from participating in any Tenders as on proposal due date.

We also confirm that the confidential material will be transported out of Andhra Pradesh and carefully disposed under our own observation and follow up.

Yours faithfully,

(Signature of the authorized person)

(Name and designation of the Authorized)

REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
Nellore -524 324