



# Baba Saheb Ambedkar Education University

(Erstwhile The West Bengal University of Teachers' Training,  
Education Planning and Administration)

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

E-Tender No.: **BSAEU/TN/05/2024**

Date: **07.02.2024**

**Notice Inviting e-tender for Disposing off Old Answer-scripts and Shredding**  
at Baba Saheb Ambedkar Education University (Erstwhile WBUTTEPA).

## Bid Sheet and Key Dates: -

Sl. No.	Information	Remarks / Date
1.	About the Assignment	<b>Disposing off Old Answer-scripts and Shredding</b>
2.	Name of the Tender Inviting Authority	Registrar, BSAEU
3.	Earnest money Deposit (EMD)	Rs. 50,000/- (Rupees Fifty Thousand Only)
4.	Contact person for queries	Registrar, BSAEU Tel. No.: (033) 4088-3403 Email-id: <a href="mailto:wbutteparegistrar@gmail.com">wbutteparegistrar@gmail.com</a>
5.	Publishing Date	07.02.2024
6.	Bid Submission Start Date	07.02.2024
7.	Last Date of Bid Submission	29.02.2024 up to 15.00 Hrs
8.	Addressee and address of which bid is to be submitted	<a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>
9.	Pre-bid Meeting & Venue	19.02.2024 at 3pm in the premises of BSAEU
10.	Opening of Technical Proposal	04.03.2024 at 3.00 p.m.
11.	Opening of Financial Proposal	To be communicated after opening of Technical bid.

*Tender documents may be downloaded from University's web site <https://bsaeu.in>*

The disposal of old answer-scripts on the basis of **shredding & sale**, as per the terms and conditions given below:

1. The interested bidders may visit the site at below given address for inspection of the Old Answer-scripts available.

Office located at the address indicated below:

Office of the Controller of Examination  
Baba Saheb Ambedkar Education University (Erstwhile WBUTTEPA)  
25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700 019 (W.B.)  
Ph: 033-40883449  
Email: [wbutteparegistrar@gmail.com](mailto:wbutteparegistrar@gmail.com) / [bsaeuniv@gmail.com](mailto:bsaeuniv@gmail.com)



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2. The interested firms may quote their rates and other required details in the proforma given at Annexure on the same date. Duly signed copy of annexure and copy of GST Registration certificate should be uploaded on tender portal. The rates should be quoted in INR up to a maximum two digits after decimal. In case of more than two digits, the rate will be considered only up to two digits (rounded off) for financial evaluation.
3. Tentative volume of disposable answer-script: 80.00 lakh (approx.) number of answer-script of 24 pages each.
4. **Eligibility for Quoting:**
  - I. The bidder must be registered with Registrar of Companies / Partnership / Proprietorship
  - II. The bidder must have Trade License to deal the business from local self-Government.
  - III. The bidders must have GST registration (either in the name of firm or sole proprietor) to participate in the tender and must submit self-attested copies of the same.
  - IV. The Bidder should have experience of conducting similar job for at least one year.
5. Reserve Price for this tender is **Rs. 15/- (Rupees Fifteen only) per kg** payable by the Vendor to the BSAEU. Highest bidder will be awarded the AOC subject to fulfilling of all terms and conditions of the tender.
6. **Refund of EMD:** After declaration of Award of Contract (AOC) through the e-procurement portal, the EMD will be refunded to the unsuccessful bidder in the same route to the account from where the transaction was processed within reasonable time. However, the earnest money deposited by the successful tenderer will be kept as Security deposit. The same will be refunded without any interest after successful completion of the contract.
7. In case, the contractor fails to comply with the terms and conditions, the university may terminate the contract after forfeiting the security deposit without assigning any reasons and in such case, the University will be free to dispose-off waste materials in such a manner as may be deemed appropriate.
8. **Before lifting the waste material from BSAEU the calculated money must be deposited in the University account which will be mentioned in the contract order.**
9. The shredding, packing, lifting and weighing of waste papers etc. will be done strictly on working days and during office hours under supervision of the University officials.
10. The waste material should be filled in the gunny bags on working days during working hours and should not be accumulated in the campus of BSAEU.
11. The cost towards shredding the waste materials, their transportation, packing, loading, unloading, weighing etc. will also be borne by the vendor himself with his labourers in addition to his quoted price.



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12. It will be the responsibility of the contractor to shred the said waste papers by his own labourers by bringing his own shredding machine (preferably two axis shredder for fine cross shredding), weighing machine etc. and the cost thereon will also be borne by the contractor himself.
13. The shredding should be done as fine as possible, not larger than 2.5mm width.
14. The Contractor must complete the shredding work within 7 days from the date of award of the contract.
15. In case of unsatisfactory service rendered by the contractor, the University reserves the right to terminate the contract even during the period of the contract.
16. Non-compliance to the terms and conditions will result in the forfeiture of the Security Deposit. Similarly, non-acceptance of the contract by the successful tenderer will also result in the forfeiture of the Earnest Money.
17. The contractor will abide by the terms & conditions strictly.
18. In case of tie, the bidder with oldest date of GST Registration will be awarded the contract.
19. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, then that bidder would not be allowed to participate in the tender and that application will be out-rightly rejected without any prejudice.
20. **Legal jurisdiction:** The legal jurisdiction of this contract shall be restricted within judicial jurisdiction of High Court, Calcutta.
21. In case of dispute/difference arising out between the agency and the University (BSAEU) authority relating to any matter, such dispute or differences shall be settled in accordance with the Arbitration and Conciliation Act, 1966. The Arbitral Tribunal shall consist of three Arbitrators, one each to be appointed by the University (BSAEU) authority and the Agency. The third Arbitrator shall be chosen by the University Authority with consultation of the concerned Party and shall act as Presiding Arbitrator. The decision of the Board of Arbitration thus formed shall be binding upon the Parties.
22. Prospective bidders may mail their queries (if any) in the following e mail addresses: wbutteparegistrar@gmail.com
23. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances or to withdraw / include any item or items and no claim in this respect will be entertained.
24. Prospective bidders should regularly check the Website of this University / e-tender portal regarding corrigendum issued in connection with this tender, if any.

Sd/-

**REGISTRAR  
BSAEU**



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## ANNEXURE

E-Tender No.: **BSAEU/TN/05/2024**

Date: **07.02.2024**

Sl. No.	Information	Response
1.	Status of Organization (i.e whether proprietorship, partnership, Pvt. Ltd., etc.)	
2.	Full address of shop/establishment	
3.	Name of Contact Person	
4.	Phone number of contact person	
5.	Email id of contact person	
6.	GST Number	
7.	Is mandatory GST Registration Certificate copy attached?	
8.	Date of GST Registration	
9.	Do you agree with the terms and conditions given	
10.	Quoted rate (per kg) in numerals (only up to two digits after decimal)	
11.	Quoted rate (per kg) in words	

### Declaration:

It is certified that the information furnished above is correct to the best of our knowledge & belief. We have gone through the terms and conditions stipulated in the notice inviting quotation and confirm to abide by same. We have seen the samples of the material to be lifted from BSAEU.

Place

Signature

Date

Name  
Designation