

**Quotation Form for sale of Confidential Waste/Old Answer Papers, etc.,  
PONDICHERY UNIVERSITY**

**(To be filled by the Bidders)**

1. Name of the Company/Organization : .....
2. Address : .....  
.....  
.....
3. Name of the Authorized signatory : .....
4. Registration No. (Enclose a copy) : .....
5. PAN No. (Enclose a copy) : .....

**QUOTATION**

Sl. No.	Sale of Items	Rate / Kg. Rs.
1.	Used and Old Answer Papers	
2	Waste Carton Box	
3	Waste Torn Papers	
4.	Waste Cloth Lined Covers	

Tender Fee and EMD Amounts are enclosed herewith, as per the details given below :-

Sl. No.	Description of Items	Tender Fee, Name of the Bank, DD No. & Date	EMD Amount, Name of the Bank, DD No. & Date
1.	Used and Old Answer Papers	Rs.100/-	Rs.5,000/-
2	Waste Carton Box		
3	Waste Torn Papers		
4.	Waste Cloth Lined Covers		

I ..... sole Proprietor/Director/Partner/Authorized Signatory having Registered Office at ..... do hereby solemnly affirm and declare that I/We undertake to abide by all the Rules and Regulations of the State/Central Govt./Local Govt. with regard to sale and disposal of Confidential waste/old Answer Papers, etc., and shall be liable to any penalties that may accrue due to non-adherence of Terms & Conditions of the Contract.

Signature .....

Seal of the Company/Agency .....

Dated : .....

**Note:** Any amount deposited earlier as bid Security/EMD for the same purpose will not be considered against this quotation.

**INSTRUCTIONS & TERMS AND CONDITIONS OF THE BID / CONTRACT**

1. Tender documents downloaded from the Pondicherry University website [www.pondiuni.edu.in](http://www.pondiuni.edu.in) is also acceptable provided the requisite Tender fee / cost i.e. **Rs.100/-** (non-refundable and non-transferrable) and an **EMD** amount of **Rs.5,000/-** should be enclosed in the form of Demand Draft from any of the Nationalized Bank drawn in favour "**The Finance Officer, Pondicherry University, Puducherry**" payable at Puducherry at the time of submission of Tender document. Tenders submitted without the cost of Tender fee and EMD amount will be summarily rejected. The name of the Tenderer may be written on the back side of the Demand Draft.
2. The sealed Tender should reach the **CONTROLLER OF EXAMINATIONS**, Pondicherry University, Kalapet, Puducherry-605 014 on or before **28-11-2022 at 12:30 pm** superscribing for the item to which tender relates - "**Tender for Disposal of Waste Papers**". The Tender will be opened on the same day by 3.00 pm.
3. Rates are required to be quoted item-wise according to the units indicated in the annexed form. All amounts shall be indicated both in words as well as in figures, where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.
4. The tenders will not be considered, if received after the bid closing date and time.
5. The University shall not be responsible for any delay/loss or non-receipt of tenders.
6. The latest Government Registration Certificate is must enclosed.
7. This rate contract is valid for one year from the date of award of the Contract.
8. The University has the right to accept or reject any tender partly or fully without assigning any reasons thereof.
9. The Tenders received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
10. **Prices :** The Bid of the highest acceptable responsive bidder will be accepted.
11. **Undertaking :**
  - (a) The Contractor shall furnish an Undertaking that the material purchased by them shall not be sold in open market and shall be used only for recycling at the Paper Mill.
  - (b) This Undertaking shall be submitted on a non-judicial stamp paper of Rs.100/- duly notarized by a Notary Public. (Annexure-III enclosed)
12. The above said waste materials should be weighed in the presence of the Officers of the Examination Wing.
12. The Tenderer should come forward to collect the above mentioned waste paper as and when they are ready for disposal during the rate contract period and the places from where the old material are collected should be left in a neat and tidy condition by the tender immediately.
14. The required man power for categorizing, bundling, lading etc., are to be borne by the Tenderer.
15. The cost of the gunny bags used for materials packed has to be paid in addition to the above cost in the final payments.
16. The vendor should remit the full cost of the total weighed materials as per the rate mentioned along with the Govt. Taxes, if any in the University "Recurring Account No.6659344508". After the remittance only, the disposal materials will be allowed to transport from the University Campus at the Tenderers own cost.
17. If the service of the Tenderer is unsatisfactory rate contract will be terminated at any time and the EMD amount will be forfeited.
18. In event of any dispute arising out of the terms and conditions of the tender & related matters, the Authorities of the University will be the sole deciding authority.

**Signature of the Tenderer with Seal**

**AFFIDAVIT**

(To be submitted on a non-judicial stamp paper of Rs.100/- duly certified by a Notary Public)

I .....S/o. Shri.....

aged .....years, resident of do hereby solemnly affirm and declare as under :-

1. That I am the Proprietor / authorized signatory of M/s .....  
having Head Office / Registered Office at .....

2. That the information / documents / Experience Certificates submitted by M/s.....  
..... along with this tender for "Sale of confidential waste/old Answer  
Scripts" in Pondicherry University are genuine and true and nothing has been concealed.

3. I shall have no objection in case Pondicherry University verifies them from issuing  
authority(ies), I shall also have no objection in providing the original copy of the document(s),  
in case Pondicherry University demands it for verification.

4. I hereby confirm that in case, any document, information &/or certificate submitted by me  
is found to be incorrect/false/fabricated, Pondicherry University at its discretion may  
disqualify / reject my application for this tender out rightly an also debar me / M/s  
..... from participating in any future tenders.

5. I hereby confirm that there is no Vigilance / CBI / Criminal case pending against the firm /  
supplier and the firm has not been black-listed in the past in any institution of the country.

6. I hereby confirm that I have visited the location / site and the expected goods proposed to be  
sold disposed off.

**DEPONENT**

I, ..... the proprietor / authorized  
signatory of M/s ..... do hereby confirm that the  
contents of the above Affidavit are true to my knowledge and nothing has been concealed  
there from and that no part of it is false.

Verified at ..... this ..... Day of .....

**DEPONENT**

**(Signature & Seal of Notary)**