

**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR GARHWAL, UTTRAKHAND
E- Tender Enquiry (ETE)**

NIT NO. : HNBGU/ET/2022/26

Dated: 06/12/2022

**E-TENDER DOCUMENT FOR TENDER OF IRRELEVANT/SCRAP MATERIALS
(DIFFERENT TYPE OF SCRAP MATERIALS)**

We propose to tender of different type of scrap materials of the University. Kindly submit your QUOTATION giving **Highest Rates** per kg along with terms and conditions through on line mode only on e-Procurement portal <https://mhrd.euniwizarde.com> on or before **30.12.2022**. The tender forms and other details can be obtained from the websites <https://mhrd.euniwizarde.com>, <https://mhrd.euniwizarde.com> or www.hnbg.ac.in

| | |
|--|---|
| NAME OF WORK | SALE OF SCRAP MATERIAL (Different type of scrap materials) |
| ESTIMATED COST | Rs. 05,00,000.00 |
| EARNEST MONEY DEPOSIT (EMD) (05% of the estimated cost) | Rs. 25000.00 |
| COMPLETION PERIOD | 15 days, after awarding of job |
| Last date & time of online downloading and submission of bid, online EMD and other documents as specified in the bid document | Up to 14:00 Hrs on 30/12/2022 |
| Date of Opening of bids | At 15:30 Hrs on 30/12/2022 |

Er.V.N.Bahuguna
Executive Engineer

Dr.A.K.Khanduri
Registrar

Financial Bid

I/We _____ hereby offer rates, to purchase Scrap materials from the Hemvati Nandan Bahuguna Garhwal University Srinagar Garhwal Uttrakhand.

| Sl. No. | Description of the Items | Minimum Rates | Price/ kg | + GST (18%) | Total Price/kg |
|---------|--------------------------|--------------------|-----------|-------------|----------------|
| 1. | Iron Material | Rs.19/kg | | | |
| 2. | Brass Material | Rs.332/kg | | | |
| 3. | Aluminum Material | Rs.147/kg | | | |
| 4. | Wooden | Rs.4.00/kg | | | |
| 5. | Plastic | Rs.15/kg | | | |
| 6. | Electronics Equipments | Rs.14.30/kg | | | |
| 7. | old Batteries | Rs.200/Qntl | | | |
| 8. | old tyres (Small Size) | Rs.70.00 | | | |
| 9. | old tyres (Big Size) | Rs.90.00 | | | |
| 10. | Photostat Machine | Rs.200/per machine | | | |
| 11. | Computers/laptop | Rs.150/kg | | | |
| 12. | Printers | Rs.100/kg | | | |
| 13. | Cartridge | Rs.50/kg | | | |
| 14. | Furniture | Rs.15/kg | | | |
| 15. | UPS | Rs.19/kg | | | |
| 16. | Transformer / Generators | Rs.150/ Kg | | | |

(Signature of the party with stamp)

Note: The rate of above mentioned items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.

Eligibility Criteria

Only those bidders, who are Registered Sole Proprietor /Partnership firm or Company and meet the following conditions, can participate in the tender.

Following Certificates must be self attested, scanned and uploaded:

1. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm. (The bidder's firm must be a registered Sole Proprietorship/Partnership firm.)
2. Self attested Documentary proof of **GST** Certificate. (The bidders must have a valid GST No. to participate in the tender.)
3. Self attested Documentary proof of **PAN Card**
4. **Online EMD of Rs.25,000.00 must be deposited by the Bidder.**
5. **Bidder should have an Annual Turnover of Rs. 05 lakhs per year for last three financial years.**
6. Turnover for last three Financial Years(i.e. **FY 2019-20, FY 2020-21, FY 2021-22**)
7. An undertaking by bidder of the effect that he/she has not been "Blacklisted/Debarred by any agency/department".
8. An undertaking by the bidder that his/her any near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttarakhand.
9. A copy of declaration by the Bidder regarding acceptance to Terms & Condition of the Tender.
10. **Supplier Profile Form with enclosures must be attached**

Terms & Conditions

1. The intending bidder must read the terms and conditions of HNBGU carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid Documents. Information and Instructions can be seen and downloaded from website <https://mhrd.euniwizarde.com> or www.hnbgu.ac.in free of cost.
3. E- Tender Enquiry is invited for disposal of Scrap materials on as per **where as basis**.
4. But the bid can only be submitted only after submission of EMD of **Twenty five** thousand through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details
5. Those contractors/ Firms, who are not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website
6. The intending bidder must have valid class-III digital signature to submit the bid.
7. On opening date, the contractor can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
8. Contractor can upload documents in the form of JPG format and PDF format
9. If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (ZERO).
10. Copy of Enlistment Order and other documents as specified in the bid document shall be scanned and uploaded to the e-tendering website within the period of bid submission.
11. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose EMD has been deposited and other documents scanned and uploaded are found in order. The bid submitted shall become invalid and e-tender processing fee shall not be refunded if:
 - (i) The bidder is found ineligible.
 - (ii) The bidder does not deposit on line EMD.
 - (iii) The bidder does not upload all the documents (including GST registration) as stipulated in the bid documents.
12. The bidders should quote **their Highest Rates** based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful bidder (quoting highest rates of purchase) out of the eligible bidders.
13. The Earnest Money Deposit (EMD) of bidders, whose rates are not approved, will be returned within 30 days upon finalization of the tenders. No interest will be paid on the amount of the security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance undertaking after completion of the entire job that the material has been lifted by them in full quantity, mentioning the weight of the material. Only then the EMD will be released and adjustment of final account will be made.

14. The right to accept a bid will rest with the Vice Chancellor, Hemvati Nandan Bahuguna Garhwal University Srinagar Garhwal Uttrakhand, who reserve the right to reject any or all the bids without assigning any reason thereof.
15. The quoted rate should be valid till the material has been lift out from the University.
16. In case, the vendor fails to comply the terms & conditions, the University may terminate the contract without assigning any reason and is free to dispose of the different scrap materials items in such a manner as may be deemed appropriate.
17. Kindly furnish your GST and PAN in your quotation for our records.
18. All suits shall be in the courts of **Pauri Jurisdiction** only
19. The successful bidder will be liable to complete the job of lifting the material from the University within a period of 15 days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his EMD will be forfeited and the University shall have the right to cancel the order.
20. It will be responsibility of the vendor to pack the material by his own labourers and the cost towards weighing of the material, transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
21. **It will be responsibility of the vendor that the different scrap materials being lifted from the University.**
22. Bidders may visit the University premises and inspect the quantity, condition, place of materials stored and type of materials being sold.
23. The weighing of the material shall be jointly witnessed by a committee of the University's authorized representative(s) and bidder or his authorized representative. All weighing shall be certified by this weighing committee. The weighing site for this purpose will be jointly decided by the successful bidder and the University.
24. The successful bidder shall have to deposit an amount equivalent to estimated cost (Rs.05 Lakhs) of the materials planned to be lifted in one phase in the form of DD. The DD should be drawn in favor of the Finance Officer , Hemvati Nandan Bahuguna Garhwal University Srinagar Garhwal Uttrakhand, payable at Srinagar Garhwal Uttrakhand. In case, the successful bidder does not deposit the requisite money, Earnest Money Deposit shall be forfeited and order shall be cancelled.
25. **GST (on prevalent rates) shall be paid extra by the Vendor/contractor on the actual total scrap material cost.**

I/We have carefully read the above terms & conditions and undertake to abide by the same.

| | |
|--------------------|--|
| Firm's Name | |
| Owner's Name | |
| Signature of owner | |



HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR GARHWAL, UTTRAKHAND
Supplier Profile Form

| | | | | |
|---|--|--|-----------------------------|--|
| Sl. No | Firm's Name | | | |
| 01 | Owner's Name | | | |
| 02 | Full Postal Address | | | |
| 03 | E-mail address | | Website address | |
| 04 | Contact Person's Name | | Contact No | |
| 05 | GST No (Enclose Xerox copy) | | PAN (Enclose Xerox copy) | |
| 06 | Shop Act Registration No (Enclose Xerox copy) | | | |
| 07 | List of the organizations to which the works have been done. (Separate sheet can be attached) | | | |
| Note: Supplier must print GST No. and Current Bank Account No with ISBN No. On their Letter Head / Bill / Quotations. | | | | |
| Signature with Seal | | | | |

Mandate Form

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) Facility for Receiving Payments

Details of Account Holder:

| | | |
|----|----------------------------------|--|
| 1. | Firm/Contractor/Agency | |
| 2. | Name of Accounts Holder | |
| 3. | Complete Contact Address | |
| 4. | Telephone Number / Mobile Number | |
| 5. | E-mail | |

Bank Accounts Details:

| | | |
|-----|--|--|
| 1. | Name of the Bank | |
| 2. | Branch Name with Complete Address | |
| 3. | Telephone Number and E-mail of Bank Branch | |
| 4. | Whether the Branch is computerized? | |
| 5. | Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code? | |
| 6. | Is the Branch also NEFT enabled | |
| 7. | Type of Bank Account (SB/Current/Cash Credit) | |
| 8. | MICR Code of Bank | |
| 9. | Complete Bank Account Number | |
| 10. | Repeat Bank Account Number | |
| 11 | Signature of Accounts Holder/s | |

Check List

The Technical Bid shall be instantly rejected, if these documents are not submitted online..

| S.No. | Particulars | Yes/No |
|-------|---|--------|
| 1. | Technical Bid | |
| 2. | Online payment of Rs. 25,000/- (Rs. Twenty Five thousand Only) as EMD | |
| 3. | Copy of Registration letter of the firm/company/agency | |
| 4. | Copies of work order of last 5 years issued by the authorized person of concerned client/department to be enclosed. | |
| 5. | Copy of appropriate PAN Card | |
| 6. | Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last three financial years. | |
| 7. | Copy of appropriate registration of GST. | |
| 8. | Copy of latest character certificate issued by D.M./S.D.M. | |
| 9. | Any other documents as may be necessary in connection with the job tendered for, including certificate of experience and list of clients (with contact number and address) where presently services are provided. | |
| 10. | In the form of affidavit undertaking by the tenderer regarding non debtors or black listed by any organization. | |
| 11. | An undertaking by the contractor that his near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttrakhand . | |
| 12. | A copy of declaration by the Bidder regarding acceptance to Terms & Condition of the Tender. | |
| 13. | Supplier Profile Form with enclosures must be attached | |

Instructions for Online Bid Submission through MHRD e-Bidding Portal:

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://mhrd.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://mhrd.euniwizarde.com>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (<https://mhrd.euniwizarde.com>) by clicking on the link "Online bidder Registration" on the e-bid Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Query contact to our helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com, **University help line Number : 9411109898**

SEARCHING FOR BIDDING DOCUMENTS

9. There are various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Title, Date, etc
10. Once the bidders have selected the bids they are interested in, the bidder can pay the processing fee by net-banking / Debit / Credit card and then download the required documents / bid schedules, Bid documents etc as mentioned on website. Once processing fee is paid, it will be moved to the respective "requested" Tab. This would enable the e-bid Portal to intimate the bidders through e-mail in case there is any addendum and corrigendum issued to the bidding document.

PREPARATION OF BIDS

11. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
12. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders should use “My Documents” available to them to upload such documents.
15. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

16. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
18. Bidder has to select the payment option as “Online mode or Bank Guarantee” as to pay the EMD as applicable and enter details of the instrument.
19. In case of Bank Guarantee scanned copy of BG should be uploaded along with bid. . The original Bank Guarantee shall be submitted to office of the concerned official of Hemvati Nandan Bahuguna Garhwal University as per schedule mentioned in the bid document. Non submission of original Bank Guarantee within the specified period shall lead to summary rejection of bid. The details of the BG , physically submitted should match with the details available in the scanned copy and the data entered during bid submission time. Otherwise bid will be rejected.
20. *Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the bid document, then the same is to be downloaded and

to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

21. The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
22. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.
23. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.
24. Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
25. The bid summary has to be printed and kept as an acknowledgement of bid submission.

ASSISTANCE TO BIDDERS

1. For any Query contact to our helpdesk Number 011-49606060, Email ewizardhelpdesk@gmail.com, University help line Number : 9411109898