

BID DOCUMENT

(e - Procurement)

AUCTION FOR UNSERVICEABLE STORES/GOODS
LYING AT UNIVERSITY DUMP YARD



Issued On:

01-08-2018

CENTRAL PURCHASE ORGANIZATION
BANARAS HINDU UNIVERSITY
VARANASI-221005, INDIA

काशी हिन्दू
विश्वविद्यालय



BANARAS HINDU
UNIVERSITY

An Institution of National Importance Established by an Act of Parliament

No. : BHU/CPO/Auction/2018-19/01

TENDER NOTICE

Banaras Hindu University invites online tender through e-procurement portal of GOI FOR DISPOSAL OF UNSERVICEABLE STORES/GOODS lying at University Dump yard in shape of Lot No.1, 2 & 3 on AS IS, WHERE IS AND WHAT IS BASIS. The interested and registered dismantler or recyclers are advised to visit our website (www.bhu.ac.in) or e-procurement portal of GOI www.eprocure.gov.in for further details & tenders documents. The complete bid (clearly superscribed as "Bid for Lot Number.....") must be submitted in the office of the undersigned on or before 30.08.2018 upto 17.00 Hrs. The bids received shall be opened on 04.09.2018 at 15.00 Hrs. in presence of respective bidders.

**JOINT REGISTRAR (PURCHASE)
CENTRAL PURCHASE ORGANISATION, BHU**

DETAILS AT A GLANCE

| | |
|---------------------------------|---|
| Auctioneer Name | Joint Registrar Central Purchase Organisation Banaras Hindu University VARANASI-221005 Website – www.bhu.ac.in Email – cpo.bhu2011 @gmail.com 0542- 2366865 |
| Auction Schedule | Last Date for submission online bid is 30.08.2018 at 17.00 Hrs. Last date of submission of hard copies upto 03.09.2018 at 12.00 Noon. |
| Inspection | For inspection of various lots, the bidders are advised to contact in the office of the CPO between 11.00 Hrs to 13.00 Hrs. on any working day from 02.08.2018 to 25.08.2018 |
| Annexures | <ul style="list-style-type: none"> • Declaration Regarding Clean Track by Bidder • List of Documents Enclosed • Notice Inviting Tender (NIT) • Letter Submitting Offer/Bid/Tender • Terms & Conditions of Sale • Tentative details of the items related to lot no: 1 to 3 (The bidders are advised to inspect the site before submitting their offer “AS IS WHERE IS” AND “WHAT IS BASIS” |
| Special Instructions | Bidding in the last minutes and seconds should be avoided. Any postal delay will not be considered in such cases. |
| EMD | Rs. 100000 in form of DD (in favour of the Registrar, BHU) to be submitted with the offer. |
| Cost of Tender documents | FREE OF COST (can be downloaded from the website) |
| Tender Processing Fee | Rs.7,500/- to be submitted with offer in shape of Demand Draft in favour of the Registrar, Banaras Hindu University |
| Important Instruction | The bidders are also instructed to deposit the Demand Draft of Rs 100000 necessarily alongwith their offer, failing which offer will not be consider. However, the same shall be returned immediately to unsuccessful bidders at the time of opening of bids or the same may be adjusted with the award value in case of successful bidder. |

DECLARATION REGARDING CLEAN TRACK BY BIDDER

(on Company's / Firm's letterhead)

Date:

The Joint Registrar
Central Purchase Organisation
R. O. Finance
Banaras Hindu University
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.:..... Dated for 'disposal of unserviceable stores/goods lying at University Dump yard in shape of Lot No. Lot No.1 (Iron Scrap), 2 (Electrical Scrap) & 3 (Electronic Scrap)'.
'

I/we carefully gone through the Terms & Conditions contained in the above referred Tender Document. I/we hereby declare that my company / firm is not currently debarred / blacklisted or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. In addition to this there is no vigilance/CBI /FEMA case pending against the firm/company. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

| No. | Country in which the company is debarred / blacklisted / case is pending | Black listed / debarred by Government / Semi Government Organizations / Institutions | Vigilance/CBI /FEMA case pending | Reason | Since when and for how long |
|-----|--|--|----------------------------------|--------|-----------------------------|
| | | | | | |

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)
Printed Name
Designation
Seal

LIST OF DOCUMENTS ENCLOSED
(on Company's / Firm's letterhead)

Date:

The Joint Registrar
Central Purchase Organisation
R. O. Finance
Banaras Hindu University
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.: Dated for 'disposal of unserviceable stores/goods' lying at University Dump yard in shape of Lot No.1 (Iron Scrap), 2 (Electrical Scrap) & 3 (Electronic Scrap)'.
'

I/we are enclosing following documents :

- | | |
|---|----------|
| 1. Non – refundable Tender Processing Fee of Rs. 7,500/- | YES / NO |
| 2. Earnest Money Deposit (EMD Rs. 100000) | YES / NO |
| 3. GST registration certificate | YES / NO |
| 4. Documents regarding the existence and registration of the firm | YES / NO |
| 5. PAN Card | YES / NO |
| 6. Original Affidavit on a non – judicial stamp paper (Annexure – 1) | YES / NO |
| 7. Declaration regarding Clean Track Record (Annexure – 2) | YES / NO |
| 8. Price Bid (BOQ). However, the same will be uploaded is e-Procurement Portal. | YES / NO |

Yours faithfully

(Signature of the Bidder)
Printed Name
Designation
Seal

INVITATION FOR BIDS
Notice Inviting Tender (NIT)

BANARAS HINDU UNIVERSITY
CENTRAL PURCHASE ORGANIZATION
VARANASI-221005

e-Procurement Notice

Ref: BHU/CPO/Auction/2018-19/01

Date:01.08.2018

Online tenders are hereby invited in **single cover system** for :-

- DISPOSAL OF UNSERVICEABLE STORES/GOODS lying at University Dump yard in shape of Lot No.1 (Iron Scrap), Lot No. 2 (Electrical Scrap) & Lot No. 3 (Electronic Scrap)

Bidders can download complete set of bidding documents from e- procurement Platform <https://eprocure.gov.in/eprocure/app> 01.08.2018 onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 30.08.2018 upto 05:00 PM. (Server time). Late bids shall not be accepted.

For further details regarding Tender Notification & Detailed terms & conditions please visit website: <https://eprocure.gov.in/eprocure/app> and www.bhu.ac.in.

CRITICAL DATE SHEET

| | |
|---|--------------------------------|
| Published Date | 01-08-2018 (06:00 PM) |
| Bid Document Download Start Date | 01-08-2018 (06:00 PM) |
| Clarification Start Date | 01-08-2018 (06:00 PM) |
| Clarification End Date | 09-08-2018 (06:00 PM) |
| Bid Submission Start Date | 11-08-2018 (10:00 AM) |
| Bid Document Download End Date | 30-08-2018 (05:00 PM) |
| Bid Submission End Date | 30-08-2018 (03:00 PM) |
| Submission of Hard Copies of all desired documents | 03-09-2018 (12.00 Noon) |
| Bid Opening Date | 04-09-2018 (03:00 PM) |

LETTER SUBMITTING OFFER/BID/TENDER ON THEIR OWN PAD

Dated:

To,

**The Joint Registrar
Central Purchase Organisation
Banaras Hindu University
Varanasi-221005**

Dear Sir,

1. With reference to your Notice inviting Tender for various condemned items (Lot No: 1 to 3), I / We do hereby submit the lot-wise offer to purchase the same as mentioned in the tender document.
2. I / We have seen/inspected the lot's to be purchased and read the general terms and conditions carefully as mentioned in the tender document. I/We, hereby unconditionally agree to confirm with and to be bound by the said conditions.
3. I / We have enclose the Earnest Money Deposit (EMD) i.e. Rs 100000 by DD No:..... Dt:..... and Demand Draft No.:..... Dt:..... Rs 7,500/- for Tender Processing Fee, as sought.
4. I / We do hereby agree that the EMD shall be forfeited by the University in the event of my / our tender is accepted and I / we fail to make payment of the initial deposit as per terms & conditions by any reason whatsoever.
5. I/We further declare that I/we intend to purchase the condemned items in question at our own risk and that the information revealed by me/us in the Tender Document is true and correct to the best of my/our belief. I/We agree that if any of the statement/information revealed by me/us is found to be incorrect and/or untrue, the Quotations submitted by me/us is liable to be cancelled and in such case, the Earnest Money Deposit paid by me/us is liable to be forfeited by the BHU.
6. If I/we am/are not able to complete the transaction within the time limit specified in the Offer letter for any reason whatsoever and/or fail to fulfil any/all the terms and conditions of the Quotations and Offer letter, the Earnest Money Deposit and any other monies paid by me/us along with the Quotations and thereafter, are liable to be forfeited by the Bank and that the BHU.
7. I/We have inspected the lot before making the above offer; the decision of the Banaras Hindu University on any dispute arising out of the offer shall be binding on me/us.

Yours faithfully,

Signature of the Tenderer

NAME OF THE TENDERER:

ADDRESS: (1) OFFICE:

(2) RESIDENCE:

TEL No.: OFFICE: FAX No.: RESIDENCE:

E-mail ID:

Mobile No. :

(Mandatory)

TERMS & CONDITIONS OF SALE

1. Online tenders, in single-bid system, are invited for auction of unserviceable materials (both general scrap items and e-waste) on AS IS WHERE IS AND WHAT IS basis with related terms and conditions.
2. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at www.eprocure.gov.in, using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
3. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
4. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at www.eprocure.gov.in Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through www.eprocure.gov.in.
5. Tender document can also be downloaded from the University website at www.bhu.ac.in For further details regarding Amendment /Addendum /Extension please visit website: www.eprocure.gov.in or www.bhu.ac.in.
6. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
7. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
8. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
9. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e-Tender system. The bidders should follow such time during bid submission.

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OFFICE OF THE REGISTRAR (FINANCE)
CENTRAL PURCHASE ORGANISATION

10. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
11. Any bid document that is uploaded to the server is subject to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
12. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
13. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
14. The interested bidders can bid for both (general scrap and e-waste) items or for either one of them also as per their choice. However, for e-waste items only registered E-Waste collection centres, registered dismantler or Re-Cyclers are eligible for bid. For e-waste items bidders must submit a notarized copy of the valid registration certificates issued by the Central Pollution Control Board (CPCB) / State (or Union Territory) Pollution Control Board (SPCB) and produce it at the time of lifting of the materials, failing which their bid will be liable for rejection. In case of a sale involving inter-state movement of goods, the buyer shall take No Objection Certificate (NOC) from the concerned SPCB, with whom the buyer is registered, before taking delivery, failing which the buyer will be held responsible for the consequences.
15. Bidders/ Tenderers need to upload scanned copy at e-procurement portal and submit the hard copy of required documents like GST registration, PAN Number/ Card, tender processing fee for an amount of Rs. 7,500/-, EMD for an amount of **Rs. 100000/- by the way of Demand Draft** in favour of The Registrar, Banaras Hindu University payable at Varanasi) and for e-waste valid document regarding the registration of the firm at Central Pollution Control Board/ state Pollution Control Board along with the bid, as per Check List within stipulated date and time mentioned in Tender Document. **However, EMD shall be returned immediately to unsuccessful bidders at the time of opening of bids or the shall may be adjusted with the award value in case of successful bidder. Remaining amount of the award value will have to be deposited by successful bidder within 7 days from the award of the contact through RTGS (SBI A/c No: 10654904247) only.** A copy of UTR shall be required in case of NEFT/RTGS transfer.

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16. The Tenderers, in their own interest, are advised to physically verify the lots at the University site during any working day between 11.00 AM to 3.00 PM within the bidding period by prior appointment to satisfy themselves about the quality and condition of the materials offered for sale. No request for providing sample will be accepted.
17. The items specified in the Schedule herein below have been stated to the best of the information. The University shall not be answerable for any error, misstatement or omission in this proclamation. The successful bidder shall be required to lift all the items at their own cost from the disposal site to his / her premises within 30 days after the payment of the quoted amount. On failure, to lift the material within stipulated date and time, the University will charge ground rent @ Rs. 1000/- per day basis. If the material is not lifted within the extended time also, the University shall have the right to forfeit the entire amount of the bidder and sale the material to any bidder.
18. No picking, choosing, sorting, welding, cutting or breaking of goods or materials sold will be permitted. Further, the University will be no party to any dispute that may arise in transit after the loading has been completed.
19. The bidder shall take full responsibility in case of any damage, loss or injury to any person.
20. In case of any accident or mis-happening the bidder will be responsible for the safety and the University will not take any responsibility in this regard.
21. All the lots shall not be sold below the reserve price. However the offers found near the reserve price may be considered as per decision of the committee constituted for the purpose.
22. The University reserves its right to accept or reject any or all the offers without assigning any reason whatsoever and in case all the offers are rejected, either to hold negotiations with any of the bidders/ tenderers or sell the lots through private negotiations with any of the bidders/ tenderers or any other party/parties. The University's decision in this behalf shall be final.
23. The Bidders/ Tenderers may give offers either for one or for all the lots.
24. The offer submitted at e-procurement portal will only be considered. Hard copy of all relevant documents alongwith Tender Processing fee and EMD should reach at : The Joint Registrar, Central Purchase Organisation, Office of the Registrar (Finance), Banaras Hindu University, Varanasi – 221 005 within stipulated date and time.
25. In case of any dispute arising as to the validity of the tender, amount of bid, EMD or as to the eligibility of the bidder, authorization of the person representing the bidder, the interpretation, resale the decision of the University will be final.

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26. Tenders with conditional offers may be treated as invalid. Likewise correspondence about any change in the offers will not be entertained. If any Tenderer wishes to give a fresh offer on or before the last date prescribed for submission of the Tenders in the concerned advertisement, he may submit a fresh Tender with appropriate EMD and Tender fees.
27. The sale certificate, if needed shall be issued in the name against which the tender is submitted.
28. The bids will be opened by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
29. The bidders should submit the **Price Bid** and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or replace it with any other copy of same **Price Bid format**. The prices quoted should be firm till the delivery is completed. Please quote the rates in words and figures. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
30. The highest quoting bid will be accepted for award of tender subject to the condition that tenderers are fulfilling the eligibility criteria as mentioned in the tender document. All the lots shall not be sold below the reserve price. However, the offer found near the reserve price may be considered as per decision of the committee constituted for the purpose.
31. In case the highest quoting bidder is not able to deposit the quoted amount within 10 working days the same will be offered to next lower bidder (second highest quoting) at the rate quoted by highest bidder.
32. Cartel Formation and Quoting Prices in Pool-Tenderers may note that Offers of such firms who resort to unethical practice of cartel formation and quote prices in a pool shall be rejected and their offers shall also not be considered for award of any contract for the next two years.
33. The firm has to give self declaration as per **ANNEXURE-2** that there is no vigilance/CBI /FEMA case pending against the firm/supplier.
34. At any time prior to the date of submission of bid, Registrar, BHU, may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders/ tenderer who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. The Registrar, BHU, may at his discretion, extends the date and time for submission of bids.
35. The tendered rates and the validity of bids shall be for a minimum period of Six months from the date of finalisation of the contract.

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36. The Tenderers are advised to submit the **ANNEXURE-3** alongwith other desired enclosures necessarily to ensure the eligibility criteria. Hard copies of all enclosures should reach to _____ within the stipulated date and time.
37. BHU reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
38. The Vice Chancellor, B.H.U. or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
39. Dispute clause: Any dispute related to the enquiry shall be subject to the jurisdiction of the court at VARANASI only.

For any clarification and further details contact Telephone No: 05422366865 or contact in person during office hours.