



असम विश्वविद्यालय

(एक केन्द्रीय विश्वविद्यालय)  
सिलचर 788011  
असम, भारत

ASSAM UNIVERSITY

(A Central University)  
Silchar 788011  
Assam, India

### SALE NOTICE

No.AU/E&M/09/2012(Part-I)/001-23

Dtd. 30/11/2023

Online Bids are invited from the waste paper merchants /commission agents/contractor/supplier having registered firms valid PAN and GST registration with past experience buying/lifting of old answer scripts, other scrap papers from different location of the Universities/School Boards etc. These papers are to be lifted **“as is where is basis”** and to be unloaded at places outside the jurisdiction of Assam University only. For details, please see University [website www.aus.ac.in](http://www.aus.ac.in) or <https://eprocure.gov.in/eprocure/app> .Bidders can download complete set of bidding documents from e - procurement Platform<https://eprocure.gov.in/eprocure/app> 30/11/2023 onwards. Bidders need to submit the bids online for the interested lots by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>. Last date for online submission of bid is 22/12/2023 at 11:00 AM & Offline Technical Bid submission is 22/12/2023 at 3.00 PM in the Estate Section, Administrative Building, Assam University Silchar.

For further details regarding Tender Notification & Detailed terms & conditions, please visit website: <https://eprocure.gov.in/eprocure/app> and [www.aus.ac.in](http://www.aus.ac.in)

Sd/-  
Registrar

### CRITICAL DATE SHEET

Published Date	30/11/2023
Bid Document Download Start Date	01/12/2023 at 11:00 AM
Clarification Start Date	01/12/2023 at 11:00 AM
Clarification End Date	21/12/2023 at 1:00 PM
Bid Submission Start Date	01/12/2023 at 11:00 AM
Bid Document Download End Date	22/12/2023 at 11:00 AM
Bid Submission End Date	22/12/2023 at 11:00 AM
Bid Opening Date	23/12/2023 at 12 noon (in case of Holiday, bid shall be opened on next working day)
Bid opening venue	Estate Section, Administrative Building, Assam University Silchar-788011

SCHEDULE OF TENDER

1	Auctioneer Name	Registrar, Assam University Silchar-788011 Website <a href="http://www.aus.ac.in">www.aus.ac.in</a>
2	Auction Schedule	Last date for submission of online bid is 22/12/2023 at 11.00 hrs.
3	Inspection	For inspection of various lots, the bidders are advised to contact in the office of the Estate Section between 11.00 Hrs.to13.00 Hrs on any working day from 01/12/2023 to 21/12/2023
4	Annexure	I, II & III
5	Special Instructions	Bidding in the last minutes and seconds should be avoided.
6	EMD	In the form of Demand Draft in favour of Assam University, Silchar to be submitted in the Estate Section along with required documents as per terms and conditions at Sl. No. 6.
7	Tender cost	In the form of Demand Draft in favour of Assam University, Silchar to be submitted in the Estate Section along with required documents as per terms and conditions at Sl. No. 17

**DECLARATION REGARDING CLEAN TRACK BY BIDDER  
(on Company's / Firm's letter head)**

Date: .....

The Registrar,  
Assam University,  
Silchar-788011.

Sir,

Re.: Tender Enquiry No.: AU/E&M/09/2012(Part-I)/001-23 Dated:..... 2023 Auction forbuying/lifting of old answer scripts, other scrap papers from different location of the Universities / School Boards etc.

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. I/we further certify that I am competent officer in my company / firm to make this declaration.

(NOTE: In case the company / firm was blacklisted/debarred 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)

Name .....

Designation.....

Seal

**LIST OF DOCUMENTS ENCLOSED  
(on Company's / Firm's letter head)**

The Registrar,  
Assam University,  
Silchar-788011.

Sir,

Re.: Tender Enquiry No.: AU/E&M/09/2012(Part-I)/001-23 Dated: ..... 2023 Auction for buying/lifting of old answer scripts, other scrap papers from different location of the Universities / School Boards etc.

I/we are enclosing following documents:

- |   |          |
|---|----------|
| 1) Non – refundable Tender Processing Fee of Rs. ....../-   | YES / NO |
| 2) Earnest Money Deposit (EMD);   | YES / NO |
| 3) GST registration certificate   | YES / NO |
| 4) Documents regarding existence and registration of the firm   | YES / NO |
| 5) PAN Card   | YES / NO |
| 6) Declaration regarding Clean Track Record (Annexure – I)  | YES / NO |
| 7) Price Bid. However, the same will be uploaded on e-Procurement Portal.   | YES / NO |
| 8) The bidder company/Firm/Agency should have been registered under the law as applicable to remove the scrap. Attach signed and stamped copy as proof of the same. | YES / NO |
| 9) Declaration in letter Head (Annexure – III)  | YES / NO |

Yours faithfully,

(Signature of the Bidder)

Name .....

Designation.....

Seal

LETTER SUBMITTING OFFER/BID/TENDER ON THEIR OWN PAD

Dated:.....

The Registrar,  
Assam University,  
Silchar-788011.

Dear Sir,

- 1) With reference to your Notice inviting Tender for various condemned items (Lot No: 1 ), 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 lots 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 enclosed the Earnest Money Deposit (EMD) i.e. Rs..... by DD. No: ..... Dated ..... and Rs. ..../- for Tender Processing Fee through DD
- 4) I / We do hereby agree that the EMD shall be forfeited by the Assam University Silchar 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 my / 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 are liable to be forfeited by the Assam University Silchar.
- 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 amounts paid by me/us along with the quotations and thereafter, are liable to be forfeited by the bank and that the Assam University Silchar.
- 7) I/We have inspected the lot before making the above offer; the decision of the Assam University Silchar on any dispute arising out of the offer shall be binding on me/us.

**Yours faithfully,**

Signature of the Bidder

Name of the bidder.....

ADDRESS:

(1) OFFICE: .....

(2) RESIDENCE: .....

TEL No.: Office..... Residence .....

FAX No.: .....E-mail ID:.....

Mobile No.:

## TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION FOR PURCHASE OF OLD CGI SHEET

1. Intending scrap vendor/commission agent/contractor/supplier may quote their rates for buying/lifting of old answer scripts, other scrap papers from different location of the Universities / School Boards etc.and upload in <https://eprocure.gov.in/eprocure/app> along with all relevant documents. Hard copies of same is to be submitted in a sealed envelope **superscribing quotation for purchase of old answer scripts, other scrap papers in the Estate Section, Assam University, Silchar.**
2. Bidders would be required to register on the Central Public Procurement Portal at [www.eprocure.gov.in](http://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 Centre (NIC) in India.
4. Bidders can download the bid document from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in) Bidders are required to submit the bid online by scanning and uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in).
5. It is the responsibility of the bidder to assess the items properly before quoting the rate. No further claims will be entertained after opening of the bids.
6. Earnest money of **Rs.1,50,000.00** in the form of demand draft favouring Assam University, Silchar is required to be submitted along with quotation.
7. Preference will be given to the Scrap vendor/commission agent/contractor/supplier having past experience for doing the similar nature of works from different Universities and School boards.
8. Quotationer must have registered firm along with valid PAN and GST registration.
9. On acceptance of the rate, successful bidder has to lift the said papers from the University campus "as is where is basis" within 20 days from the issue of order.
10. Last date of submission of sealed quotation to the Estate Section is 22/12/2023 upto 3 PM.
11. Successful bidder has to submit an affidavit stating that the old answer scripts, other scrap papers will be lifted from the University campus under the supervision of Estate or concerned section and shall be unloaded at places outside the jurisdiction of Assam University only (i.e.Cachar, Karimganj. Hailakandi, North Cachar Hills and Karbi Anglong District).
12. Reserve price fixed for old answer scripts is Rs.15.00/kg, other scrap papers is Rs. 10.00/kg. Quotation below the reserve price shall be summarily rejected.
13. Successful bidder has to deposit sales proceeds in cash with UCO Bank/Demand Draft in favour of Finance Officer, Assam University before lifting of said materials after proper weighing under supervision of the Committee.
14. Quotation highest rate only will not qualify the bidder to be eligible to buy the materials.
15. **Rejection of offer:**Quotation not conforming to the terms and conditions and procedure so outlined or quotation incomplete in any respect is liable to be summarily rejected.
16. In case of confusion in interpretation of above terms and conditions, decision of the Committee shall be final and binding.
17. If there be any dispute, it will be referred to an arbitrator to be appointed by the University for his decision and award. The award or decision of the arbitrator shall be final and binding on both parties.

18. Sale documents may be downloaded from the University website and payment of **Rs.1500.00 non-refundable** in the form of demand draft favouring Assam University, Silchar towards cost of the documents will be submitted along with rate quotation in the Estate Section.
19. The scrap vendor/commission agent/contactor/supplier who accept the above terms and conditions may submit their rate quotation in the prescribed format at "Annexure-A" along with all relevant documents i.e. Firm/individual registration copy, copy of order of such work etc., in the quotation drop box kept in the Estate Section by 3.00 pm of 22/12/2023.
20. The quotation will be opened on 23/12/2023 at 12 noon in presence of bidder or his authorised representative.
21. The bidder is required to submit a declaration to the effect that all the terms and conditions laid down above are acceptable to him/her.

Sd/-

Registrar

## **SPECIAL INSTRUCTION FOR ONLINE BID SUBMISSION**

### **Special Instructions for Online Bid Submission.**

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://eprocure.gov.in/eprocure/app>, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal.

#### **REGISTRATION**

1. Bidders are required to enrol on the e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Registration” on the e-bid Portal.
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 Mr. Anil Kumar –07903810198.**

#### **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, Last date of submission, etc.

#### **PREPARATION OF BIDS**

10. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
11. 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.
12. 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.



## SUBMISSION OF BIDS

13. 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.

14. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.

15. **\*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.

16. The server time (which is displayed on the bidder's 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.

17. 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.

18. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.

19. 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.

20. The bid summary has to be printed and kept as an acknowledgement of bid submission.

21. **PRICE SCHEDULE:**

a) **PRICE fills online only.**

b) **The rate of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**

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## **Note:- Site Compatibility**

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a) Browser used	undefined
b) Full version	119
c) Your OS	Windows Latest Version
d) Cookies Enabled	Yes
e) Your Screen Resolution	1536 x 864
f) Java Enabled	No

**Note: The portal is compatible for the following browser version**

Firefox	<b>42 to 49</b>
Firefox ESR	<b>52</b>
Edge	<b>Kindly follow the Configuration instructions given in the download section at eprocurement website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .</b>
Microsoft Office	<b>Microsoft Office Latest Version</b>

**You are using a web browser not supported by this website.  
This means that some functionality may not work as intended.**

**The Browser is not Java enabled. Please enable Java  
For Best results the Screen resolution should be set to 1024 x 768**

## RATE QUOTATION FOR OLD ANSWER SCRIPTS AND OTHER SCRAP PAPERS

<input type="button" value="Validate"/> <input type="button" value="Print"/> <input type="button" value="Help"/>						
<b>Tender Inviting Authority: Assam University Silchar</b>						
<b>Name of Work: Auction for buying/lifting of old answer scripts, other scrap papers from different location of the Universities/School Boards etc.</b>						
<b>Contract No: AU/E&amp;M/09/2012(Part-I)/001-23</b>						
<b>Name of the Bidder Bidding Firm / Company :</b>						
<b>PRICE SCHEDULE</b> <b>(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)</b> <b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b>						
NUMBER #	TEXT #	TEXT #	NUMBER	NUMBER	NUMBER	TEXT #
Sl. No.	Item Description	Units	Reserve Price in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Rs. P	TOTAL AMOUNT In Words
1	2	5	6	7	14	15
1	Old Answer Scripts	Per KG	15.00		0.00	INR Zero Only
2	Other Scrap Papers	Per KG	10.00		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				