



Board of Secondary Education, Assam

Guwahati - 781021

Tender Document

**For
Sale of Used Answer Scripts and Waste Paper**

Ref No: SEBA/STORE/9/94/PT-1/1994/236

Date of Issue: 19/10/2020

Last date of Submission: 27/10/2020 up to 3.00 P.M.

Board of Secondary Education, Assam

CONTENTS

Sl. No.	Section	Page No
1.	Invitation of Tender Response	3
2.	Tender Schedule	4
3.	Tender Submission Procedure	5
4.	Qualification Criteria (Eligibility)	6
5.	Brief Introduction and Scope of Work	9
6.	Form A	10
7.	Form B	11
8.	Form C	12
9.	Form D	13
10.	Commercial format	14

Board of Secondary Education, Assam

Notice Inviting of Tender

Board of Secondary Education, Assam henceforth referred as SEBA, invites tender response through e-tendering / Off-line tendering from registered Firm/Paper Mill/Party for lifting of used Answer Scripts/Waste papers of HSLC/AHM, Examination, 2020. Quantity of the paper to be calculated as 24 pages x 21,80,000 copies (Approximate 115 Ton). **The minimum quoted rate from the party should be Rs. 14 lakhs (Rupees Fourteen Lakh) only.**

Party having experience in Lifting of Used Answer Scripts / Waste Paper etc. from Board/ Council/ University are invited. The tender response of Bidder shall be submitted along with the necessary supporting documents and Processing fee of Rs. 1,000/- (one thousand) only (Non-refundable) with EMD fee of Rs. 1,00,000/- (One Lakh) only (Refundable) as per the date and time mentioned in the document.

This tender document contains the scope of work, qualifying requirements, terms and condition, forms and procedure for submission of response for interested parties. The party have to submit a detailed proposal for the objectives set forth in this tender document. SEBA reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Note: In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam and the same will be Governed by the provision of Assam Industrial Dispute Rule, 1958.

Sd/-
Secretary
Board of Secondary Education, Assam
Guwahati - 21

Board of Secondary Education, Assam

Tender Schedule

Sr. No.	Particulars	Date
1.	Tender Publish	19/10/2020
2.	Tender Document Download	19/10/2020
3.	Start Date of submission of Tender	20/09/2020
4.	Last Date of submission of Tender	27/10/2020 up to 3.00 P.M.
5.	Opening of Tender	28/10/2020 at 3.00 PM

1. Tendering Procedure:

- 1.1 A non-refundable processing fee for Rs. 1,000/- (Rupees One thousand only) in the form of a Demand draft or a Pay Order drawn in favour of "The Secretary, Board of Secondary Education, Assam (SEBA)" payable at Guwahati has to be submitted along with the Tender Response. Tender response received without or with inadequate Tender Processing fees shall be liable to get rejected.
- 1.2 Other instructions can be seen in the Tender document.
- 1.3 Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh) has to be submitted through Bank Draft, address to "The Secretary, Board of Secondary Education, Assam (SEBA)" payable at Guwahati OR Bank Guarantee of any scheduled / Nationalized Bank and should be submitted with hard copy of the Tender document. However for MSME units depositing of EMD is exempted
- 1.4 However on receipt of confirmation of order from SEBA the MSME Units have to deposit Security Deposit of Rupees one lakh which will be released after lifting of all materials.
- 1.5 Bidders have to submit a hard copy of the Tender Response in a sealed envelope mentioning "Tender Response for sale of used Answer Scripts and waste paper".
- 1.6 Price offers by the Bidder should be submitted in separate sealed envelope.
- 1.7 Bidders have to clearly mention their name, Address, Mobile No. at the bottom left corner of envelop

Board of Secondary Education, Assam

2. General Conditions:

- 2.1 This Invitation for Bids is restricted to eligible Party/Waste Paper processing Mill only.
- 2.2 Other than waste paper processing mill the vendor has to produce one Certificate from reputed waste paper processing mill that the party is authorised to lift old/used paper.
- 2.3 An undertaking that the lifted material will not be sold outside except to the Paper Mill for production of recycle paper.
- 2.4 Income tax return of last two year (2017-18, 2018-19).
- 2.5 **Bidders' Experience** : The Party should have an ability to satisfy our requirements and should have an experience in lifting of used Answer Scripts and Waste paper from Government Organization/Universities/State Boards and Council etc. The Party has to make a self declaration on experience of works of similar nature. Necessary supporting documents have to be submitted. However, in case of waste paper processing Industry/Mill, no experience is required.
- 2.6 Tender must be accompanied / uploaded by GST registration certificate, PAN CARD, Trade License and Required registration certificate etc.
- 2.7 Rate quoted should be inclusive of everything.
- 2.8 After submitting E-Tender, the parties have to submit hard copy of Tenders response in sealed envelope. Rate offered by the party should be submitted in a separate envelope. Put both the envelopes in a single envelope and mention "**Tender for sale of used Answer-Scripts and Waste Paper**". At the Bottom left of the envelope clearly write the Name and Address of the Bidder with mobile no.
- 2.9 All the additional papers have to be lifted only after shredding.
- 2.10 Any legal problem will be disposed at the jurisdiction of Gauhati High Court.
- 2.11 **Cost of Bidding**
 - a) The Parties shall have to bear all costs associated with the preparation and submission of its bid and SEBA will in no case be responsible or liable for these costs.
- 2.12 The Party is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender not substantially responsive to the tender documents in every respect will be at the Bidders' risk and may result in rejection of its tender.
- 2.13 **Late Bids** :

Any Tender response received by SEBA after the deadline for submission of tenders prescribed by the Board, will be rejected and/or returned unopened to the party.

2.14 Contacting the Purchaser :

No Party shall contact SEBA on any matter relating to its tender response, from the time of the opening of the tender to the time the Contract is awarded. If the Party wishes to bring additional information to the notice of SEBA, it should do so in writing. Any effort by a Party to influence any official of SEBA in its decisions on selection of party or contract award may result in rejection of the Party's tender.

2.15 Authorized Signatory:

The 'Applicant' mentioned in the Tender document shall mean the one who has signed the Tender response document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the Party shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

2.15 Signing of Contract

At the same time as SEBA notifies the successful Bidder that its response has been accepted, the Board of Secondary Education, Assam (SEBA) will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to SEBA. The MSME Units will have to deposit the Security Deposit of Rs 1 Lakh (Rupees one Lakh) along with the signed contract.

2.16 The amount fixed as per the agreement has to be deposited in advance and before lifting of the materials.

2.17 BID Security

EMD money will be converted as BID Security on signing of the contract and will be released only after lifting of materials.

2.18 Lifting of Materials have to be completed within 15 days from issue of work order ().

2.18 Delays in the Vendor's Performance

Selected party has to lift used Answer Scripts and waste papers within 30 days of work order issued from SEBA. Failure to lift the materials within 30 days of the work order issued, the Earnest Money Deposited (EMD)/ BID security /Security Deposit/ shall be forfeited and order shall be cancelled automatically.

3. Prices and Taxes:

- a. Price has to be quoted by the bidder in per Ton for the entire lot.
- b. Prices quoted by the Bidder will be valid for 1 month from the date issue of purchase order.
- c. Any Taxes may be borne by the party if applicable.

While the above procedures lay down the overall guidelines, Board of Secondary Education, Assam (SEBA) reserves the right to select the Bidder based on other parameters at its discretion.

4. Cancellation of Contract:

In case of any breach of any terms and conditions by the successful Party / Paper Mill, Board of Secondary Education, Assam (SEBA) reserves the right to cancel the agreement by giving 7 days notice to the party.

5. Termination for Default

SEBA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the party, terminate the Contract in whole or part at risk & cost of defaulting vendor:

- a. If the Vendor fails to complete assignment within the period(s) specified in the Contract, or within any extension thereof granted by the SEBA, OR
- b. If the Vendor fails to perform any other obligation(s) under the Contract, OR
- c. If the Vendor, in the judgment of the SEBA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bidding process or in contract execution.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

6. Selection of Vendor:

- 6.1 The interested parties may carry out the study about the quantity of used Answer Scripts and waste paper.
- 6.2 The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee constituted by the authority of SEBA.
- 6.3 The Committee will have the right to take appropriate decision regarding finalisation of Cost of assignment.
- 6.4 In the event of any dispute or differences in connection with the Tender the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam (SEBA) and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.

7. Other Terms & Condition:

- 7.1 40% of the payment has to be deposited in advance within seven days of issuing of work order.
- 7.2 After lifting of 25% of the waste paper, the balance payment has to be deposited, before lifting the balance quantity.
- 7.3 The lifting has to start immediately after issue of work order and has to be completed 10 days.
- 7.4 The EMD / BID Security / Security Deposit will be forfeited if the 40% of the bid amount is not deposited within specified time and the bid will be cancelled.

Board of Secondary Education, Assam (SEBA)

A. Introduction:

About Board of Secondary Education, Assam (SEBA)

The Assam Secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed to provide for the establishment of a Board of Secondary Education to regulate, supervise and develop Secondary Education in the State of Assam. The Act came into force with effect from 29th January, 1962 with the publication of Government of Assam, Education Department Notification no. 159/61/37 dated 29/1/1962. Thus the Board of Secondary Education, Assam (popularly known as SEBA) came into existence on 14 March, 1962. SEBA intends to complete the following :

B. SCOPE OF WORK :

1. Lifting of Used Answer Scripts and Waste Paper

Sl No.	Item and Specification	Quantity
1.	Used Answer Scripts of HSLC/AHM Examination, 2020	24 pages x 21,80,000 copies (Approximately 115 Tons)
2.	Used QP and Office Waste Paper (Approx)	4 Tons

Form-A

Eligibility Criteria and supporting documents required for Submission of Tender Response:

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1.	The Vendor shall be a single entity, registered as a Company, Firm or Society under District / State Level Govt. Authority of Assam.	Self-attested copies of Company Incorporation Certificate or Registration Certification from ROC. (valid for paper mill only)	
2.	Trade /Industrial License from the Municipal/Competent Authority.	Self-attested Copy of renewed Trade License or Industrial License to be submitted along with Tender document.	
3.	Certificate from the reputed paper mill that party is authorized to lift old/used paper , by the vendor only (Not required for the waste paper processing Industry)	Self-attested Copies Paper Mill Certificate to be submitted.	
4.	The Bidder has to submit Income Tax Return for last two years	Self-attested Copies of IT Return.	
5.	Copies of Documents / purchase orders and letter of completion from customers for work of Similar nature., only in case of vendor(Not required for the waste paper processing Industry)	Self-attested Copies of the purchase order of Board/Council/Universities or any Govt. organization	
6.	Processing fee of Rs. 1,000/- (Ten Thousand) [non-refundable]	Through Bank Draft, address to The Secretary, Board of Secondary Education, Assam payable at Guwahati	
7.	EMD of Rs. 100,000/- (One Lakh) [Refundable]	Through Bank Draft, address to The Secretary, Board of Secondary Education, Assam payable at Guwahati	
8.	For MSME / waste Paper processing Mill	No EMD is required.	
9.	GST Registration No.	Self-attested Copies of GST Registration certificate to be submitted.	
10.	PAN No.	Self-attested Copies PAN Card to be submitted.	
11.	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
12.	Form B	Tender Letter Performa	
13.	Form C	Details of experience	
14.	Letter of Authorization	Authorizing signatory	

FORM B
Tender Letter Performa

To,

The Secretary,
Board of Secondary Education, Assam,
Guwahati - 781021

Sub : Tender for selection of Party / Paper Mill for lifting of used answer scripts and waste paper.

Madam,

The undersigned have read and examined in detail the Tender documents pertaining to your assignment do hereby expresses the interest to do the work as specified in the scope of work in Tender document and agreed to all terms and conditions as specified in the scope of work in Tender document.

Sl. No	Description	Response
1.	Name of the Bidder	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the required documents as per Form A.

I/We hereby declare that my/our Proposal is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Witness by – Signature:

Name:

Name:

Designation:

Address

Seal:

Date:

Date:

Place

FORM-C

Details of Experience of similar nature of work (Not required for the waste paper processing Industry)

SR.No.	Name of the Client	Date of start and Completion of work		Quantity	Cost of the assignment
1.					
2.					
3.					

Note: Please also note that copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you are free to attach extra sheets.

FORM-D

DECLARATION BY VENDOR TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER Rs. 100.00/-

I/WE,.....owner of
..... representing
.....,

hereby solemnly declare & confirm that:

- (1) No employee or direct relation of any employee of SEBA, is anyway Connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.
- (2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/tender shall be liable for cancellation and forfeiture of EMD/Performance Guarantee/Security Deposit.
- (3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.
- (4) I/We understand and authorize the Board to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
- (5) The decision of the Board shall be acceptable & binding upon me/us.

.....

(Signature of Proprietor/Partner
/Chief Executive)

Name :

Date :

Place :

Commercial BID format

(Only for reference, to be uploaded in the prescribed format of BOQ)

SI No.	Item and Specification	Cost	Rs.
1.	Used Answer Scripts of HSLC/AHM Examination, 2020. 24 pages x 21,80,000 copies (Apprx. 115 Ton)	Cost per ton And also minimum assured total lumpsum value , party has to pay whichever is high.	
2.	Used QP, waste paper & other waste paper (Rate has to be quoted inclusive of shredding)	Cost per ton	

**** However Minimum assured quoted rate of the party against SI No 1 should not be less than 14,00,000/- (Foureen Lakh) (Price quoted by the Party should be exclusive of GST). GST to be paid if any, has to be born by the bidder additionally.**

(Seal and Signature of Proprietor/Partner
/Chief Executive)

Name :

Date :

Place :

__***