



**BAPUJEE COLLEGE, SARUKSHETRI**

**TENDER DOCUMENT**

**FOR**

**DISPOSAL OF 'WASTE PAPER'**

**(OBSOLETE ANSWER SCRIPTS, QUESTION PAPERS)**

**BAPUJEE COLLEGE, SARUKSHETRI  
P.O.- SARTHEBARI, BARPETA, ASSAM**

## TENDER NOTICE

Sealed tender/quotation affixing court fee stamp of Rs. 8.25 are invited for disposal of following items from registered Sole Proprietorship/ Partnership Firm/Mill or Company.  
বাপুজী মহাবিদ্যালয়, সবুক্ষেত্ৰীয়ে যোগ্য নিবিদাকাৰীৰ পৰা ভলত দিয়া কাৰ্য সম্পাদনৰ বাবে মোহৰযুক্ত নিবিদা আহ্বান কৰিছে।

Sl. ক্রমিক নং	Particulars সামগ্ৰীৰ বিবৰণ	Approx. Weight আনুমানিক ওজন
1.	Obsolete Answer Scripts পুৰণি উত্তৰ বহী	300 kg ৩০০ কেজি
2.	Obsolete Question Papers পুৰণি প্ৰশ্নকাকত	30 kg ৩০ কেজি

The tender document can be obtained from the Office of the College.

The tender form complete in all respect should reach to the office of the Principal, Bapujee College, Sarukshetri, in duly sealed envelope as shown below, clearly superscribed with "**Tender for disposal of Waste Paper**" on or before **22<sup>nd</sup> May, 2026** up to **2.00 PM**.

নিবিদাৰ নথি মহাবিদ্যালয়ৰ কাৰ্যালয়ৰ পৰা সংগ্ৰহ কৰিব পাৰিব।

মোহৰযুক্ত লেফাফাৰ ওপৰত পুৰণি কাকত নিষ্কাশণৰ নিবিদা বুলি উল্লেখ কৰি ২২ মে ২০২৬ ৰ দিনৰ ২ বজাৰ ভিতৰত পোছাকৈ নিবিদা দাখিল কৰিব লাগিব।

### **On Envelop:**

<b><u>Tender for disposal of Waste Paper</u></b>	
<b>To</b> <b>The Principal</b> <b>Bapujee College, Sarukshetri</b> <b>P.O.-Sarthebari, Barpeta, Assam</b>	
<b>From:</b> ..... ..... .....	
<b>Ph.</b>	

(Contact number of the bidder must be given in the envelop)

The tender will be opened on **22<sup>nd</sup> May, 2026** at **3.00 PM** at the College Office by a committee in presence of bidder who may wish to be present. The College reserves the right to accept or reject any or all the bidder without assigning any reason. Incomplete and conditional bidders are liable to be rejected.

নিবিদাসমূহ ২২ মে, ২০২৬ তাৰিখে আবেলি ৩ বজাত মহাবিদ্যালয়ৰ কাৰ্যালয়ত এখন সমিতিৰ সমুখত আৰু যিসকল নিবিদাকাৰীয়ে উপস্থিত থাকিব বিচাৰে তেওঁলোকৰ উপস্থিতিত নিবিদাসমূহ খোলা হব। কোনো কাৰণ প্ৰদৰ্শন নকৰাকৈ

মহাবিদ্যালয় কর্তৃপক্ষৰ নিবিদা গ্ৰহণ বা বৰ্জন কৰাৰ অধিকাৰ থাকিব। অসম্পূৰ্ণ আৰু চৰ্তসাপেক্ষ নিবিদা নাকচ হব।

**Eligibility Criteria:**

Only such bidders, who are registered Sole Proprietor/ Partnership Firm or Company and meet the following conditions, can participate in the Tender:

কেৱল সেইসকল নিবিদাকাৰীয়েহে নিবিদাত অংশগ্ৰহণ কৰিব পাৰিব যিসকল স্বত্বাধিকাৰী বা যৌথ স্বত্বাধিকাৰী মালিকানাধীন কোম্পেনী অথবা ফাৰ্মে তলত উল্লেখ কৰা চৰ্তাৱলী পূৰণ কৰিব পাৰে।

A) The bidder must be a registered Sole Proprietorship/Partnership Firm/Mill or Company. Self-attested documentary proof of registration of Sole Proprietorship/Partnership Firm/Mill or Company.

ক. নিবিদাকাৰী পঞ্জীকৃত একক বা যৌথ মালিকানাধীন ফাৰ্ম, কল বা কোম্পেনী হব লাগিব। পঞ্জীয়নৰ স্বপ্ৰত্যায়িত প্ৰামানিক নথি নিবিদাকাৰীয়ে সংলগ্ন কৰিব লাগিব।

B) The bidder must have a valid PAN to participate in the tender and must submit self-attested copy of the same.

খ. নিবিদাকাৰীয়ে স্বপ্ৰত্যায়িত বৈধ পানকাৰ্ডৰ ফটোকপি জমা দিব লাগিব।

C) The bidder must have GST Registration.

গ. নিবিদাকাৰীৰ জি, এচ, টি পঞ্জীয়ন থকাটো বাধ্যতামূলক।

**Technical Bid:**

**কাৰিকৰি নিবিদা**

The technical bid must contain the following:

1. Dully filled, signed & stamped tender document on Firm/Company Letter Head.
2. Self-attested documentary proof of registration of Sole Proprietorship/ Partnership Firm/Mill or Company
3. Self-attested copy of PAN

**Financial Bid:**

Attached as **Annexure- II.**

Principal  
13/5/2026

Principal  
Sri Jyoti College, Sarukhetri  
P.O. Sarukhetri

Acceptance of Terms and Conditions

Terms & Conditions:

- I) Sealed bids are invited for disposal of waste material (*obsolete answer scripts and question papers*) on as per whereas basis. Bid should be sealed in a cover duly superscribed as “**Tender for disposal of Waste Paper**”.
- II) The bidder 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 bidder.
- III) 2.5% of the total quoted value has to be deposited as **Earnest Money Deposit** in the form of Bank Draft addressed to Principal, Bapujee College along with the filled bid form (**Annexure-I**), which will be returned to the participants except highest bidder after completion of the purchase process, against application for return of the security amount with bank details including IFSC code.
- IV) In case, the date of submission/ opening of tender sharpens to be holiday, the tenders shall be received/opened on next working day.
- V) The right to accept a bid will rest with the Sale and Purchase Committee, Bapujee College, who reserves the right to reject any or all the bids without assigning any reason thereof.
- VI) The quoted rate should be valid till the material has been lift out from the College.
- VII) In case, the bidder fails to comply the Terms & Conditions, the College may terminate the contract without assigning any reason and is free to dispose of the items in such a manner as may be deemed appropriate.
- VIII) The successful bidder will be liable to complete the job of lifting the waste material from the College Campus with a period of 15 days of getting the order. If the successful bidder does not start work in time or stops the work mid way or leaves the work altogether, his EMD will be forfeited and the College shall have the right to cancel the order.
- IX) It will be the responsibility of the bidder to pack the material by his own labourers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the bidder himself.
- X) It will be responsibility of the bidder that the waste materials being lifted from the College will be used only for recycling in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy.

- XI) Bidder may visit the College Campus and inspect the quantity, condition and type of material being sold on any working day on their own.
- XII) The weighing of the material shall be jointly witnessed by the Sale and Purchase Committee and bidder or his authorised representative. All weighing shall be certified by this committee. The weighing site for this purpose will be jointly decided by the successful bidder and the College.
- XIII) The successful bidder shall have to deposit whole amount of the estimated cost of the materials planned to be lifted in one phase in the form of Demand Draft. The Demand Draft should be drawn in favour of the ***Principal, payable at UCO Bank, Sarthebari Branch or directly pay to the College Account No. 03950100000098 IFSC-UCBA0000395*** In case, the successful bidder does not deposit the requisite money, Earnest Money Deposit shall be forfeited and order shall be cancelled. Each page of the tender document should be signed by the bidder.

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

Place:

Date:

\_\_\_\_\_  
(Signature of the Bidder)

Name:

Telephone No:

Address:

**Annexure-II****Performa for quoting the rates:**

I/We \_\_\_\_\_ hereby offer rates to purchase items from the Bapujee College, Sarukshetri.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Rate quoted per Kg</b>
1.	Obsolete Answer Scripts	
2.	Obsolete Question Papers	

Place:

Date:

(Signature of the Bidder with seal/stamp)

Name :-

Village/Town:-

P.O. :-

P.S. :-

District :-

Pin Code :-

Contact No :-

E-mail ID :-