



COEP Technological University (COEP Tech)

A Unitary Public University of Government of Maharashtra
(Formerly College of Engineering Pune)
Wellesley Road, Shivajinagar, Pune-411005, Maharashtra, India

Tel-020-25507074 Fax-020-2550729 Email:examcell@coeptech.ac.in Website- www.coeptech.ac.in

Date : 03/07/2024

Corrigendum I for Date Extension

Title:- Raddi Disposal

Enquiry Reference No- COEPTU/ Registrar Office /Enq/2024-25/291

Date Extension:-

Quotation submission date extended up to 12/7/2024 at 03.00pm

Particulars	Original Date	Revised Date
Quotation Submission closing date	03.00 PM on 22/06/2024	03.00 PM on 12/7/2024

Sd/-
Registrar
COEP Technological University
Pune



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Wellesley Road, Shivajinagar, Pune-411005, Maharashtra, India

Tel- 020-25507074 Fax- 020-25507299 Email- examcell@coeptech.ac.in Website- www.coeptech.ac.in

Date : 22/6/2024

Enquiry Letter

Sealed Quotation are invited by the COEP Technological University Pune from reputed manufacture/vendor/service provider for the providing materail/services.

Enquiry Number :-	COEPTU/Registrar Office/Enq/ 291
Enquiry Date:-	22/06/2024
Material/Service Description & Qty:-	Entering into Rate Contract for On Site Shreding and disposal of Scripted Answer Books, Scraped Semester Grade Reports, Scraped Certificates, Other confidential documents and records related to exam Cell
Location:-	COEP Technological University Pune-411005
Quotation Submission Date@ Time:-	02/07/2024 16.00hrs
Quotation Submission Place:-	Inward Section, Establishment Office, COEP Technological University Pune-411005
Quotation Opening Place:-	Examination and Evaluation Cell, COEP Technological University Pune-411005

Terms & Conditions:-

1. The bidder should enclose the copy of shop act licence / registered partnership deed/ Certificate of Incorporation (as the case may be) and copy of 3 years Income Tax Return
2. Bidder will have to submit demand drafts of Rs. 1000/- as "Tender Fees" & Rs. 5000/- as "Earnest Money Deposit" drawn in favour of "COEP Technological University"
3. The drafts will be submitted to the bank immediately. The 'Earnest Money Deposit' will be returned to the Bidders after 8 working days from the date of credit of the amount to the bank account of this University.
4. Bidder must have Three Years experience in the relevant field of disposal of paper waste. Previous Work Orders / Invoice copies should be submitted as an evidence of the experience .
5. Bidder must not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agencies. Self certification is to be enclosed declaring the same.
6. This Tender Document will be available on website <http://www.coeptech.ac.in> for down loading and rates are to be quoted at the last page of this document. Bidders seal and signature is to be affixed on every page of this document before submission.

7. Bid Validity - Bid once submitted will be valid for 120 days from the last date of submission of the bid.
8. The University reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders.
9. Incomplete tenders & tenders received after last date of submission will be rejected without consideration.
10. The rate quoted should be for a period of 3 Years (from 15th July, 2024 to 30th June, 2027). No increments or amendments shall be permitted therein later.
11. Performance Security Deposit / Bank Guarantee (Nationalized Bank only) for an amount of Rs. 50,000/- (Rs. Fifty thousand only) is to be submitted immediately after accepting the Work Order. The performance security must be valid for 3 years (from 15th July, 2024 to 30th June, 2027). The same will be returned without any interest after completion of the service support period on receipt of application for refund from the bidder.
12. The Performance Security Deposit will be forfeited in case of breach of any clause of the contract from the allotted bidder in the tenure of service period.
13. After award of work contract the allotted bidder will have to lift the material **on “as is where is” basis** twice a year from all the administrative and academic departments of the University. The time schedule of the same will be decided by the University after every ‘End Semester Examination’ and will be communicated accordingly.
14. The allotted bidder will have to give an undertaking on appropriate stamp paper duly notarized stating that all the shreds and papers will be pulped / recycled and not sold loose in the market and promising to submit the Pulping Certificate from a Govt. Recognised paper manufacturer at each time of disposal.
15. After declarations of time schedules of disposal time to time, deposit of an amount of Rs. 25,000/- (Rs. Twenty five thousand only) will have to be paid at every time of disposal activity by DD / RTGS / NEFT. This deposit will be adjusted against the receivable amounts of that particular disposal activity (appropriated as per the weight of goods and rates mentioned in the award of contract). If the receivable amount happens to be greater than Rs. 25000/-, the difference will have to be paid within 8 working days from the date of lifting the goods. Where as if the receivable amount happens to be less than Rs. 25000/-, the difference will be refunded within 8 days.
16. The bidder will have to bring their own vehicle mounted shredding machine and reliable labour to move it through schools and departments of this university.
17. A valid Calibration Certificate of the Weighing Machine will be checked and put to the records before weightment of the goods. The allotted bidder will have to bring the calibrated electronic machine on site. Checking by standard weights may be done by the University.
18. The allotted bidder should ensure that the labour deputed by him on the site do not indulge in any unfair activities like theft, pilferages, drinking alcohol, spitting on the walls in the premises, etc.
19. The allotted bidder should bear all expenditure ought to be incurred for shredding and lifting the goods along with transportation and labour charges.

20. The allotted bidder will not be allowed to leave any garbage or will not refuse to lift any kind of garbage arising out of the disposal work in that premises.
21. The allotted bidder will have to clean and clear the work site before leaving the premises.
22. The Registrar, reserves right to cancel the contract at any time without assigning any reason thereof.
23. The Registrar reserves all rights to reject any or all the quotations without assigning reason thereof.
24. Provided the University is satisfied with the bidder's Services, this rate contract may be extended for next three years on yearly basis.

Sd/-
Registrar
COEP Technological University Pune

(Quotation submitted by bidder on letterhead)

Sr. No	Material Description	Approx Qty in Units	Rate per Unit in Rs.	Total Amount in Rs.
01	Entering into Rate Contract for On Site Shreding and disposal of Scripted Answer Books, Scraped Semester Grade Reports, Scraped Certificates, Other confidential documents and records related to exam Cell.	1 Ton / year		
Cost (Exclusive of all Taxes) in Rs.				
GST % in Rs.				
Total Amount (Inclusive of all Taxes) in Rs.				
Total Amount (Inclusive of all Taxes) in words Rupees Only				

PAN No:-.....

GST Registration No:-.....

Signature:-.....

Name:-.....

Address:-.....

Company Rubber Stamp:-.....

Sd/-
Registrar
COEP Technological University Pune