



सत्यमेव जयते



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency

Excellence in Assessment



आज़ादी का  
अमृत महोत्सव

(उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

File No/ E/23/2023-General Admin

Date:22 /02/2024

### TENDER NOTICE

"Weeding out of waste paper (Confidential Records) of Examination"

1. Competitive offers in sealed covers superscribed with the statement "Bids for weeding out of waste paper (Confidential Records) of Examination" are invited from eligible Waste Paper Merchants for disposal out of waste paper (Confidential Records) of Examination on "**AS IS WHERE IS**" basis.
2. The waste papers include various documents e.g. used Answer Books, Filled-In Application Forms containing photographs, used OMR sheets, unused Question Papers, etc. connected with various Examination of NTA.
3. The Tender Notice containing detailed terms and conditions are also available on website [www.nta.ac.in](http://www.nta.ac.in) interested parties can download the Tender Document and submit the offer.
4. The disposable items can be inspected at a) Plot No. A/2-3, UPSIDC Industrial Area, Site - B, Surajpur, Gr. Noida, Gautam Buddha Nagar and b) National Testing Agency (NTA), First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi 110020 between 11:00 hrs to 16:30 hrs upto **06-03-2024** on any working day.
5. You are accordingly requested to quote your highest rates for lifting the papers. The proposal should be submitted in two bids viz, "**Technical Bid**" and "**Commercial Bid**" in the format enclosed at Annexure C and Annexure D, respectively. Filled in Annexure C & Annexure D should be sealed in separate envelopes and appropriately superscribed with the statement "**Technical Bid**" and "**Commercial Bid**" as the case may be and then sealed in a larger envelope superscribed with "**Bids for disposal of waste paper (Confidential Records) of Examination**". The sealed cover should be addressed to the **Joint Director (Finance), National Testing Agency (NTA), First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi 110020** and submitted on or before 15.00 hrs of **07-03-2024**. Tender duly sealed may be dropped in the tender box placed in the office of the NTA. The Declaration Form in Annexure A forming part of the inquiry should be signed and submitted along with the offer in token of acceptance of terms and conditions of the Tender. The Technical bids would be opened on **08-03-2024** at 11.00 hrs.

6. The bidders may depute their personnel for the bid opening event, if they so desire. The representatives should bring the authorization letter from their authorized signatory for attending the process of tender opening. The tender document may be downloaded from the website [www.nta.ac.in](http://www.nta.ac.in) and be submitted along with **Rs. 5000/- (Rupees Five thousand only)** of tender processing fee in form of Demand Draft drawn in favor of **Director General, National Testing Agency** payable at New Delhi.
7. The offer shall accompany an Earnest Money Deposit (EMD) of **Rs. 10,00,000/- (Rupees Ten Lac only)**. The EMD should be submitted in the form of Demand Draft drawn in favor of **Director General, National Testing Agency** payable at New Delhi. Tenders without EMD will be summarily rejected.
8. **National Testing Agency** reserves the right to accept/reject any/all offer(s) without assigning any reason whatsoever.
9. The party shall have to furnish an affidavit that the material will be sent to the factory for recycling/ pulp making only and shall not be disposed off in any other manner.

  
22-02-2024  
(Dr. Amit Vishwasrao Salunkhe)  
Joint Director (Finance)

Place: New Delhi

Date: 22-02-2024

**Annexure-A**

**DECLARATION**

- I/We have read the Terms & Conditions to BIDDERS and accepted the same in toto. I/We have made my/our offer keeping in view of all these conditions forming part of the tender inquiry.

- I/ We have remitted an EMD of **Rs. 10,00,000/- (Rupees Ten Lac only)** vide DD No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank, \_\_\_\_\_ Branch. A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is enclosed.

I/ We confirm that we have our own Pulp making facility.

OR

I/ We have arrangement for handing over of the materials for pulp making with

M/S

\_\_\_\_\_  
\_\_\_\_\_  
(name and address of the pulp making facility) at \_\_\_\_\_

- I/We have not been barred or blacklisted by any of the Central/ State Government/ Departments/Organizations/ Central or State PSU from participating in tenders including those for disposal of wastes.
- We will ensure fair trade practice.
- I/We, the proprietor/ partners of the agency do not have any relative employed with **National Testing Agency (NTA), New Delhi 110020.**

PAN No. of the Bidder (Mandatory) \_\_\_\_\_

Mobile No: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Place:

Date:

Signature, Name and Address of the  
Bidder with Seal





**Annexure- B**

**TERMS AND CONDITIONS**

1. The sale shall be on "AS IS WHERE IS" basis.
2. The materials shall be picked from the following location/ area:
  - a Plot No. A/2-3, UPSIDC Industrial Area, Site – B, Surajpur, Gr. Noida, Gautam Buddha Nagar.
  - b National Testing Agency (NTA), First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi 110020
3. Quotations are to be submitted in sealed covers and should be submitted within the last date and time specified in the tender document in specified manner.
4. The quoted price, item-wise, shall be submitted in the Price Format at Annexure D, forming part of the Tender Inquiry.
5. Contractor shall bears the cost of material transportation and in transit damage if any.
6. Tenders shall be accompanied by the EMD of **Rs. 10,00,000/- (Rupees Ten Lac only)**. The EMD should be submitted in the form of Demand Draft drawn in favor of **Director General, National Testing Agency** payable at New Delhi. Under no circumstance, amounts that are due or likely to be due from NTA will be adjusted against EMD. No mode of payment other than the above will be accepted. EMD amount will not carry any interest. Tenders without EMD will be summarily rejected.
7. The tender shall be open for acceptance for a period of sixty (60) days from the date of opening the bids. In case of withdrawal of tender within this period, the EMD remitted by the bidder shall be forfeited.
8. The tender shall be written legibly and free from erasing and over-writing. Corrections, if any, should be duly countersigned by the authorized signatory. Rates should be written both in words and in figures. In case of difference in the rates indicated in figures and words, the rates indicated in words would be treated valid.



9. The bidders are required to indicate their PAN Number in their offer since it has been made mandatory by I.T. Department.
10. The shredding & pulping should be done at the contractor's facility which should be within **300 km from Delhi**. This process should be completed within a day in presence and to the satisfaction of NTA representatives. All the expenses of these representatives including travel by car and local hospitality must be borne by the tenderer.
11. The contract shall be governed by the Indian Contract Act, 1872 and subsequent revisions/ amendments thereto. All payments due from the bidder under the contract shall be made in Indian currency.
12. Tenders submitted without fulfilling any of the term & conditions and in contravention to the tender notice are liable to be rejected summarily.
13. The Tender Notice and connected Annexures shall form part of the contract.
14. The items to be sold can be inspected on any working day with prior appointment **(011 - 69095250)** and valid ID card.
15. The successful bidder would be awarded the contract for the specified work of the waste papers for a period of one year, may be extended to another year on the basis of work performance.
16. The awardees should remove all items (specified by NTA) at his/her own cost from the address mentioned at Sr. No. 2 with a proper Gate Pass during working hours within 15 working days from the date of intimation. Those who fail to do so will forfeit their EMD besides cancellation of the order.
17. All statutory payments, like minimum wages prescribed, compensation in case of accident or loss, etc., to the workers employed by the bidder for the removal of the items shall be borne by the bidder.
18. The sale is subject to all terms and conditions prescribed in the tender document and resultant sale order.
19. Any clarification required may be obtained before submission of the tender.



20. NTA, New Delhi reserves the right to cancel this sale at any time without assigning any reason before issue of the sale order. BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.
21. Terms of the tender will be subject to the jurisdiction of the local courts at New Delhi only. All disputes arising out of the tender notice and resultant sale order shall have the jurisdiction of the competent Court at New Delhi only.
22. The rate quoted by the tenderer shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract. The rates quoted by the firm inclusive of empty sacks/ bags used for filling waste material and nothing will be deducted from the total weight calculated through designated Dharam Kanta.
23. Eligibility Criteria:
  - a Tenderer should be in existence for over **5 years** in the business of lifting waste paper material for pulp making and recycling.
  - b The firm/ company should have successful record of previous contracts for lifting waste papers for at least three years with a Government Department/ Public Sector Undertaking in Delhi / Pan India. The company should furnish its contract documents with a Govt. office for the last three years.
  - c The firm/ company should furnish the details of pulp making facility/ arrangements they have in order to keep the confidentiality of the documents from where the waste papers are lifted for pulp making. The company should also furnish the list of organizations who are selling the Examination related material for pulp making to them.
  - d The used material given should be sent to the factory for pulp making & recycling only and should not be used for any other purpose. The party shall have to furnish an affidavit that the material will be sent to the factory for recycling/ pulp making only and shall not be disposed off in any other manner. NTA shall have the right to depute its representative to





accompany the vehicle (carrying the materials sold) upto the pulp making facility.

- e The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cutoff date and time will be rejected summarily.
  - f A Utilization Certificate from Paper Mill which used the waste paper of NTA stating that the confidential material purchased by the contractor from NTA has been converted into pulp should be submitted by the contractor within one month of the date of taking delivery of the material from the Seller, failing which it would be termed as breach of contract.
24. The responsibility of the Contractor will also be such as follows:
- a Packing of the material with own packing materials such as gunny bags for the shredded project reports, lifting of the material, transportation of the material, etc. at the cost of the Contractor within 15 days from the date of issuance of letter.
  - b If the materials are not lifted within 15 days, the Contractor is liable to pay a penalty of 5% extra if the value of the materials lifted for the delayed lifting for a week or part thereof and if the Contractor does not lift the materials after one month, the Bid Security (EMI) deposited by the Contractor will be liable to be forfeited. In case, if the Contractor lifts the partial material in time, and lifts the remaining materials after 15 days, the above penalty will be applicable for the value of the remaining materials.
  - c In case, the Contractor does not lift the material even after a maximum of thirty days whichever is earlier, the NTA will have the right to sell the materials to the other vendors and the loss incurred due to the difference in rates will be borne by the Contractor.
  - d The Contractor will arrange for the truck/tempo/vehicle for carrying the materials after lifting which will be got weighed before loading and again after loading the materials before a committee constituted by the competent authority of NTA for the purpose so as to arrive at the weight of



the materials. The Contractor will lift the materials from the premises at the address(s) given in the tender document

25. Payment:

The Contractor shall have to deposit in advance an estimated amount as NTA may decide before lifting the Lot of Waste Paper. The final payment as per weight determined at **(place where the materials are weighed at weighing platform)** and at the rates approved by NTA shall be paid to NTA by the Contractor before taking the final delivery of the relevant lot of waste material.

\*\*\*\*\*END\*\*\*\*\*





Annexure-C

Proforma for Technical Bid

1. Name of the Organization :  
Address & Tel. No.  
Email ID
2. Date of commencement of Business :
3. Status of the organization :  
(i.e., whether proprietorship, partnership, Pvt. Ltd., etc.)
4. Name of the CEO / Proprietor with :  
Contact number
5. Annual Turnover 2020-21      2021-22      2022-23  
(Furnish documentary evidence)
6. GST / CST No., if any :  
Service Tax no. if any :  
PAN No. of the Organization :  
(Furnish photocopies of relevant documents)
7. Details of three prominent organizations served/ being served with similar services (Also attach a comprehensive list of the organizations served in the recent past, from where the waste papers are lifted with copy of 3 work orders)  

<u>Name and Address</u>	<u>Annual Cost of Contract</u>
a.	
b.	
c.	
8. Address of the pulp making facility/arrangement:



9. Do you agree with the terms and conditions stipulated in Annexure-B

:

10. Details of ENID (enclosed DD)

: DD No. \_\_\_\_\_ dated

\_\_\_\_\_

Rs. < **amount** >

(drawn on \_\_\_\_\_ Bank in favour of NTA, payable at New Delhi)

***Declaration:***

It is certified that the information furnished above is correct to the best of our knowledge & belief. We have gone through the terms and conditions stipulated in Annexure-B and confirm to abide by same. We have seen the samples of the material to be lifted from NTA. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is enclosed.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature  
Name of Signatory  
Designation



Annexure-D  
Proforma for Commercial Bid

1. Name of the Organization:

Address & Tel. No.

E-mail ID

2. Rates offered for waste papers to be purchased from NTA:

Sr.no.	Items	Quoted price (in figure / per kg.)	Quoted price (in words / per kg.)
1.	Used Question paper books of various Exam / OMR Sheets.		
2.	Used Question paper books of various Exam / OMR Sheets with sheet metal box.		
3.	Unused Question paper books of various Exam / OMR Sheets with sealed sheet metal box.		
4.	Filled- In Application Forms containing photographs.		
5.	News papers		
6.	Magazine		
7.	Catalog/ Brochures		
8.	Waste packing materials		
9.	Cartons/ Gatta		

**Note:**

- a. The company will have to quote for all of the above items.
- b. NTA reserves the right to accept or reject any offer without assigning any reasons whatsoever.
- c. NTA reserves the right to cancel this tender in case no satisfactory proposal is received.





**It is certified that the information furnished above is correct to the best of our knowledge & belief.**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature  
Name of Signatory  
Designation

Seal of the Organization

