

UNIVERSITY OF KALYANI



NOTICE INVITING SALE

Ref. No. KU/COE/SALE/2024-25/01

Dated: June 28, 2024

Sealed bids are hereby invited by the undersigned from the bona de resourceful Bidders /Bidders for sale of **old answer scripts having weight covered within the value of Rupees One Lakh only** as per the details below:

ITEMS TO BE SOLD	SECURITY DEPOSIT for the selected Bidder (Rs.)	Convenience Fees (Rs.)	LAST DATE OF BID SUBMISSION	PERSON TO CONTACT ABOUT ITEMS DESCRIPTION
OLD ANSWERSSCRIPTS	9,990/- (Refundable subject to the fulfilment of Terms & Conditions)	995/- (Non-refundable)	08/07/2024 (up to 4 p.m.) At the Office of the Controller of Examinations	Deputy Controller of Examinations , Department of Controller of Examinations, University of Kalyani

A. General Instructions:

1. Intending participants will have to Fill-up **Application Form** as per **Annexure-A** along with up-to-date valid original documents viz. Voter I-Card, Address Proof, Bank Account Documents, PAN Card etc.
2. All participants must have to deposit a sum of Rs.995/- (Rupees Nine Hundred Ninetyfive Only) by NEFT as per the following account details:

Name of the Beneficiary	UNIVERSITY OF KALYANI
Account Name	UNIVERSITY OF KALYANI GEN FUND-II
Bank Account Number	412110210000001
Name of the Bank	BANK OF INDIA
Name of Bank Branch	KALYANI UNIVERSITY BRANCH, KALYANIUNIVERSITY , KALYANI, NADIA PIN-741235, WEST BENGAL Phone : 033-2582 9480
IFSC Code	BKID0004121
Mode of Electronic transfer available in the Bank	NEFT

3. This cost is non-refundable. **Bid without the said money may subject to rejection.**
4. Intending bidders may inspect the materials for sale lying at university premises on any working day (except Saturday, Sunday and other university holidays) between 12.00 noon to 4.00 P.M. after making contact with the Deputy Controller of Examinations.
5. Intending participants will also sign the **Declaration Form** as per **Annexure- B** and must put their quoted rate in the prescribed format of the Sale Bid as per **Annexure- C**.
6. Bid should be submitted in any day from Monday to Friday (except holiday) during office hours in the sealed envelope along with relevant documents and fully filled-up forms as per Annexure- A,B& C and shall be addressed to :

The Deputy Controller of Examinations, University of Kalyani, Kalyani-741235, Nadia, West Bengal

7. **Selected Participant must have to deposit security deposit of Rs. 9,990/- (Rupees Nine Thousand Nine Hundred & Ninety Only) at a time in the form of NEFT in the said University Account after obtaining Letter of Intent (LOI) from the University for sale of the above items. This cost is refundable without any accrued interest subject to the fulfillment of the terms & conditions. Letter of Sale (LOS) will be issued only after receipt of the above Security Deposit.**

B. Terms & Conditions for Sale:-

1. It shall be deemed that all the Bidders have thoroughly read and understood the terms and conditions of the Sale before quoting their offer and they must sign in the Declaration Form as per **Annexure-B** of this notice as a token of their acceptance of the terms and conditions.
2. The intending Bidder is required to quote the rate in **figures** as well as in words as per **Annexure C**.
3. Conditional bid in any form will not be entertained.
4. University reserves the right to reject any or all the bids without assigning any reason whatsoever and will not be bound to accept either the highest bid or any of the bids and the decision of the university in this regard will be final and binding on all concerned.
5. University will sale old answer scripts as to be directed by the Department of Controller of Examinations for sale up to the volume equivalent to the amount of Rupees One Lakh only as per the bid value of the selected bidder.
6. Selected Vendor will collect the old answer scripts as are lying in the university premises out of their own collection arrangement for which university will not pay any amount to the collector. Before such collection, the concerned vendor will intimate the Deputy Controller of Examinations or his authorized person at least two office days prior to the date of collection.
7. **Selected vendor shall not be entitled to amend the rate of items within the sale period. In that case, University reserves the right to cancel the bid of the vendor and accordingly may rescind the Sale Agreement**

8. The Sealed Bids received will be opened after due date and time in presence of the participating bidders.

9. The bid will remain valid for a period not less than 120(One hundred twenty) days from the last date of submission of sealed bid papers before its evaluation and selection of vendor.

10. The intending bidder will have to write his name, address and telephone number clearly on the sealed envelope and the envelope must be submitted to the office of the Controller of Examinations addressing “**The Deputy Controller of Examinations, University of Kalyani, Kalyani-741235, Nadia, West Bengal**”. Sealed bid must reach to the said office by **08/07/2024** (4 p.m.) either by post or by hand. University will not take any responsibility for delayed submission of sealed bid after due date either for postal delay or for any other reasons.

11. The incomplete bid papers is liable to be summarily rejected.

12. If any bidder, after submission of the Security Deposit and before/after the issuance of the LOS withdraws his offer or does not collect the materials within a stipulated time as informed by the University without giving any satisfactory explanation, his security deposit may be forfeited by the University.

13. Successful bidder will have to adopt all safety/preventive/ precautionary measures on his part for safe disposal including segregation, transportation, loading, unloading, weigh bill and all other incidental charges of all components of the sold materials for which university will not bear any expenses.

14. Any damage or loss to University property or life caused due to such disposal of materials under sale process will be the sole responsibility of the successful bidder and the successful bidder will have to replenish the cost of such damage at his own cost, failing which the Security Deposit of the bidder is liable to be forfeited.

15. A Certificate indicating that “the work has been successfully completed in all respects, the site has been cleared and no damage to any University Property has been occurred during such process” has to be obtained by the successful bidder after completion of the work from the appropriate official of the University.

16. Security Deposit will be released only after removal of the sold materials in all respects and clearance of the site up to the satisfaction on of the University.

17. For measuring the sold items, University will select the Weighing Machine and Payment for such measurement, if any, shall be borne by the bidder. Payment will be made by the successful bidder on the basis of such weight.

18. University may include conditions not stated hereinabove for smooth functioning of the disposal of the sold items.

19. University reserves the right to assess the quoted price with existing market rate and may consider any bid as rejected if the quoted rates are much higher or lower than the market rate.

20. Transit permit will be issued by the university after full and final payment against sale of items against each vehicle/trip as to be decided by the university. Payment should be made by the vendor at University Cash Section after measurement of disposable items.

21. University of Kalyani reserves the right to select the successful Bidder after evaluation of both the technical and commercial aspects and is not bound to select the highest bidder.
22. University of Kalyani reserves the right to relax any clause as stated hereinabove for selection of suitable bidder.
23. For any sorts of decision made by the University due to the factors beyond control of the University, University Authority will not be held responsible.

APPLICATION FORM FOR PARTICIPATION TO SALE

1	Name of the Applicant	
2	Status of the Applicant(Individual/Partnership Firm/Company/Co-operative Society/Others)	
3	Address for Communication	
4	Contact Number	
5	PAN (Copy of PAN be enclosed)	
6	Men on the type of document enclosed as Proof of Identification(Copy of Voter I-Card/AADHAR Card/Passport/Driving Licence be enclosed)	
7	Men on the type of document enclosed as Proof of Address(Copy of Electricity Bill/Telephone Bill/Bank Pass Book/Other document issued by Govt. Agency must be enclosed)	
8	Do you have any past experience for doing similar work at Govt. Organisation on or/and at Educational Institutes (If yes, please enclose the copy of the work order)	YES/NO (Pl. Tick on the appropriate one)

I/We undertake that the information on as stated hereinabove are true and correct to the best of my/our knowledge and as a consequence of any false information on, if University faces any problem in future, I/We will be responsible for that for which I/We will accept the decision that University may take in future on the occasion of the such false statement.

Signature of the Bidder with seal (if any)

UNDERTAKING FOR OBSERVING TERMS & CONDITIONS REGARDING CAR HIRE CONTRACT (to be submitted by the bidder in their official pad/letter head duly signed with seal)

I/We, the undersigned, agree with the following Terms and Conditions:

1. That Bid will be valid at least for 3 months from the last date of submission of this tender.
2. That I/We will follow the guidelines framed by the University of Kalyani for Technical and Financial Bid Evaluation as well as the process of selection of vender.
3. That having examined the pre-qualification & other documents published in the tender, I /we hereby submit all the necessary information and relevant documents for evaluation and in case of non-submission of any document, the decision taken by the University of Kalyani will be considered as Final.
4. That I have not ever been convicted of any offence making myself liable to be disqualified for entering into any Contract to any Govt. or Govt. undertaking Organization /Institution inthe State of West Bengal or other State or States.
5. That I have not ever been blacklisted by any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States from any assignment, neither my service has been terminated before the completion of the service tenure by any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
6. That no case is pending against me or against my firm in any criminal court of law in connection with the tender matter or any other matters to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
7. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by neither RBI nor it has been considered doubtful by any Governmentconcern so far as the solvency of the organisation is concerned.
8. That I/We declare that all the information and documents as we furnished and submitted are true and proper to the best of my knowledge and belief. I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal ac on as per law of the country.
9. That after completion of all sorts of evaluation of this tendering process, If my concern is selected, I will agree to enter into a contract with the University for the period as to be determined by the University at the me of awarding contract to my/our organisation.
10. That I agree with all terms & conditions that have been mentioned in the Sale Notice.

Signature of the Bidder with seal (if any)

Format to be followed for submission of Sale Bid

(To be submitted to the Office Pad/Letter Head of the Bidder)

Ref. No. KU/COE/SALE/2024-25/01

Dated: June 28, 2024

Items to be sold	Rate quoted per Kg. In gures(Rs.)	Rate quoted per Kg. In words	Transaction Number with date for Convenience fees of Rs.995/-
Old Answer Scripts		Rupees Only	

Signature of the Bidder with date & Seal (if any)