



श्री विश्वकर्मा कौशल विश्वविद्यालय

(हरियाणा सरकार, एक्ट संख्या 25, 2016 के तहत)

Shri Vishwakarma Skill University, Campus – Dudhola, Palwal, Haryana.

EXPRESSION OF INTEREST (EOI) FOR WEEDING OUT OF RECORD OF USED ANSWER SHEETS

Tender Reference Number: EOI No. SVSU/2026/Exam/ E –8608

Date : 27.04.2026

EXPRESSION OF INTEREST (EOI) FOR WEEDING OUT OF RECORD OF USED ANSWER SHEETS

Expression of Interest is invited in sealed quotation/s from the interested firm/bidders for disposal/sale of used answer sheets (NIQ of used answer sheets whose conversion into pulp pieces will be borne by the firm) of this University, on behalf of the Registrar, Shri Vishwakarma Skill University, Dudhola, Palwal. Interested persons/ firm are required to submit their offers in sealed envelopes till 12.05.2026 upto 05:00 p.m. along with Rs. 500/- (non-refundable) as tender fee and Rs. 5,000/- as earnest money deposit in the form of DD in favor of the Shri Vishwakarma Skill University, Dudhola, Palwal. Technical and Financial bids should be submitted in separate envelopes. Details, terms & conditions for the sale by auction is available at the www.svsu.ac.in. In case of any dispute, the decision of the University Authority will be final.

TERMS AND CONDITIONS

1. The materials shall be picked from the following location/area:
Shri Vishwakarma Skill University, Dudhola, Palwal
2. Quotations/bids are to be submitted in sealed covers separately for technical and financial bids and should be submitted within the last date and time specified in the EOI document in specified manner. Submission of bids after the due date, will not be accepted.
3. The quoted price, item-wise, shall be submitted in the Price Format.
4. Firm/company/bidder shall bear the cost of material loading, transportation and in transit damage, if any.
5. EOIs shall be accompanied by the Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees five thousand only) in the form of Demand Draft drawn in favor of Shri Vishwakarma Skill University, Dudhola, Palwal. Under no circumstance, amounts that due or likely to be due from the University will be adjusted against Earnest Money Deposit. No mode of payment other than the above will be accepted. Earnest Money Deposit amount will not carry any interest. EOIs without Earnest Money Deposit will be summarily rejected.
6. The EOI shall be open for acceptance for a period of (90) ninety days from the date of opening the bids. In case of withdrawal of EOI within this period from the H-1 bidder, the Earnest Money Deposit remitted by the bidder will be forfeited.
7. The EOI 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.
8. The bidders are required to indicate their PAN Number in their offer since it has been made mandatory by I.T. Department.
9. The weighing shall be done at the nearest dharam kanta from the University. This process should be completed in presence and to the satisfaction of the Committee/ University representatives.
10. 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.
11. EOIs submitted without fulfilling the above term & conditions and in contravention to the EOI notice are liable to be rejected summarily.
12. The EOI Notice and connected Annexures shall form part of the contract.
13. The items to be sold can be inspected in any working day with prior appointment.
14. The bidder quoting highest rate, would be resulted as the successful bidder, who would be awarded the contract for the said task to be executed within stipulated time as mentioned in this document.
15. The awardees should remove all items at his/her own cost from the University with proper gate pass during working hours within 30 working days including extensions from the date of information, failing which Earnest Money Deposit will be forfeited and will lead to cancellation of the order.
16. The successful bidder would submit an affidavit on a stamp paper to this effect that the conversion of the supplied material into pulp and he/she/the firm shall not use the supplied material for any other purpose other than conversion into pulp, failing which Security Deposit will be forfeited/ legal action should take against bidder.
17. Failure of the successful EOI, after award of the contract. The bidder shall be debar from future participation in the University.

18. 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.
19. The sale is subject to all terms and conditions prescribed in the EOI document and resultant sale order.
20. Any clarification required may be obtained before submission of the EOI.
21. The University reserves the right to cancel this sale at any time without assigning any reason before issue of the sale order. Bidders will not be entitled to claim any damage or compensation in case of such cancellation.
22. All disputes arising in the EOI notice and resultant sale order shall have the jurisdiction of the Court at Palwal only.
23. In case of any event of dispute arising out of process, the interpretation and decision of the Competent Authority of the University, shall be final.

Eligibility Criteria:

- i. The firm/company/bidder should have successful record of previous contracts for lifting waste papers for at least one occasion with a Government Department/Public Sector Undertaking. The firm/company/bidder should furnish its contract documents with a Govt. office for at least one occasion.
- ii. The firm/company/bidder should furnish the details of pulp making facility/ arrangements where the waste papers are to be sent for pulp making. The firm/company/bidder should also furnish the list of organizations from where the Examination related material has been purchased for pulp making by them.
- iii. 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 firm/company/bidder shall have to furnish an affidavit mentioning that the material will be sent to the factory for recycling/pulp making only and shall not be disposed off in any other manner. The University shall have the right to depute its representative to accompany the firm/company/bidder the vehicle (carrying the materials sold) upto the pulp making facility.
- iv. The commercial bid would be opened only after the technical bid is found satisfactory. EOI received after the prescribed cutoff date and time will be rejected summarily.
- v. A Utilization Certificate from Paper Mill which used the waste paper of the University stating that the confidential material purchased by the firm/company/bidder from the University has been converted into pulp should be submitted by the firm/company/bidder 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.

The responsibility of the Firm/company/bidder will also be such as follows:

- i. Packing of the material with own packing materials such as gunny bags for the shredded answer sheets, lifting of the material, transportation of the material, etc. at the cost of the Firm/company/bidder within 30 working days (including extension with penalty) from the date of issuance of letter.
- ii. If the materials are not lifted within 20 working days, the Firm/company/bidder is liable to pay a penalty of 4% fixed extra the firm/company/bidder does not lift the materials after one month, the Bid Security deposited by the firm/company/bidder will be liable to be forfeited. In case, if the firm/company/bidder lifts the partial material in time, and lifts the whole materials after 20 working days, the above penalty will be applicable for the value of the whole materials.

- iii. In case, the Firm/company/bidder does not lift the material even after a maximum of 30 working days, the University will have to forfeit the security deposit and the loss incurred due to the differences in rates will be borne by the Firm/company/bidder.
- iv. The Firm/company/bidder will arrange for the truck/tempo/vehicle for carrying the materials after lifting which will be weighed before loading and again after loading the materials before a committee constituted by the competent authority for the purpose so as to arrive at the weight of the materials. The Firm/company/bidder will lift the materials in the Institute premises at the address given in the EOI document.

PAYMENT

The final payment as per weight determined at Dharma Kanta (place where the materials are weighed at weighing platform) and at the rates approved by University after declaring the vendor, shall be paid by the Firm/company/bidder in the form of RTGS/NEFT, before taking the final delivery of the relevant lot of waste material.

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 these conditions forming part of the EOI.
- I/We have remitted as amount of Rs. 500/- (non-refundable) as tender fee and Rs. 5,000 as Earnest Money Deposit vide DD No. dated . A copy of the tender document with each page duly signed by the signatory signing this Declaration and 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 the Shri Vishwakarma Skill University, Dudhola, Palwal.

PAN No. of the Bidder:

(Mandatory)

Mobile No.

Telephone
No.

Place:

Date:

Signature, Name and Address of the Bidder with seal

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 2024-25
(Furnish documentary evidence)
6. GST No., if any Service
Tax no. If any
PAN No. of the Organization
(Furnish photocopies of relevant documents)
7. Details of one 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 01 work order)

Name and Address

Annual Cost of Contract

- 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 Earnest Money Deposit
(enclosed DD) DD No.
dated _
11. Please list out any points of disagreements
with proposed solution (attach a separate
sheet in case space provided is sufficient)

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 the document and confirm to abide by same. Solution proposed has been listed in a separate sheet and begin attached with this Bid. We have seen the samples of the material to be lifted from the University. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is enclosed.

Place

Signature:

Date:

Name

Designation

Proforma for Financial Bid

1. Name of the Organization: Address &
Tel. No. E-mail ID
2. Rates offered for waste papers to be purchased from the University

S.no.	Items	Quoted price (in figure)/per kg.	Quoted price (in words)/per kg.
1.	Used Answer Books of Semester Exam containing colored cover pages and the rest of the pages as White.		

Note:

- a. The firm/company/bidder will have to quote for all of the above items.
- b. The University reserves the right to accept or reject any offer without assigning any reasons whatsoever.
- c. The University reserves the right to cancel this EOI 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

Signature:

Date:

Name

Designation