



Visva-Bharati
Granthana Vibhaga
Tender Notice

Notice Inviting Tender

Memo no. : - VBGV.Tender-HS/05/20-21

Dated: 01.10.2021

Tenders in MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com>) are invited from interested bidders for disposal / condemn of scrapped books stored at 3 (three) Nos. of temporary go-downs of Visva-Bharati Granthana Vibhaga, Kolkata on auction **as is where is basis**. The details are as under :

Description of Scrapped / Condemned Stored in 3(three) nos. of Temporary Godowns are mentioned below:-

- 1. Godown at Visva-Bharati Granthana Vibhaga Office: 6, A.J.C Bose Road, Kolkata– 700017.**
- 2. Godown at Gupta Lane: 17, Balaram Dey Street, Kolkata – 700 006.**
- 3. Godown at Rabindra Sarovar Stadium: Rabindra Sarovar, Block 6 & 2, Kolkata –700 029.**

Eligibility criteria, Bid Security Deposit, date of inspection etc. are given below:

LOT	Application fee	Bid Security Deposit (in Rs.)	Date and time of Inspection of go-downs	Last date of submission of tender	Date and Time of opening of tender
Scrapped Books in 3 (three) nos. of Godowns as specified above	Rs. 1,000/-	Rs. 15,000/-	01.11.2021 from 11.00 a.m. – 4.00 p.m.	08.11.2021 at 6.00 p.m.	15.11.2021 at 11 a.m.

→**Tender forms:** - Tender papers will be available in MHRD e-Wizard Portal, Bids are to be submitted through e-Wizard Portal along with all the relevant documents as stated in SI.No. 8 below.

Note: -NIT and Terms &Conditions will also be available in the Visva-Bharati website and in the notice board of the office of Director (Officiating), Visva-Bharati Granthana Vibhaga, 6, A.J.C Bose Road, Kolkata – 700017, (closed on **Saturday** and **Sunday** for general information and convenience for the interested bidders. However, submission of hardcopy of bid along with the documents will not be taken into consideration.

Tender for disposal of Scrap and Damaged books “as is where is” basis rested in 3(three) nos. of Temporary Godowns mentioned below:

→**Description of Scrap Books:-**

Scrap and damaged books rested in 3(three) nos. of Temporary Godowns of Visva-Bharati Granthana Vibhaga mentioned below:-

1. Godown at Visva-Bharati Granthana Vibhaga Office: 6, A.J.C Bose Road, Kolkata– 700017.
2. Godown at Gupta Lane: 17, Balaram Dey Street, Kolkata – 700 006.
3. Godown at Rabindra Sarovar Stadium: Rabindra Sarovar, Block 6 & 2, Kolkata –700 029.

→**Terms and Conditions of the Tender:**

1. Same as the terms and conditions displayed in MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com>), Govt. of India.
2. It is mandatory for the interested bidders to visit the 3(three) nos. of godowns within the prescribed date and time before quoting their best bid price and obtain certificate of visit from the Competent Authority of Visva-Bharati Granthana Vibhaga. (The same is to be attached along with the Hard Copies of the relevant Tender documents).
3. The bidder should make his own transportation arrangements to remove the scrap and damaged books from the 3(three) nos. of temporary godowns as mentioned herein above within the stipulated time.
4. One working day & time (01.11.2021 from 11.00 a.m. – 4.00 p.m.) is allotted for interested bidders for their visit to the Godowns mentioned above before submission of their best quote.
5. Officials of the Granthana Vibhaga will be present in the prescribed date and time to facilitate a fruitful visit of the bidders enabling them to quote their best price undertaking due consideration of the shifting of scrapbooks from the godowns specified above.
6. Interested bidders have to fill up tender forms correctly as per guideline in the MHRD e-Wizard Portal any other tender form will not be accepted.

7. Interested bidders are supposed to bid their best price / rate in the MHRD e-Wizard Portal only. Financial bid will be open for those bidders who will essentially qualify in the technical bids specified in the MHRD e-Wizard Portal.
8. Reserve Price will not be shown in the NIT to obtain the best and highest price for the scrap books as mentioned herein.
9. Hard copy of the all relevant documents in (closed envelope) are needed to be forwarded to the office of the **Director, Granthana Vibhaga, 6, A.J.C Bose Road, Kolkata – 700017.**
10. **A demand draft of Rs. 1000.00 (Rupees one thousand only)** payable to **Deputy Registrar (Accounts), Visva-Bharati, Santiniketan** is to be attached along with the hard copies of the Tender documents as application fee.
11. **Bid Security Deposit:** - Bid Security Deposit for the whole **Lot rested in three nos. of godowns as specified above is Rs. 10,000/- (Rupees ten thousand) only.** Tenders shall also be accompanied by Bid Security Deposit as mentioned above in Demand Draft in favour of Deputy Registrar (Accounts), Visva-Bharati. Bid Security Deposit will be refunded to the unsuccessful bidders after completion of the tender process.
12. No interest will be paid over the Security Deposit to the unsuccessful bidders.
13. **Submission of tenders:** As per guideline of MHRD e-Wizard Portal. Closed envelope containing the hard copies of relevant tender documents along with the Security Deposit should be reached to the office of the Director (Officiating), Visva-Bharati Granthana Vibhaga, 6, A.J.C Bose Road, Kolkata – 700 017 within the stipulated time failing to which the tender application will be treated as cancelled.
14. Successful bidders after opening of technical bid will be called for verification of relevant documents such as **Identity Proof, PAN Card, Income Tax Certificate, Income Tax Returns, Experience Certificate** to the office of the **Director (Officiating), Visva-Bharati Granthana Vibhaga, 6, A.J.C Bose Road, Kolkata – 700 017** within three consecutive working days as specified herein above.
15. **Opening of Tender: - Tenders may be opened on at 15.11.2021 about 11 a.m.**
16. **Essential eligibility criteria for Bidders:**
Bidders having experience in similar works in a Govt./ Private organization (copy of the Work Order / Completion Certificate to be submitted)
17. Documents to be submitted along with tender form
 - a. Service Tax and VAT Registration
 - b. Income Tax clearance upto F.Y. **2020-2021**
 - c. Valid trade license (relevant for the work)
 - d. Recent Income Tax and Service Tax return
 - e. PAN No.

18. Each tender is to be accompanied by self-attested photocopies of the above relevant papers. Tender forms without above credentials and Demand Drafts for application fees & Bid Security Money (as mentioned above) will be treated as cancelled.
19. The successful bidder shall deposit the accepted bid amount, after adjusting Bid Security Money, at the cash counter of Accounts office V.B. within 7 (Seven) days from the date of receipt of acceptance-cum-work order letter from Visva-Bharati. In case payments are not made in time, the above order will be automatically terminated without any prior intimation to the bidder(s) and his / their Bid Security Deposit will be forfeited.
20. Bidders shall execute the work order within the stipulated time as mentioned in the NIT.
21. Visva-Bharati reserves the right to cancel any or all of the tenders without assigning any reason.

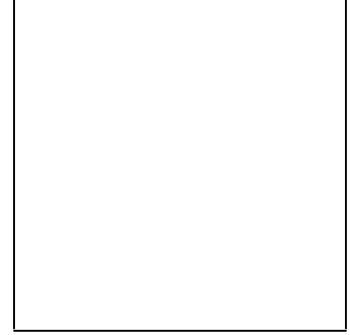
Terms and Conditions of the Contract:

1. The above materials will be disposed off, “as is where is basis”, available in temporary godowns as mentioned above. **List of items or any further details will not be provided or shown to the bidders under any circumstances.**
2. Successful bidders shall remove the scrap books within seven working days from the date of depositing the bid amount, failing which, the Bid Security Deposit submitted by the bidder will be forfeited and other actions will be initiated including resale of the goods in question at the risk and cost of the defaulter.
3. The bidder should make the site free from unserviceable / scrap materials, rubbish, tools, plants before leaving the site.
4. The successful bidder shall be responsible for payment of all taxes / charges / levies / fees etc. which the Government or other authorities may charge and as may be applicable.
5. Judicial Jurisdiction: Bolpur / Suri Court, Metropolitan Court, Kolkata and the Calcutta High Court.
6. Disputes arising out of the contract shall be subject to the arbitration of a three member committee comprising one representative of bidder, one representative of the Visva-Bharati and a senior lawyer / professional arbitrator agreed upon by both parties.



Memo no. VBGV.Tender-HS/05/20-21 dated 01.10.2021

Tender form for disposal of Scrap and damaged books of
Visva-Bharati Granthana Vibhaga, Kolkata rested at 3(three) nos.
of temporary godowns in Kolkata.



Recent colour photograph



Signature

1. Name of the tenderer / bidder :
(in block letters)
2. Father's / Husband's Name (s):
(if applicable)
3. Address & telephone no (s)
Including mobile
(attach photocopy of address proof) (*) :
4. Email id :
5. PAN No:
(attach photocopy of PAN card) :
6. Details of Trade Licence:
(relevant for the work)
7. Details of Service Tax & VAT registration
(attach photocopy):

8. Details of experience in disposal of unserviceable items
(submit copy of supporting documents):
9. Details of Demand Draft (Rs. 1000.00) :
(Application fee)
10. Details of Demand Draft:
(Bid Security Deposit)
11. Photo copy of the Certificate of Visit of 3(three) nos. of Godowns of VBGV:
12. Bid amount (in number and words) for lot no _____

Undertaking

I / (we) have read the terms and conditions of the tender and contract printed overleaf and I/(we) shall abide by them. I/(we) also understand that my/(our) earnest money deposit may be forfeited in part or full, if I/(we) fail to abide by the terms and conditions.

Date:

Signature of the Bidder / Tenderer

Checklist:

- 1) SL. No. of Lot for bidding
- 2) Recent colour photo
- 3) Copy of PAN card
- 4) Copy of Service Tax & VAT Registration
- 5) Previous experience for disposal of old goods
- 6) Demand Draft for application fee
- 7) Demand Draft for Bid Security Deposit
- 8) Bid amount (to be mentioned in figure & words)
- 9) Certificate of Visit of 3 nos. of Godowns of VBGV