

8538/2025



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର

**Rama Devi Women's University, Vidya Vihar,
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,
E-mail-registrar@rdwu.ac.in, Website- <https://rdwu.ac.in>**

No. 6527 / Dt. 18.10.25

TENDER CALL NOTICE

Sealed tenders are invited from the intending bidders with valid PAN, Aadhar Card, **up-to-date Income Tax returns** and GSTIN for disposal of waste papers (used Answer Scripts & other related papers) of the Controller of Examinations section of the Rama Devi Women's University, only on as is-where-is basis. The tender form complete in all respects should reach the office of the undersigned on or before **10.11.2025 (02.00 P. M.)** in sealed envelope superscribed with "**TENDER FOR PURCHASE OF WASTE PAPERS OF EXAMINATIONS SECTION, RDWU**" by speed post or registered post or courier only.

TERMS AND CONDITIONS:

- (i) Non-refundable tender fees of **Rs. 1,000/-** (Rupees One Thousand) and Earnest Money Deposit (EMD) of **Rs. 10,000/-** (Rupees Ten thousands only) in the form of demand draft drawn in favour of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar** shall accompany the tender. EMD of unsuccessful bidders shall be returned within 30 days of finalization of tender without any interest. EMD of successful bidder shall be returned or adjusted against final payment and after completion of entire job.
- (ii) Tender received beyond the schedule date and time as well as tender without supporting tender fee and EMD shall not be considered and outrightly be rejected. University shall not, in any way, be responsible for any postal/courier delay in receipt of the tender.
- (iii) Order shall be issued to the bidder having quoted the highest rate per quintal. In case of more than one bidder has quoted the highest price, the bidder will be selected through a lottery system in presence of the bidders, if any. Decision of the purchase committee, in this regard, shall be final and binding.
- (iv) Bidders are required to submit self-attested copy of the GST Registration Certificate, **up-to-date Income Tax returns**, Permanent Account Number (PAN), GSTIN and Undertakings, etc. along with the tender failing which tender shall not be considered.
- (v) It is the responsibility of the vendor/bidder to submit an undertaking to the undersigned that the waste paper being lifted from the university shall be used only for recycling in

/8538/2025

paper mill or in pulp industry or shall be destroyed in an appropriate manner to ensure official secrecy. The tender without supporting undertaking to the above effect shall not be considered and out rightly be rejected.

- (vi) The successful bidder shall lift the goods at her/his own cost within seven days of getting the order. In case of failure to complete the lifting within stipulated seven days, ground rent @1% per Ton per day for un-lifted quantity of stock shall be charged /realized from the amount deposited in advance besides forfeiture of the EMD.
- (vii) The bidder is required to deposit initially **Rs. 50,000/-** (Rupees Fifty Thousands Only) for approved goods by way of bank draft drawn in favour of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar** before lifting. The remaining amount as due will have to be deposited before lifting the rest of the stock.
- (viii) The weighment of empty and loaded truck/vehicle will be made in any nearest registered weigh bridges during office hours only in presence of an authorized officer of the Examinations section, so as to determine the quantity of used answer books and waste papers loaded/lifted. The cost towards weighment of truck/ vehicle in the weigh bridge shall be borne by the successful bidder.
- (ix) Weighment of waste papers will be done at the nearest registered weigh bridges during the office hours at the cost of the bidder.
- (x) Bidders may visit the office of CoE to inspect quantity, condition & type of material being sold.

The authority reserves the right to accept or reject any or all bids without assigning any reason there-of.

In case of payment exceeds Rs. 20,000/-, it will be paid in the form of crossed DD or Electronic Transfer in favour of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar**.

GENERAL INFORMATION

1. Time lines

- i) Opening of Tender: **20.10.2025**
- ii) Closing of Tender: **10.11.2025 at 02.00 p.m.**
- iii) Opening of Technical Bids: **11.11.2025 at 04.00 p.m.** at the CoE Section Board Room, New Administrative Building
- iv) Opening of Financial Bid: to be decided after scrutiny of Technical Bid
(Note: Date and time can be changed)



2. Fees/EMD money to be deposited

- i) **Processing Fee (non-refundable) : Rs. 1,000/- (Rupees One thousand)** plus GST to be paid in favour of the Comptroller of Finance , Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid.
- ii) **EMD money: Rs. 10,000/- (Rupees Ten thousand)** only to be paid in favour of the Comptroller of Finance , Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid. EMD money is to be refundable without interest to the unsuccessful bidders immediately after finalisation of the EOI. EMD will be adjusted as security money to the successful bidder.
- iii) **Security Money:** The EMD adjusted as security money will be refunded after successful completion of the tenure without interest. Failure to complete the tenure as per the terms & conditions will attract forfeiture of the security money.

3. Procedure of tendering the bid

- i) Visit University Website <https://rdwu.ac.in>. Download the notification, tender documents, Annexure etc. and go through these and then filled.
- ii) There 03 (three) Covers namely a) Technical bid cover, b) Financial bid cover and c) Tender Cover
- iii) The **Sealed technical bid cover** envelops the followings:
 - a) The technical tender will be submitted only in the University supplied proforma **(Annexure-I)**. No other form will be accepted.
 - b) The technical bid form duly filled up and signed by the bidder. Incompleteness or inadequacies of information in the technical bid will amounts for rejection of the tender. If technical bid rejected, the Financial bid for that will not be opened.
 - c) Xerox copies of all requisite documents duly self-attested.
 - d) The 02 bank drafts i.e. (i) towards Processing fee and (ii) towards EMD money **(The Cover must be super scribed with "TECHNICAL BID FOR "PURCHASE OF WASTE PAPERS OF EXAMINATIONS SECTION, RDWU" on the top of the Envelop)**
- iv) The **sealed financial bid cover** only envelops the financial bid form **(Annexure-II)** duly filled in and signed
(The Cover must be super scribed with "FINANCIAL BID FOR PURCHASE OF WASTE PAPERS OF EXAMINATIONS SECTION, RDWU" on the top of the Envelop)
- v) The **Sealed Tender Cover** Envelops i) the sealed technical bid cover, ii) the sealed financial cover and super scribed **"TENDER FOR PURCHASE OF WASTE PAPERS OF EXAMINATIONS SECTION, RDWU"** on the top of the Envelop. The bottom left of the envelop must have clear address of the Bidder, whereas the

/8538/2025

right bottom must have to be addressed to **"The Registrar, Rama Devi Women's University, VidyaVihar, Bhubaneswar, Odisha-751022."**

- vi) The sealed tender must reach on above address **by 02.00 p.m. on 10.11.2025** through Speed Post / Registered Post / Courier services. Late submission of the tender will not be accepted. No other methods of submission of tender will be entertained.

4 **Documents to be attached with Technical Bid Form:** As per the **Terms of Conditions**


18.10.25
Registrar

Memo No. 6528 Dt. 18.10.25

Copy to Notice Board / OIC, Purchase / OIC, Website / CoF/ CoE/ BAO /OIC, Stock & Store / Dy. Registrar (Estt. &Admn.) / P.S to V.C for kind information of the Vice Chancellor (I/C).


18.10.25
Registrar

ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ଭୁବନେଶ୍ୱର

Rama Devi Women's University, Bhubaneswar

(To Be Filled By the Vendor/ Bidder)

(Technical Bid)

1. Nature / Name of the item :
2. Name of the Vendor:
3. Full Address of the Vendor:
4. Telephone/ Mobile No.
5. Registration No. of Firm
6. PAN (attached signed copy)
7. GST Registration No. (attached signed copy)
8. E-waste disposal certificate No. (attached signed copy)
9. Details of the D.D.
 - a) for **Tender Fee (Non-refundable)**: D.D. No. _____ dated _____ drawn from the bank _____
 - b) for **EMD (Refundable)**: D.D. No. _____ dated _____ drawn from the bank _____

Seal and Signature of the
bidder/Vendor

Annexure-II

RAMA DEVI WOMEN'S UNIVERSITY
TENDER FORM
(Financial Bid)

1. Waste Papers

Sl. No.	Item Name	Price per kg below one Quintal	GST	Final Price per kg	Remarks if, any

Seal and Signature of the
bidder/Vendor