



UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR – 751 004.

No. Store/SCT/E-16383/ **10157** /2026, Dated: **03.09.26**

TENDER CALL LNOTICE

Sealed Tenders in the prescribed format in double sealed cover paper for sale of used examination answer scripts for recycling only are invited from the intending Paper Mills/Waste Paper dealers having valid GST Regd. No. and PAN Card. The tender paper can be downloaded from the University website www.utkaluniversity.ac.in. The tenderers shall deposit Rs.6,000/- (Rupees six thousand) only + (GST @ 18%) amounting to Rs.7,080/- (Rupees seven thousand eighty) only towards the cost of tender paper in shape of Bank Draft payable at Bhubaneswar in favour of the Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar - 4 along with the tender paper. The tenderers are required to submit the tender paper duly filled in all respect, with all requisites and EMD Rs.50,000/- (Rupees fifty thousand) only in shape of Demand Draft drawn in favour of Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar - 4 payable at Bhubaneswar by Speed Post or by hand. The tender should reach the office of the undersigned on or before **25.09.2026** by **1:30 P.M.** The same will be opened on same day at **4:30 P.M.** at office of the Registrar, Utkal University in the presence of the tenderers or their authorized representatives present on schedule date, time & venue.

Details of waste paper and their offset price.

Sl. No.	Categories of Waste Paper	Offset price <u>per Kg.</u>
1.	Used Examination Answer Scripts	Rs.15/- + GST

The authority of the University reserves the right to accept or reject any or all tenders without assigning any reason thereof.

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REGISTRAR

- **PLACE OF SUBMISSION OF TENDER**

(I) SEALED TENDER BOX PLACED AT THE OFFICE OF THE REGISTRAR OF THE UTKAL UNIVERSITY.

(II) REGD. POST / SPEED POST ADDRESSED TO THE REGISTRAR, UTKAL UNIVERSITY, VANI VIHAR, BHUBANESWAR - 751 004.

- **Downloading of Bid DOCUMENTS from www.utkaluniversity.ac.in**

- **CLOSING DATE OF RECEIPT OF TENDER PAPER _____ AT _____ A.M./P.M.**

- **OPENING DATE & TIME FOR TENDER _____ AT _____ A.M./P.M.**

- **PLACE OF OPENING OF TENDER - OFFICE OF THE REGISTRAR, UTKAL UNIVERSITY, VANI VIHAR, BHUBANESWAR.**

UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004
(Tender Form for purchase of Waste Paper)

FINANCIAL BID

1. Full Name & Address of the Mill/Firm/Contractor:

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.....
.....

Telephone No. Mobile No.

E-Mail ID :

2. Earnest Money – Rs.50,000/- (Rupees fifty thousand) only in shape of Demand Draft payable at Bhubaneswar drawn on any Nationalize Bank in favour of the Comptroller of Finance, Utkal University.

Demand Draft No. :

Date :

Name of the Bank :

3. Cost of Tender Form – Rs.7,080/- (Rupees seven thousand eighty) only in shape of Demand Draft payable at Bhubaneswar drawn on any Nationalize Bank in favour of the Comptroller of Finance, Utkal University.

Demand Draft No. :

Date :

Name of the Bank :

4. **Details of waste paper for sale.**

Sl. No.	Categories of Waste Paper	Price per Kg.
1.	Used Examination Answer Scripts	

5. Validity of order: 06 (six) months from the date of agreement / work order.

Place :

Date :

Signature of Tenderer
With Designation & Seal

UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004.

(Tender Form for purchase of Waste Paper)

Annexure - A

TECHNICAL BID

- | | |
|--|----------|
| 1. EMD in Shape of D.D. of Rs.50,000/- | Yes / No |
| 2. Cost of Tender Papers in shape of D.D. of Rs.7,080/- | Yes / No |
| 3. (a) Valid GST Registration Certificate | Yes / No |
| (b) GST deposit Receipt for last qtr. | Yes / No |
| (c) Self-attested true copies of PAN Card and
Income Tax Return last two years | Yes / No |
| (d) C.A. audit report last two years | Yes / No |
| 4. List of organizations from whom waste paper
Were purchased by Tenderer in the past two years | Yes / No |
| 5. Certificate for acceptance of Tender Document as per
Annexure – B | Yes / No |
| 6. Undertaking that the waste paper will be used for
Recycling only. | Yes / No |
| 7. Experience Details regarding | Yes / No |

Place :

Date :

Signature of Tenderer
With Designation & Seal

Annexure – B

(Certificate to be recorded by the tenderer while submitting other)

We have carefully read and understood the important instructions from Para from 01 to 16 and all terms and conditions Para 01 to 18 of Tender Form. We hereby agree to abide by them without any prejudice and reservation.

Place :

Date :

Signature of Tenderer
With Designation & Seal

UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004.

IMPORTANT INSTRUCTIONS TO THE TENDERERS FOR PURCHASE OF WASTE PAPER.

1. The tenderers are requested to submit their bid in double sealed cover i.e. Technical Bid in one and Financial Bid in another. The envelope containing Technical Bid should be super scribed as “**Technical Bid**” and the envelope containing Financial Bid need to be super scribed as “**Financial Bid**”. Both the bids should be kept in another sealed envelope and then be submitted.
2. Tender shall be submitted in prescribed form only and shall be completed in all respects. Incomplete tender will be rejected.
3. The Tender to be submitted accompanying the following documents:
 - (i) A sum of Rs.50,000/- (Rupees fifty thousand) only as earnest money deposit in shape of Demand Draft drawn on any Nationalized Bank payable at Bhubaneswar in favour of the Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar – 751 004. Tender without required amount of EMD shall not be taken into consideration. The earnest money deposit will be forfeited, if the tenderer fails to execute the contract after acceptance of his offer by the authority of Utkal University within the time stipulated.
 - (ii) A separate Demand Draft Rs.7,080/- (Rupees seven thousand eighty) only should be deposited as cost of Tender Form fee (non-refundable) drawn on any Nationalized Bank payable at Bhubaneswar in favour of the Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar – 751 004.
 - (iii) Self-attested true copy of valid GST Registration Certificate.
 - (iv) Self-attested true copy of PAN Card and Income Tax Return of last two years.
 - (v) The tender must be in business of purchase of waste papers for at least 2 years. Experience in details of purchase of waste paper by the tenderers in last two years from other organizations/Institutions/Govt. Deptt. of Centre/Govt. Deptt. etc., if any, to be attached.
 - (vi) An undertaking that the waste paper purchased by the Tenderer shall be utilized for recycling but not for virgin pulp.
4. Tender submitted without the document at Sl. No.3 above is liable to be rejected without any reason.
5. All documents furnished by the tenderer as per Sl.No.3 at above should be duly certified and submitted in the Tender. Original copies of the documents should be produced for verification at the time of opening of Tender.
6. (i) The tender shall remain valid up to 06 (six) months from the date of agreement/work order. However, the authority of the Utkal University reserves the right to extend the validity period for sufficient reasons.

- (ii) In the event the Tenderer fails to lift the waste paper within the stipulated time in the work order, the Utkal University right to cancel the work order and the EMD & performance Security amount shall be forfeited.
- (iii) The time scheduled in the work order is only indicative and Utkal University may change the scheduled and call upon the tenderer to lift the waste paper, by altering the schedule in which event the tenderer shall lift the same during the agreement period. Failure on the part of the tenderer shall be considered as violation of tender conditions.
7. Offers having conditions other than that specified herein shall not be considered and treated as invalid.
8. (a) Rates should be quoted in the Tender Form excluding GST. Tenderers quoting multiple rates will be rejected.
(b) GST will be charged in the bill on the date of lifting as fixed by the Govt.
9. GST applicable will be charged extra on the quoted price.
10. The Registrar, Utkal University, Vani Vihar, Bhubaneswar reserves the right to split the estimated quantity as per requirement of Utkal University for distribution of the lifting orders at acceptable rates to other tenderers.
11. The award of Contract (AOC) will be considered on highest bidding rate approved by the authority for tech category. The Registrar, Utkal University reserves the right to accept/reject any offer even though a Tenderer is H-1.
12. The successful tenderer shall have to deposit in advance approximate quantity of each trip of waste paper as will be determined by the authority of the Utkal University in the manner directed before lifting of waste paper.
13. The Registrar, Utkal University reserves the right to allot the tender by splitting the categories of waste paper and is at liberty to allot the tender of each category to different tenderers.
14. (i) The last date and time for the receipt of tenders complete in all respect is on or 25.09.2026 up to 1:30 P.M. and the tenders received thereafter shall not be considered on any ground.
(ii) The Tender will be opened on same day i.e. on 25.09.2026 at 4:30 P.M. Changes if any will be communicated.
15. The right to accept or reject any tender or all tenders (Fully/Partly) without assigning any reason is reserved by the Registrar, Utkal University.
16. Any dispute related to this tender and arising out of terms and conditions thereof, the same will be subject to Judicial Jurisdiction at Bhubaneswar only.


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REGISTRAR

UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004.

TERMS AND CONDITIONS OF THE TENDER FOR SALE OF WASTE PAPER.

1. The Tenderers who intend to recycle waste paper only are allowed to participate in the tender for purchasing waste paper from Utkal University, Vani Vihar, Bhubaneswar.
2. The successful tenderer shall have to furnish an undertaking to the effect that the materials purchased will be directly put into digesters for pulping and any deviation detected later shall entail action as per law.
3. (a) The tenderers are requested to submit copy of valid GST Registration Certificate and PAN Card along with the tender.

(b) The tenderers are also required to submit attested photo copy of the Registration Certificate of Excise/DIC/P.M.I. industries Deptt., Bhubaneswar along with the tender.
4. The tenderers are required to deposit Rs.7,080/- (Rs.6,000/- + GST 18%) only towards cost of Tender Paper in shape of Bank Draft drawn in favour of the Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar – 751 004.
5. The tenderers are required to deposit Rs.50,000/- (Rupees fifty thousand) only towards EMD in shape of Demand Draft in favour of the Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar – 751 004. The EMD of unsuccessful tenderers will be refunded soon after finalization of tender. Tender without EMD shall be rejected.
6. Tenderers shall quote their rate per Kg. in the Tender.
7. GST applicable will be charged extra on the quoted price.
8. Incomplete tenders / tenders without EMD / tenders without copy of the valid GST Registration Certificate, photo copy of PAN Card / cost of Tender Form shall be rejected.
9. The successful tenderers shall have to deposit performance security of 5% of the tender value in shape of Demand Draft in favour of the Comptroller of Finance, Utkal University payable at Bhubaneswar within a period of 05 days from the receipt of assignment order from the Utkal University, failing which the order shall be treated as cancelled and in that case the EMD shall be forfeited. The performance security money will be refunded after certification by the Store Section of the Utkal University to ensure that all the waste paper have been

lifted by the tenderer for which the tender was invited. If the tenderer fails to lift all the waste paper or delay in lifting the paper the EMD and/or performance security money will be forfeited.

10. The successful tenderer shall have to deposit the total cost of waste paper as will be determined by the authority of the Utkal University in the manner directed before lifting of waste paper.
11. The cost of lifting and transporting of waste papers shall be borne by the tenderer.
12. The weighment of loaded and unloaded vehicle carrying waste paper will be made in the weighbridge in presence of the officials of Utkal University in order to determine the quantity of waste paper and the cost of the same shall be borne by the tenderer.
13. The tender shall remain valid up to 06 (six) months from the date of agreement/work order. However, the authority of the Utkal University reserve the right to extend the validity period for sufficient reasons.
14.
 - (i) The quality and quantity of waste paper may be inspected by the tenderers before quoting rates of each items.
 - (ii) In the event the Tenderer fails to lift the waste paper within the stipulated time in the work order the Utkal University reserves the right to cancel the tender and the EMD & performance Security amount shall be forfeited.
 - (iii) The time scheduled in the work order is only indicative and University may change the schedule and call upon the tenderer to lift the waste paper, by altering the schedule in which event the tenderer shall lift the same during the agreement period. Failure on the part of the tenderer shall be considered as violation of tender conditions.
 - (iv) The last date and time for receipt of Tender complete in all respect is on or before 25.09.2026 up to 1:30 P.M. and the Tenders received thereafter shall not be considered on any ground. The Tender will be opened on same day i.e. on 25.09.2026 at 4:30 P.M. A change if any will be communicated.
15. Approximate quantity of waste paper with their offset price is given below:

Sl. No.	Categories of Waste Paper	Approximate quantity	Offset price per Kg.
1.	Used Examination Answer Scripts	15,00,000 scripts	Rs.15/- + GST

16. In case of any dispute arising in course of transaction of business the decision of the Registrar, Utkal University, Vani Vihar, Bhubaneswar shall be final and binding on the part of the tenderer.

17. The Registrar, Utkal University reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

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