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आज़ादी का
अमृत महोत्सव
डॉ बी आर
अम्बेडकर विश्वविद्यालय दिल्ली



Dr B R
Ambedkar University Delhi



Tender Notice for Disposal of Old Newspapers, Books, Magazines & Other Waste Materials

F. No. AUD/16-07(16)/LIB/MISC/2025-26/219

Dated: 3rd September, 2025

Sub: Invitation of Quotations for Disposal of Old Newspapers, Books, Magazines and Other Waste Materials of the Library.

Sealed quotations/bids in the prescribed format are invited from reputed and eligible scrap dealers (Kabadiwalas) based in Delhi & NCR for the disposal of old newspapers, books, magazines, cartons, waste papers and other scrap materials of the Library, Dr. B. R. Ambedkar University Delhi, on the terms and conditions specified below.

1. Important Dates

- **Date of Publishing of Bid:** 3rd September, 2025
- **Inspection of Materials:** 4th September, 2025 to 9th September, 2025 (11:00 AM to 05:00 PM, excluding holidays)
- **Date & Time of Opening of Bids:** 4th September, 2025 at 11:00 AM
- **Last Date & Time for Submission of Bids:** 10th September, 2025 up to 05:00 PM

2. Description of Items

Old Newspapers, Books, Magazines, Waste Iron, Plastic, Cartons and Waste Papers.

Bidders are advised to physically inspect the materials before quoting their rates. Successful bidders will be required to arrange electronic weighing machines in the presence of the Library In-charge and make necessary arrangements for packing, loading and transportation of materials at their own cost within 7 days of acceptance of bid.

3. Submission of Bids

- Bids shall be submitted strictly in the format prescribed at Annexure-1. Incomplete or conditional bids will be rejected.
- The quotation form must be placed in a sealed envelope, clearly superscribed: **"Quotation for Disposal of Old Newspapers, Books, Magazines, Waste Iron, Plastic, Cartons and Waste Papers in Dr. B. R. Ambedkar University Delhi"**
- The name, address and contact details of the bidder must be mentioned on the envelope.

- Bids may be submitted either:

(a) By Speed Post addressed to “The Registrar, Dr. B. R. Ambedkar University Delhi, Kashmere Gate, Delhi–110006”; or

(b) By hand to the Library, against proper acknowledgement.

4. Bid Security

- Each bid must be accompanied by a Bid Security (EMD) of ₹1,000/- in the form of a Demand Draft issued by any Nationalized/Commercial Bank, drawn in favour of “The Registrar, Dr. B. R. Ambedkar University Delhi”, payable at New Delhi.
- Bids without Bid Security will be summarily rejected.
- For successful bidders, the Bid Security will be retained as Performance Security and released only upon successful completion of the contract. For unsuccessful bidders, EMD will be refunded within 7 working days after award of work.
- Firms Registered with NSIC/MSME/startups are exempted from EMD as per GFR provisions, subject to submission of valid certificate.

5. Eligibility Criteria

- The firm must have a valid GST Registration Certificate (copy to be enclosed).
- Experience in similar work in Government Departments/Universities is desirable (attach copies of work orders, if available).

6. Selection Process

- Bids will be evaluated by a Committee constituted for this purpose.
- Selection will be based on the Highest Rate offered on a Weighted Average Basis (as per Annexure–1).
- In case of tie, preference shall be given to the bidder with higher relevant experience.

7. Terms & Conditions

1. The bid document must be signed by the Authorized Signatory of the firm on each page as a mark of acceptance.
2. The successful bidder shall collect and lift materials strictly on an “As is Where is” basis, from all four campuses; i.e. Kashmere Gate, Karampura, Lodhi Road and Qutab Institutional area.
3. Materials must be weighed, packed in gunny bags and lifted within 7 days from the date of award or whenever university representative will call the vendor for collection of materials (generally start of every month). Delay will attract penalty or cancellation of work at the discretion of the University.
4. The full payment, as per the accepted rates, shall be deposited with the Finance Division of the University before lifting the material.

5. Rates once approved will remain valid for **one year** from the date of agreement, extendable at the discretion of the University.
6. Late or incomplete bids will not be accepted. No revision of rates will be allowed after opening of bids.
7. The University reserves the right to:
 - Accept or reject any/all bids, wholly or partly, without assigning any reason.
 - Award the contract to more than one bidder at approved rates, if required.
8. In case of unsatisfactory performance, violation of terms, or delay in lifting material, the Performance Security shall be forfeited, and the firm may be blacklisted. Blacklisting/Debarment will be done as per government of India guidelines.
9. The decision of the Competent Authority of the University shall be final and binding in all matters related to this tender.
10. In case of disputes, the jurisdiction shall be Delhi Courts Only.

Disposal of Old Newspapers, Books, Magazines, Waste Iron, Plastic, Cartons and Waste Papers (Contract for a period of one year from the date of the Agreement)

Basic Information about the Quotation/Bidder (to be furnished on Letter Head of the firm)

1	Name of the Agency:	
2	Address of the Agency (Attach Proof):	
3	PAN No. of the Agency (Attach Proof):	
4	GST No. of the Agency (Attach Proof):	
5	Work Experience (If Any)(Attach Proof):	
6	Any Other Information, Bidders would like to Submit:	

Bid Security: Details of Demand Draft No. _____ Amount. _____ issued by (Bank Name)

Quotations /Bid:

I agree to take away old newspapers/Books/magazines/waste iron/plastic/papers etc. of Dr. B.R. Ambedkar University Delhi during the validity for the contract at under mentioned rates:

Item/	Approximate Quantity (KG)	Rates in Rs. / kg.	Total
	(1)	(2)	(1X2)
Newspapers of all types			
Magazines			
Books			
Waste Iron			
Plastic			
Cartons			
Waste papers			
Grand Total*			

*Highest bidder will be decided on Weighted Average principle.

I also undertake that all terms and conditions of Tender Documents **No.**
AUD/_____ are acceptable to our firm.

(Signature of authorized
signatory) Name and Designation
Stamp of the firm