



# WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur Barasat,  
24 Parganas (North), Kolkata - 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 Fax: (033) 2524 1977

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Ref. ....WBSU/Reg/NIQ/Disposal/01/2026-27

Date 23.06.2026

## **Notice Inviting Quotations for Disposal of Used & Unused Answer Books, Loose Sheets, Application forms etc.**

The University intends to invite rates through sealed quotations for **Disposal of Used & Unused Answer Books, Loose Sheets, Application forms etc. (as per Regulations of the University)**

1. Competitive offers in sealed covers superscribed with the statement "Bids for used Answer Books" are invited from interested parties for disposal on "AS IS WHERE IS" basis.
2. The waste papers include various documents e.g used & unused Answer Scripts, unsold Examination Forms, etc.
3. The Tender Notice containing detailed terms and conditions are also available on WBSU website [www.wbsu.ac.in](http://www.wbsu.ac.in) and [www.wbsu.ac.in](http://www.wbsu.ac.in). Interested parties can download the Tender Document and submit the offer.
4. The items can be inspected at WBSU's OFFICE in Berunanpukuria, Malikapur, Barasat, Kolkata – 700126 between 12:00 hrs to 16:30 hrs up to 13.07.2026 on any working day.
5. You are accordingly requested to quote your highest rates for lifting the papers. The proposal should be submitted in two parts viz. "Technical Bid" and "Commercial Bid" in the Performa enclosed at Annexure A, C, declaration and Annexure D, respectively. Filled in Annexure A, C, Declaration together & Annexure D should be sealed in separate envelopes and appropriately superscribed with the statement "Technical Bid" or "Commercial Bid" as the case may be and then sealed in a bigger envelope superscribed with "Bids for used Answer Books".  
The sealed covers addressed to the Registrar(Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24-Parganas(N), Kolkata- 700126 should be submitted before 15.00 hrs of 13.07.2026  
The 'Declaration Form' in Annexure A forming part of the inquiry should be signed and submitted along with the offer in token of acceptance of terms and conditions of the Tender. The Technical bids would be opened on 14.07.2026 at 15.00 hrs. The bidders may depute their personnel for the bid opening event, if they so desire.
6. The offer shall accompany an Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five thousand only) Non-Refundable. The EMD should be submitted in the form of banker's cheque/Demand Draft drawn in favor of Registrar payable at Kolkata. Tenders without EMD will be summarily rejected.
7. WBSU reserves the right to accept/reject any/all offer(s) without assigning any reason whatsoever.
8. The used material/papers given should be sent to the factory for pulp making only for recycling purpose and should not be used for any other purposes. The party shall have to furnish an undertaking that the material will be sent to the factory for recycling/pulp making only and shall not be disposed off in any other manner. After, recycling/pulping a certificate to that effect is to be issued to WBSU.

  
23/6/26  
Registrar(Additional Charge), WBSU

**Prof. Subir Biswas**  
Registrar (Additional Charge)  
West Bengal State University  
Barasat, Kolkata-700126

Annexure- A

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 all these conditions forming part of the tender inquiry. I/We have remitted an EMD of Rs. 5,000/- (Rupees Five thousand only) vide DD/BC No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank, \_\_\_\_\_ Branch. A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the 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

\_\_\_\_\_  
PAN No. of the Bidder:  
(Mandatory)

Mobile No. :

Telephone No.:

Place:

Date: Signature, Name and Address of the Bidder with Se

TERMS AND CONDITIONS

1. The sale shall be on "AS IS WHERE IS" basis
2. The materials shall be picked from the following location/area:-

**WEST BENGAL STATE UNIVERSITY  
BERUNANPUKURIA, MALIKAPUR,  
BARASAT, 24-PARGANAS(N),  
KOLKATA – 700126**

3. Quotations are to be submitted in sealed covers and should be submitted within the last date and time specified in the tender document.
4. The quoted price, item-wise, shall be submitted in the Price Format at Annexure D, forming part of the Tender Inquiry.
5. Tenders shall be accompanied by the EMD of Rs.5000/- (Rupees Five thousand only) in the form of Banker's Cheque/Demand Draft drawn in favor of Registrar payable at Kolkata. Under no circumstance, amounts that are due or likely to be due from WBSU will be adjusted against EMD. No mode of payment other than the above will be accepted. EMD amount will not carry any interest. Tenders without EMD will be summarily rejected.
6. The tender shall be open for acceptance for a period of sixty (60) days from the date of opening the bids. In case of withdrawal of tender within this period, the EMD remitted by the bidder will be forfeited.
7. The tender 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. All labour, tools and equipment for removing/loading the items from WBSU shall be organized by the buyer on their own cost. The personnel employed for shifting the items shall strictly obey the safety Rules in force and WBSU will not be responsible for breach of any rules by the personnel of the buyers in any way whatsoever. The job shall be done without damaging the premises/ roads/ drains/ etc. in the compound. The buyer shall make good the damages, loss, etc., in the event of any such occurrence.
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. Tenders submitted without fulfilling the above term & conditions and in contravention to the tender notice are liable to be rejected summarily.
12. The Tender Notice and connected Annexures shall form part of the contract.
13. The items to be sold can be inspected on any working day as indicated in tender notice.

14. The successful bidder would be awarded the contract for removal/lifting the waste papers for a period of one year and shall remit the Tender price of the items before taking final delivery of the items from WBSU.
15. The awardees should remove all items at his/her own cost from WBSU with a proper Gate Pass during working hours within 7 days from the date of information. Those who fail to do so will forfeit their EMD besides cancellation of the order.
16. The Contract shall be valid for a period of one year. Either party may, however, terminate the contract by giving 60 days notice.
17. 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.
18. The sale is subject to all terms and conditions prescribed in the tender document and resultant sale order.
19. Any clarification required may be obtained before submission of the tender.
20. WBSU reserves the right to cancel this sale at any time without assigning any reason before issue of the sale order. BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.
21. The tender is issued subject to the jurisdiction of the local courts at Kolkata only. All disputes arising out of the tender notice and resultant sale order shall have the jurisdiction of the competent Court at Kolkata only.
22. The used material will be weighted in the presence of the representative of the WBSU and the payment at the rate selected should be made in cash to the WBSU against a cash receipt, before the material is transported from the Office premises of WBSU.
23. The rate quoted by the tenderer shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.

24. Eligibility Criteria :-

- i) Companies should be in existence for over 3 years in the business of lifting waste paper material for pulp making.
- ii) The firm/company should have a previous contract for lifting waste papers for at least three years with a reputed firm. The company should furnish its contract documents with the offices for the last two years.
- iii) The firm/ company should furnish the details of pulp making facility/arrangements they have in order to keep the confidentiality of the documents from where the waste papers are lifted for pulp making. The company should also furnish the list of organizations who are selling the Examination related material for pulp making to them.
- iv) The used material given should be sent to the factory for pulp making only and should not be used for any other purpose. The party shall have to furnish an undertaking that the material will be sent to the factory for recycling/pulp making only and shall not be disposed off in any other manner. WBSU shall have the right to depute its representative to accompany the vehicle (carrying the materials sold) upto the pulp making facility.
- v) The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cut off date and time will be rejected forthwith.

Annexure – C

Proforma for Technical Bid

1.	Name of the Organization : Address & Tel. No.  E mail ID	
2.	Date of commencement of Business :	
3.	Status of the organization (i.e whether proprietorship, Pvt.Ltd., partnership, etc.) :	
4.	Name of the CEO/ Proprietor with : Contact number	
5.	Latest Annual Turnover (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 prominent organizations served / being served with similar services with name and address (Also attach a comprehensive list of the organizations served in the recent past, from where the waste papers are lifted)	
8.	Address of the pulp making facility/arrangement:	
9.	Do you agree with the terms and conditions stipulated in Annexure-B :	
10	Please list out any points of disagreements with proposed solution (attach a separate sheet in case space provided is insufficient)	

11. Details of EMD(enclosed DD) : DD No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs.5,000/- drawn on \_\_\_\_\_ Bank in favour of Registrar, payable at Kolkata.

**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 Annexure-B and confirm to abide by same. Disagreement and 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 WBSU. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is enclosed.

Signature.....

Place.....

Date.....

Name.....

Designation.....

**Annexure- D**

**Proforma for Commercial Bid**

1. Name of the Organization :  
Address & Tel. No.  
E mail ID

2. Rates offered for waste papers to be purchased from WBSU

Sl. No.	Item	Quoted Price (In figures)/per kg	Quoted Price (In words)/per kg
1.	Used Unused Answer Scripts & Application forms		

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

Seal of the Organisation

Designation.....