

Malaviya National Institute of Technology Jaipur

Jawahar Lal Nehru Marg, JAIPUR-302017 (Rajasthan)

Ministry of Education

(Government of India)



Tender Enquiry

For

**Disposal of Old Newspapers, Magazine, Fee newsletters and used temporary
book slips and other scrap papers**

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

No. F5(3605)ST/MNIT/Lib/2025

Phone : 0141-2713312,2713352

Notice Inviting Quotation (E-Procurement Mode)

NOTICE INVITING QUOTATION FOR DISPOSAL OF OLD NEWSPAPERS, MAGAZINE, FEE NEWSLETTERS AND USED TEMPORARY BOOK SLIPS AND OTHER SCRAP PAPERS

Registrar, MNIT, JLN Marg, Jaipur invites tenders for the supply of **"Disposal of Old Newspapers, Magazine, Fee newsletters and used temporary book slips and other scrap papers"** as mentioned in the Annexure-I on On "As-is-Where-is" basis in Library. Invites online Bids (Technical bid and Commercial bid) Bid system as per schedule given below:

1. Vendors are requested to submit their online bid for mentioned item as per detailed technical specification given and Price Bid as per BOQ on CPP Portal. The Important information related to tender are as follows:

Sr. No.	Description	Details
1	Available items can be inspected at	Library, MNIT Jaipur
2	Tender Publishing Date	28.10.2025
3	Bid submission Start Date	28.10.2025
4	Date and Time for inspection of items	29.10.2025 to 18.11.2025 (Between 02.00 PM to 4.30 PM) excluding holidays
5	Bid submission End Date	19.11.2025 (02.00PM)
6	Bid Opening Date	20.11.2025 (02.00 PM)
7	Tender Category	Sale
8	Number of Lots	As per Annexure – I
9	Cost Of Tender Document	Free
10	Earnest Money	(Rs. 1500.00) EMD in the form of Demand Draft in the name of The Registrar, MNIT payable at Jaipur or NEFT/RTGS in the bank account details as under:- Bank Name: ICICI Bank Ltd., Bank Branch: MNIT Jaipur Account Holder: Registrar MNIT Jaipur, J.L.N. Marg, Jaipur Bank Account No: 676805000011 Bank IFSC Code: ICIC0006768
11	No. of Covers	02
12	Bid Validity days	90 days
13	Email Address (for Technical Clarifications)	storepurchase@mnit.ac.in

Deputy Registrar
Stores and Purchase MNIT Jaipur

2 **Instructions to Bidders**

Instructions for Online Bid Submission

Department of Expenditure has issued the directive to publish the tender document on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender document can also be downloaded from MNIT Jaipur Website (www.storepurchase@mnit.ac.in)

2.1 Registration Process

- a) Bidders to enroll on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- c) Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- e) Bidder then logs in to the site through the secured login by entering their user ID / password and the password of the DSC / eToken.

2.2 Tender Documents Search

- a) Various built in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- c) Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.3 Bid Preparation

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / Schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- e) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process

2.4 Bid Submission

- a) Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder to select the payment option as “on-line” to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
- d) A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the pre-scribed format and no other format is acceptable.
- e) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- f) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- g) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- i) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.5 Assistance to Bidders

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 2337315.

2.6 General Instructions to the Bidders

1. The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
2. Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card Token in the company’s name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link ‘Information about DSC’. Bidders are advised to follow the instructions provided in the ‘Instructions to the Bidders for the e-Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure>

3. **Eligibility Criteria**

The MNIT has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose self-attested photocopies of supporting documents along with the proposal, failing which bids will be summarily rejected and will not be considered any further.

The bids (complete in all respect) must be uploaded online in TWO Envelops as explained below.

Cover – 1 (Following documents to be provided)				
Sr. No.	Pre- Qualification Criteria	Documents to be provided	File type	Page No.
1	Please specify as to whether Tenterer is sole Proprietor/Partnership Firm/ Private or Limited Company	Provide Certificate	.PDF	
2	The bidder should be registered with Income Tax and Goods and Service Tax.	PAN Card ITR copy for last 3 years GST Certificate	.PDF	
3	List of Items to be Disposed	As per Annexure- I	.PDF	
4	Bidder's Details	As per Annexure- II	.PDF	
5	Declaration of blacklisting/ Non-Block listing	As per Annexure- III	.PDF	
6	Earnest money Deposit	Proof of EMD	.PDF	
7	Undertaking	as per Annexure- IV	.PDF	
Cover – 2				
1	Financial Bid	Price bid as per BOQ format only. (Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as 'Optional' in the specifications is not to be included for overall comparison)	.XLS	

FINANCIAL BID (PRICE-BID): Bidder has to quote separately for all the fields as mentioned in Price Schedule. Adding 0 'Zero' shall be treated as unresponsive. Online submission of the bids will not be permitted on the portal after the expiry of submission time and the bidder shall not be permitted to submit the same by any other mode. **The bid will be evaluated 'total value wise' hence it is mandatory for the bidder to quote price for all the items and supply the same to the Institute. If any bidder quote '0' Zero price for any article, his bid will be treated non-responsive and will be rejected.**

4. Tender for “Disposal of old answer books and practical records”

1. Accordingly, online quotations are invited for the disposal of Obsolete/Unserviceable item.
2. **Eligibility/Qualification Criteria:**
 - i. All bidders must enclosed GST registration certificate along with the quotation.
 - ii. The firm must enclose documents as per Annexure I to IV.
3. Period of validity of quotation: Quotation shall remain valid for 90 days from the date of bid opening.
4. **EMD (if applicable):** Bidders can submit the EMD for an amount which is stated at the “Schedule” of the tender document with Account Payee Demand Draft/Banker’s Cheque in favour of ‘MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY’ payable at JAIPUR. Bidder has to upload scanned copy / proof of the DD/ banker cheque along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name:

MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY
Account No. 676805000011
IFSC Code ICIC0006768
Bank Name ICICI BANK LTD
Branch address MNIT BRANCH.

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. Refer to Schedule (at page 2 of this document) for its actual place of submission.

5. **Refund of EMD:** The EMD will be returned to unsuccessful tenderers **only after the Tenders are finalized**. In case of successful Tenderer, it will be refunded to bidder after award of contract and submission of Performance Bank Guarantee by the vendor.
6. **Opening of the tender:** The online bid will be opened by a committee duly constituted for this purpose. The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened subsequently for further evaluation. In case, the day of bid opening is declared a holiday by the government, the Bids will be opened on the next working day at the same time
7. **Prices:** The price should be quoted in BoQ format only. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However, the percentage of taxes & duties shall be clearly indicated. The price in BOQ format in only for one Kg. Qty. the sale price will be for actual quantity.

8. Terms and Conditions:

1. The bidder may inspect the items on pre-determined date to satisfy themselves about the items they are bidding for
2. All the items will be disposed off in one lot to the successful tenderer and no part quotation shall be entertained.
3. The items shall be sold/disposed to the highest Bidder on “As IS Where is basis”
4. The successful bidder shall make full payment in advance in the form of Demand Draft/pay order in favour of Registrar MNIT Jaipur
5. Parties have to quote for all the items in financial bid format otherwise their bids will not be considered.
6. The list of items shown is indicative, MNIT reserves the right to add/delete/modify as found necessary.
7. All labour, tools and equipment for loading the items from site to buyer's trucks with all leads, lifts, etc. shall be at the cost of the buyer.
8. The personnel employed for the disposal action (job) shall strictly obey the safety Rules while working in MNI Jaipur.
9. Obtaining all statutory approval from the Govt/Local bodies/Police/Traffic wing required for purchase or clearing of materials is the sole responsibility of the successful bidder only. MNIT can not be held responsible for any delay or lapses in this regard.
10. The job shall be done without damaging the premises/roads/drains/etc. The buyer shall compensate the damages, loss etc., in the event of any occurrence otherwise.
11. All scrap materials shall be inspected by the intending bidders before making an offer. Once an offer is accepted, successful bidder will have to take delivery of the goods, notwithstanding all the faults and flaws, if any, in the condition or description etc. of the goods irrespective of whether it was actually inspected or not. No selection or sorting whatsoever of the goods will be allowed. The entire lot should be cleared by getting proper Gate pass from Store & Purchase Section, MNIT.
12. Removal and transportation of materials shall be done only during working hours of MNIT. No materials will be allowed to go out after 5.00 PM on week days. Similarly, no materials will be allowed to go out on Sundays and Holidays. No other material should be removed from the site.
13. Any uncleared or unnoticed materials left over by the successful bidder within the premises cannot be claimed later.
14. No enquiry of bidder shall be entertained once the material is lifted by them.
15. MNIT also reserves the right to accept/reject the offers or cancel the whole tender proceedings without assigning any reason whatsoever. The decision of MNIT will be final and binding on the bidder(s). Bidders are not entitled to claim any damage or compensation in case of such cancellation.
16. The Disposal of Obsolete/Unserviceable item being disposed is to be treated in line with applicable rules/notifications/guidelines etc. as may be prescribed by the Government. The successful bidder shall be responsible to ensure this action.
17. At any time MNIT may modify the bidding document by amendment thereto. The amendment will be notified on MNIT website only, which will be binding on bidders. Bidders should regularly visit the above websites to keep themselves updated.
18. In case any bidder fails to lift the goods within the specified period i.e. 30 days (from the date of acceptance of the tender), he/she shall have to pay delay charges @2% of total bid value for each additional day.
19. The items disposed off will be removed by the buyer(s) from the premises of MNIT within the specified period; delivery of goods shall be given only during the working by the purchase(s) to the custodian of store. During intervening period i.e. from the time of provisional acceptance of the highest bid till physical lifting of the goods, the goods shall be lying in the MNIT premises solely at the risk and cost of the bidder concerned. The

- purchaser/successful bidder will make his/her own arrangements for transportation and he/she will not be entitled to claim any facilities or assistance regarding transportation, loading/unloading etc. from MNIT Jaipur.
20. The items are sold on "As IS WHERE IS BASIS" and shall be removed by the successful bidder fully notwithstanding any errors of misstatements of description, quantity, weight enumeration or otherwise and without any question on the part of the successful bidder and no claim shall lie against MNIT for compensation. The successful bidder will not be permitted to select any portion out of the goods sold to him/her nor shall any allowance be made or claim lie against MNIT for compensation on account of any miss-statement or discrepancies.
 21. If any information given by the bidder in the bid documents and its Annexure is found to be false/ incorrect at any stage, MNIT shall have the right to disqualify/summarily terminate the contract, without prejudice to any other rights that the Corporation may have under the contract & Low.
 22. The acceptance of the successful Tender(s) shall be provisional subject to final approval of competent authority.
 23. Incomplete and unsigned tender will be summarily rejected.
 24. No items, once disposed to the successful bidder, shall be taken back by MNIT, in any conditions whatsoever.
 25. In case he H1 party fails to uplift items/ equipment within the stipulated period, MNIT has the discretion to award the contract to H2 party on H1 rates. MNIT is not bound to give any notice/ reminder to H1 party for their failure to deposit the quoted price or remove/uplift machines/equipment within the stipulated period. In such case the EMD of the H1 party will be forfeited.
 26. Successful tenderers, herein after referred to as purchasers, shall have to submit as SD @ 25% (twenty-five) percent of the total sale value of the contract within seven calendar days of the issue of the acceptance letter/ sale order (Excluding the date of issue). The SD shall be deposited in the form of bank draft/pay order, drawn on any of the commercial bank in favour of officer concerned as mentioned in the NIT.
 27. **Acceptance/ Rejection of bids:** The Institute reserves the right to reject any bid not fulfilling the eligibility criteria. Submission of incomplete bid/ incomplete bid format would lead to rejection of bids. All documents required to be submitted should be the part of the bid. If any document is not submitted, the bid will be treated as incomplete and this would lead to rejection. No communication in this regard will be entertained. Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder's specification and supporting documents etc. may lead to rejection of the bid.
 28. Bidder must enclose the duly signed and stamped document.
 29. In case more than one bidder happens to quote the same highest price, MNIT Jaipur reserves the right to decide the criteria and further process for awarding the contract. Decision of MNIT Jaipur shall be final for awarding the contract.
 30. All disputes will be subject to the Jurisdictions of Jaipur, Rajasthan

Dated:

Signature of bidder with seal.

Your faithfully
Sd/-

Deputy Registrar
Stores and Purchase MNIT Jaipur

ANNEXURE- I

Library Section

Disposal of Old Newspapers, Magazine, Fee newsletters and used temporary book slips and other scrap papers

S. No.	Particulars of Item	Quantity	Location
1.	Disposal of Old Newspapers, Magazine, Fee newsletters and used temporary book slips and other scrap papers	Approx. 02 Ton	Library

Library Section

Tender for Disposal of Old Newspapers, Magazine, Fee newsletters and used temporary book slips and other scrap papers

SALE NIT NO.: F5(3605)ST/MNIT/LIB/2025

Bidder's Details

Sl. No.	Particulars	To be filled up by the Tendered	
1	Name of the Firm/Agency/Company		
2	Name and designation of Authorized Signatory		
3	Contact Details of the Firm/Agency	Telephone/Mobile No.	
		FAX No.	
		E-Mail ID	
4	Name of Proprietor/Partners/Directors of the Firm/Agency		
5	GST Registration Number: PAN Number		
Details of Bidder's Representative			
6	Name of the Contact Person: Designation: Phone No. Mobile No. E-mail ID:		

UNDERTAKING

I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Authorized Signatory (Signature in Full) :

Name and Title of Signatory

Company Rubber Stamp:

ANNEXURE - III

Disposal of Old Newspapers, Magazine, Fee newsletters and used temporary book slips and other scrap papers

SALE NIT NO.: F5(3605)ST/MNIT/LIB/2025

<< Organization Letter Head >>

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to these tender specifications are true and complete to the best of our knowledge. I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

Dated:

**Signature of Authorised Signatory
with stamp (Name of the person)**

Tender for Disposal of Old Newspapers, Magazine, Fee newsletters and used temporary book slips and other scrap papers

SALE NIT NO.: F5(3605)ST/MNIT/LIB/2025

UNDERTAKING

I/We_____do hereby solemnly affirm and declare that:

- i. The Disposal of Obsolete/Unserviceable item,items out of obsolete/unserviceable items etc. will be stored/process/disposed off as per Disposal of Obsolete/Unserviceable item,(Management and Handling) Rules, 2016 or as amended from time to time.
- ii. The old batteries/lead acid batteries out of obsolete/unserviceable item tendered for disposal will be stored/process/disposed off as per The Batteries (Management and Handling) Rules, 2001 or as amended from time to time.
- iii. The Other hazardous waste items out of obsolete/unserviceable item tendered for disposal will be transport/stored/process/disposed off as per The hazardous and Other Waste (Management and Tran boundary Movement) Rules 2016 or as amended from time to time.

Dated

**Signature of Authorised Signatory
with stamp (Name of the person)**

