

NIQ No. IISERBpr/NIQ/S&P/2026-27/18

Date: September 16, 2026

NOTICE INVITING QUOTATIONS

Indian Institute of Science Education and Research (IISER), Berhampur, is an Institute of National Importance established under Ministry of Education, Government of India. Quotations are invited from prospective bidders for **“Disposal of used/unused answer paper of previous examinations and waste papers”**.

All prospective suppliers are requested to submit complete documents as mentioned in **“Sr. No. 12”** their quotations on or before the end date/time of submission in the following ways:

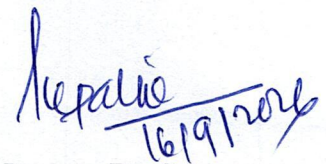
- a. By email to purchase@iiserbpr.ac.in. Mentioning subject for **“Quotation for supply against NIQ No. IISERBpr/NIQ/S&P/2026-27/18 dated September 16, 2026”** The scanned soft copy (pdf) of the quotation should be password protected. The password will be obtained from the suppliers at the specified time of opening of NIQ. The unprotected soft copy of quotation may be rejected.

OR

- b. The sealed envelope should be duly super-scribed of the quotation should be as follows:
“Quotation for supply against NIQ No. IISERBpr/NIQ/S&P/2026-27/18 dated September 16, 2026.”

1.	NIQ No.	IISERBpr/NIQ/S&P/2026-27/18
2.	NIQ Date:	September 16, 2026
3.	Brief Description of the item to be disposed	Disposal of used/unused answer paper of previous examinations and waste papers.
4.	Quantity	500 kg (Approx.)
5.	Delivery Period (Days/weeks):	Not Applicable
6.	Delivery Location:	IISER Berhampur Permanent Campus
7.	Estimated value	Not Applicable
8.	NIQ Submission End Date & Time of submission	October 01, 2026 at 11:00 hr
9.	NIQ Opening Date, Time & Venue	October 01, 2026 at 12:00 hr (Store & Purchase Office)
10.	Bid Security	a. The Bidder shall furnish, as part of its bid, an EMD of Rs. 5,000/- by Demand draft drawn in favor of Director, IISER Berhampur or to be deposited online as per the account details enclosed. b. Any bid not accompanied with the EMD shall be rejected by the Purchaser as nonresponsive.(NEFT/Bank Mandate is attached)
11.	Address for submission of NIQ:	Deputy Registrar (Stores & Purchase) IISER Berhampur, At/Po: -Laudigam, Konisi, Dist. Ganjam, Odisha-760003 Through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
12.	Award of Contract:	The bidder who complies with the technical compliance, fulfils the eligibility criteria and quotes the lowest amount shall be awarded the contract
13.	Mandatory Documents /	The bidder should submit the following documents for evaluation failing which the bid cannot be considered: a. Technical Bid (Refer Annexure- ‘1’) b. Commercial Bid (Ref. Annexure- ‘2’) c. Bidder Information Form (Ref. Annexure- ‘3’) d. Declaration for non-blacklisting/debarment (Ref Annexure-‘4’)

14.	Pre-Qualification criteria	I. Companies/Bidder should be in existence for over 2 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 two years with a Government Department/Public Sector Undertaking. The company should furnish its contract documents with a Govt. office for the last two years. III. The commercial bid would be opened only after the technical bid is found satisfactory. NIQ received after the prescribed cut-off date and time will be rejected forthwith. IV. The Vendor should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India and no criminal case is pending against the said firm on the date of submission of this bid (Prescribed Performa as per Annexure '4'). V. The vendor must furnish details of GST No/PAN No. and copy of these documents should enclosed along with bid document. VI. In case of any difference / discrepancy between the rates quoted in figures and words, the later shall prevail. VII. A copy of this NIQ Document with each page duly signed by the authorized signatory (who has signed the Bid), VIII. The bidder shall quote the Technical and Commercial bids only as per the format enclosed at Annexure- '1' and Annexure- '2'. IX. Conditional bids shall not be considered and will be rejected out-rightly at the first instance.
15.	For technical Clarifications please contact:	Deputy Registrar Dept. of Stores & Purchase Email: purchase@iiserbpr.ac.in
16.	NIQ Inviting Authority:	Deputy Registrar (Stores and Purchase) for and on behalf of Director, IISER Berhampur Tel. No.0680 2227-7718/ 7303/ 7717


 Deputy Registrar
 (Stores & Purchase)

Terms and Conditions

1. The contract will be for period of one year from the date of award and may be extended further two more years on yearly basis based on the performance and satisfaction of the University.
2. Bid document should be submitted within the last date and time specified in the NIQ document.
3. The quoted price, item-wise, shall be submitted in the Price Format at Annexure- '2', forming part of the NIQ.
4. The NIQ shall remain open for acceptance for a period of sixty (60) days from the date of opening the bids. In case of withdrawal of NIQ within this period, the EMD remitted by the bidder will be forfeited.
5. The bidders are required to indicate their GST/PAN Number in their offer.
6. The used Answer booklets should be weighed in the presence of the Committee member by the vendor.
7. Bidders are advised to inspect papers under auction sale and satisfy themselves regarding the nature/description/conditions/encumbrances/lien/charge/statutory dues etc over the property before submitting their bids.
8. Statutory dues/liabilities/taxes etc. due to the Govt./Local body shall be borne by the purchaser.
9. The material should be taken after shredding in the presence of officials nominated by the IISER, Berhampur itself by the vendor without any additional cost.
10. The required manpower for shredding, categorizing, weighing, bundling, loading etc., are to be borne by the vendor.
11. The weighed waste shredded materials shall be allowed to be transported only after the remittance of the cost of the weighed material along with GST in the IISER account.
12. The purchaser is obliged to lift all papers for sale engaging own labour/machine and following all laws under force and without causing any damage to the university/ college property.
13. NIQ submitted without fulfilling the above term & conditions and in contravention to the NIQ notice are liable to be rejected summarily.
14. The items to be sold can be inspected on any working day with prior appointment.
15. The successful bidder (H1) evaluated on the basis of sum of rates quoted in respect of Item of 'Annexure- '2', would be awarded the contract for removal/lifting the waste papers and shall remit the sale price of the items before taking delivery of the items from IISER, Berhampur.
16. The awardees should remove all items at his/her own cost from IISER, Berhampur with a proper Gate Pass (non-returnable Gate pass will be issued by Admin Section) during working hours within 7 days from the date of award of contract. Those who fail to do so will forfeit their EMD besides cancellation of the order.
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 NIQ document and resultant sale order.

19. Any clarification required may be obtained before submission of the NIQ. IISER, Berhampur reserves the right to cancel the 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.
20. Any dispute arising out of this document will be subject jurisdiction of Berhampur Court, Odisha.
21. The rate quoted by the bidder shall be final and no change in the same shall be allowed.
22. Commercial bids of only those Firms who are technically qualified shall be evaluated.
23. You are accordingly requested to quote your highest rates for lifting the waste papers. The proposal should be uploaded in "Commercial Bid" in the Proforma enclosed at Annexure- '2'.
24. IISER, Berhampur reserves the right to accept/reject any/all NIQ(s) without assigning any reason whatsoever.

TECHNICAL BID
(NIQ NO. IISERBpr/NIQ/S&P/2026-27/18 dated September 16, 2026)

Sr. No.	Particulars	Details (Documentary proof to be enclosed)
1.	Name of the Tendering Company/Firm/Agency	
2.	Name of the Director of the Company/Firm/Agency	
3.	Full Address & Telephone No.	
4.	E-mail Address	
5.	Date of commencement of Business	
6.	Status of the Company/Firm/Agency	
7.	GST/PAN No.	
8.	Details of prominent govt. department/public sector undertaking served/being served either similar services(also attach comprehensive list of the organizations served in the recent past two years from where the waste papers are lifted)	
9.	Do you agree with all the terms and conditions stipulated in the NIQ	
10.	EMD of Rs. 5,000/- paid	
11.	Name of the sub-contractor for pulp making (if any) with full address	
12.	Self-declaration for not been blacklisted by any State/Central Govt./PSU/Autonomous Body	

Declaration: -

It is certified that the information furnished above is correct to best of our knowledge and belief.

We have gone through the terms and conditions stipulated in the NIQ and confirm to abide same. We have inspected the samples of the waste material to be lifted from IISER Berhampur. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is enclosed.

Sign & Seal of the firm

Date: _____

Annexure- '2'**COMMERCIAL BID**
(NIQ NO. IISERBpr/NIQ/S&P/2026-27/18 dated September 16, 2026)

Ref: IISER Berhampur, NIQ No. _____ Dt. _____

Name of the Firm: _____ Name of Proprietor
_____Address

Quotation No. _____ Dt. _____

Mob No. _____ E-Mail: _____

GSTN. _____ Registration /License No. _____

PAN No. _____

Brief description of the material to be supplied: -

Sl.	Description of item	Quotated Price (in figure/per kg cost including all taxes)	Quoted Price in words (cost including all taxes)
I.	Old Answer Booklets/Papers: Used for various Examinations or any other purposes.		
II.	Waste Cloth Line Covers		
III.	Waste Brown Covers		

Note: -

The bidder will have to quote for all of the above items.

IISER Berhampur reserve the right to accept or reject any offer without assigning any reasons
whatsoever.

IISER Berhampur reserve the right to cancel the NIQ in case of proposal received is not satisfactory.

Place:

Signature :

Date:

Name :

Designation :

Annexure- '3'**BIDDER INFORMATION FORM**
(On company letter head)

(Along with supporting documents, if any)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

NIQ Document No.: _____; NIQ Title: Goods/ Services

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanours in the NIQ Document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Bidder/ Contractor particulars:

- (a) Name of the Company:.....
- (b) Corporate Identity No. (CIN):
- (c) Registration, if any, with The Procuring Entity:
- (d) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)
- (e) Place of Registration/ Principal place of business/ manufacture
- (f) Complete Postal Address:
- (g) Pin code/ ZIP code:
- (h) Telephone nos. (with country/ area codes):
- (i) Mobile Nos.: (with country/ area codes):
- (j) Contact persons/ Designation:
- (k) Email IDs:

Company's Legal Status
(tick on appropriate option)

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others

2) Taxation Registrations:

PAN number:

Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.):

GSTIN number:in Consignor and Consignee States

Registered/ Certified Works/ Factory where the Goods would be mainly manufactured and Place of Consignor for GST Purpose:
Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

☐ We solemnly declare that our GST rating on the GST portal/ Govt. official website is not negative/ blacklisted.

Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.

3) Authorization of Person(s) signing the bid on behalf of the Bidder

Full Name: _____

Designation: _____

Signing as: _____

☐ A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor,

☐ A partnership firm. The person signing the bid is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney,

☐ A company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution

4) Bidder's Authorized Representative Information

Name:

Address:

Telephone/ Mobile numbers: Email

Address:

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[name & address of Bidder and seal)

Annexure- '4'

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Institute Bank Account details

Bank account detail	
Institution's Account Name	IISER BERHAMPUR REVENUE ACCOUNT
Account No	37927733884
IFSC code	SBIN0000033
Bank Name (in full)	State Bank Of India
Branch Name	Berhampur Main Branch
Branch Address	Utkal Ashram Road, Berhampur- 760001
Account Type	Current