



हरियाणा केंद्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123031

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No.: CUH/2025/E&GA/ 5341 (D)

Date: 25-11-2025

NOTICE FOR TENDER FOR SALE AND WEED OUT OF WASTE PAPER (RADDI)

{Used Old Newspaper, Seasonal Sheets, used Answer Sheet (seasonal sheet), Magazines, Information Buellton, Annual Reports, Cartons and other Scrap Paper}

The key dates and information are as below:

1	Procuring of Tender/ Application Form	Available on CUH website www.cuh.ac.in
2	Address for submission of Tender	Estate & General Branch, Room No.123, Admin Block, Central University of Haryana, Jant- Pali, Mahendergarh, Haryana
3	Last date & time for receipt of Tender	14 th December, 2025 by 5:00 PM
4	Date & time of opening of Tender	To be intimated through website of the University

S. Kumar
25/11/2025
REGISTRAR

हरियाणा केंद्रीय विश्वविद्यालय / Central University of Haryana
(सम्पदा एवं सामान्य प्रशासन अनुभाग)/Estate and General Administration



TENDER DOCUMENT FOR SALE AND WEED OUT OF WASTE PAPER (RADDI.)

(Used Old Newspaper, Seasonal Sheets, used Answer Sheet (seasonal sheet), Magazines, Information Buellton, Annual Reports, Cartons and other Scrap Paper)

(Signature of the Tenderer)

I. Introduction

Sealed tenders are invited from interested and eligible vendors/agencies for collection, transportation, and disposal of weeded-out waste papers (Raddi) from the premises of **Central University of Haryana**, located at Jant-Pali, Mahendergarh.

The waste paper includes Used Old Newspaper, Seasonal Sheets, Magazines, Information Buellton, Annual Reports, Cartons, Printed Reports and other obsolete records/materials as per the rules of record retention and disposal the following waste papers approximate weight is 1000-2000 KG.

The tender document can be obtained from 10:00 AM to 04:00 PM on all working days from 25-11-2025 to 14-12-2025. from the office of the Estate and General Administration Branch, Room no. 123 in the Administrative Block, Central University of Haryana & Tender document can also be downloaded from the CUH's website i.e. www.cuh.ac.in

The tender form complete in all respect and same should reach the office of the Estate and General Administration Branch, Administrative Block at above mentioned address, in duly sealed envelope superscribed with "Tender for disposal of Waste Paper" up to 14-12-2025 on 05:00 pm.

The bidders are requested to quote your best offer along with the complete details of terms & conditions. The tender fees and EMD amount is Rs. 500/- and Rs. 1,000/- respectively and same will be deposited in form of DD along with Bid (In favour "Registrar, Central University of Haryana" payable at Mahendergarh).

The date & time of opening of tender bids will be intimated on the website of the University. The Hon'ble Vice Chancellor CUH reserves the right to accept or reject any or all the Tenders without assigning any reason. Incomplete & conditional tenders are liable to be rejected.

On Envelop "Tender for disposal of Waste Paper" should be clearly written on top of envelope, addressed to Estate and General Administration Branch, room no. 123 in the Administrative Block, Central University of Haryana and must reach the office up to 14-12-2025 on 05:00 P.M. This envelope of technical bid must contain the following:

- I. Duly filled, signed & stamped tender document on Company's Letterhead.
- II. Self-attested Documentary proof of registration of Sole Proprietorship/Partnership firm/Mill or Company.
- III. Self-attested copy of the PAN.

The bids (Annexure 'A') shall be opened by the committee constituted for the purpose by CUH.

2. Eligibility Criteria:

Only such bidders, who are Registered Sole Proprietor /Partnership firm or Company and meet the following conditions, can participate in the tender:

- A)The bidder must be a registered Sole Proprietorship/ Partnership firm/ Millor Company. Self-attested documentary proof of registration of sole proprietorship/ partnership firm/ mill or company must be attached.
- B)The bidder must have valid PAN to participate in the tender and must submit self-attested copy of the same.
- C) Be an Indian entity (proprietorship/partnership/company/NGO/cooperative).
- D)Be in the business of paper recycling or scrap dealing for at least **1 year**.
- E) Possess valid GST registration, PAN Card.
- F) Submit an undertaking of compliance with local municipal and environmental rules.

3. Terms & Conditions:

1. Sealed bids are invited for disposal of Waste Paper (used Answer sheets/old newspaper/magazines and other scrap paper) on as per whereas basis. Bid should be sealed in a cover duly super scribed as Tender for disposal of Waste Paper.”
2. The bidders should quote their highest rates based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful bidder (quoting highest rates of purchase) out of the eligible bidders.
3. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
4. The right to accept a bid will rest with the Hon’ble Vice Chancellor CUH, who reserve the right to reject any or all the bids without assigning any reason thereof.
5. The quoted rate should be valid till the material has been lift out from the Libraries.
6. In case, the vendor fails to comply the terms & conditions, the E&GA may terminate the contract without assigning any reason and is free to dispose of the waste paper items in such a manner as may be deemed appropriate.
7. The successful bidder will be liable to complete the job of lifting the material from the CUH at Mahendergarh, Haryana within a period of 7 days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his EMD will be forfeited and the CUH shall have the right to cancel the order.
8. It will be responsibility of the vendor to pack the material by his own laborers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
9. It will be responsibility of the vendor that the waste paper being lifted from the CUH will be used only for recycling in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy.
10. Bidders may visit the CUH premises and inspect the quantity, condition and type of material being sold on any working day on their Own
11. The weighing of the material shall be jointly witnessed by a committee constituted for the purpose and bidder or his authorized representative. All weighing shall be certified by this committee. The weighing site for this purpose will be jointly decided by the successful bidder and the CUH.
12. The successful bidder shall have to deposit whole amount of the estimated cost of the materials planned to be lifted in one phase in the form of DD. The DD should be drawn in favor of the CUH, payable at Mahendergarh, Haryana in case, the successful bidder does not deposit the requisite money, Earnest Money Deposit shall be forfeited and order shall be can celled. Each page of the Tender document should be signed by the tenderer.

I/We have carefully read the above terms & conditions and undertake to abide by the same.

Place:

Date:

Name :

Mobile No.:

Address :

(Signature of the Tenderer)

Annexure 'A'

Performa for quoting the rates

I/We _____ hereby offer rates, to purchase items
from the Central University of Haryana, Mahendergarh (Haryana).

Description Purchase Price/KG

Sr. No.	Particulars	Rate quoted per Kg
1	Newspaper	
2	Magazine	
3	Waste Paper	

Place:

Date:

(Signature of the party with stamp)