



ಭಾರತೀಯ ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ ಧಾರವಾಡ

भारतीय सूचना प्रौद्योगिकी संस्थान धारवाड़

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DHARWAD

[Institute of National Importance by an Act of Parliament]

Ittagatti Road, Near Sattur Colony, Dharwad 580009, Karnataka, India.

NOTICE INVITING QUOTATION (NIQ)

DISPOSAL OF USED ANSWER BOOKS THROUGH SECURE SHREDDING PROCESS

NIQ No.: IIITDWD/Stores/Exam/Disposal/2026/003

Date: 10/07/2026

1. Notice Inviting Quotation

Sealed quotations are invited from eligible agencies/firms for the **disposal of used answer books, examination papers, and related confidential paper waste through secure shredding**, under the supervision of officials of **Indian Institute of Information Technology Dharwad**, hereinafter referred to as **"the Institute"**.

The disposal process shall be conducted in a **secure, confidential, transparent, and supervised manner**, ensuring that the contents of the answer books are irretrievably destroyed through shredding.

2. Scope of Work

The successful bidder shall:

1. Collect the used answer books / confidential paper waste from the Institute premises.
2. Transport the materials securely to the bidder's shredding facility.
3. Shred the entire quantity of answer books completely in the presence of Institute representatives.
4. Ensure CCTV coverage of the complete shredding process.
5. Provide a certificate confirming complete destruction after completion of the process.
6. Dispose of the shredded paper waste in accordance with applicable statutory requirements.

Approximate Quantity: 2,000 Kg

The quantity indicated is approximate and may vary. The Institute does not guarantee the exact quantity.

2.1. Site Visit / Inspection of Items:

Interested bidders are encouraged to visit the Institute premises prior to submission of their quotation to inspect, verify, and assess the approximate quantity and condition of the items proposed for disposal. The site visit shall be permitted from **17/07/2026 to 18/07/2026 between 09:00 AM to 05:30 PM only**.

Bidders intending to visit the Institute shall provide prior intimation by sending an email to **procurement@iiitdwd.ac.in** mentioning the name of the firm, contact person, mobile number, and proposed date of visit.

No separate claim regarding variation in quantity, condition, or nature of the materials shall be entertained after submission of the quotation. Bidders are advised to satisfy themselves through physical inspection before quoting their rates.

3. Eligibility Criteria

The bidder shall satisfy the following eligibility conditions:

3.1 Legal Status



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The bidder must be a legally registered entity such as:

- Proprietorship
- Partnership Firm
- LLP
- Private Limited Company
- Public Limited Company

The bidder shall submit copies of:

- Registration Certificate
- PAN
- GST Registration
- Trade License (if applicable)

3.2 Experience Criteria

The bidder shall have:

- Minimum **3 years of experience** in confidential paper shredding / destruction / waste paper disposal;
- Successfully executed at least **3 similar works** in **Government Departments / PSUs / Autonomous Bodies / Educational Institutions** during the last **3 years**.

The bidder shall submit:

- Work Orders
- Completion Certificates
- Client Certificates

3.3 Financial Capacity

The bidder shall have an average annual turnover of not less than **Rs. 10 Lakhs** during the last **3 financial years**.

Proof to be submitted:

- Audited financial statements / CA certificate

3.4 Non-Blacklisting

The bidder shall furnish a declaration that:

- The bidder has not been blacklisted / debarred by any Government Department / PSU / Autonomous Institution.

3.5 Infrastructure Availability

The bidder shall have:

- Industrial shredding facility,
- CCTV surveillance arrangement,
- Covered transportation vehicle,
- Adequate manpower.

The Institute reserves the right to inspect the facility before award of work.

4. Confidentiality and Security Requirements

Since the materials contain confidential academic records, the following shall be mandatory:

4.1 Complete Shredding Requirement



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The bidder shall ensure:

- Complete shredding of all answer books;
- No answer book or sheet shall be retained in whole or in part;
- Burning, resale without shredding, or diversion of material is strictly prohibited.

4.2 CCTV Monitoring

The bidder shall ensure:

1. Continuous CCTV recording of:
 - unloading,
 - feeding of answer books,
 - shredded output.
2. CCTV footage shall be preserved for **90 days** from completion of the process.
3. CCTV footage shall be provided to the Institute whenever required.

4.3 Supervision by Institute Officials

1. The shredding process shall be carried out **only in the presence of authorized Institute officials**.
2. No part of the material shall be removed, segregated, or diverted before the complete shredding process is over.
3. The bidder shall allow Institute officials to remain present at the shredding facility till completion of the entire process.

4.4 Transportation of Institute Representatives

1. The successful bidder shall arrange **to-and-fro transportation** for the authorized Institute representatives from **IIIT Dharwad to the shredding facility and back**, for supervision of the shredding process.
2. Transportation shall be arranged in a suitable vehicle in roadworthy condition, at no additional cost to the Institute.
3. All transportation and incidental logistics expenses related to the supervision visit shall be borne by the bidder.
4. No separate payment shall be made by the Institute for such supervision-related transportation/logistics.

4.5 Confidentiality Undertaking

The successful bidder shall furnish an undertaking that:

- no answer book or contents shall be copied, photographed, retained, or disclosed;
- confidentiality shall be maintained throughout the process.

Any breach shall invite cancellation of work, forfeiture of security deposit, blacklisting, and legal action.

5. Earnest Money Deposit (EMD)

The bidder shall submit an **EMD of Rs. 5,000/-** in the form of:

- Demand Draft / Banker's Cheque in favour of **The Director, IIIT Dharwad**



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Bids without EMD shall be summarily rejected.

6. Submission of Quotation

The quotation shall be submitted in sealed cover superscribed:

“Quotation for Disposal of Used Answer Books through Secure Shredding”

The bid shall contain:

Technical Documents

1. Registration documents
2. PAN & GST
3. Experience proof
4. Turnover proof
5. Non-blacklisting declaration
6. Infrastructure proof
7. Signed copy of NIQ

Financial Bid

The bidder shall quote:

Rate per Kg / per lot (in INR)

The quoted rate shall be inclusive of:

- loading,
- transportation,
- labour,
- shredding,
- supervision logistics,
- all taxes and incidental expenses.

No extra claim shall be entertained.

7. Evaluation of Bids

The evaluation shall be carried out in two stages:

7.1 Technical Evaluation

Only those bidders meeting the eligibility criteria and submitting all required documents shall be considered technically qualified.

7.2 Financial Evaluation

Among technically qualified bidders, the bidder quoting the **highest acceptable rate (H1)** shall be considered for award.

The Institute reserves the right to reject any unreasonable or conditional bid.

8. Security Deposit

The successful bidder shall submit a **Security Deposit of 150% Quoted value for the Approximate Quantity** before commencement of the work.



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The Security Deposit shall be liable for forfeiture in case of:

- breach of confidentiality,
- incomplete shredding,
- violation of tender conditions,
- withdrawal after award.

9. Completion Period

The entire work shall be completed within **15 days** from the date of issue of work order.

Failure to complete the work within the stipulated period may result in cancellation.

10. Certificate of Destruction

Upon completion, the bidder shall submit a certificate stating:

“All answer books / confidential waste paper entrusted by IIIT Dharwad under this contract have been completely shredded in the presence of authorized Institute representatives, and no material has been retained or diverted in whole or in part.”

11. Penalty and Termination

In case of:

- incomplete shredding,
- breach of confidentiality,
- non-availability of CCTV,
- diversion of material,
- violation of tender conditions,

the Institute may:

1. Cancel the work order,
2. Forfeit EMD / Security Deposit,
3. Blacklist the bidder,
4. Initiate legal proceedings.

12. Rights of the Institute

The Institute reserves the right to:

- accept or reject any or all quotations,
- cancel the tender without assigning reasons,
- inspect the bidder's facility,
- terminate the contract in public interest.

The decision of the Institute shall be final and binding.

13. Jurisdiction

Any dispute arising out of this tender shall be subject to the jurisdiction of **Dharwad Courts, Karnataka.**

Sd/-

Registrar

IIIT Dharwad



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TENDER SCHEDULE

Sl. No.	Particulars	Details
1	Name of Work	Disposal of Used Answer Books through Secure Shredding Process
2	NIQ Number	IIITDWD/Admin/Exam/Disposal/2026/003
3	Date of Issue of NIQ	10/07/2026
4	Estimated Quantity	2,000 Kg <i>The quantity indicated is approximate and may vary. The Institute does not guarantee the exact quantity.</i>
5	Earnest Money Deposit (EMD)	Rs. 5,000/-
6	Security Deposit (SD)	150% Quoted value for the Approximate Quantity
7	Document Download / Availability Start Date	10/07/2026
8	Last Date for Submission of Queries (if any)	16/07/2026, up to 05:30 PM
9	Last Date & Time for Submission of Bids	30/07/2026, up to 05:30 PM
10	Date & Time of Opening of Technical Bid	31/07/2026, at 11:00 AM
11	Date & Time of Opening of Financial Bid	To be intimated to technically qualified bidders
12	Bid Validity Period	90 Days from the date of opening of Technical Bid
13	Completion Period	10 Days from the date of issue of Work Order
14	Place of Submission of Bids	Stores & Purchase Section, IIIT Dharwad
15	Address for Communication	Ittagatti Road, Near Sattur Colony, Dharwad – 580 009
16	Email ID	procurement@iiitdwd.ac.in
17	Mode of Submission	Sealed Cover / Speed Post / By Hand

Important Notes:

1. The bids shall be submitted in sealed cover superscribed as:

“Quotation for Disposal of Used Answer Books through Secure Shredding Process”

2. Technical Bid and Financial Bid shall be submitted as per the prescribed annexures.
3. Quotations received after the due date and time shall not be considered.
4. Financial bids of only technically qualified bidders shall be opened.
5. The Institute reserves the right to accept or reject any or all bids without assigning any reason.



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ANNEXURE – I

TECHNICAL BID FORMAT

Technical Bid for Disposal of Used Answer Books through Secure Shredding Process

NIQ No.: IIITDWD/Admin/Exam/Disposal/2026/003

Date:10/07/2026

1. Details of the Bidder

Sl. No.	Particulars	Details to be Furnished by Bidder
1	Name of the Firm / Agency	
2	Type of Firm (Proprietorship / Partnership / LLP / Pvt. Ltd. / Company)	
3	Name of Proprietor / Authorized Signatory	
4	Registered Office Address	
5	Correspondence Address	
6	Contact Number	
7	Email ID	
8	PAN Number	
9	GST Registration Number	
10	Registration Number of Firm	

2. Experience Details

Sl. No.	Description	Details
1	Total years of experience in paper shredding / confidential document destruction	
2	Number of similar works completed during last 3 years	

3. Details of Similar Works Executed

Sl. No.	Name of Organization	Description of Work	Work Order Value	Year of Completion	Supporting Document Attached (Yes/No)
1					
2					



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Sl. No.	Name of Organization	Description of Work	Work Order Value	Year of Completion	Supporting Document Attached (Yes/No)
3					

4. Financial Capacity

Sl. No.	Financial Year	Annual Turnover (Rs.)	Supporting Document Attached
1	2022-23		
2	2023-24		
3	2024-25		

5. Infrastructure Availability

Sl. No.	Particulars	Available (Yes/No)	Remarks
1	Industrial shredding machine		
2	CCTV surveillance system at shredding facility		
3	Covered transport vehicle		
4	Adequate manpower		

6. Documents Attached

Please tick and attach self-attested copies:

Sl. No.	Document	Attached (Yes/No)
1	Registration Certificate of Firm	
2	PAN Card	
3	GST Registration Certificate	
4	Work Orders / Completion Certificates	
5	Turnover Certificate / Audited Statement	
6	Non-Blacklisting Declaration	
7	Infrastructure Proof	
8	Signed copy of NIQ document	

7. Declaration by Bidder



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I/We hereby declare that:

1. The information furnished above is true and correct to the best of my/our knowledge.
2. I/We have read and understood all the terms and conditions of the NIQ and agree to abide by them.
3. I/We confirm that our firm has not been blacklisted/debarred by any Government Department / PSU / Autonomous Institution.
4. I/We possess the necessary infrastructure, manpower, and experience to execute the work as per the NIQ requirements.
5. In case any information submitted is found false, the Institute shall have the right to reject the bid and forfeit the EMD/Security Deposit.

Signature of the Bidder: _____

Name: _____

Designation: _____

Name of Firm: _____

Date: _____

Seal of Firm



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ANNEXURE – II

FINANCIAL BID FORMAT

Financial Bid for Disposal of Used Answer Books through Secure Shredding Process

NIQ No.: IIITDWD/Admin/Exam/Disposal/2026/003

Date: __ / __ / 2026

1. Bidder Details

Sl. No.	Particulars	Details
1	Name of the Firm / Agency	
2	Address	
3	Contact Number	
4	Email ID	

2. Financial Quote

The bidder shall quote the **rate offered to IIIT Dharwad** for disposal of used answer books through secure shredding.

Sl. No.	Description	Unit	Rate Quoted (Rs.)
1	Disposal of used answer books through secure shredding	Per Kg	

3. Declaration by Bidder

I/We hereby declare that:

- The above quoted rate is **inclusive of all costs**, including:
 - loading,
 - labour,
 - transportation,
 - shredding charges,
 - supervision-related logistics,
 - taxes,
 - and all incidental expenses.
- No additional charges shall be claimed from **IIIT Dharwad** over and above the quoted rate.
- I/We agree to abide by all the terms and conditions of the NIQ.
- I/We understand that the **highest acceptable rate quoted per Kg** shall be considered for award of the contract.

Rate in Words:

Rupees _____ only



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Signature of the Bidder: _____

Name: _____

Designation: _____

Name of Firm: _____

Date: _____

Seal of Firm

Important Note:

Note: The quoted rate shall be inclusive of all expenses towards loading, transportation, shredding, labour, taxes, and supervision logistics. No separate payment shall be made by the Institute on any account. The bidder quoting the **highest acceptable rate per Kg** shall be considered for award, subject to fulfillment of all technical and eligibility conditions.



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ANNEXURE – III

CONFIDENTIALITY UNDERTAKING

Undertaking for Confidential Handling and Secure Shredding of Used Answer Books

NIQ No.: IIITDWD/Admin/Exam/Disposal/2026/003

Date: __ / __ / 2026

To

The Registrar

Indian Institute of Information Technology Dharwad

Dharwad, Karnataka

I/We, _____,
authorized representative of _____, having our registered
office at _____, do hereby solemnly affirm and undertake
as follows:

1. Confidentiality of Materials

I/We acknowledge that the used answer books, examination papers, and related materials entrusted by **IIIT Dharwad** contain confidential academic information.

I/We undertake to maintain strict confidentiality of all such materials during:

- collection,
- loading,
- transportation,
- shredding,
- and final disposal.

2. No Unauthorized Access

I/We shall ensure that:

1. No unauthorized person shall have access to the answer books or related materials;
2. The materials shall not be opened, inspected, copied, photographed, or disclosed to any person;
3. No part of the material shall be retained by the firm or any employee in whole or in part.

3. Mandatory Secure Shredding

I/We undertake that:

1. All answer books and confidential papers handed over by IIIT Dharwad shall be completely destroyed only through secure shredding;
2. No answer book or paper shall be diverted, sold, transferred, or disposed of without shredding;
3. The shredding process shall be carried out in the presence of authorized representatives of IIIT Dharwad.

4. CCTV Recording



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I/We undertake to ensure that:

1. The complete shredding process shall be recorded under CCTV surveillance;
2. The CCTV footage shall clearly capture the destruction process;
3. Such footage shall be preserved for a minimum period of **90 days** and shall be produced before IIIT Dharwad whenever required.

5. Responsibility During Transit

I/We shall remain fully responsible for the safety and confidentiality of the materials from the moment of collection from IIIT Dharwad until the shredding process is fully completed.

No material shall be diverted, substituted, or removed during transit.

6. Liability for Breach

I/We understand and agree that:

1. Any breach of confidentiality, diversion of materials, incomplete destruction, or unauthorized disclosure shall be treated as a serious violation;
2. In such an event, **IIIT Dharwad** shall have the right to:
 - cancel the contract,
 - forfeit the EMD/Security Deposit,
 - blacklist the firm,
 - initiate legal proceedings,
 - recover any consequential loss or damages.

7. Binding Nature of Undertaking

This undertaking shall be legally binding upon the bidder/firm, its employees, agents, and representatives involved in execution of the work.

I/We hereby confirm that the above undertaking is true and binding, and we agree to abide by the same without any deviation.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm: _____

Address: _____

Date: _____

Seal of Firm



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ANNEXURE – IV

CERTIFICATE OF DESTRUCTION

Certificate for Complete Destruction of Used Answer Books through Secure Shredding

NIQ No.: IIITDWD/Admin/Exam/Disposal/2026/____

Date of Work Order: __ / __ / 2026

To

The Registrar

Indian Institute of Information Technology Dharwad

Dharwad, Karnataka

This is to certify that M/s _____, having its registered office at _____, has successfully completed the secure shredding and destruction of used answer books / confidential examination paper waste entrusted by **Indian Institute of Information Technology Dharwad**, as per the terms and conditions of the NIQ.

Details of Destruction

Sl. No.	Particulars	Details
1	Date of destruction	
2	Place of shredding / destruction	
3	Approximate quantity destroyed (in Kg)	
4	Mode of destruction	Secure Shredding
5	CCTV recording carried out	Yes / No

Certification

We hereby certify that:

1. The entire quantity of answer books / confidential examination paper waste handed over by **IIIT Dharwad** has been **completely shredded and destroyed**.
2. The shredding process was carried out **in the presence of the authorized representatives of IIIT Dharwad**.
3. No answer book, paper, or portion thereof has been retained, diverted, copied, sold, or disposed of in unshredded form.
4. The complete shredding process was carried out under **CCTV surveillance**, and the footage has been preserved as per the tender conditions.
5. The destruction has been carried out in full compliance with the terms and conditions of the NIQ and the confidentiality undertaking submitted by us.



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We further confirm that no part of the entrusted confidential materials remains in our possession.

For M/s _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of Firm

Verification by IIIT Dharwad Officials

Certified that the shredding/destruction process was carried out in our presence and the materials entrusted for destruction were completely shredded.

Authorized Representatives of IIIT Dharwad

1. Name: _____
Designation: _____
Signature: _____
2. Name: _____
Designation: _____
Signature: _____



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ANNEXURE – V

NON-BLACKLISTING DECLARATION

Declaration Regarding Non-Blacklisting / Debarment

NIQ No.: IIITDWD/Admin/Exam/Disposal/2026/003

Date: __ / __ / 2026

To

The Registrar

Indian Institute of Information Technology Dharwad

Dharwad, Karnataka

I/We, _____, authorized representative of
_____, having registered office at
_____, hereby solemnly declare and certify as follows:

1. **That our firm/agency has not been blacklisted, debarred, or banned** by any:

- Central Government Department,
- State Government Department,
- Public Sector Undertaking (PSU),
- Autonomous Body,
- Educational Institution,
- or any other Government organization,

as on the date of submission of this bid.

2. **That no disciplinary / vigilance case is pending** against the firm in respect of similar services.

3. **That no contract awarded to our firm has been terminated prematurely** by any Government Department / PSU / Autonomous Institution on account of poor performance, breach of contract, or violation of contractual conditions during the last **three years**.

4. I/We understand that if the above declaration is found to be false at any stage:

- the bid shall be rejected, or
- the contract, if awarded, shall be liable for termination,
- EMD / Security Deposit shall be forfeited,
- and IIIT Dharwad may initiate appropriate action including blacklisting.

I/We hereby certify that the above information is true and correct to the best of my/our knowledge and belief.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm: _____

Address: _____

Date: _____

Seal of Firm



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भारतीय सूचना प्रौद्योगिकी संस्थान धारवाड़

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DHARWAD

[Institute of National Importance by an Act of Parliament]

Ittagatti Road, Near Sattur Colony, Dharwad 580009, Karnataka, India.

ANNEXURE – VI

BID SUBMISSION CHECKLIST

Checklist of Documents to be Submitted along with Bid

NIQ No.: IIITDWD/Admin/Exam/Disposal/2026/___

Name of Work: Disposal of Used Answer Books through Secure Shredding Process

Instructions to Bidder

The bidder shall verify and confirm that all required documents are enclosed in the bid. Please tick (✓) in the relevant column against each item.

Sl. No.	Particulars	Enclosed (Yes/No)	Page No.
1	Technical Bid Form (Annexure-I) duly filled and signed		
2	Financial Bid Form (Annexure-II) duly filled and signed		
3	Confidentiality Undertaking (Annexure-III) duly signed		
4	Non-Blacklisting Declaration (Annexure-V) duly signed		
5	Copy of Registration Certificate of Firm		
6	Copy of PAN Card		
7	Copy of GST Registration Certificate		
8	Copies of Work Orders / Completion Certificates for similar works		
9	Turnover Certificate / Audited Financial Statements		
10	Proof of availability of shredding infrastructure		
11	Proof of CCTV facility at shredding unit		
12	Proof of transportation facility		
13	EMD Proof / Demand Draft		
14	Signed copy of NIQ document as acceptance of terms and conditions		
15	Any other supporting document (specify)		



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Declaration by the Bidder

I/We certify that:

1. All the documents mentioned above have been enclosed in the bid.
2. The information submitted is true and correct.
3. I/We understand that failure to enclose the required documents may result in rejection of the bid.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm: _____

Date: _____

Seal of Firm

Evaluator's Remarks (For Office Use Only)

Sl. No.	Verification Status	Remarks
1	Bid Complete / Incomplete	
2	Eligible / Not Eligible	
3	Remarks of Evaluation Committee	

Signature of Evaluating Officer / Committee Members

1. _____
2. _____
3. _____