



**PALAMURU UNIVERSITY
MAHABUBNAGAR – 509 001, T. S.**

No. 299 /PU/COE/UABL/2018

Date 04 .09.2018

SHORT TENDER NOTICE

The Registrar, Palamuru University invites Sealed Tenders from the bonafide dealers for purchase of Used Answer Booklets (60 GSM) stocked at NTR Degree College for Women, Mahabubnagar and Palamuru University Campus, Mahabubnagar, **AT WHERE IS AS IN CONDITION**. The Application forms can be obtained from the Office of the Controller of Examinations, Administrative Building, Palamuru University from **05.09.2018 to 12.0.9.2018 between 10.30 am and 3.00 pm on payment of Rs. 3,000/- (Rupees Three thousand only)**, through Demand Draft drawn in favour of Registrar, Palamuru University. **The application form along with sealed tenders with an EMD of Rs.1,00,000/- (Rupees One Lakh only) through Demand Draft drawn in favour of Registrar, Palamuru University, should reach the undersigned on or before 12.09.2018 by 3.00 pm.** The Sealed Tenders will be opened on 12.09.2018 at 4.00 pm in the Committee Room, Office of the Registrar, Palamuru University. The highest quoted firm duly approved by the Committee will be awarded the contract to lift the Used Answer Booklets (60 GSM) stocked at NTR Degree College for Women, Mahabubnagar and Palamuru University Campus, Mahabubnagar, **AT WHERE IS AS IN CONDITION**, on payment of the entire bid amount through a Demand Draft drawn in favour of Registrar, Palamuru University. The successful bidder should lift the entire Used Answer Booklets within a week from the date of award of the contract by the University, failing which the EMD will be forfeited. Further, the interested bidders may visit the location for inspection on any working day on or before 12.09.2018 between 11.00 am to 2.00 pm.

REGISTRAR

Enclosures:

1. Terms & Conditions --- Annexure - I
2. Technical Bid ... Annexure – II
3. Financial Bid ... Annexure – III



Annexure – I

**PALAMURU UNIVERSITY
MAHABUBUNAGAR – 509 001, T. S.**

TENDER NOTIFICATION No. 299 / PU / COE / UABL / 2018, Date : 04 .09.2018

**TERMS & CONDITIONS FOR PURCHASE OF USED ANSWER
BOOKLETS**

1. The rates for the used Answer Booklets should be quoted for 100 kgs only.
2. The minimum base price for the used Answer Booklets is fixed at Rs.1800/- per 100 Kgs.
3. This terms & conditions sheet should be signed by the Tenderer and attached to the tender, failing which, the tender will not be accepted.
4. Tender-cum-Application Form can be had from the Controller of Examination, Administrative Building, Palamuru University on payment of Rs.3000/- (Rupees Three thousand only) by DD drawn in favour of the Registrar, Palamuru University from any Nationalized Bank, payable at Mahabubnagar.
5. Tender Forms can also be downloaded from Palamuru University website www.palamuruuniversity.ac.in . If the downloaded tender application form is used, a DD Rs. 3,000/- drawn in favour of the Registrar, Palamuru University on any Nationalized Bank should be enclosed while submission of Tender Form.
6. Further the Tenderer should also enclose a Demand Draft for Rs.1,00,000/- (Rupees One Lakh only) from any Nationalized Bank, drawn in favour of the Registrar, Palamuru University, Mahabubnagar towards Earnest Money Deposit (EMD). Without Earnest Money Deposit DD, the tender will not be considered.
7. Tender should be sent in a sealed envelope (**Technical Bid and Financial Bid in two separate sealed covers**), addressed to Registrar, Palamuru University, Mahabubnagar-509 001 super scribed as “**Tender for Purchase of Used Answer Booklets**” and should reach the Registrar, before 3.00 p.m on 12.09.2018 and will be opened at 4.00 p.m on the same day in the Committee Room, Administrative Building, Palamuru University, in the presence of Tenderer or their authorised representatives who would be present.

8. The University reserves the right to reject any or all tenders and cancel the sale without assigning any reason.
9. The successful Tenderer has to lift the entire stock within 15 days from the date of intimation of acceptance of the tender. Further, the material should be lifted during the office hours only.
10. The lifting of material will be permitted only on prior payment of cost by Demand Draft on any Nationalized Bank, payable at Mahabubnagar, drawn in favour of The Registrar, Palamuru University.
11. The delivery of the material will be made at the NTR Govt. Degree College and Palamuru University Campus, Mahabubnagar. The transportation and weighing expenses will be borne by the successful Tenderer.
12. The successful Tenderer violating any of the above conditions will not only forfeit the earnest money deposit of Rs.1.00 Lakh but also is liable to make good all the losses to the University, accruing on account of failure to discharge the obligations of the tender.
13. If the tender quoted is not as per our specifications the tender will be treated as invalid.
14. The Cost (Rs. 3,000/-) of Tender Application Form is not refundable.
15. The rates quoted should be valid for 100 days from finalization of the Tender
16. The firm should have executed at least an annual turnover of Rs.25.00 lakhs during the last 2 financial years and the firm should have been in existence at least for last three years (documentary proof is to be attached).

**Sd-
REGISTRAR**



Annexure - II

**PALAMURU UNIVERSITY
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TENDER NOTIFICATION No. 299 / PU / COE / UABL / 2018, Date : 04 .09.2018

DISPOSAL OF USED ANSWER BOOKLETS

TECHNICAL BID FORM

(to be filled by the Bidder)

1. Name of the Bidding firm With Address :
and contact Number

2. Name of the Representative of the Bidder :

3. **Particulars of Demand Drafts Drawn :**

1. APPLICATION FORM FEE RS. 3,000/- (NON-REFUNDABLE)

DD No. _____ Date: _____

Bank Name _____

Branch _____

2. EMD RS. 1,00,000/- (REFUNDABLE)

DD No. _____ Date: _____

Bank Name _____

Branch _____

4. Registration Certificate No. :

5. GST Registration No. :

6. PAN No. :

7. IT Returns submitted for last two years :
i.e. 2015-16 and 2016-17 and Annual Turnover
duly certified by Chartered Accountant.

8. Sales Tax Clearance Certificate :

9. Detailed Profile of the firm :

10. Recent purchase orders :

Signature of Bidder with Seal



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DISPOSAL OF USED ANSWER BOOKLETS

FINANCIAL BID FORM

(to be filled by the Bidder)

1. Name of the Firm and address :

2. Price quoted for 100 kgs :
Should be above the minimum base
Price i.e. Rs.1800/-

Signature of Bidder with Seal