

Enquiry Particulars	
Department Name	HIGHER EDUCATION
Circle/Division	Palamuru University, Mahabubnagar
Tender ID	598391
Enquiry/IFB/Tender Notice Number	96/Admn./PU/2025
Name of Project	Disposal of Used Answer Booklets 60 GSM and Other Paper Scrap
Name of Work	Disposal of Used Answer Booklets 60 GSM and Other Paper Scrap Stocked at Examination Branch Palamuru University
Package number	N/A
Period of Completion/ Delivery Period (In Months)	N/A
Bidding Type	OPEN - NCB
Bid Call (Numbers)	4
Tender Category	PRODUCTS
Type of Product	Others
Currency Type	(INR)
Default Currency	Indian Rupee - INR
Estimated Contract Value	0
Evaluation Type	Tender Wise
Evaluation Criteria	Based on Price
Consortium / Joint Venture	Not Applicable

Pre Bid Meeting	
Pre Bid Meeting	Not Applicable

Tender Dates	
Bid Submission Start Date & Time	22/05/2025 10:00 AM
Bid Submission Closing Date & Time	29/05/2025 03:00 PM
Bid Validity Period (In Days)	90

Tender Inviting Authority Particulars	
Officer Inviting Bids	Registrar
Bid Opening Authority	Registrar
Address	Administrative Building Palamuru University
Contact Details	9346379877
Email	registrar@palamuruuniversity.ac.in

Transaction Fee Details	
Transaction Fee Payable to 'TSTS ' payable at Hyderabad.	The participating bidders have to pay a transaction fee of 0.03 % on the Total Cost + GST as applicable.

Bid Security Details		
Bid Security(INR)	Bid Security In Favour Of	Mode of Payment
EMD Applicable	Rs.200000.00	The Registrar Palamuru University

Process Fee Details
---------------------

Process Fee	Process Fee Payable To
5000.00(INR)	The Registrar Palamuru University

Decrypter List						
Department User Name	Department Name	Phone Number	Email	Designation	Certificate serial No	Certificate Expiry
RAMPUR RAVINDER	HIGHER EDUCATION	9676150158	nrc10008@gmail.com	Superintendent	16e1bac	22/06/2025 12:33 PM
Prof. P. Ramesh Babu	HIGHER EDUCATION	9346379877	registrar@palamuruuniversity.ac.in	Registrar	16e14e7	21/06/2025 07:33 PM

Tender Documents				
S.No	File Name	File Description	File Size (in Bytes)	Uploaded Date
1	Tender Document for Disposal of Used Answer Booklets - 4th Call.pdf	Tender Document	198611	21/05/2025 02:07 PM

Required Tender Documents Details			
S.No	Documents Required from Contractor	Stage	Optional
1	Details of Agency / Proprietorship / Partnership / Company along with name and full address of proprietor/Partners/Directors	COMMON	Mandatory
2	EMD Rs.200000	COMMON	Mandatory
3	Tender Fee / Application Fee Rs.5000	COMMON	Mandatory
4	Registration Certificate	COMMON	Mandatory
5	GST Registration	COMMON	Mandatory
6	PAN	COMMON	Mandatory
7	Sales Tax Clearance Certificate	COMMON	Mandatory
8	Recent purchase orders	COMMON	Mandatory
9	IT Returns submitted for last three years and Annual Turnover duly certified by Chartered Accountant.	COMMON	Optional
10	Any Other Document	COMMON	Optional

General Terms and Conditions / Eligibility
General Terms and Conditions / Eligibility
As per tender document

General Technical Terms and Conditions (Procedure)
General Technical Terms and Conditions (Procedure)
As per tender document

Legal Terms & Conditions
Legal Terms & Conditions
As per tender document

Procedure for Bid Submission
Procedure for Bid Submission

The bidder shall submit his response through Bid submission to the tender on eProcurement platform at [www.eprocurement.telangana.gov.in](http://www.eprocurement.telangana.gov.in) by following the procedure given below. The bidder would be required to register on the e-procurement market place <https://tender.telangana.gov.in> and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.

</br>

The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in eProcurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the eProcurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

</br>

The system would only authenticate the Encryption certificate uploaded into the Eprocurement system at the time of User Registration or updated through User profile. The bidder has to ensure that the uploaded certificate in the eprocurement system is used for the Bid submission and no other certificate though valid will not be recognized by the eprocurement system.

</br>

Registration with eProcurement platform: For registration and online bid submission bidders may contact HELP DESK.

</br>

<https://tender.telangana.gov.in>

</br>

Digital Certificate authentication:

</br>

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement platform.

For obtaining Digital Signature Certificate, you may please Contact:

Address for submission of Application for Digital Certificate:

TSTS Office, 2nd floor, HACA Bhavan, Opp Public Gardens, Saifabad, Hyderabad - 500004  
Contact Helpdesk : 9177769764

(OR)

You may please Contact Registration Authorities of any Certifying Authorities in India. The list of CAs are available by clicking the link <https://tender.telangana.gov.in/digital-signature.html#>

3. Hard copies:

i) Vide ref. G.O.Ms.No.174, I&CAD dept dated:1-9-2008, submission of original hard copies of the uploaded scanned copies of Proof of online Payment (Remittance)/BG towards EMD by participating bidders to the tender inviting authority before the opening of the price bid is dispensed forthwith.

ii) All the bidders shall invariably upload the scanned copies of Proof of online Payment (Remittance)/BG in eProcurement system and this will be the primary requirement to consider the bid responsive.

iii) The department shall carry out the technical evaluation solely based on the uploaded certificates/documents, Proof of online Payment (Remittance)/BG towards EMD in the eProcurement system and open the price bids of the responsive bidders.

iv) The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents Proof of online Payment (Remittance)/BG towards EMD prior to entering into agreement.

v) The successful bidder shall invariably furnish the original Proof of online Payment (Remittance)/BG towards EMD, Certificates/Documents of the uploaded scan copies to the

Tender Inviting Authority before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The department will not take any responsibility for any delay in receipt/non-receipt of original Proof of online Payment (Remittance)/BG towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuinity of the Proof of online Payment (Remittance)/BG towards EMD and all other certificates/documents uploaded by the bidder in eProcurement system. In support of the qualification criteria before concluding the agreement.

#### 4. The GO. Ms. No. 174 -I&CAD dated: 1-9-2008

Deactivation of Bidders If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, Proof of online Payment (Remittance)/BG towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders on eProcurement platform for a period of 3 years. The eProcurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.

#### 5. Payment of EMD:

It is mandatory for all participant bidders to electronically pay EMD Online by utilizing the "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking/NEFT payment modes through ICICI Bank and/or Axis Bank and/or INDUS IND Bank and/or Kotak Bank Payment Gateways to facilitate the transaction. This is in compliance as per G.O.Ms.No. 14 Dated: 18-09-2017. A GST of 18.00% + Bank charges on the transaction amount payable to TSTS shall be applicable. In addition to this, Bidders can also pay the EMD through Download of PDF format of RTGS Challan for respective Payment gateway and pay the EMD through their Parent Bank account. Once the EMD is received by the EProcurement application, Bidders can automatically continue with their Bid Submission online.

#### IMPORTANT NOTE REGARDING EMD PAYMENT:

1. Bidders are encouraged to use only Net banking facility for payment of EMDs as far as possible for faster refunds in case of unsuccessful Bids for the Tender.
2. Bidders are advised not to use RTGS Challan downloads at the penultimate hour of Bid submission closing as any delay by their banker would not enable Bid submission on the platform. Please allow a minimum of 60 minutes for enabling "Continuation of Bid Submission" from the time the Pool Account receives credit of the EMD from the Bidder's Bank for both NEFT and RTGS Transfers. For RTGS Transfers, the Pool Account can get immediate credit whereas NEFT transfers would follow RBI Payment Cycle time.
3. Bidders are advised to pay EMD Online atleast T-1 or T-2 days before Bid submission closing date (T= Bid submission closing date) to avoid last minute delays and denials of successful Bid submission and to take care of any delays in Banking procedures.

#### Un Successful Bidder EMD Refund process: -

The bid is declared unsuccessful, under the following circumstances.

Bid submitted by the bidder is not the lowest bid.

Upon Finalization of the L1 Bid.

Technical Disqualification of the Bid in case of 2 cover system.

EMD paid but bid not submitted

EMD refund will be initiated by the Tender Inviting Authority directly and through Online only and

through the same payment channels as EMD received by the Department. (RTGS / NEFT /Credit Card /Debit Card refund), within 30 days from the date of publishing the Decision / Result. However, Vupadhi /GoTS will not be held responsible for the delays occurring due to banking channels/procedures/processes of the respective vendor.

#### IMPORTANT NOTE REGARDING EMD REFUNDS:

Bidders are requested to use discretion in their choice of payment channel for remittance of EMD.

Time taken for Refunds under Ideal conditions:

1. Net Banking / NEFT / RTGS Challan: One (1) Banking Business Day from time of initiation of refund by Tender Inviting Authority subject to RTGS/NEFT timings of RBI.

2. Credit card/ Debit card: 7-10 working days from time of initiation of refund by the Tender Inviting Authority. However, this may be longer in case of certain bank cards. In case of delays, bidders are requested to contact the Card issuing Bank for faster resolution.

#### 6. Payment of Transaction Fee:

It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non-refundable Transaction fee to M/s. TSTS , the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, Axis Bank, INDUS IND Bank and/or Kotak Bank to facilitate the transaction. This is in compliance as per G.O.Ms. 13 dated 07.05.2006. A GST of 18.00% + Bank charges on the transaction amount payable to TSTS shall be applicable.

#### 7. Corpus Fund:

As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value) with a cap of Rs. 10,000 (Rupees ten thousand only) for all works with ECV upto Rs.50 Crores, and Rs. 25,000/- (Rupees twenty-five thousand only) for works with ECV above Rs.50 Crores, from successful bidders on eProcurement platform before entering into agreement / issue of purchase orders, towards eprocurement fund in favour of Managing Director, TSTS . There shall not be any charge towards eProcurement fund in case of works, goods and services with ECV less than and upto Rs. 10 lakhs

#### 8. Tender Document:

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. Any offline bid submission clause in the tender document could be neglected.

The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.

#### 9. Bid Submission Acknowledgement:

The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Government of TS are not responsible for incomplete bid submission by users.

#### Stages

S.No	Stage Name	Evaluation Opening date	Dependent Stage Name
1	PQ Stage	29/05/2025 03:01 PM	
2	Commercial Stage	29/05/2025 03:02 PM	PQ Stage

Schedule Details

S.No	Schedule ID	Schedule Name
1	1	Used Answer Booklets

Previous Approval Comments

Approver Name	Designation	Previous Approval Comments	Comments On
Prof. P. Ramesh Babu	Registrar	Approved	21/05/2025 02:07 PM



## **PALAMURU UNIVERSITY :: MAHABUBNAGAR TELANGANA – 509001**

Calling of e-Tenders from the bonafide dealers for Disposal of Used Answer Booklets **(60 GSM)** & Other Paper Scrap stocked at Examination Branch Palamuru University Campus, Mahabubnagar.

**“e” NIT No.96/Admn./PU/2025, Dated 21-05-2025**

Office of the Registrar, Palamuru University, Mahabubnagar, Telangana – 509001.

Email: [registrar@palamuruuniversity.ac.in](mailto:registrar@palamuruuniversity.ac.in)

Website : <https://palamuruuniversity.ac.in>

Contact : 9346379877

# PALAMURU UNIVERSITY :: MAHABUBNAGAR TELANGANA – 509001

**“e” NIT No.96/Admn./PU/2025, Dated 21-05-2025**

**Tenders for the work mentioned below are invited from the Contractors / Contracting firms registered with Government of Telangana.**

1)	Name of the work	:	Disposal of Used Answer Booklets <b>(60 GSM)</b> & Other Paper Scrap stocked at Examination Branch Palamuru University Campus, Mahabubnagar.
2)	Estimate Amount of work put to tender	:	Rs.2,150/- per 100 Kgs (Fixed) (Base Price)
3)	Period of completion of work	:	15 Days
4)	Form of contract/class of contractor eligible	:	Contractors / Contracting firms registered with Government of Telangana
5)	<b>E.M.D to be paid by a way of Online payment in favour of “The Registrar Palamuru University”, obtained from nationalized bank or any scheduled commercial bank.</b>	:	2,00,000/-
6)	The tenderer shall online payment towards Processing fee by a way of Online Payment to <b>The Registrar Palamuru University A/c 62070795208, IFSC: SBIN0016375, State Bank of India, Ganeshnagar, Mahbubnagar</b> in favour of “The Registrar Palamuru University” payable at Mahabubnagar.		Rs.5,000/- (Rupees Five Thousand only)
7)	Date and time for issue of tenders documents	:	22-05-2025 @ 11:00 AM
8)	Last date and time for submission of tenders	:	29-05-2025 @ 3 .00 P.M
9)	Date and time of opening of tenders	:	29-05-2025 @ 3 .30 P.M



## Instructions to Bidder

### Completeness of Response

- a. Bidders are advised to study all instructions, forms, requirements and other information in the Tender document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.
- b. The response to this Tender should be full and complete in all respects. Failure to furnish all information required by the Tender documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its bid.

### Proposal preparation costs & related issues

- a. The Bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by facilitating the evaluation process.
- b. Palamuru University will in no case be responsible or liable for those costs, regardless of the conductor outcome of the bidding process.
- c. This Tender does not commit to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this Tender.

### Right to Terminate the Tender process

- a. Palamuru University may terminate the Tender process at any time and without assigning any reason. Palamuru University makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This Tender does not constitute an offer by Palamuru University. The Bidder's participation in this process may result in short listing of the Bidder.

### Submission of Responses

- a. The Bidder shall submit the bid through e-Procurement at TS e-Procurement platform only.
- b. The Bidder shall submit (2) proposals – Pre & Technical Qualification Proposal and Financial Proposal as per format given in Appendixes on e-procurement portal.

- c. The original proposal both Technical and Financial shall contain no interlineations or overwriting, except as necessary to correct the errors made by the Bidders themselves. The same authorized representative who has signed the proposal shall initial the corrections.
- d. An authorized representative of the Bidder shall initial all the pages of the original Technical and Financial Proposals. The authorization shall be in the form of written power of attorney accompanying the proposal and supported by any evidence that the representative has been duly authorized to sign.

#### Bid Submission Format

- a. The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the Tender proposal.

**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 (Fixed) for the used Answer Booklets is fixed at Rs.2,150/- per 100 Kgs, (If bidders quoted lowest to the base price, Palamuru University is not accepted the tender).
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. Further the Tenderer should also enclose a Demand Draft for Rs.2,00,000/- (Rupees Two 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.
6. The University reserves the right to reject any or all tenders and cancel the sale without assigning any reason.
8. 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.
9. 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.
10. The transportation and weighing expenses will be borne by the successful Tenderer / Bidder.
11. The successful Tenderer violating any of the above conditions will not only forfeit the earnest money deposit of Rs.2.00 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.
12. If the tender quoted is not as per our specifications the tender will be treated as invalid.
13. The Cost (Rs. 5,000/-) of Tender Application Form is not refundable.
14. The rates quoted should be valid for 100 days from finalization of the Tender
15. The firm should have executed at least an annual turnover of Rs.30.00 lakhs during the last 3 financial years and the firm should have been in existence at least for last three years (documentary proof is to be attached).
16. The tender will be awarded to the bidder, who quoted the excess / highest rates on base price.

**PALAMURU UNIVERSITY :: MAHABUBNAGAR  
TELANGANA – 509001**

**“e” NIT No. 96/Admn./PU/2025, Dated 21-05-2025**

**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. 5,000/- (NON-REFUNDABLE)**

DD No. \_\_\_\_\_ Date: \_\_\_\_\_

Bank Name \_\_\_\_\_

Branch \_\_\_\_\_

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

DD No. \_\_\_\_\_ Date: \_\_\_\_\_

Bank Name \_\_\_\_\_

Branch \_\_\_\_\_

4. Registration Certificate No. :
5. GST Registration No. :
6. PAN No. :
7. IT Returns submitted for last three years :  
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**

**PALAMURU UNIVERSITY :: MAHABUBNAGAR  
TELANGANA STATE – 509001**

**“e” NIT No. 96/Admn./PU/2025, Dated 21-05-2025**

**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.2,150/-**

(If bidders quoted lowest to the base price, Palamuru University is not accepted the tender and the bidder has been deemed as 'Disqualified').

**Signature of Bidder with Seal**

**\*End of the Document\***