



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

Ten. Not. No. 819/DIS/Paper Scrap/2025

Date: 07-03-2025

TENDER NOTIFICATION FOR DISPOSAL OF ANSWER SHEETS PAPER, WASTE PAPER, NEWS PAPER, BOOK AND DAMAGE PAPER AVAILABLE IN VARIOUS COLLEGES/DEPARTMENT/CENTRE'S OF OSMANIA UNIVERSITY.

The Registrar, Osmania University invites sealed tender for the sale of answer Sheets paper, waste paper, news paper, books and damage paper scrap lying in various Colleges/Departments/Centre's of Osmania University through tender on **"AS IS WHERE IS BASIS"** condition. The detailed notification is available in the University website www.osmania.ac.in.

Sd/-
REGISTRAR,
OSMANIA UNIVERSITY.



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Sub: -Osmania University – Disposal of different types of paper scrap **“AS IS WHERE IS BASIS”** -Tender Notification – Regarding.

Part – I

TENDER SCHEDULE

1. Name of the Tender : Disposal of paper scrap lying in various Colleges/Dept/Centre's of Osmania University.
2. Sale of Tender Schedule : 07-03-2025 to 21-03-2025
3. Closing date and time : 21-03 -2025 by 2.00 P.M.
(For receiving duly filled in tender bids)
4. Submission of Tender bids : Tenders in two parts (i) Technical bid (Annex-I) and (ii) Commercial bid (Annex-II) should be submitted in separate sealed covers at Office of the Infrastructure, Administrative Building, OU
5. Date, Venue & Time of opening: 21-03-2025 at 03.00 P.M in Committee Room, Administrative Building, OU
6. Earnest Money Deposit (EMD) : EMD of Rs. 10,00,000/- (Rupees Ten Lakhs only) Payable through demand draft in favour of Registrar, OU. The Tenders without accompanying demand drafts or insufficient demand drafts will not be considered and will be summarily rejected.
7. Application Fee : Rs. 15,000/- (RupeesFifteenThousand only) Payable through demand draft in favour of Registrar, OU. The Tender without accompanying Application cost will not be considered and will be summarily rejected.

Sd/-
REGISTRAR

(PAPER SCRAP MATERIALS)

S.NO	DeShection of Paper Scrap	Department
1.	Main Answer Script and Internal Practical Booklets	Examination Branch, Osmania University
2.	Waste Paper Scrap / Spoiled Paper Scrap	Univ. College of Arts & Social Science, OU
		Department of Physics, UCS, OU
		Univ. PG College, Secunderabad
3	Old Books Scrap	PG College of Law, Basheerbagh
		Office of the International Affairs
		Dept. of Physics, OU
		Dept. of Computer Science & Engineering, OU
4.	News Paper	Administrative Building
		Univ. College of Education, OU

The intending bidders have to submit sealed offers in the enclosed proforma and as per the schedule notified elsewhere, Osmania University reserve the right to reject.

REGISTRAR
OSMANIA UNIVERSITY

PART – III
TERMS & CONDITIONS

1. All the rates shall be filled up in figures as well as words in English only without fail.
2. The rates and amount against each item shall be filled up only in the tender form issued to the tender.
3. The Tender shall be accompanied by the EMD of Rs. 10,00,000/- (Rupees Ten Lakhs Only) and Application cost of Rs. 15,000/- (Rupees Fifteen Thousand only) non refundable.
4. The Tender shall be duly signed by the competent person.
5. Period of sale of tender forms from 07-03-2025 to 21-03-2025 between office hours.
6. Preference will be given to the bidders who lift all the materials at once.
7. The Bidders should quoted for all the items listed in the tender.
8. Tender below minimum reserve price shall not be accepted.
9. The bidder shall clear the material out of the premises at its own arrangements/cost, etc.
10. All the intending bidders may inspect the scrap put up for disposal during the working hours of the University. In any case it will be presumed that they have inspected and verified themselves about the material before quoting.
11. The tender will be rejected if the rate is not above the MRP (Minimum reserve price) as decided by the competent authority.
12. University reserve the right to reject/partly accept, any or all offers without assigning any reasons whatsoever.
13. If any bidder emerges as highest bidder for any items and if the bidder does not lift any of the material within stipulated time, mentioned in the purchase order the WHOLE EMD OF THE BIDDER SHALL BE FORETITED.
14. The sale of the scrap items shall be on the basis of the highest rates quoted for the items.
15. The highest bidder is required to deposit the estimated total value within 3 working days after opening of tender and before lifting the material, failing which the entire EMD of such bidder shall be forfeited and university shall be free to offer it to the next bidder or to cancel the tender.
16. The material shall be lifted on the basis of actual measurement/weight taken in the presence of the representative of University after payment of the balance if any for the total value of the items offered to such bidder.
17. The standard process (Rates) will be valid for Two (2) year subject to timely approval of the competent authority for the scrap available elsewhere in the University.
18. Taxes if any @ % direct or indirect (if any) will be charged extra as per prevailing rate on MRP of the scrape material.
19. GST if applicable should be paid by the bidder only on or above the quoted price.

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Bidder Details

S.NO	GENERAL PARTICULAR	
1.	Name of Firm/Individual	
2.	Type of Dealer (Manufacturer/Supplier/Dealer/Distributors)	
3	Registered Address & Communication Address	
4.	Contract Person with Contract No	
5.	Email Id	
7.	PAN No.	
8.	GST NO.	
9	Any other Information	
10	Signature & Seal	

DISPOSAL OF IN ANSWER SHEETS PAPER, WASTE PAPER, NEWS PAPER, BOOK AND
CUTTING PAPER VARIOUS COLLEGES/DEPARTMENT/CENTRE'S OF OSMANIA UNIVERSITY
CAMPUS OSMANIA UNIVERSITY

LETTER SUBMITTING TENDER

To,
The Registrar
Osmania University.
Hyderabad - 500 007

Sir,

With reference to your tender Not. No **/DIS/Paper Scrap/2025** dated 20/03/2025 we hereby submit my/our bid as follows

S. No.	Description of items	Minimum Reserve Price (Per Kg)	Quoted Price	Quoted price in words
1.	ANSWER SHEET & INTERNAL PRACTICAL BOOKLES	Rs. 25		
2.	WASTE PAPER / SPOILED PAPER	Rs. 23		
3.	OLD BOOKS / JOURNALS	Rs. 23		
4.	NEWS PAPER/MAGAZINE	Rs. 20		
5.				

The rates quoted above are exclusive of all taxes. Taxes will be extra as per rates applicable. Columns are to be filled in by the bidder.

1. Name of the Bidding Firm/Individual :

2. Name of the Representative :

3. Address with Contact No :

4. Particular of EMD Paid : DD No.:_____ Dt: _____

Amount: _____ Bank_____

We have read and understood and accept all the terms and conditions stipulated in the tender form.

Signature & Seal of the Bidder

Place:

Date: