



**OSMANIA UNIVERSITY  
HYDERABAD – 500 007**

No. 182/EC/Tenders2023

Dated: 27-06-2023

**NOTIFICATION**

Applications in the prescribed form for the lease of **Xerox Center at the department of Astronomy Opp Office of the Principal University College of Science Osmania University Campus, Hyderabad** are invited in sealed covers addressed to the Registrar,Osmania University,Hyderabad – 500 007, so as to drop in the tender box on or before **10-07-2023 by 3.00 P.M**The sealed covers will be opened at **4.00 P.M**on the same day i.e. on **10.07.2023** in the presence of applicants, whoever present, in the Committee Room, Registrar’s Office, Administrative Building, OU. The undersigned reserves the right to reject the applications.

Application forms and the terms and conditions and other particulars can be had from Estate Cell, Osmania University by presenting a demand draft for **Rs.500/- (Rupees Five hundred only)** non-refundable drawn in favor of the Registrar, Osmania University, Hyderabad-500007. The above notification along with all details is displayed in University web site [www.ou.ac.in](http://www.ou.ac.in).

Sd/-

**REGISTRAR**

**Copy to:-**

1. All the Members of the Licensing Committee, O.U.
2. All the Principals, University & Constituent Colleges, O.U., with a request to display in the College Notice Board.
3. The Public Relations Officer, O.U. with a request to arrange to publish the Notification in one English daily newspaper (City Edition).
4. The Director, Infrastructure, O.U. with a request to display the Notification in the University web site.
5. The Executive Engineer-I (Maintenance), Univ.Building Division, O.U.
6. The Chief Security Officer, O.U.
7. The P.A. to Vice-Chancellor, O.U.
8. The P.A. to Registrar/ P.A. to OSD, O.U.



OSMANIA UNIVERSITY  
HYDERABAD – 500 007

No. 182/EC/Canteens//2023

Dated: 27.06.2023

**MEMO**

Sub: - Osmania University – Appointment of Contractor to run the **Xerox Center at the department of Astronomy Opp Office of the Principal University College of Science OU campus-Reg.**

Ref: - OU Notification No. 182EC/Canteen/2023. Dated 27.06.2023.

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The Notification cited refers to the **Xerox Center at the department of Astronomy Opp Office of the Principal University College of Science Osmania University campus**. The Xerox center shall be given on lease for a period of (2) two years to those who offer highest lease amount to run the Center. In case of a tie, the Center shall be put for open auction as explained under terms and conditions of lease.

Sl No	Location of the Xerox centre	Application Fee	EMD	Minimum Bid amount	Lease Period
1	Xerox Center at the department of Astronomy Opp Office of the Principal University College of Science Osmania University campus	Rs 500/-	Rs 10000/-	Rs 30,000	2 Years

**Note:** The applications received from earlier operators will not be considered if their rent arrears are unpaid.

Interested persons shall have to quote the lease amount at which they wish to run the Xerox center not less than the minimum bid amount. A Demand Draft for Rs. 10,000/- (Refundable) drawn in favor of the Registrar, Osmania University towards Earnest Money Deposit (EMD) should accompany the application form. The EMD of Successful bidder will be kept as security deposit which may be refunded at the end of contract period duly deducting the dues if any.

It may be noted that applicants shall have to submit a declaration in writing along with their application stating that they are ready with the amount and the same will be deposited within 3 working days if they declared as successful lessee.

Application form completed in all respects duly signed together with Demand Drafts of Rs 10000/- drawn in favor of Registrar, Osmania University towards EMD in a sealed cover addressed to the Registrar, Osmania University, Hyderabad - 5000 007 may be dropped in the tender box kept in the Estate Cell not later than **3.00 P.M. of 10.07.2023**. To maintain the fair and transparency in tender process all the applications and interested persons are invited to be present at the time of opening of tenders. The sealed covers will be opened at **4.00 P.M. on 10.07.2023** in the presence of applicants who ever present in Committee Room, Registrar's Office, Administrative Building, O.U. It may be noted that the successful bidder has to deposit entire lease amount within 3 days. If the successful tenderer fails to turn up within 3 days his EMD will be forfeited and the next highest bidder will be given a chance.

The undersigned reserves the right to reject any or all applications without any reasons thereof and also have a right to re-notify the Canteens.

Sd/-

**REGISTRAR**