PANJAB UNIVERSITY, CHANDIGARH

TENDER NOTICE

Sealed Tenders on prescribed form superscribed as "Tender for Sale of Waste Paper, Marked Answer Books" are invited from the **local firms of Chandigarh Tricity** only for sale of (i) Scraped/old Marked Answer Books, (ii) Scraped/old Marked Answer Books with adhesive tapes and (iii) Other waste paper material sweep, etc. for one year along with prescribed Earnest Money (as specified in the terms and conditions) in shape of Bank Draft (in favour of the Registrar, Panjab University, Chandigarh payable at Chandigarh) so as to reach in the office of Assistant Registrar (Conduct) on or before revised date **03.12.2026 by 05.00 p.m.** The prescribed form alongwith detailed terms and conditions can be downloaded from **website www.puchd.ac.in**. or obtained from the Office Superintendent-II (Conduct) on any working day during office hours up to revised date **02.12.2026 up to 12.noon**. The GST amount will be charged as per rules.

sd/-

Performa-'A'

QUOTATION

Tender for purchase of Scrapped/old Marked Answer Books, Marked Answer Books with adhesive tape and other waste paper material, etc.

Sr. No.	Description	
1.	Name of the Tenderers	
2.	Registration No.	
3.	Address & Phone Number	
4.	G.S.T./ C.S.T No.	
5.	**Quoted Price:-**	**Rate Per Quintal (in Rs.)**
	a. Scrapped/ old Marked Answer Books (Not below Rs. 1500/- per quintal)	
	b. Marked Answer Books with Adhesive tape	
	c. **Other Waste Papers etc:-**	
	It includes: Question Papers, Result Gazettes, Cyclostyling paper, Admission Forms, Old Files, Sweep Waste Paper and old Catalogues/Calendars/Old Books, Card Board Cartons, Envelopes, Rags of Cloth, Newspapers.	

Authorised Signatory
With Stamp

UNDERTAKING

Certified that I/We have gone through the Terms & Conditions of the Tender Notification and these are acceptable to me/us. The details and copy of declaration relating to registration of the firm is submitted herewith as required under the tender. The rates are also given/quoted in the tender Performa-'A'.

Signature : _____

Address : _____

_____

_____

PANJAB UNIVERSITY, CHANDIGARH

TENDER NOTIFICATION

The Panjab University, Chandigarh invites the sealed tenders from the registered **local firms of Chandigarh Tricity** for the sale of Scrapped/old Marked Answer Books, Marked Answer Books with Adhesive Tape and other Waste Sweep, etc. as detailed below:-

Sr. No.	Item	Approx. Quantity	Earnest Money Deposit
1.	Scrapped/old Marked Answer Books	1800 Quintals	Rs. 2,00,000/-
2.	Marked Answer Books with Adhesive Tape	50 Quintals	Rs. 5,000/-
3.	Other Waste Papers, etc.	200 Quintals	Rs. 20,000/-

Tender documents alongwith Terms & Conditions can be downloaded from the University **website puchd.ac.in**. or obtained from the Office Superintendent-II (Conduct Branch) on any working day during office hours up to **02.12.2026**

SUBMISSION OF TENDER

The Tenderers shall submit their tenders in three cover systems and in the prescribed form only.

A. **Envelope No.1:-** This envelope should contain demand draft of Earnest Money in favour of the Registrar, Panjab University, Chandigarh and other documents like registration certificate with the Excise & Taxation Department and tax payer's Identification number (TIN). Valid proof of registration of the firm has to be enclosed with application/quotation. Photocopy of TAN/PAN Card & Income Tax Returns of last three years 2022-2023.2023-2024, 2024-2025 duly attested by the Proprietor of firm are to be enclosed with Tender/Quotation. **Without demand draft of earnest money, Undertaking and these documents, the tender will be rejected.**

B. **Envelope No.2:-** This envelope marked Financial Bid should contain Quotations/Rates to be quoted in the Performa-'A' annexed with undertaking duly signed by the Authorised Signatory.

C. **Envelope No.3:-** This envelope should contain above sealed Envelopes No. 1 & 2.

Tender number, due date and tenderers name should clearly be marked on each envelope.

The tenders in sealed envelopes, marked "***TENDER FOR SALE OF MARKED ANSWER BOOKS***" on the left top of each envelope must reach the office of the **Assistant Registrar (Conduct) personally on or before 03.12.2026 (up to 5.00 p.m.).** The tenders so received will be **opened on 04.12.2026 at 11.30 am** in the presence of the Tenderers or their authorized agents present at that time. The financial bids would be opened only after evaluation of technical bids and minimum three tenderers being found technically qualified in all respects as

per the documents required to be submitted in Envelope No.1. ***The Sealed Tender/s having any cutting or overwriting, in the rates quoted, whether in figure or in words, shall not be accepted.***

These rates are valid upto 30.09.2027. The rates should be quoted per quintal. The tenders **are liable to be rejected, if rate quoted is below Rs. 1500/-per quintal** Scrapped/old Marked Answer Books. The Tenders of the bidders who do not *quote* the rates for all three items will be rejected. **The bidder quoting the highest rate item wise will be considered as successful bidder.**

TERMS & CONDITIONS OF TENDER

The terms and conditions of the tender which form the basis of Contract/Agreement are as under"-

1. The bidder whose tender is accepted shall have to deposit the security in addition to the EMD already deposited. as under:-

Sr. No.	Item	Security
1.	Scrapped/old Marked Answer Books	Rs. 50,000/-
2.	Marked Answer Books with Adhesive Tape	Rs. 2,000/-
3.	Other Waste Papers, etc.	Rs. 5,000/-

2. The goods of Examinations, Dec-2025 shall be removed in **Gunny Bags** by the successful Tenderer from the Marked Answer Books Store of Conduct Branch situated in the basement/top floor of Aruna Ranjit Chandra Hall, latest by 31 January 2027 and also the goods of Examinations May-2026 shall be removed latest by 31.07.2027 A penalty of **Rs. 1000/- per day** for delay in lifting the material will be charged on fault of the successful Tenderer**.** Also if delay in lifting the material due to one or the other administrative reason then penalty will not be received/imposed.

3. If the Contractor fails to comply with any of the conditions given above, the Controller of Examinations, Panjab University, Chandigarh shall have the right to cancel the agreement, forfeit the earnest money & security and sell the goods in any manner, he deems fit. The contractor shall be bound to make good the loss sustained and incurred to the University in this connection.

4. The earnest money will be adjusted after obtaining a certificate from Office Superintendent-II (Conduct Branch), Marked Answer Books Store that the entire stock of the tender has been removed and full and final payment has been made in the shape of bank draft to the University or through RTGS. The security will be refunded after the completion of work of lifting or on 30.09.2027 i.e. at the expiry date of validity of this agreement.

5. The Contractor shall detach the title cover of the Marked Answer Books sold as waste paper for destruction in the presence of the University officials at his own expense, before these are lifted from the University offices and will give a written undertaking to the following effect:-

   "The used answer sheets lifted from University premises shall be sent directly to a paper mill (in Gunny Bags) for pulping and making of paper.

6. The Contractor shall not sell the above Waste Paper/Answer Books in any other way/anywhere else other than as specified at Sr. No.5 above.

7. The Contractor whose tender is accepted shall have to sign an agreement with the University on a stamp paper of the requisite value at his own cost.

8.
   (i) Tender will be accepted only of those tenderers who are registered with the Excise & Taxation Department and are allotted tax payer's Identification number (TIN). Valid proof of registration of the firm has to be enclosed with application/quotation.

   (ii) Successful Tenderers will have to pay GST Tax as per rates applicable or as notified by the Excise & Taxation Department from time to time.

9. Photocopy of TAN/PAN Card & Income Tax Returns of last three years 2022-2023, 2023-2024, 2024-2025 duly attested by the Proprietor of firm are to be enclosed with Tender/Quotation.

10. The Controller of Examinations, Panjab University, Chandigarh reserves the right to accept or reject any tender without assigning any reason and his decision in all matters concerning the tender shall be final.

11. All disputes shall be settled at Chandigarh and shall be subject to the Jurisdiction of Courts situated at Chandigarh.

sd/-