



Himachal Pradesh Technical University

(A State Government University)

Village & Post Office Daruhi, Teh& Distt. Hamirpur (H.P.) – 177001

Phone :(01972) 226902, 226907 Fax: (01972) 226901,

GST No.: 02AAATH9345M1ZH, PAN: AAATH9345M

E-mail ID: purchaseofficerhptu@gmail.com website: www.himtu.ac.in

No. HPTU/Purchase/Tender/04 /2025/- 1654

Date: 01/03/2025.

TENDER DOCUMENT


FOR

Sale of
Used Answer Scripts
LYING IN HPTU HAMIRPUR

Schedule of Tender

Tender No.	HPTU/Purchase/Tender/04 /2025
Date of Publication /Issue of Tender	01.03.2025
Last Date for Receipt of Tender Document	22 .03-2025 up to 1.00 PM
Date of Opening of Tender	22.03-2025 at 3.00 PM
Tender document can be downloaded from our website i.e. http://www.himtu.ac.in	

Tender fee : 200/- (Two Hundred)
Earnest Money Deposit : 20,000/- (Twenty Thousand)
Document can be downloaded from www.himtu.ac.in


Purchase Officer
Himachal Pradesh Technical University,
Hamirpur.

**Tender Document
for
Sale of used answer scripts lying at HPTU Hamirpur H.P.**

Table of Contents

Item	Page No.
Notice Inviting Tender.....	3-4
Terms & Conditions.....	5-6
Technical Bid (Envelope-1).....	7
Financial Bid (Envelope-2).....	8



**HIMACHAL PRADESH TECHNICAL UNIVERISTY
HAMIRPUR (H.P)**

NOTICE INVITING TENDER

1. On behalf of Himachal Pradesh Technical University, Hamirpur hereinafter referred as HPTU, sealed tenders are invited from Registered Sole Proprietor/Partnership firm or Company under 'Two Packet System' Technical Bid – (Unpriced) & Financial Bid – (Priced) for the following work:

Sr. No.	Name of Work	Approximate Value	Earnest Money
1.	Sale of used answer scripts lying at HPTU Daurhi, Hamirpur	Rs. 5. lakh	Rs. 20,000/- (Rs. Twenty Thousand only)

2. The tender document can be obtained between 10:00 AM to 04:00 PM on all working days from 01-03-2025 to 22-03-2025 upto 01:00 PM from the office of 'The Finance officer, Himachal Pradesh Technical University on the payment of Rs. 200/- (Rupees Two Hundred only), (non-refundable), through demand draft drawn in favour of 'The Finance Officer, Himachal Pradesh Technical University payable at Hamirpur towards the cost of one tender document. Tender document can also be downloaded from HPTU's website www.himtu.ac.in and in such a case, the bidder shall deposit the cost of tender documents as demand draft along with submission of the tender, failing which his tender shall not be entertained. The cost of tender documents in this case shall be deposited in the form of demand draft/pay order.

3. The EMD of above mentioned amount must be submitted alongwith Technical Bid in the form of DD/FDR drawn in favour of 'The Finance Officer, Himachal Pradesh Technical University Hamirpur payable at Hamirpur.

4. Tenderer must submit their bids in two separate envelopes only. One envelope should contain technical bid and second envelope should contain **financial bid** and both the sealed envelopes should be put inside another main envelope which should be sealed properly and superscribed as 'Tender for Sale of Used Answer Scripts' and duly addressed to the Finance Officer HP Technical University Hamirpur must reach the office before 13:00 Hours

on dated 22.03.2025. It must be noted that at first stage only the technical bids will be opened and evaluated. And after the evaluation of technical bids, the financial bids will be opened only for the eligible bidders. The tenders of ineligible bidders shall be summarily rejected in the evaluation process and their financial bids will remain unopened.

5. **Technical Bids** shall be opened at 03:00 PM on the same day i.e., 22-03-2025 in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the time and date of deposit of the bids shall be rejected and returned to the bidder unopened.

However the financial bids will be opened at a later stage only after evaluation process of technical bids is completed.

6. Eligibility Criteria :

Only such bidders, who are Registered Sole Proprietor/Partnership firm or company and meet the following conditions, can participate in the tender:

- A. The bidder must be a registered Sole Proprietorship/ Partnership/ firm/ Mill or Company. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm/Mill or Company must be attached.
- B. The bidders must have a valid PAN to participate in the tender and must submit self attested copy of the same. The PAN must be exactly in the name of the bidder/firm as under clause 'A'
- C. The bidders must have GST No. and must submit self attested copy of the same.



TERMS AND CONDITIONS

1. The bidders are requested to quote their highest rates in the Financial Bid based upon the Terms and Conditions forming part of tender document and after carefully inspecting the materials being sold off and any other factor affecting the lifting or other costs of the materials.
2. Order will be placed to the successful bidder (the one quoting the highest rates of purchase out of the eligible bidders).
3. In case, the date of submission/opening of the tender happens to be holiday, the tenders shall be received/opened on the next working day.
4. Any tender received without Earnest Money and without the cost of tender document in the form as specified in tender documents shall not be considered and shall be summarily rejected.
5. HPTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reason thereof.
6. HPTU reserves the right to split order of the total sale in two or more parts depending upon the equality of the rate received from the bidders.
7. After getting the order from HPTU, the successful bidder shall start the work within 5 days of getting the orders. Also he will be liable to complete the job within a period of 15 days from start of work. If the successful bidder does not start work in time or stop the work midway or leaves the work altogether, his EMD will be forfeited and the University shall have the right to cancel the order and to award the tender to the second Highest eligible bidder of the tender.
8. The transfer of the tender documents purchased by one intending bidder to another bidder is not admissible. Bidder can submit tenders only on the documents purchased/downloaded from HPTU website.
9. Rates are to be quoted in the **Financial Bid** for per unit (per kilogram) only in the prescribed Performa for the approximate quantity of items mentioned therein. Bidders may note that it is mandatory to quote rate for the item in separate sealed envelope of Financial Bid, failing which tender shall not be considered as valid and will be rejected.
10. The Highest rate quoted by the bidder shall be accepted only if the same is equal to or above the minimum Reserve Price fixed by the Committee, failing which the Committee may negotiate with the Highest (H-1) bidder to accept the minimum Reserve price for sale of item, further failing which the tender shall be cancelled.
11. The successful bidder will be required to deposit Rs. One Lakh as security deposit for acceptance of bid immediately on intimation given by the University failing which the bid shall be rejected and the second Highest (H-2) bidder will be given the opportunity.
12. The approximate quantity of the material is indicated in the Performa of Financial Bid. The quantity indicated is tentative and may vary to any



extent during actual lifting/weighing. The amount payable to HPTU will be based upon the actual quantity lifted and the accepted rates.

13. Bidders are requested to visit HPTU campus and inspect the quantity, condition and type of material being sold by HP Technical University.
14. The rates quoted should be inclusive of all costs including material movement from actual place of storage which may be from stores/upper floors/basement etc, loading/unloading of materials, weighing charges, transportation to destination etc.
15. The rates quoted should be exclusive of GST and GST shall be extra at the applicable rates from time to time.
16. The packing of the material will be arranged by the bidder at his own expenses only. University will not supply any bags/bora/cartons/other items for packing the material.
17. The successful bidder shall ensure that the above material shall be shredded properly and shall only be recycled for production of papers/allied products etc. and shall not be used for any other purpose. An original affidavit duly attested by Notary Public on a stamp paper of ₹ 20/- shall be furnished by the successful bidder in this regard before start of lifting of material.
18. The rates accepted by HPTU shall remain valid for a period of one year from the date of issue of letter of acceptance by HPTU and the items may be sold to the successful bidder in different lots/phases during the said period.
19. The Earnest money deposit of the successful bidder will be released on satisfactory completion of the contract. EMDs of unsuccessful bidders will be released back after finalization of the tender process.
20. The successful bidder shall deposit all the sale amount of each lot to the HP Technical University Hamirpur before lifting the material. He will not be allowed to lift the materials before deposit of full amount to HPTU. The sold material must be lifted by the successful bidder within 15 days issue of letter, failing offer/contract may be cancelled.
21. Security Deposit/EMD of the successful bidder shall be released/adjusted after satisfactory completion of the work.

I/we hereby undertake to abide by the terms and conditions of the tender document.

I/we further state that all the information submitted in the technical as well as financial bid is true and correct to the best of my knowledge & belief.

**Agreed and Accepted
Signature of the bidder with
date & office seal/stamp**

Envelope-1
(Technical Bid)

Sale of used answer scripts lying at HPTU Daruhi, Hamirpur H.P.

The **Technical Bid superscribed** as Technical bid of **Tender for sale of used answer scripts**” containing the following documents must be sealed properly and addressed to the Purchase Officer HP Technical Hamirpur and bearing stamp/address of bidder. Technical Bid should contain following documents I-VI.

This envelope of technical bid must contain the following:

- I. Duly filled, signed & stamped tender document.
- II. Demand Draft of Rs. 200/- drawn in favour The Finance Officer, Himachal Pradesh Technical University, Hamirpur, payable at Hamirpur as cost of Tender document.
- III. Demand Draft/ Duly pledged FDR of a scheduled commercial Bank of Rs. 20,000/- drawn in favour The Finance Officer, Himachal Pradesh Technical University, Hamirpur, payable at Hamirpur as EMD. Payment through cheque or any other means will not be accepted.
- IV. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm or Company.
- V. Self attested copy of the PAN.
- VI. Self attested copy of GST registration.



**Envelop-2
Financial Bid**

**Sale of used answer scripts lying at Himachal Pradesh Technical
University, Hamirpur**

The 'Financial Bid' superscribed as 'Financial Bid of tender for sale of used answer scripts' on top of envelope duly addressed to The Purchase Officer, Himachal Pradesh Technical University, Hamirpur and containing the rates duly filled in following performa should be sealed properly with stamp/address of bidder.

BILL OF QUANTITIES

Sr. No.	Description of Items	(Tentative Quantity & weight)	Rate of Purchase (Rs./Kg) (to be quoted in figures.	Rate of Purchase (Rs./Kg) (to be quoted in words.
1.	Sale of used theory and practical answer scripts Lying at HPTU Daruhi, Hamirpur	(1,76,137 answer scripts) 12,000 kg. Approx.		

I/we hereby undertake to abide by the terms and conditions of the tender document.

I/we further state that all the information submitted in the technical as well as financial bid is true and correct to the best of my knowledge & belief.


Dated:

Signature of the Bidder with stamp