

**HIMACHAL PRADESH TECHNICAL UNIVERSITY**

V.P.O Daruhi, Tehsil & District Hamirpur (H.P.) – 177001

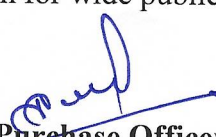
Phone : (01972) 226902, Fax: (01972) 226901,

E-mail ID: registrarhimtu@gmail.com, website: www.himtu.ac.in**Tender No. HPTU/Purchase/15/2025- 8659****Dated: 18/10/2025****NOTICE INVITING TENDERS FOR SALE OF 40 PAGES USED ANSWER SCRIPTS & 08 PAGES PRACTICAL ANSWER SCRIPTS AND OMR SHEETS LEAF LYING IN HPTU CAMPUS DARUHI, HAMIRPUR.**

Sealed tenders are invited from individuals/firms/registered sole proprietors/partnership firms or companies for the purchase of 40 pages used answer scripts & 08 pages practical answer scripts and OMR Sheets leaf lying at the HPTU campus, Daruhi, Hamirpur. The detailed tender document with terms and conditions can also be downloaded from the University website www.himtu.ac.in. Sealed tenders duly filled alongwith the required documents/bids should reach by registered post or by hand in the office of the Purchase Officer, HP Technical University, Hamirpur at Daruhi, VPO Daruhi, Tehsil & Distt. Hamirpur (HP) -177001 by **03.11.2025** up to **02:00 PM**. The sealed tenders will be opened on **03.11.2025** at **03:00 PM** in the said office in the presence of the bidders, who desire to be present. The undersigned reserves the right to accept or reject or cancel any or all tenders without assigning any reason.


**Purchase Officer,
HP Technical University,
Hamirpur, Distt. Hamirpur (HP)****Endst. No. HPTU/Purchase/15/2025- 8660-63****Dated: 18/10/2025**

1. The Coordinator, Nodal Officer (IT), HPTU Hamirpur to publish the Notice alongwith the Tender document on the official website of University for wide publicity.
2. The Assistant Commissioner to the Deputy Commissioner, Hamirpur with the request to publish the tender notice on the Notice Board of DC Office, Hamirpur for wide publicity.
3. The District/Assistant Public Relation Officer, Hamirpur for wide publicity of Tender Notice..
4. The Commissioner, Municipal Corporation, Hamirpur (HP) with the request to publish the Tender Notice on the Notice Board of Corporation for wide publicity.


**Purchase Officer,
HP Technical University,
Hamirpur, Distt. Hamirpur (HP)**



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

HPTU/Purchase/Tender/15 /2025-

Date: /2025

TENDER DOCUMENT

For

Sale of 40 pages used answer scripts & 08 pages practical answer scripts and OMR Sheets leaf lying at HPTU, Hamirpur

Schedule of Tender

Tender No.	HPTU/Purchase/Tender/15 /2025-
Date of Publication /Issue of Tender	18.10.2025
Last Date for Receipt of Tender Document	03.11.2025 up to 2.00 PM
Date of Opening of Tender	03.11.2025 at 3.00 PM
Tender document can be downloaded from our website i.e. http://www.himtu.ac.in	

Tender fee : 500/- (Rupees Five Hundred only)
Earnest Money Deposit : 20,000/- (Rupees Twenty Thousand only)

Note: - Tender Document can be downloaded from our website www.himtu.ac.in

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Purchase Officer
Himachal Pradesh Technical University,
Hamirpur.

HIMACHAL PRADESH TECHNICAL UNIVERISTY HAMIRPUR (H.P)

NOTICE INVITING TENDER

Sealed tenders are invited from the registered sole proprietor/ partnership firm/agency or company under the 'Two Bid System' i.e. Technical Bid & Financial Bid, for the following work:

Sr. No.	Name of Work	Estimated Value	Earnest Money
1.	Sale of 40 pages used theory and 08 pages practical answer scripts lying at VPO Daurhi, Distt. Hamirpur (HP)	Rs. 3. Lakh (Approx)	Rs. 20,000/- (Rs. Twenty Thousand only)
2.	Sale of used OMR Sheets leaf lying at HPTU Daruhi, Hamirpur	Rs. 1 Lakh (Approx)	

The tender document can be obtained on all working days from **18.10.2025 to 03.11.2025 between 11:00 AM to 04:00 PM** from the office of 'The Finance officer, Himachal Pradesh Technical University, Hamirpur (HP) on the payment of Rs. 500/- (Rupees Five Hundred only), (non-refundable), as demand draft drawn in favour of 'The Finance Officer, Himachal Pradesh Technical University payable at Hamirpur towards the cost/fee 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/fee of tender document(s) as demand draft along with submission of the tender(technical bid), failing which his tender shall not be entertained.

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

The bidder must submit their bids in two separate envelopes. **One envelope should contain technical bid and second envelope should contain financial bid and both envelopes be superscribed as 'Technical Bid' and 'Financial Bid'** respectively and bear the name, address of the bidder/firm. Both the sealed envelopes should be put inside another third main envelope which should be sealed properly and superscribed as 'Tender for Sale of Used Answer Scripts' and duly addressed to the Purchase Officer, HP Technical University Hamirpur, VPO

Daruhi, Distt. Hamirpur (HP) must reach the office before 2:00 PM on dated -----/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.

Technical Bids shall be opened at 03:00 PM on the same day i.e., 03.11.2025 in the presence of the bidders or their authorized representatives intending to attend the bid opening meeting. Any tender received later than the last date/time of receiving bids shall be rejected.

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

Eligibility Criteria:

Only the bidders fulfilling the following eligibility criteria/conditions can participate in the tender. The documents/certificates pertaining to the eligibility criteria/ conditions duly signed/ stamped by the bidder/ firm/ company should be submitted in the technical bid:-

1. The bidder must be a registered sole proprietorship/partnership firm/agency or Company. Self attested documentary proof of registration of Sole Proprietorship/Partnership firm/agency or Company must be attached.
2. 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'
3. 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 on any working day between 11:00 AM to 4:00 PM in the University 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. The rate in financial bid must be ^{quoted} above the reserve price of items fixed by the committee as under:-

Sr. No.	Description of Items	Reserve Price
1.	Sale of used theory and practical answer scripts Lying at HPTU Daruhi, Hamirpur	₹17.50/- per Kg.
2.	Sale of used OMR Leaf lying at HPTU Daruhi, Hamirpur	₹10.00/- per Kg.

4. 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.
5. Any tender received without Earnest Money and without the cost/fee of tender document in the form as specified in tender document shall not be considered and shall be summarily rejected.
6. 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.
7. 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.
8. After getting the order from HPTU, the successful bidder shall start the work within 5 days of getting the order. 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.
9. The transfer of the tender documents purchased by one intending bidder to another bidder is not permissible. Bidder can submit tenders only on the tender document purchased/downloaded from HPTU website.
10. Rates are to be quoted in the Financial Bid for per unit (i.e. per kilogram) of material being sold in the prescribed performa for the estimated quantity of items mentioned therein. Bidders may note that it is mandatory to quote rate for the item in separate sealed envelope.
11. Envelope of Financial Bid, failing which tender shall not be considered as valid and will be rejected.
12. 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. If the H-I bidder refuses to negotiate in such a case, the Committee may negotiate with the H-2 bidder for the same and the order may issued to the H-2 bidder if negotiation is successful, failing further, the tender shall be cancelled.

13. The successful (H-1) bidder will be required to deposit Rs. One Lakh as security deposit for acceptance of bid immediately on the intimation given by the University, failing which the bid shall be rejected and the second Highest (H-2) bidder will be given the opportunity, without giving any notice to the H-I bidder.
14. The estimated quantity of the material to be sold is indicated in the performa of Financial Bid. The quantity indicated is tentative and may vary to any extent during actual lifting/weighing of materials. The amount payable to HPTU will be based upon the actual quantity lifted and the accepted rates.
15. Bidders are requested to visit HPTU campus on any working day and inspect the quantity, condition and type of material being sold by HP Technical University.
16. The rates quoted should be inclusive of all costs, transportation cost etc. 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.
17. The rates quoted should be exclusive of GST and GST shall be extra at the applicable rates from time to time.
18. 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.
19. 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 ₹ 50/- shall be furnished by the successful bidder in this regard before start of lifting of material.
20. The rates accepted by HPTU shall remain valid for a period of one year from the date of issue of order by HPTU and the items may be sold to the successful bidder in different lots/phases during the said period.
21. The Earnest money deposit of the successful bidder will be released on satisfactory completion of the contract. EMD of the unsuccessful bidders will be released back after finalization of the tender process.
22. The successful bidder shall deposit all the sale amount of each weighed material 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 from the issue of letter, failing which the offer/contract may be cancelled.
23. 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 40 pages and 08 pages practical used answer scripts & OMR Sheets leaf lying at HPTU Daruhi, Hamirpur H.P.

The **Technical Bid (envelope-1)** superscribed as 'Technical bid for sale of used answer scripts & OMR Sheets leaf' containing the following documents and bearing the name, address/stamp of bidder on the envelope, must be sealed properly and addressed to the Purchase Officer, Himachal Pradesh Technical University, Hamirpur:-

1. Duly filled and with each page signed & stamped tender document.
2. Demand Draft of **Rs. 500/- drawn in favour The Finance Officer, Himachal Pradesh Technical University, Hamirpur, payable at Hamirpur** as cost/fee of Tender document.
3. Duly pledged FDR/Demand Draft of a scheduled commercial Bank of Rs. 20,000/- drawn in favour of the Finance Officer, Himachal Pradesh Technical University, Hamirpur, payable at Hamirpur as EMD. Payment through cheque or any other means will not be accepted.
4. Self attested Documentary proof of registration of Sole Proprietorship/ Partnership firm/agency or Company.
5. Self attested copy of the PAN.
6. Self attested copy of GST registration.

Envelope-2

Financial Bid

Sale of 40 pages and 08 pages practical used answer scripts & OMR Sheets leaf lying at HPTU Daruhi, Hamirpur H.P.

1. The 'Financial Bid'(Envelope-2) superscribed as 'Financial Bid for sale of used answer scripts & OMR Sheets leaf " and containing the rates duly filled in following performa and bearing the name, address/stamp of bidder on the envelope must be sealed properly and addressed to the Purchase Officer, Himachal Pradesh Technical University, Hamirpur.
2. The Price Bid must be quoted above the reserve price of items fixed by the committee.

Sr. No.	Description of Items	(Tentative Quantity & weight)	Reserve Price fixed by committee	Rate of Purchase (Rs. / Kg) (to be quoted in figures.	Rate of Purchase (Rs./Kg) (to be quoted in words.
1.	Sale of 40 pages & 08 pages used theory and practical answer scripts Lying at HPTU Daruhi, Hamirpur	2,00,000, (Answer scripts) 12,000 kg. Approx.	17.50 (Per kg)		
2.	OMR Sheets leaf	(500 kg approx.)	10.00 (Per kg)		

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