



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

Ref. No. NIQ/1746 Dated: 12.08.2026

SHORT NOTICE INVITING QUOTATION (NIQ)

For "auction / disposal of non-usable / scrap cartons, newspapers, answer scripts, magazines, Application Forms (for various posts), etc."

Sealed quotations are invited from the eligible and interested firms of Assam for "auction / disposal of non-usable / scrap cartons, newspapers, answer scripts, magazines, Application Forms (for various posts), etc." from various locations of Tezpur University as per details mentioned below:

General Information about the NIQ:

Submission of bids:	Quotations must be submitted as per Annexure-I in sealed envelope <i>super-scribed as "Tender No. [For auction / disposal of non-usable / scrap cartons, newspapers, answer scripts, magazines, Application Forms (for various posts), etc.]";</i> to be addressed to Deputy Registrar (S&P), Tezpur University, and placed in the Drop Box at the Reception Counter of Admin. Building)
Start Date for the bid:	From the date of publication on Tezpur University Website (...12.08.2026)
Last Date for submission of the bids:	Ten (10) days from the date of tender notification (...22.08.2026)
Date of opening of the bids:	Within one (01) week from the last date of submission of bids; to be opened by a Tender Evaluation Committee constituted for this purpose.
Details of the items:	The details of the items for disposal are enclosed at Annexure-I
EMD	Rs. 5,000/- (<i>Rupees Five thousand only</i>). - To be submitted in the form of Demand Draft drawn in favour of Registrar, Tezpur University and payable at Tezpur; - Must be submitted along with the Bid (Annexure-I) in the Drop Box at the Reception Counter of Admin. Building, in an envelope <i>super-scribed as "Tender No. 1746. [For auction / disposal of non-usable / scrap cartons, newspapers, answer scripts, magazines, Application Forms (for various posts), etc.]";</i> - The EMD is refundable, without interest. - Must be submitted within three (03) days from the last date of bid submission.

Please read the tender document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the NIQ terms with full understanding to its implications. Any lack of information shall not in any way, relieve the bidder of its responsibility to fulfill its obligations under the Bid.

Period of Contract: This is a one-time auction notice for all the scrap materials as in **Annexure-I**. However, the University reserves its right for subsequent disposal / auction based on the highest rates of each individual item through the respective participating bidder offering the highest price upto a period of **maximum two years or until next auction notice, whichever is earlier.**

Scope of work: Successful bidder offering highest **individual rates** for any of the items, shall collect these items from various locations of the University and thereby make necessary arrangement for weighing (through electronic machines only) of the same in presence of the designated Office Staff of the University and also to arrange for lifting of all the items within 15 days of the award of the Contract.

AO
11/8/26



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Site Inspection: The Bidders participating in the tender are strongly advised to visit the campus and inspect the disposable items at various locations and assess the extent of quantity of the items before submitting their financial bids during office hours only from 11:00 a.m – 5:00 pm.

Quotations / bids submission: Rates should be quoted on **per kg basis** separately for each of the items as mentioned at **Annexure-I**. The quotation in other format will be not considered and will be summarily rejected.

Eligibility Criteria:

1. Bidders (of Assam) shall submit the tender as per **Annexure-I** in its letter head.
2. The agency/firm should have a valid Trade Licence/ Registration Certificate, Valid GST Certificate, and other relevant documents as per enclosure at Annexure – I.

Selection Process:

The tender will be evaluated by the Tender Evaluation Committee of the University on a Single-Bid basis, i.e. on the Price Bid, subject to fulfilling other eligibility conditions laid down in this bid document (as detailed on **Annexure-I**).

General Terms and Conditions:

1. The quotation containing the offered rates along with the enclosures (Annexure-I) should be filled up in all respects and submitted alongwith all supporting documents by the bidder duly signed by authorized signatory on each page as mark of acceptance of terms of conditions of this document.
2. The Quotation containing other relevant documents as stated above should be submitted **in person** in sealed envelope on or before the last date of the bid submission. The Envelope should be clearly superscribed with the words " For auction of non-usable / scrap cartons, newspapers, answer scripts, magazines, etc.", duly addressed to, **Deputy Registrar, Store & Purchase, Tezpur University, Napaam, Tezpur – 784028, Assam, and deposited in the designed DROP BOX placed near the Reception Counter of Adminstration Building.**
3. There will no extension in respect of last date for submission of quotations. However, if the last date happens to be a holiday, the quotations shall be submitted on the **preceeding day**. Submission of bids after the last date will not be accepted.
4. An **EMD** should be submitted (in the form of Demand Draft) for **Rs. 5,000/-**(Five Thousand) only drawn in favor of Registrar, Tezpur University, payable at Tezpur.
5. After weighting the disposed items in electronic weighting machines, whole items should be packed in gunny bags. After completion of weighing exercise, bidder has to deposit the amount in line with the approved rate as per quotation of the bidder in form of Demand Draft drawn in favour of "The Registrar, Tezpur University, or may be deposited ONLINE in the Finance Section within 02 working days. After receipt of the amount, bidder will be allowed to take away the disposed items from the University on issuance of 'GATE PASS', by the designated official or the Competent Authority.
6. The disposable items will have to be collected by the successful bidder within time period as prescribed in Contract/ Work Order on the basis of "AS IS WHERE IS" on quarterly basis during the validity of the contract.

AC-11/8/26

Deputy Registrar(S&P)
Tezpur University

Ref. No. NIQ/ 1746 Dated: 12.08.2026

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Annexure-I

(To be submitted on Letterhead of the bidder)

Sl.	Details		
A)	Bidder's Profile alongwith supporting documents		
1	Bidders Office Address, mobile No. and e-mail		
2	PAN No. (Enclose copy of PAN card)		
3	GST No. (Enclose copy of Certificate)		
4	Valid Trade License No. (Enclose copy of Certificate)		
5	Acceptance to Tender Condition (Enclose signed copy of the tender document)		
6	Earnest Money Deposit (Enclose DD as stated)		
B)	List of Items for disposal & Price Offered		Rupees Per KG
1	Newspapers	-	
2	Question Papers	-	
3	Answer Sheets	-	
4	Magazines	-	
5	Cartons	-	
6	Application Forms	-	

Signature:

Name of the Bidder:

Address of the Bidder: