

# **MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254**

Tender Notice No.03/MGU/NLG/2024-25

Date:11.03.2025

## **TENDER NOTICE**

Sealed Tenders are invited from the bonafide Dealers for Purchasing the Following old stock with minimum base price for 100 kgs as shown below:

1. Used Answer Booklets (both 32 pages & 12 pages)(20x30 cms. & A4 Size) - Rs. 4500/-
2. Other than Answer booklets - Rs. 3000/-

The Tender – cum - ‘Conditions’ Application form can be downloaded from the University website at [www.mguniversity.ac.in](http://www.mguniversity.ac.in) from 12.03.2025. The filled in application/ tender document must be accompanied with a Demand Draft drawn from any Nationalized Banks in favour of the Registrar, Exam Fee Fund A/c , Mahatma Gandhi University, Nalgonda for Rs.2500/- towards application form, Rs. 5000/- towards processing charges and other relevant enclosures along with EMD. The tender will be received up to 3.00 pm on 03.04.2025 and will be opened on 04.04.2025 at 11.00 am.

Sd/-

**REGISTRAR**

**TENDER FOR DISPOSAL OF USED ANSWER SCRIPTS & OTHER THAN ANSWER BOOKLETS OF EXAMINATION BRANCH, MAHATMA GANDHI UNIVERSITY, ANNEPARTHY, NALGONDA- 508254, TELANGANA STATE.**

**Terms and Conditions**

1. The approximate quantity of Answer Booklets and other material to be disposed under this tender is about **80 to 100 tonnes** pertaining to exams conducted during the period from the Academic Years 2021-22, 2022-23 and 2023-2024.
2. The Rate for the above mentioned material should be quoted for 100 kgs only.
3. The following is the minimum rate of the University for disposal of the material.
  - i.) Used answer booklets (both 32 pages and 12 pages) : Rs.4500/- per 100kg.
  - ii.) Other than Answer booklets : Rs.3000/- per 100 Kg
4. The paper sample can be inspected between 12.00 noon to 3.00 P.M. from 11.03.2025 to 02.04.2025 all working days at Examination Branch, Mahatma Gandhi University Campus, Anneparthi, Nalognda.
5. All intending Tenderers should enclose a crossed Demand Draft for Rs.3,00,000/- (Rupees Three lakhs only) towards E.M.D. drawn from any Nationalized / Scheduled Bank in favour of the Registrar, Exam Fee Fund A/c, Mahatma Gandhi University, Anneparthi, Telangana State. Without this, the tender will be rejected.
6. The Tender should enclose the attested copies of the TSGST Registration Certificate and Tax clearance certificate/IT returns for the assessment years 2021-22, 2022-23 and 2023-24 along with the tender application form. Tender Forms not accompanied by the above mentioned certificates shall be summarily rejected.
7. Sales tax and other taxes if any to be paid to the Govt. shall also be borne by the tenderer only as per TGGST applicable.
8. Tender should be submitted in a sealed envelope address to “The Registrar, Mahatma Gandhi University, Nalgonda, Telangana” superscripted as “Tender for Used Answer Scripts and Other than Answer booklets material” and should reach the Office of the Registrar, Arts Block, MGU 03.04.2025 by 3.00 p.m. The Tenders will be opened at 11.00 p.m. on the 04.04.2025 day in the presence of such of the Tenderers or their representatives at the venue.
- 9. The University reserves the right to reject any or all tenders and cancel the sale without assigning any reason.**
10. The successful Tenderer has to lift the entire stock within a period of 30 days from the date of intimation of acceptance of the tender failing which they will forfeit their EMD besides levying penalty of Rs.5000/- per each day of delay without any further correspondence. Further, the material should be lifted during the office hours only.
11. The lifting of material will be permitted subject to advance payment of the cost through the Demand Draft/RTGS drawn from any Nationalized/Scheduled Bank drawn in favour of “The Registrar, Exam Fee Fund A/c. Mahatma Gandhi University, Anneparthi, Nalgonda.”

12. The lifting of the material will be from the Examination Branch, Mahatma Gandhi University, Anneparthi Nalgonda 508254. The Transportation and weighing expenses etc., shall be borne by the successful Tenderer only.
13. The successful Tenderer violating any of the above conditions will not only forfeit his Earnest Money Deposit but shall also be liable for all the losses to the University accruing on account of failure to discharge the obligations of the tender.
14. If the tender quoted is not as per tender specifications, the tender will be rejected.
15. Three separate Demand Drafts are to submitted towards application form/ processing charges and EMD.
16. The E.M.Ds. of the three highest bidders i.e. H-1, H-2 and H-3 will be retained for six weeks period from the date of opening of the TENDERS. The first highest bidder (H-1) will be asked to start lifting the material within two weeks by depositing advance cost of the material. If the First Highest bidder fails to begin lifting of the material within stipulated time the EMD will be forfeited and the second Highest bidder (H-2) will be asked to lift the material within two weeks' by depositing advance cost of the material. If the H-2 Bidder also fails to lift the material, the EMD of H-2 Bidder will also be forfeited and the Third Highers Bidder (H-3) will be asked to lift the material within two weeks days by depositing advance cost of the material. If third one also fails to lift the material within stipulated time, the E.M.D will be forfeited and the Tender will be cancelled.
17. The University also reserves the right to go for open auction, if needed, among the eligible contending bidders.
18. The form containing Tender Conditions should be signed by the Tenderer and attached to the Tender bid, failing which, the Tender application will be rejected.
19. The lifted material should be unloaded at Factory in the presence of authorised person of The Registrar, MGU
20. All the disputes shall be subject to the jurisdiction of Nalgonda, Telangana only.

Date:

I agree to abide by the

Conditions of the Tender (1 to 20)

Signature of the Tenderer with seal



**MAHATMA GANDHI UNIVERSITY  
ANNAPARTHY-NALGONDA (T.S)**

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Date:11.03.2025

**TECHNICAL BID**

Name of the firm/Individual :-----

Contact Address :-----

Mobile No :-----

GST/VAT Reg. :-----

PAN/TAN/TIN No. :-----

IT Returns	2021-22	Submitted/ Not submitted
	2022-23	Submitted / Not submitted
	2023-24	Submitted / Not submitted

EMD DD No :	Tender application Fee DD No:	Processing Fee DD No:
Date :	Date:	Date:
Bank Name:	Bank Name :	Bank Name
Amount:Rs.3,00,000/-	Amount:Rs.2,500/-	Amount:Rs.5,000/-

I do hereby abide by all the tender conditions:

**SIGNATURE OF THE TENDERER**

With seal



**MAHATMA GANDHI UNIVERSITY  
ANNEPARTHY-NALGONDA (T.S)**

Tender Notice No.03/MGU/NLG/2024-25

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**COMMERCIAL BID**

Tender No. :-----

1.Description of the Material :-----

2.Rate quoted per 100 Kgs.

<b>Description of the Material</b>	<b>Rate per 100 Kgs.</b>
Used Answer Booklets (both 32 pages and 12 pages)	
Other than Answer booklets	

I do hereby abide by all the tender conditions.

**SIGNATURE OF THE TENDERER**

With seal



**MAHATMA GANDHI UNIVERSITY, ANNEPARTHY**  
**NALGONDA- 508254, TELANGANA STATE**

**TENDER FOR DISPOSAL OF USED ANSWER SCRIPTS & WASTE PAPER**  
**MATERIAL OF EXAMINATION BRANCH**