



RANCHI UNIVERSITY RANCHI

SHORT TENDER NOTICE

Sealed quotations are invited from reputed registered firms having experience in the lifting/disposal of Used Examination Answer Books from Ranchi University, Ranchi on an "As is Where is Basis". Detailed tender document can be downloaded from RU website www.ranchiuniversity.ac.in. The tender paper costs Rs.1000/- (Rupees One Thousand Only) in the shape of Demand Draft in favour of "Registrar, Ranchi University" payable at Ranchi must be submitted with the tender upto 20.08.2026 in the office of C.C.D.C. till 2.00 p.m. and it will be opened on the same day at 3.00 p.m. in the office chamber of CCDC in presence of all the bidders.

The undersigned reserves the right to accept or reject full/partial bid without assigning any reason thereof.

By order of the Vice Chancellor
Sd/- Registrar

Ranchi University, Ranchi

Dated 10/08/2026

Memo No. PL/765-68/26

Copy to :

The Advertising Manager,

1. Prabhat Khabar, Ranchi,
2. Dainik Bhaskar, Ranchi,
3. Azad Sipahi, Ranchi

For publication in single issue at the most economical rate within Rs.12000/-.

3. Director, Computer Centre, Ranchi University for publication on Ranchi University website www.ranchiuniversity.ac.in.


Registrar

Ranchi University, Ranchi



Ranchi University, Ranchi

TENDER DOCUMENT

For Disposal of Used Answer Books on "As Is Where Is Basis"

Tender No.: PL/

CHAPTER-1

INSTRUCTIONS TO BIDDERS

1. Bidder should quote their rate in per Metric Ton.
2. Rate quoted by the bidder should be remain valid for 90 days.
3. Conditional bids shall be rejected.
3. Late tenders shall not be accepted.

CHAPTER-2

ELIGIBILITY CRITERIA

The bidder must submit:

1. Registration Certificate
2. PAN
3. GST Registration
4. Aadhaar of Proprietor
5. Trade Licence
6. Experience Certificate
7. Income Tax Return of last three years
8. GST Return
9. Affidavit regarding non-blacklisting from any Department/PSUs/Universities.
10. Mobile Number and Email ID

CHAPTER-3

SCOPE OF WORK

1. The successful bidder shall Lift used examination answer books from the University's designated godown.
2. Bidder should arrange labour, loading, weighing and transportation at their risk and cost.
3. Weighing of materials should be done in the presence of University officials.
4. The details should be maintained confidentially by the bidder.
5. Destroy/recycle answer books will be carried out only after taking possession.
6. The University shall not be responsible for any damage pre or post transportation at any cost.

CHAPTER-4

TERMS & CONDITIONS

1. Disposal shall be strictly on "As Is Where Is Basis."
2. Quantity mentioned is approximate.
3. University may increase or decrease quantity.
4. Successful bidder shall lift the material within seven days of work order.
5. Entire quantity must be lifted in one lot.
6. No segregation shall be allowed.
7. University reserves the right to cancel the tender at any time without assigning any reason thereof.



CHAPTER-5

TENDER FEE

Bidders should deposit Tender Fee of Rs. ₹1,000.00 (non-refundable) through Demand Draft in favour of Registrar, Ranchi University payable at Ranchi.

CHAPTER-6

EARNEST MONEY DEPOSIT

1. Bidders should deposit EMD amount of Rs. ₹50,000.00 (refundable) through Demand Draft in favour of Registrar, Ranchi University payable at Ranchi. In case of successful bidder the EMD amount will be treated as security deposit and will be refunded on successful completion of work.
2. The EMD amount of unsuccessful bidders will be refunded without interest to the concerned bidders.

CHAPTER-7

PERFORMANCE SECURITY

On approval of rate, L1 bidder shall deposit Rs. 2.00 Lakh in advance in Ranchi University Examination Fund through Demand Draft in favour of Registrar, Ranchi University. After lifting of materials up to the value of deposited amount i.e Rs.2.00 Lakh, further amount if required shall be deposited by the selected firm for further lifting of used answer books on proper assessment. If not deposited within seven days the EMD amount will be forfeited.

CHAPTER-8

BID SUBMISSION

Envelope No.1

Technical Bid should be submitted with proper paging containing :

1. Tender Fee & EMD
2. Firm Registration Details, PAN, GST, Aadhaar of Proprietor
3. Experience Certificate of not less than five years for lifting of answer books.
5. Trade License
6. Income Tax Return of last three years
7. GST Return
8. Affidavit should be regarding non-blacklisting from any Department/PSUs/Universities as detailed in Chapter-9.
9. Mobile Number and Email ID

Envelope No.2

Financial Bid containing only quoted rate.

Note : Both envelopes (Env. 1 and Env. 2) shall be placed inside in one single sealed envelope i.e. (Env. 3).

CHAPTER-9

BLACKLISTING

Bidder shall be blacklisted if false documents submitted, Fraud detected, Cartel formation, Breach of confidentiality, Failure to lift materials.

CHAPTER-10

ARBITRATION

Disputes shall be referred to Vice-Chancellor, Ranchi University or Arbitrator appointed by him. Jurisdiction Courts at Ranchi only.



ANNEXURE-I
Technical Bid Format

Sl.No.	Particular	Submitted (Yes/No)
1.	Registration Certificate	
2.	PAN	
3.	GST	
4.	GST Return	
5.	Affidavit	
6.	Tender Fee	
7.	EMD	
8.	Experience	
9.	Income Tax Return	
10.	Trade License	

ANNEXURE-II
Financial Bid Format

	Description	Rate Offered Per Metric Ton
1.	Used Answer Books	

ANNEXURE-III

Declaration

1. "I/We hereby certify that I/We have read all the terms and conditions of the tender document and agree to abide by them."
2. I hereby give my consent that used answer book shall be recycled and after recycling process, firm (M/s.....) will provide a certificate in this regard that all material has been recycled. In case the firm is unable to submit the certificate to the University, the earnest money deposited shall be forfeited by the University.

Signature of Bidder

Name

Seal

Date

