



KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

TENDER DOCUMENT
FOR
DISPOSAL OF 'WASTE PAPER'
(OBSOLETE ANSWER SCRIPTS, QUESTION PAPERS & A4
Papers)

Tender enquiry No. KKHSOU/Exam/39/2008/PT/496, Dated 31-03-2026

Krishna Kanta Handiqui State Open University
H.O. Patgaon Rani Gate, Guwahati-781017
City Office: Resham Nagar, Khanapara, Guwahati-781022
Tel. 0361-2235971 Email. info@kkhsou.in

TENDER NOTICE

Sealed tenders are invited for disposal of following items from registered Sole Proprietorship/Partnership Firm/Mill or Company.

Sl.	Particulars	Approx. Weight
1.	Obsolete Answer Scripts	12,000 kg
2.	Obsolete Question Papers	1,500 kg
3.	A4 Papers (Unused)	2,500 kg

The tender document can be obtained from the University website: www.kkhsou.in

The tender form complete in all respect should reach to the office of the Registrar, KKHSOU, in duly sealed envelope as shown below, clearly superscribed with “*Tender for disposal of Waste Paper*” on or before 24th April 2026 up to **2.00 PM**.

On Envelop:

<p><u>Tender for disposal of Waste Paper</u></p> <p>To The Registrar Krishna Kanta Handiqui State Open University Resham Nagar, Khanapara, Guwahati- 781022</p> <p>From:</p> <p>Ph.</p>
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(Contact number of the bidder must be given in the envelop)

The tender will be opened on 24th April 2026 at **3.00 PM** at City Office, Khanapara, Guwahati by a committee in presence of bidder who may wish to be present. The University reserves the right to accept or reject any or all the bidder without assigning any reason. Incomplete and conditional bidders are liable to be rejected.

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.
- B) The bidder must have a valid PAN to participate in the tender and must submit self-attested copy of the same.
- C) The bidder must have GST Registration.

Technical Bid:

The technical bid must contain the following:

1. Dully filled, signed & stamped tender document on Firm/Company Letter Head.
2. Self-attested documentary proof of registration of Sole Proprietorship/Partnership Firm/Mill or Company
3. Self-attested copy of PAN

Financial Bid:

Attached as **Annexure-II**.

Sd/-
Registrar

Acceptance of Terms and Conditions

Terms & Conditions:

- I) Sealed bids are invited for disposal of waste material (*obsolete answer scripts and question papers*) on as per whereas basis. Bid should be sealed in a cover duly superscribed as “***Tender for disposal of Waste Paper***”.
- II) The bidder should quote their highest rates based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful bidder (quoting highest rates of purchase) out of the eligible bidder.
- III) 2.5% of the total quoted value has to be deposited as **Earnest Money Deposit** in the form of Bank Draft addressed to Registrar, KKHSOU along with the filled bid form (**Annexure-I**), which will be returned to the participants except highest bidder after completion of the purchase process, against application for return of the security amount with bank details including IFSC code.
- IV) In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on next working day.
- V) The right to accept a bid will rest with the Hon’ble Vice Chancellor, who reserves the right to reject any or all the bids without assigning any reason thereof.
- VI) The quoted rate should be valid till the material has been lift out from the University.
- VII) In case, the bidder fails to comply the Terms & Conditions, the University may terminate the contract without assigning any reason and is free to dispose of the items in such a manner as may be deemed appropriate.
- VIII) The successful bidder will be liable to complete the job of lifting the waste material from the University Campus with a period of 15 days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his EMD will be forfeited and the University shall have the right to cancel the order.
- IX) It will be the responsibility of the bidder to pack the material by his own labourers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the bidder himself.
- X) It will be responsibility of the bidder that the waste materials being lifted from the University will be used only for recycling in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy.

- XI) Bidder may visit the University Campus and inspect the quantity, condition and type of material being sold on any working day on their own.
- XII) The weighing of the material shall be jointly witnessed by a committee constituted for the purpose and bidder or his authorised representative. All weighing shall be certified by this committee. The weighing site for this purpose will be jointly decided by the successful bidder and the University.
- XIII) The successful bidder shall have to deposit whole amount of the estimated cost of the materials planned to be lifted in one phase in the form of Demand Draft. The Demand Draft should be drawn in favour of the **Registrar, KKHSOU, payable at Guwahati or directly pay to the University Account No. 30123563289, IFSC-SBIN0004419**. In case, the successful bidder does not deposit the requisite money, Earnest Money Deposit shall be forfeited and order shall be cancelled. Each page of the tender document should be signed by the bidder.

I/We have carefully read the above terms & Conditions and undertake to abide by the same.

Place:

Date:

(Signature of the Bidder)

Name:

Telephone No :

Address:

Annexure- II

Performa for quoting the rates:

I/We _____ hereby offer rates to purchase items from the Krishna Kanta Handiqui State Open University.

Sl. No.	Particulars	Rate quoted per Kg
1.	Obsolete Answer Scripts	
2.	Obsolete Question Papers	
3.	A4 Papers (Unused)	

Place:

Date:

(Signature of the Bidder with seal/stamp)

Name :-

Village/Town :-

P.O. :-

P.S. :-

District :-

Pin Code :-

Contact No :-

E-mail ID :-