



**RAVENSHAW UNIVERSITY  
CUTTACK**

**AUCTION NOTICE**

No 3074 Date 12/9/2024

Old used answer scripts/papers will be disposed by auction sale. Persons those who are interested to take part in the auction may present themselves in the Examination Section of the University at **03:30 P.M. on dt. 25.09.2024.** The University will issue the work order in favour of the agency who offers the highest rate to lift the auctioned papers with the following terms and conditions.

**Terms & Conditions:**

1. The rate should be quoted in figures & words.
2. An amount of Rs. 1,000/- (Rupees One Thousand ) only to be deposited in form of Demand Draft in favour of Ravenshaw University as Non-refundable application fees towards Auction and is to be enclosed along with **Annexure-I & Annexure-II**.
3. The bidders are requested to submit the Technical Bid and Financial Bid separately in two different covers. Each cover should be earmarked for the contents within as either "Technical Bid" or Financial Bid". Both these cover should be placed in a third cover super scribed.
4. Quotation of only those bidders, who qualify for the Technical Bid, will be eligible for commercial comparison.
5. It will be the responsibility of the selected bidder to lift the old answer scripts from the office of the Controller of Examinations during office hour at their own cost within 07(seven) days from the date of issue of the work order.
6. The selected bidder shall have to deposit the total sell amount in the collection counter of the University before lifting the scripts during office hour from the date of issue of the work order and copy of the receipt to be submitted to the undersigned.

7. No complaint shall be entertained in case of non-completion of lifting of the old answer scripts in time and in that case University shall not be liable.
8. If the selected bidder fails to deposit the total amount before lifting, then the second highest bidder will be allotted the work.
9. Sealed papers need to be deposited in the Office of the officer in Charge of Stock, Store and Purchase latest by **25.09.2024** till **01:00 P.M.** and will be opened on the same day at **03:30 P.M.**
10. All the participants/ bidders are required to deposit EMD money of Rs. 10,000/- in the form of Demand Draft in favour of Ravenshaw University payable at Cuttack.
11. The bidders should have at least 03 years experience of disposal of Old Answer Scripts.
12. List of organizations in which such work has been done by the firm should be enclosed.
13. On qualifying, the auction EMD deposited by the selected agency shall be converted into security deposit.
14. The bidder should quote their highest rates based on the terms and conditions as a part of auction document. Work order will be placed to the highest rate quoted by the bidder out of the eligible bidders participated in the process.
15. The bidders whose rates are not approved in the auction process will get back the EMD instantly.
16. If, the papers are not lifted within the stipulated period given in the work order, a penalty of Rs. 1000/- per day will be imposed maximum for delay of 10days which will be recovered from the performance guarantee and in case of delay by more than 10 days the entire amount of EMD money will stand automatically forfeited and work will be awarded to the second highest bidder or decision of the competent authority of the committee shall be final in this situation.

17. The weighing and shredding of papers/ scripts should be made at the spot where the papers/scripts are accumulated at the cost of selected bidder.
18. The selected bidder has to use the standard weights for weighing the papers/ scripts in bulk in presence of the committee constituted by the University.
19. To inspect the existing sites for Auction as stated above, the intended bidders may contact Controller of Examinations, Ravenshaw University, Cuttack.
20. The authority has the right to cancel the auction at any time without any reason thereof.
21. The bidder has to give an undertaking that all the papers lifted are shredded at Ravenshaw University, Cuttack and none of it is resold in the open market.

  
**Associate Professor in Charge of  
Stock & Store and Purchase Officer  
Ravenshaw University, Cuttack**

Memo No 3075 Date 12/19/2024

Copy to All Notice Boards /Registrar's Office/CPGC/CoF/Asst. Registrar/Controller of Examinations/Purchase Officer/Accounts Officer/OIC, System to upload in the University Website / PA to Vice Chancellor for kind information.

  
**Associate Professor in Charge of  
Stock & Store and Purchase Officer  
Ravenshaw University, Cuttack**



**RAVENSHAW UNIVERSITY  
CUTTACK**

**TECHNICAL BID**

To

The Associate Professor in charge of  
Stock & Store and Purchase  
Ravenshaw University, Cuttack

**Sub: Regarding Technical Bid for lifting of Old used Answer Scripts.**

Sir,

I/ We have gone through the Auction process, understood fully and declared that I/We shall abide by the terms and condition mentioned in the auction notice for lifting of Old Used Answer Scripts.

Sl. No.	Particulars	
1	Name of the bidders	
2	Address of bidders	
3	Details of application fees and EMD money in the form of Demand Draft of Rs. 1,000/- (Non-refundable) and Rs. 10,000/- (Refundable) respectively.	
4	Contact Details of the bidders Tel. No. Mobile No. E-mail Id.	
5	Name of Proprietor/ Partners/ Director of the firm/ Agency	
6	Registration and incorporation particulars of the bidders indicating legal status such as company, partnership/ proprietorship concerned etc. (attach copies of the relevant documents / Certificates)	
7	GST/ Excise duty registration details (attach copies of the relevant documents/ certificates)	
8	Copy of Permanent Account Number (PAN)	
9	Declaration regarding blacklisting or otherwise by the Govt. Departments / Autonomous Body, private institutions etc.	
10	Copy of Adhaar No.	
11	List of organizations in which such work has been done by the firm should be enclosed.	

**(Authorised Signature)**  
**Name of the Authorized Person**  
**Contact No.**  
**Seal of Company:**  
**Place/ Date:**





**RAVENSHAW UNIVERSITY  
CUTTACK**

**FINANCIAL BID**

To

The Associate Professor in charge of  
Stock & Store and Purchase  
Ravenshaw University, Cuttack

**Sub: Regarding Financial Bid for lifting of Old used Answer Scripts.**

Sir,

I/ We have gone through the Auction process, understood fully and declare that I/We shall abide by the terms and condition mentioned in the auction notice for lifting of Old Used Answer Scripts. My/our upset rates per kg are as under.

Sl. No.	Particulars	Price Per KG
1	Upset Price of the Old used Answer Script per Kg fixed by the University.	Rs. 12/- (Twelve)
2	Offered Price of Old Used Answer Scripts Per Kg	

Details of the Bidder:

Sl. No.	Particulars	
1	Name of bidder	
2	Address of bidder	
3	Contact Details of the bidder	
4	Name of Proprietor/ Partner/ Directors of the firm/ Agency	

(Authorised Signature)  
Name of the Authorized Person  
Contact No.  
Seal of Company:  
Place/ Date: