UNIVERSITY OF CALICUT

Purchase Division

No.161836/PURCHASE-ASST-A2/2026/Admn Dated:15.09.2026

NOTICE INVITING E-TENDER

The Registrar, University of Calicut, invites e-tenders in two cover system (technical and financial) for the **Disposal of revalued answer scripts kept in Pareekshabhavan, for a period of one year,** University of Calicut, from the reputed firms. The details are given in Table II - Schedule of item:

Table I

Tender No. 161836/PURCHASE-ASST-A2/2026/Admn **dated** 15.09.2026		
1	Bid submission start date	**15.09.2026, 05.00 P.M.**
2	Last date for submission of bid	**29.09.2026, 04.00 P.M.**
3	Bid opening date and time	**01.10.2026, 11.00 A.M.**
4	Place, where materials are dumped	Pareekshabhavan, University of Calicut, Calicut University P.O., Thenhipalam, Malappuram Dt, Kerala, PIN: 673 635
5	Period which goods shall be taken	from 15 days after issuing the Supply Order.
6	Period of firmness of price	90 days from the date of Award of Contract
7	Tender Cost	**₹13,275/-** (including GST @ 18%)
8	Amount of EMD	**₹60,000/-**
9	For queries	Phone No. 0494 2407129, 0494 2407130 Purchase Division, University of Calicut. E mail - drpur@uoc.ac.in.

Table II - Schedule of item

Description of the item
Disposal of revalued answer scripts

- **Technical bid shall contain the following documents:**

1. Proof of registration of the bidder under relevant government rules.
2. Address proof of the bidder along with phone number and e-mail id.
3. GST registration number along with proof of registration.
4. Scanned copy of the Preliminary agreement in plane paper in the format III given below.
5. Copy of PAN Card.
6. Proof regarding experience.
7. Self declaration that, the bidder is not a blacklisted firm by the State/Central Governments, PSUs or any other government/autonomous institution.

- **Financial bid shall contain the following:**

1. The bidder shall complete the price bid in the BoQ provided in the e-tender.
2. The tax amount and other charges, if any, shall be furnished in the financial bid.

(I) Terms and conditions

1. The successful bidder shall dispose the valued answer scripts on an as-is-where-is basis.
2. It will be the responsibility of the successful bidder to pack the material/materials using their own labour, and the cost of transportation, packing, loading etc., will be borne by the successful bidder.
3. The rate should be quoted per Kg. for each item above and the rate quoted shall be inclusive of all taxes and other charges applicable.
4. The items can be inspected at Pareekshabhavan, University of Calicut on any working day during Office hours before the last date and time fixed for receiving the tender.
5. Tenderers can quote the rate after physical verification of the items in the University Campus.
6. The cost of tender forms (tender cost) paid will not be refunded on any account.
7. A Performance Security equivalent to 5% of the total value of the contract rounded to the nearest rupee shall be submitted by the successful bidder. The EMD and Performance Security are returnable.
8. The EMD of the successful tenderer will be refunded only after three months from the date of expiry of the contract. No interest will be paid for the EMD.
9. The successful tenderer should start removing the articles as per the agreement and schedule at their own cost from the date of execution of agreement in stamp paper worth Rs.200/- in the prescribed format, by remitting the whole amount by way of Chalan under the Head of Account "No.II Current Account of the Finance Officer". The EMD of the tenderer who fails to remove the items according to the terms and conditions and within the stipulated time will be forfeited and recover cost if any, sustained by the University. Such tenderers will not be eligible for receiving fresh contract.
10. All Kerala Government rules will be applicable to the tender.
11. The tenderer should have valid GST registration and furnish the GST registration in the tender.
12. The undersigned reserves the right to reject any tender without assigning any reason thereof.
13. All Tenders/bids shall be accepted only through online mode and no manual submission of the same shall be entertained.
14. The tenders/bids will be opened online at the office of the Deputy Registrar, Purchase Division, University of Calicut, Thenhipalam, Malappuram District, Kerala, PIN 673 635, on the prescribed date and time.
15. Tenders/bids must be quoted in English/Malayalam language only.
16. The bidder shall have valid GST registration and shall furnish GST number. The GST number shall be furnished in the technical bid.
17. All corrigenda shall be published on www.etenders.kerala.gov.in and the University website www.uoc.ac.in and shall not be available elsewhere.
18. All rules and regulations of the tender shall be in accordance with the Stores Purchase Manual of the Government of Kerala.

(II) General Conditions

1. The tender received after the specified date and time will not be accepted on any account. The rates will be considered firm for acceptance till the date mentioned. Tenders not stipulating period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition

are liable to be rejected.

(a) Every tenderer who has not registered his name with the State Government (Stores Purchase Department), should remit earnest money. No interest will be paid for the earnest money deposited.
(b) Tenderers whose names are registered with Government (Stores Purchase Department) are generally exempted from furnishing earnest money for such articles for which they have registered their names. If they tender for stores other than those for which they have registered their names, they will have to furnish earnest money as in the case of unregistered firms. Registered firms will have to quote invariably in every tender they submit, the registration number assigned to them by the Stores Purchase Department.
(c) Micro, Small & Medium Enterprises and Cottage Industries and Industrial co-operatives within the State, which are certified as such by the Director of Industries and commerce or by the Regional Joint Directors of Industries and Commerce will be exempted from furnishing earnest money deposits in support of tenders submitted by them. The Khadi and village Industries Co-operative Societies and the institutions registered under the Literary, Scientific and Charitable Societies Act and financed by the Kerala Khadi and Village Industries Board within that State which are certified as such by the Secretary, Kerala Khadi Village Industries Board will be exempted from furnishing earnest money deposits in support of tenders submitted by them. Government Institutions/State Public Sector Industries which manufacture and supply stores will also be exempted from furnishing earnest money for tenders submitted by them.
(d) In the matter of purchase of stores, Small Scale Industrial Units sponsored by the National Small Scale Industries Corporation Limited, New Delhi, and in respect of which competency certificates are issued by the Corporation will be exempted from payment of Earnest Money Deposits and Security Deposits.

2. The tenders will be opened on the appointed day and time in the office of the undersigned.
3. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if, any, deposited by him will be forfeited to University or such action taken against him as University think fit.
4. Tenderers shall invariably specify in their tenders the delivery conditions including the time required for the accrual of articles tendered for.
5. The final acceptance of the tenders rests entirely with the University who do not bind themselves to accept any tender.
6. In the case of materials of technical nature the successful tenderer should be prepared to guarantee satisfactory performance for a definite period under a definite penalty.
7. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in the para below.
8. (a) The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender deposit a sum equivalent to 5 per cent of the value of the contract as security for the satisfactory fulfillment of the contract. The amount of security may be deposited in Fixed Deposit Receipts in favour of the Finance Officer, University of Calicut. Letters of guarantee in the prescribed form for the amount of security from an approved Bank will also be considered enough at the discretion of University. If the successful tenderer

fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited to University and contract arranged elsewhere at the defaulter's risk and any loss incurred by University on account of the purchase will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby. If the defaulting firm is a registered firm their registration is liable to be cancelled.

(b) If the contractor fails to perform the service within the time/period(s) specified in the contract, the purchaser shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 0.5% or 1% of the delivered price of the delayed stores or unperformed services for each week of delay until actual delivery or performance, upto a maximum deduction of 10% of the contract prices of the delayed stores or services. Once the maximum is reached, the purchaser may consider termination of the contract at the risk and cost of the contractor

9. The security deposit shall, subject to the conditions specified herein, be returned to the contractor within three months after the expiration of the contract, but in the event of any dispute arising between the Department concerned and the contractor, the Department shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from University to the contractor. In all cases where there are guarantee for the goods supplied the security deposit will be released only after the expiry of the guarantee period.
10. The contractor shall not assign or make over the contract on the benefits or burdens thereof to any other person or body corporate. The contractor shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the purchasing officer who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the contractor or the sub-contractor upon such rescission. Provided always that if such consent be given at any time, the contractor shall not be relieved from any obligation, duty or responsibility under this contract.
11. (a) In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts, carries on his business or the contract under inspection on behalf of or his creditors, or in case any receiving order or orders, for the administration of his estate are made against him or in case the contractor shall commit any act of insolvency or case in which under any clause or clauses of this contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits, the contract shall, thereupon, after notice given by the Purchasing Officer to the contractor, be determined and the University may complete the contract in such time and manner and by such persons as the University shall think fit. But such determination of the contract shall be without any prejudice to any right or remedy of the University against the contractor or his sureties in respect of any breach of contract therefore committed by the contractor. All expenses and damages caused to University by any breach of contract by the contractor shall be paid by the contractor to University, and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

12. a) In case the contractor fails to dispose any of the said articles and things within the time provided for delivery of the same, or in case the contractor commits any breach of any of the covenants, stipulations and agreements herein contained, and on his part to be observed and performed, then and in any such case, it shall be lawful for University (if they shall think fit to do so) to arrange for the dispoal of the said articles and things from elsewhere or on behalf of the University by an order in writing under the hand of the Purchasing Officer put an end to this contract and in case the University shall have incurred, sustained or been put to any costs, damages or expenses by reason of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss, costs, damages, expenses or other money shall then or any time during the continuance of this contract be payable by the contractor to the University under and by virtue of this contract, it shall be lawful for the University from and out of any moneys for the time being payable or owing to the contractor from the University under or by virtue of this contract or otherwise to pay and reimburse to the University all such costs, damages and expenses they may have sustained, incurred or been put to by reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid and also all such difference in price, compensation, loss, costs, damages, expenses and other moneys as shall for the time being be payable by the contractor aforesaid.In case any difference or dispute arises in connection with the contract, all legal proceeding relating to the matter shall be instituted in the Court within whose jurisdiction the Purchasing Officer voluntarily resides.
13. Any sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or University or any other person authorized by University and set off against any claim of the Purchasing Officer or University for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or University or any other person authorized by University. Any sum of money due and payable to the successful tenderer or contractor from University shall be adjusted against any sum of money due to University from him under any other contracts.
14. Every notice hereby required or authorized to be given may be either given to the contractor personally or left at his residence or last known place of abode or business, or may be handed over to his agent personally, or may be addressed to the contractor by post/e-mail at his usual or last known place of abode or business and if so addressed and posted/e-mailed, shall be deemed to have been served on the contractor on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place of abode or business.
15. No representation for enhancement of rates once accepted will be considered. However, in exceptional cases if University is convinced of any compelling need for enhancement of rate, it may do so. In the case of imported goods, when the price accepted is the ex-site price quoted by the tenderer, the benefit of any reduction in the C.I.F price should accrue to the University.
16. Any attempt on the part of the tenderers or their agents to influence the University in their favour by personal canvassing with the Officers concerned will disqualify the tenderers.
17. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of failure to dispose the waste papers within the stipulated period.
18. (a) The prices quoted should be inclusive of all taxes, delivery charges including unloading

charges etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin during the course of execution of the contract.

(b) In case payment of customs/excise duty is to be made by the Purchasing Officer, the Purchasing Officer will pay the duty on the "unloaded invoice price" only in the first instance, any difference being paid when the tenderer produces, the final assessment orders later.

19. Special conditions, if any, of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

(III) FORMAT FOR AGREEMENT

Articles of agreement executed on this the .... day of .... between the Registrar, University of Calicut (hereinafter referred to as "the University") of the one part and Shri.. .... (name and address of the tenderer) (hereinafter referred to as "the bounden") of the other part.

WHEREAS in response to the Notification No................... dated .... the bounden has submitted to the University a tender for the .... specification therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the University a sum of `... as earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the Government.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the University and the contract for .... is awarded to the bounden, the bounden shall within .... days of acceptance of his tender execute an agreement with the Government incorporating all the terms and conditions under which the University accepts his tender.

2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the University shall have power and authority to recover from the bounden any loss or damage caused to the University by such breach as may be determined by the University by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.

3. All sums found due to the University under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the University may deem fit.

In witness whereof Shri.. (H.E. name and designation) for and on behalf of the University of Calicut and Shri. .... Bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri. .... (date) ....

In the presence of witnesses:
1. ....
2. ....

Signed by Shri. .... (date) ....

In the presence of witnesses:
1. ....
2. ....

(IV) Tender documents and tender schedule may be downloaded free of cost from the Website www.etenders.kerala.gov.in

All bid/tender documents are to be submitted online only and in the designated cover(s)/envelope(s) on the website. Tenders/Bids shall be accepted only through online mode on the website and no manual submission of the same shall be entertained. Late tenders will not be accepted.
Further details can be had from the Deputy Registrar, Purchase Division, University of Calicut, Malappuram, during working hours. (0494– 2407130, 2407160)
Online Payment mode: The Bidder shall pay, a tender document fees and Earnest Money Deposit or Bid Security.
Online Payment mode: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system.
State Bank of India Multi Option Payment System (SBI MOPS Gateway): Bidders are required to avail Internet Banking Facility in any of below banks for making tender remittances in eProcurement System.

A. Internet Banking Options (Retail)			
1	Allahabad Bank	29	Janata Sahakari Bank
2	Axis Bank	30	Karnataka Bank
3	Andhra Bank	31	Karur Vysya Bank
4	Bandan Bank	32	Kotak Mahindra Bank
5	Bank of Bahrain and Kuwait	33	Lakshmi Vilas Bank
6	Bank of Baroda	34	Mehsana Urban Co-op Bank
7	Bank of India	35	NKGSB Co-operative Bank
8	Bank of Maharashtra	36	Oriental Bank of Commerce
9	Bassein Catholic Co-operative Bank	37	Punjab and Maharashtra Cooperative Bank
10	BNP Paribas	38	Punjab National Bank
11	Canara Bank	39	Punjab and Sind Bank
12	Catholic Syrian Bank	40	RBL Bank
13	Central Bank of India	41	Saraswat Cooperative Bank
14	City Union Bank	42	ShamraoVithal Cooperative Bank
15	Corporation Bank	43	South Indian Bank
16	Cosmos Bank	44	Standard Chartered Bank

17	DCB Bank	45	State Bank of India
18	Dena Bank	46	Syndicate Bank
19	Deutsche Bank	47	Tamilnad Mercantile Bank
20	Dhanalaxmi Bank	48	Tamilnadu Cooperative Bank
21	Federal Bank	49	The Kalyan Janata Sahakari Bank
22	HDFC Bank	50	TJSB Bank (Erstwhile Thane Janata Sahakari Bank)
23	ICICI Bank	51	UCO Bank
24	IDBI Bank	52	Union Bank of India
25	Indian Bank	53	United Bank of India
26	Indian Overseas Bank	54	Vijaya Bank
27	IndusInd Bank	55	YES Bank
28	Jammu & Kashmir Bank		
B. Internet Banking Options (Corporate)			
1	Bank of Baroda	19	Karur Vysya Bank
2	Bank of India	20	Kotak Bank
3	Bank of Maharashtra	21	Laxmi Vilas Bank
4	BNP Paribas	22	Oriental Bank of Commerce
5	Canara Bank	23	Punjab & Maharashtra Coop Bank
6	Catholic Syrian Bank	24	Punjab & Sind Bank
7	City Union Bank	25	Punjab National Bank
8	Corporation Bank	26	RBL Bank
9	Cosmos Bank	27	ShamraoVitthal Co-operative Bank
10	Deutsche Bank	28	South Indian Bank
11	Development Credit Bank	29	State Bank of India
12	Dhanalaxmi Bank	30	Syndicate Bank
13	Federal Bank	31	UCO Bank
14	HDFC Bank	32	Union Bank of India
15	ICICI Bank	33	UPPCL
16	Indian Overseas Bank	34	Vijaya Bank
17	JantaSahakari Bank	35	Axis Bank
18	Jammu & Kashmir Bank		

During the online bid submission process, bidder shall select SBI MOPS option and Submit the page, to view the Terms and Conditions page. On further submitting the same, the e-Procurement system will re-direct the bidder to MOPS Gateway, where two options namely SBI and Other Banks* will be shown. Here, Bidder may proceed as per below:

1. a. *SBI Account Holders* shall click ***SBI*** option to with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.

   b. *Other Bank Account Holders* may click ***Other Banks*** option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

*Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.
For details log on to www.etenders.kerala.gov.in

Deputy Registrar
Purchase Division
For Registrar