



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR

EOI DOCUMENT
for Auction of Used/ Obsolete Stationery
AT IUST CAMPUS, AWANTIPORA
(2023)

FINANCIAL BID

1. Earnest Money Deposit (EMD)	CDR No._____dated _____for Rs. 5000/- (Rupees Five Thousand only) drawn on (name of the Bank)_____ in favour of Finance Officer, Islamic University of Science & Technology payable at Awantipora (To be enclosed with Financial Bid)
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COMPANY/FIRM PROFILE	
1. Name of the Company/Firm and Complete registered address	
2. Name, Designation and Tel. No(s) of the Contract Person -Fax No(s) -e-mail address	
Rate Per Kg (Inclusive of all Taxes as applicable)	

TO BE DEPOSITED IN THE OFFICE OF THE CONTROLLER OF EXAMINATIONS
(Islamic University of Science & Technology)

General Terms & Conditions:

1. The rate shall be quoted per kg
2. The stationery shall be sold to the highest bidder.
3. The successful bidder shall have to make full payment, in the form of Demand Draft in favour of Finance Officer, IUST payable at Awantipora within three days after confirmation, failing which the offer will be cancelled and the EMD shall stand forfeited. The EMD of bidders shall be returned within 15 days after the auction date, without any interest.
4. No item once disposed to the successful bidder shall be taken back by the University on any condition whatsoever.
5. The successful bidder will be required to lift all the items from the disposal site within three days after the payment on 'As is where is basis'. On failure to do so, the University shall have the right to forfeit the entire amount of the bidder and dispose the items to alternate bidder. The successful bidder will also be required to make their own arrangement of transport, labour etc. for lifting the disposed items.
6. Quotation letter in sealed envelope marked "**Auction of Used/ Obsolete Stationery**" should be addressed to Controller of Examinations, Islamic University of Science and Technology, Awantipora, Pulwama, J&K.
7. The quotation must be dropped in the tender box mounted in the office of the Controller of Examinations on or before the due date and time. Tenders received after the due date and time shall not be accepted.
8. University reserves the right to accept or reject any of the quotations without assigning any reasons whatsoever.
9. Incomplete and unsigned quotation is liable to be rejected.
10. Bidder must enclose copy of the following:
 - Aadhar Card
 - Pan Card
 - GST and ITR of the company/ firm/ Individual
11. The stationery shall be shredded in presence of the designated committee deputed by the University
12. The earnest money deposit (EMD) as CDR of Rs. 5000/- (Rupees Five Thousand only) must accompany the quotation, without which the bid shall be summarily rejected.
13. An affidavit with an undertaking that the firm has not been blacklisted for any reason by any Government department.

Date of Issuance of EOI Document: 27-06-2023

Last date for submission of duly filled-in Document: 07-07-2023 (Upto 02:00 pm)