SAMBALPUR UNIVERSITY

(NAAC Accredited with 'A' Grade)
SAMBALPUR UNIVERSITY
JYOTI VIHAR, BURLA-768019
SAMBALPUR, ODISHA

Letter No. 5618 /USIC Dt. 28/10/2026

Quotation Call Notice

Sealed tenders are invited from interested bidders for the sale and disposal of old, obsolete, unserviceable, and redundant items on an "as-is-where-is" basis and "single lot basis" as per the following.

1. Important Date & Schedule

Date of issue/Publication of tender	28.10.2026
Material inspection period	02.11.2026 to 13.11.2026 (3 pm to 5 pm at University Science Instrumentation Center (USIC)
Last date and time for bid submission	13.11.2026
Earnest Money Deposit (EMD)	Rs.5,000/-
Tender Validity Period	90 days from the bid opening
Tender Opening date/time	13.11.2026 / 3.00 PM in the office of the Registrar

2. Eligibility Criteria

Bidders must submit the following documents. Failure to provide any of these will result in immediate rejection:

- PAN Card and GST Registration Certificate.
- Firm Registration Certificate or valid ID proof of the proprietor.
- Non-Blacklisting Declaration: A self-declaration stating the firm has not been blacklisted by any Central/State Government department.

3. Terms and Conditions

- Bidders are strongly advised to inspect the obsolete materials carefully at the designated premises before submitting their bids.
- No complaints, clarifications, or requests regarding the quality, quantity, or composition of the material will be entertained after the inspection period closes.
- The tender must be accompanied by the Earnest Money Deposit (EMD) in the form of a Demand Draft drawn in favor of the Comptroller of Finance, Sambalpur University payable at Jyot Vihar, Burla. Bids without EMD will be rejected.
- No interest will be payable on the EMD amount. EMD of unsuccessful bidders will be refunded within one month of contract finalization.
- The EMD of the successful bidder will be retained as a security deposit and adjusted against the final payment.
- The contract will be awarded to the Highest (H1) Eligible Bidder who fulfills all conditions and quotes the highest total price for the lot.
- The successful (H1) bidder must deposit 100% of the total accepted sale value (minus the EMD already paid) within 3 working days of the issuance of the Letter of Intent/Work Order. Payment must be made through Demand Draft or NEFT/RTGS.
- The material must be lifted completely within 7 working days of making the full payment.
- All costs related to labour, packing, loading, weighing, and transportation for removing the items from the premises must be fully borne by the bidder.

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BID FORM

(To be submitted on the letterhead of the bidder in a sealed envelope)

To,
The Registrar,
Sambalpur University
Jyoti Vihar, Burla-768019

Subject: Bid for Purchase of Obsolete / Unserviceable Items belonging to the University Science Instrumentation Centre (USIC).

Dear Sir/Madam,

Having inspected the obsolete items and understood all the terms and conditions outlined in Tender published vide letter No: _____, I/we hereby submit our highest financial offer for the entire lot:

Description	Total Quoted Price (Figure)	Total Quoted Price (Word)
Comprehensive lot of obsolete items as listed in Annex-I (From Sl No-1 to 310)		

Note: The prices quoted above are exclusive of applicable GST.

Bidder Details:

- Name of the Bidder/Firm: _____
- Name of the Authorized Signatory: _____
- Contact Number & Email: _____

I/We agree to abide by this bid for a period of 90 days from the date of bid opening.

Date: _____
Place: _____

(Signature and Stamp of the Bidder)