

**SREENARAYANAGURU OPEN UNIVERSITY  
KOLLAM**

AdA1/02/8321/SOU/2026

14/05/2026

**Tender Notice**

Competitive tenders are invited from interested vendors within Kerala for disposal of used answer scripts of various examinations conducted in the Sreenarayanaguru Open University, Kollam for a period of one year.

**Terms and Conditions**

- Cost of tender form shall be Rs 400 + GST and tender form shall be issued from University office.
- The tenders shall be accompanied with an EMD of ₹15,000/- (Rupees Fifteen Thousand only) by Demand Draft drawn in favour of the Finance Officer, Sreenarayanaguru Open University.
- The successful bidder shall remit an amount of ₹1,00,000/- (Rupees One Lakh only) as Security Deposit to Sreenarayanaguru Open University Fund, thereafter and confirm the acceptance of the offer.
- The contractor shall ensure that the answer scripts along with the card boards covering of each answer script bundle are removed from the place where it is kept at his own expenses.
- The contractor shall pay GST at the rate envisaged by the Government.
- The contractor shall weigh the quantity of disposed answer scripts in the presence of a Security Guard and remit the value amount + applicable GST to Sreenarayanaguru Open University Fund.
- The contractor shall submit the details showing empty weight of the vehicle, vehicle type and date, for availing gate pass.
- The contractor shall remit the payment to Sreenarayanaguru Open University Fund on the same day of issuance of gate pass and shall submit the challan receipt in original to the section concerned, in the following format:

Date of issuance of gate pass	Empty Vehicle (Weight)	Loaded Vehicle (Weight)	Answer Scripts (Weight)	Amount remitted to SGOU Fund (Value amount + applicable GST)

- The contractor shall remove the items within two weeks of its intimation/every three months.
- If the contractor fails to remove items within the stipulated time period, the Security Deposit will be recovered as penalty and the contract will be cancelled without any intimation.
- The undersigned reserves the right to accept or reject any or all of the tenders without assigning any reason and his decision will be final with regard to any objections in this regard.

The sealed tenders should be addressed to the undersigned with the superscription "Quotations for disposal of answer scripts of various examinations conducted in the Sreenarayanaguru Open University". The last date of receipt of quotations is at 3:00 p.m. on 25.05.2026. The tenders will be opened at 3:30 p.m. on the same day in the presence of the vendors then present. The details regarding the above shall be obtained from the Registrar's office.

  
**Registrar**

*R*