



NALSAR UNIVERSITY OF LAW, HYDERABAD
Justice City, Shameerpet, Medchal-Malkajgiri Dist. 500 101
Ph : 040-23498104 / 404 email : registrar@nalsar.ac.in

Dt : April 2, 2026

**INVITATION FOR QUOTATIONS FOR DISPOSAL OF OLD ANSWER SHEETS AND
OTHER MATERIAL**

Sealed quotations are invited in the format given below (printed on one side) for disposal of the old answer sheets, admission forms, projects, dissertations etc. from the Directorate of Distance Education, NALSAR University of Law, Hyderabad.

It is the responsibility of the Vendor to arrange for the shredding / tearing of the material into a minimum of four pieces, on campus itself and also for loading, unloading and transportation of the same from the NALSAR University campus at Shameerpet. No material will be allowed to be taken in original form.

The sealed quotations duly filled in all respects along with the required documents shall be dropped in the box available at the Office of the Registrar on or before the scheduled date and time. Quotation received after the scheduled date and time will not be acceptable under any circumstances. Incomplete quotations will be rejected.

University reserves the right to reject the quotations received beyond the scheduled date and time; incomplete quotations or any other ground University deems fit without assigning any reason thereof.

Last date for submission of the quotations is April 15, 2026 up to 5:00 p.m.

Sd/-

REGISTRAR

QUOTATION FOR DISPOSAL OF OLD ANSWER SHEETS AND OTHER MATERIAL

Last Date for submission :

April 15, 2026 up to 5:00 p.m. in the office of the Registrar

S.No.	Particulars	Information to be filled by the Vendor
1	Name of the Firm	
2	Permanent Full Address	
3	Office Phone Number	
4	Mobile Number of the Proprietor	
5	Email id	
6	I D Proof (Aadhar & PAN of the Proprietor and Registration document of the Firm, GST)	Aadhar Number : PAN Number : Registration Number of the Firm (if any): GST Number : Enclose self attested copies of the above documents.
7	Particulars of Demand Draft for Rs. 10,000/- drawn in favour of Registrar, NALSAR University of Law, Shameerpet	DD Number : Date : Name of the Bank & Branch :

8. Price Bid for various items

S.No.	Type of Material	Approximate Quantity (in kgs)	Rate Per KG including taxes
1	Old Answer Sheets (A4 size papers in the form of small booklets) Old Projects / Assignments (A4 size papers) Old Application Forms of students (A4 size papers)	2500	
2	Old Reading Material (Bound Books)	300	
3	Old Dissertations (Rexine Bound Books)	300	

Note : In view of the confidentiality of the material, the vendor has to make arrangements to shred the material / tearing of the material into a minimum of four pieces, on campus itself before lifting the same.

We hereby undertake that if the work is assigned to us, we will ensure completion of the work at the earliest, i.e., within one week from the date of assignment and the payment as per the weight will be made immediately after lifting of the material.

Date :

Signature of the Vendor

Note : The sealed cover with all the documents should be addressed to 'THE REGISTRAR, NALSAR UNIVERSITY OF LAW' and also write on the envelope 'QUOTATION FOR THE DISPOSAL OF OLD ANSWER SHEETS AND OTHER MATERIAL AT DDE'.