

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE, PUNE

Website : <http://rcpune.ignou.ac.in>

F.No. IG/RCP/Obsolete SLM/dispose/2022-2023/

Dt. 07/07/2022

To,

M/s _____

Sub : Tender for sale of Obsolete(Old) Study Material on `` As is where is Basis``.

Sir / Madam,

Sealed tenders are invited from Ruddy/News Paper Vendors / individuals and others who are interested in buying Obsolete (Old) Study Material on As is Where is Basis.

In case your firm / agency is interested, please give your rates in sealed envelopes in the enclosed proforma / Annexure with all enclosures (required) along with the terms and conditions duly signed and stamped

The tenders in sealed envelopes with all enclosures should reach the following address on or before **21/07/2022 by 11.00 A.M.** Opening of the Bids on **21/07/2022 at 03.00P.M** at Regional Centre, Pune

To,

The Sr. Regional Director

India Gandhi National Open University (IGNOU)

Regional Centre, 1st Floor, M.S.F.C. Building,

Senapati Bapat Road,

Pune-411016Maharashtra

Yours faithfully,

(Dr.D.R.Sharma)
Sr. Regional Director
IGNOU, RC, Pune

Encl : (i) Terms and Conditions and Proforma /Annexure –I(Bid format)

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE-PUNE**

Terms and conditions :

1. While quoting the Rate (per k.g.) , Tenderers shall take into account the cost of labour, loading, Cartage etc for taking delivery from the premises of IGNOU, Regional Centre, Pune before quoting the rates. In this regard no claim of what so ever will be entertained by IGNOU, Regional Centre, Pune.
 2. The Tender completed in all respect should be signed with date by the authorized signatory of tenderer on the format
 3. The rates may be quoted in the prescribed proforma, which should be inclusive of all taxes and other charges, if any.
 4. The rates shall be written both in words and figures. If there is any discrepancy between the rates quoted in words and figures, the rate quoted in words shall prevail. Alteration, if any, in the quotation shall be attested properly by putting signatures and seal, failing which the quotation is liable to be rejected.
 5. The tenderers are free to inspect the Obsolete (Old) Study Material at the IGNOU, Regional Centre, First Floor, MSFC Building, 270, Senapati Bapat Road, Pune- 411016 from 11 am to 5 pm on any working days from Monday to Friday w.e.f_dt. 11/07/2022
 6. IGNOU, Regional Centre, Pune shall hand over the scrap to successful tenderer at the place where it is actually lying presently ` **on As is where is basis** `
 7. Successful Bidder has to lift the Obsolete (Old) study material at his own cost with in 02 days of award of contract.
 8. Quotation as above (in sealed envelope subscribing quotation for Obsolete Study material) is to be submitted to the Regional Director, IGNOU Regional Centre Pune so as to reach him on or before 21/07/2022 by 11.00A.M and the same(Quotations) will be opened on 21/07/2022 at 03.00PM.
 9. A declaration on letter head stating that the books (study material) will not be resold to any vendor and the same will be given to Paper Mill for recycling/shredding /pulping purpose. Successful bidder must also provide a certificate to this effect from the paper mill.
 10. Sr.Regional Director, IGNOU Regional Centre Pune reserves the right to accept or reject any or all the quotations (bids)without assigning any reason thereof.
- I/ we have thoroughly read the terms and conditions and confirm our acceptance to all the terms and conditions without any deviation.

**Signature and Seal of the authorized person
with date Name**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE PUNE

Quotation for Obsolete (Old) Study Material

(Bid Format)

Annexure-I

1.	Name of the tenderer /agency (block letters)	
2.	Address with Telephone /Mobile Number	
3.	Whether Registered /Pvt. Ltd./ Other	
4.	Name of Proprietor/ Partner/ Managing Director	
5.	Name of the contact person with	
6	Telephone/Mobile number	
7	Licence of the Shop Act	
	(Attach copy of Shop Act Certificate duly signed and stamped)	
8	Aadhar No. (attach copy of duly signed and stamped)	
9	PAN No. (attach copy of PAN card duly signed and stamped)	
10	Rate quoted for Obsolete(old) study material	Rs. _____ Per K.G Rupees in words _____

I hereby confirm that I have read the bid document and agree to all the terms and conditions mentioned therein. I also understand that in case of the statements furnished by the undersigned is found false or if any of/all the terms and conditions of the bid documents are not complied with, the contract is liable for cancellation.

**Signature and Seal of the authorized person
with date Name**

