

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, PUNE

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

F.No. IG/RCP/Obsolete Material/Reports/Paper Sale/2021-22/

Dt. 18 __/ __11 __/2021

To,

M/s _____

Sub : Tender for sale of 1)Old Obsolete Study Material(Books)2) Evaluated Results Declared Old Project Reports,3) Waste material left by Regional Evaluation Center including Box files, Folders and loose papers 4) Old Question Papers of Term End Examination on "As is where is Basis".

Sir / Madam,

Sealed Tenders are invited from Scrap Delaers/News Paper Vendors/Individuals /others who are interested in buying 1)Old Obsolete Study Material(Books)2) Evaluated Results Declared Old Project Reports,3) Waste material left by Regional Evaluation Center including Box files, Folders and loose papers 4) Old Question Papers of Term End Examination on "As is where is Basis".

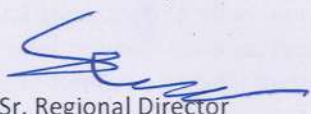
In case your firm / agency is interested, please give your rates in sealed envelopes in the enclosed Proforma / Annexures..

Please note that Tender document for Old Obsolete material sale (mentioned above) (Terms & Conditions) are to be returned to us after signing each and every page thereof as a token of acceptance of the same by the tenderers.

The tenders in sealed envelopes should reach the following address on or before _15-12-2021 _ by 11.00 A.M.

To,
The Sr. Regional Director
India Gandhi National Open University (IGNOU)
Regional Centre, 1st Floor, M.S.F.C. Building,
Senapati Bapat Road,
Pune-411016
Maharashtra

Yours faithfully,


Sr. Regional Director
IGNOU, RC, Pune

Encl : (i) Tender Document and Annexure I and II , Annexure A



Tender Document for Sale of 1)Old Obsolete Study Material(Books)2) Evaluated Results Declared Old Project Reports,3) Waste material left by Regional Evaluation Center including Box files, Folders and loose papers 4) Old Question Papers of Term End Examination on “As is where is Basis”.

Indira Gandhi National Open University (IGNOU) is a Central University established by an Act of Parliament having its headquarters at Maidan Garhi, New Delhi and Regional Centres in all States of the country. The Regional Director, IGNOU Regional Centre Pune is inviting sealed quotations from Scrap Dealers/News Paper Vendors/. Individuals and others who are interested in buying 1)Old Obsolete Study Material(Books)2) Evaluated Results Declared Old Project Reports,3) Waste material left by Regional Evaluation Center including Box files, Folders and loose papers 4) Old Question Papers of Term End Examination **on As is Where is Basic** on the following terms and conditions:

**** Last date and time for submission of quotation : Dt. 15-12-2021 Time :11.00A.M**

**** Date and time for opening Bids. : Dt. 15-12-2021 Time :03.00P.M**

1. Tenders shall submit their offer in a sealed envelope super scribed as ‘Tender for **Old Obsolete Study Material, Evaluated Results Declared Old Project Reports , Waste material left by Regional Evaluation Center including Box files, Folders and loose papers , Old TEE Question Papers etc**’ at IGNOU, Regional Centre, Pune on or before **dt. 15-12-2021 up to 11.00 A.M.**
2. You may download the Tender document at free of cost from the website <http://rcpune.ignou.ac.in>,
3. The tenderer shall have to deposit **Rs. 2,000/(Two thousand only)- as Earnest Money Deposit (EMD)** by way of Bank draft of a Nationalized Bank drawn in favor of IGNOU payable at Pune. No cash will be accepted. No interest will be paid on the amount of EMD and the EMD will be refunded to the unsuccessful bidders after award of the work to the successful bidder. EMD of successful bidder will be converted as interest free performance security and will be refunded after expiry of the contract period OR EMD amount will be adjusted/deducted from the final payment to be paid by the successful bidder . .
4. Bids without EMD will be rejected.
5. The Tender completed in all respect should be signed with date by the authorized signatory of tenderer on all the pages of the Tender.
6. Tenderers shall take into account the cost of labour, loading,packing , 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.
7. IGNOU, Regional Centre, Pune shall hand over the scrap/obsolete study material,project reports and other files, folders, papers, Old Question Papers of TEE etc to successful tenderer at the place where it is actually lying presently.
8. The validity of offer shall be 90 days from the last date of submission of offer.
9. The photographs of the above mentioned obsolete material/ reports are enclosed vide **Annexure A** for your reference. However the tenderers are free to inspect the scrap 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. 22-11-2021.
10. The rates may be quoted in the prescribed proforma, which should be inclusive of all taxes and other charges, if any.
11. 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.
12. The tender shall be awarded based on the highest offer received for individual item/stock. In other words, the successful bidder would be decided for each item based on the highest offer received for a particular item. Accordingly delivery of item would be issued separately to selected bidder for that particular item.
- 13. Submission of Quotation:**
 - a) The bid document is divided into two parts “**Annexure –I Technical Bid**” and “**Annexure- II Financial Bid**”.
 - b) **Annexure-I** Complete in all respect along with the following enclosures should be put in a sealed cover super scribing “**Technical Bid for Old Obsolete Study Material, Evaluated Results Declared Old Project Reports , Waste material left by Regional Evaluation Center including Box files, Folders and loose papers , Old TEE Question Papers etc on As is where is basis**”

- i) DD for Rs. 2000/- towards EMD
 - ii) Copy of PAN Card and AADHAR Card duly self attested.
 - iii) Copy of GST Registration, if registered. (duly attested)
 - iv) **Affidavit in the enclosed format** on Rs. 50/ - or above non judicial stamp paper duly notarized
 - v) **A declaration on letter head stating that the books/Reports/files/folders/ papers/ruddi/TEE question papers 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.**
 - c) **Annexure-II** duly completed should be put in separate sealed cover super scribing **“Financial Bid for Old Obsolete Study Material, Evaluated Results Declared Old Project Reports , Waste material left by Regional Evaluation Center including Box files, Folders and loose papers , Old TEE Question Papers etc on as is where is basis**
 - d) Both the covers containing Annexure I and Annexure II should be put in a third sealed cover super scribing **“Quotation for Sale of Old Obsolete Study Material, Evaluated Results Declared Old Project Reports , Waste material left by Regional Evaluation Center including Box files, Folders and loose papers , Old TEE Question Papers etc on As is where is basis**
 - e) Quotation as above is to be submitted to the Regional Director, IGNOU Regional Centre Pune so as to reach him on or before **15-12-2021 by 11.00A.M.**
14. The quotations received after the prescribed date and time shall not be considered.
 15. Quotations will be opened on **15-12-2021 at 03.00 P.M.** by the duly constituted Tender Opening Committee in the presence of the Bidders or their representatives who may like to be present. The same will be opened even if the bidders are not present at the scheduled time.
 16. The financial bids will be opened only for the technically qualified bidders. The parties/bidders will be formally informed about the time and date of opening of technical/Financial bids by Post/Phone /E-mail if there is any change in the Bid opening date.
 17. Any attempt by any bidder to bring pressure of any kind may disqualify the bidder from the present bid and any future bids in IGNOU.
 18. The Senior Regional Director, IGNOU Regional Centre Pune reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
 19. IGNOU shall have no obligation to convey reason for rejection of any bid. It shall be open for IGNOU to reject even the highest bidder in the interest of the University and no reason needs to be given thereof.
 20. The successful tenderer shall deposit the bid amount by way of DD / Pay Order from Nationalized Banks drawn in favor of **IGNOU** Payable at **Pune** towards cost of above mentioned obsolete material within two working days from the date of awarding the order. The EMD will be forfeited if the bid amount not deposited within the stipulated time.
 21. Tenders not conforming to these requirements shall be summarily rejected and no correspondence in this regard shall be entertained.
 22. Failure to lift the Scrap within 10 days from the date of award can cause cancellation of the contract and forfeiture of the performance security.
 23. Tender once submitted, it would be presumed to have understood and accepted all the terms and condition. No inquiry, verbal or written shall be entertained in respect of acceptance/rejection of the tender.
 24. In case any dispute parties shall resolve the dispute by mutual discussions within a period of 30 days failing which regular courts under whose jurisdiction the IGNOU Headquarters (New Delhi) is located only will have the jurisdiction to adjudicate upon the matter.
I/ we have thoroughly read the terms and conditions and confirm our acceptance to all the terms and conditions without any deviation.

Place:

Date:

**Tenderers Name & Signature
with seal**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE PUNE

Quotation for Sale of Old Obsolete Study Material, Evaluated Results Declared Old Project Reports , Waste material left by Regional Evaluation Center including Box files, Folders and loose papers , Old TEE Question Papers etc on _on As is Where is Basic

Technical Bid

Annexure -I

Details of Earnest Money Deposit Rs. 2000/- (Please attach the DD with this form)		DD No. :
		Dated :
		Bank:
1.	Name of the Bidder/ tenderer /agency/vendor/individual (block letter)	
2.	Address with Telephone /Mobile Number	
3.	Whether Registered /Pvt. Ltd./sole proprietor etc	
4.	Name of Proprietor/ Partner/ Managing Director etc	
5.	License of the Shop etc. (Attach copy of license duly signed)	
6.	Name of the contact person	
7.	Telephone/Mobile number	
8.	GST Registration No.(If Any)	
9.	(Attach copy of GST Registration Certificate duly signed and stamped if any)	
10.	PAN No and AADHAR Card No. (Attach copy of PAN card and AADHAR CARD duly signed and stamped)	
11.	Total No. of years of service in the field	
12.	Present Client list	
	Name of the Firm	Name & telephone No. Of contact person
	a.	Contract period
	b.	

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**

(Format of Affidavit duly executed before the Notary Public on a Stamp paper of Rs. 50/-)

AFFIDAVIT

(Before Public Notary, _____)

I, _____ (Name of the Deponent), S/o
_____ , Aged About _____ years, Resident
of _____ : _____
_____ do hereby solemnly state and affirm as
under:

1. That, I am working as _____ (Designation of the Deponent) with M/s
_____ (Name & Address of the Firm/Company) since _____
years;
2. That I am the Authorized Signatory / have been duly authorized to execute this affidavit on behalf of the
above named Firm / Company and as such component to swear this affidavit. The duly certified copy of
the Authorization Letter / Board Resolution to this effect is enclosed an Annexure with this Affidavit.
3. That, being the Authorized Signatory I am conversant with the technical details and the overall
functioning of the Firm / Company applying for the present tender.
4. That, it is submitted that the Firm / Company shall maintain utmost secrecy and take utmost care not to
leak / divulge any information of the IGNOU.
5. That, in case any such incident is noticed, penalty as imposed by the Hon'ble Vice Chancellor of the Indira
Gandhi National Open University shall be payable by us.
6. That, I take oath and solemnly declare / affirm that the particulars furnished in the present "Tender
Form" are correct and that nothing has been concealed for misrepresented therein. That, it is submitted
that all the Statements / Submission / Declarations / Information, etc. furnished in this "Tendering Form"
are true statement.
7. That, I declare that there are no legal / criminal proceedings pending / contemplated against our firm or
any staff members of our firm. It is further submitted that the integrity of the Firm / Company or any of
its staff members is not under suspicion / inquiry / investigation (as the case may be) before any agency
like Police, Crime Branch, Central Bureau of Investigation, Vigilance Cell, Central Vigilance Commission,
etc. and other such agencies empowered to do so under the extant laws.
8. That, I declare that the Firm / Company here-in-above mentioned has not been black-listed by any
Organizations'/Company.
9. That, I provide hereunder the following details of penalty imposed*, etc. on the Firm / Company by any
Organization / company by way of monetary penalty or any other mode:

Sl. No.	Details of Organization / Company, etc.	Details of penalty imposed, etc.

(*) Strike off whichever not applicable.

10. That, I do hereby swear that my statements under Para's (1) to (9) are true and correct and that it
conceals nothing and that no part of this is false. In case the contents of affidavit are found to be
incorrect or false, I shall be liable for action under the relevant provision of the Indian Penal Code and
other relevant laws.

PLACE :

DEPONENT

Signature and Seal of the Tenderer

Quotation for Sale of Old Obsolete Study Material, Evaluated Results Declared Old Project Reports , Waste material left by Regional Evaluation Center including Box files, Folders and loose papers , Old TEE Question Papers etc on As is Where is Basic

Financial Bid

Annexure- II

Name of the Bidder :

Sr.No.	Particulars of items	Rate (in Rs. Figure & in words)per each item/K.g.
1.	Old Obsolete Study Material	Rs. _____ per K.g. Rupees(in words) _____
2	Evaluated Results Declared Old Project Reports	Rs. _____ per K.g Rupees(in words) _____
3	Old Question Papers of Term End Examination	Rs. _____ per K.g Rupees(in words) _____
4	loose papers left by Regional Evaluation Centre,Pune	Rs. _____ per K.g Rupees(in words) _____
5	Folders left by Regional Evaluation Centre,Pune	Rs. _____ per K.g Rupees(in words) _____
6	Files(thin) left by Regional Evaluation Centre,Pune	Rs. _____ per K.g Rupees(in words) _____
7	Box Files left by Regional Evaluation Centre,Pune	Rs. _____ per K.g Rupees(in words) _____

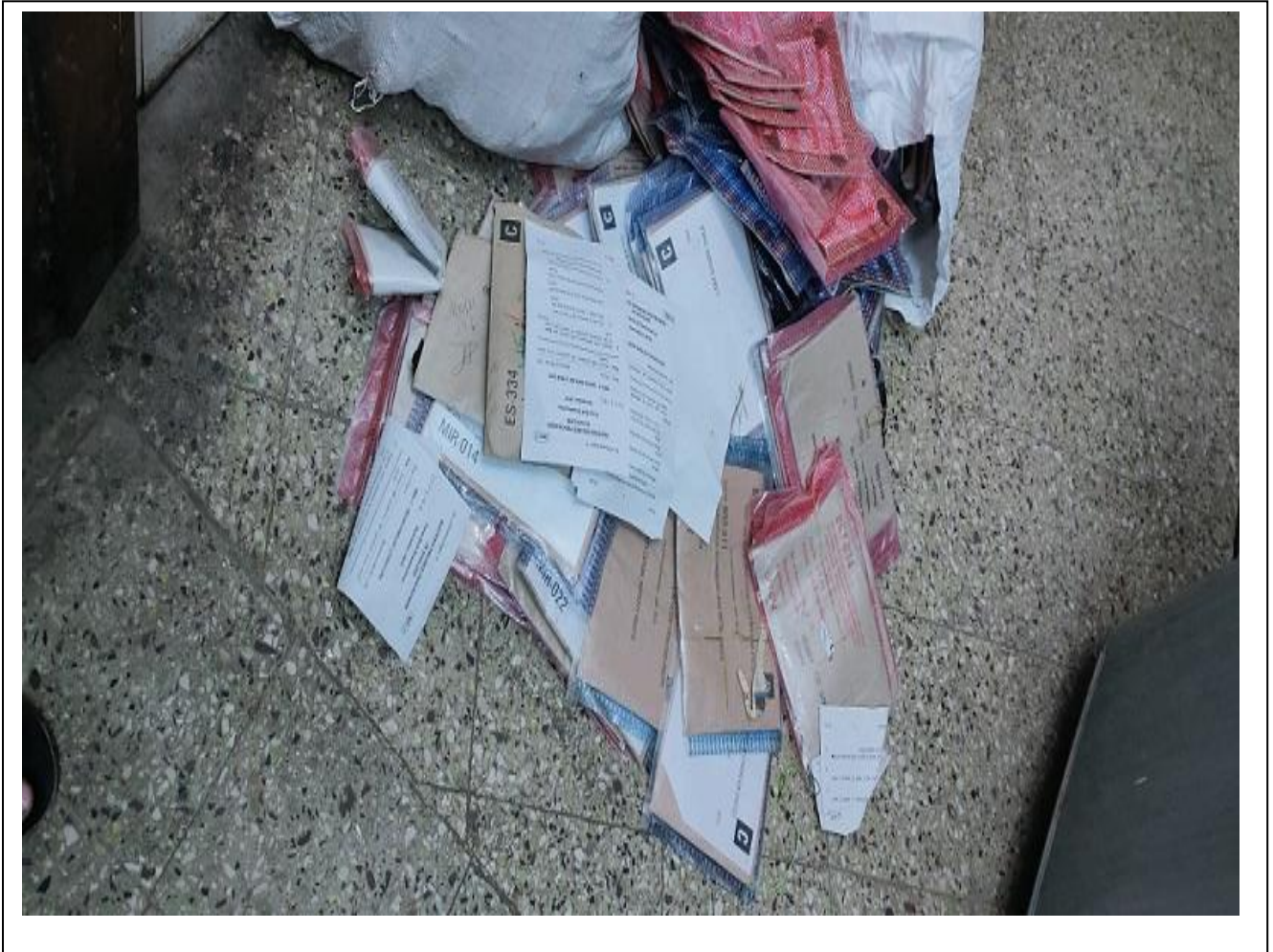
**Signature of the authorized person
with date, Name and Seal.**



1. Old Obsolete Study Material



2. Evaluated Results Declared Old Project Report



3. Old Question Papers of Team End Exam



4. Loose Papers left by REC Pune



5. Folders left by REC Pune



6. Files (Thin) left by REC Pune



7. Box Files left by REC Pune