

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, KARAMANA P.O., TRIVANDRUM - 695002

F.No. IG/RC/TVM/341/2016
Date: 16/02/2016

2227

M/s _____

Sub : Tender notice for Disposal of Old Prospectus & Study Materials

Sir/Madam,

Sealed quotations are invited for disposal of old Study Materials & Prospectus (in booklet form) . In case your firm/agency is interested, please give your rates in sealed covers in the enclosed proforma.

Please note that "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 cover should reach the following address positively on or before **02.00 PM., 3rd March 2016**

Regional Director
IGNOU Regional Centre
Rajadhani Complex,
Killipalam, Karamana P.O,
Trivandrum – 695002.

Yours sincerely,



(Dr. V. Girija Devi)
Regional Director

IGNOU REGIONAL CENTRE

Rajadhani Complex, Killippalam, Karamana P.O. Trivandrum-695 002

TENDER DOCUMENT FOR DISPOSAL OF OLD PROSPECTUS & STUDY MATERIALS

1	Name of the firm /Person	
2	Full Address of the firm/Person	
3	Telephone No./Mobile No.	
4	Municipal/Panchayath Licence No. of the shop/firm	
5	PAN of the firm/person	
6.	Details of EMD Deposit DD Number/Date and Name of the bank	

PROFORMA FOR SUBMISSION OF QUOTATION FOR DISPOSAL OF OLD PROSPECTUS & STUDY MATERIALS

Sl. No.	Name of the Item	Rate to be quoted / Unit of 01 kilogram
		In Rupees
1	Old Prospectus and Study Materilas (In booklet form)	

I/We also undertake that these materials will be used for recycling purpose only.

DATE:

SIGNATURE:

NAME:

(SEAL)

IGNOU REGIONAL CENTRE

Rajadhani Complex, Karamana P.O, Trivandrum – 695002
Phone No.0471-2344113 E-mail rctrivandrum@ignou.ac.in

TERMS AND CONDITIONS FOR DISPOSAL OF OLD STUDY MATERIALS & PROSPECTUS

- 1 The quotation should be submitted in the prescribed format of IGNOU and valid for 90 days.
- 2 A refundable deposit of **Rs. 500/-** by way of demand draft in favour of **IGNOU** payable at **Trivandrum** should be deposited along with the quotation.
- 3 The tenderer should have PAN and License number of shop.
- 4 The last date to receipt of the sealed quotation at IGNOU office is up to **2.00 PM on 3rd March 2016.**
- 5 The quotation will be opened on **03rd March, 2016 at 2.30 PM.**
- 6 The envelope containing sealed quotation should mention **"Quotation for old Study Materials & Prospectus "**
- 7 The materials are to be used only for recycling purpose and not to be sold in local market at any case.
- 8 The materials can be inspected at our office on any working days from Monday to Friday between 10.00 am to 05.00 pm.
- 9 Arrangement for packing in Bags/bundles shall have to be made by the purchaser at his own cost from the place where it is lying.
- 10 The materials shall have to be removed within 15 days from the date of work order against payment, otherwise the order will stand cancelled and EMD forfeited
- 11 Any dispute regarding loading/unloading will be dealt by the purchaser.
- 12 Arrangement of lifting of materials shall be made only during working time of the University.
- 13 Weighing shall be done in the presence of staff nominated by IGNOU in two different weigh bridges before and after loading in the truck.
- 14 The full and final payment is to be made by way of Cash/Demand draft in favour of **IGNOU** payable at **Trivandrum** before lifting of the materials.
- 15 The Regional Director, IGNOU, Trivandrum is having the full power to accept/reject/cancel of any of the quotation received and no further query will be entertained in this regard.
- 16 Decision of the Regional Director IGNOU in all matters concerning the tender will be final and binding on all.
- 17 Iaccept and agree to the above terms and conditions of IGNOU, Regional Centre, Trivandrum.

Date

Signature:

(Seal)

Name:

Address: