

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Karamana.P.O.Trivandrum-695002

Phone: 0471-2344113 Email: rctrivandrum@ignou.ac.in

No.IG/RC/TVM/341/14-15

Date: 24-6-2015

TENDER NOTICE FOR DISPOSAL OF WASTE PAPERS

Sealed quotations are invited for disposal of old study materials, prospectus and newspapers for recycling. Interested parties may quote their rate per kilogram basis. The sealed quotations should reach to the above address upto **02.00** PM on **11-8-2015**. The quotations will be opened at **02.30** PM on **11-8-2015**. The obsolete study materials and prospectus can be used only for recycling purpose and not to sell outside. After finalizing the quotation, the materials have to be removed within 15 days from the date of work order against payment. A refundable deposit of **Rs.1000** by way of demand draft in favour of **IGNOU** should be deposited as EMD alongwith the quotations.

REGIONAL DIRECTOR

IGNOU REGIONAL CENTRE

Rajadhani Complex, Karamana PO, Trivandrum – 695 002

Phone No.0471-2344113 Email: rctrivandrum@ignou.ac.in

TENDER DOCUMENTS FOR DISPOSAL OF OLD MATERIALS

1.	Name of the firm/Person	
2.	Full Address of the firm/Person	
3.	Telephone No./Mobile No.	
4.	Municipal/Panchayath-Licence Number of the shop/firm.	
5.	PAN of the firm/Person	

PROFORMA FOR SUBMISSION OF QUOTATION FOR DISPOSAL OF OLD PROSPECTUS/STUDY MATERIALS/NEWSPAPER

	Name of the Items	Rate to be quoted / Unit of 01 kilogram
	Obsolete Prospectus/Study Materials (in booklet form) Old Malayalam / English News papers	

Date:

Signature:

Name :

(Seal)

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TERMS AND CONDITIONS FOR DISPOSAL OF OLD MATERIALS

1. The quotation should be submitted in the prescribed format of IGNOU.
2. A refundable deposit of Rs. 1000/- by way of demand draft in favour of **IGNOU** 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 upto 02.00 PM on **11th August, 2015**
5. The quotation will be opened on **11th August, 2015** at **02.30 PM**.
6. The envelope containing sealed quotation should mention "Quotation for old materials"
7. The materials are to be used only for recycling purpose and not to be sold in local market at any case.
8. A certificate is to be produced to IGNOU that the materials will be used only for recycling purpose.
9. The materials can be inspected at our office on any working days from Monday to Friday between 10.00 am. to 05.00 PM.
10. 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.
11. The materials shall have to be removed within 15 days from the date of work order against payment, otherwise the EMD amount Rs. 1000/- will not be refunded.
12. Any dispute regarding loading/unloading will be dealt by the purchaser.
13. Arrangement of lifting of materials shall be made only on working days of the University.
14. Weighing shall be done in the presence of staff nominated by IGNOU in weigh bridge before and after loading in the truck.
15. 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.
16. 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.
17. Decision of the Regional Director IGNOU in all matters concerning the tender will be final and binding on all.

I accept & agree to the above terms and conditions of IGNOU, Regional Centre, Trivandrum.

Date:

Signature:

Name :

(Seal)