INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE TRIVANDRUM

Rajadhani Complex, Karamana P.O., Trivandrum – 695 002
Phone No. 0471-2344113, E-mail: rctrivandrum@ignou.ac.in

No. IG/RC-TVM/341/19-20/
Date: 4th October, 2023

TENDER NOTICE FOR DISPOSAL OF OLD NEWSPAPERS/PROJECT REPORTS/CARDBORDS

Sealed quotations are invited for disposal of old materials, project reports, cardboards and newspapers for recycling. Interested parties may quote their rate per kilogram basis in Annexure – I attached. The sealed quotations should reach to the above address up **to 2.00 PM on 13th October, 2023**. The quotations will be opened on **13th October, 2023 at 2.30 PM**. The obsolete 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 10 days from the date of work order against payment. A refundable deposit of Rs. 1000/- by way of demand draft in favour of IGNOU, Payable at Trivandrum should be deposited as EMD along with the quotations.

Sd/-
SENIOR REGIONAL DIRECTOR

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
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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 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 upto 2.00 PM on 13th October, 2023
5. The quotation will be opened on 13th October, 2023 at 2.30 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 an any case
8. A certificate is to be produced to IGNOU that the materials will be used only for recycling
9. The materials can be inspected at our office on any working days from Monday to Friday between 10.00 AM and 5.00 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 10 days from the date of work order against payment, otherwise the EMD amount of 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 member 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 Senior 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 Senior Regional Director IGNOU in all matters concerning the tender will be final and binding to all
18. I ………………………………………………….. accept and agree to the above terms and conditions of IGNOU, Regional Centre, Trivandrum

Date   Signature
                                                                              Name:

(Seal)

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TENDER DOCUMENTS FOR DISPOSAL OF OLD MATERIALS

1.	Name of the Firm/Agency/ Proprietor	
2.	Full address of the Firm/Agency/ Proprietor	
3.	Telephone No./Mobile No.	
4.	Municipal/Panchayath – Licence Number of the Firm/Agency	
5.	PAN of the Firm/Agency/ Proprietor	

PERFORMA FOR SUBMISSION OF QUOTATION FOR DISPOSAL OF OLD MATERIALS/ NEWSPAPERS/CARDBOARD

Sl.No.	Name of Items	Rate to be quoted/unit of One Kilogram
1.	Old Newspapers	
2.	Old Project Reports and Files	
3.	Card Board	

Date: Signature
                                               Name:

                                               Seal: