



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Regional Centre**  
**Imphal**

**TENDER FORM**  
**FOR**  
**SALE OF WASTE MATERIAL**  
**(Obsolete Printed Study Material, Obsolete prospectus,**  
**old admission forms, migration forms etc)**

Last date for submission of tender	:	<b>20/10/2023</b>
Date of Opening of tender	:	<b>25/10/2023</b>
Time	:	<b>11.30 am</b>
Venue	:	IGNOU Regional Centre Asha Jina Complex, North AOC, Imphal-795001, Manipur
Estimated value of the material for disposal	:	<b>Rs.18,000/-</b>
Amount of Bid Security	:	<b>Rs 500/-</b>

**Technical Bid-First Part**  
**ANNEXURE -1**

**Tender form for sale of waste material (Obsolete printed study material, prospectus, old admission forms, migration forms etc) of  
Indira Gandhi National Open University (IGNOU), Regional Centre, Imphal**

*(Annexure 1 To be filled by the bidders and submitted along with the demand draft, Undertaking and photocopies of supporting documents at Sl No 7, 8 & 9 in one sealed envelope superscribing Technical Bid)*

1. Name of the Firm/Company : .....
2. Address : .....  
.....  
.....
3. Phone /Mobile Number : .....
4. E-Mail Id (if any) : .....
5. Name of the Authorised Signatory : .....
6. Registration/Sale Tax Regn. No(Enclose photocopy) :.....
7. PAN (Enclose photocopy) :.....
8. GST Registration No (Enclose photocopy) : .....
9. Details of Bid Security Rs 500/- (Rupees five hundred only) deposited  
Draft No..... Date of Issue ..... Name of the Bank .....

**Declaration**

I ..... sole Proprietor/ Director/ Partner/ authorized signatory having registered office at the above mentioned address, do hereby solemnly affirm and declare that I undertake to abide by all the rules and regulations of the Local body/State/Central Government with regard to sale and disposal of the waste material and shall be liable to any penalties that may accrue due to non-adherence of stipulated norms for disposal of waste and other terms & conditions of the contract.

**Signature of the tenderer**

Seal

Date: .....

**Technical Bid-Second Part**

**Undertaking**

I ..... hereby declare that the items (obsolete printed study materials) purchased by me from the Indira Gandhi National Open University, Regional Centre, Imphal shall not be sold in the open market and the same shall be recycled in an environment friendly manner as per prevailing laws pertaining to it.

**Signature of the tenderer**

Seal

Date: .....

**Financial Bid**  
**ANNEXURE -2**

**Tender Form 2 for sale of waste material (Obsolete printed study material, prospectus, old admission forms, migration forms etc) of**

**Indira Gandhi National Open University (IGNOU), Regional Centre, Imphal**

*(To be filled by the bidders and submitted in another sealed envelope superscribing Financial Bid)*

**Quoted Rate**

<b>Description of the item</b>	<b>Rate per kilogram (Kg)</b>
Obsolete printed study material, obsolete prospectus, old, admission forms, migration forms etc	Rs ...../- In words Rupees..... .....

Any additional information if the bidder wants to furnish .....  
.....  
.....

**Signature of the tenderer**

Seal

Date: .....

## **INSTRUCTION TO BIDDERS**

1. The bidders shall have to furnish bid security (EMD) along with the bid. The bid security shall be submitted by way of **demand draft** drawn in favour of the **IGNOU PFMS Imphal** payable at Imphal. Tender submitted without draft will be summarily rejected. The bid security of the unsuccessful tenderers will be returned after the contract is awarded to the successful bidder. The bid security of the successful tenderer will be returned a week after the realization of the draft which will be submitted by the tenderer against the total sale value of the material sold. No interest shall be paid on the bid security deposited.
2. Bid security will be forfeited if the bidder withdraws his bid after the date of opening of quotation. In case the successful bidder does not show interest in lifting the goods, the bid security will be forfeited.
3. The **technical bid** and the **financial bid** should be sealed in separate covers duly superscribed and both covers are to be put in a bigger cover which should also be sealed and superscribed ***Tender for disposal of waste materials***. On all the three sealed envelopes ***From*** and ***To*** addresses have to be written.
4. The quotation is liable to be rejected if complete information are not given therein or if supporting documents asked at **Sl No 7, 8 and 9** of the technical bid and the ***Undertaking*** are not submitted. Corrections, if any, in technical and financial bids must be signed. The amount shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.
5. Rates quoted **should be valid for one year** from the date of issue of work order/award of contract. In case IGNOU has more such material to dispose off, the successful bidder may again be contacted to lift the material at the same rate or at a higher rate. The validity of the contract will be for a period of 12 months from the date of award of the contract, which can be extended for another year with the approval of the competent authority, if mutually agreed upon between IGNOU and the successful bidder.
6. The bid of the highest acceptable responsive bidder will be accepted. The Contractor shall furnish an Undertaking that the material purchased shall not be sold in open market and shall be used only for recycling. **Undertaking has to be submitted along with the Technical bid in the same envelope.**
7. **Clearance:** The contractor has to submit the value (on weight) of the item (obsolete printed study material) purchased in one lumpsum to IGNOU by way of Demand Draft drawn in favour of **IGNOU PFMS Imphal**, payable at Imphal within 24 hours from the completion of weighing the materials.
8. The purchased item (obsolete printed study material) shall be lifted from the office premises by the successful bidder within 24 hours after the submission of the demand draft of the value of the items sold as per weight **determined in the digital weighing machine.**
9. The responsibility of the bidder will also include packing of the material with own packing materials such as gunny bags for the obsolete printed study material, lifting of the material, transportation of the material, etc. at his own cost within **seven days** from the date of issuance of the work order.
10. **Dispute Settlement:** In the event of any question, dispute or difference, arising out of the terms and conditions of the tender and related matter which cannot be settled by mutual discussion within 30 days, the Courts of Delhi, New Delhi, India or any other court as decided by the competent authority of IGNOU will have the jurisdiction to adjudicate upon the matter.
11. IGNOU reserves the right to decrease or increase the quantity to be sold. IGNOU also reserves the right to accept / reject any or all tenders without assigning any reason whatsoever.

**Regional Director**