

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE PATNA
2ND FLOOR, BISCOMAUN TOWER
PATNA- 800 001 (BIHAR)**

F.No.IG/RC-05/Waste Materials/15/....
1st December, 2015

To

Subject: Inviting bids for sale of Waste Material.

The sealed bids are invited for sale of the following waste material lying with IGNOU Regional Centre, Patna.

1. Old and outdated Prospectus;
2. Project Reports;
3. Other Official Records

The bid should be submitted in annexed format to the Regional Director, IGNOU Regional Centre, 2nd Floor, BISCOMAUN Tower, Patna-800001 by **21.12.2015(Monday)** upto 01.00 p.m. which shall be opened in the presence of the bidder/s or his authorized representative **on the same day at 3.00 p.m.**

The quotation must accompany an Earnest Money Deposit (EMD) of Rs.2,000/- in the form of a demand draft drawn in the favour of IGNOU payable at Patna. The EMD will be returned to the unsuccessful tenderers on finalization of the contract. No interest shall be paid on the EMD.

The bidder is required to shred waste materials/raddi in the University premises before lifting the same.

The Contractor shall furnish a guarantee that the material purchased by them shall not be sold in open market but shall be used only for recycling at the Paper Mill.

The Contractor shall have to deposit in advance an estimated amount as IGNOU may decide before lifting the Lot of Waste Paper. The final payment as per weight determined and at rates approved by IGNOU shall be paid to IGNOU by the Contractor before taking the final delivery of the relevant lot of Waste paper.

The articles must be lifted within 05 working days from the date of issue of work order to the successful bidder.

Quoted rate shall be net and inclusive of all cost towards material, labour, transportation, taxes etc.

Late submission of the tender documents shall be summarily rejected.

The cover containing the quotation should be superscripted as **“QUOTATIONS FOR WASTE MATERIALS”**.

IGNOU reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Regional Director

Indira Gandhi National Open University

Quotation Form for sale of Confidential/ Waste Material

(To be filled by the Bidders)

1. Name of the bidder :
2. Address :
3. Registration No./ Sale Tax Regn. No. (if any) :
4. Contact No.:

Quotation

S.No.	Item	Rates per kilogram	
		(In figures)	(In words)
1.	Evaluated Project Reports	Rs.....	Rupees.....
2.	Odd Prospectus	Rs.....	Rupees.....
3.	Other Official Records	Rs.....	Rupees.....

Signature