



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

IGNOU Regional Centre,
Gandhi Bhawan, BHU, Campus, Varanasi - 221005

Ph: 0542-2368022, 2368622

TENDER NOTICE

IGNOU Regional Centre, Varanasi wishes to dispose of obsolete prospectus/handbook/project report and other items lying in its warehouse at 33/33-40 Rohit Nagar, Nariya, Varanasi- 221005.

The tender documents containing the terms and conditions can be obtained from IGNOU Regional Centre, Gandhi Bhawan, BHU Campus, Varanasi from 28th March, to 21st April, 2016 (up to 4:00 pm) on payment of Rs. 500/- (Rupees Five Hundred only) through Demand Draft drawn in favour of "IGNOU" payable at Varanasi. Tender document can also be downloaded from IGNOU Regional Centre website: ignou.rcvaranasi.ac.in and submitted to this office alongwith demand draft of Rs. 500/- drawn in favour of "IGNOU" payable at Varanasi. The sealed tender documents duly filled in and completed in all respects, should be submitted to the IGNOU Regional Centre, Gandhi Bhawan, BHU Campus, Varanasi on or before 21st April, 2016 (4:00 pm). Late submission of the tender documents shall be summarily rejected.

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

Yours sincerely,

(Regional Director)

PERFORMA

F.No.: IG/RCV/Weedout/2015-16/

Date: 28/03/2016

To,

The Regional Director,
IGNOU, Regional Centre,
Gandhi Bhawan, BHU Campus,
Varanasi- 221005

**Subject : Submission of quotation for purchase of Raddi (obsolete items)
from IGNOU Regional Centre, Varanasi.**

SI No.	Item to be purchase	Rates per Kg.	Remarks
1.	Obsolete Prospectus		
2.	Obsolete Hand Book		
3.	Project Reports		
4.	Loose Papers		
5.	Obsolete Study Materials		

I hereby undertake that I have read all the terms & conditions and undertake to abide by them.

(Name and signature)

Address :

.....

.....

Contact No.:

Note: Quotation is to be submitted in sealed cover and latest by 21st April, 2016

TERMS & CONDITIONS

1. Sealed quotations are invited from the local vender for purchase of waste material (Raddi) like Prospectus, Hand Book, Project Reports, Old Question Papers, Loose Papers Obsolete Study Materials etc. **on as and where basis.**
2. The interested venders are requested to please go through the terms and conditions and submit their quotations in the enclosed quotation proforma only. The venders are required to submit the duly filled in quotation proforma in a **sealed envelope** and to be submitted to the Regional Director, IGNOU, Regional Centre, Gandhi Bhawan, BHU Campus, Varanasi- 221005 **at the earliest, latest by 21st April, 2016 (4:00 P.M.).**
3. **Quotations will be opened on 22/04/2016 (2:00 P.M.) at IGNOU, Regional Centre, Gandhi Bhawan BHU Campus, Varanasi** by the duly constituted Tender Opening Committee in the presence of the Tenderer or their representatives who may like to be present. The same will be opened even if the Tenderer is not present at the scheduled time.
4. The weight of material likely to be disposed of is around 20 tons. The weight is tentative and may vary on actual weighing.
5. IGNOU reserves the right to decrease or increase the quantity to be sold.
6. The **Project Reports** will be required to be **shredded** in presence of officials of this office before lifting it for re cycling.
7. The lifting of Raddi and its weighing has to be done preferably on Sunday during office hours. The exact schedule shall be intimated to the successful tender.
8. The tenderer will have to arrange its own labourer and vehicle for loading and unloading of Raddi from IGNOU premises. IGNOU shall not provide any charge for labour, hiring of vehicle and weighing and Dharmkanta in this regard.
9. The tenderer will have to weight its empty vehicle and loaded vehicle (with Raddi) in presence of this office official to find out the actual weight of the Raddi.
10. The tenderer will have to **deposit the 75% of the amount arrived** at by multiplying the rate quoted by tender and tentative weight **before lifting the Raddi** and leaving this office premises for its weighting. The **balance amount** shall be required to deposit in cash just after the weighting of Raddi and **on the same day.**
11. IGNOU shall be under no obligation to accept the highest quotation or any other quotation and reserves the right of acceptance of the whole or any part of the quotation or the quantity offered and the bidder shall accept the same at the rates quoted.
12. In case of any dispute, the decision of the Regional Director shall be final and binding on both parties.
13. The Regional Director reserves the right to cancel the tendering process at any stage without assigning any reason.