

Indira Gandhi National Open University
Regional Centre
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Notice Inviting Tender

IGNOU. Regional Centre, Jammu intends to sell Old forms, books lying in its office. Interested parties may quote their rates on Rs. Per Kg basis in two bid system. Quotations, complete in all respect, should reach our office by 18.10.2023 upto 3 PM. The tenders will be opened on 19.10.2023 at 11.30 am . Regional Director, Regional Centre, Jammu may be contacted for obtaining tender documents free of cost or alternatively can be downloaded from www.rejammu.ignou.ac.in .

Sd/-
REGIONAL DIRECTOR (I/c)



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE JAMMU
NOTICE INVITING TENDERS

Sealed tenders are invited for Disposal of old forms/ obsolete books.

The Regional Centre, Jammu invites sealed tenders from junkyard dealers, for **Disposal of old forms/ obsolete books** as given in the tender on "*As is where is Basis*". The items are located at IGNOU, Regional Centre, Jammu. The bidder can visit the site and can check the items before quoting the rates. **Last date of submission tenders is 18.10.2023 upto 3.00 PM. Tenders will be opened on 19.10.2023 at 11.30 am.**

General Terms and Conditions:-

1. All the items will be disposed off in one lot to the successful bidder and no part bids shall be entertained.
2. The bidders may inspect the items on any working day given in the tender notice and satisfy themselves of the items that for they are bidding.
3. The items shall be sold to the **Highest Bidder (H-1)**.
4. Items once disposed off to the successful bidders shall not be taken back by the IGNOU, Jammu.
5. The successful bidder has to make full balance payment in the form of Account Payee Demand Draft of a Nationalized Bank / Scheduled bank in favour of "**IGNOU**" payable at Jammu within a week after confirmation, failing which the offer shall be cancelled.
6. The successful bidder shall be required to lift all the items from the site to his premises within a week time after the payment at his own cost.
7. The bidder should mention the mobile no./ contact no. and email on the outer main envelope.
8. Successful bidder has to shred the forms before lifting the material from premises.
9. The Regional Director, Jammu reserves full right to alter or amend any condition of the tender document before the last date of submission.
10. University has the right to cancel the tender at any time without assigning any reason thereof.
11. Tenderer are requested to go through all the terms and conditions before submitting their bids.
12. Any change in the dates / corrigendum/ addendum will be updated on website www.rcjammu.ignou.ac.in.

Sd/-
REGIONAL DIRECTOR (I/c)

Copy to:-

1. Notice Board
2. Website



Terms & Conditions for Tenders quoted:-

"Tender for Disposal of forms / obsolete books".

1. Tender letter in sealed envelope should be addressed to the Regional Director, Jammu
2. The bidders should submit the bids as per two bid system i.e. Technical bid and financial bid. Two bids should be enclosed in separate envelopes. The first envelope should be marked "Technical Bid" on the outside and it should contain filled in technical bid, the duly signed and stamped page of terms and conditions along with demand draft. The second envelope should be marked price bid on outside and it should contain price bid only. These two envelopes should be then put in a bigger envelope which should be superscribed "Quotation for old forms obsolete/ books". Financial bids of only those bidders will be opened who are declared successful in the technical bids.
3. The tender must reach the IGNOU, Regional Centre, Jammu on or before the due date and time. Tenders received after due date and time due to any reason whatsoever including postal delays shall not be considered.
4. The financial bid should be quoted both in figures and words. Any overwriting or erasing in the figure shall not be considered for acceptance of the rates offered by the tenderer.
5. The Regional Director, Jammu reserves the right to accept or reject any/all bids without assigning any reason whatsoever.
6. Each page of the tender document should be stamped and signed by the bidder (s).
7. Incomplete and unsigned tenders are liable to be rejected.
8. An Earnest Money Deposit (EMD) of Rs. 5,000/- must accompany in the technical bid envelope. This shall be in the form of an account payee Demand Draft/Pay order of any nationalized/scheduled bank drawn in favour of the IGNOU payable at JAMMU without which the tender shall be summarily rejected. No cheque/money order/cash shall be accepted.
8. No interest is payable for the Earnest Money Deposit.
9. The Regional Centre Officers / employees/ contractual staff and their relatives are not allowed to participate in the above auction / tender process.
10. The bidder will shred the forms before lifting the same from Regional Office.

I accept all the above terms and condition.

Seal and Signature of bidder



TECHNICAL BID

"Tenders for Disposal of forms / obsolete books".

Sl.No	Description	Indicate also page number where attached
1.	Name, address & telephone number of the agency/firm	
2.	Name, designation, address & telephone number of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
5.	Copy of PAN Card issued by Income Tax Department and Copy of previous 3 Financial Year's Income Tax Returns.	
6.	Details of Bid Security/Earnest Money	
	Deposit:	
	a) Amount:	
	b) Demand Draft No:	
	c) Date of issue:	
	d) Name of issuing Bank:	

Seal and Signature of bidder



Financial bid

"Tenders for Disposal of forms / obsolete books".

Name & Address of Tenderer -----

(in capital letters) -----

Telephone No. -----

Details of EMD Bank Draft / -----

pay order No & Date -----

Amount (in rupees) -----

I / We Quotes:

I / We have inspected the obsolete items and am / are interested to purchase the same on **"As is Where Is Basis"**. My / Our offer for the items is give below.

1. My / Our offer for forms/ loose sheets is Rs. -----per KG (in total)*
In Words (Rupees-----Only)

2. My / Our offer price of books is Rs. -----per KG (in total)*
In Words (Rupees-----Only)

I / We have gone through the terms and conditions given in the tender document and agree with the same. I / We understand that in the event of non-compliance of terms & condition of the tender my / our EMD shall be forfeited by the Regional Director, Jammu.

Date -----

Seal and Signature of bidder

