

Ref: IG/SRC/F & A/60/2023-24/ 872
Date: 25.7.2023

Tender Notice for Disposal of obsolete printed forms/Study materials etc

The Regional Centre, Siliguri invites sealed tenders in **Annexure-1** format from scrap/junkyard dealers for disposal of old and obsolete items - printed forms, application formats etc, on *as is where basis*, lying at our office premises. The items include:

1. Study materials
2. Prospectuses
3. Evaluated Projects
4. Award lists
5. Question papers
6. Forms of Admission & re-registration
7. Student applications of Course/ address/RC-SC Change, Migration Certificate/Credit Transfer etc
8. A-4 size bundle of bills (Imprest bills)
9. Newspapers

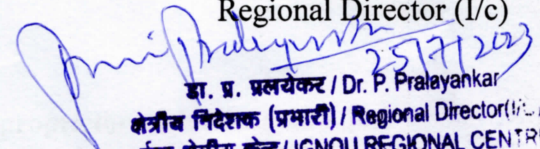
Date and time of physical inspection of the items meant for disposal	26.7.2023 to 04.8.2023 10 am to 5 pm
Last date and time of submission of sealed tender at IGNOU Regional Centre, Siliguri	07.8.2023 5 pm
Date and time of opening the tender in the presence of the representative of the firm (s) who may wish to be present	08.08.2023 3 pm

General terms and conditions:

1. Micro and small Enterprises (MSE) are encouraged to participate in the tender process
2. The items shall be sold to the highest bidder (**H1**). The bids are invited for the lot (i.e., all the items contained in the list of obsolete items as detailed above as a whole. No bid would be accepted for any part of the same.
3. The items shall be weighed in presence of the officials of IGNOU Regional Centre, Siliguri
4. The successful bidder (Highest bidder) shall lift all the items from the site within two days after making full payments of value of the items by means of demand draft drawn in favour of **Grant Account**, payable at **Siliguri**.
5. Bid shall be submitted in the format at **Annexure-1** in a sealed envelope superscribed '**Bid for disposal of obsolete items**' and addressed to the "Regional Director, IGNOU Regional Centre, 17/12/J.C.Bose Road, Subhas Pally, Siliguri-734 001". The bidders address shall be written towards bottom left of the envelope.
6. Over writing should be avoided. Cuttings/corrections, if any made, must be duly authenticated
7. The rates quoted shall be inclusive of any incidental charges of transportation/labour etc.
8. Bidder must enclose a self attested copy of a valid address proof
9. The quoted rates shall remain valid and binding on the successful bidder for acceptance for **180 days** from the date of opening of tender. Thereafter such obsolete old printed items shall be offered for sale to the **H1** bidder at an enhanced rate of 10% for each year, on each item, if agreeable, for a maximum period of two years.
10. The items shall be converted into pulp for paper and not resold in the open market
11. The Regional Centre reserves the right to accept or reject any/all tenders, if rates quoted are found very low or for any other reason whatsoever

Distribution:

1. IGNOU Regional Centre Notice Board
2. Regional Centre website and face book page
3. PWD (Civil) Notice Board, Venus More, Siliguri

Dr Pravin Pralayankar
Regional Director (I/c)

डा. प्र. प्रलयंकर / Dr. P. Pralayankar
केन्द्रीय निदेशक (प्रभारी) / Regional Director (I/c)
इग्नू क्षेत्रीय केन्द्र / IGNOU REGIONAL CENTRE
सिलिगुड़ी- 9 / Siliguri- 1

(to be submitted in the official letterhead of the tenderer or in plain paper with seal and signature)

Proforma for furnishing bids for purchase of obsolete items

1. Name of the firm/agency :
2. Full address of the firm/agency :
3. Name of the proprietor :
4. Telephone number (s) :
5. PAN Number :
6. Amount quoted per kilogram

Sl. No	Description	Rates quoted per kilogram in Rs
1	Study materials	
2	Prospectuses	
3	Evaluated projects	
4	Award lists	
5	Question papers	
6	Forms of Admission & re-registration	
7	Student applications of Course/ address/RC-SC Change, Migration Certificate/Credit Transfer etc	
8	A-4 size bundle of bills (Imprest bills)	
9	Newspapers	

Signature of the proprietor with stamp and date