

## **TENDER FORM**

# **NATIONAL INSTITUTE OF OPEN SCHOOLING REGIONAL CENTRE - CHANDIGARH**

YMCA COMPLEX, SECTOR-11C, CHANDIGARH-160 011

Tel No.: 0172-2744915

**TENDER SCHEDULE FOR DISPOSAL OF UNUSED ANSWER BOOKS, UNUSED QUESTION PAPERS AND OTHER WASTE PAPER PERTAINING TO OCTOBER 2021, APRIL 2022, OCTOBER 2022 AND APRIL 2023 EXAMINATIONS.**

### **C O N T E N T S**

1. Notice inviting Tenders (Annexure-A)
2. Terms and conditions of the Contract (Annexure-B)
3. Technical Bid (Annexure-C)
4. Financial Bid (Annexure-D)

Published Date	25-11-2023
Last Date for submission of Tenders	15-12-2023 till 02:00 p.m.
Opening of Tenders (Technical Bid & Financial Bid)	15-12-2023 at 02:30 p.m.
Amount of Earnest Money Deposit (EMD)	Rs. 10, 000/- (Rs. Ten Thousand only) to be submitted in the form of Demand Draft in favour of Secretary, NIOS, Payable at Chandigarh

NOTE: The sealed tenders along with required EMD super scribed as “**TENDER FOR DISPOSAL OF ANSWER BOOKS**” should be dropped in the Tender box kept in Reception Counter of NIOS Regional Centre, YMCA Complex, Sector-11C, Chandigarh on or before 15-12-2023 till 02:00 pm.

**NATIONAL INSTITUTE OF OPEN SCHOOLING  
REGIONAL CENTRE  
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**NOTICE INVITING TENDER**

Sealed Tenders in the prescribed schedules are invited from the registered contractors/firms for the disposal of unused Answer Books, unused question papers and other waste paper lying at NIOS Regional Centre, Chandigarh. The last date and closing time for receipt of Tender is 15-12-2023 till 02:00pm and opening of the Tenders (Technical Bid) is at 02:30 pm on 15-12-2023. Financial Bids of qualified Tenderers will also be opened on same day.

<b>Name of the work</b>	<b>E.M.D.</b>
<b>Disposal of unused Answer Books and unused Question Papers pertaining to October 2021, April 2022, October 2022 and April 2023 Examination and other waste paper for pulping</b>	<b>Rs. 10, 000/-</b>

**Eligibility of the Firms:**

The tender schedules should be fully completed and signed by the Firm/Agency. Incomplete tenders, unsigned tenders or tenders without the E.M.D. will be rejected outright. Financial Bid will be opened for those who qualify the Technical Bid. The E.M.D. shall be in the form of demand draft from any nationalized / scheduled bank drawn in favour of the Secretary, NIOS payable at Chandigarh. The envelope should be super scribed as “**TENDER FOR DISPOSAL OF ANSWER BOOKS**” on the top of the sealed tender. The Regional Director, NIOS Regional Centre, Chandigarh reserves the right to accept / reject / recall all or any part of the tender without assigning any reasons.

**-sd/-**

**REGIONAL DIRECTOR**

**“Annexure-B”**

**Terms & Conditions of the Contract**

1. Tenders in sealed cover along with Technical Bid (Annexure-C) and Financial Bid (Annexure-D), duly signed and stamped should reach at this office by 15-12-2023 till 02:00 PM positively. Both Bids to be sealed in separate envelopes.
2. Sealed Tenders will be opened on 15-12-2023 at 02:30 PM at NIOS Regional Centre Chandigarh in the presence of dealers or their authorized representative.
3. The Firm/Agency should have experience of not less than 5 years in the business of sale/purchase of waste paper and its pulping.
4. The approximate quantity of all the disposable material is around 30 Tons. The highest rate quoted will be considered for acceptance having all other conditions at par. GST of 12% will be charged extra on the quoted rates. Moreover rates quoted will be valid for 6 months.
5. All the Firms/Agencies have to deposit an EMD of Rs. 10,000/- (Rupees: Ten Thousand Only) through Bank Draft drawn in favour of “Secretary, NIOS” payable at Chandigarh, along with the Tenders.
6. Firm/Agency will have to make all the arrangements like labour, hiring of vehicles, weighing of material etc. at its own expenses.
7. The entire waste material will be lifted and it also needs to be pulped in the paper mill by the Firm/Agency at its own expenses. A certificate to this effect from the concerned paper mill should be submitted in this office within 07 days of lifting such material.
8. The qualified Firm/Agency will have to deposit 95% of the estimated cost of items to be lifted from this office through Bank Draft in favour of “Secretary, NIOS” payable at Chandigarh prior to lifting of the items. 100% payment will also be deposited by the Firm/Agency on same day as per the actual weight of the material.
9. Financial Bid will be opened for those who qualify the Technical Bid.
10. The Regional Director reserves the right to reject any quotation or all the quotations without assigning any reason(s) thereof.
11. EMD of qualified Firm/Agency will only be released after the receipt of pulping certificate.

Signatures of the Authorized person

Name:\_\_\_\_\_

Contact no.\_\_\_\_\_

Stamp of Firm/Agency\_\_\_\_\_

Date:\_\_\_\_\_

### **Technical Bid (Annexure-C)**

The details in respect of the Firm/Agency are as given under;

S. N.	Particulars	To be filled by the Agency
1.	Name & Address of the Agency with office telephone number, fax no. mobile no. and name /designation of the contact persons	
2.	Type of Firm	
3.	PAN/TIN (Attach copy)	
4.	Goods and Services Tax No. (GST.No., Attach copy)	
5.	Length of experience in the field	
6.	Details of EMD a) Amount b) Demand Draft No. & Date c) Issuing Bank	
7.	Whether a copy of terms & conditions at Annexure-B duly signed in token of acceptance and the same is attached?	

Signatures of the Authorized person

Name:\_\_\_\_\_

Contact no.\_\_\_\_\_

Stamp of Firm/Agency\_\_\_\_\_

Date:\_\_\_\_\_

**Financial Bid (Annexure -D)**

**PERFORMA FOR SUBMISSION OF RATES FOR DISPOSAL OF UNUSED ANSWER-  
BOOKS, UNUSED QUESTION PAPERS AND OTHER WASTE PAPER FOR  
PULPING**

Sr. No.	Articles	Rates (Rs. per Kg) (exclusive of GST)
1.	Unused Answer Books	
2.	Unused Question Papers	
3.	Other Waste Paper	

Signature of Authorized Person \_\_\_\_\_

Name \_\_\_\_\_

Name of Firm & Complete Address \_\_\_\_\_

\_\_\_\_\_

Contact No. \_\_\_\_\_

GST No. \_\_\_\_\_

Stamp of Agency/Firm \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_