

TENDER FORM

Tender Cost: Rs. 500/-
(non-refundable)

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 OF OCTOBER-2019 EXAMINATION, USED/UNUSED ANSWER BOOKS OF MAY-2020 & JANUARY-2021 EXAMINATIONS, USED/UNUSED ANSWER BOOKS OF DELED/PDPET EXAMINATION 2017-2019-2020 AND RE-PULPING

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)

Last Date for submission of Tenders	06-10-2021 till 02:00 p.m.
Opening of Tenders (Technical Bid)	06-10-2021 at 02:30 p.m.
Tender Processing Fee	Rs. 500/- by cash at counter or by Demand Draft in favour of Secretary, NIOS, Payable at Chandigarh (if downloaded from website)
Amount of Earnest Money Deposit (EMD)	Rs.50, 000/- (Rs. Fifty 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 06-10-2021 till 02:00 pm.

**NATIONAL INSTITUTE OF OPEN SCHOOLING
REGIONAL CENTRE
YMCA COMPLEX, SECTOR-11C, CHANDIGARH-160 011
Tel No.: 0172-2744915**

TENDER NOTICE

Sealed Tenders in the prescribed schedules are invited from the registered contractors/firms for the disposal of used/unused Answer Books lying at NIOS Regional Centre, Chandigarh, Sector-11, Sector-28 and Sector-30 Chandigarh. The last date and closing time for receipt of Tender is 06-10-2021 till 02:00pm and opening of the Tenders (Technical Bid) is at 02:30 pm on 06-10-2021.

Name of the work	E.M.D.
Disposal of unused answer books of October-2019 Examination, used/unused answer books of May-2020 & January-2021 examinations, used/unused answer books of DELED/PDPET Examination 2017-2019-2020 and re-pulping	Rs.50, 000/-

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 tenders without assigning any reasons.

-sd/-

REGIONAL DIRECTOR

Terms & Conditions

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 06-10-2021 till 02:00 PM positively. Both Bids to be sealed in separate envelopes.
2. Sealed Tenders will be opened on 06-10-2021 at 02:30 PM at NIOS Regional Centre Chandigarh in the presence of dealers or their authorized representative.
3. The approximate quantity of all the used/unused answer books is around 20 Tons. The highest rate quoted will be considered for acceptance having all other conditions at par. Rates quoted will be inclusive of GST. Moreover rates quoted will be valid for 6 months.
4. All the Firms/Agencies have to deposit non-refundable Tender Processing Fee of Rs. 500/- (Rupees: Five Hundred Only) through a separate Bank Draft in favour of “Secretary, NIOS” payable at Chandigarh, along with the Tenders if the Tender form has been downloaded from the website or by cash while obtaining the Tender form from NIOS Reception Counter.
5. All the Firms/Agencies have to deposit an EMD of Rs. 50,000/- (Rupees: Fifty 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 from the specified place and it needs to be repulped 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.
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. As per the actual weight 100% payment will also be deposited by the Firm/Agency on same day.
9. Financial Bid of firms qualified in Technical Bid will only be considered for further Tender Process.
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.

-sd/-

REGIONAL DIRECTOR

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 Tender Processing Fee: a) Amount b) Demand Draft No. & Date c) Issuing Bank d) Or Receipt no. if paid through cash	
7.	Details of EMD e) Amount f) Demand Draft No. & Date g) Issuing Bank	
8.	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 USED/UNUSED
ANSWER-BOOKS, FOR RE-PULPING**

Sr. No.	Articles	Rates (Rs. per Kg) (inclusive of GST)
1.	Used/Unused Answer Books	

Signature of Authorized Person_____

Name _____

Name of Firm & Complete Address_____

Contact No._____

GST No._____

Stamp of Agency/Firm_____

Date:_____

Place:_____