

From:
The Regional Director,
Regional Centre, Patna,
National Institute of Open Schooling
Lalit Bhawan, Ground Floor,
Bailey Road, Patna-800001.

* Last date for receipt of Sealed
Quotation is 21.05.2026 up to 12:30 P.M.

* Opening of the Sealed Quotation will take
place on 21.05.2026 at 02:30 P.M.

To, M/s-----

Subject: To dispose off used/unused Answer Books of previous examinations, and waste papers etc.

Sir/Madam


On behalf of the Secretary, National Institute of Open Schooling Sealed Quotation (sealed in double cover) are invited for weeding of above items for pulping, as per Annexure-1 along with an earnest money of Rs. 20,000/- (Rupees Twenty Thousand only) on the following terms and conditions.

TERMS AND CONDITIONS:

1. The highest rates accepted for pulping will be valid up to 31-05-2027. The terms can be extended further only on the receiving written consent from the firm/tenderer.
2. The physical inspection of above items, quantity etc. to be weeded for pulping can be allowed to the interested parties on any working day (Monday to Friday) between 10:00 A.M. to 05:00 P.M. at the Regional Centre, Patna.
3. The Earnest Money of Rs 20,000/- (Rs. Twenty Thousand only) should be deposited by way of Bank Draft Drawn from Nationalized Bank in favor of "Regional Director, NIOS", payable at "Patna" along with the sealed quotation as per Annexure-1, without which quotations will not be considered and rejected.
4. The awarded agency shall deposit a Security deposit amount of Rs. 20,000/- (Rs. Twenty Thousand only) should be deposited by way of Bank Draft Drawn from Nationalized Bank in favor of "Regional Director, NIOS", payable at "Patna" which be refunded after completion of the tender period.
5. The Sealed Quotation along with requisite EMD duly sealed in double cover should be dropped in the Box available at the Account Department of the National Institute of Open Schooling, Regional Centre, Patna by 21.05.2026 up to 12:30 P.M.
6. Opening of Sealed Quotations will take place on 21.05.2026 at 02:30 P.M. in the NIOS Regional Centre, Patna in the presence of the representative of the firms/tenders, who may wish to be present at that time. No separate intimation will be sent to the firms/tenderers in this regard.
7. Amongst the tenderers the highest rate quoted against each group will be considered for acceptance.
8. The firm (s) whose highest rate offer is accepted will have to deposit 90% of the estimated cost of item(s) to be lifted to the Regional Director, National Institute of Open Schooling, Patna by way of Bank draft drawn from Nationalized Bank in favor of Regional Director, NIOS payable at Patna prior to lifting of the item(s) for pulping.
9. The firm (s) will have to fix the date and time of lifting of waste material with the authorized committee of the National Institute of Open Schooling. Lifting of waste material will be allowed in the presence of the Committee.
10. For weighment of the goods/items, the facilities of Dharma Kanta available nearby to Regional Centre, should be used. The payment for this purpose will be made by the firms.
11. Prior to weighment of the material, the weighment of the empty vehicle in which the goods will be loaded is required to be carried out.



12. Earnest Money Deposit as well as 90% estimated cost of goods deposited by the firms (s) to National Institute of Open Schooling will be liable to be forfeited, if the materials are not lifted by the firm as per the schedule fixed by the authorized Committee of National Institute of Open Schooling.
13. No labour or labour charges for loading-unloading of the goods required to be lifted will be provided by National Institute of Open Schooling.
14. A certificate in respect of re-pulping of papers is to be submitted by the agency within 15 days of lifting of materials to the Regional Director, NIOS, Regional Centre, Patna.
15. National Institute of Open Schooling reserves the right to reject any or all the Tenders/Quotations without assigning any reason thereof.
16. The firm (s) will have to lift the goods irrespective of the quantity of good available, which may be small or huge.
17. GST is applicable as per government norms.
18. For any dispute, if arises, an arbitrator will be appointed by the NIOS competent authority, whose decision will be final. The court's jurisdiction of any dispute will be at Patna.


Regional Director 30/1/16
National Institute of Open Schooling
(Ministry of Education, Govt. of India)
Regional Centre, Patna

NATIONAL INSTITUTE OF OPEN SCHOOLING
REGIONAL CENTRE, PATNA

TECHNICAL BID PROFORMA FOR Re-pulping

Sl. No.	Particulars Information to be furnished by the Firm	
1	Name and Address of the Firm	
2	Year of Establishment (Proof to the attached)	
3	Type of Firm (Proprietary/Private/Public/Govt.,etc	
4	PAN No. (Copy must be enclosed)	
5	GST Registration No. (Copy must be enclosed)	
6	Copy of the Income Tax Returns for the last three year i.e. 2022-2023, 2023-24 and 2024-2025 (copies must be enclosed)	
7	Has the firm been Black Listed by any Govt./Semi Govt. Department during the Last Three Years	Yes / No
8	Details of Earnest Money Deposit (EMD) (Please Attach DD of EMD worth Rs./- along with the Technical Bid of the Tender) Demand Draft No. Date, Name of Bank Amount of DD	
9	Whether the Tenderer has read the instructions to bidders and Terms and Conditions carefully and signed on each page of the tender document as a token of acceptance of the terms and conditions and enclosed the same with the technical bid?	Yes / No

I/We hereby accept the terms and conditions of the tender documents and shall abide by the same Signature Name of owner of the firm Full Address, Seal of the firm, Phone No (o) (Mob. No)

Place:

Date:

Signature

Name of owner of the firm
Full Address, Seal of the firm

To be admitted by the firm/tenderers on letter head and inserted in NIOS Tender Box only (Sealed in double cover)

Letter No.

Date:-

The Regional Director,
Regional Centre, Patna,
National Institute of Open Schooling
Lalit Bhawan, Ground Floor,
Bailey Road, Patna-800001.

Subject: To dispose off used/unused Answer Books of previous examinations, and waste papers etc.

Sir,
Having gone through the terms and conditions of the tender on the subject cited above, we, M/s.....hereby quote out higher competitive rates as under.

Rate per Quintal
(In Figure) (In Words)
Group-I
(Used/Unused Answer Book)
Rs..... (Rupees.....)

Group-II
(Waste Materials)
Rs..... (Rupees.....)

We further agree to abide by the terms and conditions contained in the Tender document from Para 1 to 18.

The EMD in the shape of Bank Draft of Rs..... (.....)
bearing No.datedDrawn on(Bank) in favor of the
"Regional Director, NIOS", payable at "Patna is enclosed.

Thanking you,

Yours faithfully,

Signature:
Name:
Designation:
Seal of the firm