



**INDIRA GANDHI NATION OPEN UNIVERSITY**

**ALANGANALLUR ROAD, SIKKANDAR CHAVADI  
REGIONAL CENTRE : MADURAI**

PH: 0452 – 2380733 ; 2380775

Email: rcmadurai@ignou.ac.in

Date : 31.10.2022

**INVITATION FOR OPEN TENDER /873**

Sealed quotations are invited from the interested parties for the purchase of Old /Obsolete Forms /Study Material etc on the basis of "**As IS WHERE IS** " lying on different floors of the Building. The quotation along with tender documents are to be given **in two separate sealed envelopes (1) For Technical Bid and (2) For Financial Bid**, both to be kept in one envelop together & to be submitted in person or post to this office OR through Registered Post superscribed with "**Tender for Purchase of Obsolete Forms & Material** " latest **by 5:00 PM on or before 09. 11. 2022.**

The disposable Obsolete items as listed in **Annexure- I** (Study material books- LMs) and **Annexure-II** (Forms/Prospectus) may be inspected by the eligible vendor between 11.00 A.M. and 4.00 P.M. (excluding lunch time) on **any working days (Monday - Friday) up to 09. 11. 2022.**

All the received Tenders will be opened and evaluated by the Committee constituted by the IGNOU at **11.00 A.M. on 11. 11. 2022** at the office of Regional Centre.

The Tender Bid formats are enclosed with this letter, which are to be duly filled in, Seal and signed by the Vendor and to be submitted along with the Sealed Quotations.

The soft copies of the Tender document with enclosures are uploaded in the IGNOU website – **www.rcmadurai.ignou.ac.in** for reference also.

Dr. M. SHANMUGA (Regional Director)  
Senior Regional Director  
Indira Gandhi National Open University  
Regional Centre, Sikkandar Chavadi  
Alanganallur Road, Madurai - 625 018

## **TECHNICAL BID**

**FORMAT FOR FURNISHING BIDS FOR THE CONTRACT FOR DISPOSAL OF OLD / OBSOLETE FORMS & STUDY MATERIAL LYING ON DIFFERENT FLOORS OF BUILDING AT IGNOU REGIONAL CENTRE, SIKKANDAR CHAVADI, ALANGANALLUR ROAD, MADURAI – 625 018.**

**From**

.....

**To**

The Regional Director  
IGNOU - Regional Centre  
Madurai.

Sir,

I/We hereby offer to purchase from the IGNOU Regional Centre, Madurai **OLD / OBSOLETE FORMS & STUDY MATERIAL** lying on "as is where is basis" kept on different floors of Building at **IGNOU REGIONAL CENTRE, SIKKANDAR CHAVADI, ALANGANALLUR ROAD, MADURAI – 625 018.**

Our/my particulars are as under:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1	<b>Name of the Bidder (Proprietor / Partner / Owner )</b>	
2	Complete Address of the office /shop (a. Telephone No. (b. Email (c. Shop/ Firm Registration No.  <b>(documentary evidence to be attached)</b>	

3	Name & Address of the Proprietor/ Partners / Directors  (With Mobile No.)		
5	PAN No. ( enclose photocopy)		
6	GST Registration Number ( enclose photocopy)		
7	Copy of Aadhar Card ( enclose photocopy)		
8	Return of income tax filed copy ( enclose photocopy - latest)		
9	The Bid document must include Earnest <b>Money Deposit (EMD) of Rs. 25,000</b> (Rupees Twenty-five Thousand only) by A/c payee demand draft/ pay order/bankers cheque issued by a scheduled bank in favour of "IGNOU" <b>payable at Madurai.</b>		DD No. :  DD Date :  Bank name :  Rs. _____

I accept that non-submission of documentary evidence of the details mentioned at Sr. No. 2, 5, 6, 7, 8 and 9 shall lead me/us to disqualify on technical evaluation & to be enclosed in the same order duly attested with company seal.

I also declare that the terms and conditions of the tender document are acceptable to me/us and also binding on me/us.

Date:

Place:

Signature of the Tenderer  
with Company / Office seal

## **UNDERTAKING**

All the terms and conditions of Tender are acceptable to me/us.  
I/We undertake to purchase obsolete forms/Waste material against Full payment by means of DD in case my/our rates are approved.

I/We also undertake that paper waste shall be used for preparation of pulp/ lugdi only, and no paper shall be either sold in retail market or shall be used for making envelopes etc. In case of approval of my/ our rates, all the term and conditions mentioned in this tender form will be executed for lifting the waste material. I/we, further undertake to state that in case of violation of any terms and conditions by me/us, the IGNOU University may initiate the legal action as per the relevant provisions of Criminal/Civil Procedure Code and the cost of such legal action against me/us shall be borne by me/us.

Date:

Place :

Signature of Tenderer (s)

Address \_\_\_\_\_

PH. No.....

Email :.....

## **FINANCIAL BID**

1. I / We quote the rates as under:

Sr. No.	QUOTATION	RATES (Per KiloGram- kg.) (No Overwriting allowed)	Remarks
1.	Obsolete items- <b>Study Material (Books)</b> with wrapper		
2.	Obsolete items – <b>Forms / Prospectus</b> (with wrapper)		
3.	<b>Old waste Newspapers</b>		

2. I/We have thoroughly examined and understood the terms and conditions of the Tender issued by the IGNOU, Regional Centre, Madurai.
3. I/We shall be bound by the terms and conditions laid down in the tender and an undertaking to this effect, is enclosed.
4. I/We agree to deposit the entire cost of paper waste immediately after weighing the material.
5. I/We hereby declare that the entries made in this tender Bid forms are correct to the best of my/ our knowledge.
6. I/We hereby agree to forfeit the earnest money if the contract is abandoned by me/us after the contract is awarded to me/us.

Signature of the Tenderer

Date:

Place:

## **TERMS & CONDITIONS**

1. The interested eligible vendors may inspect the physical availability of materials to be disposed off, at IGNOU office on any working days **(Mon.- Friday) between 11 a.m. and 4.00 p.m. upto 09.11.2022**, if desired, before quoting the rates.
2. EMD deposit of **Rs. 25,000/-** ( Twenty Five Thousand ONLY) by means of DD drawn in favour of **'IGNOU' payable at Madurai** shall be submitted along with the quotation to this office by the interested bidder. The successful Bidder shall pay the balance amount of the Total value of disposed items, after deducting the EMD amount, immediately after weighting the whole stock of material.
3. The rates to be quoted as per Kilo Gram only.
4. The bidder quoting the highest rate **(H1)** will be awarded the contract, to take over the materials, on payment of full amount of disposal value.
5. The weight of the material will be decided as per the Weighment slips/certificate issued by the authorized / computerized Weigh Bridge located nearby IGNOU office, under supervision of an official from IGNOU office.
6. The undersigned reserves the right to reject or accept, all or part or any of the quotations at any time without assigning any reason thereof.
7. The successful bidder shall re-sell the disposed items, to an Entity only, who makes preparation of Pulp / Lugdi from waste paper and Not to be sold to any other dealer or retailer , Not to be utilized for any other purpose.
8. The successful bidder shall make the full payment (after adjusting EMD amount) in the form of Demand Draft for the proceeds of purchase value, immediately after weighing all the shifted material on the same day .
9. No opportunity shall be given to the bidders to modify or withdraw the tender at any stage during the validity period.
10. Authorization to somebody else by the successful vendor to lift the waste paper shall not be entertained.
11. Arrangement for packing the waste material in Gunny Bags/polythene bags shall have to be made arranged by the purchaser at his own cost.
12. All dispute and difference whatsoever arising between the parties out of or relating to the operation or effect of the contract or on the breach thereof shall be referred to the Regional Director, IGNOU, Madurai
13. Decision of the Regional Director, IGNOU, Regional Centre, Madurai in all the matters concerning the tender shall be final and binding on all.

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**Annexure - 1****INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE, MADURAI****LIST OF OBSOLETE - STUDY MATERIALS**

SLNO	PROGRAM	COURSE CODE	MEDIUM	No. of SETS
1	BSCHOT	BOS-1	ENG	20
2	BSCHOT	BOS-10	ENG	20
3	BSCHOT	BOS-11	ENG	10
4	BSCHOT	BOS-3	ENG	30
5	BSCHOT	BOS-4	ENG	30
6	BSCHOT	BOS-5	ENG	30
7	BSCHOT	BOS-8	ENG	25
8	BSCHOT	BOS-9	ENG	16
9	BA	EEC-10	ENG	30
10	BA	CIC-05	ENG	210
11	DAFE	BFEE-101	ENG	100
12	DAFE	BFEE-102	ENG	120
13	DAFE	BFEE-103	ENG	174
14	DAFE	BFEE-104	ENG	164
15	MED (SPL EDU)	MMD-11	ENG	11
16	MED (SPL EDU)	MMDE-16	ENG	14
17	MED (SPL EDU)	MMDE-17	ENG	13
18	MED (SPL EDU)	MMDE-18	ENG	14
19	MED (SPL EDU)	MMDE-19	ENG	10
20	MED (SPL EDU)	MMDE-28	ENG	90
21	MED (SPL EDU)	MMDE-29	ENG	85
22	MED (SPL EDU)	MMDE-30	ENG	80
23	MED (SPL EDU)	MMDE-31, 32	ENG	100
24	MED (SPL EDU)	MMDE-35	ENG	80
25	MED (SPL EDU)	MMDE-36	ENG	40
26	MED (SPL EDU)	MMDE-39	ENG	80
27	MED (SPL EDU)	MMDE-40	ENG	80
28	MED (SPL EDU)	MMDE-41	ENG	45
30	MEC	MEC-3	HIN	15
<b>TOTAL SETS</b>				<b>1736</b>



LIST OF OLD/ OBSOLETE FORMS & PROSPECTUS

Sl. No.	Programme	Year	Quantity		
			Prospectus	Forms	Total
1	B.Ed.	2014	2245	1012	3257
2	B.Ed.	2015	1996	1580	3576
3	B.Ed.	2017	554		554
4	M.Ed.	2014	53		53
5	M.Ed.	2015	1536	654	2190
6	MBA (MP)	2014	288		288
7	MBA (MP)	2015	362	30	392
8	MBA (MP)	2016	217		217
9	MBA (MP)	2017	86		86
10	MBA (MP)	2018	46		46
11	D.E.L.Ed.		100		100
12	B.Sc. (Nursing)	2014	250		250
13	B.Sc. (Nursing)	2019	26		26
14	MPB (B & F)	2013 - 14	90		90
15	MPB (B & F)	2016 - 17	43		43
16	MPB (B & F)	2017-18; 18-19	61		61
17	B.Com. (A & F)	2013 - 14; 15	206		206
18	B.Com. (A & F)	2017 - 18	183		183
19	B.com. ( F & CA)	2013 - 14 ; 15	209		209
20	B.com. (F & CA)	2017 - 18	114		114
21	B.com. (CA & A)	2013 - 14; 15	104		104
22	B.com. (CA & A)	2017 - 18	99		99
23	C.L.P.		384		384
24	C.P.	2013 - 14	1039		1039
25	C.P.	2014 - 15	1032	118	1150
26	C.P.	2015 - 16	2001		2001
27	C.P. (MDD hall)	2016 - 17	1600		1600
28	CPPDPT	2014-15	207		207
29	CPPDPT	2016-17	49		49
TOTAL			15180	3394	18574



Sl. No.	Programme	Year	Quantity
1	F.C.E.D.	2010	543
2	Certificate in Adolescent Health and Counselling	2011	13
3	B.Com. (A & F)	2011	92
4	Post Graduate Diploma in Corporate Governance (PGDICG)	2002	44
5	B.Com. (F & CA)	2011	26
6	Paramedical & Allied Health Sciences Programmes	2011	77
7	Certificate in Early Childhood Spl. Education (CEC- SE)	2010	36
8	MBA	2014	1
9	MBA	2015	1
10	MBA	2006	9
11	MBA (Banking & Finance)	2008	2
12	Masters' Degree programmes	2006	1
13	B.Com. (CA & A)	2012	60
14	M.Com. (F & T)	2008	32
15	MBA	2011-12	46
16	MBA	2009	111
17	MBA	2013	51
18	Common Programmes (C.P.)	2011-12	2
19	Common Programmes (C.P.)	2014-15	2
20	Common Programmes (C.P.)	2010	49
21	B.Ed.	2011	4
22	B.Ed.	2012	9
23	B.Ed.	2014	1
24	B.Ed.	2015	1
25	MAGPS, PGDPS, PGCPs	2011	23
26	B.Sc. Nursing (Post-Basic) B.Sc.(N)	2012	19
27	Diploma in Critical Care Nursing	2011	14
28	Diploma in Business Process Outsourcing (BPO)	2009	18
29	M.Phil. / Ph.D.	2011	2
30	M.Phil. / Ph.D.	2009	2
31	PG Diploma in Folklore and Culture Studies (PGDFCS)	2009	12
32	PG Certificate in Oral Implantology and PG Certificate in Endodontics	2010	7
33	Prospectus - School of Law	2010	27
34	B.Ed. (Special Education)	2012	76
35	M.Ed.	2011	2
36	Diploma in Panchayat Level Administration and Development	DPLAD - 2011	6
37	Post Graduate Professional Certificate in Special Education	PGPC-SE	3
38	Para-medical & Allied Health Sciences Programme		17
39	MBA- Banking & Finance	MBF- 2011	109
40	Ph. D.	2009	6
41	Common Programmes (C.P.)	2008	50
42	Masters/ Bachelor/ Post Graduate Diploma Programmes (CP)	2007	11
43	Post Graduate Diploma in Financial Market Practice	PGDFMP- 2010	43
44	M.Ed. (Special Education)	2010	72
45	PG Certificate in Oral Implantology and PG Certificate in Endodontics/ PG Diploma in Clinical Cardiology	2012	5
46	Common Programmes (C.P.)	2012	27
47	Common Programmes (C.P.)-Hindi	2012	10
48	B.Ed.	2009	3
49	M.Ed. (Special Education)	2012	4
50	M.Ed. (Special Education)	2011	3
51	M.P.	2009	89
52	B.Com. (CA & A)	2011	38
53	B.Com. (F & CA)	2011	44
54	Post Graduate Professional Certificate in Special Education	2010	1
55	C.P. (combined)	2006	1
56	B.Ed.	2013	2
57	B.Com. (A & F)	2008	82
58	MBA (Banking & Finance)	2009	65
59	B.Ed.	2010	29
			<b>2135</b>

TOTAL PROSPECTUS (Page - 1 & 2) (15180 + 2135)  
 Blank Application Forms (without Prospectus)  
 GRAND TOTAL

17315

3394

20709

