

Last date and time for downloading of tender document (free of cost) through NIOS website i.e. www.nios.ac.in or CPP Portal i.e. eprocure@co.in : 30th March, 2021 up to 2.00 Hrs.

Last date and time for submission of Sealed Tender in the tender box at NIOS RCD, Noida. : 22nd April, 2021 up to 2.00 Hrs.

Date, time and venue for opening of the Tenders:
on 22nd April, 2021 at 2.30 Hrs.
at NIOS REGIONAL CENTRE DELHI, A-31, Institutional Area, Sector-62, NOIDA –201309 (U.P.)



REGIONAL CENTRE DELHI

(An Autonomous Institution of the Ministry of Education,
Department of School Education & Literacy, Government of India)

A 31, Institutional Area,
Sector-62, NOIDA-201309 (U.P)

TENDER FOR DISPOSAL OF (1) USED & UNUSED ANSWER BOOKS INCLUDING CONTINUATION SHEETS, GRAPHS, MAP, (2) USED & UNUSED QUESTION PAPERS IN SEALED PACKETS, (3) USED OMR SHEETS, (4) NEWSPAPERS AND (5) OLD FILES & WASTE PAPERS/WASTE MATERIALS INCLUDING USED DRAWING SHEETS, ETC. AS IS WHERE IS BASIS FOR REPULPING

1. Introduction:

National Institute of Open Schooling functions through its Study Centres (AIs & AVIs) and Regional Centres spread throughout India. It is a premier Institution for the dissemination and promotion of mass literacy and education to all up to Senior Secondary School stage. The annual student enrollment of National Institute of Open Schooling Regional Centre Delhi is more than one lakh learners. The study materials for the learners is got printed by NIOS Headquarters and distributed amongst the learners through the Nodal Centres/Study Centres spread in NCT Delhi and NCR (Bahadurgarh, Jhajjar, Gurgaon, Faridabad, Palwal, Noida, Greater Noida, Gautam Buddha Nagar and Ghaziabad).

2. General Instructions:

Sealed Tenders are invited by Regional Director on behalf of the Secretary, NIOS for disposal of (1) Used & unused Answer books including continuation sheets, graphs, map, (2) used & unused Question Papers in sealed packets, (3) Used OMR sheets, (4) Newspapers and (5) Old files & Waste papers/Waste materials including used drawing sheets, etc. as is where is basis for repulping. The interested firms/agencies may download the tender document from NIOS website i.e. www.nios.ac.in as well as from CPP portal i.e. eprocure@co.in on the date & time given above.

Sealed tenders superscribed as "Tender for disposal of (1) Used & unused Answer books including continuation sheets, graphs, map, (2) used & unused Question Papers in sealed packets, (3) Used OMR sheets, (4) Newspapers and (5) Old files & Waste papers/Waste materials including used drawing sheets, etc. as is where is basis for repulping" along with a Bank Draft of a lump sum amount of Rs. 50,000/- (Rupees Fifty Thousand Only) drawn in favour Secretary, NIOS payable at Noida towards Earnest Money Deposit addressed to the Regional Director, National Institute of Open Schooling Regional Centre, Delhi, A-31, Institutional Area, Sector-62, Noida -201309 (U.P.) should reach in the office by hand only on the date & time specified above. The tenders received shall be opened on the same day at 2.30 p.m. by the duly constituted Committee at Regional Centre Delhi in the presence of the interested parties. Tender without EMD shall be rejected automatically.

Firms must submit their tenders in two separate envelopes. One envelope should contain Technical Tender and second envelope should contain Financial Tender. It must be noted that at first only the technical tenders will be opened. After the evaluation of technical tenders, the financial tenders will be opened only of the eligible Firms. The ineligible Firms shall be summarily rejected in the evaluation process and their financial tenders will remain unopened. Interested parties are requested to quote their competitive highest rates per Kilo Gram for each item in the prescribed Financial tender proforma appended at Annexure – II for lifting the above items from the NIOS Regional Centre Delhi located at the above mentioned address.

3. Eligibility Criteria:-

The Firm who fulfills the following eligibility conditions can participate in the tender process.

- (i) Firm should be registered under Company Act OR an Individual Junk Dealer
- (ii) The Firm should have minimum three years' experience in the disposal of waste materials.
- (iii) The Firm should have a minimum Annual turnover of about Rs. 01 Crore (Rupees One Crore only) per year **OR** total Rs. 2 Crore (Rupees Two Crore only) during last three years i.e. 2017-18, 2018-19 & 2019-20. A proof from the Chartered Accountant must be enclosed along with the technical bid of tender.
- v) Copy of GST Registration.
- vii) Copy of PAN No./TAN No.

4. Terms and Conditions:

1. The disposal of the items would be on "As is where is basis".
2. Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand Only) lump sum in the form of Demand Draft in favour of "Secretary, NIOS, payable at Noida" shall be required to be deposited along with the technical bid of tender appended at Annexure-I.

3. Performance Security of Rs. 1,00,000/- (Rupees One lakh only) in the form of Demand Draft in favour of Secretary, NIOS, payable at Noida shall also be required to be deposited before lifting the waste materials and it shall be valid for 90 days beyond the date of completion of all the contractual obligations of the firm. The Earnest Money Deposit (EMD) shall be refunded to the firm without any interest on receipt of Performance Security.
4. A tender received without EMD shall be rejected as non-responsive at the tender opening stage
5. The Earnest Money Deposit (EMD) of the unsuccessful firms will be discharged/returned to them without any interest only after finalization and award of the contract to the successful firm.
6. The firm shall be required to make 100% advance payment of the estimated value of materials to be lifted through Bank Draft drawn in favour of the Secretary, National Institute of Open Schooling payable at Noida before lifting the waste materials.
7. Before lifting the waste materials, the firm shall also be required to make an advance payment plus 5% GST extra of the total cost of waste materials to be lifted as per the GST Act, 2017 as revised in the GST Council meet held in October, 2017.
8. The firm shall have to lift entire materials within (03) three days after receipt of the work order. If the waste materials are not lifted within stipulated period, the firm will be liable to pay penalty of Rs. 500/- per day from 4th day till the date of lifting the waste materials. However, in exceptional case as per merits of matter, the Regional Director, NIOS can accord extension of time for lifting the waste materials.
9. The firm shall have to weigh the waste materials from authorized "Dharam Kanta" in the presence of NIOS authorized Officers/Officials at its own cost after making full payment to NIOS through Bank Draft.
10. The arrangement of labourers for loading/unloading and truck, etc. shall have to be made by the firm at his own cost. NIOS will not bear any type of expenditure incurred for Cartage charges, Lifting charges and other freight charges, etc.
11. The firm shall be required to furnish an undertaking at the time of lifting the materials that the wastes including Used/Unused Answer books and other confidential materials will not be used for other purposes before recycling the same.
12. Tenders received after the closing date and time prescribed in the tender document shall NOT be accepted under any circumstances. No tenders shall be received through post.
13. The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will also be treated as disqualification.
14. The successful firm shall be awarded the work contract of lifting of waste materials initially for a period of one year. On the basis of satisfactory performance of the firm, the contract can be further extended for a period of two more years on mutual consent on the same rates, terms and conditions of the tender document.

15. NIOS reserves the right to accept or reject any or all the tenders received by it without assigning any reason whatsoever.
16. The Firm should quote their highest rates based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful Firm (quoting highest rates of purchase) out of the eligible Firms.
17. In case, the date of submission/ opening of tenders happens to be holiday, the tenders shall be received/ opened the next working day.
18. The quoted rate should remain valid for a minimum period of 1 year from the last date for submission of the tender.
19. In case, the firm fails to comply the terms & conditions, the NIOS may terminate the contract without assigning any reason and is free to dispose of the Waste materials in such a manner as may be deemed appropriate.
20. The successful Firm will be liable to complete the job of lifting the material from NIOS office within a period of 03 days of getting the order. If the successful Firm does not start work in time or stops the work midway or leaves the work altogether, his performance security will be forfeited and NIOS shall have the right to cancel the order.
21. If the material is not lifted within the stipulated period given in the work order, a penalty of Rs.1000/- per day will be imposed maximum for delay of 30 days which will be recovered from the Performance guarantee and in case of delay by more than 30 days the entire amount of Earnest Money will stand automatically forfeited and work will be awarded to the second highest Firm or decision of the Chairman, NIOS shall be final and binding in this situation.
22. No Firms will be allowed to withdraw after submission of tender/at the time of opening of the tender. In such case, the EMD submitted by the firm shall liable to be forfeited.
23. The Firm shall be fully responsible for disposal of waste materials by its own labourers as well as to bear the cost towards transportation, packing, loading, unloading, etc.
24. The waste materials being lifted from the NIOS will be used only for repulping in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy. A certificate to this effect shall be required to be submitted by the Firm to this office after completion of the work.
25. Firms may visit the NIOS premises and inspect the quantity, condition and type of waste materials to be disposed off on any working days from 11.00 a.m. to 4.00 p.m.
26. The weighing of the waste materials shall be jointly witnessed by a Committee of the NIOS authorized representatives(s) and Firm or his authorized representatives. Weighing of waste materials shall be certified by this Committee. For this purpose the weighing site to visit will be jointly decided by the successful Firm and the NIOS.

27. If the Firm stops the pickups without completing it, the NIOS may get the work completed from another firms and the Firm shall have to reimburse the expenditure incurred.
28. The NIOS reserves the right to award the tender to more than one Firm.
29. The NIOS reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the Firms and also during the course of the execution of the contract.
30. If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its performance security shall be forfeited.
31. The Payment against dispose-off of Waste materials shall be deposited only through Demand Draft in favour of "The Secretary, NIOS payable at Noida" before lifting the waste materials from the office premises.
32. All taxes, levies and other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be borne by the firm only.
33. Canvassing in any form will be viewed seriously and if any Firm is found to be resorted to such practice, the tender of such firm will be rejected.
34. At the time of lifting of Waste materials, the approximate calculated money on this account shall be required to be deposited in advance to NIOS office. Jurisdiction for all kinds of disputes will be at Delhi Court only.
35. All disputes, differences and questions arising out or in any way touching or concerning this tender or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitrator appointed by the Chairman, NIOS.

Regional Director



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling

REGIONAL CENTRE DELHI

(An Autonomous Institution of the Ministry of Education,
Department of School Education & Literacy, Government of India)

A 31, Institutional Area,
Sector-62, NOIDA-201309 (U.P)

TECHNICAL BID OF TENDER FOR DISPOSAL OF (1) USED & UNUSED ANSWER BOOKS INCLUDING CONTINUATION SHEETS, GRAPHS, MAP, (2) USED & UNUSED QUESTION PAPERS IN SEALED PACKETS, (3) USED OMR SHEETS, (4) NEWSPAPERS AND (5) OLD FILES & WASTE PAPERS/WASTE MATERIALS INCLUDING USED DRAWING SHEETS, ETC. AS IS WHERE IS BASIS FOR REPULPING

Sl. No.	Particulars	Information to be provided by the Firm/Individual Owner
1)	Name of the Firm/Agency or Individual Junk Dealer & Complete Address of the Firm/Individual Junk Dealer with his/her Tel Numbers (O) (R) Email ID	
2)	Name of Proprietor/Partners /Directors of the Firm/Agency & his/her Mobile Number	
3)	Whether the Firm is registered under Company Act OR an individual Junk Dealer? (please attach copy of Registration Certificate/Ownership)	
4)	Experience of the Firm in the disposal of waste materials. (The Firm should have minimum three years' experience in the disposal of waste materials).	

5)	<p>Annual turnover of the Firm.</p> <p>(The Firm should have a minimum Annual turnover of about Rs. 01 Crore (Rupees One Crore only) per year OR total Rs. 2 Crore (Rupees Two Crore only) during last three years i.e. 2017-18, 2018-19 & 2019-20)</p> <p>(A proof from the Chartered Accountant must be enclosed along with the technical bid of tender).</p>	
6)	<p>Whether the firm is registered with GST? If yes, Please provide GST Registration number & date</p> <p>(Please attach copy of GST Registration).</p>	
7)	<p>Whether the firm is having Permanent Account Number (PAN). If yes, Please provide PAN number.</p> <p>(Please attach copy of PAN Card)</p>	
8)	<p>Whether the firm has been blacklisted by the Govt. Departments/Autonomous Body/Private Institutions. etc. during the past three years?</p>	
9)	<p>Earnest Money Deposit(EMD) of Rs. 50,000/- (Rupees Fifty thousand only) to be remitted by way of Demand Draft no. _____ dated _____ in favour of Secretary, NIOS, payable at Noida</p>	<p>Draft No. Date Amount Bank Name</p>

I/we certify that the information furnished above is true and correct to the best of my/our knowledge and belief. No facts has been concealed. The Terms and conditions are acceptable to us.

Date _____

Signature & seal of Authorized person



REGIONAL CENTRE DELHI

(An Autonomous Institution of the Ministry of Education,
Department of School Education & Literacy, Government of India)

A 31, Institutional Area,
Sector-62, NOIDA-201309 (U.P)

FINANCIAL BID OF TENDER FOR DISPOSAL OF (1) USED & UNUSED ANSWER BOOKS INCLUDING CONTINUATION SHEETS, GRAPHS, MAP, (2) USED & UNUSED QUESTION PAPERS IN SEALED PACKETS, (3) USED OMR SHEETS, (4) NEWSPAPERS AND (5) OLD FILES & WASTE PAPERS/WASTE MATERIALS INCLUDING USED DRAWING SHEETS, ETC. AS IS WHERE IS BASIS FOR REPULPING

I/We have gone through the tender document, understood it fully and declare that I/We shall strictly adhere to the terms and Conditions mentioned therein the tender document. My/ our rates are as under:

Sl.No.	Description	Cost per Kg (Excluding GST)**
1)	Used & unused Answer books including continuation sheets, graphs, maps	Rs. _____ per k.g. In words _____
2)	used & unused Question Papers in sealed packets (As is where is basis)	Rs. _____ per k.g. In words _____
3)	Used OMR sheets	Rs. _____ per k.g. In words _____
4)	News papers	Rs. _____ per k.g. In words _____
5)	Old files & Waste papers/Waste materials including used drawing sheets, etc.	Rs. _____ per k.g. In words _____

** the firm shall also be required to make an advance payment plus 5% GST extra of the total cost of waste materials to be lifted as per the GST Act, 2017 as revised in the GST Council meet held in October, 2017.

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Date _____

(Signature of the party with stamp)

Name: _____

Telephone No _____

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