



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

National Institute of Open Schooling

आईएसओ 9001: 2015/ISO 9001: 2015

क्षेत्रीय केंद्र, गंगटोक/Regional Centre, Gangtok

(शिक्षा मंत्रालय, भारत सरकार)

(Ministry of Education, Govt. of India)

F-660-01/2025/NOS/RCGTK/pulping/

Date: 11/03/2025

Subject: Limited Tender for Disposal of Used/Unused Answer Books, Unused Question Papers and Other Waste Paper etc.

National Institute of Open Schooling (NIOS) is an Autonomous Institution under Ministry of Education, Dept. of School Education & Literacy, Govt. of India having its Regional Centre Gangtok located at Old Boys' Hostel, SNT Colony, Daragaon, Tadong, Gangtok, Sikkim – 737102. NIOS invites Limited Tender for award of the following work at Regional Centre Gangtok: -

S.No.	Description of Work	Quantity (Approx.)	EMD
01.	Disposal of Used/Unused Answer Books, Unused Question Papers and Other Waste Paper etc.	3.5 tons	Rs. 1500/- (Rupees One Thousand Five Hundred Only)

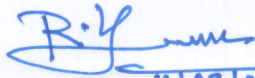
You may visit the site and see the quantity/quality of material to be disposed for pulping before submitting your rates. The sealed tender super scribed as “**Tender for Disposal of Used/Unused Answer Books, Unused Question Papers and Other Waste Paper Etc.**” containing Technical Bid (Annexure-A) and Financial Bid (Annexure-B), duly signed and stamped should reach at this office by **28 MARCH 2025, 02:00PM**. Both Bids to be sealed in separate envelopes. The tender will be opened on the same day at **03:00 PM** by the duly constituted committee in the presence of representative of firms, if available.

ओल्ड बॉयज हॉस्टल, एसएनटी कॉलोनी, डारागाँव, तडोंग, गंगटोक - 737102 (सिक्किम)
Old Boys' Hostel, SNT Colony, Daragaon, Tadong, Gangtok – 737102 (Sikkim)
Contact Number: 03592 – 291089 Mobile: 9475654336

Other conditions:

1. The firm should have a minimum turnover of Rs. **10 Lakh** during the last three financial years i.e., 2021-22, 2022-23 and 2023-24.
2. The firm should be registered under company act 2013.
3. The firm should have minimum **three years experience** for the disposal of waste materials.
4. Firm/Agency will have to make all the arrangements like labour, hiring of vehicles, weighing of material etc. at its own expenses.
5. Trade License from the State Municipal Corporation/Authority Concerned in the name of the firm.
6. 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 15 days of lifting of such material.
7. The qualified Firm/Agency will have to deposit 95% of the estimated cost of items to be lifted from this office through Bank Draft/online payment in favour of "**Regional Director NIOS**" payable at Gangtok prior to lifting of the items. 100% payment including GST will also be deposited by the Firm/Agency on same day as per the actual weight of the material.
8. The Regional Director reserves the right to reject any quotation or all the quotations without assigning any reason(s) thereof.
9. EMD of qualified Firm/Agency will only be released after the receipt of pulping certificate.

Yours sincerely,


11/03/2025
(Regional Director)

Technical Bid (Annexure-A)

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

S.No.	Particulars	To be filled by the Agency
01.	Name & Address of the Agency with office telephone number, fax no. mobile no. and name /designation of the contact persons.	
02.	PAN/TIN (Attach copy)	
03.	Registered under Company Act-2013 (Yes/No.)	
04.	Trade License from the State Municipal Corporation/Authority Concerned (Yes/No.)	
05.	Goods and Services Tax No. (GST.No., Attach copy)	
06.	Experience (in years)	
07.	Turnover of the firm during the last three financial years i.e., 2021-22, 2022-23 and 2023-24.	
08.	Details of EMD a) Amount b) Demand Draft No. & Date c) Issuing Bank	

Signature of Authorised Person

Name: _____

Contact No.: _____

Seal of the Agency/firm

Date: _____

Financial Bid (Annexure - B)

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

Sl. No.	Articles	Rates (per Kg) exclusive of GST
01.	ANSWER BOOKS, QUESTION PAPERS	
02.	BOOKS, OLD NEWSPAPER AND OTHER WASTE PAPERS	

Signature of Authorised Person

Name: _____

Contact No.: _____

Seal of the Agency/firm

Date: _____