

**National Institute of Open Schooling (NIOS)**  
**Regional Centre, Pune**

C/o-IIE Campus, 128/2, J.P. Naik Road,  
Off Karve Road, Kothrud, Pune-411038

From:  
Regional Director,  
National Institute of Open Schooling  
Regional Centre, Pune  
C/o-IIE Campus, 128/2. J.P. Naik Road  
Off. Karve Road, Kothrud, Pune-411038.

Tender no. \_\_\_\_\_  
Last date & time for sale of quotation from  
01/02/2023 to 10/02/2023 at 16:00 Hrs.  
Last date of receipt of Quotation 13/02/2023  
at 13:00 Hrs. Sealed quotation will be  
opened at above address on 13/02/2023 at  
16:00 Hrs.

Subject:- Sale of used/unused Answer Books/Old prospectus/Old books/Newspaper/Waste papers etc.

Sir/Madam,

On behalf of NIOS sealed quotations are invited from interested firms for lifting used/unused answer books/old prospectus/books/waste paper/newspaper, etc. for re-pulping as per Annexure-I along with earnest money of Rs. 2,000/- on the following terms and conditions.

**TERMS AND CONDITIONS**

1. The highest rates so accepted will remain valid for one year w.e.f., 01/03/2023. The terms can further be extended receipt of written consent of the firm.
2. The materials intended to be lifted for re-pulping can be inspected by the interested parties on any working day (Monday to Friday) between 10.00 am to 01:00 p.m. at the above mentioned address.
3. The Earnest Money Deposit (EMD) of Rs. 2,000/- should be through Demand Draft in favour of Secretary, NIOS payable at Pune along with sealed quotations as per Annexure-I without which the quotations will not be considered.
4. The sealed quotations along with requisite EMD duly sealed in double cover should be dropped in the tender box available in the office.
5. Opening of sealed quotation will take place on 13/02/2023 at 04:00 p.m. at the above mentioned address in the presence of the authorized representative of the firm.
6. Among the tenderes the highest rate quoted against each group will be considered for acceptance.
7. Authorized Committee of NIOS, R.C. Pune and the firm will agree on the date and time fixed for Lifting of the materials will be allowed only in the presence of the Committee member of NIOS, RC, Pune.
8. For weightment of the goods/ items the facilities of Dharam Kanta weight machine available at nearby NIOS, RC, Pune will be availed the firm in the presence of NIOS, R.C., Pune staff. The payment of this purpose will be made by the firm.
9. Earnest Money of Rs. 2,000/- will be returned to the unsuccessful firms and the EMD of successful firms will be retained till deposit of Security Money.
10. 90% estimated cost of the materials to be lifted has to be deposited in advance by means of Demand Draft in favours of Secretary, NIOS, payable at Pune by the firm before lifting of the materials.
11. The Transport/Labourers for loading/uploading of goods required to be lifted will be provided by the firm.
12. National Institute of Open Schooling reserves the right to reject any or all the Tenders/Quotations without assigning reason whatever.
13. The firm will have to lift the goods irrespective of the quantity available, which may be small or huge.
14. For any dispute, if arises, an arbitrator will be appointed by the authority of NIOS, whose decision will be final jurisdiction of the Court of any dispute will be Pune.

Signature :- \_\_\_\_\_  
Name : \_\_\_\_\_  
M/s : \_\_\_\_\_  
Date : \_\_\_\_\_  
Seal : \_\_\_\_\_

**Annexure- I**

(To be submitted by the firm/ tenderers on their letter head only and inserted in Tender Box available at NIOS Regional Centre, C/o-I.I.E. Campus, 128/2. J.P. Naik Road Off. Karve Road, Kothrud, Pune – 411038 only sealed in double cover.)

Letter No.

To,  
Regional Director,  
National Institute of Open Schooling  
Regional Centre, Pune  
C/o-IIE Campus, 128/2. J.P. Naik Road,  
Off. Karve Road, Kothrud, Pune - 411038.

**Subject :- Quotation Disposal of used/unused Answer Books/Old prospectus/Old books/Newspaper/ Waste papers, etc.**

Sir,

Having gone through the terms and conditions of the tender on the subject cited above, We M/s \_\_\_\_\_ hereby quote our highest competitive rates as under:

<b>Group – I</b>	<b>Rates per Quintal</b>	
	<b>(In figure)</b>	<b>(In words)</b>
Used/Unused Answer Sheets	Rs. -----	(Rs. -----)
<b>Group-11</b>		
Old Prospectus/NIOS Magazine/Old Books Library Magazines	Rs. -----	(Rs. -----)
<b>Group-III</b>		
Waste Paper/Old Admission Forms/Waste File Cover/ Waste Envelops all kind/Note Sheet/Old News Papers etc	Rs. -----	(Rs. -----)

We further agree to abide by the terms and conditions contained in the Tender document purchased by us bearing Sl.No. \_\_\_\_\_ on payment of Rs. 100/- in cash from National Institute of Open Schooling, Regional Centre Pune.

The EMD in the shape of Bank Draft of Rs. 2,000/- (Rs. Two Thousand Only) bearing No. \_\_\_\_\_ dated Drawn on \_\_\_\_\_ (bank) in favour of Secretary NIOS, payable at Pune is enclosed.

Thanking you.

Yours, Faithfully,

Signature :- \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of the firm: \_\_\_\_\_