

ANNEXURE- A

Notice Inviting Tender for Disposal of Old Newspapers, Magazines, Old Journals, Damaged Books and Waste Papers etc.

Library, National Centre for Antarctic & Ocean Research, Vasco-Goa intends to dispose of old newspapers, old journals, magazines and old books etc., on **“as is and where is”** basis. Interested parties may submit their price quotations in the prescribed format **on or before 2nd July 2018** indicating rate per kilogram for each category of the item, proposed for disposal.

TERMS AND CONDITIONS

1. The physical inspection is permissible during office hours only. i.e. 9.00 A.M. to 5.30 P.M
2. Bidders are advised to inspect the stock of old newspapers, old magazines, old journals, damaged books and waste papers etc. before submitting their tender.
3. The highest rates will be accepted.
4. The firms must quote the rates in INR in figure as well as in words for both items. The firms should quote the rates clearly without any over writing/cutting.
5. PAN Card must be included.
6. Quotation letter is non-transferable and vendor should invariably be submitted on Firm's letter head duly signed by the competent signatory.
7. The bidder selected will be required to collect the materials immediately within 5 days as and when directed by the NCAOR, Vasco.
8. Weighing of the old newspapers, old magazines, old journals, damaged books and waste Papers etc., shall be done in the presence of NCAOR representatives.
9. The bidder has to bring his own gunny bags, labourer for picking up and carrying the raddi at the time of weighing.
10. All packing, loading and unloading of items sold will have to done by the successful bidder at his own cost. No extra charges will be paid.
11. The entire lot old newspapers, old magazines, old journals, damaged books and waste Papers etc, shall have to be lifted within **7 days from the date of award of tender**. Before lifting the item, the successful bidder shall have to deposit the entire sale proceeds **by cheque in name of Director, NCAOR**.
12. The right to acceptance of the vendors will rest with the competent authority of the NCAOR, Vasco. The competent authority also reserves the right to reject any or all the tenders without assigning any reason thereof.
13. The quoted rates will be valid for a period of one year from the date of award. The contract may be extended for another financial year on the recommendations of the committee and approval by the competent authority.
14. The sale will be on **“as is where is”** basis. Items once sold area not returnable under any circumstances.
15. GST no. to be provided (wherever applicable).
16. The tenders will be opened on **03.07.2018 at 11.30 AM** before a committee duly constituted for the purpose in the presence of the bidders, if any.

Library In-Charge
NCAOR, Vasco

UNDERTAKING

I/We undertake to purchase old newspaper, magazines, old journals and damaged books etc. from NCAOR, Vasco at our approved rates.

I/We undertake to lift the entire lot of raddi as and when directed by NCAOR, Vasco within the stipulated time failing which the NCAOR, Vasco reserves right to cancel the contract besides blacklisting the tender for further dealings.

I/We have carefully read the terms & conditions and undertake to abide by the same.

Name:

(Signature with seal)

PROFORMA OF TENDER FOR THE RATES OF DISPOSAL OF OLD NEWSPAPERS, MAGAZINES, OLD JOURNALS AND OLD DAMAGED BOOKS etc.

From:

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Sir,

I/We hereby offer rates to purchase radii items from NCAOR, Vasco:

Sl. No.	Description of Items	Rate/per Kg	
		Amount in figure	Amount in words
01.	Old newspapers		
02.	Old magazines		
03.	Old journals		
04.	Old damaged books		
05.	Old file covers		
06.	Loose papers/waste papers		

Yours truly

Sign.....

Name.....

Seal/Stamp.....

Place.....

Date.....