

PRICE Rs. **500/-**



**Ignou**  
THE PEOPLE'S  
UNIVERSITY

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**MATERIAL PRODUCTION AND DISTRIBUTION DIVISION**  
**MAIDAN GARHI, NEW DELHI-110068**

**OPEN TENDER FOR EMPANELMENT OF TRANSPORTERS  
FOR TRANSPORTATION OF PRINT MATERIAL  
OF IGNOU TO ITS REGIONALCENTRES/  
SUB-REGIONAL CENTRES AND  
OTHER CENTRES FOR THE  
YEAR 2015-16.**

<b>Tender Closing Date</b>	05.06.2015	Time 2.30 P.M
<b>Tender Opening Date</b>	05.06.2015	Time 3.00 P.M

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**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**MATERIAL PRODUCTION AND DISTRIBUTION DIVISION**  
**MAIDAN GARHI, NEW DELHI – 110068.**

F. No. 1(35)/MPDD/2015-16/  
Dated: \_\_\_\_\_

To,

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

**Sub: Tender for empanelment of Transporters for Transportation of Print Material of IGNOU to the Regional Centres /Sub Regional Centers / other Centres.**

**Ref: Your letter no. \_\_\_\_\_ dated \_\_\_\_\_.**

- |       |  |                     |
|-------|--|---------------------|
| (i)   | Instructions to Tenderers  | <b>Annexure-I</b>   |
| (ii)  | Main Terms and Conditions  | <b>Annexure-II</b>  |
| (iii) | General Terms and Conditions of the Contract   | <b>Annexure-III</b> |
| (iv)  | List of Regional Centres / Sub Regional centres /<br>Other centres where the Print Material is required to be sent | <b>Annexure-IV</b>  |
| (v)   | Sample letter for the tenderer to be sent to IGNOU along with<br>enclosures and annexures.                         | <b>Annexure-V</b>   |
| (vi)  | Schedule of Rates and Time.  | <b>Annexure-VI</b>  |

You are requested kindly to send the tender duly filled in and signed by you to the undersigned by **05.06.2015 upto 2.30 P.M.** Please note that all above mentioned documents are to be submitted by signing each and every page thereupon.

Thanking you,

Yours sincerely,

**Registrar MPDD)**

**Encl: as above**



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**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MATERIAL PRODUCTION AND DISTRIBUTION DIVISION  
MAIDAN GARHI, NEW DELHI – 110068.**

**Instructions to Tenderers**

Indira Gandhi National Open University, require services of transporters for transportation of its print material to its Regional Centres/Sub-Regional Centres and Other Centres located in various parts of the country. A list of these Centers is given at **Annexure – IV**.

1. The Tenderer should have adequate experience in handling transportation of published articles e.g. course material, books, prospectus/hand books etc. within a stipulated period of time, in safe and secured condition.
2. The Tenderers are required to quote rates for transportation of print material on the basis of the **weight categories** of trucks in prescribed format viz. given at **Annexure –VI - Schedule of Rates**. The tenderer has also to specify the time schedule of each consignment in the format placed at **Annexure-VI**. **There should be no overwriting or cutting in rates and time quoted therefore, the schedule of rates & time should be submitted by the tenderer in strictly typed form in Excel Software with due authentication by an authorized person on hard copy, with a soft copy thereof. In case the university desires to send the print material to any other destination which is not covered in Annexure- IV, the rate and time quoted for the nearest location shall be applicable.**
3. In case there are some Government levies, that should be quoted separately which shall be payable only if, legally admissible.
4. The selected Tenderer will enter into an Agreement with IGNOU on the prescribed format, which will be provided by the University. This Agreement will be valid for a period of one year, from the date of signing it by both the parties. **However the university reserves the right to extend the agreement, if so desired by the university. An Agreement is to be executed on 100 Rs. Non-Judicial Stamp Paper duly notarized.**
5. **It may be noted that giving sub-contract of any consignment/job is not allowed.**
6. Consignment(s) of print material will be insured against the risk for transit by the University.
7. The Tenderer who is awarded the contract shall be responsible for the security and safe custody of the print material during transit.
8. In case of any loss or damage of material during transit, the transporter has to bear the cost of the material lost as per university rules. The same will be deducted from the bill(s)/Security Deposit of the transporter(s).
9. Loading and un-loading will be done by the 'consignor'-IGNOU, Maidan Garhi, New Delhi-68 and 'consignee'-IGNOU's Regional Centre(s)/Study Centre/Other Centres respectively.
10. The Contractor shall ensure that the driver of the vehicle engaged must carry a valid driving license.



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MAIDAN GARHI, NEW DELHI – 110 068

## MAIN TERMS AND CONDITIONS FOR EMPANELMENT FOR TRANSPORTATION OF PRINT MATERIAL OF IGNOU

The Main Terms and Conditions for empanelment for transportation of Print Material of IGNOU are as follows:-

1. The Agreement for Transportation of Print Material of IGNOU will be with the Registrar (Administration), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.
2. Interested eligible tenderers may obtain the tender form from the office of the Registrar, MPDD, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068, by paying a non-refundable fee of Rs.500/-. Tender document will be posted, if expressly so desired, at the risk of the prospective tenderer, on payment of a fee of Rs.500/- and Rs. 100/- towards postal charges. The fees and the postal charges, if applicable, may be paid by way of a “demand draft in favour of the Indira Gandhi National Open University, payable at New Delhi”. The tender document can also be downloaded from IGNOU's website i.e. [www.ignou.ac.in](http://www.ignou.ac.in) in that case a Bank DD for Rs.500/- drawn in favour of “**Indira Gandhi National Open University, payable at New Delhi**” should be enclosed along with the tender towards the cost of tender document.
3. Tender, complete in all respect, in a sealed cover, superscribing “**Tender for empanelment of transporters for Transportation of Print Material of IGNOU**” on the envelope and addressed to the Registrar, MPDD, Indira Gandhi National Open University, New Delhi 110068 should be put in the tender box available in Room No. 3A, MPDD, IGNOU, Maidan Garhi, New Delhi-110068 latest by **05.06.2015 up to 2.30 P.M.** All the tender bids received within the stipulated time will be opened in the presence of tenderers or their authorised representatives, who may choose to attend the opening of tenders in the office of Registrar, MPDD, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068 on **05.06.2015 at 3.00 P.M.**

The decision of the “**Tender Opening and Evaluation Committee**” of the University shall be final and binding with regard to the opening and evaluation of the bids.

4. **The rates should be quoted clearly in the enclosed Annexure-VI and there should be no overwriting/cutting. “The tenderers should submit the hard copy, duly authenticated, of the schedule of rates and time in specific weight categories in typed form in Excel Software in order to avoid any kind of cutting / overwriting with a soft copy thereof, along with the bids”.** The tender must be signed by a person duly authorized to bind the tenderer to the contract. Proof of authorization shall be furnished as “**Authorisation letter**”, which shall accompany the tender document.

### 5. ELIGIBILITY AND QUALIFICATION REQUIREMENT OF TENDRERS:

No tender shall be considered valid if: -

- a) the tender document not being purchased by the tenderer from the Registrar, MPDD, Indira Gandhi National Open University. In case of downloaded tender document from website fee of Rs. 500/- is not submitted.

- b) if not submitted along with an earnest money of Rs.2,00,000/- (Rupees Two Lac only) in terms of clause 7 (i) of Annexure – II.
- c) the tender is conditional and inconsistent with the terms and conditions of the contract given with this document.
- d) more than one rate is quoted for transportation for the station/s.
- e) the tenderer submits more than one tender or authorises the submission of more than one tender on their behalf by one or more authorized person(s).
- f) tender is received after the deadline for submission of bid.
- g) tender is not accompanied with all required documents duly signed by the tenderer.
- h) details of experience are not furnished where services are/were provided by the tenderer.

## 6. **BID DOCUMENT :**

The tenderer is expected to examine carefully all instructions, conditions, tender form, Annexures to tender form, in the tender document. Failure to comply with the requirement of tender, submission will be at the tenderers risk and Indira Gandhi National Open University shall not be liable to be responsible for any damages/claims arisen thereof. Tenders, which are not substantially responsive to the requirement of the tender documents, will be rejected.

## 7. **EARNEST MONEY**

- I. Earnest Money of Rs. 2,00,000/- (Rupees Two Lac only) is to be deposited by the tenderer in the form of Bank Demand Draft/Banker's Cheque in favour of 'Indira Gandhi National Open University', payable at New Delhi.
  - II. Earnest money of **Rs. 2,00,000/-(Rupees Two Lac only)** of the successful tenderer shall be adjusted against the security deposit.
  - III. Earnest money of the unsuccessful tenderer(s) shall be refunded after awarding the contract to the successful tenderer.
  - IV. No interest shall be paid on Earnest Money.
  - V. Earnest money shall stand forfeited
    - a) if the bid is withdrawn at any time before the validity period, or
    - b) if the successful tenderer fails to execute the contract and/or does not deposit the security money within the stipulated period.
  - VI. Estimated cost of the tender approximate 90 Lacs.
8. Award of contract shall be within the sole discretion of the University. The University is not bound to award the contract on the basis of bids received. It shall be open to the University not to accept any bid and to abandon the contract without disclosing any reason/s. It is not necessary that the lowest bid shall have to be accepted. The University reserves the right to reject or accept whole or any part of the tender. The interest of the university shall be paramount. No bidder shall have any indefeasible rights to be awarded a contract even if his/ her rates are lowest. The decision of the university on the tender is final and binding on the tenderer.
9. The University reserves the right to take any such actions as deemed fit against the tenderer in case of failure on the part of the tenderer for fulfilling the contract apart from forfeiture of earnest money/security deposits.
10. If at any stage, it comes to the notice of IGNOU that any of the certificates/documents submitted by tenderer for enlistment are found to be false/fake/doctored, the tenderer shall be debarred from participation in all IGNOU tenders for a period of 3 years including termination of contract, if awarded. Security Deposit etc, if any, shall also be forfeited. The Contractor in such cases shall make good to IGONOU any loss or damage resulting from such termination.

11. All the material shall be deemed to be in the possession of the Contractor and at his risk and responsibility from the moment these have been delivered to and accepted in writing by the Contractor or his representative at the loading point and till such time these are delivered to the Consignee under proper acknowledgement.
12. It shall be deemed that the Contractor is fully familiar with all the work connected with the transportation of materials as well as matters pertaining to rules and regulations stipulated by the Government Authorities like Central, State or Local Authorities etc., and could perform the services covered under this contract in a careful, through workmanship like manner in conformity with accepted standard practices.
13. The Contractor shall allow the IGNOU's representative to travel as escort, free of cost, as and when required by the IGNOU.
14. In case the discrepancy is in the number of material /goods/consignment or in measurements (of not standard) of material/goods/consignment, the losses as assessed by the IGNOU shall be recoverable from the Contractor. The decision of the IGNOU in this regard shall be final, binding and conclusive.
15. The Contractor shall abide by the provisions of the Motor Vehicles Act 1989. Any contravention of the Motor Vehicle Act / Rules by the Contractor shall render the Contract liable for cancellation of contract. The Contractor shall at his own cost obtain all the road permits or any other relevant authorization from the competent authority. Any contingency arising in this respect shall be entirely the Contractor's responsibility.
16. The IGNOU shall not be responsible for any damage to the truck / lorry suffered by the Contractor during the course of operation and the Contractor in their own interest shall obtain suitable and sufficient cover from underwriters and no claims / correspondence on this account shall be entertained by the IGNOU.
17. The contractor shall be responsible for any mishap, accident en-route, the consequences thereof including legal compensations. If any, payable during the execution of the contract. The IGNOU shall not be in any way responsible for any accident or damages incurred o claims arising there from during the period of the contract.
18. The Contractor shall not assign the contract or any part thereof or any benefit or interest therein or there under without the prior written consent of the IGNOU. If such consent given, if shall not relieve the Contractor from any liability or obligation under the contract and the Contractor shall be responsible for the acts, defaults and neglects of his sub-contractor, agents, servants or workmen, as if they were the acts, defaults or neglects of the Contractor. In that event all rights and remedies secured / provided for under this contract shall be available against the Contractor.
19. In case of any loss / damage suffered by the IGNOU due to any negligence / failure or non-performance on the part of the Contractor of any of the provisions of the contract, the IGNOU reserves the right to recover such losses and damages from the Contractor. The recoveries set out above shall be without prejudice to the rights of the IGNOU under the contract or under law.

## **20. PAYMENT**

100% payment shall be released within 30 (thirty) working days of the University from the date of submission of bill(s) duly supported by the relevant documents including proof of delivery (POD) of consignment, provided all the required documents are found to be in order. **The bills should be submitted in time and supported by relevant documents as mentioned below:**

- (i) Challan issued by IGNOU.
- (ii) Bilty mentioning Truck No.
- (iii) Acknowledgement of receipt from RCs/Sub-RCs/Other Centres.

21. Acceptance of offer will be communicated in writing by Letter or by formal 'Acceptance of Tender'. In case, acceptance is communicated by Telegram or Express Letter, formal 'Acceptance of Tender' will follow in due course and in the meanwhile, the tenderer will act upon the instructions contained in the Telegram/Express Letter.

- a) On acceptance of the Tender, the tenderer shall submit a non-interest bearing Bank Draft/Bank Guarantee drawn in favour of Indira Gandhi national Open University, payable at New Delhi for an amount of **Rs. 6,00,000/- (Rupees Six lacs only) as Security Deposit** within 10 days of acceptance of the offer.
- b) If the tenderer fails or neglects to observe or perform any of his obligations under the Agreement, it shall be lawful for the Vice -Chancellor, Indira Gandhi National Open University to forfeit either in whole or in part, in his absolute discretion, the Security Deposit furnished by the tenderer and to arrange to transport the material at the risk and expense of the contractor Similarly. if the Tenderer duly performs and completes the assigned job in all respect as per terms and conditions of the contract to the satisfaction of the University, the Security Deposit shall be refunded to the tenderer after deducting all costs, expenses and other dues including all losses and damages which are liable to be recovered from the contractor by the University.
- c) The Security deposit can be forfeited by the orders of the Vice-Chancellor, IGNOU, in the event of any breach or non-observance of any of the conditions of the Contract. On the expiry of the Contract, such portion of the said security as may be considered by the Vice-Chancellor, IGNOU, sufficient to cover an incorrect or excess payment made on the bills of the supplier, shall be retained by him until the final audit report on the account of the bill had been received and examined.
- d) Any amount of money due and payable to the Contractor(s) including Security Deposit refundable to him/them under this Contract may be appropriated by the IGNOU and set off against any claim of IGNOU in respect of any sum of money arising out of any other Contract(s) made by the Contractors with the University and for such purpose the University shall be entitled to sell and/or realize such securities forming the whole or part of any such Security Deposit in any manner whatsoever as the University may deem fit.
- e) The Security Deposit shall be released by the University only after completion of the Contract which shall be for one year from the date of signing of Contract after deducting any amount due on the Contractor.

## 22. **INCOME TAX**

The successful tenderer will have to essentially furnish their firm's PAN / TAN issued from Income-Tax Department.

23. The rates quoted and accepted shall remain, valid and not subject to change, on whatsoever grounds, for a period of one year from the date of signing of the Contract.

24. The term of the contract shall be one year from the date of signing of the Contract. **However, the university reserves the right to extend the agreement, if so desired by the university.**



**Registrar  
(MPDD)**



**GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

1. The Transporter shall ensure that the material is delivered within the time schedule given by him and at the rates mentioned in Annexures to the Contract. The rates quoted by the Transporter and accepted by the IGNOU and validity of the Contract shall be for a period of one year, from the date of signing of the Contract.
2. The University shall pack its printed and other study material in packets/boxes and will inform the Contractor to lift them from the places indicated by University. The loading of the packets/boxes will be carried out by the University at New Delhi and the unloading will be carried out by IGNOU Regional Centres/Sub-Regional Centres/Other Centres.
3. The University reserves the right to split the Consignment at the convenience of the University to minimize the expenditure.
4. The Contractor/Transporter herein shall be responsible for the security and safe custody of the print material during transit and at destined station and agree to keep IGNOU indemnified against all losses on account of any act or omission on the part of Transporter/its Employee/Agent.
5. The Contractor/Transporter shall deliver the study material to the Regional Centre(s)/Sub-Regional Centres/Other Centres in the same truck/lorry in which the material was booked failing which, the University reserves the right to impose penalty.
6. The Contractor/Transporter shall take the printed material to be delivered under this Contract from the places indicated and informed by the consignor (IGNOU, New Delhi) and shall deliver the same at the indicated destination to the Regional Centre(s)/Sub-Regional Centre(s)/Other Centres. Before unloading the material same shall be weight from any nearby Dharmkanta. No payment on account of Dharam Kanta fee shall be payable to the Contractor. The contractor/transporter shall take the acknowledgment of receipt of material with stamp and legible signatures, with the name of receiver with date from the Regional Centre and shall return the same to the Registrar, MPDD, ,IGNOU along with the bill(s). However, confirmation of delivery of the consignment be conveyed by the transporter / contractor to Registrar (MPDD) every week for records.
7. If the consignment is not delivered at the destination at the consignee Regional Centre/Sub-Regional Centre/Other Centre by the contractor/transporter, due to any reason(s) whatsoever, the same shall be informed to the consignor by furnishing the reason(s) thereof and shall be delivered as per the directions of the University.
8. If the contractor fails or neglects or defaults to deliver the consignment as per Contract at the indicated destination within the prescribed stipulated period, a penalty shall be imposed at the rate of Rs.300/-(Rupees Three hundred only) per day and this amount shall be deducted from the bill/s of the contractor. In case the Transporter refuses to deliver the consignment(s), the security money of the transporter shall be forfeited.
9. The contractor shall give the name(s), address & phone nos. of authorized person(s) of the transporter(s) who can be contacted for assigning work.
10. The contractor shall provide a list of trucks/tempo with valid permits to ply on Delhi Roads and in other States.

11. The Transporter shall supply a list of addresses of their offices and agents in different location/destination in India, where they can be contacted in case of any difficulty.
12. After making delivery of each consignment, the bill (in triplicate) prepared on the basis of the accepted rates should be submitted to the Registrar, MPDD, IGNOU, New Delhi-68 for necessary action together with receipted delivery vouchers with date of the material delivered. Payment of bills will be arranged through Finance and Accounts Division of the University within 30 working days from the date of receipt of bills subject to the condition that bills are in order. The IGNOU reserves the right to carry out a post payment audit of the Contractor's bill including all supporting vouchers. The IGNOU further reserves the right to enforce recovery of any overpayment coming to notice as a result of such audit by any or all the methods prescribed above. **In case the transporter pays the labour charges for unloading the truck(s), the transporter should get the payment verified from the staff of Regional Centres. The payment of the labour charges will be paid along with the bill.**
13. The octroi/toll tax (Govt. levies/taxes), paid by the Contractor/transporter to the Govt./Municipal Authorities shall be reimbursed by the University to the Contractor/transporter on submission of original receipts.
14. This Contract can be terminated before the expiry of the period, by giving one month's notice by either party without assigning any reasons. Notwithstanding the issuance of termination notice by either party, both parties or for violation of any of the terms and conditions herein shall be bound to complete their respective obligations which are pending on the said date.
15. IGNOU will generally give 24 hours notice to the Contractor / Transporter by way of telephone, e-mail etc. for providing vehicles at their premises or at any place in Delhi/New Delhi. The Contractor / Transporter shall confirm the availability of vehicle invariably to concerned store(s) of the University by telephone and e-mail as well. However, in emergent situations Contractor / Transporter shall provide the Vehicle(s) on the same day notice also.
16. The delivery time of the material at Regional Centre/Sub-Regional Centre/Other Centres of IGNOU shall be from 10.00 A.M. to 3.00 P.M. on all working days. IGNOU shall make endeavor to schedule the departure of vehicles(s) from Delhi/New Delhi in a manner that the same can reach the consignee station(s) on working days. Contractor shall keep the movement of their vehicle(s) as per the time schedule given and accepted by them.

#### **REPRESENTATIONS AND WARRANTIES:**

17. **The contractor represents and warrants:**

- (a) That it is duly established and existing under the laws and jurisdiction stated against its name in this Contract and has the power and authority to sign these conditions and the Contract.
- (b) That it has the requisite legal power and authority to perform and comply with its duties and obligations under the conditions herein and the Contract:
- (c) That the execution, delivery and performance of these conditions and those in the Contract have duly authorised by all requisite actions and will not constitute a violation of (i) any statute, judgment, order, decree or regulation of any court, governmental instrumentality or arbitral tribunal applicable or relating to itself, its assets or its functions or (ii) any other

documents or to the best of its knowledge or any indenture, Contract or agreement to which it is a party or by which it may be bound;

- (d) That there are no actions, suits or proceedings pending or, to the best of knowledge threatened against it before any Court, Governmental Instrumentality or arbitral tribunal that restrain it from performing its duties and obligations under the conditions herein or the Contract.

## **CONFIDENTIALITY**

- 18. (a) Transporter undertakes to treat the Contract and each of the terms as confidential and undertakes not to disclose it to any third party or the terms of this Contract without the prior written consent of IGNOU.
- (b) The obligations undertaken hereto shall not apply to any information obtained which is or becomes published or is otherwise generally available to the public other than in consequence of any willful or negligent act or omissions of contractor or any of its employees and such obligations shall survive the termination of this Agreement.

## **NOTICES**

- 19. (a) Any notice, approval, consent and or other notification required or permitted to be given in writing in English and shall be personally delivered, or transmitted by registered airmail with postage fully paid, or transmitted by telex or facsimile (with postage prepaid airmail confirmation) to the address specified below or to such other address as may, from time to time, be given by each party to the other party in writing and in the manner herein before provided:
  - (i) IGNOU: Indira Gandhi National Open University,  
Maidan Garhi, New Delhi-110068
  - (ii) Transporter: \_\_\_\_\_
- (b) Any notice, approval, consent and other notification required or permitted to be given hereunder shall be deemed to have been given on the date of receipt when personally delivered, within seven (7) days after having been posted when transmitted by registered airmail or on the date of transmission with confirmed answer back, when transmitted by telex/e-mail/facsimile.

## **SETTLEMENT OF DISPUTES AND JURISDICTION**

- 20. The disputes shall in the first instance be tried to resolve by mutual discussions between the parties within a period of two months failing which only the regular courts of Delhi/New Delhi will have the exclusive jurisdiction to adjudicate upon the matter.

Supplies under the contract shall, if reasonably possible, continue during the legal proceedings and no payment due to or payable by IGNOU shall be withheld on account of such proceedings.

**Registrar  
(MPDD)**

**AFFIDAVIT**

(to be submitted on non-judicial stamp paper of Rs. 50/- duly certified by notary public)

I ..... S/o Sh. .... aged ..... year,  
R/o ..... do hereby solemnly affirm and declare as under:

1. That I am the proprietor/authorised signatory of M/s ..... having Head Office/Registered Office at .....
2. That the information/documents/experience certificates submitted by M/s ..... alongwith this tender for “..... (please specify the name of work)” in IGNOU are genuine and true and nothing has been concealed.
3. That I will adhere to the time schedule and are in possession of required infrastructural facilities to the quantum of paper asked by the university in the tender document.
4. I shall have no objection in case IGNOU verifies them from issuing authority (ies), I shall also have no objection in providing the original copy of the document(s), in case IGNOU demands it for verification.
5. I hereby confirm that in case, any document, information & / or certificate submitted by me is found to be incorrect / false / fabricated, IGNOU at its discretion may disqualify/reject my application for this tender out rightly and also debar me / M/s ----- from participating in any future tenders.
6. I hereby confirm that there is no vigilance/CBI case pending against the firm/supplier and the firm has not been blacklisted in the past in any Institution of the country.

DEPONENT

I, ....., the proprietor/authorised signatory of M/s .....  
do hereby confirm that the contents of the above affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at ..... this ..... day

Of .....

DEPONENT

(Signature & Seal of Notary)

**List of IGNOU Regional Centres/Sub Regional Centres/Other Centres**

<b>S. No.</b>	<b>Regional Centres</b>	<b>Address</b>
1	Agartala	<b>IGNOU Regional Centre</b> M.B.B. College Compound P.O. Agartala College Agartala-799004, Tripura Tel: 0381-2516715/2516266
2	Ahmedabad	<b>IGNOU Regional Centre</b> Opp. Nirma Institute of Technology Sarkhej-Gandhinagar Highway Chharodi Ahmedabad-382481, Tel: 02717-242975/242976
3	Aizwal	<b>IGNOU Regional Centre</b> Lal Buaia Building, M.G. Road Khatla (Near Central YMA Off.) Aizawal – 796001, Mizoram Tel: 0389-2311692/ 2311693
4.	Aligarh	<b>IGNOU Regional Centre</b> 3/310 Marris Road Aligarh-202001 (Uttar Pradesh) Tel: 0571-2700120/2701365 Fax: 0571-2402147
5.	Bangalore	<b>IGNOU Regional Centre</b> NSSS Kalyana Kendra, 293, 39 <sup>th</sup> Cross, 8 <sup>th</sup> Block Jayanagar, Bangalore-560 082, Karnatka Tel: 080-26654747/ 26657376
6.	Bhagalpur	<b>IGNOU Regional Centre</b> 3 <sup>rd</sup> Floor, Suman Plaza Tilkamangha Central Jail Road Bhagalpur, Bihar- 812001
7.	Bhopal	<b>IGNOU Regional Centre</b> Sanchi Complex, Opp. Board of Sceondary Edn., Shivaji Nagar , Bhopal – 462 016, Madhya Pradesh Tel: 0755-2578452
8.	Bhubneshwar	<b>IGNOU Regional Centre</b> C-1, Institutional Area, Bhubneswar-751 013, Orissa Tel: 0674-2301348 / 2301250
9.	Bijapur	<b>IGNOU Regional Centre</b> C/o BLDEA's JSS College of Eduss Junior College Campus Bijapur- 586101 (Karnatka) Tel: 08532- 258417
10.	Chandigarh	<b>IGNOU Regional Centre</b> SCO- 208, Sector- 14, Panchkula- 134109 (Haryana) Tel: 0172- 2590208
11.	Channai	<b>IGNOU Regional Centre</b> C.I.T. Campus, Taramani, Channai-600113. Tel: 044-22541919 / 22542727

12.	Cochin	<b>IGNOU Regional Centre</b> Kaloor, Cochin-682 017, Kerala Tel: 0484-2340203 / 2348189 / 2330891
13.	Darbhanga	<b>IGNOU Regional Centre</b> Lalit Narayan Mithla Univ.Campus Kameshwara Nagar, Near Central Bank Darbhanga-846004 Bihar Tel: 06272-253719
14.	Dehradun	<b>IGNOU Regional Centre</b> Nonoor Khera, Tapovan Raipur Road Dehradun -248001 Uttarakhand Tel: 0135-2789200 / 2789180
15.	Delhi "1"	<b>IGNOU Regional Centre</b> Plot No. J-2/1, Block B-1 Mohan Coop. Industrial Estate Mathura Road, New Delhi- 110044 Tel: 011- 26990082, 2699083 Fax- 011-26990084
16.	Delhi "2"	<b>IGNOU Regional Centre</b> Gandhi Smriti & Gandhi Samiti, Rajghat, New Delhi-110002. Tel: 011- 23392375 / 23392376 / 23392377
17.	Delhi "3"	<b>IGNOU Regional Centre</b> F- 634 – 636, Palam Extn, Ramphal Chowk, Near Sector- 7, Dwarka New Delhi- 110045 Tel: 011- 25088939, 25088944 & 25088983
18.	Deoghar	<b>IGNOU Regional Centre</b> C/o A.S. College Deoghar, Jharkhand- 814112
19.	Gangtok	<b>IGNOU Regional Centre</b> 31 A National Highway, 5 <sup>th</sup> Mile Below Manipal Hospital Tadong, Gangtok-737102, Sikkim Tel: 0359- 2270923, Fax: 0359- 2212501
20.	Guwahati	<b>IGNOU Regional Centre</b> House No. 71, GMC Road, Christian Basti, Guwahati (Assam) Tel: 0361-2343785 / 2343786 / 2343783 Fax: 0361- 2343784
21.	Hyderabad	<b>IGNOU Regional Centre</b> Plot No. 207, Kavuri Hills Phase- II, Near Madhapur PS Jubilee Hills (PO), Hyderabad-500033 (A.P.) Tel: 040-40266470 / 40266471, Fax: 040-40266759
22.	Imphal	<b>IGNOU Regional Centre</b> , Asha Jina Complex North AOC Imphal -795001, Manipur Tel: 0385- 2421192
23.	Itanagar	<b>IGNOU Regional Centre</b> 'Hornhill Complex' 'C' Sector (Near Central School) Naharlagun, Itanagar-791110 Arunachal Pradesh Tel: 0360 – 2247536 / 2247538

24.	Jabalpur	<b>IGNOU Regional Centre</b> 2 <sup>nd</sup> Flr, Rajshekhar Bhavan Rani Durgavati Vishvavidyalaya Campus, Pachpedhi Jabalpur - 482001 Madhya Pradesh Tel: 0761-609269,6533569,260041
25.	Jaipur	<b>IGNOU Regional Centre</b> 70/79, Sector-7, Patel Nagar, Mansarovar Jaipur-302 020., Rajasthan Tel: 0141- 2785750 / 2274292
26.	Jammu	<b>IGNOU Regional Centre</b> SPMR College of Commerce, Aurobindo Block 1 <sup>st</sup> Floor, Canal Road, Jammu-18001, (J. & K.) Tel: 0191 – 2546529; Fax: 0191- 2546995
27.	Jorahat (Camp Office)	<b>IGNOU Regional Centre</b> House No. 71, GMC Road, Christ Basti Guwahati- 781003 (Assam) Tel: 0361- 266879
28.	Jodhpur	<b>IGNOU Regional Centre</b> C/o Onkar Mall Sumani College of Commerce Jodhpur- 342008 (Rajasthan) Tel: 0291 - 2753989
29.	Karnal	<b>IGNOU Regional Centre</b> 06, Subhash Marg, Subhash Colony, Near Home Guard Office, Karnal-132001, Haryana, Tel: 0184 – 2271514 / 2260075; Fax: 0184- 22557338; E-mail: rckarnal@ignou.ac.in
30.	Khanna	<b>IGNOU Regional Centre</b> I.T.I. Building, Bulepur (Distt. Ludhiana) Khanna-141401, Punjab Tel: 01628 – 229994 / 237361
31.	Kohima	<b>IGNOU Regional Centre</b> Near Mount Hermon School Don BOSCO HR, Sec School Road, Kenuozou, Kohima-797001, Nagaland Tel: 0370 – 2260366 / 2260167, Fax: 0370-2260216
32.	Kolkata	<b>IGNOU Regional Centre</b> Bikash Bhawan, 4 <sup>th</sup> Floor, North Block, Salt Lake, Bidhan Nagar Kolkata-700091., West Bangal Tel: 033 – 23349850
33.	Koraput (Orissa)	<b>IGNOU Sub Regional Centre</b> District Agriculture Office Road Koraput – 764020, Orissa Tel: 06852 – 251535 / 252982
34.	Lucknow	<b>IGNOU Regional Centre</b> B-1/33, Sector-H, Aliganj, Lucknow-226024. Tel: 0522 – 2364893 / 2762410
35.	Madurai (Tamil Nadu)	<b>IGNOU Regional Centre,</b> Sikkandar Chavadi Alanganallur Road Madurai-6625017, TamilNadu Tel: 0452 – 2380387 / 2380733, Fax: 0452- 2370588
36.	Mumbai	<b>IGNOU Regional Centre</b> Om Leva Vikas Niketan, Nanepada Road, Mulund (E) Mumbai- 400081 Tel: 022- 25633159



37.	Nagpur	<b>IGNOU Regional Centre</b> Gyan Vatika 14, Hindustan Colony, Amaravati Road, Nagpur- 440033 (M.S.) Tel: 0712- 2022000, 09657866936
38.	NOIDA	<b>IGNOU Regional Centre</b> C- 53, Sector- 62 Noida (U.P.)
39.	Panaji	<b>IGNOU Regional Centre</b> Behind Chodankar Hospital, Near P & T Staff Quarters of Mapusa – Panji Road Povorim- 403521
40.	Patna	<b>IGNOU Regional Centre</b> , 2 <sup>nd</sup> Floor, Biscomaun tower west Gandhi Nagar Patna-800 001, Bihar Tel: 0612 – 2221538 / 2221541
41.	Port Blair	<b>IGNOU Regional Centre</b> JNR MAHAVIDYALAYA, PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS, TEL: 03192-242888, 230111
42.	Pune	<b>IGNOU Regional Centre</b> MSFC Building, 270, Senapati Bapat Road Pune – 411 016, Maharashtra Tel: 020 – 25671867
43.	Raghunathganj (Murshidabad) W.B.	<b>IGNOU Regional Centre</b> R. No. 312 Second Floor New Administrative Building SDO, Jangipur office compound Raghunathganj, Dist- Murshidabad (W.B.- 742225) Tel: 03483- 271555 / 271666
44.	Raipur	<b>IGNOU Regional Centre</b> , Rest House E.M. Office Hall Sector-1, Shankar Nagar Raipur-492007, Chhatisgarh Tel: 0771 – 2428285 / 5056508
45.	Rajkot (Gujarat)	<b>IGNOU Sub Regional Centre</b> , Continuing Education Building Saurashtra University Campus, Rajkot-360005 Gujarat Tel: 0281 – 2572988
46.	Ranchi	<b>IGNOU Regional Centre</b> 457/A, Ashok Nagar Ranchi-834002, Jharkhand Tel: 0651 – 2244677 / 2244688
47.	Saharsa	<b>IGNOU Regional Centre</b> C/o MCC College, Saharsa Bihar- 582201 Tel: 06478- 228779
48.	Shillong	<b>IGNOU Regional Centre</b> Sunny Lodge, Nongthymmai Nongshilliang, Shillong-793014, Meghalaya Tel: 0364 – 2521117
49.	Shimla	<b>IGNOU Regional Centre</b> Chauhan Niwas Building, Khalini, Shimla-171002, Himachal Pradesh Tel: 0177 – 2624613
50.	Siliguri (West Bengal)	<b>IGNOU Regional Centre</b> , 17/12 J.C Bose Road, Subhas Pally, Siliguri-734001, West Bengal Tel: 0353 – 2526818; Fax: 0353- 2526819
51.	Srinagar	<b>IGNOU Regional Centre</b> , Mantoo House, Raj Bagh, Near Masjid Al-Farooq, Srinagar-190 008, (J&K), Tel: 0194 – 2311258

52.	Trivandrum	<b>IGNOU Regional Centre</b> , Mepram Mansion, Chekkalamukku, Sreekariyam, Trivandrum-695017 Kerala, 09447500581 (Mob)
53.	Varanasi	<b>IGNOU Regional Centre</b> , Deputy Director, Ignou Sub-Regional Centre, Gandhi Bhawan, BHU Campus, Varanasi-221 005, Tel: 0542-2368022,2368622
54.	Vijaywada	<b>IGNOU Regional Centre</b> , Ist Floor, Skpvv Hindu High School, Kothapetha, Vijayawada- 520 001
55.	Vatakara	<b>IGNOU Regional Centre</b> , Madhavi Building, NUT Street (PC) Vatakara- 673104 (Kerala) Tel: 0496-2525281
56.	Visakhapatnam	<b>IGNOU Regional Centre</b> , 2 <sup>nd</sup> Floor MVP Sector- 12 Complex Ushodaya Junction Visakhapatnam (A.P.)

**ON LETTER HEAD OF TENDERER**

Date: \_\_\_\_\_

To,

Registrar  
 Material Production and Distribution Division  
 Room No: 3A, Warehouse Block  
 IGNOU, Maidan Garhi  
 New Delhi-110068.

Sub: **SUBMISSION OF TENDER FOR TRANSPORTATION OF IGNOU STUDY MATERIAL TO REGIONAL CENTRES/SUB REGIONAL CENTRES AND OTHER CENTRES.**

Sir,

This is with reference to your invitation of tender on the above mentioned subject. We are submitting the following information and enclosing document asked for in the tender.

2. Name and complete address \_\_\_\_\_  
 with telephone, fax nos. e-mail of \_\_\_\_\_  
 Tenderer \_\_\_\_\_
2. Legal status of tenderer (State whether a proprietorship, partnership, or a company) \_\_\_\_\_
3. Total Experience in the line of transporting of print material.
  - a) Name of the Organisation(s) where service provided
    1. \_\_\_\_\_
    2. \_\_\_\_\_
    3. \_\_\_\_\_
  - b) Period of contract/service provided with dates:
    1. \_\_\_\_\_
    2. \_\_\_\_\_
4. Total number of trucks/vehicles owned by the Tenderer \_\_\_\_\_
5. PAN No. of organization : \_\_\_\_\_
6. Details of earnest money deposit of Rs. 2,00,000/-in the form of a Demand Draft drawn in favour of "IGNOU" payable at New Delhi.
  - a) Bank draft No. and Dated:
  - b) Name of the Bank
7. Schedule of Rates duly filled in and signed by the tenderer Annexure – VI.

8. Enclosures

- a) Letter of authority to sign the tender documents.
- a) Copies of the Contract/Agreement/Letters awarded to the tenderer by the organisation in support of proof of experience
- b) Acceptance of the IGNOU's Terms and Conditions in writing as contained in Annexure-II to the Tender document.

We hereby accept all the Terms and Conditions contained in the tender document at Annexure-II & Annexure-III.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of Tenderer  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RUBBER SEAL

Enclosures: As stated above

Statement depicting Schedule of Rates in Rupees & No. of Days required in specific weight categories for Transportation of IGNOU

Print Material to its RCs / Sub- RCs / Other Centres as indicated against the given Stations.

(To be filled by the Tenderer)

S. No.	Station	1 MT	Day	1.5 MT	Day	2.5 MT	Day	3.5 MT	Day	5 MT	Day	7 MT	Day	9 MT	Day	12 MT	Day	15 MT	Day	18 MT	Day	20 MT	Day	25 MT	Day
1	Agartala																								
2	Ahmedabad																								
3	Aizwal																								
4	Aligarh																								
5	Bangalore																								
6	Bhagalpur																								
7	Bhopal																								
8	Bhubneshwar																								
9	Bijapur																								
10	Chandigarh																								
11	Chennai																								
12	Cochin																								
13	Darbhanga																								
14	Dehradun																								
15	Delhi “1”																								
16	Delhi “2”																								
17	Delhi “3”																								

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature  
(Name and address of the Company/Firm with rubber stamp)

		1 MT	Day	1.5 MT	Day	2.5 MT	Day	3.5 MT	Day	5 MT	Day	7 MT	Day	9 MT	Day	12 MT	Day	15 MT	Day	18 MT	Day	20 MT	Day	25 MT	Day
18	Gangtok																								
19	Deoghar																								
20	Guwahati																								
21	Hyderabad																								
22	Imphal																								
23	Itanagar																								
24	Jabalpur																								
25	Jaipur																								
26	Jammu																								
27	Jorahat																								
28	Jodhpur																								
29	Karnal																								
30	Khanna																								
31	Kohima																								
32	Kolkata																								
33	Koraput(Orissa)																								
34	Lucknow																								
35	Madurai (T. N.)																								
36	Mumbai																								

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature  
(Name and address of the Company/Firm with rubber stamp)

		1 MT	Day	1.5 MT	Day	2.5 MT	Day	3.5 MT	Day	5 MT	Day	7 MT	Day	9 MT	Day	12 MT	Day	15 MT	Day	18 MT	Day	20 MT	Day	25 MT	Day
37	Nagpur																								
38	NOIDA																								
39	Panaji																								
40	Patna																								
41	Port Blair																								
42	Pune																								
43	Raghunathganj (Dist.Murshidabad)																								
44	Raipur																								
45	Rajkot (Gujarat)																								
46	Ranchi																								
47	Saharsa																								
48	Shillong																								
49	Shimla																								
50	Siliguri (W. B.)																								
51	Srinagar																								
52	Trivandrum																								
53	Varanasi																								
54	Vijaywada																								
55	Vatakara																								
56	Visakhapatnam																								

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature  
(Name and address of the Company/Firm with rubber stamp)

