



भारतीय जन संचार संस्थान
INDIAN INSTITUTE OF MASS COMMUNICATION
SANCHAR MARG, DHENKANAL-759001, ODISHA
+91-06762-226194/ 9777270600 / iimdki@yahoo.co.in / www.iimc.gov.in

Web Publicity

Notice Inviting Quotations

Sub: - Quotations for disposal of Newspaper, Magazines and waste papers, of IIMC, Dhenkanal Campus

The Regional Director, IIMC Dhenkanal invites Quotations in item rate bids from the interested Firm / Purchaser of Scrap materials / Kabaries etc for disposal of Newspaper & Magazines, waste of Library from the institute initially for one year as per schedule given below.

CRITICAL DATE SHEET

Date of publication of tender notification on official website	23/06/2025
Submission of tender document commence from	24/06/2025
Last date for submission of duly filled in tenders	30/06/2025 by 5:00 PM
Date and Time of the opening Bids	01/07/2025 at 3:00 PM

Venue of opening: **Office of the Regional Director, IIMC, Dhenkanal**

1. **Details of items** – Newspaper, Magazines Unused papers.
2. Interested bidders can visit IIMC, Dhenkanal, Odisha to see these items during office hours only from 23/06/2025 till 25/06/2025 up to 4.00 pm. Successful bidder is required to collect these items from reading room, Audio Video Block and other areas and make arrangement for weighting duly calibrated machine. The weighting should be done in presence of members of the evaluation committee and arrange conveyance to take these items within 7 days of the receipt letter of acceptance of bid for the 1st instance latter on quarterly basis on mutually agreed date initially for one year and extendable for another year.
3. **Quotations/bids submission:** Rates should be quoted on “per kg” basis separately for Newspaper, Magazines & waste papers strictly as per prescribed format enclosed as **Annexure-1** and submit the quotation in sealed envelope in the Office of the Regional Director, IIMC, Dhenkanal, on or before last date and time of the submission of bid.

4. Selection Process:

The Quotations/bids shall be examined by the Regional Director in his office.

- a) In case the highest tendered amount (worked out on the basis of quoted rate of individual items) of two or more contractors is same, then such highest bidders may be asked to submit sealed revised offer quoting rate of each item of the schedule of quantity for all sub sections/sub heads as the case may be, but the revised quoted rate of each item of schedule of quantity for all sub sections/sub heads should be higher than their respective original rate quoted already at the time of submission of tender. The highest tender shall be decided on the basis of revised offer.

b) Selection will be made on the basis of highest rate from the eligible contractor and acceptable bids.

5. Other Terms and Conditions:

a) Bidders must submit the quotation form (**Annexure-1**) filled up in all respects along with this Tender Document duly signed by authorized signatory on each page as mark of acceptance of terms of conditions of this document in sealed envelope in the Office of the Regional Director, IIMC, Dhenkanal, Odisha or before last date and time of submission of bid.

b) The sealed envelope should be superscribed with the words "Quotation for disposal of Newspaper & Magazines, IIMC, Dhenkanal". The name and address of the bidder firm should also be appended on the bid document.

c) Bids will be opened as per time schedule given in this tender document in the presence of bidders/authorized representative of the bidders, if available.

d) There will be no extension in respect of last date for submission of Quotations. However, if the last date happens to be a holiday, the Quotations shall be submitted on the next working day at same time and opened on the same day at scheduled time.

e) Late bids will be not accepted.

f) The revision of rates etc. shall not be allowed after the Quotations are opened and the approved/accepted rates shall be valid for till completion of Contract Period.

g) Bidders shall provide details of the firm in its letter head mentioning name, contact number of authorized person for making contacts on specific issues related with the disposal process.

h) In the event of the awarded bidder backing out, bidder shall be debarred for participating in tender in future.

i) After weighting with electronic weighting machines, whole items should be packed in gunny bags. On completion of weighting exercise, bidder is required to submit the amount so arrived as per the quotation of the bidder with IIMC, Dhenkanal in cash or in the form of Demand Draft drawn in favour of "Indian Institute of Mass Communications, New Delhi" payable at New Delhi or in any other acceptable form within 3 days. After receipt of the amount, bidder will be allowed to take away the disposed Newspaper, & Magazines and unused papers.

j) The disposable items will have to be collected by the successful bidder within time period prescribed in this tender document on the basis of "AS IS WHERE IS" **on quarterly basis during the validity of the contract.**

k) Except otherwise specified in the contract and subject to the powers delegated to him by the Government under the code and rules for the time being in force, the decision of the competent authority of the IIMC shall be final, conclusive and binding on all parties to the contract on all questions relating to the meaning of the specifications, and instruction herein mentioned and as to the quality or workmanship of the work.

l) In case of non-satisfactory performance of the successful bidder during validity of the contract, performance security can be forfeited and firm can also be black listed by the IIMC.

m) The Competent Authority of IIMC reserves the right to accept or reject any or all the Quotations or accept any Quotation without assigning any reason thereof. The Competent Authority also reserves the right to award the work to more than one bidder at the approved highest rates.

n) Acceptance of rate quoted by successful bidder by the IIMC will form a binding contract between the two parties in terms of this tender document and shall remain valid for a period of one year. However, contract can be extended for a further period of one year on similar rate and terms & conditions at discretion of this office.

o) Intending tenderers are advised to visit again to IIMC website <http://iimc.gov.in> at least 3 days prior to closing date of submission of tender for any corrigendum/ addendum/amendment.

Sd-
Prof. (Dr.) Anand Pradhan
Regional Director



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Annexure - 1

Disposal of Newspaper, Magazines and waste papers (Contract for a period of one year from the date of the Agreement)

Basic Information about the Quotation/Bidder (to be furnished on Letter Head of the firm)

Name of the Agency:

Address of the Agency:

Any Other Information, Bidders would like to Submit:

Quotations/Bid

I agree to take away old newspapers, magazines, waste papers of the Library during the validity for the contract at under mentioned rates:

Sl No	Description of Item	Rates in Rs / Kg (Both in Figure and word)
1.	Waste Papers (mostly A4 size)	
2.	Newspapers of all types	
3	Magazines of all types	

(Signature of authorized signatory)

Name and signatory of the firm